

Bachelor of Professional Studies | Understanding Your Unofficial Transfer Evaluation

- Crossed off are the requirements that your previous coursework has fulfilled. Highlighted in yellow and written in red are the remaining requirements.
- This assessment does not include which courses from your previous institution(s) fulfilled Berklee Online requirements. This would also be the case for your Official Transfer Evaluation should you apply and be admitted to the Bachelor of Professional Studies degree program.
- Since Berklee Online operates on a semester system, all quarter credits have been converted to semester credits.
- Anytime a student transfers a course that is less than three (3) credits to fulfill a three (3) credit Berklee Online requirement this creates a credit deficiency, causing the student to be short of the minimum number of credits required to graduate. As such, students are required to make-up the credits they are deficient in. When possible, we try to combine like-courses to avoid or lessen the deficiency. Please note, that all credit deficiencies will be notated in the breakdown of credits on the last page of your evaluation.
 - You can make up credit deficiencies by completing additional Berklee Online courses, by applying for [prior learning credit](#) once enrolled in the Bachelor of Professional Studies program, or by completing additional external credit in the area in which you are deficient.
 - For example, if you are deficient 1 credit from transferring a 2-credit piano class, you can complete an additional 1 credit of piano at your current college to be combined for a 3-credit piano transfer. Please note, that if you choose to complete external coursework, you will first need to get the class approved by the Transfer Team.
- This evaluation may include coursework that is currently in progress or that was awarded as transfer credit from a different institution. Should you apply to our program, you will need to submit an official transcript from each college and/or university you previously attended and all courses must be passed with a grade of "C" or better in order to be eligible for transfer credit.
 - Keep in mind that you will also need to submit official test scores for any completed AP or CLEP exams.
 - AP score reports can be request through [CollegeBoard's](#) website. Our school code is 6774.
 - CLEP transcripts can be requested through [CollegeBoard's](#) website. Our school code is 6283.
- For International Students: as an admissions requirement to our program, you will need to get your international transcripts evaluated by an accredited credential evaluation agency, such as the Education Credential Evaluators ([ECE](#)). When you do so, be sure to ask for a [course-by-course evaluation with grades](#). Depending on what this evaluation reveals, which courses will transfer or the amount of credits per course may change.
- This is an estimation of transfer credit only. Unofficial Transfer Evaluations are not a guarantee of transfer credit or of admissions to Berklee Online. An official evaluation of credit will take place after a student applies, submits official copies of ALL of their transcripts, and is accepted into the program.