



TRANSFER CREDIT SERVICES GUIDE

Produced by the Office of the Registrar

The policies and procedures outlined in this guide are subject to change at any time at the discretion of the College.

To best understand the instructions provided in this guide, it is advisable to familiarize yourself with the Berklee degree and diploma programs, and specifically, the requirements for each. To review the requirements of these programs, please refer to the major grids in the Berklee Bulletin or at berklee.edu/pdf/parents/bulletin.pdf.

TRANSFERRING CREDITS: POLICIES & REQUIREMENTS

GENERAL POLICIES

The Office of the Registrar provides transfer credit services for prospective and enrolled students. If you are seeking to transfer credit into Berklee, please make sure of the following:

- The (domestic) college or university you attended must be an official regionally accredited institution*
- International transcripts must be submitted to a certified credential evaluation service
- Each course must have a grade of “C” (73% or 2.0) or higher (Please note that once the course is accepted it only transfers as earned credit(s) and the grade from the previous institution is not counted in your Berklee G.P.A.)

**Accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education as a "reliable authority as to the quality of postsecondary education" within the meaning of the Higher Education Act of 1965, as amended (HEA).*

We offer a pre-approval service for transfer credit. Before taking a course outside of Berklee, you can have that course pre-approved for transfer. Simply submit a course description from the college/university's official course manual to the Office of the Registrar. Following a transfer credit evaluation, you will have the option to receive a Transfer Equivalency Report indicating which courses transferred and how those courses will apply toward graduation. Information on getting a course pre-approved for transfer is provided in the **Transfer Credit Process** section below.

Calendar Systems

Berklee operates under a semester-hour system. When transferring credit from a university using a different system, the following conversions must be made:

Quarter-Hour Systems

- 3 quarter-hour credits outside of Berklee equal 2 semester-hour credits at Berklee
- 4.5 quarter-hour credits outside of Berklee equal 3 semester-hour credits at Berklee

(When necessary, courses on the quarter system will be combined and transferred as one 3 semester-hour credit course.)

Semester-Hour Systems

- 2 semester-hour credits outside of Berklee equal 2 semester-hour credits at Berklee (30 lecture hours equal 2 semester-hour credits)
- 3 semester-hour credits outside of Berklee equal 3 semester-hour credits at Berklee (45 lecture hours equal 3 semester-hour credits)

CONTACT INFORMATION

Prospective or Entering students may contact the Office of Admissions at 800 237-5533, or 800 421-0084, or at 617 747-2223.

Continuing and Returning students may contact the Information Projects Coordinator in the Office of the Registrar at transfercredits@berklee.edu, 617 747-8519, or stop by the Office of the Registrar (Uchida building, Suite 120).

GENERAL REQUIREMENTS

Official Transcripts

Berklee College of Music values the college-level course work taken by students at other institutions of higher education throughout the world. Students are invited to submit official transcripts from regionally accredited institutions for transfer credit evaluation. A transcript is considered official only if it is sent directly from a college/university to Berklee or is given to a student in a sealed and stamped envelope and delivered unopened to Berklee.

Transcripts that have been opened or faxed are not considered official, and therefore, are not acceptable for transfer credit. Grade reports are also not accepted for transfer credit.

International Transcripts

Transcripts from all international institutions require an official translation to English and evaluation to American college standards by a certified credential evaluation service. The official translation must be mailed directly from the official translation service, or delivered in a sealed envelope to the Office of Admissions (*Prospective and Entering students*), or to the Office of the Registrar (*Continuing and Returning students*). Berklee recommends the following provider of translation and evaluation services:

Education Credential Evaluators, Inc.
PO Box 514070
Milwaukee, WI 53203-3470 USA
414 289-3400
eval@ece.org

Important Note: *This translation is required for all international transcripts, with the exception of Canadian transcripts. Be sure to remind any translation service that the translated transcript must include course names, the course credit values, and grades.*

Residency Requirement

All students, including those transferring from other schools, are required to complete a minimum of 60 credits for the degree and 48 credits for the diploma **at Berklee** in order to graduate from the college. Degree students are also required to complete a Liberal Arts residency requirement of 6 credits taken at Berklee. Advanced placement, credit by exam, CLEP credit, and transfer credit do not count toward residency requirement credits, even if earned while at Berklee.

Required and Elective Courses

There are a number of liberal arts requirements in the Berklee degree program. To have a course transferred and equated as one of these required courses, the course descriptions must be generally comparable. In some cases, we may request that you provide an *official* course description from your previous institution's course manual or directly from the previous institution's *official* website to determine comparability.

A wide range of courses may be transferred in the general elective or liberal arts elective categories. Liberal arts courses may be used to satisfy a portion of the general elective requirements.

TRANSFER CREDIT LIMITATIONS

Degree Program Limitations

Berklee will accept a maximum of 24 liberal arts credits for courses that are required in the degree program. Degree program students are required to complete at least six liberal arts credits **at Berklee** in order to graduate. Music history courses are not included in this 24-credit cap.

Special Note: This policy does not apply entirely to students who matriculated before Fall 2009. To see which transfer credit policies apply to you, you will need to determine your catalog year. Each fall semester a new set of catalogs are created for each major, including dual majors. The following are examples of how catalogs are assigned: 2007 Fall catalog will be assigned to students entering in the 2007 Fall, 2008 Spring, and 2008 Summer; 2008 Fall catalog will be assigned to students entering in the 2008 Fall, 2009 Spring and 2009 Summer. Students may opt to change their catalog year assignment to a more recent catalog if they prefer to graduate under a newer set of curriculum requirements. Please consult the college [Bulletin](#) for more information.

Diploma Program Limitations

Berklee will accept a maximum of 12 liberal arts credits toward the general elective requirements of the professional diploma program.

Post Matriculation Transfer Credit

It is expected that students attending Berklee will take all their remaining courses required to graduate *at Berklee*. The college recognizes, however, that special study opportunities may arise after students matriculate. Berklee will therefore accept a maximum of three additional courses of any kind post matriculation (even if said three courses do not reach the 24-credit cap limitation). Students are encouraged to attain pre-approval transfer status from the Information Projects Coordinator in the Office of the Registrar before enrolling at another institution.

Minimum Grade

Courses must be successfully completed with a minimum grade of “C” (73 percent or 2.0) in order to be considered for transfer. Students from schools that rely on teacher evaluations rather than a grading system may still have courses accepted at Berklee if the evaluations meet transfer standards.

COURSES ELIGIBLE FOR TRANSFER

Berklee primarily accepts undergraduate liberal arts courses for transfer credit. Additionally, History of Western Music, History of Rock ‘n’ Roll, History of Jazz, general Music History courses, Principles of Business Management and Principles of Financial Accounting courses are usually accepted into the music business, general elective or liberal arts elective categories, although not as part of the required 24-credit liberal arts maximum.

The Berklee Online School

All courses taken through [Berkleemusic.com](http://www.berkleemusic.com) (Berklee’s online school) are eligible for transfer as general elective credits: a maximum of two courses (four credits) is accepted. Information regarding Berklee’s online school can be found at <http://www.berkleemusic.com>. These courses are not included in the 24-credit Degree cap.

International Baccalaureate

Many courses taken through the International Baccalaureate program are eligible to be accepted at Berklee. The courses must be taken at the Higher Level (HL), with a minimum grade of 4 earned. Information regarding International Baccalaureate can be found at <http://www.ibo.org>.

General Certificate of Education-Advanced Level Exams

Advanced Level (A-Level) exams are accepted, provided that the official grade report is submitted to Berklee. The Information Projects Coordinator in the Office of the Registrar is responsible for evaluating these reports and has final say on acceptance and transfer equivalency.

COURSES *NOT* ELIGIBLE FOR TRANSFER

Berklee does not accept courses in the following fields: computer science, engineering, physical education and courses tailored for a specific vocation, included but not limited to auto mechanics, law, nursing or optometry.

Berklee also does not accept English courses taken at international institutions where English is not the official language, or English as a Second Language courses.

Berklee does not accept foreign language courses or AP or CLEP exams when they are the student’s primary language.

Berklee does not typically accept Graduate level courses, although the college may allow some exceptions at the discretion of the Information Projects Coordinator in the Office of the Registrar.

Music Courses

Berklee does not award transfer credit for music courses, with the exception of music history and some music business courses. However, students may receive advance placement credit for some music courses following their *Entering Student Placement Assessment (ESPA)*. ESPA is administered upon arrival to Berklee in a student’s first semester. Additionally,

students who feel they have expertise in a music course may speak with the course chair about the possibility of credit by exam.

Articulation Agreement

Berklee has Credit Transfer Agreements with schools from around the world. These courses are not considered “transfer courses” but are part of a separate agreement. For more information please refer to International Programs at berklee.edu/international/articulation.html.

Pro Arts Agreement

Berklee has agreements with a network of schools around Boston. These courses are not considered “transfer courses,” but are registered and charged as courses taken at Berklee. For more information please refer to proarts.org.

PROSPECTIVE & ENTERING STUDENTS

Students seeking admission to Berklee are required to submit official transcripts from all previous schools attended during the Application process in order to have them evaluated. Students should send official transcripts that reflect all completed work with their Application to the College as soon as that completed work is reported on the transcripts. Each Entering class has a deadline to submit transcripts. Students can check their deadline at: <https://secure.berklee.edu/AI/prospects/>

Official transcripts should be sent to:

Berklee College of Music
Office of Admissions
1140 Boylston Street
Boston, MA 02215

For information on submitting transcripts, see “General Requirements” under the **Transferring Credits: Policies & Requirements** section above.

Or contact the Office of Admissions with questions at 800 237-5533, or 800 421-0084, or at 617 747-2223.

Transfer Equivalency Report

The Office of the Registrar performs all transfer credit evaluation *after* acceptance to the College. Following the evaluation of each transcript, a student receives a Transfer Equivalency Report, which summarizes the courses and credits accepted for transfer and how those courses equate to Berklee’s curriculum. Questions regarding the Transfer Equivalency Report should be directed to the Applicant Advisor in the Office of Admissions at 617 747-2223. (*Students are given their Advisor’s name once they start the application process.*)

Track Transfer Credit Status Online

Entering students admitted to the College are provided with a login name and password to my.berklee.net. Students can track transfer credits online at my.berklee.net by clicking on Student Services, then selecting View Transcript (from the menu on the left of the screen).

For information on Transfer Credit Requirements, Limitations, Course Eligibility and other policies and requirements, please refer to the **Transferring Credits: Policies & Requirements** section above.

CONTINUING & RETURNING STUDENTS

Students already attending Berklee who take courses post-matriculation at a regionally based college or university should have their official transcripts mailed directly to the Office of the Registrar at the following address:

Berklee College of Music
Office of the Registrar

ATTN: Information Projects Coordinator
1140 Boylston Street
Boston, MA 02215

For information on submitting transcripts, refer to “General Requirements” under the **Transferring Credits: Policies & Requirements** section above.

Or contact the Information Projects Coordinator in the Office of the Registrar at transfercredits@berklee.edu, 617 747-8519, or stop by the Office of the Registrar (Uchida building, Suite 120).

Transfer Credit Status Check (for continuing students)

Once the Office of the Registrar has received your transcript, please allow 10 days for it to be evaluated. In situations where further research is required—such as international transcripts, or transcripts from more than 10 years ago—please allow for additional time. Students may check if their transcript has been received and evaluated for transfer credit as follows:

All Continuing & Returning Students

Log into my.berklee.net, click the “Student Services” tab, and then click on “View Transcript.”

If You Have Declared a Major:

Log into my.berklee.net, click the “Student Services” tab, and then click on “Degree Audit (EVAL).”

For information on Transfer Credit Requirements, Limitations, Course Eligibility and other policies and requirements, refer to the **Transferring Credits: Policies & Requirements** section above.

TRANSFER CREDIT PROCESS

If you are seeking to transfer credit into Berklee, you will need to complete the following steps:

1) Determine credit requirements needed:

Prospective Students

Refer to the major grids in the Berklee Bulletin or at berklee.edu/pdf/parents/bulletin.pdf to determine the credit requirements needed to fulfill Berklee’s degree and diploma programs.

Enrolled Students

If Major is not Declared: Students can track credits online at my.berklee.net by clicking on Student Services, then selecting View Transcript from the menu on the left. You can then compare your transcript/earned credits to the Grids by Major link (also found in the menu on the left) to see what is missing.

If Major is Declared: Students can see earned credits and outstanding requirements online at my.berklee.net by clicking on Student Services, then selecting My Degree Audit (EVAL) from the menu on the left.

2) Choose a course from an outside institution that you think would fulfill your outstanding requirement*, and then have the Information Projects Coordinator in the Office of the Registrar pre-approve that course before signing up.

This can be done any of the following ways:

- Bring, fax (617 747-8520) or email scanned pages from the school's official course manual to the Office of the Registrar (Uchida building, Suite 120), specifying the course codes.
- Email the website link to the digital course description (from the school's official website) or email a screen-shot of the digital course description (taken from the school's official website), specifying the course in question, to the [Information Projects Coordinator](#) in the Office of the Registrar.

- Email an attached PDF file of the digital course manual or email the link to the school's official website with the PDF of the digital course manual to the [Information Projects Coordinator](#) in the Office of the Registrar. Please specify the course and the page numbers of course descriptions you are inquiring about when applicable.

Please Note: Syllabi and/or cutting and pasting the description into an email are not acceptable.

Upon review of the official course description, you will be notified as to whether it can be accepted and how it will transfer. This will allow you to decide if it will fulfill your outstanding requirements.

**If you are unsure what outside course will equate to the Berklee course, use the [Registration Manual](#) to compare Berklee's course description to the outside school's course description.*

3) Complete the course while complying with the transfer policies, and have the Official transcript sent to Berklee College of Music. (For information on submitting transcripts, refer to the "General Requirements" under the *Transferring Credits: Policies & Requirements* section above.)

Prospective & Entering Students send to:

Berklee College of Music
Office of Admissions
1140 Boylston Street
Boston, MA 02215

Continuing & Returning Students send to:

Berklee College of Music
Office of the Registrar
1140 Boylston Street
Boston, MA 02215

BERKLEE LIBERAL ARTS REQUIREMENTS

What Are Liberal Arts? Liberal Arts include the study of:

- **Humanities:** literature, creative writing, poetry, philosophy, languages, communication, art history, history, music history, visual arts, drama and more.
- **Natural Science/Mathematics:** biology, chemistry, physics, environmental science, acoustics, mathematics and more.
- **Social Sciences:** psychology, economics, sociology, history, anthropology, political science, women's studies, Africana studies, Latino studies and more.

Quick Tips for Determining Whether a Course Meets Requirements for a Transfer Credit

- Compare the course description in the current Berklee [Registration Manual](#) to the outside school's course description to see if they match.
- Refer to your major grids to see how transferred courses will fulfill specific major requirements. Login to [my.berklee.net](#), go to the **Student Services** tab, then click on **Grids by Major** or go to http://www.berklee.net/re/academic_req.html (no login required).
- Once a major is declared, view specific requirement status by reviewing your Degree Audit (EVAL) at [my.berklee.net](#). Login to [my.berklee.net](#), go to the **Student Services** tab, then click on **My Degree Audit (EVAL)**.

Degree Program

Below is a list of the Liberal Arts requirements for the Berklee Degree program. These are provided to assist you in deciding what courses to consider when fulfilling a requirement at Berklee.

General Liberal Arts Requirements for Degree (40 credits Required):

History (1 course required):

You may choose any course of interest to you for History topics.

Art History (1 course required):

You may choose any course of interest to you for Art History topics.

English (2 courses required):

Writing and Communication

Literature: Choose among a variety of literature topics of interest to you.

Social Science (1 course required):

Choose any course with an LSOC prefix of interest to you.

Natural Science/Mathematics (1 course required):

Any course taken with an LMSC prefix of interest to you.

Music History (2 courses required):

History of Western Music 1

History of Western Music 2

Liberal Arts Electives (3 courses required)

Choose any 3 additional courses of interest to you.

Music and Society (1 course required):

Choose any course of interest to you

Please Note: *This course can only be fulfilled within Berklee and cannot be transferred in.*

Humanities (1 course required):

Artistry, Creativity and Inquiry Seminar

Professional Development Seminar

Please Note: *These courses can only be fulfilled within Berklee and cannot be transferred in.*

Technological Literacy (1 course required)

Introduction to Music Technology

Please Note: *This course can only be fulfilled within Berklee and cannot be transferred in.*

NOTE: *Some majors require specific liberal arts courses: check with the major chair for information.*

Diploma Program

Liberal Arts transfer credit is acceptable for Diploma students. Transferrable courses will be applied ONLY towards the General Elective requirement and cannot be used to fulfill any other requirement. Only four Liberal Arts courses will be accepted for transfer credit towards your Diploma program. You can choose any type of Liberal Arts courses to count as these 4 allowed courses.

OTHER OPTIONS FOR CREDIT FULFILLMENT

ADVANCED PLACEMENT (AP) EXAMINATION AND COURSE SUMMARY

- Please note, 1 passing score on an AP test can only equal 1 transferred course at Berklee.
- Berklee reserves the right to decide what classes are acceptable and how they will count towards the Berklee curriculum. It is at Berklee's discretion as to how to handle transfer credits within the school's requirements.
- If a student already has earned credit for a specific requirement, then LHUM-200 will be used instead.

AP Examination	Minimum Score Required	Semester Hours	Berklee Equivalencies
Art History	3	3	LAHS 231
Biology	3	3	LMSC 200
Calculus AB	3	3	LMSC 200
Calculus BC	3	3	LMSC 200
Chemistry	3	3	LMSC 200
Chinese Language and Culture	3	3	LHUM 200
Economics: Macro	3	3	LSOC 225
Economics: Micro	3	3	LSOC 225
English Language and Composition	3	3	LENG 111
English Literature and Composition	3	3	LENG 111 or LENG 201
Environmental Science	3	3	LMSC 318
European History	3	3	LHIS 217
French Language	3	3	LFRN 151
French Literature	3	3	LHUM 200
German Language	3	3	LHUM 200
Government & Politics: Comparative	3	3	LSOC 331
Government & Politics: United States	3	3	LSOC 335
Human Geography	3	3	LSOC 200
Italian Language and Culture	3	3	LHUM 200
Japanese Language and Culture	3	3	LJPN 171
Latin: Vergil	3	3	LHUM 200
Latin Literature	3	3	LHUM 200
Physics B	3	3	LMSC 306
Physics C: Mechanics	3	3	LMSC 306
Physics C: Electricity and Magnetism	3	3	LMSC 306
Psychology	3	3	LSOC 211
Spanish Language	3	3	LSPN 161
Spanish Literature	3	3	LHUM 200
Statistics	3	3	LMSC 251
Studio Art: Drawing	3	3	LHUM 200
U.S. History	3	3	LHIS 213
World History	3	3	LHIS 233

Berklee recognizes AP coursework, and accepts AP exam results as transfer credit. AP credit is included in the 24-credit cap (for the Degree) and 12-credit cap (for the Diploma) for all students whose first semester was Fall 2009.

An official grade report from College Board must be sent to Berklee to receive AP credit. Berklee will accept AP credit on another school's transcript **only** if the passing score is stated on said transcript. All **Prospective and Entering students** should send their AP results to the **Admissions Office**; all **Continuing and Returning Students** should send their AP results to the **Office of the Registrar** as follows:

Prospective/Entering
Berklee College of Music
Office of Admissions
1140 Boylston Street
Boston, MA 02215

Continuing/Returning
Berklee College of Music
Office of Registrar
1140 Boylston Street
Boston, MA 02215

For questions or to have official AP scores sent to Berklee, please contact College Board at:

AP Services
P.O. Box 6671
Princeton, NJ 08541-6671
Phone: (609) 771-7300 or (888) 225-5427 (toll-free in the U.S. and Canada)
Email: apexams@info.collegeboard.org
<http://www.collegeboard.com/student/testing/ap/about.html>

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
CREDIT RECOMMENDATIONS AND BERKLEE EQUIVALENCIES**

- Please note, 1 passing score on a CLEP test can only equal 1 transferred course at Berklee. This includes passing scores for foreign language CLEP tests.
- Berklee reserves the right to decide what classes are acceptable and how they will count towards the Berklee curriculum. It is at Berklee's discretion as to how to handle transfer credits within the school's requirements.
- If a student already has earned credit for a specific requirement, then LHUM-200 will be used instead.

CLEP Examination	Minimum Score Required	Semester Hours	Berklee Equivalencies
Business			
Principles of Accounting	50	3	MB 275
Principles of Management	50	3	MB 201
Composition and Literature Examination			
American Literature	50	3	LENG 201
College Composition	50	3	LENG 111
Analyzing and Interpreting Literature	50	3	LENG 201
English Literature	50	3	LENG 201
Humanities	50	3	LHUM 200
Foreign Languages			
French Language (Levels 1 / 2)	50	3	LFRN 151
German Language (Levels 1 / 2)	50	3	LHUM 200
Spanish Language (Levels 1 / 2)	50	3	LSPN 161
History and Social Sciences Examination			
American Government	50	3	LSOC 335
Introduction to Educational Psychology	50	3	LPHL 475
History of the United States I: Early Colonizations to 1877	50	3	LHIS 213
History of the United States II: 1865 to the Present	50	3	LHIS 214
Human Growth and Development	50	3	LMSC 424
Principles of Macroeconomics	50	3	LSOC 225
Principles of Microeconomics	50	3	LSOC 225
Introductory Psychology	50	3	LSOC 211
Social Sciences and History	50	3	LHIS 223
Introductory Sociology	50	3	LSOC 355
Western Civilization I: Ancient Near East to 1648	50	3	LHIS 223
Western Civilization II: 1648 to the Present	50	3	LHIS 217
Science and Mathematics Examination			
Biology	50	3	LMSC 424
Calculus	50	3	LMSC 250
Chemistry	50	3	LMSC 200
College Algebra	50	3	LMSC 130*
College Mathematics	50	3	LMSC 130*
Natural Sciences	50	3	LMSC 200
Precalculus	50	3	LMSC 250

*NOTE: LMSC 130 does not fulfill Math/Natural Science requirements; rather, it counts towards the Liberal Arts/Elective requirements and Math pre-requirement/proficiency.

Berklee accepts CLEP exams as transfer credit; this credit counts towards the Liberal Arts requirement and credit cap.

An official grade report from the College Board must be sent to Berklee to receive CLEP credit. **To have official CLEP results sent to Berklee, please call 800 257-9558.** All **Prospective and Entering students** should send their CLEP exam results to the **Admissions Office**; all **Continuing and Returning Students** should send their exam results to the **Office of the Registrar** as follows:

Prospective/Entering
Berklee College of Music
Office of Admissions
1140 Boylston Street
Boston, MA 02215

Continuing/Returning
Berklee College of Music
Office of Registrar
1140 Boylston Street
Boston, MA 02215

NOTE: Foreign language CLEP tests are only accepted for subjects other than the student's primary language.

The College Board's College Level Examination Program (CLEP)

P.O. Box 6600
Princeton, NJ 08541-6600
Phone: (800) 257-9558
Fax: (609) 771-7088
Email: clep@info.collegeboard.org
<http://www.collegeboard.com/student/testing/lep/about.html>

Boston Area CLEP Testing Centers

Bunker Hill Community College
250 New Rutherford Avenue
Boston, MA 02129
617-228-2440
<http://www.bhcc.mass.edu/inside/208>
Call for exam times

Suffolk University
Ballotti Learning Center
148 Cambridge Street
Boston, MA 02108
617-573-8235
<http://www.suffolk.edu/ballotti>
Call for exam times

UMASS Boston
Campus Center, Upper Level, Room 133
110 Morrissey Boulevard
Boston, MA 02125
617-287-5522
<http://www.uac.umb.edu/testing/lep.php>
Call for exam times

Information is subject to change, for further scheduling and pricing information, please contact the appropriate school.