



# Transfer Credit Pre-Approval

*For Current Eastman Students Only*

<b>Student Information</b>		
Name: _____	University ID #: _____	
Degree/Major/Instrument: _____	Univ. E-mail: _____	
Anticipated Graduation Date: _____	Phone #: _____	
<b>Institution</b>		
Name & location of college/university: _____		
I plan to take classes for transfer during ( <i>Check one</i> ): <input type="checkbox"/> fall <input type="checkbox"/> spring <input type="checkbox"/> summer    Year: _____		
<b>Course Information</b>		
I plan to take the following courses for the indicated credit(s). I am requesting that these courses be accepted as transfer credit in my Eastman program of study.		
<b>Course number</b>	<b>Course Title</b>	<b>Credit(s)</b>
1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____
<b>Total credits (6 maximum)</b>		_____
<b>Requested By</b>		
I understand that, if approved, I must have an official transcript of this coursework sent to the Eastman Registrar's Office before the credit will officially transfer.		
Signature of Student _____ Date: _____		

<b>Administrative Use Only</b>	
<b>Department Chair:</b> Please indicate which degree requirement(s) are fulfilled by the transfer courses listed above:	
1.) _____	
2.) _____	
3.) _____	
<b>Approved By</b>	
Department Chair: _____	Date: _____
Registrar: _____	Date: _____

**Undergraduate Transfer Credit:** Students who have matriculated into a Bachelor of Music degree program are allowed to take two humanities/sciences courses (maximum of 6 credits with a grade of B- or better) at another institution and transfer the credit to their Eastman School of Music degree program.

**Graduate Transfer Credit:** A maximum of six semester hours of graduate credit taken not more than five years before matriculation to a master's program at Eastman may be accepted if the subjects taken form an integral part of the student's program of study and if the student has received a grade of B or above. For doctoral students, the 6 credits must be for coursework beyond the 30-credit master's degree. Academic credit, such as music history or music theory, may be eligible for transfer. Normally, no transfer credit is given for applied music or ensemble taken at another institution. Students should take an official transcript and other supporting documentation, such as papers, projects, assignments, a syllabus, etc., for the courses in question to the appropriate department chair for approval. Requests coming from doctoral students will be forwarded to the Associate Dean of Graduate Studies who will forward them to the graduate professional committee (D.M.A.s) and to the graduate research committee (Ph.D.s) at the same time the student proposes his or her program of study. The Associate Dean of Graduate Studies will review requests from master's candidates for transfer of more than 6 total credits.