General Policy
Within the limits stated below, Oberlin College permits credit earned at other fully accredited colleges and universities to be applied to the requirements for Oberlin degrees provided that the following two criteria are satisfied:

- The student has earned a minimum grade of C minus or better.
- The coursework falls within the scope of a liberal arts curriculum, for students pursuing the BA, or a conservatory curriculum, for students pursuing the BMus.

The Office of the Registrar administers the transfer of credit policy. Questions regarding transfer of credit policy, regulations, and procedures should be directed to that office. In the case of questions regarding policy or regulations, the final decision will be made after consultation with the appropriate dean’s office.

Transfer credit awarded under the following regulations is recorded on the student record; grades earned at other institutions are not calculated in the Oberlin GPA.

A fee applies to the transfer of credit; see the Expenses section of the catalog.

Type of work accepted for transfer to Oberlin College
- Coursework must fall within the scope of a liberal arts curriculum, for students pursuing the BA, or a conservatory curriculum, for students pursuing the BMus.
- Credit for education courses taken at other institutions may be transferred only after approval by an appropriate department chairperson or the Office of the Dean of the College of Arts and Sciences or Dean of the Conservatory if there is no appropriate department. A student requesting a transfer of such credit must supply documentation demonstrating that the course had substantial liberal arts content.
<table>
<thead>
<tr>
<th>Limitations for students entering the Bachelor of Arts Degree Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall total permitted for transfer for “Regular Admits”</strong></td>
</tr>
<tr>
<td>Pre-matriculation Credits</td>
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<td>Work taken after matriculation</td>
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The total allowed for all transfer of credit (pre and post-matriculation) may not exceed 84 credits. Please see the Transfer Student Policies below for information regarding Residency Requirements.
### Limitations for students entering the Double Degree Programs

<table>
<thead>
<tr>
<th>Overall total permitted for transfer for “Regular Admits”</th>
<th>Limit of work for each semester taken elsewhere and transferred to Oberlin</th>
<th>Limit of work taken while on Personal Leave (including Medical Leave) from Oberlin</th>
<th>Limit of work transferred to Oberlin for students who enter through the admission process as “Transfer Students” [Excludes Study Away credits]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-matriculation Credits</td>
<td>No more than 8 credits for each semester including summer sessions (or 12 credits for each quarter or trimester)</td>
<td>N/A</td>
<td>107 Credits</td>
</tr>
<tr>
<td>Work taken after matriculation</td>
<td>No more than 8 credits for each semester including summer sessions (or 12 credits for each quarter or trimester)</td>
<td>No more than 8 credits for each semester including summer sessions (or 12 credits for each quarter or trimester)</td>
<td>The total allowed for all transfer of credit (pre and post-matriculation) may not exceed 107 credits. Please see the Transfer Student Policies below for information regarding Residency Requirements</td>
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</tbody>
</table>

### Exclusions to transfer of credit

Oberlin College does not grant credit for:

- courses in which a grade lower than C minus is earned;
- coursework that falls outside the scope of a liberal arts curriculum, for students pursuing the BA, or a conservatory curriculum, for students pursuing the BMus.
- courses that duplicate coursework taken at Oberlin;
- courses taken at other institutions while the student is currently enrolled at Oberlin;
- courses taken concurrently with, or in place of, an Oberlin Winter Term;
- credits earned at other institutions by students while they are withdrawn from Oberlin;
- mathematics courses below the calculus level;
- no more than one course in calculus may be transferred;
- coursework at a lower level than a course already taken by the student at Oberlin (e.g., Chemistry 101 after passing Chemistry 102)
- college courses which also satisfy secondary school graduation requirements;
- courses that also satisfy a student’s graduate school graduation requirements;
- courses taken at the National Outdoor Leadership School; Massive Open Online Courses, even if such courses were taken for college credit or the student received a certificate for completing such work;

Normally, the college does not grant credit for work taken on concurrent enrollment programs. Please see the section below regarding guidelines for concurrent enrollment programs.
Normally, the college does not grant credit for extension courses and continuing education courses. Only extension courses or continuing education courses that are (1) on standard liberal arts subjects and (2) accepted for credit by the sponsoring institution for its own standard bachelor’s degree and recorded on the sponsoring institution’s official transcript may be granted credit, subject to all other transfer of credit regulations.

**Time Limits for Transfer of Credit**
Students have one calendar year from the completion of coursework or a qualifying event (e.g., receipt of scores from an Advanced Placement or an International Baccalaureate exam) in which to request the credits be transferred.

Graduating students must file a completed request for transfer of credit by the end of the add/drop period in the fall if graduating in May and by the end of the add/drop period in the spring if graduating in December. Allowances will be made for students on leave in the event that the deadline occurs during a leave.

**Students who matriculated prior to Fall 2013 and who wish to transfer credits taken before Fall Semester 2013 must submit requests for the transfer of all credits to the Office of the Registrar by September 12, 2013 (end of add/drop). Official transcripts for work transferred to Oberlin for the above requests must be received in the Office of the Registrar by October 28, 2013 (end of the Fall Break.) No exceptions will be considered.**

**Procedures for Requesting Transfer of Credit**
Forms to request approval to take a course for transfer to Oberlin are available in the Registrar’s Office.

**Evaluation of Transferred Credits**
As of the Fall 2013 semester, courses taught at Oberlin in the College of Arts and Sciences will be offered for 4 credits for a full academic course, 2 credits representing a half academic course or 1 or less credits for a co-curricular course. Conservatory courses will be offered for 8, 6, 4 or 2 credits.

Students in the Bachelor of Arts program are required to complete a minimum of 32 full courses (128 credits) or the equivalent, of which at least 30 must be full academic courses (two half academic courses will count as the equivalent of one full course). Up to 2 of the required 32 courses may be fulfilled by any combination of co-curricular credits.

Students in the Bachelor of Music program are required to complete a total of 168 credits. Students completing the Double Degree program are required to complete 214 credits with a minimum of 110 credits in the Conservatory, 88 credits (22 courses) in the College of Arts and Sciences, and 16 credits (4 courses) will be in either division.

Oberlin students may transfer up to 5 full courses (20 credits) prior to matriculation and three full courses (12 credits) after matriculation. Work completed in an approved study away program or an enrolled-not-in residence program are not included in the limits.

If a student requests transfer of credits from another institution, the course will be evaluated with consideration as to how Oberlin College awards credits for work taken at Oberlin. Normally Oberlin College will award either transfer credits as a full (4 credits) or half (2 credits) academic course. Current Oberlin students are required to seek permission in advance from the Office of the Registrar to take courses away from Oberlin. Advance approval of transfer of credit will give Oberlin the opportunity to evaluate the proposed course of study and determine if a course will be approved as a full or half academic course. Courses taken at a semester-based school for three credits will be...
evaluated and may be awarded credit equivalent to a three-quarters (3 credits) academic course. The transfer credit granted will not normally exceed the amount of credit a student would receive for comparable work at Oberlin.

**Applying transfer of credit to major requirements**
Credit accepted for transfer to Oberlin does not automatically apply toward the major. Application of credits earned elsewhere toward the completion of major requirements at Oberlin is granted only with departmental, program, divisional (in the Conservatory) or Individual Major Committee approval. Students who wish to apply credit earned elsewhere toward their major should consult with the appropriate department or program. In cases where the eligibility of a particular course is unclear, the appropriate chair or division director or other designated faculty member will make the final decision regarding transfer credit. Students may obtain forms from the Office of the Registrar to gather department chair signatures for work to be applied toward major requirements.

**Work taken at a quarter or trimester school**
Work from a college or university where instruction is on a quarter or trimester system will transfer as follows: one hour credit on a quarter system is the equivalent of 2/3 of an hour credit as transferred to Oberlin’s semester system. For example, three hours of credit from a quarter-based system represents two credits when transferred.

**Credit for Concurrent Enrollment Programs**
Oberlin College accepts transfer credit only from select concurrent enrollment programs that are comparable to Oberlin’s own Oberlin College Educational Alliance Network (OCEAN) program.

Criteria for determining if a concurrent enrollment program is comparable to Oberlin’s OCEAN program:
- College credit is awarded by a highly selective liberal arts college on its own transcript
- The granting institution counts this credit towards its own B.A. degree
- Entry into the concurrent enrollment program is selective
- College credit in the concurrent enrollment program can only be earned by students in their junior or senior year of high school
- Students must earn a grade of C or better in the course that appears on the college transcript
- The high school teachers who supervise the concurrent enrollment program are appointed as instructors by the institution granting college credit
- The high school teachers who supervise the concurrent enrollment program classes attend annual professional development workshops offered by the institution granting college credit

Transfer credit accepted from select concurrent enrollment programs is subject to the pre-matriculation credit limit. Courses earned in select concurrent enrollment programs, as well as courses earned in Oberlin College’s OCEAN program, do not carry divisional attributes and cannot be used to satisfy any specific Oberlin College graduation requirements for the B.A. beyond the total number of required courses.

**Transfer Student Policies**
**Students admitted as Transfer Students** are required to have no fewer than four semesters of residence and complete at Oberlin College no fewer than 16 courses/64 credits (for students in the College of Arts and Sciences), 84 credits (for students in the Conservatory of Music), and 107 credits (for double-degree students).

A College of Arts and Sciences transfer student must satisfy the requirements for a major; complete the courses/credits listed below with no fewer than 16 courses/64 credits earned at Oberlin or on Oberlin-sponsored programs; complete the residency requirements listed below; and maintain good academic standing.
College of Arts and Sciences transfer students are required to complete the following semesters at Oberlin College:

- A transfer student to the College of Arts and Sciences who enters as a second semester, first-year must complete a minimum of six semesters in residence at Oberlin.
- A transfer student to the College of Arts and Sciences who enters as a first-semester, second-year must complete a minimum six semesters in residence at Oberlin.
- A transfer student to the College of Arts and Sciences who enters as a second-semester, second-year must complete a minimum of five semesters in residence at Oberlin.
- A transfer student to the College of Arts and Sciences who enters as a first-semester, third-year must complete a minimum of four semesters in residence at Oberlin.

Work completed on an approved academic leave of absence counts towards the residency requirement, so long as the minimum 16 full courses/64 credits are earned over four semesters in residence at Oberlin College.

**Transfer of Credit for Music Courses**

For students in the Arts and Sciences, transfer of music credit as an elective is approved by the Office of the Registrar. Coursework toward fulfilling major requirements for students in the College of Arts and Sciences (such as the Musical Studies major) requires approval by the appropriate Conservatory division director and the Conservatory Associate Dean.

All Conservatory majors and College of Arts and Sciences musical studies majors must begin coursework in music theory, aural skills, and music history at the introductory level unless they demonstrate proficiency beyond that level by passing placement examinations. Placement examinations are administered prior to matriculation. Once the student has begun work in these divisions at Oberlin, credit will not be given for coursework taken elsewhere (e.g. during the summer or a semester away) without prior written approval by the appropriate division director and the Conservatory Associate Dean.

A student may not transfer coursework required for his/her major (e.g., secondary piano, language diction for singers, or music education coursework) without the written approval of the director (or faculty designate) in whose division the course resides at Oberlin.

A student wishing to transfer private-lesson credit toward his/her major requirements must perform an audition for the appropriate department. The audition should take place no later than the fourth week of enrollment. In the case of new transfer students, the department will assign each student an appropriate level relative to the typical eight semesters of principal applied study at Oberlin.

When determining credit for private lessons or ensemble work, the divisional faculty in the Conservatory evaluates the work in comparison with Oberlin's expectations in terms of repertoire, progress, and instructional time.

Oberlin students who wish to take private lessons during the summer or while on leave from the campus must secure the approval of their private study teacher prior to commencing lessons; approval forms are available from the Office of the Associate Deans in the Conservatory. To apply for credit for private studio instruction or summer programs for which no official transcript is available, the approval form must be completed and signed by the teacher; a letter from the teacher may be presented in place of the form. This form or letter must include the number of lessons, their length, and the repertoire covered. The form and accompanying materials is submitted to the Registrar.
All ensemble requirements must be fulfilled at Oberlin. Transferred ensemble credit counts only as elective work. To receive credit for ensemble work done in summer programs for which there is no official transcript, students must provide a letter or other documentation from the program that describes the duration of the session, the number and length of rehearsals, the repertoire studied and performed, and, in the case of chamber music ensembles, the amount of coached and uncoached rehearsal time. Forms for transferring ensemble credit are available in the office of the Conservatory Associate Deans. Students must present this form, along with the documentation, to the appropriate division director. Normally, only one credit is granted per ensemble for summer work. No transfer credit is granted for work done in a professional group for which the student has been paid.

Provisions regarding Pre-Matriculation Credit for Music Courses

- No credit in private applied or composition/TIMARA study is granted for work completed before the student has matriculated at Oberlin College or another college. Eligibility for exemption from a required secondary private applied study will be established by audition when secondary auditions are held during the first week of classes each semester.
- Credit toward an Oberlin College degree for classroom music study completed prior to matriculation at Oberlin College is usually granted only under the Advanced Placement or International Baccalaureate program. Oberlin College will grant credit for non-performance music courses taken while enrolled in high school, for which credit appears on the transcript of an accredited college or university. Transfer credit for acceptable music history or music theory courses will count toward the major only upon successful completion of the Oberlin Conservatory music history or music theory placement tests, as appropriate. The number of transfer credits awarded will not be greater than the actual number of credits completed at the other institution. If the required scores on these placement tests are not achieved, transfer credits will count only as electives. Other non-performance courses may also be counted as elective credit, on approval of the appropriate Conservatory department and the Associate Dean.
- A Conservatory or Arts and Sciences student is granted credit for Advanced Placement/International Baccalaureate Examinations in Music Theory on the following basis:
  - the student scored a four or five on the Advanced Placement examination or a six or seven on the IB Music exam, four credits will be granted
  - the credit may be counted only as free elective credit toward requirements for majors leading toward Conservatory degrees.
- Eligibility for advanced standing in a music course may also be established when a student enters Oberlin. While no credit toward an Oberlin degree is granted, a student may, by this means, be eligible to enter an advanced course, or may have a requirement waived.

Advanced Credit for Conservatory Courses

General. Credit for study completed prior to matriculation at Oberlin College or at another college may be granted under the following guidelines:

Private Applied and Composition Study. No credit in private applied or composition/TIMARA study is granted for work completed before the student has matriculated at Oberlin College or another college. Eligibility for exemption from a required secondary private applied study will be established by audition during the secondary audition period during the first week of classes each semester.

Music Classroom Study. Credit toward an Oberlin College degree for classroom music study completed prior to matriculation at Oberlin College is usually granted only under the Advanced Placement program, administered by the College Board. Oberlin College will grant credit for non-performance music courses taken while enrolled in high school for which credit appears on the transcript of an accredited college or university. Transfer credit for acceptable music history or music theory courses will count toward the major only upon successful completion of the Oberlin Conservatory music history or music theory placement tests, as appropriate. The number of transfer
credits awarded will not be greater than the actual number of credits completed at the other institution.

If the required scores on these placement tests are not achieved, transfer credits will count only as electives. Other non-performance courses may also be counted as elective credit, on approval of the appropriate Conservatory department and the Associate Dean. A Conservatory or Arts and Sciences student is granted credit for Advanced Placement Examinations in Music Theory on the following basis:
1. the student scored a four or five on the examination
2. the credit granted is four credits
3. the credit is entered on the transcript as "AP-Music Theory"
4. the credit may be counted only as free elective credit toward requirements for majors leading toward Conservatory degrees

Eligibility for advanced standing in a music course may also be established when a student enters Oberlin. While no credit toward an Oberlin degree is granted, a student may, by this means, be eligible to enter an advanced course, or may have a requirement waived.

Transfer of Credit for Work Taken at a Foreign Institution (excluding credit earned on an Academic Leave of Absence)
Transfer of credit for work done in foreign countries either on programs sponsored by accredited American colleges and universities or at foreign degree-granting colleges and universities is subject to the following regulations:
- Work taken at a foreign institution must be approved in advance and after completion; the appropriate chairperson of the equivalent Oberlin department will review and approve the planned courses.
- A new or transfer student must obtain departmental approval for credit taken at a foreign institution to be transferred on a course-by-course basis.
- Normally, full credit will be transferred (within the limits of work awarded at Oberlin) if the work earns a grade of C minus or better, and falls within the scope of a liberal arts curriculum.

Transfer of Credit from Non-Degree-Granting Foreign and Domestic Institutes
Transfer of credit for work done at foreign and domestic institutes (non-degree-granting institutions) is subject to the above criteria for Transfer of Credit for work taken at a foreign institution, in addition to the following regulations:
- Credit for work done at approved institutes may be transferred with departmental approval, if:
  o the work earns a grade of C minus or better;
  o falls within the scope of a liberal arts curriculum; and
  o the student provides written documentation (e.g., a transcript, a certificate, or a letter) from an on-site representative of the institute certifying participation in class work. This written documentation may be supplemented by, but not replaced by, a transcript from a college or university which acts as an agent for the institute.
- Academic departments will determine the amount of credit to be awarded on a case-by-case basis. Departments may administer examinations to determine the appropriate amount of credit to be awarded. Credit is not granted, however, on the basis of an examination alone, that is, in lieu of formal coursework.
- Departments may limit the amount of transfer credit which may be applied toward the major as well as the total number of credits which may be transferred in that area of study.