

## **Transfer Credits**

Students that would like to apply prior course work towards their program here at ACI should first review our policy on transfer of credits and then follow the procedures below if they would like to request a transfer.

### **Policies**

- Courses will be accepted only from accredited colleges, universities or vocational schools.
- Courses must be similar in content, purpose and uphold the same set of standards as ACI's curriculum.
- Grades accepted for courses must be a 2.0 or better.
- All course work must have been completed within the past 5 years. At the discretion of ACI's Director of Education individuals may be asked to take and pass a competency test prior to being granted a transfer of credit.

### **Procedure**

1. Consult ACI's catalog to find out which courses you are required to take and their descriptions.
2. Obtain a copy of ACI's Application for the Transfer of Credit from an ACI Admission Representative.
3. Submit the completed Application along with your academic transcripts and course descriptions you would like to transfer to:  
Arizona Culinary Institute  
Admissions  
10585 N. 114<sup>th</sup> Street Suite 401  
Scottsdale AZ 85259
4. The process takes 2-3 weeks. The results of the Transfer of Credit evaluation will be mailed to you and provided to the financial aid office. Questions regarding the completed evaluation may be directed to ACI's Director of Education at 480-603-1066.