

May 28, 2009

TO Conservatory community

FM Mary Ellen Poole, Dean

RE Overload credit policy change

The Conservatory charges full-time students a fee per credit over the maximum.

The maximum is defined as 18.5 credits in the Fall and Spring semesters. For purposes of calculating overload, ensemble credits (courses ENS 200-602) will *not* be counted.

Each credit over these maximums will be billed at \$1,460.

Students who can provide evidence that all courses for which they wish to register are **necessary for on-time graduation** may petition the Dean's Office (see attached sample; hard or electronic copies are available in Room 408) for exemption from these fees. Petitions must be turned in by the deadline to add for the semester.

Any student who is willing to pay the fee need not petition.

**PETITION FOR EXEMPTION FROM OVERLOAD FEES**

*Fill out completely and return to Dean's Office.*

Name \_\_\_\_\_ Degree sought \_\_\_\_\_

Expected graduation date \_\_\_\_\_ Adviser [print] \_\_\_\_\_

I have seen the course sequence proposed below and I [check one] \_\_\_ do \_\_\_ do not support this request.

\_\_\_\_\_  
Adviser

I have seen the course sequence proposed below and it reflects the student's graduation requirements.

\_\_\_\_\_  
Registrar OR Assistant Registrar

**PROPOSED COURSE SEQUENCE**

*Please place a star by all courses that are not required for graduation.*

Fall 2009		Spring 2010	
Ensembles—number/name	Credits	Ensembles—number/name	Credits
SUBTOTAL		SUBTOTAL	
Other courses—number/name	Credits	Other courses—number/name	Credits
SUBTOTAL		SUBTOTAL	

Fall 2010		Spring 2011	
Ensembles—number/name	Credits	Ensembles—number/name	Credits
SUBTOTAL		SUBTOTAL	
Other courses—number/name	Credits	Other courses—number/name	Credits
SUBTOTAL		SUBTOTAL	

Fall 2011		Spring 2012	
Ensembles—number/name	Credits	Ensembles—number/name	Credits
SUBTOTAL		SUBTOTAL	

*CONTINUED ...*

Other courses—number/name	Credits	Other courses—number/name	Credits
SUBTOTAL		SUBTOTAL	

Fall 2012		Spring 2013	
Ensembles—number/name	Credits	Ensembles—number/name	Credits
SUBTOTAL		SUBTOTAL	
Other courses—number/name	Credits	Other courses—number/name	Credits
SUBTOTAL		SUBTOTAL	