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 (__________).

__________________________________________________________________________

Student’s Signature  Date

**Studio Teacher Section (please check one):**
- ❑ I recommend ____________________________

__________________________________________________________________________

Studio teacher, signature  Date

**Performance Department Chair Section (please check one):**
- ❑ I recommend ____________________________

__________________________________________________________________________

Chair, Department of Performance, signature  Date

**Dean (or designee’s) Section (please check one):**
- ❑ I hereby ____________________________

__________________________________________________________________________

Dean Signature  Date

Rev. 4/19/2023
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.

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)