

Grading System and Progress Towards Graduation

Grading System

Grades for music courses are ABCD (+ and/or -)/F (4-point system) with the exception of aural training courses. Grades for aural training courses (MUSC 173, MUSC 174, MUSC 273 and MUSC 274) are ABC (+ and/or -)/F.

Incomplete Grades

A grade of "I" (Incomplete) is given when, because of illness or other extenuating conditions beyond the control of the student, he/she is unable to complete all of the requirements of the course. Neglected work or lack of preparation is not an acceptable reason for assigning an incomplete. The work of the course must be completed two weeks prior to the last day of classes in the next academic session of enrollment, excluding Summer Term or the "I" becomes an "F." For applied lessons, the student must complete the course work by the second week of the next semester to be able to continue in the next applied course that semester, otherwise the "I" becomes an "F."

At the midpoint of each semester, students receive evaluations of their achievement to that point. Courses in which they are receiving a C-, D, or F are so indicated.

Course Exclusion Option

If you are an undergraduate, you may elect to have the grade and the credit earned, or attempted in the case of failure, for one course excluded from credit toward graduation and from inclusion in your GPA. An excluded course, with the grade earned, will remain on the transcript and be designated as "E" or "excluded from GPA." An excluded course may not fulfill any requirement, nor will it count toward credits/units needed for graduation. This may result in having to take additional courses to meet graduation requirements. Courses that you take during your final semester in which you are scheduled to graduate are NOT eligible for the Course Exclusion option.

Although an excluded course will not affect your cumulative GPA, the grade received and associated credit(s)/unit(s) will be used in the GPA calculation for academic honors. If you apply to a graduate program or a professional school, the school you are applying to may recalculate your GPA with the inclusion of the excluded grade. To exercise this option, you must apply for Course Exclusion after the grade for the course has been posted, and no later than the last day of classes of the next regular semester of enrollment (excluding summer) after the course was completed. Apply for the option using the Course Exclusion form available in the Office of the Registrar. This option requires the approval of your academic dean, so the Dean's office must receive the form prior to the deadline. The Dean's office will notify you if the request is approved, and will send approved forms to the Registrar's Office for processing.

Pass/Fail Course Option

A student can take the a pass/fail option on a total of two courses that are not ordinarily pass/fail. To exercise this option, the student must obtain a pass/fail form from the Office of the Registrar, have the form signed by the faculty advisor, and return it to the Registrar prior to the appropriate deadline (see the academic calendar for the specific date for each term). Once initiated, the pass/fail option may not be changed.

The pass/fail option may be used only for courses which are not applied toward a major or minor and not applied toward Writing, First Year Seminar, Junior Seminar, and Quantitative Reasoning course requirements. For music majors, the pass/fail option may be used for relatively few classes. Courses that are NOT ELIGIBLE to be taken pass/fail are:

- Any MUSC, MUSE, or MUSA that are degree requirements for your major.
- For BM Outside Field or BM Outside Field Business Leading to an M.B.A., classes that fulfill a requirement in the stated outside area.
- Writing, First Year Seminar, Junior Seminar, or Quantitative Reasoning general education courses.
- Courses that are required for your minor.

Progress towards Degree Completion

Music majors are allowed to attempt each music course two times only. If both attempts to complete a course are not successful, whether through failure or withdrawal, it is possible for the student to appeal to the Dean for an exception to this ruling. Appeals will be considered only when based on circumstances beyond the control of the student or other exceptional circumstances.

Credit Requirement for Music Degrees

Although each degree within the Music School requires the completion of prescribed courses, which total from 32 to 36 units, it is possible for students to reduce the number of courses by showing competency in some areas through exemption exams. The Stetson Catalog specifies the number of credits required and which courses are required for graduation in any specific degree. A student is bound to the catalog posted in the year they enter Stetson. If a student changes majors, the student is bound to the catalog posted in the year the major change occurs.

Academic Remediation

At various times throughout each semester, faculty discuss students who are having trouble in their classes, ensembles, and/or lessons. After brief discussion, those students will be further evaluated by a select committee of faculty to determine the most appropriate course of intervention for each student. On occasion, students may be required to enter into a contract with the School of Music designed to establish a minimum level of progress required to continue in a music degree. Contracts typically include:

- The requirements for the student in the current term—those things that the student must do in order to alleviate faculty concerns, for example:
 - Attainment of a certain grade in a course(s) this term
 - Attendance
 - Counseling
 - Performance requirement
- The action that will be taken if the student does not or is not able to complete the requirements of the contract, possibly:
 - Suspension from the School of Music for 1-2 terms
 - Removal from the School of Music
 - Removal from current major or emphasis

The Dean or Associate Dean will meet with the student to discuss the contract. Toward the end of each semester, the Dean will communicate with appropriate faculty about the student's success in completing the obligations of the contract. If the student has not met the contract's obligations, the Dean will meet with the student to apply the action required under the contract. The action should not be adjusted without another meeting of the committee.

Academic Honor System

As an institution of higher learning, Stetson University depends upon its members—students, faculty, staff, and administration—to uphold the highest standards of academic integrity. Without a commitment to this ideal, the foundation of our educational mission is undermined, and truth—the ultimate goal of our pursuits at the university—condemns rather than uplifts our character. The Honor System seeks to nourish a vital campus culture, one where students, faculty, administration, and staff are mutually committed to pursuing truth in a spirit of cooperation and respect. Laws and rules exist to protect a society and its members, but to flourish truly, a community relies upon the individual to take responsibility for his or her actions and to uphold certain bedrock principles. The Honor System specifies actions that are harmful to the community and establishes ways of reprimanding those who violate basic standards. The primary justification for the Honor System is that it challenges individuals to reflect upon the ethical issues they face as members of a university, and encourages them to take positive steps to maintain the integrity of themselves and their community. Moreover, by affirming student self-governance in the form of an Honor Council, this Honor System underscores the central roles that both students and faculty play in upholding academic integrity.

The Honor Pledge is a promise made by undergraduates to uphold high standards of integrity and honesty in their academic work. By enrolling in Stetson University, students commit themselves to abide by the principles and spirit of the Honor System. They will be asked to demonstrate that commitment by signing a written pledge that will be kept on file by the Honor Council. Faculty are encouraged to underscore the continuing vitality of the Honor Pledge by having students reaffirm their promise when turning in tests, quizzes, papers, or other assignments. For the purposes of assignments, a student who writes the word "Pledged" followed by her or his signature is understood to be reaffirming her or his commitment to the principles of the Honor System.

THE HONOR PLEDGE

As a member of Stetson University, I agree to uphold the highest standards of integrity in my academic work. I promise that I will neither give nor receive unauthorized aid of any kind on my tests, papers, and assignments. When using the ideas, thoughts, or words of another in my work, I will always provide clear acknowledgment of the individuals and sources on which I am relying. I will avoid using fraudulent, falsified, or fabricated evidence and/or material. I will refrain from resubmitting without authorization work for one class that was obtained from work previously submitted for academic credit in another class. I will not destroy, steal, or make inaccessible any academic resource material.

By my actions and my example, I will strive to promote the ideals of honesty, responsibility, trust, fairness, and respect that are at the heart of Stetson's Honor System.