POLICY

REQUESTING CREDIT TOWARD DEGREES
FOR EXTERNAL EDUCATIONAL, TRAINING, AND PROFESSIONAL OPPORTUNITIES

School of Dance (SOD) undergraduate students who participate in educational, training, and/or professional opportunities outside the University of Utah may request credits toward their degree for participation in such opportunities. Any request for credit toward a SOD degree must be submitted through the process below. There is no guarantee of approval.

To request credit, students must complete the [request form](#) available on the SOD website. Students should consult with the SOD Director of Undergraduate Studies (DUGS) and CFA academic advisor to determine the best course of action for degree completion prior to submitting a request. Student may receive up to 3 credits total from external opportunities to count toward their degree. (This does not include summer programs that are affiliated with the University of Utah).

**Credit Hour Policy**
[University Policy 6-100](#) dictates that approximately 45 hours of work equals 1 university credit hour. Students requesting credit for external opportunities must demonstrate an appropriate hourly investment and justify the requested credit hours. Documented proof of hours invested will be expected at the conclusion of the opportunity.

**Quality of Opportunity**
Students requesting credit for external opportunities must justify how the opportunity meets or exceeds the opportunities available within the SOD. Student should provide credentials for any instructors/collaborators/organizations with whom/which they intend to work (e.g., instructor biography or institutional website). Students will also need to find an instructor of record who will work with them during the given opportunity, who can justify hours attended, and equivalent grade. If the opportunities are theory based, student could justify credits from the opportunity by comparing work completed during opportunity to the School of Dance equivalent syllabus. Students must apply before the credit is needed and will be expected to provide a written final report.

**Process**
1. **CONSULT WITH DUGS & ACADEMIC ADVISING**
   - Students should consult with a Director of Undergraduate Studies (DUGS) and a member of the CFA Academic Advising team to explore options, confirm that the opportunity meets SOD expectations for quality, and that the proposed plan supports timely degree completion.
2. **COMPLETE THE SOD REQUEST FORM** ([here](#))
   - Students will need the following information to submit a request:

   *This policy was approved by the School of Dance faculty and staff on April 26, 2023.*
- Name (as listed in university records)
- Major/Minor
- Current year of study
- Name of institution offering opportunity
- Description of opportunity
- Justification for how the level of training/education/opportunity compares to what students receive in the SOD
- Number of credit hours requested, including a justification for how the opportunity meets the hourly requirements for the credit hours requested (see Credit Hour Policy above)
- How these hours will fit into the student's degree plan (for example, requesting a substitution for 2 credit hours of technique requirements)
- Proof that the student has consulted with a CFA Academic Advisor to ensure the plan supports timely degree completion

3. REVIEW PROCESS
   - The request will be reviewed by DUGS and the Director for approval.
   - Students may be asked to submit additional information.

4. NOTIFICATION
   - Students will receive an email notification indicating either approval, rejection, or a request for additional information.
   - If submitted during regular Fall and Spring academic semesters, students will receive notification within 2 weeks of submission. If submitted during a holiday or summer break, notification may take longer.
   - If approved, the email notification will include instructions for how to proceed. Instruction may include 1) registering through another institution and transferring credits to the U; 2) registering for credits through the U’s Continuing Education program; 3) registering for an Independent Study or other existing course through the SOD. NOTE: Students registering for college credit through outside institutions should check with those institutions regarding policies for transferring credit. Note that college credit is not automatically included in tuition payments for many summer intensives.

A Note on Summer Programs

There are a range of high-level summer program and intensive opportunities affiliated with professional companies and universities that offer college credit. Students registering for credit through these programs should check with those institutions regarding transferring credit, as course credit is typically not included in tuition rates.

Utah Ballet Summer Intensive (UBSI) - The SOD typically offers opportunities to receive credit through UBSI for somatics and ballet techniques. Opportunities may vary by year. Students interested in receiving credit through UBSI should work directly with the UBSI Director for details and instructions.

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A Note on Professional Opportunity Credit Options

Some classes, such as techniques classes, repertory classes, and performance classes could be substituted with daily classes, rehearsals and performances with a professional company. The SOD currently offers various “professional” courses for which students may register with permission. Students may request additional information regarding these courses from the instructor of record, the DUGS, or CFA Academic Advising.

Examples of professional opportunities may include:

- Working as a trainee/apprentice/company member with a professional dance company (e.g., Ballet West, Ririe Woodbury, Repertory Dance Company, SALT)
- Working with the U of U Dance Team or another professional dance team
- Pick-up projects outside the U that have a limited duration
- Choreographic opportunities in a professional setting outside the U
- Internships and theory-based research projects