



## **Advising Guide for Students & Faculty**

## School of Music Advising Guide 2009-10

### School of Music student records information

#### **Faculty advisor responsibilities:**

Student files contain confidential information, under the guidelines of FERPA and for student's protection; at no time should a student be given their school file. The purpose of this is to protect information of a moderate to highly confidential nature from exposure to personnel who have no need to its access for academic purposes. Access to the student's personal file material will be limited to faculty advisors, Student Services, office personnel, and all who have legitimate need of the record at the time of viewing.

The student's files usually contain the following types of information:

- Medical information
- Grievance correspondence
- Letters about the student or from the student, student's advocate, or advisor describing personal problems, specific medical or mental health diagnosis, or confidential circumstances which the student experienced
- Specific details for anything covered under the Americans With Disabilities Act (ADA) as provided to the School of Music by the KU Student Services offices

#### **Student request to view files:**

Students may be permitted to review their personal school files, but this review must be done under the supervision of the Student Services staff. Students may not physically remove school files from any office under any circumstances. Before school files are released for student review, appropriate School of Music personnel will review the file to make sure it is complete and orderly.

Request for access to a file by a student will ordinarily be responded to within 24 hours, except during high volume periods, during which times students will be permitted access to their files in no more than five business days. *FERPA regulations require response to such requests within 45 days.*

### KU Online Advising Tool

The December 30, 2007 launch of the KU Online Advising tool is just the first step in a phased (multi-year) implementation. This first launch includes

- Access to student record information
- Extensive course/class search capabilities
- Advisor notes to track interactions between advisors and students
- Secure messaging to allow advisors to contact students with important academic notifications
- Appointment notes to track appointments between advisors and students

As with many online services, additional functionality and enhancements will be added to the Online Advising tool frequently and rapidly.

The last release/memo: <http://www.provost.ku.edu/memos/20080117.shtml>

### **How do I get access?**

If you are a student, you will automatically have access to your own information under the Advising tab of the Kyou portal. If you are staff or faculty with advising responsibilities you can [request access](#) to a broader set of information and functionality. Pending approval of this request, you will see additional options on the Advising tab. If you currently have access to the ARTS system, you automatically have advisor level access to the Online Advising Tool.

### **Where can I get help?**

In addition to documentation provided on this website, you can contact the Information Technology Customer Service Center at 864-8080. Depending on your question, they can connect you to the right resource.

## **Undergraduate Degree Requirements**

All students must advise with faculty and/or staff advisors prior to enrolling each semester. If you are entering your final year of courses, you must complete a GRAD Check Request Form. This form along with a Graduation Checklist is available on our website: [www.music.ku.edu/](http://www.music.ku.edu/) then MORE>>, then in the right-hand column "Student Resources and Forms". The GRAD check request form should be returned to Student Services in 450 Murphy Hall.

No undergraduate student can graduate from KU without a minimum total credit hours of 124 and of these a minimum total credit hours of 45 must be junior/senior level courses (courses numbered 300 and above).

**All music majors need at least one ensemble each semester FOR CREDIT.**

**English requirements** Students in the School of Music must enroll in English continuously until English 101 and 102 are satisfactorily completed. The third required English course should be completed as soon as possible. **When the requirement is reduced as in Advanced Placement (AP) or ACT or Honors Placement, but with no credit hours, students must substitute English hours with liberal arts electives.**

**Electives** Students may not count more than four (4) credits of HSES activity courses toward the total credit hours required for their degree. These count only as non-music electives.

**Excess Hours Approval** An undergraduate music student may not exceed 20 hours per fall or spring semester and 9 hours per summer semester. To exceed the maximum, approval must be requested by completing a Schedule Change form in 450 Murphy Hall. If approved, then the form needs to be delivered by the student to 151 Strong Hall for processing.

**Grade Point Average** Students must have a 2.0 GPA or higher to graduate from a degree program in the School of Music. See ***Probation and Dismissal*** for other GPA requirements.

**Honors Program** admission is available to prospective first-year students; first-and second-year students already enrolled at KU; and incoming transfer students. Please see page 58 in the Undergraduate Catalog.

**Incomplete Policies** The University Senate, in its April 23, 2009 meeting, voted to change the incomplete policies in USRR section 2.2.3 (incompletes). Effective with fall 2009 courses, all incompletes automatically revert to a grade pre-determined by the faculty member once a year has elapsed. If no grade has been pre-determined, then the "I" will convert to an "F" or a "U" as designated by the grade menu.

**Junior-Senior Courses** are courses numbered 300 and above. **Forty-five (45) credit hours of 300 level and above** courses must be completed by all students to meet graduation requirements. No more than two years of work – 64 credit hours – in any curriculum may be transferred from a community college. All community college work is freshmen/sophomore level and can never be counted as junior-senior credits.

**Petition Process** If a student wants to take a course to replace a required course for their degree requirements, the student must petition Committee on Undergraduate Studies (CUS). Petitions are available on our website: [www.music.ku.edu/](http://www.music.ku.edu/) then MORE>>, then in the right-hand column "Student Resources and Forms", and should be returned to 450 Murphy Hall.

**Probation and Dismissal** A prospective student not meeting the admission standards for the School of Music may be admitted on probation. A student not on probation who fails to earn a GPA of at least 2.0 in any semester is placed on probation for the following semester.

At the end of the semester in which the student has been on probation, he or she is removed from probation if the GPA for the semester is at least 2.0, with a minimum course load of 12 hours and a cumulative GPA of 2.0. A student whose course load is fewer than 12 hours or whose cumulative GPA is below 2.0 will continue on probation even if the semester GPA is 2.0 or above.

At the end of the semester in which the student has been on probation, he or she is dismissed for poor scholarship if the GPA for the semester is below 2.0.

A student who has been dismissed for poor scholarship is not eligible to enroll again at any time, except with the special permission of the dean or dean's representative in the School of Music. A reinstated student is placed on final probation. If the student fails to achieve a minimum GPA of 2.0 for the semester, he or she is dismissed, and readmission is not granted. This can be found on pages 42 & 43 in the Undergraduate Catalog.

**Remedial courses - courses numbered below 100** do NOT count toward graduation. For example, if MTHC 099 or MATH 002 are required, then they must be satisfactorily completed, but do not count towards the minimum 124 credit hours for a degree.

**Transfer of Credit(s)** Only grades of C or better are accepted in transfer credit toward degrees offered by the School of Music. A transfer student must complete thirty (30) hours of credit in residence at KU before receiving a bachelor's degree. See page 44 in the Undergraduate Catalog.

**The quickest place to find what courses transfer to KU from other institutions is to visit the Transfer Equivalency System at:** <http://www.admissions.ku.edu/credtran/>.

**Transfer, community college** No more than two years of work – 64 credit hours – in any curriculum may be transferred from a community college. All community college work is freshmen/sophomore level and can never be counted as junior-senior credits. See page 42 in the Undergraduate Catalog.

# **Graduate Degree Requirements**

**English Proficiency Requirements** If non-native speakers of English and/or international students do not follow the acceptable means of verifying English proficiency for admittance, TOEFL scores are required. In addition, TOEFL scores are valid for a two year period. (See page 13 of the Graduate Studies Catalog for the acceptable means of English proficiencies.) Certificates of taking English courses from a US university are not acceptable documentation.

**Completion of Deficiencies** It is strongly encouraged to have the student complete their deficiencies during their first semester or first year of study.

**Completion of Master's, Comprehensive Orals, and Final Oral Exams (new progress to degree forms)** Notification to prepare these forms needs to be turned into Student Services, in 450 Murphy, three weeks prior to the scheduled exam. *This policy will be enforced.*

**School of Music Graduate Calendar** This calendar states important deadlines that students need to know. The calendar is emailed to faculty and students. It is also posted on the School of Music website <http://music.ku.edu/school/documents.shtml> . It is highly recommended that faculty and students review these important dates.

**Petition Process** If a student wants to take a course to replace a required course for their degree requirements, the student must petition COGSM. Petitions are available on our website: [www.music.ku.edu/](http://www.music.ku.edu/) then MORE>>, then in the right-hand column "Student Resources and Forms", and should be returned to 450 Murphy Hall.

**Incomplete Policies** The University Senate, in its April 23, 2009 meeting, voted to change the incomplete policies in USRR section 2.2.3 (incompletes). Effective with fall 2009 courses, all incompletes automatically revert to a grade pre-determined by the faculty member once a year has elapsed. A student may not take oral comprehensive examinations or graduate with an incomplete recorded fall 2009 or later on the student's record. If no grade has been pre-determined, then the "I" will convert to an "F" or a "U" as designated by the grade menu. Students are not eligible to take their Comprehensive Orals and/or Final Oral Exams with an "I" on their transcript.

**Full-time Enrollment** Graduate music students required to have full-time status must be enrolled in a minimum of nine (9) credit hours during fall and spring semester, six (6) credit hours in summer session.

**Maximum Enrollment** Students may enroll in a maximum of sixteen (16) credit hours a semester and eight (8) credit hours during the summer session.

**Excess Hours Approval** To exceed the maximum, approval must be requested by completing a [Schedule Change Form](#) with the dean's stamp in 450 Murphy Hall. If approved, then the form needs to be delivered by the student to 151 Strong Hall for processing.

**Enrollment** Graduate students must to be enrolled in the semester they graduate.

## **Civility**

### ***Keys to Civility For Students and Faculty Members***

From Student Success and the Center for Teaching Excellence

## **Faculty Responsibilities**

Faculty members should be very clear about how they expect students to perform and participate in courses. During the first week of classes, instructors should discuss their expectations, including acceptable conduct during class meetings (e.g., no cell phones, no sudoku or crossword puzzles, etc.). The discussion could also include specifics about attendance and whether late assignments are accepted. Instructors should be clear about communication, including forms of address, timing and amount of phone or e-mail contact, and the degree of formality that's appropriate. Students should be asked how they would like to be addressed in class or in phone and e-mail communication (e.g. "Miss Smith" or "Ms. Smith" or "Jenny"). Instructors should also be clear about how quickly they'll provide feedback on student work. Ideally, faculty identify standards similar to those they use for students. As part of an open class discussion, instructors should explain how they'll respond if students ignore the guidelines for class conduct. **At all times, instructors should respect a student's right to offer alternate opinions and to ask questions.**

Some things must remain areas of instructor discretion, not subject to negotiation with students. These include course content, criteria for understanding/performance, nature and timing of assignments (in and out of class) and use of class time. As with other areas, these expectations should be made explicit at the beginning of the course.

### **What are the guiding values of a KU classroom?**

- Focused on learning and communication
- Respectful of diverse understandings
- Committed to supporting learning
- Respectful of all people

### **So, what are the keys to civility?**

1. Talk about and be clear about expectations—how to address each other, communicate in and out of class, meet community standards for conduct.
2. Recognize that disagreements are part of university life, and there's a difference between understanding and agreement.
3. If you disagree with someone, be respectful.
4. Support the KU community as we all pursue learning and discovery.

For more information, contact:

<http://www.vpss.ku.edu/> <http://www.vpss.ku.edu/pdf/Civility%20Brochure.Fall06.pdf>

Vice Provost for Student Success  
133 Strong Hall  
Phone 785.864.4060  
E-mail [vpss@ku.edu](mailto:vpss@ku.edu)  
[www.vpss.ku.edu](http://www.vpss.ku.edu)

Center for Teaching Excellence  
135 Budig Hall  
Phone 785.864.4199  
E-mail [cte@ku.edu](mailto:cte@ku.edu)  
[www.cte.ku.edu](http://www.cte.ku.edu)

## **Additional Resources**

**For questions regarding any university policy or procedure, please contact the registrar's website: [www.registrar.ku.edu/](http://www.registrar.ku.edu/). It is very user friendly (you may choose the letter of the topic you want and then it gives you all topics that start with that letter). It is one of the most helpful online resources available!**

**For questions regarding specific School of Music policies and procedures, please contact Student Services in 450 Murphy Hall.**

## **Forms**

For graduate and undergraduate students

**Add** Adding a course or increasing credit hours in a course. This form is needed after the 5<sup>th</sup> day of classes when adding can no longer be completed online. Student and instructor signatures are required, then the [Schedule Change Form](#) must be taken to 151 Strong Hall for processing within 10 days of the date of instructor's signature or by 5:00 pm on the University's published "last day to add classes," whichever comes first.

**Application for Graduation** is to be completed online by students through Enroll and Pay. **Students must apply for graduation or they will not graduate.** At the latest this form should be completed online in the semester prior to expected graduation. Check the Registrar's website for exact deadlines each semester.

**Change of Grade** is to be completed and signed by the instructor and then taken by the instructor to Student Services, 450 Murphy. **Many grades can now be changed online.** Use this card when that is not possible. This card is used to change an (I)ncomplete, (P)rogress or ( ) other when an "incorrect" grade was given due to bookkeeping or other error in compliance with University Senate Rules and Regulations 2.3.1.

**Change of Section** is for changing to another section of the same class. This form is needed after the 5<sup>th</sup> day of classes when this can no longer be completed online. Student and instructor signatures are required, then the [Schedule Change Form](#) must be taken to 151 Strong Hall for processing within 10 days of the date of instructor's signature or by 5:00 pm on the University's published "last day to add classes," whichever comes first.

**Change of School** for undergraduate students only. To be completed by the undergraduate KU student to request admission into the School of Music. Available on our website: [www.music.ku.edu/](http://www.music.ku.edu/) then MORE>>, then in the right-hand column "Student Resources and Forms". Academic and audition standards must be met before admission is granted.

**Class Permission Numbers** can be given to students by faculty. The permission number allows the student to enroll online into that specific class when they are not otherwise allowed to do so. **These numbers do not work after the fifth day of class because online adding ends.** The student would need to complete a Schedule Change form and have the instructor sign it. The signature replaces the class permission number.

**Credit/no credit option** is available to **only undergraduates** for one course per semester, if the course is an elective not in their major. This option is not allowed for required courses in the major or electives in the major – only academic electives or general electives may be taken for credit/no credit. A student must complete the card to request credit/no credit and submit it to the Director of Student Services, 450 Murphy Hall, only during the dates posted each semester by the Registrar's office (approximately: fifth and sixth week of classes in Fall or Spring and during the third week of Summer session). For further information please see page 38 in the Undergraduate Catalog.

**Drop** Dropping a course or decreasing credit hours in a course. Student and instructor signatures are required, then the [Schedule Change Form](#) must be taken to 151 Strong Hall for processing within 10 days of the date of instructor's signature or by 5:00 pm on the University's published "last day to drop classes," whichever comes first. If dropping ALL classes in any one semester, please see **Semester and/or University Withdrawal Form** information.

**Petition by undergraduate students** for substitutions of requirements for degree. Justifiable reasons should be given for any course substitutions: curricular changes and transfer credit from other institutions. Unjustifiable reasons include, but are not limited to: necessity to graduate, unaware of school regulations and degree requirements, and being misadvised. Petitions are available on our website: [www.music.ku.edu/](http://www.music.ku.edu/) then MORE>>, then in the right-hand column “Student Resources and Forms”, and should be returned to 450 Murphy Hall. After published deadlines, please see below – Request to Faculty Executive Committee for Exception to University-wide Academic policy.

**Request to Faculty Executive Committee for Exception to University-wide Academic Policy.** Petition to be used when adding, dropping, withdrawing, or CR/NC **after the published deadlines** as well as for academic forgiveness. Approval is given only if the departmental committee **and** the university-wide committee approve the petition.

**Schedule Change Form** <http://www.registrar.ku.edu/forms/forms.shtml> should be completed by students who wish to change their semester schedule after online changes end and before the University’s published deadlines for making various changes.

**For questions regarding any university policy or procedure, please contact the registrar’s website: [www.registrar.ku.edu/](http://www.registrar.ku.edu/) . It is very user friendly (you may choose the letter of the topic you want and then it gives you all topics that start with that letter). It is one of the most helpful online resources available!**

**Semester and/or University Withdrawal Form** should be completed by students who want to drop all courses in a given semester and withdraw from the university for the current semester or longer. The student must complete the form and have a Dean’s approval from 450 Murphy Hall before taking it to 151 Strong Hall for processing. At this time, there is no way to do this online. However, they are working on it!

After the last day to cancel (the second period drop), then the student must also have each instructor complete the form for dropping each course. The **Semester and/or University Withdrawal Form** should then be taken to 450 Murphy Hall and then carried by the student to 151 Strong Hall.

**Transfer of Credit(s)** The quickest place to find what courses transfer to KU from other institutions is to visit the Transfer Equivalency System at: <http://www.admissions.ku.edu/credtran/>.

**Time Conflict Approval** is on the **Schedule Change Form**. The Time Conflict Approval section must be completed by the student and **both instructors** must sign and date. Then the **Schedule Change Form** must be taken to 151 Strong Hall for processing within 10 days of the date of instructor’s signature or by 5:00 pm on the University’s published “last day to add classes,” whichever comes first.

**Undergraduate Plan (Major) Update Form** should be completed by students who change their majors within the School of Music. Undergraduate student must have audition approval before changing majors. These forms are available on our website: [www.music.ku.edu/](http://www.music.ku.edu/) then MORE>>, then in the right-hand column “Student Resources and Forms”, and should be returned to 450 Murphy Hall.