Petition to Waive Applied Music Credit/Completion of Studio Credit by Exam/Transfer Studio Credit

Before filling out, please read the note on the reverse.

Last Name __________  First Name __________  PID# __________  Performance Area(s) __________

BearMail Address __________  Current Major __________  Current 2nd Major (if applicable) __________  Current 3rd Major (if applicable) __________

Student Section (please check one):

- I am requesting that _____ (1, 2 or 3) studio credit hours be waived.
- I am requesting that _____ (1, 2 or 3) studio credit hours be granted via credit by exam.
- I am requesting that _____ studio credit hours be transferred from another institution (__________).

____________________________________________  Date

Student’s Signature __________  Date __________

Studio Teacher Section (please check one):

- I recommend ____________________________________________________________

____________________________________________  Date

Studio teacher, signature __________  Date __________

Comments or reasons ______________________________________________________________________

Performance Department Chair Section (please check one):

- I recommend ____________________________________________________________

____________________________________________  Date

Chair, Department of Performance, signature __________  Date __________

Comments or reasons ______________________________________________________________________

Dean (or designee’s) Section (please check one):

- I hereby ____________________________________________________________

____________________________________________  Date

Dean Signature __________  Date __________

- I hereby deny this request.

____________________________________________  Date

Dean Signature __________  Date __________
Instructions:
The top part of this form should be filled out by the student, who should then bring the form to their studio teacher and then the performance chair for signatures. The student should then deliver the form to the Dean’s Office for final approval.

Note for students petitioning to waive applied studio credit:
Students who will have outstanding studio credits remaining (up to 3 for the performance degree and 2 for all others) after completing all other degree requirements, including level(s) and recital(s), may petition for a waiver of one semester of studio. Students must have acceptable academic standing. Students who have one semester of studio waived may also have one semester of ensemble waived at the discretion of the Dean of Music. By requesting this waiver, the student is asserting that he or she will have satisfactorily completed all on-campus requirements for graduation aside from one semester of studio (and possibly one semester of ensemble) by the end of the current semester.

Note for students requesting studio credit by exam:
Students requesting studio credit by exam should have already performed the required work to receive credit by exam. This form will become the permanent record in which the studio faculty certifies that credit by exam has been completed.

Note for students requesting studio credit by transfer:
This is a request to transfer studio credits in addition to any studio credits that were transferred when the student first enrolled at Crane. Typically this request would not occur until the student’s final semester. Students will usually receive one semester of ensemble transferred for each semester of studio transferred, at the discretion of the Dean of Music.

For Office Use Only

Assoc. Dean _______ Date __________

Waiver/Credit by Exam submitted to Registrar (Date)

Additional studio credit hours noted in studio database (Date)

Email Notification to Studio Teacher, Advisor and Performance Department Chair (Date)