

# OFFICE OF THE REGISTRAR

*Erin Morin, Registrar*

## Undergraduate and Graduate Policies

### Registration

Registration takes place at the beginning of each term. Students must show evidence of payment of tuition and fees prior to enrolling in courses. All students are required to register and will not be granted entry to classes without having done so. New students will receive instructions regarding times and places of registration, orientation and placement testing during the summer before their arrival at the School.

All undergraduate and graduate college students must register at the appointed time and show evidence of payment of tuition and fees prior to enrolling in classes. Students will not be granted entry to classes without having completed registration.

### Class Designation

A student's status is officially determined on the basis of progress in the major arts area. Level designations are, therefore, based upon a combination of the number of arts course requirements which have been met and the level of artistic proficiency that has been achieved.

### Credit Definitions

College credit is awarded in semester hours.

### Course Numbering

In general, courses are numbered such that the first digit reflects the level of the course, with the number one indicating an introductory level. A course with hyphens indicates a three-term course for which credit is not allowed until the three terms are completed. Courses with commas indicate the courses which are to be taken in sequence.

### Course Requirements

It is the responsibility of the student to know the requirements for his or her particular program and, where specific academic courses are required, to include these courses in the program. Individual program requirements are outlined in the appropriate sections of this Bulletin.

### Residency Requirements

To qualify for a college Arts Diploma, Bachelor of Fine Arts or Bachelor of Music from the University of North Carolina School of the Arts, the student must be registered as a full-time college student for a minimum of two years, one of which must be the student's graduating year.

An undergraduate college student must carry eight or more credit hours per term to be classified as a full-time student. A graduate student must carry six or more credit hours to be considered full-time.

### **Transfer Students**

College transfer students will be placed according to ability and experience at the discretion of the appropriate dean and faculty following review of prior courses and interviews with faculty members. Where applicable, placement tests will be administered and appropriate advanced placement credit awarded. Normally, a transfer student spends at least two years at the School of the Arts to qualify for the Bachelor of Fine Arts, Bachelor of Music or Arts Diploma. (*See Residency Requirements*)

Credit for academic courses in which the student has earned at least a “C” at another accredited college, and which are equivalent to specific UNCSA academic courses, will be transferred to the UNCSA record when the student has achieved at least a 2.000 average in academic courses for one term at UNCSA.

### **Part-time Degree Students**

Under certain circumstances, a matriculated college student may enroll as a part-time degree or diploma student for a given term. This status generally is reserved for college seniors in their last term and is only granted by special permission of the appropriate dean. Part-time degree or diploma students may carry fewer than eight credits and are charged by the credit, according to the schedule of fees for special and part-time students.

### **Course Audit**

A regularly registered student may, with the consent of the appropriate dean and the instructor, audit one or more courses or classes outside the major area in addition to his or her regular program. Attendance must be regular. No credit is given.

### **Course Planning and Program Advising**

Each student is assigned an advisor when he or she enters the School. The advising system varies from one arts school to another. In some schools the dean or assistant dean acts as the student advisor; in others, members of the faculty are assigned as advisors.

Students meet with their advisors during designated weeks toward the end of each term to plan their programs for the following term. The courses each student selects must be approved by the advisor. Students who complete course planning in the prescribed manner will receive a preprinted course schedule at registration.

### **Add/Drop Policy**

For one week after registration, a student may add or drop courses. Course changes during this week do not appear on the student’s permanent record. Students who wish to add courses should seek permission from the instructors of the courses to be added and from their advisors, who sign the Change of Schedule forms available from the registrar. Courses for which students have not registered must be added in order for credit to be given.

### **Course Withdrawal**

A student may withdraw from courses for the first six weeks of each 10-week term with the signed approval of the advisor, who will meet with the student to discuss the reasons for the request to withdraw. In some cases, the student will withdraw from a course on the

recommendation of the course instructor or the insistence of the arts dean or the associate vice chancellor for undergraduate academic and graduate programs. Students are advised to withdraw from courses when successful completion appears impossible. The mark “W” is assigned for courses from which students have withdrawn. Students withdraw from courses by using the Change of Schedule form, available from the registrar.

Course withdrawal without permission and processing of the appropriate form will result in an automatic grade of “F” for the course.

### **Attendance**

Students are expected to attend all their class meetings, rehearsals and performances, and to arrive on time, prepared to participate fully. Attendance regulations for each program and for individual courses within the program are communicated to students and kept on file in the appropriate school or dean’s office. Students who violate the attendance regulations will be referred to the appropriate dean or director, who will counsel or discipline the students. Students who miss class frequently must be prepared to receive a low or failing grade or be advised to withdraw from that course.

### **Final Examinations**

Final examinations are given during a three-day period at the end of each term. An unexcused absence from a final examination will result in the student receiving a “zero” for that activity and loss of makeup privileges.

### **Early Departure from School**

While early departure before the end of the term is discouraged, UNCOSA recognizes that, from time to time, extenuating circumstances will necessitate approval of such Early Departure. Students seeking permission to leave school early should meet with the Assistant Dean of Undergraduate Academic Programs and with their Arts Dean to obtain a permission form and to discuss Early Departure. (NOTE: Travel or vacation plans are NOT acceptable reasons for Early Departure. Students should carefully consult the academic calendar and plan accordingly.)

For approval of Early Departure from undergraduate academic and arts classes, an Early Departure Form must be signed by the appropriate academic and/or arts instructor, and arts advisor (if appropriate), and returned to the Assistant Dean of Undergraduate Academic Programs and the Arts Dean no less than three weeks prior to the end of the term.

Students who leave campus before the end of the term without having been granted the appropriate permission will be considered to have unexcused absences.

### **Withdrawal from School**

Students who wish to withdraw from school during a term must file the appropriate form, which is available through the registrar’s office. Students who withdraw from school during a given term receive no credit for courses taken during that term. Students who leave school without officially withdrawing will receive grades of “F” for all courses for which they are registered and will forfeit eligibility for refund of tuition or fees. Students who have terminated their enrollment for any reason must apply for readmission before registering for another term.

### **Reenrollment**

Former students who reenroll at UNCSCA, after an interruption of two years or more, will be held responsible for the program requirements in effect at the time of reentry. Students who reenroll within two years of their last enrollment may continue under their original requirements.

### **Delayed Graduation**

A student who does not graduate on schedule may seek permission from the faculty of his/her school to complete his/her requirements at a later date. These requirements must be successfully completed within seven years after the student's last enrollment at UNCSCA.

### **Leave of Absence**

A leave of absence may be granted for a specific period of time for a valid educational purpose. Permission for such a leave must be sought by processing the appropriate form, available in the registrar's office. Such permission may be granted by the appropriate arts dean, with the understanding that no credit can be given for studies or projects undertaken by the student while not officially enrolled in school. No tuition is paid for a term during which a leave of absence has been granted and no application for readmission is required if the student reenrolls for the term immediately following the leave period.

### **Grading System**

Final grades for courses are sent to students and, when applicable, to their parents or guardians at the end of each term. Indication of student achievement is provided by the following grades and quality points:

A+	=	4.5	C+	=	2.5	F	=	0
A	=	4.0	C	=	2.0	I	=	Incomplete
A-	=	3.8	C-	=	1.8	W	=	Withdrew
B+	=	3.5	D+	=	1.5	P	=	Pass
B	=	3.0	D	=	1.0	S	=	Satisfactory
B-	=	2.8	D-	=	0.8	U	=	Unsatisfactory

### **Retention**

Students should consult the Bulletin section for their respective arts programs and the Undergraduate Academic Programs to learn the specific grade and quality point requirements for continuance in their programs and for graduation.

### **Incomplete Coursework**

Occasionally, because of personal, medical or other emergencies that may arise, a student may be unable to take final examinations or juries or complete the final assignments for a course. In such cases, a grade of "Incomplete" may be requested for one term so that the student may complete the courses in which satisfactory progress was being made at the time of the request. The normal time limit to complete the work for a course in which a grade of "Incomplete" has been given is the end of the term immediately following the term in which the "Incomplete" was given. However, an individual faculty member, with the permission of the appropriate dean, may designate an earlier deadline for making up the incomplete work. Failure to complete the coursework by the end of following term will result in a grade of "F" for the course.

### **Student Responsibility for Coursework**

In submitting assignments and projects for courses, students take responsibility for their work as a whole, and imply that, except as properly noted, the ideas, words, material and craftsmanship are their own. In written work, if students cite from a source of information or opinion other than themselves without giving credit, either within the body of their texts or in properly noted references and without using quotation marks where needed, or otherwise fail to acknowledge the borrowings, they have in fact presented the work, words or ideas of others as if they were their own. Failure to abide by those simple principles of responsible scholarship is dishonest, as is receiving or giving aid on tests, examinations or other assigned work presumed to be independent or original. A student whose work is found to be dishonestly accomplished and submitted as his or her own for credit will be removed from the course with a grade of “F.”

### **Student Records**

All educational records for students are maintained in the registrar’s office and are available for student examination, as outlined by the Family Educational Rights and Privacy Act (FERPA). Students are informed at regular intervals of their current grade point averages and credits accumulated. Students having questions about their progress are encouraged to address these questions to the registrar.

The School keeps records of progress on veteran and non-veteran students alike. Progress records are available to students at the end of each scheduled school term.

### **Transcripts**

Transcripts are released only at the written request of the student, except in cases as outlined by the Family Educational Rights and Privacy Act. Requests should be sent directly to the Office of the Registrar.

Official transcripts bear the signature of the registrar and the School seal and are normally sent directly to other institutions or agencies in sealed envelopes. Unofficial transcripts may be requested for students’ personal use or may be downloaded from the website.

Transcripts will not be released for students who have an outstanding financial obligation to the School or for students who have been declared in default of institutional, state or federal loans or who have failed to complete the federally required exit interview for National Direct Student/Perkins Loan borrowers. The charge for transcripts is \$7 each.

### **Definition of In-State Residency**

The University of North Carolina School of the Arts defines “In-State Residency,” when referring to an academic program and/or tuition rate, as outlined and defined in North Carolina General Statute 116-143.1. The term is defined in detail in “A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.” This manual may be found in most North Carolina libraries and/or any admissions or financial aid offices at any of the 17 constituent campuses of the University of North Carolina.

All students, especially graduate and/or independent students, are encouraged to contact the Offices of Admissions, the Registrar or Student Financial Aid to inquire about fulfillment of state requirements for classification as in-state residents for tuition purposes. Staff members are happy to advise and assist any students who wish to be considered for in-state tuition status.

## **High School Policies**

### **Registration**

Registration takes place at the beginning of each term. Students must show evidence of payment of tuition and fees prior to enrolling in courses. All students are required to register and will not be granted entry to classes without having done so. New students will receive instructions regarding times and places of registration, orientation and placement testing during the summer before their arrival at the School.

While UNCSA high school students enroll in year-long courses at the beginning of each academic year, all students are required to register at the beginning of each term. High school students are required to attend classes continuously and are not permitted to miss classes at the beginning of the term. Arrangements for payment of tuition and fees for high school students must be made on a timely basis each term, and students must be cleared by the financial services office for class attendance by either:

- presenting a receipt to reflect that all tuition and fees have been paid at the time of registration  
or
- in exceptional cases, making arrangements with the financial services office to pay the tuition and fees on a schedule to be determined in consultation with Director of Business Affairs.

High school students who fail to make the necessary arrangements within one week after the beginning of classes in any term may be asked to withdraw, and will not be able to receive credit for classes.

No one will be permitted to register as a full-time student after the completion of the fifth day of classes for a given term. Any exception will be by petition to the dean of the of the art school involved, with approval of the Dean of High School Academic Program.

### **Class Designation**

A high school student's status is officially determined by the High School Academic Program based on his/her progress toward completion of the requirements for high school graduation. A student must be in good standing in his/her arts area to receive the concentration in arts designation on his/her diploma.

It is the responsibility of the student to know the requirements for the UNCSA high school diploma.

### **Credit Definitions**

Students enrolled in high school programs receive credit in terms of standard Carnegie high school units.

### **Admissions and Course Transfers**

The High School Academic Program reviews all high school admissions applications after applicants have been recommended for admission by the Schools of Dance, Drama, and Music and the Visual Arts Program. The High School Academic Program may agree to admit or deny admission to UNCOSA high school applicants. The High School Academic Program transfers new students' prior course credits to UNCOSA transcripts. Once a student has been accepted to UNCOSA, no course credit may be transferred to UNCOSA, except for the courses in progress at the time of the student's initial admissions review, without the permission of the High School Academic Program. No coursework taken before the ninth grade may count toward the UNCOSA high school graduation requirements. Home-school courses submitted for transfer credit are also subject to a review by subject-area faculty before credit is granted. If transfer credit is denied for one or more home-school courses, the student must take the course(s) in question while enrolled at UNCOSA. At the discretion of the High School Academic Program, home-school math and foreign language credits may be transferred only after the student has taken an UNCOSA placement test in those subjects prior to the first day of classes.

### **Course Planning and Program Advising**

The High School Guidance Counselor is responsible for assisting the student in planning academic courses in order to meet graduation requirements. In the arts schools, the advising system varies from one school to another.

### **Drop/Add Policy**

Students who wish to drop a course should seek permission from their Arts Dean (for arts courses) or Assistant Dean for the High School Academic Program or High School Guidance Counselor (for an academic course).

Students who wish to add courses should seek permission of the instructors of the courses to be added and from their respective Arts Dean (for arts courses) or the Assistant Dean of the High School Academic Program or High School Guidance Counselor (for academic courses). Courses for which students have not registered must be added for credit to be given.

### **Course Withdrawal**

To withdraw from an arts course, students must have the signed approval of their arts advisor and Dean. To withdraw from an academic course, students must have the signed approval of the instructor, their parent or guardian, and the Assistant Dean of the High School Academic Program. The mark "W" may be assigned for courses from which a student has withdrawn.

### **Class Attendance**

Regular, prompt class attendance is a student's responsibility and the expectation of the faculty of the High School Academic Program. Each high school student is provided with a copy of the High School Academic Program attendance policy and is responsible for knowing and abiding by its rules and procedures. A student with excessive unexcused absences in a course, as defined

by the attendance policy, may be withdrawn from that course without credit. New and currently enrolled high school students who have excessive absences during past terms and/or who have failed one or more courses in a previous term may be placed on academic probation. Failure to meet the expectations of this probation may result in a student's withdrawal from UNCSA.

In addition, students are expected to attend class meetings, rehearsals and performances, and to arrive on time prepared to participate fully. Attendance regulations for each arts program and for individual courses within the program are communicated to students and kept on file in the appropriate school or dean's office.

### **Final Examinations**

Final examinations take place during a three-day period at the end of each term. An unexcused absence from a final examination will result in the student receiving a "zero" ("0") for that activity and loss of makeup privileges. All students must make travel arrangements that do not conflict with scheduled examinations. No arts activities are to be scheduled during final exams.

### **Early Departure From School at the End of the Term**

While early departure before the end of the term is discouraged, the faculty and staff recognize that extenuating circumstances will necessitate approval for such early departure. Students seeking permission to leave school early should meet with the Assistant Dean of the High School Academic Program to obtain such permission. The clearance process must be completed two weeks prior to the beginning of the exam period.

Students who leave campus prior to the end of a term without having been granted the appropriate permission will be considered to have unexcused absences.

### **Suspension or Withdrawal from School**

In the event a student is suspended from school due to a disciplinary problem, the student is solely responsible for all makeup work that is missed during the period of suspension. High school students must take all academic books with them during their suspension and will be asked to leave a FAX number, email address or physical address where additional materials can be sent if necessary.

Academic faculty will not provide any out of class assistance with such work. High school students who are suspended will not be allowed any unexcused academic absences for the remainder of the term and risk removal from a course without credit following an unexcused absence.

Students who wish to withdraw from school during a term must process the appropriate form, which is available through the registrar's office. Students who withdraw from school during a given term receive no credit for courses taken during that term. Also, a student who leaves school without officially withdrawing will receive grades of "F" for all courses for which they are registered and will forfeit eligibility for refund of tuition and fees.

Students who have terminated their enrollment for any reason must apply for readmission prior to being allowed to register for a subsequent term.

## **Retention**

Students should consult the University of North Carolina School of the Arts Bulletin, their respective arts programs and the academic program to learn the specific grade and point average requirements for continuance in their programs and for graduation.

## **Long-Term Absence for Medical Reasons**

A student who must leave school for medical reasons, either by order of the UNCOSA Wellness Center or by choice (with a physician's written recommendation), may remain enrolled in High School Academic Program courses with excused absences for up to a total of twelve (12) consecutive academic class days. Arts Wednesdays will not count against these twelve days. During this time, the student's academic teachers will make reasonable efforts to send home the student's academic coursework and assignments. After missing twelve consecutive academic class days, however, a student on medical leave will be withdrawn from UNCOSA and UNCOSA will assist the student in the process of transferring to another school by providing documentation of academic work completed while enrolled at UNCOSA. A student withdrawn from UNCOSA after an extended medical leave will be allowed to re-apply for admission for the next academic term. Acceptance will be subject to the approval of the UNCOSA Wellness Center, the relevant Art School Dean, and the High School Academic Program.

## **Non-Resident Status Graduation**

In rare circumstances, twelfth-grade students who must withdraw from UNCOSA during the academic year may receive permission, upon request, to complete their UNCOSA high school diploma requirements through an approved correspondence or on-line program and qualify to receive the UNCOSA high school diploma. Typically, only seniors who have experienced a catastrophic event (medical or financial) or who have been hired by a professional performing arts company during the course of their senior year may be given permission to graduate non-residentially.

These students must receive permission from their Arts School Dean and from the High School Academic Program, which maintains the UNCOSA high school graduation list and monitors a student's progress while on non-resident status. This permission is valid for one twelve-month period from the date of permission, after which the High School Academic Program will permanently remove a non-resident student from the graduation list. High school seniors who have been suspended long-term from UNCOSA for disciplinary reasons are not eligible to graduate from UNCOSA on a non-resident status basis and must adhere to the requirements of their suspension for re-applying to and graduating from UNCOSA.

## **Grading System**

Final grades for courses are sent to students and to their parents or guardians at the end of each term. The following grades and quality points provide indication of student achievement. (Quality points are awarded per unit of high school credit unit).

<b>A+ = 4.5</b>	<b>A = 4.0</b>	<b>A- = 3.8</b>
<b>B+ = 3.5</b>	<b>B = 3.0</b>	<b>B- = 2.8</b>
<b>C+ = 2.5</b>	<b>C = 2.0</b>	<b>C- = 1.8</b>
<b>D+ = 1.15</b>	<b>D = 1.0</b>	<b>D- = 0.8</b>

**F = 0**

**P = Pass I = Incomplete**

**U = Unsatisfactory W = Withdrew**

### **Incomplete Coursework**

Occasionally, because of personal, medical or other emergencies that may arise, a student may be unable to take final examinations or juries or complete the final assignments for a course. In such a case, the instructor may request a grade of “Incomplete” for one term so that the student may complete a course in which satisfactory progress was being made at the time of the request. The normal time limit to complete the work for a course in which a grade of “Incomplete” has been given is the end of the term immediately following the term in which the “Incomplete” was given. However, an individual faculty member, with the permission of the appropriate dean, may designate an earlier deadline for making up the incomplete work. Failure to complete the coursework by the end of the following term will result in a grade of “F” for the course.

### **Student Responsibility for Coursework**

In submitting assignments and projects for courses, students take responsibility for their work as whole, and imply that, except as properly noted, the ideas, words, material and craftsmanship are their own. In written work, if students cite from a source of information or opinion other than themselves without giving credit, either within the body of their texts or in properly noted references and without using quotation marks where needed, or otherwise fail to acknowledge the borrowings, they have in fact presented the work, words or ideas of others as if they were their own. Failure to abide by those simple principles of responsible scholarship is dishonest, as is receiving or giving aid on tests, examinations or other assigned work presumed to be independent or original. A student whose work is found to be dishonestly accomplished and submitted for a grade as his or her own will, at the teacher’s discretion, receive no credit (a zero) for that assignment. The teacher may require that the student revise and re-submit the assignment for a grade, but this new grade may not replace the zero received on the earlier attempt. The High School Academic Program may withdraw a student from a course without credit if he or she repeatedly plagiarizes graded work.

### **Student Records**

All educational records for students are maintained in the registrar’s office and are available for student examination, as outlined by the Family Educational Rights and Privacy Act (FERPA). Students are informed at regular intervals of their current grade point averages and credits accumulated. Students having questions about their progress are encouraged to address these questions to the registrar. The School keeps records of progress on veteran and non-veteran students alike. Progress records are furnished to students at the end of each scheduled school term.

### **Transcripts**

Transcripts are released only at the written request of the student or parents of high school students who are under 18 years of age, except in cases as outlined by the Family Educational Rights and Privacy Act. Requests should be sent directly to the Office of the Registrar. Official transcripts bear the signature of the registrar and the School seal and are normally sent directly to other institutions or agencies in sealed envelopes. Unofficial transcripts may be requested for

students' personal use or may be downloaded from the website. High school students, while enrolled at UNCOSA, will be allowed transcripts free of charge. The charge for all other transcripts is \$7 each. Transcripts will not be released for students who have an outstanding financial obligation to the school.

**Definition of In-State Residency**

The University of North Carolina School of the Arts defines "In-State Residency," when referring to an academic program and/or tuition rate, as outlined and defined in North Carolina General Statute 116-143.1. The term is defined in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." This manual may be found in most North Carolina libraries and/or any admissions or financial aid offices at any of the 17 constituent campuses of the University of North Carolina.

All students, encouraged to contact the Offices of Admissions, the Registrar or Student Financial Aid to inquire about fulfillment of state requirements for classification as in-state residents for tuition purposes. Staff members are happy to advise and assist any students who wish to be considered for in-state tuition status.



### **Course Substitution**

Students may need to seek course substitutions on the basis of a documented disability which inhibits the ability to learn certain subjects. For example, students with certain types of learning disabilities may find it next to impossible to learn foreign languages or mathematics. While tutoring and accommodations may help some students succeed in these courses, others may be unable to succeed even with the use of academic adjustments and accommodations. In such situations, students may request a substitution for the course in question. *If the course in question is considered to be an essential part of the student's program, a substitution cannot be granted.*

The process established by the UNCSA for requesting a substitution is as follows:

1. Student *must* have a diagnosed disability that would prohibit his/her ability to learn the subject matter in question. Only those students who are registered with a disability may make a request for a course substitution.
2. The student writes a letter to the Director of Counseling and Disability Services requesting the substitution. This letter should contain details of past attempts to take the course (or related courses), information about the disability, and a specific request to substitute the course.
3. The Director of Counseling and Disability Services will review the disability documentation, transcripts and the student's letter. If documentation verifies the presence of a disability that would warrant a course substitution, the director will contact the appropriate art school or academic program and ask a dean to recommend a logical course for substitution best suited for the student's major.
4. The Director of Counseling and Disability Services will rely solely on the respective faculty to determine if the course in question is "essential" to the program. The Director of Counseling and Disability Services will submit findings, including the recommendation of the dean (or designate) from the appropriate art school or academic program, to the Chief Academic Officer, who either approves or rejects the request for substitution. The registrar and the respective dean are informed if the substitution is approved so that the student's records can be credited with the substitution. The student will be notified of the decision either by phone, e-mail, letter, or in person.

#### **COUNSELING AND DISABILITY SERVICES**

1533 S. MAIN STREET, WINSTON-SALEM, NORTH CAROLINA 27127-2188  
TELEPHONE (336) 770-3277 FAX (336) 770-1492 WWW.UNCSA.EDU

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*AN EQUAL OPPORTUNITY CONSTITUENT OF THE UNCSA OF NORTH CAROLINA*