

SHENANDOAH CONSERVATORY

ADVISING POLICIES AND PROCEDURES MANUAL

2009-2010

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PURPOSE

Students enrolled in Shenandoah Conservatory undergraduate and graduate programs are held accountable for all information contained in the *Shenandoah University Undergraduate and Graduate Catalog* and the *Advising Policies and Procedures Manual*.

Academic advising is required for all degree-seeking students before registration each term. Academic advisors are provided to assist students in planning their academic programs. Academic advisors are not authorized to change established policy for the university. The student is solely responsible for assuring that his academic program complies with the policies and requirements of Shenandoah University. Any advice that is at variance with established policy must be confirmed in writing by the school/division and the senior vice president & vice president for academic affairs.

DEGREE COMPLETION RESPONSIBILITIES

The completion of all requirements for graduation is the ultimate responsibility of the student. The advisor directs and supervises the manner in which the academic requirements are met.

ADVISOR ASSIGNMENTS

Students are assigned to advisors by curriculum. A faculty member is expected to be expert in only one curriculum. When a student makes a change of curriculum, the student is assigned to a new advisor who specializes in that curriculum.

ADVISOR AVAILABILITY

During advising periods, advisors post available advising times or will contact their advisees via email.

MAINTAINING ADVISOR RECORDS

All materials pertaining to a single advisee should be kept in a folder. The folder should include the following:

- Curriculum worksheet, update annually
- Copies of transfer credit(s)
- Summer school grades
- Copies of registration forms
- Copies of Drop/Add forms
- Advising records
- Graduation audits for students who have completed 90-credits.

Each fall the advisor receives an updated curriculum worksheet for each student. It is the advisor's responsibility to keep the curriculum sheet current during the academic year by entering information received after the worksheet has been updated for the academic year. Typical updating includes posting of summer school grades, additional transfer credit, fall grades, etc.

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INDIVIDUAL ADVISING RECORDS

Each Conservatory Advisor should maintain an advising record for each student, indicating recommendations made, student refusal to follow recommendation, failure to appear for advising, etc.

DEGREE REQUIREMENTS

The minimum requirement for any baccalaureate degree is 120 credits; MM degree, 30 credits; MFA, 60 credits; DMA 90 credits. The specific requirements for each degree are published in the SU catalog; and may exceed the minimums.

STUDENT LOAD

Full-time minimum = 12 or 12.5 credits (with PRF 101, Performance Forum) for undergraduate
Full-time minimum = 9 credits for graduate students
Full-time status is required for most forms of financial aid, sometime for on-campus housing.

Full-time maximum = 18 or 18.5 credits (with PRF 101, Performance Forum) for undergraduate
Full-time maximum = 15 credits for graduate students
Students must see the Conservatory Associate Dean for approval of loads over the maximum.
Approval is granted only if the student had a GPA of 3.0 or better in the previous semester.

Probationary student or those accepted conditionally must have a load between 12 (minimum) and 14 (maximum) credits if they wish to qualify for financial aid. The load may be less than 12 credits, resulting in part-time status.

LOAD REDUCTION (*Ensemble or production load reduction*)

Students who perform in ensembles or theatrical productions at the request of the institution and are placed in overload because of the additional assignment may request a reduction in load.

Load reduction as it pertains to ensembles:

The student must be registered for a 2-credit large ensemble as outlined in the Undergraduate Catalog. The maximum number of load reduction credits may not exceed 3 credits. If a student is registered for a 2-credit ensemble and placed in a 1-credit ensemble, a load reduction for the ensemble of lesser value will be considered if the second ensemble places the student into overload. The following criteria must be met before load reduction is approved:

- In the semester of overload, the student may not be repeating a failed course.
- The student may not be registered for elective courses (non-curricular requirements)
- The Division Chair must approve of the participation in the additional 1-credit ensemble beyond the 2-credit large ensemble requirement.
- The Conservatory Associate Dean processes the request to the Business Office.
- The Business Office removes the credits from the billing aspect of the student's account, but the credit remains and is graded by the faculty member.

However, if a student is assigned to participate in a 1-credit ensemble (e.g. flute or woodwind ensemble), the student must register for a second 1-credit ensemble before a load reduction will be considered.

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The student is responsible to register for the course and pay for the credit within the curricular requirement.

A student may elect to register for ensemble using the following options:

- Enroll in courses on as an auditor. The audited course will not be used to determine the student's full-time or part-time enrollment status for the semester. The fee of an audited course is \$245/per credit. A change in status cannot be made after the 6th calendar day of a semester.
- Register for ensemble credit through the Shenandoah Conservatory Arts Academy (SCAA). For registration information: 540-665-4602 or <http://www.su.edu/conservatory/scaa>

Load reduction as it pertains to theatrical productions:

If a student is enrolled in a theatrical production and is assigned additional productions in the same semester the above criteria applies.

- In the semester of overload, the student may not be repeating a failed course.
- The student may not be registered for elective courses (non-curricular requirements)
- The Division Chair must approve of the participation in the additional productions.
- The Conservatory Associate Dean processes the request to the Business Office.
- The Business Office removes the credits from the billing aspect of the student's account, but the credit remains and is graded by the faculty member.

The student is responsible to register for the course and pay for the credit within the curricular requirement.

A student may elect to register for the additional production (beyond the required 4 productions) by enrolling as an auditor. The audited course will not be used to determine the student's full-time or part-time enrollment status for the semester. The fee of an audited course is \$245/per credit. A change in status cannot be made after the 6th calendar day of a semester.

OVERLOAD (not related to Ensembles or Productions)

Students must see the Conservatory Associate Dean for approval of loads over the maximum. Approval is granted only 18.5 credits. If the student had a GPA of 3.0 or better in the previous semester. Students assume responsibility for paying the overload fee.

SATISFACTORY PROGRESS

In order to receive Federal, State and most other forms of Financial Aid, the student must maintain satisfactory progress in their course of study. Students are not making satisfactory progress if they:

- Have been placed on academic suspension
- Have been on academic probation for two consecutive semesters
- Receive only grades of "F", "W", "WF," "I," or "IF" or any combination of these grades
- Fail to successfully complete the following minimum credit hours requirements:
(Full-time students)
16 credit hours after 2 semesters of study
36 credit hours after 4 semesters of study
60 credit hours after 6 semesters of study
90 credit hours after 8 semesters of study

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- Fail to maintain the following minimum GPA:

The minimum credit hour requirements are prorated for students who attend less than full-time (i.e., 75 percent for 3/4 time; 50 percent for 1/2 time) or fail to maintain the following minimum cumulative grade point averages:

<u>Credit Hours Minimum</u>	<u>Graded Cumulative GPA</u>
1.00 - 23.99	1.0
24.00 - 35.99	1.25
36.00 - 47.99	1.5
48.00 - 59.99	1.75
60.00	2.0 or greater

IMPROVING GPA

Good academic standing is the foundation of continuing in school and receiving financial aid. Courses may be repeated with only the quality points for the latter grade computed in the GPA.

Repeating a previously failed course is the quickest way to improve a GPA. Students should be advised to immediately repeat courses in which “F” grades were earned. It may be advisable to repeat courses in which “D” grades were earned.

CHANGE IN COURSE REQUIREMENTS

Course requirements for degree programs are printed in the University Catalog, which can be accessed on the University web site. Substitutions are normally not permitted, although the Division Chair will consider requests in extenuating circumstances. The student’s advisor must determine if a request for a course substitution is warranted and, if so, forward the request to the Chair in writing.

COURSE SUBSTITUTIONS

Course Substitutions are approved solely by the Conservatory Associate Dean upon written request from the student. No faculty member or advisor has the authority to make course substitutions, waive course requirements, nor to require a student to take courses NOT required in the curriculum. The approved documentation of substitution remains with the student’s permanent record in the Conservatory Office and the Registrar’s Office.

DROP/ADD/WITHDRAWAL POLICY (as stated in the 2009-10 Undergraduate Catalog, p. 25)

Adding a Course

Courses scheduled for an entire term of 14 or more weeks: Students may add individual courses for the first six calendar days after the beginning of the term. Courses scheduled for less than 14 weeks: Students may add individual courses up to the point at which 10 percent of the total class meeting time occurred.

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Dropping a Course

For courses scheduled for an entire term of 14 or more weeks: Students may drop individual courses without record for the first six calendar days after the beginning of the term. For courses scheduled for less than 14 weeks: Students may drop individual courses without record up to the point at which 10 percent of the total class meeting time has occurred.

Repeating Courses

A student may repeat a course a maximum of three times. A student who does not satisfactorily complete a required course after three attempts may be subject to academic dismissal. Students are advised to check the policies applicable to each specific program. Individual programs can further limit the number of attempts a student may make. An attempt is defined as any continued enrollment of a student in a course beyond the add-drop period. Attempts include achieving any final grade in a course or withdrawal from a course.

All course grades will be recorded on the student's permanent record. The credits and quality points resulting from the student's most recent attempt will be used to compute the student's cumulative grade point average.

A student repeating a course must so indicate at the time of registration by placing an "R" in the grading option column on the registration form. Failure to do so will result in all grades being used to compute the cumulative grade point average. Students may not repeat a course after the applicable degree has been awarded.

Withdrawal from a Course

A student may drop a course during the drop/add period without any reference on the transcript. Students may withdraw from individual classes with the permission of the advisor and receive a grade of "W" that will appear on the student's transcript but will not be computed in the quality point average. The withdrawal period will end 14 calendar days prior the beginning of the final examination period.

After the withdrawal period, the student may not withdraw from a course for any reason related to academic performance. This Withdrawal from a Course policy appears in the university's catalogs and the faculty and student handbooks. Dates of the withdrawal period will appear in the university's Academic Calendar and Registration Schedule and Calendar. This policy should be implemented in conjunction with the progression policies of individual schools and divisions within the university.

MULTIPLE FAILURES

Students are warned by the advisor, citing catalog policy, when a required class is failed for a second time. If the student fails a third time, he/she is counseled in transferring to another curriculum that does not include this course. In rare instance, particularly if the student is close to graduation, a fourth attempt is allowed if a contract regarding class attendance, tutoring expectations, etc, is signed by the student, the faculty member and the Associate Dean.

CREDIT BY EXAMINATION

(as stated in the 2009-10 Undergraduate Catalog, p. 30)

Students may also earn credit through a variety of examinations. A student may not attempt credit by examination for a course in which he/she previously received college- level credit, received a failing grade, or for a basic course in an area in which college- level credit has been earned for a more advanced course.

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COLLEGE-LEVEL EXAMINATION PROJECT (CLEP)
(as stated in the 2009-10 Undergraduate Catalog, p. 30)

Shenandoah University accepts the full range of CLEP tests, which measure the mastery of college-level introductory course content in a wide range of disciplines. CLEP tests are administered on campus, but students must submit official copies of the test results to the Office of Admissions in order to earn the credits and course equivalencies listed below. Shenandoah University does not award grades for CLEP.

PREREQUISITES

Be aware of prerequisites in classes commonly taken in the curriculum you advise. Consult the current catalog.

APPLIED MUSIC

Applied music registration is included on the registration form and available during online registration and completed by the advisor and student. A faculty section number **MUST BE INCLUDED** for all applied lessons.

ENSEMBLE REQUIREMENTS

Ensemble requirements are published in the catalog. The student must perform in an ensemble **EACH SEMESTER** on the major applied instrument.

PRIVATE INSTRUCTION CLASSES
(as stated in the 2009-10 Undergraduate Catalog, p. 27)

When required by special conditions, a student may register for a specific class required in the curriculum through private instruction. The content of the instruction is the same as the content when offered as a class. Registration for private instruction in a class occurs on a form available in the Registrar's Office. An additional fee is required.

INDEPENDENT STUDY CLASSES
(as stated in the 2009-10 Undergraduate Catalog, p. 26)

Independent study involves student pursuit of a specialized topic under the guidance of a faculty member. The content of the study is determined by the student and approved by the faculty member. Registration for independent study occurs on a special form available at the Registrar's office, and credits are included in the normal student load.

Independent study may be used as elective credit, but does not substitute for specific course requirements. Independent study is variously titled as individual directed research, seminar, workshop, research, directed study, special topics, topics, comprehensive seminar and/or independent readings.

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CURRICULUM CHANGES

Students may change curriculum with the approval of the former and present academic advisors and the former and present school deans. Students must complete a "Curriculum Change Form," which is available from the Office of the Registrar and in the Conservatory Office. Approved curriculum changes will become effective at the beginning of the first academic term after the form is received by the Office of the Registrar.

Students who change curriculum will have all previously-earned college-level credit re-evaluated for applicability to the new curriculum. No more than 30 semester hours accumulated as a special student may be counted toward a degree program. Students are eligible to complete the curriculum under which they entered. Faculty members cannot force a student to meet new curriculum requirements. A student may elect, in writing, to enter a revised version of a curriculum, but the student **MUST COMPLETE ALL** of the requirements of the new curriculum.

REGISTRATION PROCESS

Pre-registered Students

- Check each item on schedule for accuracy
- Check placement lists for ensembles, theory, class piano, math, ESL, etc.
- Check closed section lists on WebAdvisor
- Review Drop/Add procedure
- Check academic status and limit load accordingly
- Use group advising to save time

Non-registered Students

- Develop schedule with student
- Check placement lists for ensembles, theory, class piano, Math, ESL, etc.
- Check closed section lists on WebAdvisor
- Review Drop/Add procedure
- Check academic status and limit load accordingly
- Send student to Business Office to pay
- Student then proceeds to Registrar's Office

Follow-up after Initial Advising

Check the status of the student after every Drop/Add procedure. Refuse to sign forms without consultation. Refer student to Associate Dean if you have any reservations.

Maintain frequent contact with advisees. Meet with these students just before the end of the Drop/Add period.

At midterm, review the grades of each advisee. Suggest remediation (tutors, library, drill, etc.) Assistance from the Academic Enrichment Center is available to all students.

POLICIES PERTAINING TO STUDENTS

Policies pertaining to students can be found in two primary publications. The Student Handbook contains policies that pertain primarily to student conduct in and out of the classroom. This document is published annually by the Student Programs office and distributed in hardcopy in the fall and maintained on the SU Website.

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The other sources of policy are the undergraduate and graduate catalogs which detail policies that involve academic requirements and procedures. Topics include: Dishonest and Falsification of Official Information, Sexual Harassment Policy, Academic Honor Code, Accommodations for Persons with Disabilities and Inclement Weather. For a full description of the various rules and regulations, please consult the Student handbook located on the SU Website (www.su.edu).

DISABILITIES SERVICES (106 Howe Hall in the Academic Enrichment Center)

Students with disabilities should contact the center for information assistance. In order to receive accommodations, the student must self-identify and present appropriate documentation of the disability. Information concerning the disability is confidential and will not be released without student consent.

The professional staff in that office is available to assist students with disability-related needs including reasonable accommodations and resource information. For additional information follow the on-line path Home > Student Life > Academic Resources .

WILKINS WELLNESS CENTER (1st floor of Racey Hall, facing the central campus lawn.)

Wellness Center's hours are from 8:30am to 5:00pm, Monday through Friday unless otherwise noted. At other times, a staff member of the Wellness Center, Public Safety, or Residence Life may be reached to assist with emergencies. The Wellness Center is an ambulatory health clinic providing acute care for SU students as well as health education, preventive health services such as immunizations and physical examinations. Both Health Services and Counseling Services are housed in the center.

STUDENT CODE OF CONDUCT

(Student Code of Conduct statement available in the Shenandoah University Student Handbook, p. 8)

Shenandoah University is committed to the development of personal and academic excellence in its students. As voluntary members of the university community, students are expected to act with civility and integrity towards other in the community. Students should engage vigorously in the varied opportunities provided to develop intellectual, personal, and professional skills. Accordingly, in order to promote an educational environment conducive to the university's purpose, students at Shenandoah University should:

- Commit themselves to learning and the pursuit of higher education
- Prepare for, attend, and actively participate in scheduled classes
- Conduct themselves with personal and academic integrity
- Participate in the broad educational experience available to all member of the community through sponsored cultural and other education activities
- Observe prescribed procedures and schedules for advisement, registration, and safety and security on the campus
- Utilize, as necessary, various university services available to students such as academic, health, career, financial, emotional, and other support services

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STUDENT INJURY OR ILLNESS
(as stated in the Shenandoah University Student Handbook, p.13)

Shenandoah University carries an accident/injury only policy on all students at no cost to the student. The student should report immediately to the Department of Public Safety at the onset of any accident/injury for documentation. The injured student must report to Wilkins Wellness Center within 48 hours to complete the necessary documentation. The claim form should be submitted to the student's primary insurance company first. The student's insurance company will send the student a letter indicating the determination of coverage benefits. The university policy does not cover non-accidental related incidents and only covers reasonable and/or customary costs.

All coaches, theatre managers, advisors to student groups, students, or any faculty/staff responsible for students must report any injury to the Wilkins Wellness Center within 48 hours if the school insurance is to be submitted for determination of coverage.

The Director of the Wilkins Wellness Center will assist the student in the claim process. The claim must first be submitted to the student's primary insurance carrier. When the student has received the Explanation of Benefits from the primary insurance carrier, the Wilkins Wellness Center will help facilitate process to submit the remaining charges to the universities' insurance company for determination of coverage.

STUDENT INJURY OR ILLNESS as related to Conservatory Students:

Statement of Intent

Shenandoah Conservatory is committed to training students in the correct usage of their bodies. This training is based on the potential presented by a student in sound physical condition.

Program Continuation/Dismissal

When injuries or illness have impeded student progress for two full semesters, the student's continuation in the program will be assessed in consultation with all faculty members involved in the instruction related to the skill area, the Wellness Center, and the Conservatory Associate Dean. Based upon the decision reached in this meeting, the student may continue in the program, either indefinitely or for a specific number or semester during which the injury/illness is monitored, or the student may be required to enter another curriculum or applied area in which the injury or illness will not impede progress. All entrance requirements for the new curriculum or applied study must be met.

NON-DISCRIMINATION POLICY
(as stated in the Shenandoah University Student Handbook, p. 14)

Shenandoah University does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, age, or physical disability. Shenandoah University affirms the dignity and worth of every individual regardless of lifestyles or sexual orientation. Harassment or illegal discrimination toward any individual based on private lifestyle or sexual orientation is abhorrent and will not be tolerated in this community.

The university chooses not to make a legal or political statement on private lifestyle or sexual orientation for individuals.

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STUDENT ACADEMIC APPEALS PROCEDURE
(as stated in the Shenandoah University Student Handbook, p. 27)

(Revised by Academic Cabinet and accepted by Faculty Assembly Executive Committee, Spring 1997; revised August, 2000, reviewed by Faculty Senate August 30, 2000, approved by President's Executive Council, 10/19/00)

Purpose

The purpose of this process is to provide a means to resolve conflicts when students believe they have been treated improperly in a matter related to instruction, evaluation, or other academic policy or practice.

Misunderstandings or disagreements can often be settled informally. To this end, students are encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved as soon as possible.

The appeals process described below is available in the event that an informal approach is unsuccessful.

Exclusions

This policy does not cover claims of ADA or Honor Code violations, charges of sexual harassment, or an allegation that a student's record is inaccurate or otherwise violates privacy rights. Any matters concerning ADA must be filed through the ADA officer. See the Student Handbook for information on the Honor Code. The Student Handbook and the Faculty Handbook contain information about SU's sexual harassment policy. Information concerning correction of academic records believed to be inaccurate, misleading, or in violation of privacy rights are covered in the Privacy of Student Records section of the Student Handbook.

CONDUCT IN CLASS
(as stated in the Shenandoah University Student Handbook, p. 31)

Classes conducted in a manner that provides academic freedom of expression for the student, but instructors need not tolerate physical or other disturbances that disrupt teaching sessions. For justifiable cause, the instructor may dismiss a student from class for a definite or indefinite period of time. Such action is reported to the school dean/director and the Vice President for Academic Affairs. The student dismissed from class on disciplinary grounds on disciplinary grounds may appeal to the Vice President for Academic Affairs for review of the incident for the purpose of possible readmission to class.

ACADEMIC HONOR CODE
(as stated in the Shenandoah University Student Handbook, p. 31)

Background

Shenandoah University's mission statement is to educate and inspire individuals to be thinkers, lifelong learners, and ethical, compassionate citizens. To fulfill the University's mission, it is important to uphold the principles of academic integrity on campus. All students enrolled in courses at Shenandoah University must be held to the rigorous standards of academic honesty to ensure the attainment of knowledge necessary to become ethical and compassionate citizens who can make responsible contributions to their community and career. The guidelines for academic integrity are outlined in the following Honor Code. The goal of the Honor Code is to promote individual and community responsibility, trust, academic integrity, and honorable conduct.

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Article I. Honor Code

The Honor Code is the system of conduct of the University which reflects the core principles and values that the University has established regarding individual responsibility and matters involving honorable conduct and academic integrity. The concept of honor may be defined in a variety of ways; however, at this University, the code prohibits lying, stealing, and cheating.

GENERAL EDUCATION EVALUATION

(as stated in the 2009-10 Shenandoah University Undergraduate Catalog Handbook, p. 59)

Candidates for baccalaureate degrees at Shenandoah University must complete all of the following in order to graduate:

1. A minimum of 120 credit hours
2. The university-wide general education curriculum
3. Any school or division core curriculum requirements
4. Requirements for the major, program of study, minor and/or concentration. Students are expected to graduate under the requirements of the catalog of the year in which they matriculate into the university. However, with the dean/director's permission, students may graduate under the requirements of the catalog of the year they graduate from the university.

The general education program is required of every student entering Shenandoah University as a first-year freshman. This requirement is in addition to the college/school requirements and the major/program of study requirements. Transfer students should consult with their advisor and/or the director of general education concerning their general education requirements.

Students should direct all questions regarding general education to their college/school/ program dean or director and/or Dr. Amy Sarch, the director of general education at gened@su.edu.

MUSIC THEORY REQUIREMENTS: MUTC 99

A student enrolled in MUTC 99, Music Fundamentals, must be registered for the course for credit but will not receive a grade for the course, Pass or Fail only. The course is designed as a remedial or fundamentals course providing a basis for MUTC 101, Introduction to Music Theory. Therefore, there would be a record, credit would form a basis for billing, and the absence of a grade would not impact on the GPA. The course will not fulfill a curricular requirement or serve as an elective.

CATALOG MATRICULATIONS

Students matriculated prior to an approved curricular change may elect to remain with the catalog year they matriculated rather than meeting the requirements of the new curriculum. If the Conservatory is still offering the intended courses the student may remain in the old curriculum. If curriculum changes were made and a particular course is no longer offered, the student may choose to enter the new curriculum via a course substitution. The Associate Dean must approve each course substitution request.

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TRANSFER CREDITS

(as stated in the 2009-10 Undergraduate Catalog Handbook, p. 28)

Shenandoah University awards transfer credit for a variety of successfully completed (a grade of “C-” or better) coursework. This includes:

1. All credits from an institution of higher education that has been fully accredited by one of the six regional accrediting agencies, such as the Southern Association of Colleges and Schools, or at an institution that is a “Recognized Candidate for Accreditation.”
2. Credits for courses taken at foreign tertiary-level institutions, which are chartered and authorized by their respective national governments and that are recognized by the American Association of Collegiate Registrars and Admissions Officers. The amount of credit granted will correspond to that given for comparable Shenandoah University courses.
3. Credit for non-collegiate sponsored instruction, such as the armed services, business and industry, health care, or government agencies, recognized by the American Council on Education or the National Program on Non-Collegiate Sponsored Instruction. Official documentation for such credit must be submitted to the admissions office, which will make a determination, in consultation with the appropriate dean or director, on the credit to be awarded.
4. Upon appeal to the senior vice president & vice president for academic affairs, credits earned at non-accredited institutions will be considered on the basis of the content of the course and the credentials of the instructor for the course. The appeal must include a copy of the course description and a syllabus and documentation related to the instructor’s academic credentials for each course to be evaluated. In considering such courses for transfer, the senior vice president & vice president for academic affairs will consult with the appropriate dean or director. Credits from institutions on the quarter-hour system will be converted to semester hours using the formula of one quarter hour equals two-thirds of a semester hour. A student who enrolls for the first time at Shenandoah University receives credit for the courses transferred but grades do not transfer nor have any effect on the student’s cumulative grade point average (GPA) at this institution. Both credits and grades under criteria 1-4 above transfer once a student has matriculated at Shenandoah University and those grades are calculated into the student’s GPA.

ENGLISH 101 WAIVER

Students who succeed in obtaining a waiver to ENG 101 as a result of the CLEP exam will receive credit for the course but not a grade. The credit and waiver is handled the same as AP, CLEP, IB, and other transfers.

ENSEMBLE/ATHLETIC CONFLICTS AGREEMENT

When a student has a music rehearsal against an athletic practice, the student follows his/her curriculum – a student in a music curriculum would attend the rehearsal.

When a student has a match or game against a music rehearsal, he /she goes to the match or game.

When a student has a concert against an athletic practice, he goes to the concert.

When a student has a concert and a match or game at the same time, the teacher, coach, Conservatory Dean and Athletic Director meet to reach a resolution.

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STUDENT PARTICIPATION IN COMMENCEMENT CEREMONIES
(as stated in the 2009-10 Undergraduate Catalog, p. 43)

Recognizing that there are times when certain students are unable to complete all degree requirements in time for a scheduled commencement ceremony, students may participate in a commencement ceremony at any time after degree requirements have been met or when they are expected to be fulfilled prior to the next scheduled commencement ceremony. In fulfillment of this policy, the following guidelines apply:

1. Commencement ceremonies will be scheduled two times a year, in August and in May.
2. Students who have not finished all requirements in time for the May ceremony, but who are expected to complete their requirements prior to August Commencement, may participate in the May ceremony when the dean/director of the school/division (or a faculty committee designated by the dean/director) in which the student is enrolled validates that such completion during the summer is appropriate and is extremely likely, given the character and previous performance of the student. A student may “walk only” when he/she has six or fewer credits to be completed. Exceptions may be approved only by the Senior Vice President & Vice President for Academic Affairs.
3. To increase accuracy and prevent damage to diplomas, Shenandoah University no longer distributes official degrees at the commencement ceremony. Diplomas will be mailed to the address provided by the student shortly after graduation, as long as the student has met all necessary obligations and requirements.
4. Only students who have fulfilled all degree requirements will be eligible for class honors. Those who complete requirements after the ceremony will be considered for class honors the following May. The year in which school honors are awarded will be the decision of the individual school.
5. For each degree earned, students may participate in one commencement ceremony. Accordingly, their name may be printed one time, for each degree earned, in the commencement program.

As related to Conservatory graduates:

When outstanding work realistically cannot be completed prior to the next ceremony, permission to “walk” will not be granted, even if less than six credits are required for completion. Outstanding work in this category includes applied music, skill courses, and credit for large documents such as thesis.

ADVISING LINKS:

General Education:

<http://www.su.edu/academics/CDFE04C5209B47EE866540C7AA314331.asp>

Writing Center:

<http://www.su.edu/academics/F69B8B4695494545A4945F9D5B6F9C02.asp>

Permission to Study Elsewhere Forms:

[http://www.su.edu/permission to study elsewhere.pdf](http://www.su.edu/permission%20to%20study%20elsewhere.pdf)

Academic Skills Development Workshops:

[http://www.su.edu/student life/06C824AB31BA455C9763130546CC0E4A.asp](http://www.su.edu/student%20life/06C824AB31BA455C9763130546CC0E4A.asp)

Course Catalogs:

http://www.su.edu/student_life/6796B767DCE44D49BDD0CF023AB43FD4.asp

Graduation:

http://www.su.edu/student_life/3C36C2D0656D4DF6B558F7C17935F3EC.asp

Office of the Registrar:

http://www.su.edu/student_life/B85B6E7E5E49481386809A4A100E3FCE.asp

Disability Services:

http://www.su.edu/student_life/B9D28AE7FC0E4B34A37580E12F5A5B4B.asp

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