

## TRANSFERRING TO THE HARTT SCHOOL: POLICIES & PROCEDURES

---

### **All Transfer Applicants:**

Qualified transfer students, including inter-school transfer students (IST), are accepted to Hartt in both fall and spring semesters. In order to be considered for admission, applicants must be in good standing, with cumulative grade point averages of 2.25 or higher from other regionally accredited institutions or from another school at the University of Hartford. **Note:** Individual programs within Hartt often have additional admission requirements and standards.

Official transcripts from each post secondary institution previously attended are required, whether or not transfer credit is desired. Students are also required to submit official high school transcripts and ACT or SAT scores, unless 15 appropriate non-degree credits have been successfully completed at the University of Hartford through the Center for Graduate and Adult Academic Service to be considered for financial aid. ***All credentials must be sent directly from the institutions attended to the University of Hartford, Office of Admission and Student Financial Assistance.***

When a transfer student is accepted into Hartt, course descriptions for all college-level courses previously taken must be forwarded to the Hartt School evaluator in order to facilitate the process of transferring credits.

***Students are responsible for ensuring that all materials are sent. Course descriptions must be emailed to [wronker@hartford.edu](mailto:wronker@hartford.edu)***

Transfer credit is limited to work completed at regionally accredited colleges and universities in the United States. Coursework completed abroad will be evaluated case by case, based on submission by the student of relevant course materials and grading information. Previous studies should have been completed within a 10-year period immediately preceding application for admission; credits over ten years old may not be accepted. ***A minimum grade of C- at the undergraduate level is required for transfer credit.*** Previous courses of study must be similar in scope and content to those offered for credit at the University of Hartford. Credits granted by previous colleges for CLEP, nontraditional learning experiences and other examinations will be evaluated on a separate basis. Credit may be granted for service-connected learning as recommended by the A.C.E. Guide for Evaluation of Educational Experiences in the Armed Forces, forms DD214 or 295 or Course Completion Certificates should be forwarded to the office of Admission and Student Financial Assistance.

Grades do not transfer, even when credits do. Grade point averages are computed solely on courses completed at the University of Hartford.

***Placement examinations*** for music theory are given during each audition day to determine written theory proficiency. Ear training, or sight-singing, placements are determined after acceptance. During the summer orientation sessions, students take a piano/keyboard placement exam to determine keyboard proficiency. Performance level ranking (i.e. instrument or voice lesson proficiency) is determined toward the end of a transfer student's first semester, at his/her jury. For more specific information on juries, contact the Chair of the Department for the performance area (e.g., voice, woodwinds, strings, etc.).

### **Bachelor of Music Applicants:**

Transfer students seeking admissions to BMus degree programs should note that their class ranking may be diminished from their most recent standing at another institution (i.e., if a student is currently a sophomore, he/she may not automatically enter Hartt as a junior). The university evaluates previous coursework for transfer to satisfy academic degree requirements; performance-related courses may require that a student demonstrate proficiency, measured through either a placement examination or jury with Hartt faculty, before transfer credit is granted for previous performance-related coursework. In many instances, a full course description and syllabus is required to determine if a course satisfies a University of Hartford requirement.

## **Bachelor of Fine Arts in Dance Applicants:**

Students seeking admission into the dance programs should understand that all students entering these majors enter as freshman in the performance areas, regardless of previous work. The Hartt School does consider previous coursework for transfer to satisfy academic degree requirements; however the performance-related courses in dance may require a full eight semesters of study at The Hartt School. The Dance Division generally accepts transfer students for fall semester matriculation only.

## **Bachelor of Fine Arts in Theatre Applicants (Music Theatre & Actor Training):**

Transfer students seeking admission to the Theatre Division must understand that all students enter the music theatre and actor training programs as freshman, regardless of previous work. The Hartt School does consider previous coursework for transfer to satisfy academic degree requirements; however, the performance-related courses of these programs require a full eight semester of study at The Hartt School to fill program degree requirements. The Theatre Division considers transfer students for fall semester matriculation only and considers each candidate for scholarship based on the audition.

## **TRANSFERRING FOR JANUARY ENTRANCE: Part-time and Full-time matriculation**

### **November 1**

- University of Hartford application and Hartt Supplemental application and supporting documents, including official transcripts from previous study, must be received by the University of Hartford Office of Admission and Student Financial Assistance.

**Theatre and Dance majors are not accepted for mid-year matriculation.**

**Performing Arts Scholarships are not offered to students starting at The Hartt School mid-year for full-time matriculation. Additionally, a student who begins coursework in January will not be considered at any other time for this form of financial assistance.**

## **INTER-SCHOOL TRANSFER (IST) APPLICANTS: Students transferring within the University**

All inter-school transfer students (IST) must complete The Hartt School Undergraduate Supplementary Application and complete an audition/interview on a published audition date. The supplemental application is available on The Hartt School website ([www.hartford.edu/hartt](http://www.hartford.edu/hartt)) or from the Hartt Office of Admissions. When the audition/interview process is complete and the student receives notice of acceptance, the transferring student is required to complete a *Change of Curriculum Status Form*. The student's current advisor within the University of Hartford (not The Hartt School) must sign the *Change of Curriculum Status Form* acknowledging that the student is changing from one school to another within the University. The student must submit the *Change of Curriculum Status Form* to the Hartt Evaluator.

### **Important dates for IST students:**

#### **November 1: Applicants for January admission to Hartt: (IST)**

- The Hartt School undergraduate supplemental application and supporting documents must be received by The Hartt School.  
Interschool transfer applicants select the December audition/interview date on the application.

#### **December 15: Applicants for January admission to Hartt: (IST)**

- Students must have completed a planning meeting with the Hartt Evaluator. **Note:** It is the responsibility of the student to arrange this appointment by calling 860-768-4458 or [wronker@hartford.edu](mailto:wronker@hartford.edu).

#### **June 1: Applications for Fall admission to Hartt: (IST)**

- The Hartt school Undergraduate Supplementary application and supporting documents must be received by The Hartt School. Planning Meetings are scheduled with the Hartt evaluator on a rolling basis as paperwork is completed. **Note:** It is the responsibility of the student to arrange this appointment by calling 860-768-4458 or [wronker@hartford.edu](mailto:wronker@hartford.edu).