

# UNDERGRADUATE INFORMATION

## General information

Students who have matriculated in a professional curriculum receive enrollment preference for courses in their program. However, unless otherwise indicated, all courses are open to any student in the university.

Because of the sequence in which course work is arranged, only transfer students will be considered for mid-year admission. With the exception of art history classes, all courses must be taken in their numerical sequence unless approved by the chair of the department in which they are listed.

In many of the courses, a considerable amount of work is done outside the classroom. This work is done in addition to the work done in the scheduled classes students are required to attend. Departments within the school reserve the right to retain examples of student work for permanent collections. Before enrollment, students should contact the appropriate department chair for a more detailed curriculum outline than that which appears in this bulletin.

## Academic requirements

All majors in the School of the Arts must earn a minimum GPA of 2.0 in their major concentration as well as the overall GPA in order to meet the university requirements for graduation.

The department and the student's adviser periodically evaluate the record of each student. If at any time during undergraduate studies the department faculty concludes a student is not demonstrating adequate progress in the area of concentration, the student will be advised to withdraw from that department.

Some degree programs stipulate minimum GPA requirements in the major concentration higher than 2.0 and other special reviews to determine satisfactory progress in their programs. Students are advised to refer to the individual department sections in this bulletin detailing prerequisites (i.e. portfolio reviews, juries, recitals, progress review, etc.) that govern admission to advanced-level study.

Student participation in both credit- and noncredit-bearing department activities may be required. Students matriculating in School of the Arts degree programs are bound by the policies and procedures stipulated in this bulletin and in other current departmental student handbooks or policy documents of the school's academic departments in which students are registered for courses.

## Special charges

All full-time majors enrolled in the School of the Arts are charged a comprehensive fee each semester. The fee schedule (<http://accounting.vcu.edu/tuition/coursefees/#arts>) is available on the Financial Aid website. The fees are prorated to the individual departments that determine the expenditures, resulting in a rebate to the students through materials, services and/or equipment, and may include models, field trips or special lectures. Students enrolled in any of the numerous courses that require an additional outlay for materials will be billed for those individual fees by the Student Accounting Department.

## Internships and cooperative education

The School of the Arts encourages qualified students to enter into limited and carefully selected internship arrangements. To assist students, departments and programs are encouraged to identify, evaluate and select internship arrangements that will expand and complement the

scope of the student's educational experience, as well as support the missions of the university, school, and department or program.

Internship arrangements are coordinated by the individual department or program and are considered university-supported activities involving enrolled students and faculty. Participants in such arrangements are subject to all applicable university policies and procedures. These policies and procedures include, but are not limited to, conflict of interest, intellectual properties, faculty rights and responsibilities, and those policies and procedures outlined in the VCU Insider Student Handbook and Resource Guide.

While the School of the Arts encourages student internship arrangements, it disallows student internship arrangements when family members serve in a supervisory capacity. Should such an internship arrangement become an option, the approval of the dean must be received prior to completing any final agreement.

The School of the Arts also participates in the cooperative education program. Qualifying students can take part in this program through most departments. Contact the specific department for details.

## Transfer students

Departmental faculty committees determine placement in all upper-level courses after evaluating the student's record, performance, audition and/or creative work. The student should contact the appropriate department chair at the time of acceptance to arrange for this evaluation before actual enrollment.

## Undergraduate credit by examination

Recognizing that VCU enrolls students of varying backgrounds and experiences, the School of the Arts provides its students the opportunity to accelerate their education through "credit by examination." The conditions under which credit by examination (<https://bulletin.vcu.edu/undergraduate/undergraduate-study/admission-university/additional-sources-of-credit/>) may be given as well as the procedures are outlined in the "Admission to the university" section of this bulletin.

## 500-level courses

500-level courses are available only to upper-division undergraduate students with the approval of the chair of the department that offers the course.

## Arts honors

Undergraduate arts majors may earn arts honors. A student must be enrolled in The Honors College and a major within the School of the Arts. To earn arts honors, students must complete 15 credits of arts honors courses and a senior capstone course or experience (this varies with each major).

Arts honors graduates will be recognized at commencement with special regalia, and the distinction is noted on the transcript.

Inquiries should be directed to Jody Symula, director of student services. Interested students can email [jlismula@vcu.edu](mailto:jlismula@vcu.edu) for an advising appointment.