Berklee offers a student who has left Berklee prior to completing his/her Bachelor's degree opportunities to complete the degree. The student must be in good academic standing in order to complete their degree remotely.

1. If the student has completed at least 90 credits toward the bachelor of music degree—with at least 60 credits on the Boston campus—and has less than 10 credits to complete within the major concentrate, he/she may be able to complete the degree through directed study, online courses, or a combination of the two.

2. Alternatively, the student may be able to earn a Bachelor of Professional Studies degree online in one of two majors: music business and music production. This option is well suited for alumni who cannot return to campus, and who completed fewer than 90 credits while at Berklee.

In either situation, the student must first complete the Degree Completion Form, which can be found on the Berklee website at https://www.berklee.edu/registrar/forms/degree-completion.

The student submits the completed form electronically (automatically by clicking on the word, “Submit”) to the Office of Academic Affairs at degreecompletion@berklee.edu. The form is reviewed by the Office of Academic Affairs (AAOF), appropriate chairs, and in certain situations, the Graduation Coordinator and/or the Returning Student Coordinator in the Office of the Registrar and a Counseling and Advising Center representative. Once the review is complete, the AAOF notifies the student as to course requirements and course completion options.

The student’s major chair has the authority to determine the concentrate course plan that, if completed, will lead to the awarding of the degree or diploma for the student. Chairs of required non-concentrate courses have the authority to ensure that non-major concentrate requirements are also satisfactorily met.

Students for which option #2 above is applicable can find helpful information at online.berklee.edu/degrees and can also contact a Berklee Online advisor at 1-866-BERKLEE with any questions to learn more or to start the application process for the online degree.

At this time, there is no option for a student to remotely complete the diploma program.

The process and policies below apply.

A. Course Completion
1. If a student has been away from Berklee for more than four years, his/her catalog must be updated to the current major grid.
   a. If a student started a major that no longer exists at Berklee, their coursework will be assessed individually by the Chair of the current major department that most closely fits the original major. The degree earned by the student will reflect the current name of the major on the diploma (an example being Electronic Production and Design, rather than Music Synthesis).

2. For courses that do not have a Berklee Online option, the course chair, in consultation with the department dean, may arrange individual directed study or, if appropriate, consider allowing an equivalent course from another accredited college to substitute.
   a. If the chair determines an equivalent course from another accredited college can be considered, the student must submit the institution’s course syllabus and other necessary course information to the chair.
   b. If the recommendation is directed study, the student should coordinate timing/frequency with the chair and the faculty member for the course.

3. A student who needs to complete two or more courses in a course sequence, such as ear training or harmony, must apply to the Berklee Online Bachelor of Professional Studies program. However, based on the student’s particular situation, the appropriate department chair may determine if other course completion options (test-out, alternate assignment submissions) are appropriate for the outstanding courses.

B. Test-out/Credit-by-Exam

1. As with any on-campus student, a student who did not fail or withdraw from a specific course when attending Berklee is eligible to attempt a test-out via Credit-by-Exam (CBX) for that course – if that option is available. All courses do not have the test-out option and a chair is not required to provide a test-out option for a course deemed to not be appropriate for test-out by the chair.

2. If the student desires to test out of multiple courses in a course sequence (e.g., harmony, ear training, etc.), and test-outs are available for those courses, he/she must take the CBXs sequentially and one at a time starting with the lowest required course. The student must pass the CBX for the lowest required course in the sequence before being allowed to attempt the CBX of the subsequent course in the sequence.

3. Receiving a CBX for a course in a sequence does not guarantee receiving credit for a previous course(s) in the sequence. For example, a student testing out of Ear Training 4 does not automatically give prerequisite credit for Ear Training 3. Subject to the Ear Training chair’s approval, the student must still complete or test-out of Ear Training 3 or another course deemed to be an appropriate substitute for Ear Training 3.
4. Credit-by-Exam is not available for a course in which the student previously received an “F”, “IF”, or “I”.

C. Other Information

1. Berklee alumni receive a 10% discount on Berkleeonline courses.

2. Berkleeonline has its own Financial Aid advising. Information is available at http://online.berklee.edu/about/financial-aid