

Course Credit Reduction Policy

In extreme cases, School of Dance (SOD) majors may request a course credit reduction for *some* studio technique courses. Requests are not guaranteed. Many SOD courses (e.g. workshops and lecture courses) are *not* eligible for reduction of credit. See full list of courses eligible for credit reduction [here](#).

Students considering requesting course credit reductions should meet with the appropriate Director of Undergraduate Studies as soon as possible.

Cases for reducing credit:

- **Prolonged Injury or Illness**
 - Required Information for Request
 - Subject Area & Catalog Number (ie, DANC 1234)
 - Reduction request (example, reducing from 3 to 2 credits)
 - Dates of classes missed
 - Future plan to fulfill remaining required credits, if applicable
 - Detailed rationale for request
 - Doctor's note or comparable documentation (must include dates)

- **Pre-Approved Professional Opportunities**
 - Must be approved by the School of Dance Director *prior* to absences
 - Required Information for Request
 - Subject Area & Catalog Number (ie, DANC 1234)
 - Reduction request (example, reducing from 3 to 2 credits)
 - Detailed rationale for request, including plans to complete missed work for all courses
 - For each SOD course in which you are enrolled and not reducing credit, submit signed documentation from *each* instructor outlining plans to complete the work for their course
 - Contract or formal offer letter from hiring entity (must include dates)

- **Scheduling Conflict with 2nd Major or Honors Program**
 - Only an option for SOD majors experiencing unresolvable scheduling conflicts with courses required for a second major or Honors program requirements
 - Students are encouraged to work with an Academic Advisor to find comparable alternate techniques classes, if at all possible (i.e., another level or time of a ballet class), before reducing techniques credits.
 - Required Information for Request
 - Subject Area & Catalog Number (ie, DANC 1234)
 - Reduction request (example, reducing from 3 to 2 credits)
 - Detailed rationale for request

This policy was approved by the School of Dance faculty and staff on January 11, 2023. Updated on August 29, 2023 to remove Program Head and Modern Dance Minor language.

- A note from an Academic Advisor for the 2nd major explaining the conflict
- **Modern Dance Minors**
 - Minors may reduce credit in the Modern freshman courses DANC 1310 & 1320. These courses meet five days a week; declared minors may choose to take either the M/W/F class for 2 credits or the T/Th class for 1 credit.
 - NOTE: This is only an option when the M/W/F and T/Th classes are taught by two different instructors.
 - Required Information for Request
 - Subject Area & Catalog Number (ie, DANC 1234)
 - Choice of M/W/F (2 credits) or T/Th (1 credit)
 - Detailed rationale for request
 - **Cross Program Technique Requests**
 - On occasion, School of Dance majors may request reducing credit in order to take technique courses across majors. For courses that meet five days a week; declared majors may choose to take either the M/W/F class for 2 credits or the T/Th class for 1 credit.
 - Required Information for Request
 - Subject Area & Catalog Number (ie, DANC 1234)
 - Choice of M/W/F (2 credits) or T/Th (1 credit)
 - Detailed rationale for request

Steps to request reduction of credit:

Part I - SOD Approvals

1. Check in with the appropriate Director of Undergraduate Studies and Academic Advisor for options and to ensure you understand potential repercussions.
2. Prepare the required information as outlined above.
3. Complete the [Course Credit Reduction Request](#) (one per course) as soon as possible. You will be notified via email if your request has been approved by the SOD. Reduction of credit requests must be approved by the following in the SOD:
 - Instructor(s) of record
 - Director

Part II - College & University Approval

Once you are notified of approval by the SOD, you will be responsible for:

4. Picking up a "Course Credit Adjustment Card" form from the School of Dance Office.
5. Taking the form to the Dean's Office for the appropriate signatures.
6. Delivering the form to the Registrar's Office.

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