



BERKLEE COLLEGE OF MUSIC 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 at berklee.edu/registrar/major-grids.

TRANSFERRING CREDITS: POLICIES & REQUIREMENTS

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 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).*

Calendar Systems

Berklee operates under a semester-hour credit 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)

Official Transcripts

A transcript is considered official only if it is sent directly from a regionally accredited college or university to Berklee; if it is delivered by a student in a sealed and stamped envelope to Berklee; or if it is electronically delivered from an official and secure electronic transcript service such as Parchment or the National Student Clearinghouse. 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.*

TRANSFER CREDIT LIMITATIONS

Degree & Diploma Programs

- Berklee will accept a maximum of 24 liberal arts credits towards the degree programs.
- Berklee will accept a maximum of 12 liberal arts credits towards the professional diploma programs.

Post Matriculation Transfer Credit

The college recognizes that special study opportunities may arise after students matriculate. Berklee will therefore accept a maximum of 9 liberal art credits, if the 24-credit cap limitation is not met upon admittance to Berklee. Students are encouraged to attain pre-approval transfer status from the Office of the Registrar before enrolling at another institution. (Please see page 4.)

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 2007 fall, 2008 spring, and 2008 summer; 2008 fall catalog will be assigned to students entering in 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 Policy Handbook for Students (berklee.edu/student-policy-handbook) for more information.

COURSES ELIGIBLE FOR TRANSFER

Berklee accepts undergraduate liberal arts courses for transfer credit. Berklee does not award transfer credit for music courses, with the exception of the courses listed below, which are not part of the 24-credit liberal arts maximum for newly admitted students.

- History of Western Music
- History of Rock 'n' Roll
- History of Jazz
- General Music History courses
- Principles of Business Management
- Principles of Financial Accounting
- Berklee Online courses (a list of courses and policies provided at berklee.edu/registrar/online-course-equivalencies)

English ESL Transfer Equivalency

Students may transfer courses that are equivalent to LENG-111: Introduction to College Writing to Berklee if the student meets the prerequisite for LENG-111, specifically LENG-106 or native English speaker. Eligible literature courses must have a prerequisite of Writing and Communication (or equivalent), as determined above, and students must have completed that course prior to taking the literature course.

Entering Student Placement Assessment (ESPA) and Credit by Exam

Students may also receive advanced placement credit for core music courses following their Entering Student Placement Assessment (ESPA). The ESPA is administered to first semester students upon arrival at Berklee. Additionally, students who feel they have expertise in a music course may speak with the course chair about the possibility of credit by exam (More information about credit by exam can be found at berklee.edu/introductionoverview/important-policies-and-procedures/credit-exam).

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 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.

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 in one of the student's primary languages and/or primary languages of instruction.

Berklee does not accept high school level SUPA, Straighterline, and Massive Open Online courses (MOOC) credits as an alternative to AP and CLEP test scores.

Berklee does not accept graduate level courses.

Berklee does not accept courses taken through a third party vendor/website.

TRANSFER CREDIT PRE-APPROVAL PROCESS FOR CONTINUING & RETURNING STUDENTS

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

1. Please provide a link to the other college's catalog to include course description(s), and number of credit(s). Send the link to transfercredits@berklee.edu. Please **do not** cut/paste course descriptions into an email.
2. Once the link is received, course(s) will be evaluated for transfer eligibility and you will be sent a response within three business days.
3. When you have completed the course(s), please have official transcripts sent to:

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

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.

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.

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 (39 credits required):

History (1 course required):

Choose any course of interest to you in the History topics to fulfill Berklee's LHis requirement.

Art History (1 course required):

Choose any course of interest to you in the Art History topics to fulfill Berklee's LVis requirement.

English (2 courses required):

Writing and Communication to fulfill Berklee's LENG-111 requirement.

Literature to fulfill Berklee's LENG-223 requirement: Eligible literature courses must have a prerequisite of Writing and Communication (or equivalent).

Social Science (1 course required):

Choose any course of interest to you in the Social Science topics to fulfill Berklee's LSOC requirement. Examples of eligible social science disciplines are anthropology, psychology and sociology.

Natural Science/Mathematics (1 course required):

Choose any course of interest to you in the Natural Science/Mathematics topics to fulfill Berklee's LMSC requirement. Eligible courses include biology, chemistry, LMSC-200-level mathematics or higher, and physics.

Music History (3 courses required):

- Western European Classical Music
- Contemporary Music of the African Diaspora in the Americas
- MHIS Elective. Choose any other MHIS course of interest to you.

Liberal Arts Electives (2 courses required)

LHUM-200 level, these courses may be from any liberal arts discipline.

Music and Society Topics (1 course required):

LMAS-223 Current course descriptions are listed on the Liberal Arts department webpage.

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

Humanities (2 courses required):

LHUM-100 Artistry, Creativity and Inquiry Seminar

LHUM-400 Professional Development Seminar

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

Technological Literacy (1 course required)

MTEC-111 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.*

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	Berklee Equivalencies	Semester Hours
Art History	3	LVIS-223	3
Biology	3	LMSC 200	3
Calculus AB	3	LMSC 200	3
Calculus BC	3	LMSC 200	3
Chemistry	3	LMSC 200	3
Chinese Language and Culture	3	LHUM 200	3
Economics: Macro	3	LSOC 225	3
Economics: Micro	3	LSOC 225	3
English Language and Composition	4	LENG-111	3
English Literature and Composition	4	LENG-223	3
Environmental Science	3	LMSC 318	3
European History	3	LHIS 217	3
French Language and Culture	3	LFRN 151	3
German Language and Culture	3	LHUM 200	3
Government & Politics: Comparative	3	LSOC 331	3
Government & Politics: United States	3	LSOC 335	3
Human Geography	3	LSOC 200	3
Italian Language and Culture	3	LHUM 200	3
Japanese Language and Culture	3	LJPN 171	3
Latin	3	LHUM 200	3
Physics 1=Algebra Based AND Physics 2=Algebra Based*	3	LMSC306	3
Physics B	3	LMSC 306	3
Physics C: Mechanics	3	LMSC 306	3
Physics C: Electricity and Magnetism	3	LMSC 306	3
Psychology	3	LSOC 211	3
Spanish Language and Culture	3	LSPN 161	3
Spanish Literature and Culture	3	LHUM 200	3
Statistics	3	LMSC 251	3
U.S. History	3	LHIS 223	3
World History	3	LHIS 223	3

*NOTE: Both Physics 1=Algebra Based AND Physics 2=Algebra Based tests are required, with both needing a score of 3 or higher to equate to Berklee's LMSC 306.

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

NOTE: Foreign language AP tests are only accepted for subjects other than one of the student's primary languages and/or primary languages of instruction.

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.

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

*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 one of the student's primary languages and/or primary languages of instruction.

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>