Non-Conservatory Credits

Transfer Credits, Course Waivers, and Course Substitutions
Transfer credits and course waivers are considered completed credits and may apply toward a student’s degree requirements. Transfer credits are notated on a student’s transcript with a TR and course waivers are notated with a WV. Course substitutions are approved at the discretion of the division Dean only in cases where extenuating circumstances prevent a student from completing a required course. In these cases, alternative coursework may be substituted for a degree requirement.

Evaluation of Transfer, AP, IB, and CLEP Credits
Students who wish to receive credit for coursework completed at another institution or through AP, IB, and/or CLEP must submit a Credit Evaluation Request Form to the Registrar’s Office.

Transfer requests for Music, Dance, and Theater courses are evaluated by the relevant Dean in consultation with the appropriate parties. The Registrar’s Office performs evaluations for Liberal Arts transfer credit and AP, IB, and CLEP. Credits earned through AP, IB, and CLEP are subject to the Conservatory’s transfer credit restrictions defined below.

Credit Evaluation Request Forms are available on the Registrar’s Office portal page. Students will be notified by the Registrar’s Office after evaluations have been completed.

Timeframe
In order for transfer credit and/or CLEP examinations to be evaluated, completed forms must be submitted by the end of the semester immediately following the term in which eligible coursework was completed. For example, forms regarding courses taken over a summer term must be submitted by the end of the subsequent fall semester. AP and IB request forms must be submitted by the end of a student’s first semester in residence. Requests for the evaluation of credit that do not adhere to this timeframe will not be considered.

Pre-approval
Matriculated students who plan to take courses at another institution with the intention of receiving transfer credit are strongly encouraged to seek pre-approval. Pre-Approval is only considered valid through the completion of a Transfer Credit Pre-Approval Evaluation Request and is contingent upon successful completion of planned coursework.

ProArts Consortium
There are limits on the number of courses students can take through the ProArts Consortium usually no more than three per semester. However, students wishing to apply ProArts courses to their Conservatory degree requirements must complete the transfer credit process outlined above and are subject to the Conservatory’s transfer credit restrictions.

Life Experience
The Conservatory recognizes that some students have had experience comparable to in-class learning in a non-classroom setting. Limited credit may be granted only for verifiable learning—either knowledge or skills—acquired during life experience, not for the experience itself. Students are charged for earned Life Experience credit at half of the per-credit rate applicable to the appropriate degree, diploma, or certificate program. The acceptance of Life Experience credit is evaluated at the discretion of the division Dean and the Associate Dean for Academic Planning and Curriculum.

Class Level
Class level is decided upon acceptance into the Conservatory. Transfer students entering as sophomores
or, in rare cases, as juniors, will receive either transfer credit or advanced placement for lower-level requirements on a case-by-case basis depending on the credits earned and coursework completed at the prior institution. Students may not be placed for artistic reasons at a class level that would preclude them from completing all academic requirements within the timeframe this class level would allow.

**Restrictions on the Acceptance of Credit**

**Minimum Grade Requirements**

Only courses with grades of C or higher are eligible for undergraduate transfer credit; only courses with grades of B- or higher are eligible for graduate transfer credit.

**Music**

- No more than six credits can be transferred toward a graduate degree. No credits may be transferred toward a graduate diploma or certificate program.
- No transfer credit is awarded for applied lessons. Students may be granted advanced standing based on the assessment of the student's application audition.
- No transfer credit is awarded for music theory courses. All incoming students take a placement examination upon matriculation that determines their standing in the music theory sequence. Students who place out of the freshman music theory courses will be given advanced placement.

**Theater**

- At the discretion of the Chair and the Dean transfer credit may be accepted for applied coursework at the undergraduate level; no transfer credit is accepted at the graduate level.

**Liberal Arts**

- A minimum of 50 percent of a student’s required Liberal Arts credits must be completed through Conservatory courses. Expository writing courses completed at another institution may be considered as transfer credit but will not be considered toward the Liberal Arts elective distribution requirements.

**Courses Used Toward the Completion of Another Program**

Transfer credit will not be granted for courses that have been used to complete requirements for a diploma or degree at a lower program level. For example, coursework used to complete undergraduate degree requirements may not be transferred toward a graduate degree.

Students who have completed a degree at the same level may apply courses toward their Conservatory degree. Such courses are considered waivers rather than transfer credit but follow the transfer credit process for approval. Students who have completed an Associate’s or Bachelor’s degree at another institution are not subject to the 50 percent rule for Liberal Arts credits articulated above if applying those courses to a Conservatory undergraduate degree. Regardless of the amount of credits waived, students must complete a minimum of four full-time semesters in residence.