

## **Procedures for "Evaluation of Transfer Credit" & "Request for Waiver or Substitution"**

Hixson-Lied College of Fine and Performing Arts  
University of Nebraska-Lincoln

### **Evaluation of Transfer Credit**

1. Transcripts for transfer students admitted to the College are first sent to and reviewed by the Office of Admissions.
2. The Admissions Office sends to the Dean's Office a "Credit Hours Presented for Transfer" sheet that lists, among other information, courses, credit hours, and grades.
3. Based on the "Credit Hours Presented for Transfer," the Dean's Office completes an "Evaluation of Transfer Credit" form specific to the student's degree program in the College (BA, BFA/BM, or BIVIE).
4. On the "Evaluation of Transfer Credit" form, courses listed on the "Credit Hours Presented for Transfer" are entered in the appropriate Essential Studies (ES) categories indicating that they have been accepted by the College as fulfilling those particular requirements.
5. All other courses which may be applied toward total credit hours required for graduation but which do not fulfill ES requirements are listed under the heading, "Elective Courses Applicable Toward Degree."
6. Courses in the student's major that do not fulfill ES requirements are included in those listed under the heading, "Elective Courses Applicable Toward Degree."
7. On the "Evaluation of Transfer Credit" form, the student is also informed of any courses or credit hours listed on the "Credit Hours Presented for Transfer" that are not applicable toward your College of Fine and Performing Arts degree—even as elective hours.
8. Completed copies of both the "Evaluation of Transfer Credit" form and the "Credit Hours Presented for Transfer" sheet are sent to 1) the student, 2) the student's home department/school for his/her advising folder, 3) the Office of Registration and Records, and 4) a copy is filed in the student's College folder.
9. A student need take no further action once the "Evaluation of Transfer Credit" is completed. The Office of Registration and Records will use the completed "Evaluation of Transfer Credit" as part of the student's official record when processing the student's Degree Audit ("Senior Check") and Application for Graduation.
10. If, however, a student wishes to have courses which are listed under the heading, "Elective Courses Applicable Toward Degree" counted as applying to ES requirements or major requirements, the student must submit a "Request for Waiver or Substitution" (see below).

### **Request for Waiver or Substitution**

#### **Substitution of Courses Transferred From Other Institutions**

1. For transfer students in the College, when a course is listed under "Elective Courses Applicable Toward Degree" on the "Evaluation of Transfer Credit" form and a student wishes it to be counted in an ES category or as fulfilling a major or minor course requirement, the student must complete a College of Fine and Performing Arts "Request for Waiver or Substitution" form and must secure, in the appropriate space on the form, "Dept. Approval (Signature & Title)" from the home department of the course in question.
2. The student must then secure the approval and signature of the appropriate Chief Adviser in the student's home department/school on the "Request for Waiver or 'Substitution" form.
3. The completed "Request for Waiver or Substitution" form must then be submitted to the Chair of the student's home department/school for approval, and then to the Dean's Office for final approval.
4. If the "Request for Waiver or Substitution" is approved by the Dean's Office, completed copies of the form are sent to 1) the student, 2) the student's home department/school for his/her advising folder, 3) the Office of Registration and Records, and 4) a copy is filed in the student's

College folder.

5. A student need take no further action once the Dean's Office approves the "Request for Waiver or Substitution". The Office of Registration and Records will use the completed "Request for Waiver or Substitution" as part of the student's official record when processing the student's Degree Audit ("Senior Check") and Application for Graduation.

#### **Substitution of UNL Courses**

1. When a student in the College wishes to request that a course be counted to fulfill a specific Degree requirement when that course is not specifically listed as acceptable for fulfilling that requirement, the student must complete a College of Fine and Performing Arts "Request for Waiver or Substitution" form and must secure, in the appropriate space on the form, "Dept. Approval (Signature & Title)" from the home department of the course in question.

2. The student must then secure the approval and signature of the appropriate Chief Adviser in the student's home department/school on the "Request for Waiver or Substitution" form.

3. The completed "Request for Waiver or Substitution" form must then be submitted to the Dean's Office for final approval.

4. If the "Request for Waiver or Substitution" is approved by the Dean's Office, completed copies of the form are sent to 1) the student, 2) the student's home department/school for his/her advising folder, 3) the Office of Registration and Records, and 4) a copy is filed in the student's College folder.

5. A student need take no further action once the Dean's Office approves the "Request for Waiver or Substitution". The Office of Registration and Records will use the completed "Request for Waiver or Substitution" as part of the student's official record when processing the student's Degree Audit ("Senior Check") and Application for Graduation.

#### **Waiver of Courses/Requirements**

1. When a student in the College wishes to request that a required course or other College requirement be waived, the student must complete a College of Fine and Performing Arts "Request for Waiver or Substitution" form.

2. Where applicable, the student must secure, in the appropriate space on the form, "Dept. Approval (Signature & Title)" from the home department which is most directly involved with the waiver in question. For example, if a student believes that she should have part of her ES Area C requirement waived because she spent the summer as a Congressional intern, the College would need the advice of the Department of Political Science to consider such a waiver.

3. The student must then secure the approval and signature of the appropriate Chief Adviser in the student's home department/school on the "Request for Waiver or 'Substitution" form.

4. The completed "Request for Waiver or Substitution" form must then be submitted to the Dean's Office for final approval.

5. If the "Request for Waiver or Substitution" is approved by the Dean's Office, completed copies of the form are sent to 1) the student, 2) the student's home department/school for his/her advising folder, 3) the Office of Registration and Records, and 4) a copy is filed in the student's College folder.

6. A student need take no further action once the Dean's Office approves the "Request for Waiver or Substitution". The Office of Registration and Records will use the completed "Request for Waiver or Substitution" as part of the student's official record when processing the student's Degree Audit ("Senior Check") and Application for Graduation.