

University Transfer Protocols

University of Florida

Studio Art applicants may only apply for Fall semester entrance. Deadlines are March 1. Art History students may apply for acceptance for either semester.

Many students enter the University of Florida in the junior year as transfer students. Eligible transfer applicants must be in good academic standing at the institution(s) attended and must have completed 60 or more transferable semester hours from a regionally accredited institution, or an AA degree from an in-state public community college, or 60 transferable semester credits of course work listed in the Florida Statewide Course Numbering System from a Florida nonpublic postsecondary institution.

Prospective transfers from Florida public community colleges can refer to the FACTS Common Prerequisite Manual for state university transfer prerequisite course requirements. Transfer applicants who meet UF minimum admission requirements will be referred to the appropriate UF college for an admission decision. Applicants who exceed minimum requirements are most competitive for admission at the junior level, if space is available.

All Transfer Applicants Must

- . Submit the online UF application and \$30 nonrefundable application fee six to nine months before the term begins. (Please note that if paying by credit card, a \$1.75 service fee will be added automatically to the \$30 fee, so the total application fee is \$31.75.)
- . Meet application deadlines. The application, application fee and ALL transcripts must be received by the deadline.
- . Submit all high school and postsecondary transcripts. Official transcripts can be sent to UF in two ways: paper transcript received by UF in a sealed envelope or electronic transcripts sent from your institution directly to UF. Most Florida public high schools, universities and community colleges prefer to send transcripts electronically, saving you up to two weeks response time.
- . SAT/ACT With Writing test scores are required for freshmen/sophomore transfers and those applying to teacher certification programs. Official scores must be sent to UF directly from the testing agency. SAT testing agency or call 609-921-9000. ACT testing agency or call 319-337-1270.
- . Submit documentation of two sequential courses of foreign language in secondary school or 8-10 sequential semester hours at the post secondary level, or document an equivalent level of proficiency.
- . **Apply to a specific UF college and major.**
- . Meet college and major prerequisite courses and minimum GPA requirements. Limited access programs, teacher certification programs and programs requiring an audition generally require additional application materials.
- . Be in good standing and eligible to return to any institution previously attended.
- . Submit proof of immunization prior to registration.

Understand that meeting minimum requirements does not guarantee admission to the university.

Transfer Credit Evaluation Policy

In general, students may transfer up to 60 credit hours from community colleges as part of the hours needed for their UF degrees, regardless of when these hours are earned, but subject to university and college degree requirements.

It is the prerogative of the student's UF college to determine how transfer credit satisfies the specific degree's course requirements. Students are required to submit to the Office of Admissions final official transcripts from all institutions attended before or during their enrollment at UF.

Credit from Florida public community colleges and state universities:

Courses from Florida public community colleges and State University System schools generally adhere to the Statewide Course Numbering System. If the prefix (first three letters) and the last three digits of the course number are the same, then the course is considered equivalent.

Equivalent courses will generally fulfill the same requirements (e.g. General Education) that the UF course fulfills. However, whether a course fulfills UF's Writing and Math Requirement is determined by specific criteria, not course number equivalency.

Documents Needed

Transcripts

Statement of Intent

Transfer Student Worksheet (ONLY for transfer students)

One Page Résumé (OPTIONAL)

Portfolio of Creative Work (including one-page contact sheet)

All studio-related programs (Ceramics, Creative Photography, Digital Media, Drawing, Graphic Design, Painting, Printmaking, Sculpture, and Visual Art Studies) accept applications for Summer B/Fall admissions only. **There are NO Spring admissions.**

UF's SA+AH studio-related majors are LIMITED ACCESS. Having the minimum GPA, prerequisite coursework, and portfolio does NOT guarantee admission. Admission decisions are primarily determined by competitive portfolio review. The SA+AH will not accept students whose portfolio does not demonstrate sufficient ability to achieve success within SA+AH programs at the junior/senior level.

The Office of Admissions determines the transferability of credit earned at other institutions. Students may transfer no more than 60 hours from a state college as part of the hours required for a UF degree. The 60 credit hour transfer limit does not apply to coursework taken at a four-year institution. Students who have achieved advanced upper division status, 90 credits or more, at a four-year institution may not be admitted, and in turn, are encouraged to complete their degree at their current institution and consider the University of Florida for graduate degree programs

Application Procedures

Applying to one of the majors within SA+AH as a transfer student is actually a two-tiered process.

1. Applicants must apply directly to the University of Florida via the online application. Applicants must contact UF's central Office of Admissions for clarification of general transfer student admission requirements.

<http://www.admissions.ufl.edu/ugrad/trapprocess.html>

2. Applicants must also apply directly to SA+AH via portfolio application (see below) for studio and art education majors and letter of intent for art history majors.

Deadlines

The central UF admissions application deadlines listed here are strictly enforced (<http://www.admissions.ufl.edu/ugrad/trapdates.html>). Transfer students who do not have a completed application on file by the published deadlines, including all required documentation, transcripts, etc., will not be considered for admission and must apply for a subsequent term. So be sure all of your credentials (transcripts, test scores, etc.) are sent to the University of Florida Office of Admissions ASAP.

The SA+AH Portfolio Application deadline is March 15 (or the following Monday if the 15th falls on a weekend) by 4:00 p.m. This deadline is STRICTLY enforced; 4:05 p.m. is PAST The deadline. Portfolio applications must be submitted directly to the SA+AH; please see instructions in the Portfolio Application link listed below

Admission Requirements for Studio-related majors

For art education and art history requirements, please follow the admissions link on the corresponding program profile page.

- . A portfolio application following these guidelines (SA+AH Portfolio Application Guidelines and Procedures-Dec2010.pdf)
- . An Associate of Arts Degree (Florida state college transfers only). Students at four-year institutions must have at least 60 transferable credits.
- . A 3.0 cumulative GPA
- . Completion of the following prerequisite courses with at least a 3.0 GPA
 - 2 Dimensional Design
 - 3 Dimensional Design
 - Drawing 1
 - Drawing 2
 - Art History 1 (Survey from ancient to Renaissance)
 - Art History 2 (Survey from Renaissance through Modern)
 - Two Studio Courses in the major that you want to apply, i.e. if you are interested in Graphic Design you need to have two courses in Graphic Design in order to apply**
 - Only for Digital Media applicants: Pre-Calculus (MAC 1147 or MAC 1114 and MAC1140)

***While the prerequisite courses do not have to be completed prior to application submission, all prerequisite courses MUST be completed prior to attending UF; prerequisites may NOT be taken at UF. Applicants are strongly encouraged to complete as many studio prerequisites as possible prior to submitting application, as the work created in these courses usually contributes to a stronger portfolio. Additionally, the studio prerequisites listed above are the minimum requirements. The SA+AH highly recommends that all students interested in transferring into any of our majors take more than the minimum required studio courses. Please consult with the Undergraduate Advisor for recommendations on which additional studios would be best to take.*

Florida State University

Each year, we enroll approximately 3,000 transfer students. The majority of our students come to us from the Florida College System and most will have completed their Associate in Arts degree. However, we accept transfer students from all regionally accredited institutions at all levels. We encourage you to apply at least six months prior to the term you wish to enter, and we hope you will contact us with any of your questions that are left unanswered after browsing our website.

Transfer Deadlines

The University deadlines are listed below; however, some academic programs have earlier deadlines than those established by the University, or may admit only for a specific term. Prospective applicants should refer to the Academic Program Guide for program application deadlines.

Spring	Summer	Fall
November 1	March 1	July 1

- . Apply online.
- . Submit official high school and all college/university transcripts (sent directly from each institution). College coursework from a non-U.S. institution must be evaluated by a Foreign Credential Evaluation Agency.
- . Submit official ACT (#0734) and/or SAT (#5219) results, if entering as a freshman or sophomore transfer student. (Applicants taking the ACT must also submit the ACT Writing Test.) It is recommended that junior and senior transfer applicants also submit test scores.
- . Submit all AICE, AP, IB, or CLEP results if you have earned college credit through one of these accelerated mechanisms.
- . Submit the residency statement.
- . Determine if the major/program of interest has a different application deadline and/or additional admission criteria, i.e., prerequisites, audition, portfolio, etc.

Many of our communications, including your admission decision, are sent electronically. Please make sure that we always have your most up-to-date email address. You will need to check your email account and the Online Status Check at <https://admissions.fsu.edu/StatusCheck/> on a regular basis. To ensure receipt of our emails, include admissions@admin.fsu.edu in your address book.

Major Requirements

All transfer applicants must meet requirements for admission to the University and to the major/program of interest. Minimum University admission requirements are listed on this page. For information about the major/program of interest, refer to the Undergraduate Academic Program Guide found at academic-guide.fsu.edu/ for a detailed program description, to view the academic map, and to link to the department's website. Because of mapping, it is very important that we receive all credit earned through accelerated mechanisms (AICE, AP, IB, CLEP).

Foreign Language Admission Requirement

All transfer applicants must have satisfied the state of Florida's foreign language admission requirement by having earned two units in one foreign language or American Sign Language in high school or eight semester hours of one foreign language or American Sign Language in college (or documented equivalent proficiency).

College Level Proficiency Skills in Reading, Writing, and Mathematics

All transfer applicants must have demonstrated college-level proficiency in reading, writing, and mathematics prior to being considered for admission. This can be achieved by having a minimum cumulative 2.0 GPA in six semester hours of approved college-level English composition and a minimum cumulative 2.0 GPA in six semester hours of approved college-level mathematics with no grade below "C-," or by having the appropriate subscores on the ACT and/or SAT:

- . Reading - 22 on the ACT reading or 500 on the SAT critical reading
- . Writing - 21 on the ACT English or 21 on the ACT E/W or 500 on the SAT writing
- . Math - 21 on the ACT math or 500 on the SAT math

Associate in Arts (AA) Applicants

Applicants transferring directly after earning the AA degree from a Florida public institution will receive priority consideration for admission.

Junior/Senior-Level Applicants

Junior and senior applicants (60 or more semester hours of transferable credit as determined by the Office of Admissions) must:

- Have at least a 3.0 (on a 4.0 scale) cumulative grade point average (GPA) on all college work attempted.
- Have at least a 3.0 (on a 4.0 scale) on all college work attempted at the last institution.

University of South Florida
School of Art & Art History - USF
4202 East Fowler Ave. - FAH 110
Tampa, FL 33620-735

Fill out online Application

Documents Needed

Beginning with the Fall term, 2010, all lower level and upper level transfer applicants must meet a minimum successful course completion ratio as well as any additional requirements listed below. The completion ratio is determined by the number of credit hours passed compared to the number of credit hours attempted.

Lower level applicants (between 30 – 59 credits) with a course completion ratio below 67% will be denied.

Upper level transfers (60 credits or more) with a course completion ratio below 60% will be denied.

Upper level applicants with a course completion ratio between 60 – 66% will be referred to an admissions committee for an admissions determination. If admitted, admission is conditional and the conditions of admission will be detailed with the acceptance letter. Therefore, excessive withdrawals and repeated courses may negatively affect admissibility.

Note: The University of South Florida affords students seeking their first bachelor's degree priority in the registration process. Thus, as a second bachelor's degree student, be advised that it may be difficult for you to secure courses in the proper sequence for a timely graduation. Please check with the department of your intended major regarding the availability of upper-level courses in that major.

If you earned an Associate in Arts degree from a college in the Florida College System, you will receive priority consideration for admission. Students who expect to earn an A.A. degree should apply at least one semester prior to completion of the degree.

Admission to USF with an A.A. degree does not guarantee admission to a selective admissions programs of study.

Lower-level applicants are required to submit the following items:

- * Application for admission
- * Non-refundable \$30 application fee.
- * Official high school transcript(s)
- * Official SAT or ACT scores
- * Official GED, if applicable
- * Official TOEFL or IELTS scores, if applicable
- * Official transcript from each college or university attended* (current up to time of application).
- * Any college or university work that was completed at a non-U.S. institution must be submitted along with a course by course Foreign Credential Evaluation from a Credential Evaluation Service.

**Electronic transcripts transmitted to USF from the Florida College System do not include courses from other colleges/universities.*

Undergraduate BA and BFA Requirements

In addition to the general requirements for admission to USF, a portfolio must be submitted to the School of Art and Art History by March 15 for students wishing to enter the program in the fall semester, or October 15 for students wishing to enter the program in spring or summer semesters.

Acceptance into the School of Art and Art History does not constitute acceptance into the University of South Florida. You must work with the Office of Undergraduate Admissions to satisfy all admission requirements for the university. See the following website for admissions information:

<http://usfweb2.usf.edu/admissions/>

Portfolio Requirements

All portfolio materials, including transcripts, are submitted electronically at <https://usf.slideroom.com/>. Detailed instructions and a tutorial are available on the site to assist you in the online submission process. There is a cost of \$10 to submit your portfolio. You will pay this fee electronically when you submit your portfolio.

Before you begin the process of submitting your portfolio, you will need to have available the following:

- Your USF ID Number. You must have applied to USF in order to get a student id number.
- Your scores on any standardized tests (SAT or ACT). Transfer students from a community college who have not taken standardized tests should answer "transfer student" to that question.
- A 250 word essay about your artwork. Summarize your background in studying art and connect it to the actual work in your portfolio of images. Faculty are interested in how you think and write about what you have done and how you imagine your artwork evolving over the next years of study.
- Ten images (jpg or pdf) to upload electronically to the website.
- Unofficial transcripts are acceptable. Current USF students should go to FACTS.org for unofficial transcripts. All transcripts are to be uploaded with your portfolio submission.

A faculty admissions panel will review the submissions and notify applicants of their admission status to the School of Art and Art History. The faculty panel may indicate acceptance into the program, deny acceptance or defer acceptance, based on the portfolio. Applicants cannot be Art Studio majors or enroll in any art classes without the review and acceptance indicated by the faculty panel. Decisions concerning admission status are sent to the USF Office of Undergraduate Admissions.

Ringling College of Art & Design

Admissions Office
2700 North Tamiami Trail
Sarasota, Florida, 34234-5895

Fill out online Application

Documents Needed

Transfer applicants:

Submit a completed Common Application Form, along with a nonrefundable \$70 application fee. The Common Application is at www.commonapp.org under Download Forms.

Submit the Ringling College of Art and Design Supplement to the Common Application, available at www.commonapp.org. Click on Download Forms, then search for Ringling under "College Specific Supplements." Please note that the arts supplement is not required.

Ask one of your instructors to complete a College Instructor Evaluation Form, also at www.commonapp.org under Download Forms.**

Ask your college academic adviser to submit the College Official's Report, available at www.commonapp.org under Download Forms, OR submit a second College Instructor Evaluation form.**

Ask your high school and each college you have attended for credit to send an official copy of your transcript to our Admissions Office at 2700 North Tamiami Trail, Sarasota, Florida, 34234-5895. We also accept GED certificates. You must achieve a minimum 2.0 academic grade-point average at your last college attended to be considered for admission. Please note that a high school transcript is not required if you have earned 24 or more semester hours credit at a regionally-accredited institution.

Submission of an art portfolio to www.ringling.slideroom.com is required for all majors except Business of Art & Design. The cost of Slideroom submission is included with your application fee. The Admissions Committee reviews every portfolio individually. We take into consideration the amount and type of art training you've received. Please refer to the instructions below, under "submitting your portfolio."

*** Letters of recommendation may be substituted for the College Official's Report and/or College Instructor Evaluation Form(s).*

Transfer Credits and Placement

Ringling College will consider for transfer any liberal arts or studio art credit that meets our academic requirements and where a grade of C or better was earned from a regionally-accredited college or university. Studio art credit will be awarded based upon the criteria above and a portfolio review. All of Ringling College's studio courses are sequential and have pre-requisites. Students have to complete the 1st-year studio courses before taking 2nd-year studio courses; 2nd year studio courses before taking 3rd-year studio courses; and 3rd-year studio courses before taking the 4th-year capstone/thesis courses.

If you have taken Liberal Arts courses at another college/university, those courses will be evaluated by the Academic Advisors in the Office of Advising, Records, and Registration Services to determine if they meet the degree requirements for the Bachelor of Fine Arts or Bachelor of Arts Degree. The number of Liberal Arts classes completed has no bearing on your class level. Only studio classes determine your class level. Students enrolling with an Associate of Arts or a Bachelor of Arts degree from a regionally accredited college or university will be considered to have met the Liberal Arts requirements for the BFA degree.

Please make sure you have requested a final transcript from all colleges/universities that you have attended so that you can receive the appropriate transfer credit.

Please note that admission to upper-level studies is contingent on space availability.

International Students

Ringling College students come from 42 countries! We welcome applications from international students. Because Ringling College does not offer English for Speakers of Other Languages courses, you must be proficient in English to be considered for admission. If you are a citizen of a country where English is not a common language, please submit scores from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). A minimum score of 61 (internet version) or 500 (paper version) on the TOEFL; or 6.0 on the IELTS is required. In addition, please submit the International Supplement to the Common Application, available at www.commonapp.org under Download Forms.

Portfolio Requirements

What type of artwork should be in my portfolio?

Different colleges have different requirements, so be sure to research where you plan to apply. In general, we all love to see drawing, particularly drawing from life. It's important because you will be drawing a lot your first year, no matter what you major in. The media and subject matter don't matter so much – try still-life, landscapes, people, animals, buildings, whatever interests you. We're also interested in how you develop your ideas, so feel free to include pages from your sketchbook. If you don't carry a sketchbook, it's time to start.

Is there anything I should not include?

One word – anime! The Japanese are doing a fine job producing all the anime the world needs to see. They don't need help from you! Seriously, most of the anime portfolios we see are terrible – poorly executed and completely unoriginal. You can do better! Also stay away from fantasy art – unicorns, dragons, etc., and anything you've copied from a photograph or another artist. Keep it recent. Your mom might love it, but the kitty cat

that you drew in kindergarten doesn't belong in your college portfolio!

How many pieces?

Ten to fifteen is a good number. If you include more than about 20 pieces, the work usually begins to get repetitive. Again, different colleges have different requirements, so ask!

Should my portfolio reflect my chosen major?

Not necessarily. But if you have experience in a specific discipline like photography, design, filmmaking, etc., show us. Some colleges might ask you to complete specific assignments for your portfolio that are related to your major.

How do I submit my portfolio?

Almost all colleges prefer electronic submission. Ringling works with a website called slideroom.com, where you can upload your work and we can view it online. There's no problem with discs being lost or damaged or unreadable. Other colleges will ask you to submit your work on CD. A few want to see only the actual original work. Once again, you have to do your research.

Six Easy Steps for Preparing Your Portfolio

1. Gather your best, most recent work together. It could be class projects or work you've done independently. Finished work is usually preferable, but feel free to include pages from your sketchbook or works-in progress if they demonstrate your creativity.
2. Select 10 to 15 pieces. Be sure that they meet the requirements for your chosen major. Visit www.ringling.edu/apply for portfolio requirements for our majors. Different art colleges have different requirements, so always check before you submit.
3. Try to get some feedback on your work. Attend a national portfolio day, or schedule a portfolio review with an admissions counselor.
4. Take digital photos of your work. We'll be posting information about how to photograph artwork soon, so check back!
5. Upload your portfolio images to www.ringling.slideroom.com if you're applying to Ringling. For other colleges, visit their websites for instructions.
6. Be yourself! Show us who you are as an artist.

Compiled by Tyrus Clutter to assist students seeking to transfer to other institutions.

For the most up to date information, please refer to the respective universities' websites.

The College of Central Florida is not responsible for the accuracy of the above information.