



Dear Prospective Transfer Student:

I am happy that you are considering transferring to Manhattan School of Music to complete your degree. Outlined below, you will find helpful information concerning the procedures and policies regarding transferring credits from your previous institution. As stated in the MSM catalog all admitted students are required to take placement examinations upon arrival in the fall. Exams are administered in theory, music history, aural skills (ear training, sight singing, dictation), piano, keyboard skills (for pianists only), fretboard harmony (for guitarists only), and jazz theory, piano and jazz music history (for all jazz students). These exams will be given during the orientation period and are an important factor in determining your length of study at MSM. It is important to note that your admission status (i.e., "junior transfer") as determined by your audition refers **ONLY** to your performance level and does **NOT** indicate the number of credits that will be transferred from your previous institution, nor the number of years it will take to complete your degree at MSM.

It is imperative to become familiar with the course requirements of your respective degree as outlined in the current catalog. As noted above, your status (freshman, sophomore, or junior) is based mainly on your performance level and will not limit the required non-performance courses you must take to complete your degree. All academic requirements must be met through examination, credit transfer, or completion of the course at MSM. For example, if you have already completed courses in aural skills at your previous institution, then you will be required to demonstrate proficiency through placement examination. Credits from freshman and sophomore music foundation courses taken elsewhere will not transfer because they differ from institution to institution. You should not assume that you will test out of these core requirements when planning your matriculation into MSM. As a general rule, MSM only transfers courses in Humanities, Music History electives and Theory electives, all based upon approval of the appropriate department chairpersons.

Please let me know if you have any further questions.

Sincerely,

David L. McDonagh
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