

POLICIES REGARDING PROBATION, SUSPENSION, EXPULSION, READMISSION

Probation

The faculty evaluates students each term for professional growth in their major. Any student not demonstrating sufficient progress may be placed on probation. Students who, at the end of the probation period, have not improved, may not be invited to continue in the program. College students in a degree program must also meet the standards outlined for progress in their academic work. Individual standards for each area are as follows:

Dance

As previously described in the School of Dance section of this Bulletin, students must maintain a grade point average of at least 2.50 (C+) in their arts classes to continue in the program. Students earning less than a 2.50 grade point average in arts classes for a given term are placed on Arts Probation for the following term.

Students on Arts Probation are not permitted to perform during that term, are not to be considered for merit scholarship funds, and must achieve a 2.50 average by the end of the term to be removed from Arts Probation. Students on Arts Probation for two or more terms may not be asked to return to the School.

There are no unexcused absences allowed in the School of Dance. An unexcused absence may result in Arts Probation, end of term grade of “F” for the course(s), reconsideration of eligibility for scholarship assistance, and ultimately, dismissal from the School. Each situation will be addressed on an individual basis by the dean in consultation with the dance faculty.

Design and Production

Students must maintain a 2.0 average through the first year and a 2.5 average for subsequent years. Students who fail to maintain these levels for a given term are placed on Arts Probation for the following term.

Visual Arts

Students in the high school Visual Arts Program must maintain a 3.0 average in studio art classes each term. Failure to meet this requirement will result in a one-term probation period in which the student must attain a 3.0 average in each studio art class to continue in the program.

Drama

The freshman year is a probationary year, during which students are expected to maintain a 2.5 average each term. Students at subsequent levels must achieve a cumulative average of at least 3.0. After grades have been considered at the end of each term, the faculty determines if a student should be placed on Arts Probation for the following term based on these criteria:

- Ability to absorb instruction
- Assessment of basic talent
- Ability to work and produce a performance

Filmmaking

Refer to Standards of Achievement and Evaluation in the School of Filmmaking section of this Bulletin.

Music

Students must earn at least a 3.0 (“B”) average in Applied Music and an average of 2.0 (“C”) in their other music courses. Those failing to meet both these requirements will be placed on Arts Probation. Based on criteria of artistic potential, professional growth and productive attitudes, as judged by the major teacher and subject to the dean’s approval, a student may be placed on Arts Probation at any time. Although one term of probation may be sufficient for a student not to be invited to continue, in special cases probation

may be extended to three terms. In addition to the student's talent, potential and progress in his or her major, grades earned in music courses are taken into serious consideration for determination of Arts Probation, retention and dismissal.

Undergraduate Academic Programs

College degree students are subject to the following academic standards:

- * Students who have completed half of the academic requirements for their degree must maintain a 2.0 cumulative average and a 2.0 term average each term in academic courses. A student who fails to achieve these standards will be placed on General Studies probation for the following term. The student whose cumulative average in academic courses falls below 2.0 for two consecutive terms will be dismissed from the degree program.
- * Students who have not completed half of the academic requirements for their degree must maintain a 1.8 cumulative average and a 1.8 term average each term in academic courses. A student who fails to achieve these standards for a given term will be placed on General Studies probation for the following term. The student whose cumulative average in academic courses falls below 1.8 for three consecutive terms will be dismissed from the degree program.

Invitations to Return

All students in all arts programs must be invited to continue in their programs periodically. Students who, in the judgment of the faculty, fail to demonstrate sufficient progress toward professional standards in the arts will not be invited to return.

Readmission

Students who have terminated their enrollment at NCSA for any reason, including failure to be invited to continue in a program, must apply for readmission prior to being allowed to reenroll. Such students must meet admission standards outlined for all entering students. A student whose enrollment has been interrupted for two years or more will, upon reentry, be responsible for the program requirements outlined in the Bulletin in effect at the time of reentry.

Suspension

Policy: Administrative Committee

In certain highly unusual situations and in cases related to disorderly or disruptive conduct that do not fall within the student Code of Conduct, the vice chancellor for student life, associate vice chancellor for undergraduate academic and graduate programs or the dean of an art school may initiate an administrative committee to convene and hear the allegations. A few examples of conduct which might result in such a hearing are:

1. Repeated failure to comply with art school and/or general studies attendance policies and/or to complete assignment as assigned; or
2. Any other behaviors which indicate that the student is engaging in activities that prevent the student from being productive in the art or general studies work.

The administrator initiating the committee meeting shall chair the hearing of the administrative committee. The committee members shall be: (1) the dean of the school in which the student is currently enrolled; (2) the associate vice chancellor for undergraduate academic and graduate programs and; (3) any other individuals whose involvement is germane to the situation under consideration and whose presence would be in the best interest of the student involved as well as the overall campus community, as deemed appropriate by the convener.

The purpose and procedures of the administrative committee shall include (1) listening to the allegations involving the student, (2) hearing from the student about his/her experience in the situation, (3) hearing

from any others who may be relevant to the student, (4) deliberating on what actions are called for in the situation, and (5) following through with the conclusions reached through deliberations.

Committee decisions regarding outcomes shall be determined by the information presented in the hearing regardless of whether the student has any College Code of Conduct violations on his/her social rules record. If the committee decides that the allegations against the student are unwarranted, it will be reported to the student and other school staff on a need-to-know basis. If the committee decides that the evidence supports the allegations, then the committee may recommend outcomes to correct the situation, including separating the student from NCSA or determining that the student will not be invited to return to NCSA the next term.

Request for Review of Final Course Grade Procedures

Students at the North Carolina School of the Arts have the right to appeal a final course grade that they contend has been impermissibly or arbitrarily assigned. A final course grade may be changed only if a student can establish, with a preponderance of evidence, that:

1. The course grade was based upon the students' race, color, religion, national origin, disability, sexual orientation, gender, age, creed or some other arbitrary or personal reason unrelated to the faculty member's exercise of his or her professional judgment in the evaluation of academic/artistic performance of the student; or
2. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the faculty member in the course syllabus or in other written or oral measures directed to the class as a whole; or
3. The course grade assigned by the faculty member was the result of a clear and material mistake in the calculation or the recording of the grades. Individual elements (e.g., assignments, tests, activities, projects) that contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeals procedure. However, individual elements may be appealed under these procedures provided that all the following conditions are met:
 - a. The student presents compelling evidence that one or more individual elements were graded on arbitrary or impermissible grounds as defined in 1-3 above;
 - b. Grounds can be established for determining an academically sound grade for the appealed element(s); and
 - c. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

Allegations that **sexual harassment** was the reason a final course grade was impermissibly or arbitrarily assigned by the faculty member must be addressed according to procedures set forth in the NCSA Bias-Related Sexual Harassment Policy rather than from the following procedures.

Procedures

As soon as possible after the student receives the formal grade report of a final grade that the student believes is incorrect, the student shall first discuss it with the faculty member who assigned the grade. If the student is unable to resolve the grievance over a final course grade through consultation with the faculty member, a written request for review of the course grade shall be submitted to the dean of the relevant arts school or the associate vice chancellor for high school/undergraduate academic or graduate programs who will render the final decision. Written requests to a dean for review of a final course grade must be submitted within the first four weeks of the next regular academic term. Requests for reviews submitted after this deadline will be heard only in exceptional cases as determined by the provost.

Students requesting a grade review assume the burden of proof. Therefore, the written "Request for Review" must include:

- A. A statement of the reasons the student believes the grade was impermissibly or arbitrarily assigned;
- B. The steps the student has taken to resolve the disagreement over the assigned course grade; and
- C. The resolution sought.

The written “Request for Review” should include any evidence the student believes supports his or her contention that the grade was impermissibly or arbitrarily assigned. Such evidence might include projects, papers, tests or other graded work, syllabi, or written documentation from witnesses. The student must demonstrate that the faculty member applied irrelevant or impermissible criteria in evaluation of the student’s academic or artistic performance, that the faculty member failed to follow his or her course evaluation standards, or that the course grade was assigned as the result of a clear material mistake in calculating or recording grades. **That the student simply disagrees with the assigned grade does not constitute a basis for a review.**

CAUTION: Falsification or fabrication of information by the student in support of a final course grade appeal can cause the student to be subject to disciplinary action under the Student Code of Conduct.

Policy To Appeal Decision Not To Be Invited To Return

Under the following conditions, students at NCSA have the right to appeal an arts school decision not to be invited to return. To submit an appeal, the student must present compelling evidence that one or more of the following conditions occurred:

1. The policy and procedures of the arts school for such decisions were not followed.
2. The decision was based upon arbitrary or personal reasons unrelated to faculty members’ exercise of professional judgment in the evaluation of academic/artistic performance of the student.
3. The decision was based upon discrimination of harassment regarding gender, race, color, religion, national origin, disability or sexual orientation.
4. There was a recent material or substantive change of circumstances that resulted in a change in the student’s performance.

Procedures

1. Upon receipt of official notice that a student is not going to be invited to return, the student has 10 calendar days to file a written notice of appeal clearly stating the grounds for the appeal.
2. The appeal is to be signed by the student and delivered to the dean of the arts school.
3. The dean has 30 calendar days to respond to the appeal. The dean will respond in writing, but may, at his or discretion, also meet with the student personally.
4. If the student is not satisfied with the outcome of the appeal to the dean, the student may, within 10 calendar days of the date of the written decision, submit final notice of appeal to the dean requesting that the original appeal and its record be forwarded to the provost/vice chancellor for arts and academics programs or his/her designee.
5. The provost or designee will review the appeal to ensure that proper procedure was followed and respond with a final institutional decision within 10 calendar days of receipt of the appeal.

ANNUAL NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, or other appropriate official, written request that identify the record(s) they wish to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the records as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personal and health staff); a person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A School official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC 20202-4605

Notice of Directory Information

In accordance with the Family Educational Rights and Privacy Act (FERPA), "directory information" at the North Carolina School of the Arts is defined to include: the student's name, parents' names, addresses, telephone listings, date and place of birth, major field of study, class level, participation in officially