

## Transfer of Credit Request Form-

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### HOW TO REQUEST A TRANSFER OF CREDIT:

Type or print your answers in ink on the line above the information requested.

Mail this form along with the rest of the required application materials to:

**Attn: Registrar, Transfer of Credit Request**  
**CAP21, 18 West 18<sup>th</sup> Street, 6<sup>th</sup> Floor**  
**New York, NY 10011**

The following requirements must be met for transfer credit to be awarded:

- Students who wish to transfer credit (s) must complete a Transfer of Credit Request Form and submit it to the Conservatory Registrar. (NOTE: If students are requesting a transfer of credit for more than one course, only one Transfer of Credit Request Form needs to be completed).
- A syllabus for the course (s) for which a transfer of credit (s) is requested must be submitted to the Conservatory Registrar.
- Transfer credits must be from an accredited institution or association recognized by the US Secretary of Education.
- Students must have achieved a satisfactory grade (75% or higher) in the course(s) for which a transfer of credit is requested.
- Credits awarded for a non-letter grade (pass/fail) are not transferable.
- Students may be required to complete a written knowledge assessment test for each course that transfer credit is requested. (NOTE: An oral sight-singing assessment test is also required for Applied Music Theory I and Applied Music Theory II).
- Students must achieve a grade of 88% or higher (B+) on written knowledge assessment tests - to be awarded a transfer of credit.
- Applications and all materials must be received at least four (4) weeks prior to the first day of classes.

Transfer of Credit Requests will be reviewed and evaluated by the appropriate department chair to determine if the previous course (s) is reasonably equivalent in content, level and rigor to the coursework in CAP21's curriculum, and if students have attained appropriate levels of achievement.

Grades in courses for which credit has been transferred from other institutions will not be calculated into a student's grade point average. In lieu of a final course grade, *TCR* will appear on the student's official transcript for courses which have been awarded a credit transfer.

#### **Documents Required:**

1. Completed Transfer of Credit Request Form
2. An official high school or college transcript (may be the same transcript used for the application)
3. Syllabus for the course/s for which transfer credit/s is requested.

**Please complete the form on the following page.**

