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GENERAL INFORMATION

VPA

As a student in the School of Art and Design, the Department of Communication and Rhetorical Studies, the Department of Drama, the School of Music, your "home" college is the College of Visual and Performing Arts (VPA), an independent college within the Syracuse University system not operating under the auspices of any other college.

COURSE REQUIREMENTS

These vary from program to program and major to major within VPA, but all undergraduates completing a degree end up with a Bachelor of Science (B.S.), a Bachelor of Arts (B.A.), a Bachelor of Fine Arts (B.F.A.), a Bachelor of Music (B.MUS) or a Bachelor of Industrial Design (B.I.D.) degree. You are required to earn credit for 120 hours of coursework for the B.S., 126 - 129 hours for the B.A., 120 - 129 hours for a B.F.A. (depending on your program), 126 - 136 hours (depending on program) for the B. MUS and 156 for the B.I.D. A maximum of 66 credit hours may be transferred from a junior college or other two-year school, and a maximum of 90 hours in total may be transferred towards a bachelor’s degree at Syracuse University; transfer credit (see page 14) and pass/fail credit (see page 12) are not used to compute grade point average (see page 18). To graduate you need to achieve a minimum 2.0 grade point average (GPA) in all SU coursework.

STUDENT STATUS

In order to qualify as a full time student, you must take a minimum of 12 credit hours a semester to a maximum of 19.

The number of credit hours you have passed determines your class standing:

- Freshman 0- 24 credit hours
- Sophomore 25- 53 credit hours
- Junior 54 - 83 credit hours
- Senior 84 + credit hours

It is not unusual to qualify for one class standing within the University and another in your program. This happens when you declare a major after you have earned a number of credits in a different area, and it should not be troublesome to you or disrupt the flow of your progress towards graduation.

To be a student in good standing, you must maintain a minimum overall grade point average (GPA) of 2.0. (For more on grades and GPA, see pages 18-20.)

TRANSFER STUDENT
A transfer student is any student who transfers into or out of a program in VPA, either from or to a different program in VPA or from or to another school or college within Syracuse University, or into VPA from outside Syracuse University. You can do this at any point in your studies but, naturally, the later you transfer in your academic career the longer you may extend your stay on campus. (For more on transfers, see page 14.)

SHARED RESPONSIBILITIES

We share the responsibility to see that you move towards completion of your degree efficiently. We acknowledge our responsibility to have a thorough knowledge of this institution and to put you in touch with institutional resources matched with your needs. Your responsibility, in general, is to keep us informed of your needs as they arise and in a timely fashion. In addition, you have two specific responsibilities: Keep the University informed of your most current and complete local and permanent addresses, phone numbers, and your emergency contacts. You can do this on MySlice (http://myslice.syr.edu); see the “Personal Information” link in the Personal Services application once you are logged in. Know any and all deadlines affecting movement towards your degree.

Deadlines for the current year are always published in the current Schedule of Classes on the Registrar’s web site: Link to Registrar website

CONTACT US

The Office of Student Affairs is in room 20o Crouse College. Please let us know if we can be assistance to you at any time during your undergraduate career. Currently, our primary mode of communication to you will be via our VPA Undergraduate listserv sent to your syr.edu email address. Read the VPA Undergraduate listserv for important announcements and deadlines, internship opportunities, career development information, as well as other items that may be of interest. We are here to help you make the most of your experiences at Syracuse and look forward to meeting you.
Vicki R. Smith, Director of Student Support Services
vrsmit@syr.edu

Carlota Deseda-Coon, Associate Director of Academic Services
chdeseda@syr.edu

Alison Fredericks
Manager of Student Records / Advisor
aefred01@syr.edu

Marleen Lee, Advisor/Academic Recorder
mblee@syr.edu
ACADEMIC ADVISING

Throughout your time in VPA, you will have someone assigned to you who will advise, counsel and inform you about matters relating to you and the pursuit of your degree. As a freshman or transfer student you will have a Peer Advisor assigned to you. Peer advisors are selected and trained by the Office of Student Affairs to share information with you about everything from course selections to campus life in general.

The academic advisor (or faculty advisor,) is a faculty member in your area of study. Please understand that both kinds of advising take place within the context of a relationship between advisee and advisor. This is a two-sided relationship in which advisees are just as accountable for the quality of advising as advisors are.

Faculty Advisor’s Role:
• Inform
  An advisor may inform advisees about degree requirements, resources for study, educational or career opportunities, etc.
• Deliberate
  An advisor may deliberate with advisees about which courses to take, career goals, progress toward completion of degree, course scheduling, and extracurricular activities.
• Advocate
  An advisor may be an advocate for advisees by writing letters of recommendation for jobs, internships, or graduate schools. An advisor also engages in the petition process with advisees and works behind the scenes on behalf of the advisee.
• Refer
  An advisor may refer an advisee to a person or office when the advisee's needs extend beyond the purview of the advisor's office or beyond the reach of her or his professional expertise. Examples include adjustment problems, assessing learning disabilities, personal crises, and grievances.
• Keep records
  When appropriate, an advisor may keep records, notes, degree progress checklists, etc. to facilitate advising.

The student’s responsibilities:
• know and fulfill your own degree requirements.
• be familiar with this VPA Undergraduate Handbook.
• be proactive, which includes knowing your advisor’s office hours. Schedule meetings if you can’t meet during office hours, schedule meetings well in advance of deadlines, ask for information/advice/assistance when you need it, come to meetings prepared.
• help develop mutual awareness of the advising process by providing feedback to your advisor.

PERMANENT FILE

Your permanent file is housed in the Office of Student Affairs, 200 Crouse College. The file contains general transcript information, petitions, documentation of exceptions and correspondence relating specifically to you. If you wish to see your file, call the office (315.443.2517) and make an appointment to meet with your recorder. Syracuse University complies with provisions of the Family Educational Rights and Privacy Act of 1974, which protects the privacy of educational records and your right of access to them. For more on this subject, see the “Student Privacy Rights, F.E.R.P.A” link on the Registrar’s web site, Registrar website.

MONEY MATTERS

Besides tuition, a program fee is charged to all students in the College of Visual and Performing Arts. For more on the program fee, see Syracuse University Bulletin: Tuition, Fees and Related Policies Tuition, Fees, and Related Policies 2014-2015

If you do not register for classes during early registration, you will be charged a $50.00 late fee. If you drop a class after the financial deadline for dropping courses, you are responsible for tuition associated with the course.

After the financial deadline for dropping courses, you are financially responsible for the hours you carry at that time in addition to any hours you may add after that day, whether or not you drop a course. For examples related to the policy, refer to SU’s Add/Drop refund policies in the Syracuse University Bulletin: Tuition, Fees and Related Policies for the current academic year.

If you have any outstanding debts to the University, you will not be able to register for the next semester; a financial hold message will appear as you attempt to enroll for classes. You will need to settle all outstanding charges in order to proceed with registration. The hold message will direct you to one or more of the following locations: Bookstore, Bursar, Student Debt Management, Library or Parking.

REGISTRATION

First semester freshmen select courses through First Term Enrollment process on MySlice during the summer. Schedules are made for incoming students based on their course selections. After the first semester, students are responsible for their own course registration on MySlice.
Registration for the spring semester takes place in the fall prior. Students must meet with their faculty advisor to select appropriate courses and get their advising hold lifted before they can register for classes.

All incoming freshmen in VPA’s School of Art and Design BFA Program are pre-registered to take a minimum of 15 credits in a program referred to as Foundation. Those students who have earned Advanced Placement credits in writing are encouraged to explore other academic opportunities instead of the writing course. In no instance is it appropriate for a student currently enrolled in Foundation to take more than three studios.

First time transfer student registration may take place during opening weekend. It is possible to be registered before opening weekend, but every transfer student is unique.

Current students register during an officially designated period before the end of each semester. Refer to the academic calendar for each semester’s dates: Registrar website

The first thing you need to register for courses is a basic understanding of MySlice, Syracuse University’s web portal, MySlice Link. You’ll also need to know your NetID and password to sign on to MySlice. Please visit Net ID services if you need assistance with this information. An online tutorial for MySlice is available at MySlice help. If you do not have access to a computer, you can call the Office of Information Technology and Services’ support line at 315.443.2677 for the locations and hours of computer labs on campus. Familiarize yourself with MySlice before registration begins.

If you need assistance you can:

Call the Registrar’s MySlice help line at 315.443.2677. Seek help from your peer advisor. Call the Office of Student Affairs at 315.443.2517, 200 Crouse College.

The Registrar’s Office will notify you via email as to when you should check MySlice for your enrollment appointment. Your enrollment appointment is the earliest day and time you can register for classes provided that you have no holds on your account.

Make sure you meet with your faculty advisor to plan your schedule before your enrollment appointment begins. Give some thought to your schedule and make an appointment with your faculty advisor to review your plans. Together, you will complete an advising form. This form signed by your advisor, must be turned in to your department administrative assistant and will serve to lift your advising hold. Keep the student copy of the advising form for your records.
BARRIERS TO ENROLLMENT

Several issues can get in the way of moving smoothly through enrollment. Some of them are referred to as holds on your MySlice account. Any of the following hold messages may appear as you attempt to register that will prevent you from enrolling for classes:

- An advising hold automatically appears and remains on your record until it is lifted by the administrative assistant that handles your completed advising form. This form must be signed by your academic advisor.
- Financial hold, (See page 6).
- Proof of measles, mumps and rubella immunity is required for all full and part-time undergraduate and graduate students born after January 1, 1957. Proof of re-immunization is also required for all students who were inoculated for measles and rubella before the age of one year or who were inoculated before 1968. If you have a health center hold, you cannot enroll until you submit proof of immunization to Health Services, 111 Waverly Avenue, 315.443.9005
- The Office of Student Rights and Responsibilities can declare an SRR hold and prevent a student from attempting to enroll until any outstanding actions are settled. For more information, contact the Office of Student Rights and Responsibilities, SRR website 310 Steele Hall, 315.443.3728.

SCHEDULE ADJUSTMENTS

Schedule adjustment begins again on the first day of classes and runs through the add deadline, which is one week after the first day of classes. Audit and pass/fail grading options may be selected or rescinded, if appropriate, during the first two weeks of a term. Be sure to consult your academic advisor about any schedule change you might wish to make that may impact your degree progress.

From the Add Deadline on, you may no longer schedule adjust on MySlice. Instead, an add/drop form is needed, which requires the signatures of your instructor and academic advisor, and a stamp from the Office of Student Affairs. It is your responsibility to deliver the completed form to the Registrar’s Office (106 Steele Hall). After the Academic Drop Deadline you can no longer drop a course, but you may elect to withdraw from it.

If dropping a course affects your tuition charge, you must submit your add/drop form before the Financial Deadline for Dropping Courses to obtain a refund. Tuition charges are assessed according to the date you submit the form, not the date on the form.

A special add/drop situation in VPA exists for applied music. Adding and dropping applied music must be done in the Setnor School of Music Office (Crouse College
Room 215). The deadline for adding or dropping applied music is the financial
deadline for dropping courses.

You may withdraw from a course until the published withdrawal deadline. A “WD” will
appear on your transcript but will not be counted in determining your grade point
average. To withdraw from a course:

1. Pick up a Petition to the Faculty form from your department secretary or
   from the Office of Student Affairs, 200 Crouse College or download it from:
   Petition to Faculty Form.

2. Complete the petition including all relevant course information. You do not
   need to give a reason for withdrawing from a course; a simple sentence
   such as the following is enough: "I am requesting permission to withdraw
   from... (subject and catalog number, class number, section, course title
   and semester)".

3. Obtain the following signatures: the instructor of the course from which
   you are withdrawing and your academic advisor. Get approval stamp from
   the VPA Office of Student Affairs.

4. Take the signed petition to the Registrar’s Student Records Office, 106
   Steele Hall before 5:00 p.m. by the withdrawal deadline. Withdrawal
   petitions will not be accepted after the deadline.

ATTENDANCE

You are expected to attend each class punctually and remain for the entire class
period. You need to inform your instructor in advance if you expect to miss a class or
leave before the end of class. It is one of your responsibilities to notify the Office of
Student Affairs when you are, or expect to be, absent from class for an extended
period of time (three days or more,) due to illness, personal emergency, a death in
the family or other reasons.

If you miss class the instructor may excuse your absence; however, the instructor
may require a doctor's certificate or other evidence to excuse an absence. If you have
been absent from class and fail to submit an excuse to your instructor, or if your
excuse is not accepted, your absence will be considered unexcused. Even if your
absence is excused, you remain responsible for the work associated with the class
you missed. It is the professor’s discretion to excuse or not excuse your absences.
Attendance policies are clearly stated in each course syllabus.

DEGREE/PROGRAM COMBINATIONS

Combined, dual, double degree/programs and minors are types of program
combinations designed to meet the needs of students with special interests and/or
particular career goals. The Syracuse University Academic Rules and Regulations
located in the Undergraduate Course Catalog explains specific requirements for each combination. Undergraduate Course Catalogs are available online at Course Catalogue.

A combined degree/program refers to two programs pursued in two different colleges of the University, leading to different career objectives. Two degrees are conferred, two diplomas awarded. You are required to complete a minimum of 30 credits beyond the usual requirement for one degree, e.g. 120 credits. This means, then, that for VPA students, completion of a combined degree requires a minimum of 150 credit hours. You must fulfill degree requirements in both colleges, and permission of both college deans is needed.

The dual degree/program is also pursued in two different colleges of the University. One degree is conferred, one diploma given, which is certified by the deans of both colleges; permission of both deans is required. To finish a dual major you must meet all degree requirements in both colleges. VPA offers formally established dual degree programs in conjunction with the School of Education in music education and art education.

If you wish to pursue other dual or combined degree programs, you must obtain the prior written approval of each undergraduate program dean or assistant/associate dean of the two colleges involved. For both combined and dual degree/programs, you must be admitted to both colleges.

A double program of study (also called a double major) is two programs of study (majors) pursued simultaneously in the same college or in two different colleges. One degree (one diploma) is conferred, signed by the dean of the primary college. Two majors appear on your transcript. Completing the double program of study requires you to fulfill all requirements for both major programs. Additional support courses may be required. Double majors are not available in all areas of the university for various reasons; in VPA, the School of Art and Design does not permit two majors within its school.

Minors exist in many areas of the University and are encouraged if you plan an in-depth study of a subject you may not have space in your program to major (or double major) in. The approved minors are listed at minors at SU. Minors usually require a minimum of 18 credit hours of coursework with a minimum of 12 credit hours of upper division work. If you think you want to pursue a minor, see your faculty advisor to discuss its feasibility and proper procedure. If your major requires you to take a minor, courses towards that required minor may not be taken pass/fail. A maximum of three credit hours from another institution may be transferred toward your minor at SU.

**CHANGE OF MAJOR WITHIN VPA**

If you are changing your major within the College, pick up a change of major form from the Office of Student Affairs, 20o Crouse College. Your current advisor needs to sign the form. The new program coordinator must sign as well. Please note that
there are special instructions and requisites that vary with different departments in VPA. See the program coordinator for the details.

If you declare/change majors to (or from) art education or music education: Meet with a faculty advisor in the new major. Pick up and fill out a yellow intra university transfer application, available in Office of Student Affairs (200 Crouse College.) Get the application signed by the School of Education, 111 Waverly Ave. #230. Drop off your completed application to the VPA Office of Undergraduate Recruiting and Admissions (202 Crouse College.)

If you are interested in changing to a major at SU that is outside of VPA, you will use the Intra-University Transfer application, as well.

ACADEMIC OPTIONS

Varieties of academic options are available to you as you pursue your studies. As a junior or senior who has a 3.5 GPA or higher, you may wish to carry an overload, which means enrolling for more than 19 credit hours in a given semester. To carry an overload, you must submit a Petition to the Faculty any time before the add deadline, have the petition signed by your academic advisor, department/program chairperson, then take the completed petition to the Office of Student Affairs (200 Crouse College) for processing. If you receive permission to carry an overload, you may request not to be charged tuition for credits over 19 if you have a 3.5 or higher cumulative GPA, no outstanding incomplete grades and have registered as a full-time student at Syracuse University for the preceding two semesters. If you meet these criteria, include on your original Petition to the Faculty that you request not to be charged tuition given these circumstances.

Freshmen and first year transfer students may not carry an overload. Under exceptional circumstances a sophomore may be permitted to petition for an overload. Refer to the Undergraduate Course Catalog for information on carrying more than 19 credit hours.

Honors students wishing to carry an overload need to call or visit the Honors Program Office (Bowne Hall Room 306, 315.443.2759) for guidance. For financial information on overloads, see Syracuse University Bulletin: Tuition, Fees and Related Policies for information on overloads. Only academic elective courses may be taken pass/fail, and the option cannot be used for courses required for your major, minor and/or specific college requirements. Studio courses may not be taken pass/fail. The pass/fail option may never be requested after the deadline nor may it ever be reversed. No more than 24 credit hours of courses taken pass/fail may be applied towards your undergraduate degree. Some courses are automatically graded pass/fail unless you request a letter grade in the course when going through the pass/fail option procedure; these courses are
indicated by P/F next to their titles in the Schedule of Classes. To take a course
pass/fail, do the following:

1. Enroll for the course as you normally would
2. During the schedule adjustment period, pick up a Grading Option application
   in the Office of Student Affairs.
3. Fill out the form, and have it stamped in the Office of Student Affairs, 200
   Crouse College.
4. Submit the completed form to the Registrar, Student Records Office (106
   Steele Hall) within the first two weeks of the semester.

The purpose of auditing a course is to further your knowledge without being held
responsible for fulfilling academic requirements for the course. Naturally, you will not
receive academic credit for the course. Audited courses appear on grade reports and
transcripts with zero credit hours and a grade of AU, which means no academic credit
has been earned. Audited courses do not affect your GPA, and they do not count
towards hours for graduation.

You need to decide during the schedule adjustment period if you wish to audit a
course. You may not rescind your selection to audit after the Add Deadline. You may
drop or withdraw from an audited course just as you do from any other course. Full-
time students are not charged for auditing. Part-time students pay for audited
courses at the regular per-credit-hour tuition rate. Applied music instruction and
studio courses offered by VPA may not be audited. To audit a course, follow the same
procedure you would to request the pass/fail option; you need your instructor's
signature on the application instead of the stamp required for pass/fail.

**INTRA-UNIVERSITY TRANSFER (IUT) and EXTERNAL TRANSFER**

Another option available to you is transferring in and out of programs and colleges
(both within and outside of Syracuse University) during the course of your academic
career. If you make any of these moves, you are referred to as a transfer student.
Those of you transferring into VPA from outside SU are called external transfer
students. Intra-university transfer (IUT) refers to movement in and out of colleges
within the Syracuse University system (including University College, SU's division for
part-time study). If you transfer between departments/programs within VPA, you are
changing your major. Transferring may require some negotiation concerning your
previously earned credit hours.

Contact your Recorder in 200 Crouse College, 315.443.2517 for more information
concerning academic requirements and transfer credit articulation.

To transfer out of VPA into another college at Syracuse University, do the following:
1. Discuss the requirements of the program you wish to enter and the possibility of
   your making the transfer with the appropriate faculty or staff in your college of
   interest.
2. Complete an Application for Undergraduate Intra-University Transfer.
3. Have the completed form signed by the appropriate person in your college of interest, indicating your acceptance into that college.

INDEPENDENT STUDY/ EXPERIENCE CREDIT

Independent study or experience credit is available to students who wish to explore a special problem or area of study for which a formal course does not exist. Independent study is usually a research project or academic work guided by a faculty sponsor. Experience credit is associated with fieldwork or other work experience in your program of study. The following guidelines apply:

1. In general, only juniors and seniors may enroll for independent study or experience credit. Under exceptional circumstances, qualified freshmen and sophomores may enroll for lower-division independent study course work.

2. You must have a minimum cumulative grade point average of 2.5 to enroll for either independent study or experience credit. Outstanding incompletes or missing grades automatically disqualify you from enrolling for either.

3. You must arrange for both independent study and experience credit prior to enrollment with your academic advisor, chairperson of your department/program, a faculty sponsor and the assistant dean. No retroactive credit will be given.

4. A combination of a total of twelve credits of independent study, experience credit or internship credit may count towards completion of your degree. You may register for one to six credit hours of independent study or experience credit per full-time semester and up to three credit hours in the summer.

5. Either a letter grade or pass/fail grade may be given for independent study. In some cases letter grades may be required.

To apply for independent study/experience credit, you need to submit a proposal:

1. Download an Independent Study form from Registrar Forms website.

2. Secure the approval of a full-time faculty member who will assist you in planning your work, oversee your progress and grade your final work. Teaching assistants, graduate students and adjunct faculty may not supervise independent study and experience credit projects.

3. Write your plan on the Proposal for Independent Study Course form and have it approved by your faculty sponsor, academic advisor and department/program chairperson.
4. Return the completed and signed form to the Office of Student Affairs to get approval from the assistant dean. This needs to be done by the published Add Deadline.

5. The signed form serves as your enrollment form for independent study or experience credit. The Office of Student Affairs will forward the approved proposal to the Registrar’s Student Records Office, where the course will be added to your schedule.

Internship credit may be granted to students who seek to further their knowledge through an internship experience. In addition to summer internships, students can earn academic credit for participation in local internships in the fall or spring semester.

You must be a junior or senior with a GPA of 2.5 or better to apply for internship credit. You may take one to six hours of internship credit per semester. A total of 12 credit hours earned through internship credit, independent study and/or experience credit may be applied towards your degree. Credit may be awarded on a pass/fail basis.

Consult with the Internship Program staff located in the Center for Career Services (235 Schine Student Center) and your faculty advisor for more information. It is highly recommended that students seek out internship experiences before they graduate, regardless of credit earned. Internship staff in room 235 Schine are eager to help. For more information: Link to internship website.

Transfer credit refers to receiving credit towards your degree in VPA for courses you take at other accredited colleges or universities. If you wish to pursue transfer of credits, fill out a petition for transfer credits form in order to receive preapproval before taking credits at another institution. Check with the Office of Student Affairs to see if the institution of your choice is appropriate for transfer of credits. Note the following guidelines that apply to this academic option:

1. You must have a 2.0 overall GPA to qualify for transfer credit

2. The following are not accepted as transfer credit:
   - Remedial/developmental course work
   - Internship credits
   - Experience credit
   - Independent study credits
   - PED (physical education) classes for art and music students

3. Required courses may not be taken for transfer credit without prior department approval

4. Only credit hours are accepted. Grades earned at other institutions are not calculated in your SU grade point average.
5. Courses you wish to repeat to raise a grade must be taken at SU.

6. A minimum grade of C (2.0) is required in courses considered for transfer. C does not qualify.

7. Pass grades (in a course taken pass/fail) must be certified to be at least a C.

8. No more than 66 credits will be accepted from a two-year institution.

9. No more than 90 credits will be accepted in transfer.

10. Exemptions or waivers granted by another university are not automatically granted at SU. You may apply for such waivers or exemptions after you arrive on campus.

11. In order to get transfer credit, you need to request that an official transcript of your credits be sent directly to the Office of Student Affairs, 200 Crouse College, Syracuse, NY 13244. Transfer credit accepted by another institution will not be accepted from that transcript. All transcripts must be originals.

You can earn academic credit called Advanced Placement credit (AP) at Syracuse University if you have successfully passed examinations administered by the Advanced Placement Program of the College Entrance Examination Board (CEEB), an independent entity. Scores from examinations are sent by the agency administering the exam directly to the University.

Since the award of credit for AP courses depends on your major and not all AP credit is accepted by SU, contact your faculty advisor or the Office of Student Affairs for more information. The table of acceptable Advanced Placement Examinations, with minimum scores for acceptance, credit awarded and course equivalencies, is in the SU Bulletin: Academic Rules and Regulations, which can be found in the Undergraduate Course Catalog. The courses listed there are the only ones accepted as AP credit. There are never exceptions.

**SPECIAL PROGRAMS**

Departmental policies and practices may restrict your ability to participate in some of the following programs. Be sure to discuss your plans thoroughly with your faculty advisor.

The Renee Crown University Honors Program is open to academically qualified VPA students. It is designed to provide a challenging intellectual opportunity for students that demonstrate a high degree of academic achievement. In the majority of cases, if
you qualify, you will be admitted to the university already affiliated with the honors program. For more information about the program, call the Honors Student Services Coordinator, 306 Bowne Hall, 315.443.2759; Link to Honors website.

The Syracuse University Study Abroad program (SU Abroad) offers you the chance to spend time studying in another country or US city. Some of the unique opportunities for VPA students include:

- Drama in London
- Music performance Strasbourg
- Design in London
- Music Industry/Music Entertainment in London
- Tepper Semester (Drama in NYC)
- Music Entertainment in Los Angeles
- Studio Art in Florence, Italy

Students may also pursue study abroad opportunities through other universities and should consult with their faculty advisor if interested.

Because studying abroad in some cases requires a portfolio review or audition, and in all cases takes a good deal of prearranging, it is best to start planning for this experience early, usually in your sophomore year. For more details about studying abroad, including costs and financial aid, call or stop by the SU Abroad Office at 106 Walnut Place, 315. 443.3471 or 800.235.3472; Link to SUabroad.

While studying abroad, registration for the following semester takes place through the SU Abroad Centers online.

LEAVES OF ABSENCE, WITHDRAWAL, AND READMISSION

A Leave of Absence from the University is a voluntary, planned hiatus in your studies initiated by you, the student. An Administrative Withdrawal is initiated by the University and is usually associated with academic suspension or a disciplinary action. If you decide to take a leave of absence, make an appointment to meet with the assistant dean for Student Affairs or the director of student support services for an exit interview and to complete appropriate online form.

If you leave school before the Academic Drop Deadline, all courses will be dropped from your transcript. Only the effective date of your leave of absence will be recorded on the transcript.

After the academic drop deadline, courses for which you are enrolled remain on the transcript, and grades of WD are recorded. After the Withdrawal Deadline a grade of F is recorded for all courses. Incomplete grades are not given for leaves of absence; only grades of WD and F can be recorded on transcripts.
You may apply for readmission if you have taken a leave of absence or are withdrawn from the University. You can request an application for readmission from the Office of Student Assistance (Steele Hall Room 306) or in the VPA Office of Student Affairs (200 Crouse College). If you are not on campus, call 315-443-2517 to request an application for readmission. Readmission is contingent upon both your eligibility and availability of space in the college and program of your choice.

PETITIONS TO THE FACULTY

A petition to the faculty is a generic form used for a variety of reasons, including requests for exceptions and substitutions to your degree program and documentation in support of your requests. Blank petitions are available to download: Link to Registrar forms.

Clearly state on the petition what you want and why, and attach supportive materials such as transcripts, course descriptions, letters from faculty, etc. Depending on the nature of your request, different signatures are required; ask someone in the Office of Student Affairs who should approve and sign your particular petition. Submit the petition to your academic recorder in the VPA Office of Student Affairs for review, and an approval signature. Copies of your petition remain with you, your faculty advisor and in your permanent file.

Common uses for the Petition to the Faculty include:

- Substituting one required course for another
- Substituting a major course from another school for one at SU
- Carrying an overload
- Withdrawal from a course
- Any other deviation from the norm not covered by a different procedure

GRADES

VPA and Syracuse University grade on a four-point, plus and minus, system. Grading symbols, their worth, Grade Point Average (also referred to as GPA) and academic standards of excellence are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality</th>
<th>Grade Points Per Credit Hour</th>
<th>Points for Three-credit Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior Range</td>
<td>4.0</td>
<td>12.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.6666</td>
<td>10.9998</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Points for Credits</td>
<td>Points for Grade</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
<td>--------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>B+</td>
<td>Good Range</td>
<td>3.333</td>
<td>9.9999</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
<td>9.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.666</td>
<td>7.9998</td>
</tr>
<tr>
<td>C+</td>
<td>Average Range</td>
<td>2.3333</td>
<td>6.9999</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
<td>6.0</td>
</tr>
<tr>
<td>C-</td>
<td>Barely Passing</td>
<td>1.6666</td>
<td>4.9998</td>
</tr>
<tr>
<td>D</td>
<td>Failure</td>
<td>1.0</td>
<td>3.0</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>Not Counted</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0 (Figured like an F in GPA)</td>
<td>0</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawal</td>
<td>Not Counted</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Not Counted</td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>Not Required</td>
<td>Not Counted</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Variable-length Course (Grade not due yet)</td>
<td>Not Counted</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Did not attend and did not withdraw</td>
<td>Not Counted</td>
<td></td>
</tr>
<tr>
<td>RM</td>
<td>Remedial</td>
<td>Not Counted</td>
<td></td>
</tr>
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</table>

To calculate your semester GPA, multiply the number of credits given for the course (usually three) by the number of grade points given for the grade you received (see above). For example, a three-credit course in which you received a B would earn you nine grade points for that course. Add all the grade points you received in the semester, and divide by the number of credits you carried. To calculate your cumulative GPA keep adding all your semesters' grade points together, and divide by the total number of credits you have carried. Or, there is a GPA calculator on MySlice that you can use.

Credits transferred from other institutions are not calculated into your GPA. Only use SU credits and grades in your calculations. A grade point is never rounded up or down.

Academic excellence is recognized on a number of different levels of achievement and at different times in your academic career. On-going, cumulative recognition of academic excellence includes your designation as a student in good standing (having a GPA of 2.0 or better) and/or as a student qualifying for the Dean's List. If you achieve a GPA of 3.4 or better carrying a minimum of 12 credit hours of graded coursework, exclusive of pass/fail, you will be placed on the Dean's List for the completed semester. A Dean's List card will be sent to your permanent address if you become eligible.

The following honors are conferred at graduation:
- **Cum Laude** (with honors), for a GPA of 3.4 or better
- **Magna Cum Laude** (high honors), for a GPA of 3.6 or better
- **Summa Cum Laude** (highest honors), for a GPA of 3.8 or better

You must complete a minimum of 60 graded credit hours at Syracuse University to be eligible for conferred honors.
An Incomplete is given only if you can demonstrate that it would be unfair to hold you to the normal time limits of a course. A common reason for taking this action is extended illness or a similar exceptional circumstance. If you must take an incomplete, download the form from [Link to Registrar forms](#) and complete it with your instructor. The form must then be approved by the Office of Student Affairs before it gets sent to the registrar. This form becomes a contract between you and your instructor that specifies the reasons for granting the incomplete and the conditions and time limit agreed upon for removing it.

An “I” will appear on your transcript and is calculated as an F in the grade point average until the instructor submits the final grade. An incomplete may result in academic probation status for the semester in which the “I” is given. Do not re-enroll for a course in which you wish to remove an incomplete. (You may graduate with outstanding incompletes, provided that your cumulative grade point average is equal to or greater than 2.0 with the incomplete figured in as zero grade points, the incomplete is not needed for graduation and, finally, on the condition that you register with your Recorder your intent to never remove the incomplete.) If it is impossible to contact the original instructor, obtain permission from the department/program chairperson to make arrangements to complete the course.

Missing grades are grades not reported by your instructor and are disregarded in calculating your GPA. You should contact your instructor immediately to determine why a grade is missing from your record. If you cannot locate your instructor, see the chairperson of the department/program in which the course was taught.

You may repeat a course to raise the grade by enrolling for, and retaking the same Syracuse University course. This is referred to as flagging a course. Make sure the course prefix and number are exactly the same as the course you took before. Equivalent courses taken at other institutions are not counted as repeated courses at SU and cannot be used to raise your grade. No courses may be repeated more than once to raise a grade, (unless it is required for your degree,) and no courses may be repeated to raise a grade after your degree has been conferred. In VPA only an academic elective course in which you have received a grade of D or F may be repeated. A studio course in VPA’s School of Art and Design may be repeated only when a grade of F has been received.

A course that has been repeated will count only once toward the hours carried and passed for graduation. Your transcript will note that the course has been repeated. Both grades will appear, but only the second grade (whether higher or lower than the first grade) will be calculated into your GPA.

Another form of flagging a course can occur at a time of transferring from one SU college to another. If you transfer into VPA and have accumulated courses that cannot be included in your new program of study, you may request to have these courses flagged for exclusion from your GPA (see your recorder in the Office of Student Affairs). Flagged courses and grades are not deleted from your transcript. You may not flag courses to make yourself eligible to transfer; flagging occurs only after you have been admitted to a program. You should be aware that when you
request flagging of courses from your previous program, you must flag all courses that do not apply to your new program, not only courses in which you received a low grade. In turn, this action could affect your eligibility for some financial aid awards in either a positive or negative way. See your financial aid counselor to discuss this before you request flagging a course or courses.

To request flagging a course or courses; use the grade adjustment form available in 200 Crouse College.

If you receive a grade that you believe to be grossly undeserved, there is a very specific protocol for questioning a grade. VPA’s grade grievance policy outlines the steps you may take ranging from the necessary initial conversation with your instructor clear through the grade appeal process. (See Appendix).

Your transcript is the official record of the classes you have taken and the grade you have earned in each. You may request, in person or in writing, an official copy of your transcript from the Registrar’s Office (Steele Hall Room 106). The Office of Student Affairs cannot give you a copy of your transcript or copies of transcripts from other institutions.

ACADEMIC PROBLEMS

Probation as an academic action will not come at you out of the blue. If your performance in a course is poor, your instructor may decide to fill out a course deficiency report. If this happens, you will receive a copy of the deficiency report, and a copy is also put in your permanent file. If you receive a course deficiency report, or if you are having difficulty with a class, you should have a conversation with your instructor as soon as possible.

All decisions about academic probation and subsequent suspensions are made by the academic standards committee of VPA. Your academic advisor or other members of the university community who may have special insights into academic standards and processes may be invited to sit with the committee as non-voting participants. The Office of Student Affairs is empowered by the college to impose probation actions described in the SU Bulletin: Academic Rules and Regulations, found in the front portion of the Undergraduate Course Catalog Link to Course Catalogue.

College Probation results from a semester GPA below 2.0 with a cumulative GPA above 2.0, or excessive NAs, incompletes or failure for other reasons to make normal progress towards your degree.

Academic Probation results from a cumulative GPA below 2.0.

You are required to meet with the Director of Student Support Services in the Office of Students Affairs regularly during the semester(s) you are on academic probation.

As you are put on probation, the Academic Standards Committee establishes reasonable criteria that you must meet to get off probation. If you fail to meet the
minimum criteria to get off probation or otherwise depart from standards required to be a student in good standing in VPA, you may be placed on Academic Suspension.

In some cases you may appeal academic suspension decisions by submitting a letter stating your grounds for appeal. Appeals must be based on evidence regarding your academic status that was not originally considered by the Academic Standards Committee. The appeal letter must reach the assistant dean for Student Affairs by the date given in your notification letter. Your academic advisor or other members of the University community who may have special insights into academic standards and processes may be invited to sit with the committee as non-voting participants in the appeal process.

If you are suspended from VPA for academic reasons, you may not take any coursework at the University. You may apply for readmission after at least one calendar year has elapsed from the date of your suspension. Your first step in this process is to send a letter to the assistant dean for Student Affairs requesting readmission, including in the letter how you spent your year away from school.

Other reasons for being suspended from the university include giving or receiving aid in examinations, committing plagiarism, falsifying any University academic record or being found guilty of any form of academic dishonesty. The University's Academic Integrity Policy and Procedures are available to review online at Link to Academic Integrity website. For your own protection, please review the student resources located on this web site and seek clarification if you are unsure about what constitutes academic dishonesty.

GETTING READY TO GRADUATE

In the spring semester, juniors should meet with their academic recorder in the Office of Student Affairs, (200 Crouse College,) for a credit check. Students that have not met with a recorder by the end of junior year may do so during the fall of their senior year. Recorders are responsible for signing off on your degree and can answer any questions you have about your credits or degree progress. Your recorder will help you determine what degree requirements you have left to complete. To make an appointment with your recorder, please call 315.443.2517.

The diploma request is essentially an order for your diploma. Students that intend to graduate should file their diploma request on MySlice. A diploma will not be ordered for you until you have submitted your diploma request, nor will you receive notice of commencement activities. You should file your diploma request in the fall of your senior year to make sure you are included in commencement materials and mailings. Questions should be directed to the Diploma Office 315.443.2222.
If as an undergraduate you have completed eight regular semesters of academic work as a full-time student on the Main Campus, and you have eleven or fewer credits to complete towards the baccalaureate degree, you may petition through the dean of VPA to take these credits during your last semester at the University College tuition rate and still receive your degree from VPA. If you complete your degree requirements in fewer than eight regular semesters you are not eligible for this rate exception.

When you have met all degree requirements, you are eligible to participate in commencement. The lists of degree recipients and honors conferred are tentative until degrees are certified following the ceremonies in May. If it is reasonable to assume that you will complete degree requirements in summer sessions immediately following May commencement, you may participate in those commencement activities. December graduates attend commencement the following May.

APPENDIX: GRADE GRIEVANCE POLICY

University Senate Policy on Normal Practice for Course Grade Appeals as Implemented by the College of Visual and Performing Arts

The following set of general statements represents normal practice at Syracuse University for a student seeking resolution to a grievance of a course grade.

1. The assignment of grades at Syracuse University is the responsibility of the faculty; once assigned by a member of the faculty, a grade cannot be changed without his or her consent except by due process as detailed below. In cases where the instructor of record is not a member of the faculty, the faculty member charged with oversight of that instructor is ultimately responsible for the assignment of grades.
2. A course grade is based upon the instructor's professional assessment of the academic quality of the student's performance on a body of work. Such assessments are non-negotiable, and disputes about them do not constitute valid grounds for an appeal. Valid grounds can arise, for example, when an instructor fails to provide or implement uniform and consistent standards, or bases an assessment on criteria other than academic performance.

Any bold type description below is policy implemented by the College of Visual and Performing Arts:

Unique to each course and instructor, course grades may be based upon the instructor's professional assessment of the academic quality of the student's performance on a body of work, a compilation of "points" based on a student's successful completion of assigned work or a combination of the two. Disputes about professional judgment do not constitute valid grounds for appeal, unless it can be proven that those assessments were invalidated by a bias toward a student or group of students based upon a proven violation of the University's Equal Opportunity Policy. An alternative ground for appeal would be arbitrary or capricious grading, for example, when a clerical error produces incorrect point tabulation, an instructor implements unreasonable change in grading criteria after the drop period has passed or bases an assessment on criteria other than academic performance.

3. Unless there are issues of a personal nature, the appeal process for a grade dispute begins with the instructor of record. Failure to comply with this may be grounds for denial of subsequent appeals. Any appeal beyond the instructor of record must be initiated in writing to the department chair before the last day of classes of the academic year semester immediately following the one in which the aggrieved grade was received by the Registrar. This written appeal should describe the basis for the grievance, the informal steps taken to resolve the dispute, and the remedies sought.

VPA policies implementing these procedures are identified through this statement and were approved by its College Board on April 1, 1999. Syracuse University's grade appeals policy (the framework document here, not in bold typeface) was approved by the University Senate on December 9, 1998. VPA: The College strongly recommends that an informal negotiation process be considered before the case is moved forward. An informal negotiation process can reduce the anxiety and conflicts between the parties involved, and end the grievance process.

A student filing a grade grievance in VPA must submit a Grade Mediation Letter with the following information to the assistant dean for undergraduate or graduate student affairs, depending on whether the course involved was an undergraduate or graduate course. The letter must contain the following information:
Name of Student
VPA School or Department

Name of course

Name of professor or course director and instructor

Please attach a typed sheet (or sheets) describing why you believe you were graded unfairly.

What remedy are you seeking or do you expect?

Attach a typed sheet (or sheets) giving a chronology of the problems that resulted in your grade grievance. Describe relevant conversations between yourself and the professor both during the course and after. If there are relevant written materials -- letters, memos, emails or notes, attach a copy of them as well.

Provide a chronology of your actions since the grade was given. Attach any relevant written materials.

Upon receipt of the Grade Mediation Letter, the assistant dean will determine if the grievance meets the criteria for appeal under the Senate Policy, i.e. whether it alleges some basis for review other than a challenge to the instructor's professional assessment of the academic quality of the student's performance on a body of work. Throughout a grade appeal process, the respective assistant dean will function as an advisor, consultant, arbitrator and administrator to the process, and will keep all involved parties informed of the progress of the case.

If the grievance meets the criteria for appeal, the assistant dean will provide the instructor of record with a copy of the Grade Mediation Letter and ask for confirmation that the instructor has had the opportunity to act on that grievance.

4. If satisfaction is not obtained at this or any subsequent level, the appeal always moves to the next level of authority. The levels in succession are: the instructor of record, faculty member in charge of the course, the department chair of the faculty member, the dean of the department chair.

5. At each level of appeal, a fair and thorough hearing of all views is sought before a decision is made. This may, but need not, require a face-to-face meeting of the parties directly involved in the dispute. A decision may be reached if both student and instructor agree. If such a decision cannot be reached, a panel designated by the college for this purpose shall hear the case. Details of the operation and manner of selection of this panel may vary
by school or college, but shall conform to the following guidelines (see bylaws of school or college.)

The VPA Grade Grievance Committee shall have a standing chair selected by the dean and shall consist of three voting members: the director of an area in whose area the challenged course was taught (or that individual’s designee from the tenured faculty of the area, if he or she already reviewed the grievance as department chair); another tenured faculty member from that area, previously appointed by the director of the area to the Committee for a two-year term; and a third tenured faculty member, designated by the dean, from outside of the department.

1. The panel shall have a quorum of at least 3.

2. All voting members of the panel shall be tenured faculty.

3. No member of the panel shall hear a case that has been involved in previous stage of the appeal.

The three members of the Committee hearing a case shall have no conflict of interest with the grade grievance in question.

1. Membership of the panel shall be fixed and made public in a given academic year, though replacements may be made in the event of resignations.

2. Membership of the panel shall be approved by the faculty of the school or college, or by a representative group of the faculty, in each academic year.

3. The Senate Committee on Instruction shall approve the manner of selection and charge of a school or college's panel before its first case. The committee shall also approve any subsequent changes in the manner of selection or charge of each college or school's panel.

The panel may, at its discretion, meet with the aggrieved parties either separately or together. The decision of this panel, either to deny the student's original appeal, or to authorize the Registrar to change the grade, shall be final. The panel shall inform both the student and the instructor of its decision in the writing. The panel shall also summarize the case and its outcome in a written report to the Senate Committee on Instruction. Said committee may include summary statistics on grade disputes in its final report to the Senate.

In reviewing a grade grievance case, the Grade Grievance Committee may inquire into the case through various methods that can include, but are not limited to, evidence gathering, interviews of or solicitation of written statements from the party or parties involved, an informal hearing on the grievance with both the student and the instructor of record present, and consultation with the academic community. The
student filing a grade grievance and the instructor of record shall each
have the right to bring to any such hearing an advisor or advocate, who
may not be a member of the committee. The advisor or advocate has
no standing in the hearing, except to provide advice to the student or
instructor of record in a quiet manner, and may not represent or speak
for the student or instructor, except at the request of the committee
chair.

1. The only grounds for any further appeal shall be irregularities in the above
procedures. In such cases, either party may appeal the final decision of the
faculty panel to the Senate Committee on Instruction. The Senate Committee
on Instruction may either deny the appeal or insist that the procedure begin
anew at the point the irregularity occurred.

2. All stages of the appeal process shall be kept confidential to the maximum
extent possible, consistent with the Family Education Rights and Privacy Act.