

# Office of the Registrar

*Erin Morin, Registrar*

All UNCSA high school students are required to confirm their registration at the beginning of each semester. Significant arts and academic class work begins on the first day of each semester. Therefore, students are expected to be present for registration and to attend classes as scheduled on that day. Students who register or start classes late may not make up the academic work they miss as a result of their late arrival, and no one will be permitted to register as a full-time student after the completion of the fourth day of academic classes in Fall semester. If a student's late arrival on campus results from circumstances clearly beyond the student's control, an appeal from the student's parent or legal guardian may be made in writing to the Dean of the High School Academic Program and to the student's Art School Dean. This written appeal must be received by noon of the second day of classes. Vacation plans and attendance at summer programs do not constitute grounds for appeal.

## **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.

## **Credit Definitions**

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

## **Course Planning and Program Advising**

The Director of High School Guidance and Academic Support 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 the Director of High School Guidance and Academic Support (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 the Director of High School Guidance and Academic Support (for academic courses). Students may receive credit only for courses in which they are officially registered.

## **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 or The Director High School Guidance and Academic Support. A grade of "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. A student must participate in at least 75% of class meetings each semester in order to receive credit for the course for the semester. Teachers are not obligated to accept, for a grade, assignments that students miss as a result of unexcused absences, nor are they required to allow students to make up, for a grade, quizzes or tests a student misses because of unexcused absences. Note that three unexcused tardies are equivalent to an unexcused absence. A student who acquires a fourth unexcused absence in a course during a single semester

may be withdrawn from that course without credit. Should this happen, the student may not make up this course at UNCSA during the academic year in which the withdrawal occurs. Because a course withdrawal may also make it impossible for a student, especially a senior, to meet the UNCSA high school diploma requirements, a course withdrawal may also necessitate the student's withdrawal from UNCSA.

#### **Final Examinations**

Final examinations take place during a designated period at the end of each semester. Arts activities are limited during the final exam period. 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.

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

While early departure before the end of the semester 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 and the appropriate Art School Dean or Director 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 semester 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 semester must process the appropriate form, which is available through the Office of the Registrar or the High School Academic Program office. Students who withdraw from school during a given semester receive no credit for courses taken during that semester. 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 semester.

#### **Retention**

Information about retention and continuance in programs is contained in the University of North Carolina School of the Arts High School Bulletin. To learn the specific grade and point average requirements for continuance, students should consult the following portions of the Bulletin: the Institutional Policies section, the High School Academic Program section, and the appropriate Art School section.

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

A student who must leave school for medical reasons, either by order of the UNCSA Wellness Center or by choice (with a physician's written recommendation), may remain enrolled in 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. An evaluation by the UNCSA Wellness Center may be required upon a student's return to campus following a leave of fewer than twelve consecutive academic class days. After missing twelve consecutive academic class days, however, a student on medical leave will be withdrawn from UNCSA and UNCSA will assist the student in the process of transferring to another school by providing documentation of academic work completed while enrolled at UNCSA. A student withdrawn from UNCSA after an extended medical leave will be allowed to re-apply for admission for the next academic semester. Acceptance will be subject to the approval of the UNCSA 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 UNCSEA during the academic year may receive permission, upon request, to complete their UNCSEA high school diploma requirements through an approved correspondence or on-line program and qualify to receive the UNCSEA 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 UNCSEA 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 UNCSEA for disciplinary reasons are not eligible to graduate from UNCSEA on a non-resident status basis and must adhere to the requirements of their suspension for re-applying to and graduating from UNCSEA.

### **Grading System**

Effective for the Fall 2011 semester, the A+ grade is no longer awarded as a grade. The highest grade assigned either for work at UNCSEA or for transfer work is "A" and is awarded 4.0 quality points. Final grades for courses are sent to students and to their parents or guardians at the end of each semester. The following grades and quality points provide indication of student achievement. (Quality points are awarded per unit of high school credit unit.)

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

D- = 0.7

F = 0

P = Pass

I = Incomplete

W = Withdrew S=Satisfactory U=Unsatisfactory

### **Incomplete Coursework**

Occasionally, because of personal, medical or other emergencies that may arise, a student may be unable to take final examinations, juries, or complete the final assignments for a course. In such a case, the instructor may request a grade of "Incomplete" for one semester 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 semester immediately following the semester 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 semester will result in a grade of "F" for the course.

### **High School Academic Integrity Policy**

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. A student may be placed on probation, withdrawn from a course without credit, or referred to the campus judicial process if he or she repeatedly violates the above principles of academic integrity.

### **Student Records**

All educational records for students are maintained in the Office of the Registrar 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 semester.

### **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. 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 a student's personal use or may be downloaded from the website. High school students, while enrolled at UNCSEA, will be allowed transcripts free of charge, and can request copies of their transcript through the high school guidance office. Graduated students may request transcripts from the Office of the Registrar. Transcripts will not be released for students who have an outstanding financial obligation to the school.

### **Policy on Students with Disabilities**

The University of North Carolina School of the Arts is committed to providing equal access to all qualified students in pursuit of their educational and artistic endeavors. UNCSEA carries out its mission through the accommodation of all qualified students with documented disabilities. Reasonable accommodations are provided based on individual need and supporting documentation. High school students who seek accommodations in the academic or living environment on campus are responsible for providing UNCSEA with appropriate documentation to support their accommodation requests. Documentation should be submitted to:

**Director of Learning Support  
University of North Carolina School of the Arts  
1533 South Main Street, Winston Salem, NC 27127**

All disability-related questions related to high school students may be directed to the Director of High School Guidance and Academic Support.