

# Academic Regulations

The following regulations will be strictly enforced by the faculty and the Registrar. Students may appeal any decision to the Academic Affairs Committee.

## FULL-TIME AND PART-TIME STATUS

A full-time undergraduate or graduate student is defined as one who has satisfied all entrance requirements and registered for at least 12 credits. A part-time undergraduate or graduate student is one who has satisfied all entrance requirements but is enrolled for fewer than 12 credits. All undergraduate and graduate students are required to register for private instruction with a member of the Conservatory collegiate faculty. Part-time students who have completed their final recital and jury and all requirements for their major instrument may not be required to register for private instruction.

## AUDITING

The Conservatory does not permit auditing of courses.

## SPECIAL STUDENT STATUS

A limited number of openings are available each year for students who wish to be admitted to the Conservatory as full- or part-time students to study on a non-degree basis. Special Students may take any undergraduate course for which they have met the prerequisites. They may not take any graduate courses. Special Students are entitled to all academic privileges of the Conservatory. Applicants for this status must submit all required admission materials. They do not audition unless they wish to register for private lessons with a member of the collegiate faculty as part of their Special Student registration. Only those Special Students registered for private lessons are eligible to participate in the Conservatory's auditioned performance ensembles. Special Students are admitted with this status for a one-year period and must request approval to extend their studies for a second year. Yearly tuition and fees are the same as for regular collegiate students. Special Students are not eligible for any form of financial aid. Special Student status is not open to international students who are attending the Conservatory on a student visa.

## ATTENDANCE

Conservatory faculty members establish their own class attendance policies. These are given to students at the first meeting of all classes.

In general, an excessive number of absences not excused by reason of illness may result in suspension or dismissal from the Conservatory. Failure to attend a dress rehearsal or performance of an ensemble may result in immediate dismissal from the Conservatory.

## LEAVES OF ABSENCE AND WITHDRAWALS

### Long-Term Leave of Absence/Withdrawal

Students who wish to take a leave of absence or withdraw from the Conservatory should first consult their faculty advisor and complete withdrawal forms obtained from the Registrar. A leave of absence may be taken for no more than two semesters. (See the Withdrawals and Refunds section for information about tuition refunds.)

Students can request a medical leave of absence from the Conservatory for medical (physical and/or psychological) reasons. Typically, medical leaves of absence are granted for no more than two semesters, but under extenuating circumstances students may request by petition to the Associate Dean for Student Life and the Academic Affairs Committee to extend the medical leave for up to four semesters. Students requesting a leave of absence for medical reasons are to provide supporting documentation from a medical practitioner and to discuss their request for a leave of absence with the Associate Dean for Student Life. This documentation should note the issue(s) affecting the student's ability to remain at the Conservatory and recommend possible options for treatment. The Associate Dean for Student Life will work with students on their leave and return

process in order to facilitate a smooth transition away from and back to the Conservatory. It is the Conservatory's expectation that students on a medical leave be actively engaged in a course of treatment that leads to recovery from the condition that led to the medical leave. Proof of treatment will be required upon readmission.

Students taking a leave of absence or withdrawing from the Conservatory before the end of the sixth week of class may do so without academic penalty. Exceptions to this policy are only given in extreme cases. Students must petition the Academic Affairs Committee to request such an exception.

Students taking a leave of absence between semesters must submit paperwork within two weeks of the start of the semester in which they are taking the leave of absence; otherwise, the student may be administratively withdrawn and must reapply for admission.

#### Short-Term Leave of Absence

Students requesting short-term leaves of absence for professional engagements or medical emergencies (usually two weeks or less in duration) must fill out a short-term leave of absence form available in the Registrar's Office. Students must obtain signatures from their teachers and advisor before obtaining permission from the Dean. Submitting short-term leaves after the leave is over will not be accepted.

#### EXAMINATIONS

Midterm examinations are usually given during the seventh or eighth week of each semester. General evaluations of a student's progress also are made by the faculty at that time. Final examinations are given at the discretion of the instructor.

#### GRADING SYSTEM

The Conservatory employs the Pass/Fail grading system in the following courses: APP 204/205R, APP 206R, APP 406R, HMS 200R, PRF 202–312R, PRF 332R, PRF 342R, PRF 352R, PRF 362, and PRF 462R. In all other courses and private instruction the following system is used:

A+	4.0
A Superior	4.0
A-	3.7
B+	3.3
B Good	3.0
B-	2.7
C+	2.3
C Pass	2.0
C-	1.7
D+	1.3
D Marginal Pass	1.0
D-	0.7
F Failure	0.0

#### W Withdrew

Given when a student withdraws from a course during the fourth through the sixth week of class.

#### WP Withdrew Passing

Given when a student has been granted a withdrawal between the sixth and eighth week of class. The student was passing the course at the time of withdrawal.

#### WF Withdrew Failing

Given when a student has been granted a withdrawal between the sixth and eighth week of class. The student was failing the course at the time of the withdrawal.

## INC Incomplete

Given when a student is doing passing work but is unable to complete the course due to a verifiable reason outside the student's control.

A student with an incomplete grade must arrange with the instructor to complete the material no later than the sixth week of the following semester. The incomplete grade will be changed to a grade calculated by the faculty member, taking missing work into consideration. The grade will automatically be changed to an F if not completed by the deadline. Students who begin a leave of absence the semester after an incomplete grade has been given must still adhere to the incomplete grade deadline. Students currently on academic probation will not be allowed to receive an incomplete grade for any courses.

## LOWER AND UPPER DIVISION STANDING

Undergraduate students are normally classified as follows:

### Lower Division

Freshman 0–31 credits of passing work completed

Sophomore 32–62 credits of passing work completed and freshman jury passed

### Upper Division

Junior 63–93 credits of passing work completed and sophomore jury passed

Senior more than 93 credits of passing work completed and junior jury passed

## DISMISSAL AND PROBATION

An undergraduate student whose cumulative grade point average falls below 2.5 will be placed on academic probation for no more than two semesters. The exact duration will be stipulated in a letter from the Registrar's Office. If the cumulative grade point average is not raised to 2.5 during the probationary period, the student may be dismissed from school. If the student is receiving veteran benefits and is not dismissed by the school, he or she will have education benefits terminated. Students will have their benefits reinstated once their grade point average is raised to 2.5. If the student succeeds in raising his/her cumulative grade point average to 2.5 during the probationary period, the student must maintain the minimum grade point average for one more semester until the probation is lifted.

A candidate for the Professional Studies Diploma in instrumental performance, Postgraduate Diploma in vocal performance, Master of Music or the Artist Certificate in chamber music degree whose cumulative grade point average falls below 3.0 will be placed on academic probation for one semester. If the cumulative grade point average is not raised to 3.0 during the probationary period, the student will be dismissed from school.

If the student succeeds in raising his/her cumulative grade point average to 3.0 during the probationary period, the student must maintain the minimum grade point average for one more semester until the probation is lifted.

Any student receiving a grade lower than B- in Major Instrument who fails a jury examination or who does not take a required jury examination will be placed on performance probation for no more than two semesters. The specific length of time will be determined by the Dean on the basis of recommendations from the major teacher, the Registrar and the department, as appropriate. If the student does not receive a grade of B- or better in Major Instrument or does not pass a jury examination by the end of the probationary period, that student may be dismissed from the school. If the student is receiving veteran benefits and is not dismissed by the school, he or she will have education benefits terminated. Students will have their benefits reinstated once they receive a B- or better for a Major Instrument and/or pass a jury examination. Jury examinations are required at the end of each two-semester period following admission to the Conservatory.

In addition, students who receive a failing grade for major lessons or jury examination may be subject to immediate dismissal from the school at the department's discretion.

The Conservatory reserves the right to dismiss any student whose conduct is judged unsatisfactory, including violations of the Academic Honor Code and/or Student Code of Conduct. See the Student Handbook for a

complete description of disciplinary procedures. If a student has been dismissed by the Conservatory, he or she may only be allowed to re-enroll by following the new student admission procedure and gaining admittance through the Office of Admission.

Students receiving veteran education benefits who fail to meet the standards in the Dismissal and Probation Policy and have not been dismissed from the school will have their benefits terminated. Students will have their benefits reinstated once they raise their grade point average to meet the minimum satisfactory grade point average required for their degree or receive a passing grade for a major instrument, major lessons and jury examinations. If the student has been dismissed by the Conservatory, he or she will only be allowed to re-enroll by following the new student admission procedure and gaining admittance through the Office of Admission. If the student is readmitted, his/her Veteran Affairs benefits will be reinstated at that time.

#### Maximum credit policy for students on probation

The Conservatory expects undergraduate students to maintain a minimum GPA of 2.50 and graduate students to maintain a minimum GPA of 3.0. If, during any given semester, a student falls below the minimum required GPA the student will be placed on Academic Probation for the following semester. Students on probation, regardless of degree, are not permitted to take more than 18.5 credits (including ensemble classes) for the semester they are on probation.

Students on probation will also be expected to create an academic action plan for the remainder of their studies at the Conservatory. The AAP should include specific coursework which must be taken each semester, along with stated minimum grade or musical performance goals. The specific plans will be determined on a case-by-case basis and it is expected the student will perform this self-audit with the assistance of their Adviser and the Registrar's Office. Students that have not completed the academic action plan by the time of their registration appointment for the following semester will not be permitted to register.

#### Scholarship Eligibility for Students on Probation

Students who receive a failing grade in any core requirement in any one semester will be up for immediate review of their scholarship eligibility by the Probation and Scholarship Committee.

Students who receive failing grades in any two core requirements in any one semester will lose their scholarship, subject to review by the Probation/Scholarship Committee.

Students who fail the same core requirement, twice, will lose their scholarship, with possibility of review.

Any students who have lost their scholarship will be eligible to re-apply after one semester, provided they are in good academic standing.

All students would start with a clean slate in Fall 2014.

#### GPA FOR GRADUATION

In addition to satisfying all curricular requirements set forth by the Collegiate Catalog, each student must complete his/her degree program with the following minimum cumulative grade point average requirement:

Bachelor of Music:	2.50
Artist Certificate in chamber music and Master of Music:	3.00
Postgraduate Diploma in vocal performance and Professional Studies Diploma in instrumental performance:	3.00

#### DROPPING AND ADDING COURSES

Students may add courses within the first two weeks of a new semester and may drop courses within the first four weeks of a new semester without academic penalty. No new courses may be added after two weeks. For courses dropped between week four and week six, the student will receive a W on his/her transcript. Students may drop classes in weeks six through eight, with the consent of the instructor and the advisor. The instructor

will decide whether the student will receive a WP (withdrew passing) or WF (withdrew failing) on their transcripts. After the eighth week of class, withdrawals will be granted for well documented medical reasons only. Students who choose to reduce their class load to below full-time status should see the Student Accounts Manager and the Director of Financial Aid to discuss any adjustments to tuition charges and financial aid that may result. Instructors have the right to require students to drop a course in cases where the student is disruptive, uncooperative or interfering in any way with the learning process.

### WAITLIST FOR COURSES

1. A student may elect to have his/her name placed on the waiting list (if available) for a course if the course is full. He/she should attend the first session of the course and following sessions if there appears to be a chance that vacancies may occur.
2. Registered students must be present in class the first meeting of the class. If the class is full, they may lose their place to people on the waiting list who are present at the first class meeting.
3. Registered students who lose their place in a class are put at the end of the waiting list.
4. Instructors may participate in the selection of students from the waiting list if appropriate; for example, selecting majors before non-majors, juniors and seniors before sophomores and freshmen.

### CHANGE OF MAJOR TEACHER

Students who wish to change private teachers may not do so until the end of one academic semester, except in extenuating circumstances. Changes must be approved by the new teacher, the former teacher, the department chair, faculty advisor and the Dean. To facilitate any changes, the student must file a request with the Dean on forms available in the Office of the Registrar.

If no faculty member in a given department will agree to teach a student in the department, the student will be allowed to withdraw from the Conservatory or will be dismissed from school.

### OUTSIDE STUDY

If a student chooses to study with an outside teacher while enrolled in lessons on the same instrument with a Conservatory teacher without the knowledge and consent of the Conservatory teacher, the Conservatory will not be held responsible for any detrimental effect on the progress of the student. Individual Conservatory faculty members may exercise the option of refusing to teach a student who studies outside the Conservatory.

### CHANGE OF MAJOR DEGREE PROGRAM

Students who wish to change their course of study from one discipline to another must re-audition. Audition dates and information on requirements of a new program of study can be obtained from the Office of Admission.

Information regarding the transfer of credits from one program to another can be obtained from the Office of the Registrar. Except for identical courses, requirements in the first program may not substitute for those in the second.

### CREDIT BY EXAMINATION

Students may receive credit exemption for certain courses by an examination in which they demonstrate sufficient understanding and facility in the subject area. This exam may be taken only once. A credit exemption by examination will not be given for a course that the student has already failed. Exams will only be administered during the orientation period of each semester and the first week of classes at the discretion of the professor. Students may petition the Academic Affairs Committee for exceptions to this policy.

Credit by examination will be allowed for the following courses only:

PVL 100	Major Instrument (by jury exam or audition)
PVL 110	The Composer at the Piano
PVL 112	Composition Major Instruction
PRF 150/151	Keyboard Skills*

MMT 102–105	Musicianship*
MMT 112–115	Music Theory*
MMT 232/233	Keyboard Harmony
MMT 222/223	Counterpoint
MMT 242/243	Orchestration
MHL 202–204	Music History*
APP 202	Vocal Physiology*
APP 203	Vocal Pedagogy*
APP 204/205	Beginning Acting
APP 210	Basic Phonetics for Singers*
APP 211	Lyric Diction: French*
APP 212	Lyric Diction: German*
APP 213	Lyric Diction: Italian*
HMS 220–225	Italian*
HMS 230–235	German*
HMS 240–245	French*
ENS 300	Conservatory Chorus

*\*Exam offered during the orientation period only*

## EXEMPTION TESTS

Exemption tests are given for MMT 602 (Musicianship Review), MMT 604 (Music Theory Review) and MHL 602/603 (Topics in Music History). Successful completion of these examinations will result in exemption from the class without credit.

Advanced standing may be obtained by a satisfactory performance on the CEEB Advanced Placement Examinations in Art History, Biology, Chemistry, English, Foreign Languages, History, Mathematics and Physics.

## REQUIRED RECITALS AND JURY EXAMINATIONS

No required recitals or juries can be given unless the student is registered for PVL 100/110/112R or PVL 600R at the time of the recital or jury. No required recitals or juries can be given outside of the regular collegiate sessions. Exceptions to this policy are only given in extreme cases. Students must petition the Academic Affairs Committee to request such an exception.

Due to potential changes in the jury schedule, students are expected to remain in San Francisco during the duration of the jury examination period.

## APPEALS

Appeals concerning policies, penalties, academic regulations, etc. should be addressed in writing to the Dean, who will forward the appeal to the appropriate faculty committee.

## STUDENT RESPONSIBILITY

Students are responsible for knowing and satisfactorily completing requirements for degree, diploma or certificate programs in which they are enrolled. The Conservatory is not responsible if a student fails to meet all stipulated requirements prior to graduation.

## ACADEMIC ADVISING

Every student is assigned a faculty advisor upon entering the Conservatory. Academic advising occurs during pre-registration and registration periods in the fall and spring semesters. Advisors also are available throughout the year during regular office hours and for scheduled appointments. The Conservatory is not responsible if a student fails to meet all stipulated requirements prior to graduation. While the primary role of faculty advisors is to assist with academic planning, they also may offer advice on ways to resolve individual student concerns through available Conservatory procedures.

## RETENTION DATA AND GRADUATION RATES

Data regarding student retention and graduation rates at the Conservatory is available from the Registrar's Office.

## STUDENT CODE OF CONDUCT

Students who choose to attend the Conservatory have committed themselves to adhering to academic and social standards which are essential to the well-being of the community. Any student charged with misconduct will be treated in accordance with the basic standards of fundamental fairness, which include timely notification of charges, fair and impartial hearings and the right of appeal.

Students are expected to abide by the rules of the Conservatory and to conduct themselves in accordance with the accepted standards of good citizenship, honesty and propriety, and with proper regard for the rights of others. Students must also obey federal, state and local laws as would any good citizen. Furthermore, a student's responsibilities as a scholar, researcher and, in many cases, teacher and emerging professional, make special demands for the highest ethical standards.

The maintenance of harmonious community standards requires that behavior which interferes with or threatens the welfare of others or the Conservatory community be prevented. Ignorance of these standards will not be considered a valid excuse or defense. Student participation in any unlawful or other potentially serious violations of Conservatory policy may lead to suspension or expulsion from the Conservatory.

A complete Student Code of Conduct including standards of conduct, disciplinary policies and procedures can be found in the Student Handbook or by contacting the Office of Student Life.

## ACADEMIC HONOR CODE

As students come together to form a community of performers, composers and scholars, they must accept the obligation to uphold the integrity of this community by behaving truthfully and responsibly towards each other in every aspect of their endeavors at the Conservatory. Students must further recognize that honesty, and the trust which it engenders, lie at the core of a successful course of study.

All students will sign the following pledge upon enrollment at the Conservatory and such shall constitute the code of academic conduct at the Conservatory.

*Understanding also that honesty in the pursuit of knowledge is the only reliable context in which to measure learning, I hereby acknowledge that I am expected to honor and uphold the following academic standards:*

- *I will neither give nor receive aid on exams or other required in-class or take-home work, unless otherwise instructed.*
- *I will not plagiarize in any form. Plagiarism is taking over the ideas, methods or written words of another, without acknowledgment and with the intention that they be credited as the work of the deceiver.*
- *I will not refer to any material during an exam or during in-class or take-home work when reference to such material is not authorized.*
- *I will strictly adhere to the Conservatory's and the teacher's other examination policies.*
- *I will not, in any other manner, engage in dishonest actions in regard to my academic and performance activities and obligations while a student at the Conservatory.*

## Policies and Procedures

1. Students who are aware of infractions should report the infraction to the Dean's Office. The Dean's Office will investigate the report and notify any faculty members involved to assist.
2. A student accused of a violation of the Academic Honor Code is unable to drop the course in which the alleged infraction occurred until completion of all meetings, hearings and appeals in regards to the allegation. A student accused of a violation should continue to attend the course in which the alleged infraction occurred.
3. When a faculty member finds evidence of a possible violation of the Academic Honor Code, the instructor must promptly contact the Dean and the Assistant to the Dean. The Dean's Office will review records to see

whether the student has previously been sanctioned in any way for an alleged violation of the Academic Honor Code.

4. If the student has not been sanctioned in any way for an alleged violation of the Academic Honor Code:
  - a. The faculty member will promptly meet with the student and discuss the alleged violation. Penalties for the violation, listed below, should be discussed. If the student accepts responsibility for the violation and agrees to the penalty, then the faculty member may implement the penalty, unless the Dean determines otherwise. The faculty member must complete an Academic Honor Code Incident Report and send the report, along with copies of the student's assignment in question, to the Dean's Office within five business days. Both the instructor and the student sign the Academic Honor Code Incident Report.
  - b. At any time during the discussions between instructor and student, whether in person or electronically, the faculty member and/or student can refer the alleged violation to an Academic Integrity Hearing Board by contacting the Dean's Office.
5. All alleged infractions of the Academic Honor Code for students previously sanctioned for an alleged violation and for otherwise unresolved allegations are adjudicated by the Academic Integrity Hearing Board. Additionally, all contested cases of first-time violations are adjusted by the Academic Integrity Hearing Board.
  - a. When in session during the academic year, the faculty members of the Academic Affairs Committee (AAC) will serve as the Academic Integrity Hearing Board. When the AAC is not in session, or at the discretion of the Dean, the Dean's Office may appoint an ad hoc Academic Integrity Hearing Board consisting of no less than three faculty members.
  - b. In all Hearing Board cases, the Assistant to the Dean will serve as Hearing Board Secretary and may utilize a recording device to assist in keeping a record. Notes and audio recordings are only kept during the statement and questioning stages of the hearing. Deliberations of the Academic Integrity Hearing Board are confidential; notes and audio recordings are not kept during the deliberation. Retention of notes and recordings is specified below.
  - c. The faculty member will submit all materials regarding the alleged infraction to the Dean's Office. These materials comprise the case documentation and include:
    - Academic Honor Code Incident Report form
    - A copy of the assignment in question
    - A copy of, lines to, or reference list to, any source materials
  - d. The Dean's Office will send the student written notification of the allegation including the hearing time and location.
  - e. The student has the option of appearing at the hearing in person, or submitting a written statement. Any statement, written or verbal, should explain the grounds on which the student contests the alleged violation.
  - f. After the statement, the Academic Integrity Hearing Board has the opportunity to question the student.
  - g. After questioning, the Academic Integrity Hearing Board will excuse the student and advisor to begin deliberations. During deliberations, the Academic Integrity Hearing Board will review all materials submitted by the faculty member, the student's statement, the student's answers to questions from the board members, and any previous cases in which the student was found guilty. A final determination of responsible or not responsible on the alleged violation will be made based on the evidence. Penalties will be selected from those listed below.

#### Fundamental Fairness

The standards for fundamental fairness for non-academic disciplinary hearings at the San Francisco Conservatory of Music will also govern academic honor code hearings, as follows:



1. All charges must be in writing and presented to the respondent at the time of notification of the hearing. Respondents are expected to read and respond to e-mail correspondence.
2. Charges shall be reasonably specific as to the nature, time and place of the alleged misconduct.
3. The respondent shall be informed of his or her rights under this document at the time he or she is charged.
4. The respondent shall be afforded at least a seven-day notice of the hearing in writing.
5. Hearings are normally scheduled within 14 business days after notification to respondent.
6. The respondent may indicate a preference for an open or closed hearing. (Open hearings can be attended by members of the Conservatory community, and information about the incident and hearing can be made available to members of the Conservatory community.) In the absence of an indicated preference, hearings are closed. Final determination of whether a hearing will be open or closed shall be made by the Dean.
7. The respondent shall have the right to be accompanied by an advisor who may confer with and assist the respondent but may not speak for him or her as an advocate. The advisor must be a member of the Conservatory community who is not an attorney.
8. Hearings are audio recorded. A recording of the hearing will be available in the event of an appeal, but remains the property of the Conservatory.
9. The respondent shall have the opportunity to answer the charges and to submit the testimony of material witnesses on his or her own behalf. Witnessed statements, reports, other statements under oath—scheduled with the Dean and respondent—shall be acceptable as documentation submitted to a board. All other documentation is subject to review by the Dean prior to the time of the hearing.
10. All evidence and testimony, including the relevant reports, the text of statements made by the respondent prior to his or her hearing and used at the hearing, and any physical evidence, shall be presented at the hearing in the presence of the respondent; however, legal rules of evidence shall not apply.
11. Upon request, relevant reports, documents and other evidence may be reviewed by the respondent in the Dean's office prior to the hearing. Copies of any such material may not, however, leave the office.
12. The respondent shall have the opportunity to indirectly question (through the Board) all witnesses present during the hearing. This does not necessarily include the right to confront witnesses in the same room.
13. The respondent and all other participants are expected to cooperate during the hearing and be truthful in their testimony and responses to questions. A respondent may choose to refrain from providing testimony or answering questions; however, he/she may not then provide a statement on his/her own behalf. Depending on all the evidence presented, a respondent who refuses to give testimony or answer questions may nonetheless be found responsible for the alleged violation, but such responsibility shall not be determined based upon evidence that is principally the fact of the failure of the respondent to testify.
14. The hearing board shall determine by a majority vote whether by a preponderance of the evidence that the respondent engaged in the alleged violation.
15. The findings and recommendations of the hearing will be forwarded to the Dean, with a copy given to the respondent. The respondent may, within seven days, request in writing to appeal to the Dean the recommendation of Hearing Board. The Dean shall decide whether or not to grant the appeal and/or to accept the findings or recommendations of the hearing board. The Dean will notify the respondent in writing of her decision.
16. The Dean has discretion to interpret and apply these standards to the circumstances of a particular case.

#### Penalties

Faculty members may choose one or more of the following penalties:

1. Failure on a specific portion or question within an assignment
2. Failure in the assignment

3. Resubmission/completion of the assignment for educational benefit, but with a failing grade in the assignment
4. Failure in the course

The Academic Integrity Hearing Board and the Dean of the Conservatory may choose from one or more of the following penalties:

1. Warning letter
2. Failure in the assignment
3. Resubmission/completion of the assignment for educational benefit, but with a failing grade in the assignment
4. Failure in the course
5. Reduction or elimination of Conservatory scholarship
6. Suspension
7. Expulsion
8. Restriction or elimination of Conservatory privileges

All penalties of suspension or expulsion are automatically reviewed by the Dean of the Conservatory.

#### Records

1. Case records of academic integrity proceedings are kept by the Office of the Registrar. Records are retained for a minimum of five years after which they may be destroyed. Case records do not become part of the student's general academic file.
  - a. If a student is found innocent, records, notes and recordings are not retained. However, a summary of the case that redacts the name of the student may be maintained by the Dean's Office and Office of the Registrar.
  - b. If a student is found guilty, all case records, notes and recordings are maintained by the Office of the Registrar as specified above.
2. Transcript notations for course failure are maintained per normal procedure.
3. Transcript notations for suspension are maintained per normal procedure.
4. Transcript notations for expulsion due to an academic integrity violation are permanently attached to the transcript.

#### SAN FRANCISCO CONSERVATORY OF MUSIC DISABILITY STATEMENT GENERAL POLICY

The Conservatory is committed to providing qualified students an equal opportunity to attain an education regardless of disability. The Conservatory affords reasonable accommodations and aids to students with disabilities in accordance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973 and California law, if the individual is otherwise qualified to meet the fundamental aspects of the program of the Conservatory without undue hardship to the Conservatory.

The Conservatory offers accommodations for a student or applicant who is otherwise qualified, if the accommodation is reasonable, effective and will not alter a fundamental aspect of the Conservatory's program or impose an undue hardship on the Conservatory. In order to qualify for an accommodation or aid, the student must contact the Associate Dean for Student Life and follow the procedures outlined in the Student Handbook regarding the Disability Accommodation Registration Process.

## STUDENT GRIEVANCE POLICY

The Student Grievance Policy ensures that the concerns and complaints of collegiate students are addressed fairly and are resolved promptly.

A student may file a complaint if he or she believes the problem is not governed by another Conservatory complaint or appeal procedures. The complete Student Grievance Policy and procedures can be found in the Student Handbook or by contacting the Office of Student Life.

## FAMILY EDUCATION RIGHTS & PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) of 1974 and the rules and regulations of the Department of Education provide students with certain rights regarding privacy of, and access to, their educational records. The Conservatory affords each student the opportunity to:

1. Request to inspect and review the student's educational records. Students should submit a written request to the Registrar that identifies the record(s) they wish to inspect. The Registrar will notify the student of the time and place where the records may be inspected.
2. Request the Registrar to amend the student's educational records to the extent that the student believes is inaccurate. A written request must be made to the Registrar. The request should include all information which identifies the part of the record the student wants amended and why the student believes the record to be inaccurate. In the event that the Conservatory decides not to amend the record, the student will be advised of his/her right to a hearing.
3. Consent to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure of student records without consent include disclosure to Conservatory officials with legitimate educational interests, to external entities per subpoena, to other institutions of higher education to which the student may be an applicant, to parents under certain circumstances and to protect the health and safety of the Conservatory community.
4. "Directory Information" may be released at the discretion of the Conservatory. Under FERPA, students have the right to withhold the disclosure of the information listed below:

Name  
E-mail address  
Date of graduation  
Dates of attendance  
Degree program

Students wishing to prevent disclosure of this information should notify the Registrar's Office in writing.