

**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.

<hr/> Last Name	<hr/> First Name	<hr/> PID#	<hr/> Performance Area(s)
<hr/> BearMail Address applicable)	<hr/> Current Major	<hr/> Current 2 nd Major (if applicable)	<hr/> Current 3 rd 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 (_____).

Student's Signature	Date
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Studio Teacher Section (please check one):

- I recommend _____

- I do not recommend approval of this request.

Studio teacher, signature	Date
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Comments or reasons _____

Performance Department Chair Section (please check one):

- I recommend _____

- I do not recommend approval of this request.

Chair, Department of Performance, signature	Date
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Comments or reasons _____

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

- I hereby _____

- I hereby deny this request.

Dean Signature	Date
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**Petition to Waive Applied Music Credit/Completion of Studio Credit by Exam/
Petition for Additional Semesters of Studio/Transfer Studio Credit**

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. **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.

Ensemble Requirements

Students who have one semester of studio waived, given credit by exam, or transferred will typically also have one semester of ensemble waived or transferred, if there is an outstanding requirement.

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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)