



# Academic Policies and Procedures

## ACADEMIC ADVISING

Students will have an advising appointment with the associate dean of academic affairs, the chair of the Liberal Arts department, or another faculty member before registering for the next fall's classes. Precollege (high school) students must meet with Richard Woodland on a regular basis.

Contacts:

- Any matter relating to your musical education: the dean
- Bachelor of Music program: the chair of the Liberal Arts department and other faculty
- Diploma program: the registrar and associate dean of academic affairs
- Precollege students: Richard Woodland
- To schedule appointments: See the receptionist in the Main Building.

## ACADEMIC CALENDAR

[Click here to view](#)

## ACADEMIC HONESTY POLICY

Students enrolled in courses at The Curtis Institute of Music will be expected to complete their work with the highest degree of academic integrity.

Students whose work or conduct is considered to be in violation of this policy will be confronted by their teachers and required to follow the procedures outlined below to determine whether an infraction has occurred and how best to resolve the violation.

### **Responsibilities of the Instructor**

The Curtis Institute of Music will publish this policy on the website in order to make it available to every student and faculty member. Instructors are obliged to include a statement concerning the Academic Honesty Policy in their syllabi, and they are encouraged to discuss the policy with their students.

If an instructor suspects that a student has violated the policy, the instructor will request an explanation from the student. If the instructor determines that no violation has occurred, the matter will be dropped. If the instructor determines that a violation has occurred and it is a first offense for the student, the instructor may

resolve the matter by following the procedures for an informal or a formal resolution. Any additional violations will require formal resolutions.

### **Responsibilities of the Student**

Students should be familiar with the Academic Honesty Policy and should bring any questions or concerns they have about the policy and its application to the attention of an academic faculty member or the dean.

### **Violations of the Academic Honesty Policy**

Violations of the Academic Honesty Policy will be judged seriously and thoroughly. The following actions will be considered infractions of the policy: plagiarism; cheating; and receiving and/or providing unauthorized assistance on exams, essays, composition projects, or harmony, counterpoint, or solfège homework. Other violations include: presenting the work of others as your own and using technological devices that have not been approved by the instructor.

### **Informal Resolution**

If an instructor or proctor observes an act of academic dishonesty, or if an instructor or proctor believes that a student has engaged in an academically dishonest act outside of the classroom, he or she may confront the student in question and require the student's attendance at a meeting to discuss the incident.

In the case of academic dishonesty, the instructor may choose to resolve the issue by failing the student on that particular assignment, exam, or essay. It is recommended that the instructor make a note of the incident and its resolution for his or her personal file and inform the dean in accordance with current guidelines.

If a student violates the Academic Honesty Policy a second time, the instructor must begin the formal resolution process immediately.

### **Formal Resolution**

Any instructor or student may choose to utilize the office of the dean to create a formal resolution of the alleged infraction of the Academic Honesty Policy.

If an instructor or proctor observes a student violating the Academic Honesty Policy, or suspects a violation has occurred, he or she will discuss the infraction with the student. If the instructor determines that a formal resolution is required, he or she will inform the dean and, together, they will determine an appropriate sanction for the violation. The instructor will write an account of the incident and the resolution for his or her own file and will send copies to the student and the dean. If a student has committed more than one act of academic dishonesty, the major teacher will be notified.

If a student is found to have violated the Academic Honesty Policy and feels that the decision or the sanctions are inappropriate, he or she has the right to initiate the appeals process.

### **Sanctions**

Students who violate the Academic Honesty Policy may be sanctioned in any or all of the following ways: grade penalty (an instructor may refuse to correct an assignment or exam and/or may require the rewriting of the assignment or exam), grade reduction (a grade of F will be given for the work in which the offense occurred), course failure, academic probation, expulsion from the Bachelor of Music program, and expulsion from the Institute.

For sanctions of lower rank than course failure, the dean and the instructor will determine whether a permanent report should be placed in the student's file, the final decision resting with the dean. For sanctions of course failure, academic probation, expulsion from the Bachelor of Music program, or expulsion from the Institute, a permanent report will be placed in the student's file.

### **Appeals Process**

A student who has been found to have violated the Academic Honesty Policy has the right to appeal the decision to the instructor and to the dean in writing and must initiate the process within ten school days from being informed of the determination of the violation. The student also has the right to request that the academic appeals committee hear the case and render a decision. The only issues that may be appealed by the student are (1) Did a violation of the Academic Honesty Policy occur? and (2) Was the sanction determined by the instructor and/or the dean inappropriate?

When a student has taken an informal appeal to the instructor and the dean, the decision on that appeal will constitute the administrative decision from which a further appeal may be taken to the academic appeals committee. A student (or parent) shall have ten school days following the receipt of that administrative decision to make a request for a formal hearing before the academic appeals committee. The ruling of the academic appeals committee shall be final.

*Sources: This Academic Honesty Policy was developed by a faculty committee, which reviewed the policies of numerous institutions, including the Pennsylvania State System of Higher Education, Lock Haven University, and Drexel University.*

## **ACADEMIC YEAR**

The academic year is composed of two semesters consisting of fifteen weeks each, for a total of thirty weeks of instructional time.

During this period, full-time undergraduate students are expected to complete a minimum of twenty-four semester hours and full-time graduate students are expected to complete a minimum of eighteen semester hours in order to be eligible for Title IV HEA funds (Federal Student Financial Aid).

## **ATTENDANCE**

Students are required to attend and be on time for all private lessons, coachings, ensemble classes, academic classes, and opera and orchestra rehearsals scheduled by Curtis.

In addition students must adhere to the attendance policies outlined by their individual instructors for each class. Late students may be refused admittance, and credit for attendance when late will be granted at the teacher's discretion.

Students unable to attend a private lesson, coaching, or ensemble class because of illness or other circumstance must contact the registrar, (215) 717-3108, by 9 a.m. that day. Curtis reserves the right to request a doctor's excuse for extended illnesses or after multiple absences. Unauthorized absences from ensemble classes or

orchestra rehearsals may result in denial of a Release Request of any kind and a grade of F for the semester. Excessive unexcused absences from any class may be cause for dismissal.

## CREDIT BY EXAMINATION

Students may meet requirements in musical studies and supplementary performance subjects by examination. Credit for Advanced Placement Examinations may be given in certain liberal arts subjects.

Curtis will give credit for liberal arts and music history courses taken at an accredited college, university, or music school earned either before admission or while enrolled. However, Curtis reserves the privilege of examining all candidates and applicable transcripts before granting the transfer of credits. Any transfer courses taken at another institution while a student is enrolled at Curtis must have a grade of C or better, as well as the prior approval of the dean of faculty and students.

Transfer students may receive credit for up to twenty-seven semester hours in liberal arts subjects. Students with a previous undergraduate degree must take a minimum of fifteen semester hours in liberal arts subjects at Curtis to receive a Bachelor of Music degree from the Institute. Final assignments of transfer credit are made by the registrar in consultation with the dean of faculty and students.

### Contact

- The dean
- The chair of the Liberal Arts department

## DROPPING AND ADDING COURSES

Courses may be added only during the first two weeks of each semester.

Courses may be dropped during the first four weeks of the semester without appearing on the student's transcript. Students who drop a course after the second week of classes may not add one in its place.

Students who drop a course between the fifth and eighth week of classes receive a W/F (Withdraw/Fail). After eight weeks the mark is F. If there are extenuating circumstances, a student may submit to the registrar a written petition to have the grade changed. The petition is reviewed by the appropriate staff members, and, if approved, a W/P (Withdraw/Pass) for the course appears on the student's transcript.

## GRADING SYSTEM AND CREDIT FORMULAS

A+ 4.0  
A 4.0 Excellent  
A- 3.7  
B+ 3.3  
B 3.0 Good  
B- 2.7  
C+ 2.3  
C 2.0 Average  
C- 1.7  
D+ 1.3  
D 1.0 Passing  
D- Conditional: First semester only  
F 0.0 Failure

AUD Audit

INC Incomplete

P Pass (indicates that no grades were given in the course but that the student has received credit for attendance)

W/F Withdraw/Fail

W/P Withdraw/Pass

Courses accepted as transfer credits and through exemption exams count toward the total number of credits for graduation but are not included in GPA calculations.

In both musical studies and liberal arts courses, D– is a temporary first-semester grade. The D– will be changed to an F if the student fails second semester; D– will be changed to a D should the student receive a passing grade for second semester.

Curtis Institute of Music uses the semester hour as the basis for awarding academic credit. In lecture-based courses offered through the liberal arts and music studies curricula, a semester hour is defined as one 50-minute period of recitation plus two hours of preparation each week over a 15-week term. In performance-based and ensemble courses, one semester hour is given for a minimum of two clock hours of participation plus necessary preparation each week of a semester.

Credit and scheduling assignments for courses are made by the registrar in consultation with the dean of faculty and students and academic department chairs as part of the curriculum development process each year.

Each semester, syllabi for all liberal arts and musical studies courses are collected and kept on file. The department chairs, in conjunction with the registrar, monitor course requirements and expectations to ensure that credit assignments accurately reflect class requisites and obligations.

## **GRADE OF INCOMPLETE**

No grade of Incomplete is given unless approved by both the registrar and the instructor of the course. The student must make the request in writing to the registrar and associate dean of academic affairs before the end of the semester in which the course is being taken.

For courses in which a grade of Incomplete is received, course work must be completed within four weeks of the end of the semester and a grade submitted to the registrar. Otherwise, a permanent grade of F for that course is recorded on the student's transcript.

## **RELEASE OF TRANSCRIPTS**

Students must make all requests for transcripts in writing to the registrar. Official transcripts will be released directly to outside agencies only after the registrar receives a written request from the student.

Current students are entitled to three official transcripts each year without charge. Additional transcripts are sent for \$5 each.

Alumni are charged \$5 for each transcript released. Written requests must include a check made payable to the Curtis Institute of Music.

The Curtis Institute of Music adheres to the Family Educational Rights and Privacy Act of 1974.

## **SCHEDULING**

Throughout the school year, students have performances, rehearsals, and other institutional obligations on weekday evenings, as well as on Saturdays and Sundays. Examples include orchestra rehearsals, lessons subject to the availability of teachers, and opera rehearsals.

## **SCHOLASTIC STANDING**

Students are on probation during the entire period of their enrollment at Curtis. Students are expected to progress according to the standards of the faculty and to adhere to the rules of the Curtis Institute of Music. Students may be dropped at any time for failure to adhere to the rules of Curtis.

Students in the Bachelor of Music program must maintain at least a 2.0 grade point average in musical studies and liberal arts subjects. International students must maintain at least a 2.0 grade point average in all academic subjects.

## **TEST MAKEUPS**

Students who need to make up a quiz or test must do so at the specified time (to be announced) in the test room listed on the daily room schedule. Teachers decide the latest date on a makeup test may be taken. It is the student's responsibility to make sure that the teacher makes the test available to the test-room proctor.

## **TEXTBOOKS**

Textbook costs are included in the comprehensive fee. Textbooks are distributed by teachers at the first class of the term.