

## MUSE Two-Attempt Limit (Effective Fall 2015)

### Effective Fall 2015: All MUSE courses will be subject to a two-attempt limit.

This policy applies to all current Music Education students. Students who do not successfully complete a given MUSE course within 2 attempts will no longer be able to complete the Music Education program at Ball State. At this time, Banner will not prohibit a student from registering a 3<sup>rd</sup> time; however, an internal audit will result in an administrative drop of the course from your schedule.

### ***An attempt is defined as any registration resulting in a "W" or a letter grade.***

Note: A student has the first 5 days of the semester to drop a course without record or penalties. After this drop-period ends, any withdrawal results in a "W" on the transcript; this will constitute an attempt.

### ***Program Continuation Appeal***

Candidates who have *two* unsuccessful attempts (i.e., grades of C- or lower, or W) of a given MUSE course as of the end of the F15 term or later have the right to appeal for permission to take the course a third time. Candidates should be aware that only the most unique circumstances will result in a successful appeal.

The appeal process is initiated by submitting a letter to the Area Coordinator of Music Education. The letter should specifically request a *Program Continuation Appeal* and **must** include a detailed explanation of the unique circumstances that warrant allowing a third attempt as well as the remedial steps the student recognizes are needed to be successful after reflection on the two previous unsuccessful attempts. This letter will be reviewed by the Music Education Faculty to decide whether a formal appeal hearing is warranted; that is, whether the appellant identifies unique issues that may have prevented success during the *two* previous attempts. Normally, this will require some formal documentation. If an appeal hearing is deemed warranted, the hearing will be scheduled with a committee of Music Education Faculty members.

Note: Should a candidate be granted the opportunity to take a course a third time and not successfully complete the course, no further appeal will be available; the candidate will be dropped from the music education program.

### **MUSE Two attempt limit enforcement protocol:**

