



Academic Regulations

2023-2024

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ENROLLMENT STATUS

Absence from Class Policy

Absences due to SFCM-Sponsored Activities

Many students participate in SFCM-sponsored activities in which they represent SFCM and/or their department. Such activities may cause a student to be absent from class. In many instances, such absences qualify as "excused absences," which means that the absence, with prior arrangement with the Office of the Dean, is not subject to penalty and coursework may be satisfied through agreement between the instructor and the student.

Some examples of events that may qualify for excused absence include rehearsals and performances for special SFCM administrative events and large productions such as opera and musical theater. This does not include Hire SFCM, Conservatory Connect, or Conservatory in the Schools. Faculty notification of SFCM-sponsored excused absences will come from the Executive Assistant to the Dean.

It is expected that students seeking an excused absence will develop a plan and timetable to make up the missed coursework with their instructor(s).

Professional Leave of Absence

A professional leave of absence is defined as an off-campus activity that will have a significant impact on the student's career. This might include: performance with a professional organization, an audition, or a competition. A routine, local gig is not sufficient for an excused absence. Do not schedule gigs, including Hire SFCM, during class time.

A professional leave of absence can be granted for up to two weeks, total, per semester. Students seeking approval for a professional leave of absence must complete and submit the [Professional Leave of Absence form](#). Approving a professional leave of absence is at the instructor's discretion, based on the attendance policy described in their syllabus. Instructors are not obligated to approve requests, particularly those which are submitted less than 30 days before the start of leave. It is recommended that, in these cases, the student include documentation showing when they were notified of the professional opportunity. It is expected that students will develop a plan and timetable to make up the missed coursework with their instructor(s).

In very rare cases, graduate students (MM, PSC, ARTDIP, ADVCERT) may request a professional leave of absence that extends beyond two weeks. This option is not available for undergraduates. Approval of these engagements is rare, as SFCM considers you a student first, and any significant time away from SFCM is detrimental to the learning environment.

Religious Observances

Faculty should reasonably accommodate students' religious observances in course scheduling. Accommodations must allow observing members to fully participate in the educational activity or program. Faculty should provide a syllabus at the beginning of the term that specifies the examination schedule for their course and due dates for any written or oral assignments. Students can then inform instructors of religion-based absences or conflicts at the beginning of the term, in advance of an anticipated absence. Students may be asked to provide information about their religious obligations.

The student and their instructors should develop mutually agreed upon and reasonable accommodations. In the event that such accommodations cannot be developed, the student may appeal to the Associate Dean for Student Affairs who may consult with the Associate Dean for Academic Affairs.

An instructor may request to reschedule a course meeting because it conflicts with their religious observance. Such a request should be coordinated with the Department Chair and the Office of the Dean well in advance of the religious holiday and noted in the syllabus so that accommodations can be implemented.

Other Absences

Unforeseen events or circumstances may occur that cause a student to be absent from class. These could include illness or accident. If such issues arise, students are encouraged to notify their instructors as soon as possible in order to apprise them of the circumstances leading to their absence from classes and to develop a plan, with a timetable, to make up missed coursework. Students may be asked to provide documentation to provide perspective that the class absence is warranted. Faculty are expected to make reasonable accommodations for these class absences including administration of make-up assignments and exams whenever possible. Faculty often detail an absence policy within the course syllabus and that policy will serve as a guide for student absences in that class.

The cases of absence due to illness and extended absences are described more fully below. It is strongly recommended that students alert the Office of Academic Affairs as well to notify them of the circumstances and discuss potential next steps with them.

Medical Illnesses and Bereavement Leave

In the event of absence due to a medical illness, students should review the syllabi for their courses with regard to the instructor's policy on absence. Many SFCM professors have a mandatory attendance policy for their classes and require documentation if the student misses multiple classes.

Documentation is not necessarily warranted for shorter term illnesses which may legitimately prevent a student from attending classes but which require self care, such as cold, viral infection, or uncomplicated flu. Should absence due to illness impact a student's ability to participate in examinations or presentations, the student is strongly advised to coordinate with instructors prior to the examination or presentation in order to explore the impact of the missed assignments and options. Based on this information, the student can make a decision regarding participation in the course.

Students should note that the SFCM Counseling Service will not provide notes to excuse absences for students missing class or exams due to their visit to counseling service, or because they are experiencing an illness.

In cases of serious illness or medical conditions which impact a student's ability to participate in courses for an extended period, faculty may request that students provide to the Office of Student Affairs a note from a physician or documentation indicating that the absence from class is warranted. Examples of serious illnesses or medical conditions may include, but are not limited to:

- Mononucleosis, which requires bed rest and/or removal from campus
- Hospitalization and/or surgery
- Severe injury requiring bed rest
- Severe flu and/or dehydration requiring bed rest
- Highly contagious diseases (chicken pox, measles, COVID-19)

Extended Absences

In the event of extended absence (more than two weeks) where several classes have been missed, students should withdraw from the course and/or contact the Associate Dean for Academic Affairs or the Associate Dean for Student Affairs for further guidance.

In the event of an extended absence due to a chronic medical condition or disability, students are strongly advised to contact the Associate Dean for Student Affairs to explore potential accommodation and academic options available to them. The Associate Dean for Student Affairs may consult with the Associate Dean for Academic Affairs. Documentation will be required by the Associate Dean for Student Affairs.

Attendance

SFCM faculty members establish their own class attendance policies, which are conveyed through their syllabi. For details on SFCM's institutional absence policy, see the [Absence from Class Policy](#), above.

Auditing and Undergraduates in Graduate Courses

SFCM does not permit course auditing.

Undergraduates are not permitted to enroll in Graduate coursework (600-level and above), except under special circumstances, in which case a [petition](#) must be submitted to the Associate Dean for Academic Affairs before the semester in which the course takes place. The [petition](#) will be reviewed by the Associate Dean before being passed on to the Academic Affairs Committee for final review.

The minimum criteria for allowing undergraduates to take graduate coursework are as follows:

- Must be a Junior or Senior
- Minimum 3.5 cumulative GPA
- Permission of the graduate course instructor *and* the course's department chair (if they are different people)

In addition, to take a graduate-level music history course (MHL 600-799):

- The student is expected to have completed the MHL survey sequence (MHL 202-204)
- Courses MHL 700-799 can only count as undergraduate *general* electives (not MHL 400-599)
- Courses MHL 600-699 (graduate ProSeminars) *may* fulfill MHL electives (MHL 400-599), at the Committee's discretion

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.

Students who start one degree (e.g., PSC) because they have not met the requirements of another degree (e.g., BM or MM) cannot apply credit from the semester(s) spent in the first degree towards the second degree. However, some credit may be applied if continuing into a second degree at the same academic level (e.g., returning for a second master's degree in a different program). Final determination is at the discretion of the Associate Dean for Academic Affairs.

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—in that order. To facilitate any changes, the student must file [this form](#) with the Office of the Registrar—but make sure you have communicated your desire to change to your current teacher and/or department chair first.

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 SFCM, or will be dismissed from school.

Dropping and Adding Courses

Students may add courses within the first two weeks¹ 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 their 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. W/WP/WF grades do not affect GPA.

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.

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 SFCM 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.

Full-time students who wish to register for credits in excess of 18.5 in the Fall or Spring (not counting ensembles) must pay the per-credit fee listed [on the website](#).

Independent Study

Juniors, seniors, and graduate students with a GPA of 3.5 or higher may pursue a course of individual independent study for one semester or module. Independent studies should expand beyond the scope

¹ The deadlines for all **module** courses is half that of semester courses. E.g., the add deadline for modules is within the **first** week and the drop deadline is within the first **two** weeks, etc.

of classes currently offered; projects that duplicate a course regularly offered at SFCM will not be considered. Independent study projects are generally done with full-time faculty, but those with part-time faculty will be considered on a case-by-case basis.

A [project proposal](#) must be submitted and approved in the semester preceding the start of the project. The project must be completed within the same semester or module to receive credit, including the completion of the final product. No year-long project proposals will be considered. There is a limit of one independent study project per student, per semester.

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

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 SFCM teacher, SFCM 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 SFCM.

Special Circumstances

Drops and Withdrawals

If a student drops a course or reduces their number of enrolled units prior to the Final drop deadline for the semester, the dropped units are not included as attempted units in the SAP status calculation. If a student withdraws from a course after the Final drop deadline, they will receive a grade of “W” for the course, and the units for the course will be included as attempted units in the SAP status calculation.

Incompletes

The units for a course in which the student has received a grade of Incomplete are included in the SAP status calculation as attempted units but not as earned units.

Repeated Courses

A student may repeat a course to earn a higher grade. When a student repeats a course for the first time ("first repeat"), the units for this course count as attempted units in the SAP Status calculation and count as earned units if a passing grade is obtained. In certain circumstances a student may be given permission by the Registrar to repeat a course for a second time ("second repeat"). However, "second repeat" units are not included as attempted or earned units in the SAP Status calculation.

Special Student Status

A limited number of openings are available each year for students who wish to be admitted to SFCM 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 SFCM. 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 SFCM's performance ensembles (ENS) and performance classes (PRF). 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 SFCM on a student visa.

Student Separations

Separations Refund Policy

[Absent Without Leave](#) (“AbWOLeave”)

[Administrative Leave of Absence](#) (“AdminLOA”)

[Administrative Withdrawal](#) (“AdminWD”)

[Did Not Attend](#) (“DidNotAtnd”)

[Dismissal](#) (“Dismissed”)

[Leave of Absence](#) (“LeaveAbsen”)

[Medical Leave of Absence](#) (“MedLeave”)

[Suspension - Academic](#) (“SuspAcad”)

[Suspension - Disciplinary](#) (“SuspDisc”)

[Withdrawal](#) (“WD”)

[International Student Implications](#)

Separations Refund Policy

Students wishing to separate from SFCM, temporarily or permanently, must contact the Associate Dean for Academic Affairs as soon as possible. The Associate Dean will discuss options for separating, and the repercussions, both academic and financial, for doing so. The last date of attendance (“separation date”) is determined by the Associate Dean, based on written confirmation from the student.

The tuition refund policy is as follows:

- Tuition is retained at the rate of **11% per week**, starting the first week of the term and continuing for 9 weeks, total. Attending any portion of a week is, for tuition purposes, the same as attending the entire week. Weeks are not prorated.
- Students who have been enrolled for more than 60% of the term (9 weeks) are not eligible for a tuition refund.
- Comprehensive and health services fees are non-refundable.
- Housing and dining fees are calculated based on usage.
- Calculations of refunds for students receiving federal financial aid, grants, or loans will be done per federal guidelines. Unearned aid will be returned to the Department of Education.
- SFCM scholarship funds that are not used will be returned to the scholarship fund. They are not refunded to the student.
- Students dismissed from SFCM for disciplinary reasons are not eligible for a refund.
- Students with an outstanding balance are not allowed to register or receive other SFCM services or materials until the balance is paid.
- Students who separate from SFCM with an outstanding balance are still responsible for paying that amount in full, as well as all costs of collection, plus an attorney's fee.

Absent Without Leave ("AbWOLeave"/AWOL)

- **Definition:** Unclear student intent; a LOA without sanction from the school
- **Circumstance:** A student expected to be continuing their education does not return to school/does not register for classes, and does not contact the school about the circumstances of their departure.
- **Duration:** One term only. If a student takes a LOA during their AWOL, then the AWOL term counts as the first term of their LOA.

- **To Return:** The Registrar's office must be informed of intent to return by November 1st for a Spring return or May 1st for a Fall return. Any holds on the student account must be cleared before the student returns.
- **No Action:** If no action is taken the student will automatically be switched to [Administrative Withdrawal](#).
- **Alumni Privileges:** No
- **Special Note:** in PowerCampus, this code is also used as a stopgap to denote a student who has indicated intent to take a [Leave of Absence](#) or to [Withdraw](#) from SFCM but has not yet completed the required paperwork.
- **Financial Aid/Billing:** Generally, this is noted after a student has not registered for classes by the end of the add period. If no charges or payments have been made, there are no Financial Aid or Billing implications.
- **International Students:** I-20 visa will be terminated and the student must leave immediately, as this is generally noted within the academic term.
- **Badge:** Must be returned

Administrative Leave of Absence ("AdminLOA")

- **Definition:** Notwithstanding any other policy, SFCM reserves the right to place a student on Administrative Leave in response to instances of disruptive or other behavior that, in the judgment of SFCM, interferes with the community's well-being.
- **Circumstance:** See "Special Leave of Absence" under Judicial Affairs in the Student Handbook for complete policy.
- **Duration:** Intended to be used for short term leaves during an evaluation to return, but could be longer (up to two terms, after which, if the student cannot meet the requirements to return, the separation becomes an [Administrative Withdrawal](#)). More details can be found in the Student Handbook.
- **To Return:** Must meet the requirements to return outlined by SFCM administration.
- **No Action:** Same as normal [Leave of Absence](#).
- **Alumni Privileges:** No. Generally these cases are not permitted back into the building until their evaluation to return is complete.
- **Financial Aid/Billing:** Potential return of Federal Aid or scholarship depending on timing of the separation.

- **International Students:** I-20 visa will be terminated. If the student separates within an academic term they must leave immediately, otherwise they have 60 days to leave the country.
- **Badge:** Must be returned

Administrative Withdrawal (“AdminWD”)

- **Definition:** A student is withdrawn from SFCM by the administration/without their express initiation.
- **Circumstance:** Student inaction after a [Leave of Absence](#), [Absence Without Leave](#), etc.
- **Duration:** Indefinite.
- **To Return:** Same as normal [Withdrawal](#)
- **No Action:** No impact
- **Alumni Privileges:** No
- **Financial Aid/Billing:** Generally, this is noted either outside a semester or after a student has not registered for classes by the end of the add period. If no charges or payments have been made, there are no Financial Aid or Billing implications.
- **International Students:** If the student still has a visa, it will be terminated immediately.
- **Badge:** Must be returned

Did Not Attend (“DidNotAtnd”)

- **Definition:** Anticipated new student paid deposit, intended to attend, then did not register for classes.
- **Circumstance:** A student anticipated as a new student does not register for classes. Either they have told the school they do not wish to attend or they have not contacted the school about the circumstances of their departure or their intentions regarding enrollment.
- **Duration:** Indefinite
- **To Return:** Student must reapply for admission
- **No Action:** No impact
- **Alumni Privileges:** No
- **Financial Aid/Billing:** Generally, this is noted either outside a semester or after a student has not registered for classes by the end of the add period. If no charges or payments have been made, there are no Financial Aid or Billing implications.
- **International Students:** I-20 paperwork will be cancelled immediately

- **Badge:** N/A

Dismissal (“Dismissed”)

- **Definition:** Student is dismissed and is not allowed to reapply for admission at any time in the future. Usually to do with a long standing or chronic issue, or an extreme disciplinary or criminal issue.
- **Circumstance:** Dismissal is determined by either the Probation and Dismissal Committee, or the hearing processes laid out in the student conduct policy and academic honor code.
- **Duration:** Indefinite
- **To Return:** Student is not allowed to return to their current program or reapply for readmission. All ties are severed with the institution.
- **No Action:** No impact
- **Alumni Privileges:** No
- **Financial Aid/Billing:** This is generally done after the end of a semester, when a student (should be) paid in full, or working with the Billing department, so there should be no other Financial Aid or Billing implications. If a student is dismissed within the term, they may have to return Federal Aid or Scholarship depending on the timing of the separation. More details can be found [here](#).
- **International Students:** I-20 paperwork will be cancelled, with a notation as to the reason for the termination. If the student is dismissed within the term they must leave immediately, otherwise they have 60 days to leave the country.
- **Badge:** Must be returned

Leave of Absence (“LeaveAbsen”)

- **Definition:** A student takes a leave of absence from SFCM to attend to a personal matter. Assuming the student leaves in good standing, they also return in good standing.
- **Circumstance:** Students taking a leave of absence from SFCM 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.
 - Must complete the [Student Separation form](#) acknowledging the terms of an LOA, and must get signed approvals from the various departments and persons indicated. If they

are not “cleared” by any of those departments they must address the issue on their own, otherwise a hold will be placed on the student's account.

- **Duration:** A student may take up to two terms of LOA while pursuing a degree at SFCM. These terms may be taken separately or together. If a student takes a leave in the middle of a semester it still counts as a full semester in so far as this rule is concerned.
- **To Return:** The Registrar’s office must be informed of intent to return by **November 1st** for a Spring return or **May 1st** for a Fall return. Any holds on the student account must be cleared before the student returns. The student returns with the same degree requirements as those they matriculated with.
- **No Action:** If a student does not contact the Registrar’s office by the dates specified above after their first term of leave they will be automatically enrolled for their second term of Leave. If no action is taken after their second term of Leave by the dates specified, the student will automatically be switched to [Administrative Withdrawal](#).
- **Alumni Privileges:** Yes.
- **Financial Aid/Billing:** Potential return of Federal Aid or Scholarship depending on timing of the separation. More details can be found in the Financial Aid and Billing Implications section below.
- **International Students:** I-20 visa will be terminated. If the student separates within an academic term they must leave immediately, otherwise they have 60 days to leave the country.
- **Badge:** Can be kept
- **Special Note:** *Professional Leave of Absence* (short-term, not indicated in PowerCampus)
 - Students requesting short-term leaves of absence for professional engagements must fill out a [Professional Leave of Absence form](#). A “professional leave of absence” is defined as an off-campus activity that will have a significant impact on the student’s career. This might include: performance with a professional organization, an audition, or a competition. A routine, local gig is not sufficient for an excused absence.
 - A professional leave of absence can be granted for up to two weeks per semester. Students seeking approval for a professional leave of absence must complete and submit the [Professional Leave of Absence form](#) at least 30 days before the start of their requested leave. If the activity is at the beginning of the term, students should notify their instructor(s) and the Office of Academic Affairs as soon as possible.
 - Submitting the form does not guarantee the leave will be granted. Submitting short-term leaves after the leave is over will not be accepted. In this case, a faculty

member is not required to penalize the absence, but they are not required to excuse it, either.

Medical Leave of Absence (“MedLeave”)

- **Definition:** A student is away due to a medical issue and special rules apply.
- **Circumstance:** Students can request a medical leave of absence from SFCM 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 Affairs and the Academic Affairs Committee to extend the medical leave for up to four semesters.
 - Students requesting a leave of absence for medical reasons must provide supporting documentation from a medical practitioner and discuss their request with the Associate Dean for Student Affairs. They must also complete the [Student Separation Form](#). The documentation should note the issue(s) affecting the student’s ability to remain at SFCM and recommend possible options for treatment. The Associate Dean for Student Affairs will work with students to facilitate a smooth transition away from, and back to, SFCM.
- **Duration:** As with a standard Leave, the student is allowed two terms away. An extra two terms may be granted in extreme circumstances, but the student must re-audition for their scholarship, which is only held for one year after their separation.
- **To Return:** Readmission from a medical leave of absence can be considered after the student completes the following steps by May 1 for a fall term, or November 1 for a spring term:
 - Students should submit to the Registrar a letter requesting readmission for a specific term. The letter should, (1) Outline the circumstances that led to the leave, (2) Describe, in detail, any activities pursued while out of school, and, (3) Provide evidence that the student has achieved the purpose for which the student left. When necessary, the letter should address the student’s plan for continued treatment while back on campus.
 - Students should submit to the Associate Dean for Student Affairs a letter from the primary medical practitioner by whom they have been treated. The letter should outline the progress made and provide medical support for the student’s return. The letter should also address the continued care plan recommended for the student’s

return. Upon review of this information, SFCM may require additional documentation prior to readmission.

- Once the Registrar and Associate Dean for Student Affairs receive all documentation by the noted deadline, the Dean's Office will review each request for readmission. If a student is granted readmission, they must complete a readmission interview with the Associate Dean for Student Affairs upon their return to SFCM. All financial obligations to SFCM must be cleared before readmission.
- **No Action:** Same as a normal [Leave of Absence](#). If a student wishes to apply for the two additional terms of Leave it is their responsibility to work with the Registrar's office and the Office of Student Life to coordinate that.
- **Alumni Privileges:** Yes.
- **Financial Aid/Billing:** Potential return of Federal Aid or Scholarship depending on timing of the separation.
- **International Students:** I-20 visa will be terminated. The student can make a request, via the international student advisor, to remain in the U.S. for treatment. If that request is denied (or not made) and the student separates within an academic term they must leave immediately, otherwise they have 60 days to leave the country.
- **Badge:** Can be kept
- **Academic Standing:** Students who are in good academic standing at the time of their leave will return to SFCM in good standing. Students who are on academic or disciplinary probation will remain on probation for the first semester upon their return to SFCM. Students will return to the policies within the most recent Collegiate Catalog and Student Handbook.
- **Health Insurance:** Students must contact their health insurance provider to inquire about coverage for the time while they are on leave from SFCM. If the SFCM Plan covers a student, they will be covered for the remainder of the current semester if they have attended at least the first 31 days of the semester. If a student has waived the SFCM insurance, they must contact their own insurance provider for details on coverage.

Suspension - Academic ("SuspAcad")

- **Definition:** Student suspended for academic reasons, but allowed to return assuming specified conditions are met.
- **Circumstance:** Suspensions are determined by the Probation and Dismissal Committee. A suspension letter will be sent by the Associate Dean for Academic Affairs specifying the return

criteria. Academic suspension may also be sanctioned by the Academic Honor Board during reviews of violations to the Academic Honor Code.

- **Duration:** As specified by the committee, but generally one term must elapse before the student is allowed to return.
- **To Return:** Student must fulfill requirements established by Probation and Dismissal Committee
- **No Action:** No impact
- **Alumni Privileges:** No
- **Financial Aid/Billing:** This is generally done after the end of a semester, when a student (should be) paid in full, or working with the Billing department. There should be no other financial aid or billing implications.
- **International Students:** I-20 paperwork will be cancelled, with a notation as to the reason for the termination. If the student is dismissed within the term they must leave immediately, otherwise they have 60 days to leave the country.
- **Badge:** Must be returned

Suspension - Disciplinary ("SuspDisc")

- **Definition:** Student suspended for disciplinary reasons, but allowed to return assuming specified conditions are met.
- **Circumstance:** Suspensions are determined by the student conduct process. A suspension letter will be sent by the Associate Dean for Student Affairs specifying the return criteria.
- **Duration:** As specified by the conduct process, but generally one term must elapse before the student is allowed to return.
- **To Return:** Must meet any recommendations or requirements specified by conduct process.
- **No Action:** No impact
- **Alumni Privileges:** No
- **Financial Aid/Billing:** This is generally done after the end of a semester, when a student (should be) paid in full, or working with the Billing department, so there should be no other Financial Aid or Billing implications. If a student is suspended within the term, they may have to return Federal Aid or Scholarship depending on timing of the separation.
- **International Students:** I-20 paperwork will be cancelled, with a notation as to the reason for the termination. If the student is dismissed within the term they must leave immediately, otherwise they have 60 days to leave the country.

- **Badge:** Must be returned

Withdrawal (“WD”)

- **Definition:** Student separates from SFCM with no intent to return.
- **Circumstance:** Students withdrawing from SFCM 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.
 - Must complete the [Student Separation form](#) acknowledging the terms of an LOA and must get signed approvals from the various departments and persons indicated. If they are not “cleared” by any of those departments they must address the issue on their own, otherwise a hold will be placed on the student's account.
- **Duration:** Indefinite
- **To Return:** Student must reapply through the Office of Admissions with no guarantee of re-acceptance. If there are any holds on the student’s account they must be addressed/cleared before the student can re-enroll. The student returns with degree requirements that are current to their re-admittance, not those that they left with. Previously earned credits, including those at SFCM, will be treated as transfer credits, and will be applied, or not, at the discretion of Academic Affairs.
- **No Action:** No impact
- **Alumni Privileges:** Yes, if they depart in good standing
- **Financial Aid/Billing:** Potential return of Federal Aid or Scholarship depending on timing of the separation. More details can be found in the Financial Aid and Billing Implications section below.
- **International Students:** I-20 visa will be terminated. If the student separates within an academic term they must leave immediately, otherwise they have 60 days to leave the country. If a student is transferring to another school their I-20 can be transferred as well. The student must request this/follow the requirements of the other school.
- **Badge:** Must be returned

International Student Implications

- Having an I-20 is mostly based on one simple rule: you must be enrolled as a full time student. (The exception is that a student may be part time in their final semester.) If this is ever not the case the I-20/SEVIS record must be terminated, and the student must leave the country.
- If a student separates from SFCM within a semester they must leave immediately and their I-20 will be terminated.
- If a student is dismissed, a note will be made on their I-20, but the process is otherwise the same.
- If a student takes a Medical Leave of Absence they can make a request via the International Student Advisor to stay in the U.S. for treatment. Otherwise they must still leave immediately.
- If a student completes the term and indicates that they wish to take a leave (or otherwise separate) for the subsequent semester they are allowed 60 days to remain in the US before their I-20 is terminated and they must leave.
- If a student returns from their separation they must get a new I-20 or request reinstatement of a new I-20. Both of these options might require additional governmental fees and up to 90 days to process.
- If a student is transferring to another school their I-20 can be transferred as well. The student must request this/follow the requirements of the other school.
- OPT is only available to students who have completed a degree.

Transfer Students

Undergraduate students can receive transfer credit for courses in the Humanities and Sciences (HMS) area, provided the student received a grade of C or better and the course is ruled an appropriate substitute for a SFCM course, as determined by the Associate Dean for Academic Affairs.

SFCM does not grant transfer credit for music-related classes. However, the student's performance during academic placement exams may exempt them from some required coursework. Unlike first-time, non-transfer students, credits from that exempted coursework will be applied towards the credit total/degree requirements for a transfer student's program.

Credit from completed Bachelor's degrees *cannot* be applied towards your SFCM undergraduate credit load. Credit from completed Associate's (A.A.) degrees *can* be applied, following the guidelines

described above. SFCM does not accept transfer credit for, or from, post-baccalaureate programs (e.g., M.M., etc.).

The *musical* level of a transfer student is determined by the faculty at the time of the student's audition (e.g., sophomore, junior, etc.). The *academic* level is determined by the Office of Academic Affairs based on transfer credits and placement exam results. The student's expected graduation date is determined by the *lower* of the two class levels. (Required credits per class level can be found [here](#).)

SFCM also grants credit for certain AP and IB exams. AP scores must be 4 or 5 for College Writing and 3 or better for other HMS requirements (specific degree requirements can be found [here](#)). AP English, including AP English Language Composition and AP English Literature Composition, can substitute for HMS 110-111 College Writing. Passing one of these with a 4 or 5 will substitute for HMS 110; passing both will substitute for HMS 110 *and* 111. IB scores of 5 or higher will also be accepted, according to the policies described above. AP and IB scores in music-related subjects are not accepted as transfer credits. In order to receive credit, an official AP and IB score report, as well as a final official transcript, must be sent to SFCM by July 1.

Coming Back for Another SFCM Degree

Students who have earned a Bachelor of Music from SFCM and are admitted into a Master of Music degree program may receive course waivers for credits taken during their previous degree if the course is identical to a degree requirement in the new program. This excludes ensemble requirements, PRF 352 (Piano Forum), PRF 402 (Composition Seminar), PRF 462 (Vocal Performance Lab), PRF 200 (Woodwind Recital Attendance), and PRF 202/212/222/232 (Bassoon/Clarinet/Flute/Oboe Class). Any other exceptions may be approved by submitting a petition to the Academic Affairs Committee.

Waitlist for Courses

1. A student may elect to have their name placed on the waiting list (if available) for a course if the course is full. The student 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.

ACADEMIC STANDARDS & REGULATIONS

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 SFCM. 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 SFCM and such shall constitute the code of academic conduct at SFCM.

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. Since plagiarism includes copying and pasting work from generative artificial intelligence (AI) tools, I will not use any generative AI applications, such as ChatGPT or Google's Bard, for any work I submit as my own unless otherwise specified by an instructor for a specific class or assignment.*
- *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 SFCM'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 SFCM.*

Policies and Procedures

1. Students who are aware of infractions should report the infraction to the Associate Dean for Academic Affairs, who 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, they will promptly meet with the student and discuss the alleged violation. Penalties for the violation, listed below, should be discussed. The instructor must then submit an Academic Integrity Incident Report through Self Service (under “Faculty Forms”). The Associate Dean 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, they will receive the penalties determined by the instructor, and the incident will be recorded by Academic Affairs.

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
5. Further infractions of the Academic Honor Code 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. Retention of notes and recordings is specified below.
- c. The faculty member will submit all materials regarding the alleged infraction to the Associate Dean for Academic Affairs. These materials comprise the case documentation and include:
 - A copy of the assignment in question
 - A copy of, lines to, or reference list to, any source materials
- d. The Associate Dean for Academic Affairs 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 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 for the alleged violation will be made based on the evidence. Penalties will be selected from those listed below.

Penalties

The Academic Integrity Hearing Board 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. Restriction or elimination of Conservatory privileges
6. Reduction or elimination of Conservatory scholarship
7. Suspension
8. Dismissal

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

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 email 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 their rights under this document at the time the respondent 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 the respondent.

6. The respondent may indicate a preference for an open or closed hearing. (Open hearings can be attended by members of SFCM community, and information about the incident and hearing can be made available to members of SFCM 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 the respondent as an advocate. The advisor must be a member of the SFCM 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 SFCM.
9. The respondent shall have the opportunity to answer the charges and to submit the testimony of material witnesses on the respondent's 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 the 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, the respondent may not then provide a statement on their 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 the 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 the decision.
16. The Dean has discretion to interpret and apply these standards to the circumstances of a particular case.

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 dismissal due to an academic integrity violation are permanently attached to the transcript.

Academic Petition

Students wishing an exception to an established academic policy must submit an Academic Petition for consideration. An Academic Petition form can be obtained from the Office of Academic Affairs and Registrar. The completed form should then be turned in to the Office of Academic Affairs and Registrar, where it will be directed to the Academic Affairs Committee.

Credit by Examination

Credit by examination is given when a student demonstrates understanding or competence by exam for fulfillment of a specific requirement that is not eligible for transfer credit.

These exams may only be taken 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 does not apply credits towards degree. The total credits required for the degree must still be fulfilled by substituting courses of the student's choice. This is also the case with courses that are "[Waived](#)" for circumstances other than a placement exam.

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

PRF 150/151	Keyboard Skills
MMT 102–107	Musicianship
MMT 112–116	Music Theory
MMT 222/223	Counterpoint
MMT 232/233	Keyboard Harmony
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
APP 242/243	Orchestration
HMS 220–225	Italian
HMS 230–235	German
HMS 240–245	French
TAC 120	Production Techniques in Logic Pro X

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 credits toward degree**.

Grade Appeals

General Information

Although SFCM presumes that grades assigned are correct, SFCM has established this grade appeal procedure to protect students against evaluations and decisions that students believe were assigned by an instructor based on information not related to the coursework and materials in class, and to preserve the instructor's authority to evaluate student work in a non-prejudicial, objective, and consistent way.

The primary authority of the instructor in the assignment of grades must be respected. An instructor's evaluation of a student's work and performance must not be over-ridden merely because of a difference of opinion or evaluative judgment, provided it is formed in accordance with the generally accepted canons of the relevant discipline, the academic institution where said course is offered, and is consistent with the syllabus or otherwise communicated course/assignment guidelines. SFCM presumes that every instructor wants and tries to be non-prejudicial, objective, and consistent in the assignment of grades. This presumption, however, may be overridden by weight of evidence to the contrary.

The burden of proof rests upon the student submitting the appeal.

All grade appeal information, whether written or oral, is confidential.

Students may appeal only final grades. Students who believe that individual exams and/or assignments demonstrate evidence of prejudicial, capricious, or arbitrary grading and that those grades had direct bearing on the final grade should include them in the grade appeal file as supporting documentation.

The Grade Appeals Committee shall be composed of, at minimum: the Dean, the Associate Dean for Academic Affairs, and the Department Chair for the class in question (or, if the Department Chair is the instructor of the grade in appeal, another Department Chair may be named by the Dean).

Additionally, the Dean may request the assistance of two additional faculty members. The Academic Affairs Committee may serve as an advisory panel on grade appeals.

If the Grade Appeals Committee decides to change a grade, the Grade Appeals Committee need not grant the student's suggested grade, but should assign a grade that is appropriate to the work submitted. The new grade shall not be lower than the original grade.

If the student's appeal is compounded (or accompanied) by an allegation of unlawful discrimination as defined by federal and state laws, the student has the right to access SFCM's internal unlawful discrimination process and the processes available through the U.S. Department of Education Office of Civil Rights. However, grades may be changed only through the grade appeal process.

The Dean has discretion to interpret and apply these standards to the circumstances of a particular case.

Grade Appeals Committee

The Grade Appeals Committee, chaired by the Dean, shall review grade appeals.

Grade Appeals Committee members shall not participate in any way in an appeal of a grade decision in which they have been involved personally. Such participation includes, but is not limited to, assignment of the grade in question, involvement in the class in question, or grading any student work for the class in question.

The Grade Appeals Committee shall consider all information submitted and may, if necessary, obtain clarification in writing from the student and/or the instructor. The Grade Appeals Committee may request information to help it understand the basis for assignment of the grade. If either party does not supply appropriate grade appeal information within five business days from the date requested, then that committee may base its decision on the corresponding information supplied by the other party.

After making its determination, the Grade Appeals Committee shall prepare a written statement of its decision, including an explanation of its reasoning and a response to the specific issues upon which the appeal is based. The Dean shall place a copy of the decision statement in the appeal file and shall send copies of the statement to all parties involved.

Grade Appeals

Students who believe they have received a final course grade that reflects prejudicial, capricious, or arbitrary grading of their academic performance must make this belief known to the instructor(s), either orally or in writing, before they begin the formal appeal process. Students have a right to be informed of their scores and to review each of their demonstrations of competence with their instructors.

The Grade Appeals Committee reviews only those cases where the student argues persuasively that a grade assigned was given in an unfair, inconsistent, unpredictable, irregular and/or haphazard way. The argument must be made by the student that the grade was not given according to the rules and policies of the class, as stated in the syllabus, and that the student was treated in a way that is inconsistent with other students in the course.

In the event an instructor is not available to participate, the Grade Appeals Committee may appoint another instructor whose area of expertise most closely approximates that of the instructor of record to represent the interests of the latter.

If the student cannot resolve the problem after informal consultation with the instructor and intends to continue the process, the next step is for the student to notify the Associate Dean for Academic Affairs that the student intends to prepare a grade appeal file.

The grade appeal file must be submitted to the Grade Appeals Committee no later than 6 weeks after the start of the semester immediately following the semester in which the course was completed [or, for module-length courses, 4-weeks after the start of the module immediately following the module in which the course was completed].

The file must include:

1. A written statement to the Grade Appeals Committee describing the reasons for the appeal and the recommendation for a new grade;
2. Supporting documents, such as the class syllabus, exams, papers, assignments, or other corroborating documents that show evidence of the alleged improper grading.

The Associate Dean for Academic Affairs will request that the instructor submit a written response to the student's appeal and a rationale to be considered by the Grade Appeals Committee.

The student may terminate the grade appeal at any point by submitting a written request to the Associate Dean for Academic Affairs to withdraw the appeal.

After review of all submitted materials and deliberation, if the appeal is granted by the Grade Appeals Committee, the Grade Appeals Committee will then determine a grade for the student based upon the evidence included in the appeal file (e.g., exams, papers, and assignments). The Grade Appeals Committee, through the Dean, shall communicate its decision and rationale to the student and instructor, and notify the Associate Dean for Academic Affairs and the Registrar of the grade change.

Grading System

SFCM employs both the Letter and Pass/Fail grading systems. For all Letter grades 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.

I: 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. All Incompletes must be approved by the Associate Dean for Academic Affairs and added to the student's transcript by the Registrar's Office.

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.

Graduation Requirements

In addition to satisfying all [curricular requirements](#), each student must complete their degree program with the following minimum cumulative grade point average requirement:

Bachelor of Music:	2.50
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All other degrees:	3.00
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Additionally, all degrees must be completed within 150% of the allotted degree time- i.e., six years for Bachelor of Music, three years for two-year programs, and three semesters for one-year programs.

Probation and Dismissals

Academic Probation

Students whose cumulative grade point average falls below their degree minimum (**2.5** for undergraduates, **3.0** for all graduate degrees) will be placed on academic probation. Probation is determined by the Associate Dean for Academic Affairs and the Probation and Dismissal Committee and is reviewed at the end of each semester.

The first semester of probation is usually a warning, at the Committee's discretion.

A second semester of probation means:

- Losing federal aid, including veteran benefits. Aid is reinstated once out of probation.
- A reduction to, or removal of, SFCM scholarship. Scholarship is reinstated to previous levels once out of probation.
- Possibility of dismissal.

Students on Academic Probation will not be allowed to graduate.

Music Probation PVL

Any student who receives a grade lower than **B-** in Major Instrument/PVL, fails a jury examination, or does not take a required jury examination will be placed on music probation. Probation is determined by the Associate Dean for Academic Affairs and the Probation and Dismissal Committee. Reductions to federal aid and scholarship are the same as those for academic probation, described above.

In addition, students who receive an F for major lessons or jury examination may be subject to immediate dismissal from the school, at the department's discretion. Students on music probation will not be allowed to graduate.

Maximum credit policy for students on probation

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.

Impact on Scholarship

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 Dismissal 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 and Dismissal Committee.

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

Impact on VA benefits

Students receiving veteran education benefits who fail to meet the standards described above will have their benefits terminated. Benefits will be reinstated once grade point average is raised to meet the minimum required for their degree, or, for Music Probation, they receive a passing grade for a major instrument, major lessons, and jury examinations. If the student has been dismissed by SFCM, the student 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, the student's Veteran Affairs benefits will be reinstated at that time.

Dismissal

SFCM reserves the right to dismiss any student whose conduct is judged unsatisfactory, including a failure to meet academic and music standards, and violations of the Academic Honor Code and/or Code of Student Conduct. See the Student Handbook for a complete description of disciplinary procedures.

The process for academic and/or music dismissal is as follows:

- Students on academic/music probation (see above) are reviewed between semesters by the Probation and Dismissal Committee (PDC), which is chaired by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs notifies students of their standing shortly after the meeting.
- Students already on probation who are facing dismissal are invited to submit a letter of appeal from themselves and/or their instructors before the next committee meeting.

- Taking the appeal into consideration, the PDC may still recommend dismissal to the Dean, who makes the final decision. Notifications of dismissal, and/or other forms of action, will come from the Associate Dean for Academic Affairs.

Students who are dismissed for academic reasons can only re-enroll by following the new student admission procedure and gaining admittance through the Office of Admission. Students dismissed for conduct reasons are not eligible for readmittance.

Progress Reports

At any point in the term, a faculty member may submit a Progress Report for students enrolled in their course (including PVL). Additionally, the Associate Dean for Academic Affairs may request that all instructors with students on Academic Probation submit Progress Reports for those students.

In addition to open comments, Progress Reports indicate the student's status in the following areas, ranging from "Excellent" to "At risk of failing":

- Class attendance
- Regularly submitting assignments
- Performance on exams, on assignments, or in lessons
- Progress in course throughout the semester

In addition, the current grade in the class is indicated, if available. Students at risk of failing must meet with the Associate Dean for Academic Affairs, or a registration hold will be placed on their account.

In keeping with FERPA regulations, the following school officials are sent email copies of every Progress Report, as they are believed to have a "legitimate educational interest" in the student's progress:

- Student named
- Instructor submitting the Report
- Associate Dean for Academic Affairs
- Registrar
- Associate Registrar
- Associate Dean for Student Affairs

- Assistant Director of Student Affairs
- Coordinator, Student Academic and Enrichment Center
- School Counselor
- Student's Academic Advisor
- Student's private studio instructor

Required Recitals and Jury Examinations

No required recitals or juries can be given unless the student is registered for PVL 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.

Juries are graded pass/fail. All juries are scheduled in December or May, except in exceptional cases.

If an undergraduate jury or recital does not take place, the student has one opportunity to retake that jury or recital. The requirement must be passed within a year after the failed jury/recital. If the second attempt fails, or if the student does not fulfill the requirement within one year after the first attempt, the student will be dismissed from SFCM.

Graduate voice majors are required to do a jury exam at the end of their first year and a jury exam plus a recital in their second year. All other graduate majors must pass their jury/recital requirement within the three-year limitation, but the exact year may not be specified.

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

Retention Data and Graduation Rates

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

Retention Policy for Academic Records

Purpose: To ensure that SFCM maintains its records in a secure, organized manner that complies with legal and regulatory requirements while supporting operational efficiency and historical preservation.

Scope: This policy applies to all records created, received, maintained, and disposed of by SFCM, encompassing both physical and electronic documents.

Definitions:

- **Permanent:** Records that are to be kept indefinitely due to their ongoing administrative, legal, or historical value.
- **Temporary:** Records that are to be retained for a specific period and then eligible for disposal.

Policy:

1. General Principles:

- All records must be retained for the minimum period as defined by their respective categories.
- Records should be reviewed periodically to determine if they should be retained beyond their scheduled destruction date due to ongoing investigations or audits.
- Confidential and sensitive information must be securely stored and disposed of to prevent unauthorized access.

2. Retention Schedule:

- **Student Records:**
 - **Admission, Enrollment, and Graduation Documents:** Permanent. Includes Application, Transcript, Dismissal Notices, FERPA Forms, Grade Appeals, and Student Separation Forms.
 - **Academic Performance and Evaluations:** Retain for 5 years after last attendance or graduation, then purge. Includes Test Scores, and Jury Results.
- **Academic and Administrative Records:**
 - **Course Materials and Schedules:** Permanent retention for class schedules; 7 years for curriculum checklists and advising records.

3. Digital Records:

- Ensure that all digital records are backed up regularly and stored securely in compliance with data protection laws.
- Digital records must be accessible for the duration of their retention period and disposed of securely to ensure data is completely destroyed.

4. Disposal:

- Records scheduled for disposal should be reviewed by the responsible department head to confirm no ongoing need.
- Confidential records must be destroyed securely to prevent data leakage.

Responsibility:

- Department heads are responsible for implementing this policy within their departments and ensuring compliance with the retention schedule.

- The Registrar is responsible for overseeing the implementation of this policy, assisting in the disposal process, and updating the retention schedule as necessary.

Review and Amendment:

- This policy shall be reviewed at least every two years to ensure it remains compliant with current laws and regulations.

Waived Requirements

“Waived” is given by the Academic Affairs team when a student’s record indicates fulfillment of a specific requirement, but is not eligible for transfer credit. **Waived courses do not count toward the credit total required for graduation.**

“[Credit by Exam](#)” is similar, indicating that a specific course requirement has been excused due to placement exam results, but the credits represented by that requirement must be made up by another class.

ACCOMMODATION POLICIES

Academic Advising

Every student is assigned a faculty advisor upon entering SFCM. 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.

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

Changes to Personal Information

The Office of Academic Affairs maintains student academic record-related information only. Other records not maintained by the Office of Academic Affairs may require updating by other departments. For example, records involving employment will require updating by SFCM Finance, Administration, and Human Resources and issues regarding medical/counseling records may be directed to SFCM Counseling Services.

The Associate Dean for Academic Affairs will help counsel students through the personal information update process; anytime a student wishes to adjust personal information, all faculty and staff will ensure the student is connected to the Associate Dean for Academic Affairs. SFCM understands that the court and government processes to complete a legal change can take a significant amount of time; the Office of Academic Affairs and the Office of Student Affairs are available to help explain the processes involved. SFCM believes that individual, one-on-one assistance with these changes and processes can significantly assist a student.

Students, faculty, and staff are encouraged to review the [Legalizing Your Name Change and/or Gender Marker](#) for step-by-step guidance on the external and internal steps needed to complete changes to legal name and/or legal gender designation.

Name Change on Academic Record

At the time of admission to SFCM, the student's name is taken from the student application exactly as written. This name is used by all SFCM offices.

To change your name on all of your SFCM academic records after a legal name change (your student ID number will remain the same), submit the [Personal Information Change Form](#) with your supporting legal documentation to the Office of Academic Affairs and meet with the Associate Dean for Academic Affairs.

Acceptable legal documents verifying a name change:

- Legal Court Order with updated Social Security Card
- Driver's license or state identification card
- Marriage license with updated Social Security Card
- Passport
- Permanent or Conditional Permanent Resident card
- Resident Alien card
- Uniformed Services Military ID card

Not acceptable documents:

- Petition of Name Change
- Petition for Naturalization
- Employee ID card
- Professional License Card

To change a married name back to a maiden name, you must provide legal documentation other than a birth certificate (such as divorce decree and updated Social Security card [if applicable]).

Note Regarding Transcripts: A legal name change is the only way to change the name that appears on your transcript.

Note Regarding Federal Financial Aid Legal Name Changes: Federal financial aid is tied directly to a student's Social Security number and information in the Social Security Administration system. The steps involved in this process are more involved than the general bullet points below. SFCM encourages students to meet with the Associate Dean for Academic Affairs and review the [Legalizing](#)

[Your Name Change and/or Gender Marker](#) for step-by-step guidance on the external and internal steps needed to complete changes.

- If your legal name has changed, you must first update it with the Social Security Administration (SSA). For more information, you can call the SSA at 1-800-772-1213 or visit the SSA's Web site at www.ssa.gov.
- Once you have updated it with the SSA, you must wait for your new social security card before updating your information with Federal Student Aid (FSA) at fsaid.ed.gov. FSA will verify your name change with the Social Security Administration; this takes 1 to 3 days.
- Review and make changes to your FAFSA at fafsa.gov. You will need to resubmit your FAFSA.
- This process can run concurrently with the submission of the [Personal Information Change Form](#). Note that your SFCM financial aid record will not be updated with your legal name change until it is confirmed and pulled from FSA.
- Update all of your loan servicers by:
 - Going to the National Student Loan Data System (NSLDS) at nslds.ed.gov to find the contact information for your Federal loan (Stafford and Graduate PLUS) servicer(s).
 - Contacting any bank or lender that you have signed a Master Promissory Note (MPN) with such as Citibank, Wells Fargo, Discover, etc.

Note Regarding International Students: Your legal name on SFCM records must match the name on your passport and I-20 documents.

General Note: Corrections to a student's legal name can be made for typographical errors. See the Associate Dean for Academic Affairs if there is a typographical error on your record.

Legal Gender Designation for Reporting Purposes

SFCM is required to collect this data in order to comply with federal reporting including IPEDS reporting, student employment, international student status, and the granting of federal financial aid. If you are a federal financial aid recipient, your designation must match your gender designation with the Social Security office. If you are an international student your designation must match the gender designation on your passport.

Students that legally change their gender marker may update their SFCM record to one of the following:

- Male
- Female
- Nonbinary

To change your legal gender marker on all of your SFCM academic records, submit the [Personal Information Change Form](#) with your supporting legal documentation to the Office of Academic Affairs and meet with the Associate Dean for Academic Affairs.

Birth Date Correction

To correct the birth date on your SFCM academic record, submit the [Personal Information Change Form](#) with your supporting legal documentation to the Office of Academic Affairs and meet with the Associate Dean for Academic Affairs.

Acceptable legal documents verifying a birth date:

- Passport
- Birth Certificate
- Certificate of Naturalization papers.
- Driver's license or state identification card
- Permanent or Conditional Permanent Resident card

Preferred Name

SFCM recognizes that many of its students use a name other than their legal name. As long as the use of a preferred name is not for the purpose of misrepresentation, SFCM acknowledges that a preferred name should be used whenever possible in the course of business and education. SFCM reserves the right to remove a preferred name if it contains inappropriate or offensive language, or is being used for misrepresentation.

Therefore, SFCM permits any student who wishes to choose to identify themselves within SFCM information systems with a preferred name in addition to their legal name. It is further understood that the student's preferred name should be used in SFCM communications and reporting, except where the use of the legal name is necessitated by business or legal requirements. Some records that require the use of a legal name will not change to preferred name, such as paychecks, financial aid records, and health insurance records. However, whenever possible, preferred name will be used.

To provide or update your Preferred Name, submit the [Personal Information Change Form](#) to the Office of Academic Affairs and meet with the Associate Dean for Academic Affairs. Students may also update a “display name” in [Self-Service](#); after submitting this information, the Associate Dean for Academic Affairs will contact the student about options for officially updating a preferred name across other SFCM systems and offices. Please note that SFCM’s email technology requires a minimum number of characters before the “@sfc.edu” and that the name starts with a letter as the first character.

Gender Identity

SFCM collects this data for reporting purposes. Gender identity information is also utilized, along with consultations with and additional information from individual students for room assignments in the SFCM residential hall. Gender identity is not displayed on class rosters.

Students may choose from the following gender identities:

- Male
- Female
- Transgender Female
- Transgender Male
- Nonbinary
- Agender
- Genderqueer
- These Gender Identities do not apply to me; Other

Additionally, the [Personal Information Change Form](#) contains a choice of “These Gender Identities do not apply to me; Other” with an open text response. It is important to note that “Other” will be recorded and displayed in the student information system; the text response on the [Personal Information Change Form](#) will allow SFCM to review the preset list of options for future revisions to this policy.

To update your gender identity on your SFCM record, submit the [Personal Information Change Form](#) to the Office of Academic Affairs and meet with the Associate Dean for Academic Affairs. Students

may also update gender identity in [Self-Service](#). After submitting this information, the Associate Dean for Academic Affairs will contact the student to confirm the change.

Pronouns

In addition to the preferred first name, students may select a pronoun from the list below. To select a pronoun, submit a form.

- He/Him/His
- She/Her/Hers
- They/Them/Theirs
- These Pronouns do not apply to me; Other

Additionally, the [Personal Information Change Form](#) contains a choice of “These Pronouns do not apply to me; Other” with an open text response. It is important to note that “Other” will be recorded and displayed in the student information system and on class rosters; the text response on the [Personal Information Change Form](#) will allow SFCM to review the preset list of options for future revisions to this policy.

To update your pronouns on your SFCM record, submit the [Personal Information Change Form](#) to the Office of Academic Affairs and meet with the Associate Dean for Academic Affairs. Students may also update pronouns in [Self-Service](#); after submitting this information, the Associate Dean for Academic Affairs will contact the student to confirm the change.

Address and Phone Update

Current SFCM students are expected to notify the Office of Academic Affairs with all changes to permanent, mailing, and living addresses. Students can update addresses and phone numbers on [Student Self-Service](#) under the “My Profile” tab.

Ethnicity Change on Academic Record

Students can update ethnicity information, which is used for government reporting purposes, on [Student Self-Service](#) under the “My Profile” tab.

Personal Information Change Pre-Enrollment

If you are a prospective student, please submit all documentation for legal name change, address change, phone change, preferred name, and demographic changes to the Office of Admission. The Office of Admission handles all personal information change requests up until the first day of classes.

Personal Information Change for Alumni

If you are a SFCM alumnus, please submit all updates to legal name, address and contact information, and preferred name to the Office of Advancement at alumni@sfc.edu.

Timeline after a Change is Requested

Please allow seven to ten business days for your updated data to disseminate to the various SFCM offices and systems.

Disability Statement

SFCM is committed to providing qualified students an equal opportunity to attain an education regardless of disability. SFCM 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 SFCM without undue hardship to SFCM.

SFCM 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 SFCM's program or impose an undue hardship on SFCM. In order to qualify for an accommodation or aid, the student must contact the Associate Dean for Student Affairs and follow the procedures outlined in the Student Handbook regarding the Disability Accommodation Registration Process.

Family Education Rights & Privacy Act (FERPA)

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. SFCM 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 SFCM decides not to amend the record, the student will be advised of the 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 SFCM community.
4. "Directory Information" may be released at the discretion of SFCM. 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.

Rights and Responsibilities for Students on Financial Aid

- Students have the right to receive full information about the financial aid programs available, how to apply for aid, and the process by which aid is awarded.
- Students have the right to know about the costs of attendance, the [tuition refund policy](#) of SFCM, its academic program, faculty, and physical facilities.

- Students have the right to discuss their financial aid eligibility, award or cancellation with the Financial Aid Office.
- Students have the right to appeal financial aid decisions.
- Students who borrow money have the right to know what their loan obligations are.
- Students are responsible for applying annually for financial aid. Students are responsible for telling the truth in the application for financial aid. Misrepresentation is considered a serious infraction and may result in withdrawal of aid, repayment of all funds already disbursed, permanent disqualification in the future, fine and/ or imprisonment.
- Students are responsible for understanding their loan obligation(s) and for repaying their loan(s) promptly. A good source for a listing of all federal student loans borrowed is nslds.ed.gov.
- Students on federal financial aid are required to make satisfactory academic progress toward their degree to be considered for need-based financial aid. The U.S. Department of Education requires that qualitative and quantitative standards are kept. The requirements are as follows:
 - Maintain a minimum GPA. The cumulative GPA requirement is the same as that required by SFCM (2.5 for undergraduate students, 3.0 for graduate students).
 - Completion of 67% of units attempted
 - Students must complete their degree within 150% of the time frame required for their degree.
- Students who fail to make Satisfactory Academic Progress, will enter Financial Aid Warning status for their next semester of enrollment. The student with a financial aid warning status must raise their cumulative GPA and completion rate, or else lose eligibility for federal financial aid in the next semester. Students may re-establish eligibility by completing the required units and raising their GPA.

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 the student 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 Affairs.