



SCHOOL OF MUSIC AND DANCE

University of Oregon

**2016-17**

**MUSIC STUDENT HANDBOOK**

1225 University of Oregon, Eugene, OR 97403-1225

541-346-3761 | [music.uoregon.edu](http://music.uoregon.edu)





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## **INTRODUCTION**

This *Student Handbook* is the joint effort of many faculty and staff at the University of Oregon School of Music and Dance (SOMD). For ease of use, it is organized alphabetically, and we hope it helps you find your way around the school more easily. The *Handbook* is revised annually, and we welcome student input concerning its content. Suggestions may be made to the music [Office Manager](#).

Most of the information in this handbook is valuable for both graduate and undergraduate students. Graduate music students may find additional information in the [Procedures and Policies for Music Graduate Students](#) manual.

## **ABOUT THE SCHOOL OF MUSIC AND DANCE**

In 1886, D.W. Coolidge was appointed director and sole faculty member of the University of Oregon Department of Music, an entity established for the practical purpose of providing music for university ceremonies and commencement. His pay was so scant that Professor Coolidge added music lessons to his workload to help make ends meet. By 1900, the Department became a full-fledged School of Music, and in 1928, the School was admitted to the National Association of Schools of Music as an accredited institution. The Dance Department was added to the school in 1991. Currently, more than 80 faculty members at the School of Music and Dance teach nearly 5,000 students yearly—undergraduate and graduate, music majors and non-majors—the intricacies of composition, music education, music technology, music theory, musicology/ethnomusicology, and performance. Students may study a wide range of instruments—including brass, data-driven instruments, percussion, piano, strings, woodwinds, and voice—most from beginning through doctoral performance levels. Throughout the year, more than 30 vocal and instrumental student ensembles give public performances.

## **ACCESSIBLE EDUCATION CENTER**

If you are registered with the UO Accessible Education Center, you should make an appointment with each of your professors as soon as possible to discuss any course accommodations that may be necessary. To request accessible accommodations, register for services at the [Accessible Education Center](#), 164 Oregon Hall (541-346-1155).

## **ACCIDENTS**

(See [SECURITY](#).)

## **AUDIO/VISUAL EQUIPMENT**

Information may be found [here](#).

## **BEALL CONCERT HALL**

Beall Concert Hall was built in 1921 and is one of the historic and architectural jewels of the University and the Pacific Northwest. The acoustic properties of the hall are outstanding, particularly for solo and chamber music. It seats an audience of 520. In 1972, the Beall family donated money to the University, and the Concert Hall was refurbished and renamed after them. The name is pronounced as "bell." No food or drink are allowed in the lobby area or concert hall. The only exception is unenhanced bottled water.

## **BICYCLES**

All bicycles on campus must have permits issued through the UO [Department of Parking and Transportation](#). For information about how to register your bicycle, please contact this department at (541) 346-5444 or visit their office at 1401 Walnut Street. UO Parking and Transportation regularly checks bicycles for infractions; bicycles parked in walkways, halls, or chained to railings or objects other than designated bicycle racks may be impounded.

Bike cages and lockers are available, including some near the music loading dock, for a fee. Bike locks are available for purchase from the Department of Parking and Transportation.

## **BULLETIN BOARDS AND POSTERS**

The bulletin boards throughout the building are primarily for student use and provide information of interest to students. *Do not post on the large gray covered acoustical sound panels in the new sections of the building.* Many of the bulletin boards have headings and should only be used for the stated purpose. Anything not belonging on a particular board will be removed. Student posters do not require permission for posting but please remember to post only in appropriate places using appropriate language and images. Be courteous; do not remove or cover another student's poster until the date of the event is past. The bulletin boards near the music Reception Desk and Room 115 are designated for *Gigs/Auditions, For Sale/Wanted, Services, Lessons, and Competitions.* There is also a board for *Summer Schools and Workshops,* and *Other Music Programs.* Academic notices are posted on the Undergraduate and Graduate bulletin boards near the music Reception Desk mailboxes.

## **CALENDAR OF EVENTS**

**A schedule of SOMD events may be found on the UO events calendar as well as on the [Concerts and Events page](#) of the SOMD website.** All events in the SOMD must be scheduled according to established procedures. To schedule or change an event, contact the [Facilities Director](#), who will confirm your reservation and give you the proper forms to complete.

## **CATALOG**

The [UO Catalog](#) is available online and describes degree requirements, course offerings, and lists department faculty.

When you begin your degree program, it is important to be aware of requirements as listed in the current catalog. Later versions may change requirements, but *the Catalog in force at the time of your admission contains the requirements under which you will graduate.* Some updates occasionally reduce requirements, so it is wise to check with your advisor periodically.

## **CHAMBER MUSIC@BEALL**

The University of Oregon's [ChamberMusic@Beall](#) is the only music series in Lane County devoted exclusively to chamber music performed by internationally acclaimed artists – all presented in the quiet elegance of Beall Concert Hall. Advance tickets may be purchased at the Hult Center (541-682-5000) or at the EMU ticket office (541-346-4363). On the day of the performance, student rush tickets may be available late afternoon at the music Reception Desk or at Beall Concert Hall box office five minutes before the concert. For more information, call 541-346-5678.

## **COMMENCEMENT**

Students who will graduate fall, winter, spring, or summer of the same academic year may walk at the SOMD and UO spring commencement ceremonies. Summer graduates may walk at the SOMD and UO spring ceremonies and/or the UO summer ceremony. For more information about graduation ceremonies, see the [SOMD website](#) or the [UO Dean of Students website](#).

## **COMMUNITY MUSIC INSTITUTE**

(See [PRIVATE LESSONS](#).)

## **COMPUTER RESOURCES**

Information may be found [here](#).

## **CONCERTS**

Music and dance event schedules are posted on designated boards around the music and dance buildings and on the web. Select events are also featured on monitors located throughout both buildings. Most ensembles perform one or more concerts per term. Most concerts are free of charge to music students with a SOMD ID. For more information, contact the [SOMD Office of Communications](#) at 541-346-5678. For information on ticket discounts, see [TICKETS](#) and [VOLUNTEERS](#).

## **DISABILITY SERVICES**

(See [ACCESSIBLE EDUCATION CENTER](#).)



## **EMPLOYMENT**

(See [JOB OPPORTUNITIES](#), [STUDENT EMPLOYEES](#).)

## **EQUIPMENT/FURNITURE**

Information may be found [here](#).

## **FACULTY AND GE SCHEDULES**

Faculty and GE members are required to post copies of their office hours on their office doors and leave copies at the music Reception Desk.

## **FEES (NON-COURSE RELATED)**

Information may be found [here](#).

## **FESTIVALS**

Each year, the School holds several festivals and numerous workshops. A few of the festivals are: [Oregon Bach Festival](#), two weeks in late June, early July (541-346-5666); [Oregon Jazz Festival](#), January (541-346-5672); [Music Today Festival](#), biennially, featuring twentieth-century music (541-346-3766). For more information about events, contact the [SOMD Communications Office](#) (541-346-5678).

## **FIRE SAFETY**

(See [SECURITY](#).)

## **GRADING POLICY**

The grading policy for undergraduate students regarding graded and P/N courses and credits follows:

- Any MUS, MUP, MUE, or MUJ course which is specifically required for a degree must be taken for a grade, unless it is listed in the class schedule as P/N only.
- Any MUS, MUP, MUE, or MUJ course taken under a group option must be taken for a grade, unless it is listed in the class schedule as P/N only.
- Elective courses may be taken either graded or P/N regardless of whether a specific number of credits in electives is required by the student's degree program.

## **GRIEVANCES**

Students should be aware that the SOMD desires to discourage any sort of action that makes an individual feel uncomfortable or unwelcome. Students with concerns related to discrimination, bias, or sexual harassment who wish to report such an incident and receive help resolving the matter may contact SOMD faculty or staff and/or the following university office(s):

[The Bias Response Team](#), 164 Oregon Hall, (541) 346-1139

[Affirmative Action and Equal Opportunity Office](#),

677 East 12<sup>th</sup> Avenue, Suite 452, (541) 346-3123

[Conflict Resolution Services](#), 164 Oregon Hall,

(541) 346-0617

[Counseling & Testing Center](#), 210 Health and Counseling Center,

(541) 346-3227

[Student Advocacy](#), 334 EMU, (541) 346-1141

[Accessible Education Center](#), 164 Oregon Hall, (541) 346-1155

[Ombuds Program](#), 198 D Anstett Hall, (541) 346-6400

## **HEALTH AND WELLNESS**

With hours of daily practice, it is important to consider physical and mental well-being and the preventative measures that students may take to avoid serious problems. Repetitive strain injuries (i.e., carpal tunnel syndrome, tendonitis, chronic back pain) may be the result of even the slightest misalignment or misuse. Other health issues, such as hearing loss and emotional stress, can be detrimental to the developing musician. The [SOMD Health & Wellness](#) page offers a wealth of information concerning prevention techniques, as well as links to a wide range of treatment resources.

Wellness and Prevention Support Options

- Acupuncture
- Alexander Technique
- Body Mapping
- Chiropractic Care
- Feldenkrais Method
- Massage Therapy
- Meditation
- Tai Chi

- Yoga

## **HONOR CODE**

All undergraduate and graduate students, faculty members, members of the staff, and administrators in the SOMD are expected to abide by the SOMD Honor Code, which may be found at the [end](#) of this handbook.

## **JOB OPPORTUNITIES**

Campus work-study positions are listed in the Work-Study Office in Hendricks Hall and on the [Career Center](#) website. SOMD positions are also available from the [SOMD Office Manager](#). For more information about work-study allocations, see the [Financial Aid Office](#) in Oregon Hall. (See also [PERFORMANCE OPPORTUNITIES, STUDENT EMPLOYEES.](#))

## **KEY AUTHORIZATION**

Student keys and codes may be issued for practice, work-study, and special study projects. Forms for keys to SOMD rooms may be obtained at the music Reception Desk.

## **KEYS—TEMPORARY CHECKOUT**

Temporary checkout keys are available at the music Reception Desk.

## **LIBRARY**

The Knight (main) Library holds music, research materials, and recordings. The [Douglass Listening Room](#) in the Knight Library has a large collection of listening materials, the majority of which are available only for use in the library. Another resource for recordings is the Eugene Public Library. The Cykler Music Education Library, room 109 Music, has resources for music education students. The Piano Pedagogy Program also has a library in room 203 in the music building. The strings department has a music lending library, located in outside room 202 in the music building.

## **LOCKERS**

Information may be found [here](#).

## **LOST AND FOUND**

If you lose an item, contact the music Reception Desk immediately. Found items will be held for one month. For wallets, purses, ID, or keys, contact the [Department of Parking and Transportation](#) (541-346-5444). If you believe the item was stolen, see the [SECURITY](#) section of this document under Theft. If you find an item, take it to the music Reception Desk.

## **MUSIC STANDS**

Information may be found [here](#).

## **OFFICE ACCESS AUTHORIZATION**

Students may access faculty and GE offices *only* if the faculty member or GE submits *written* authorization for the student. A staff member at the music Reception Desk will open the door for the student. Doors must remain locked.

## **OFFICE HOURS**

(See [FACULTY AND GE SCHEDULES](#).)

## **PARKING**

Student full-year or term parking permits are available from the [Department of Parking and Transportation](#), 1401 Walnut Street, and are valid through September 30 each year.

## **PAYROLL**

New student hires should obtain personnel paperwork from the SOMD Accounting Office, room 219F Music. Student timesheets are due to the Accounting Office by the 10th of each month. A list of due dates is posted on the back of the timesheet. Soon after arrival on campus, GEs should check in with the Accounting Office to begin the processing of payroll information. Paychecks are available the last working day of the month.

## **PERFORMANCE OPPORTUNITIES**

There are several local professional organizations in the area including [Oregon Mozart Players](#), [Eugene Opera](#), and the [Eugene Symphony Orchestra](#). Each year, students are selected to

perform with [Orchestra NEXT](#) for the Eugene Ballet season and other performances.

### **PERFORMANCE STUDY**

Every undergraduate music major requires performance study. For specific requirements pertaining to each degree program, see the University Catalog, the Music Undergraduate Academic Advisor, or degree checklists at [Music Major Programs](#) on the SOMD website. Enrollment in any performance studies sequence must be preceded by an audition. Students are responsible for registering accurately for the correct level assigned and correct number of variable credits. Failure to register correctly results in time-consuming petitions, and fees are assessed to change each registration error. Auditions are conducted to determine admission and to establish level and credits for registration. Juries precede advancement from one level to another. Performance studies are 2-4 credits per term. For codes and fees pertaining to Music Performance classes, check the [Schedule of Classes](#) under Music Performance (MUP).

### **PHOTOCOPYING**

Information may be found [here](#).

### **PIANOS**

Please remember that pianos are musical instruments, not tables or desks. Do not put anything on top of any piano. One drink spilled into a piano can cause thousands of dollars of damage. Report any piano-related problems to the [Piano Technician](#), room 102, so it may be repaired as soon as possible. Help protect the pianos from extreme temperature changes that cause them to go out of tune. Do not let the sun shine on them, and when you leave a practice room that has windows, close them. A piano's condition is a reflection of the treatment that students have given it, and the repair or replacement cost comes from student tuition and public funds. Help take care of *your* instruments.

### **POSTERS**

(See [BULLETIN BOARDS & POSTERS](#).)

## **PRACTICE ROOMS**

Information may be found [here](#).

## **PRIVATE LESSONS**

An opportunity for teaching piano and string instruments may be available through the [Piano Pedagogy Program](#) and [Community Music Institute](#) sponsored by the SOMD. Please note that it is illegal to give private lessons in the Music Building if they are not part of the university curriculum or an established university program. Anyone discovered giving lessons without university permission may be fined, and, if a student, expelled.

## **PROXIMITY ACCESS (PROX) CARDS**

Information may be found [here](#).

## **RECYCLING BINS**

There are recycling bins located in five separate areas of the building: Bailey Lounge, Foo Student Lounge, second floor practice rooms, and the hallways near rooms 167 and 190. Bins are available for white, mixed paper bin of colored/low-grade/magazines/newsprint, and a bin for cans/bottles.

## **RENTAL INSTRUMENTS**

Information may be found [here](#).

## **ROOM SCHEDULING**

Information may be found [here](#).

## **SAFERIDE**

(See [SECURITY](#).)

## **SCHEDULE OF CLASSES**

Each term, the University [Schedule of Classes](#) is listed on the web indicating the courses offered that particular term. All course numbers are preceded by subject code. The subject code MUS denotes music courses; MUE denotes music education (teacher training) courses; MUJ denotes jazz studies; and MUP denotes all performance instruction. A copy of the music section is posted near the music Reception Desk.

## **SECURITY**

### Accidents

In an emergency situation, call 9-1-1. For medical situations not requiring an ambulance, call the Student Health Center at 541-228-3111 for campus transportation to the Student Health Center via Medical Express. Persons (students, faculty and staff) in need of this service must be able to walk to the transport vehicle without assistance. The music Reception Desk can provide first aid supplies for minor injuries. For all other business or non-emergencies, see music Receptionist or any SOMD staff member or dial UO Police Department (541-346-5444). For campus emergencies, yellow emergency phones are located outside in front of Beall Concert Hall and throughout campus.

### Fire Safety

In case of fire, an alarm will sound throughout the building and some doors will automatically close to contain the fire. Please leave the building via the nearest exit. It would be advantageous to familiarize yourself with the exits in different parts of the building. If you discover a fire, please call Emergency 9-1-1 immediately and inform the music Reception Desk.

### Reporting Unusual Behavior

The music building is a place of sanctuary not only for music students, but also for others, both part of and apart from the campus community. Unfortunately, some of these people have serious emotional and health problems. If you observe anyone behaving in an unusual manner, please convey this to anyone in the administrative offices immediately. It is important that you report such behavior so the health and well being of the entire School community may be protected.

### Saferide

In the evening, [University transportation](#) is offered to all university students. For information on routes and pickup times, call 541-346-RIDE, ex 2.

### Theft and Your Safety

Be aware that the best way to handle theft is to try to

prevent it. Make it as difficult as possible for a thief to steal from you. Some tips include:

1. NEVER leave *anything* unattended for any amount of time.
2. Close and lock doors and windows in classrooms and rehearsal areas.
3. DO NOT lend your keys or give your electronic lock codes to anyone.
4. Report lost keys immediately to [UO Police Department](#) and to the music Facilities Director, room 121G.
5. *Make sure valuables (particularly instruments) are insured.* Most homeowner and renter insurance covers personal items away from home but double check with your insurance agent.
6. ALWAYS report *any* suspicious activities immediately to the music Reception Desk or call UO Police Department (541-346-2919).
7. At night, walk in groups and avoid dark places.
8. If possible, do not tell non-students the building hours of the music building—remember this is not a public building.

If something is stolen from you, contact UO Police Department immediately (541-346-2919) and the music Facilities Director (541-346-5679) as soon as possible. Please, *do not think that it does not matter*. If we don't know there is a problem, we won't be able to try to correct it.

## **STUDENT EMPLOYEES**

Unless special permission is granted by the Dean, or in cases where an assistantship is given for a specific area of work, only work-study students are hired in the music building. Work-study notices are sent to the [Student Work-Study Office](#) and posted on the web as needed. For assistance, see the music [Office Manager](#), room 121F. Student employment hiring forms are to be completed with the [Music Accounting Office](#), room 219F. Timesheets are to be signed by the student and supervisor and then submitted to the Accounting Office. (See also [PAYROLL](#), [JOB OPPORTUNITIES](#), and [PERFORMANCE OPPORTUNITIES](#).)

## **STUDENT MUSIC ORGANIZATIONS**

Music organizations affiliated with the SOMD are listed below.



For faculty advisors of these organizations, contact the music Reception Desk.

### National Association for Music Education

The Collegiate Division of the National Association for Music Education (NAfME) was created specifically for music education students in higher education. As a division of NAfME, it is dedicated to the interests of all music educators. NAfME's purpose is to speak for the music teaching professions and to help maintain awareness and understanding of new trends and teaching techniques in music. This is accomplished through various publications; state, regional, and national conventions; workshops and in-service training; special commissions such as the National Commission on Teacher Education; and public relations for school music programs.

### Kappa Kappa Psi

[Kappa Kappa Psi](#) is an active honorary band fraternity dedicated to the betterment of bands and ensembles at the UO. It honors quality musicians and students with membership and provides service around the SOMD, campus, and community.

### Mu Phi Epsilon

[Mu Phi Epsilon](#) is a professional, co-educational music fraternity with membership open to music majors and minors at colleges and universities throughout the nation. It offers local, state, and national scholarships and awards to members for original compositions, musicological research, and performance.

### Phi Beta

[Phi Beta](#) is a national professional fraternal organization dedicated to promoting the best in the creative and performing arts. Phi Beta encompasses all art forms, their histories, and therapies. Although the local alumni chapter has disbanded, students may join the online chapter.

### **THEME**

[THEME](#) is a colloquium for graduate students and professors in the topics of theory, musicology, ethnomusicology, and music

education. Meetings are held on selected Friday afternoons. To subscribe to the THEME e-mail list, send an e-mail message to [Dr. Loren Kajikawa](#).

### **TICKETS**

Information may be found [here](#).

### **USHERS**

(See [VOLUNTEERS](#).)

### **VENDING MACHINES**

Problems, complaints, and suggestions should be brought to the music Receptionist. On weekends or holidays, problems should be reported to the number shown on the machines or, if a hazard is involved, to the UO Police Department (541-346-2919). Requests for refunds must be made directly to the vendor.

### **VOLUNTEERS**

Volunteers are often needed for activities at the School. During the Oregon Bach Festival (541-346-5666), volunteer opportunities are available in exchange for concert tickets. The Band Department has volunteer positions for athletic games, festivals, and camps (541-346-5670).

### **WEBSITE**

For event schedules, student highlights and other news, directory, faculty bios, curriculum, policies, and downloadable forms, visit the School of Music and Dance [website](#). Submit comments to the [SOMD Office of Communications](#), room 121B.

### **WORK STUDY**

(See [JOB OPPORTUNITIES](#), [STUDENT EMPLOYEES](#).)

**UNIVERSITY OF OREGON**  
**SCHOOL OF MUSIC AND DANCE HONOR CODE**

**FOREWORD**

This Honor Code is initiated by the SOMD with the knowledge that lasting excellence is achieved only through exacting standards of personal integrity that reflect the standards of conduct expected of all students in the school. All undergraduate and graduate students, faculty members, members of the staff, and administrators in the SOMD are expected to abide by the ethical standards defined herein.

Academic integrity requires that students take credit only for ideas and efforts that are their own. Academic dishonesty involves submitting counterfeit work, giving or receiving unauthorized assistance, creating an unfair advantage, tampering with the credibility of information, misconduct that hampers learning by others, cheating by any means on tests, quizzes or exams and any other unethical academic conduct.

**DISHONESTY IN ACADEMIC WORK**

A student who is guilty of dishonesty in academic work is subject to penalties ranging from an initial warning to suspension or exclusion from the [University](#). Such dishonesty includes:

- **plagiarism:** submitting material that in part or whole is not solely the student's own work without attributing those same portions to their source.
- **cheating:** using unauthorized notes, study aids, or information from another student or student's paper on an examination; altering a graded work after it has been returned, then submitting the work for regrading; or allowing another person to do one's work and to submit that work under one's own name.
- **fabrication:** presenting data in a piece of work which was not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
- **aiding and supporting dishonesty:** providing material or information to another person with knowledge that it will be used improperly;
- **falsification of records and official documents:** altering documents affecting academic records; forging signature of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, or any other document designed to meet, or exempt a student from, an established University regulation;
- **obtaining an unfair advantage:** stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; unauthorized collaborating on an academic assignment; retaining,

possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; intentionally obstructing or interfering with another student's academic work; or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over another student's academic work;

- **unauthorized access** to computerized academic or administrative records or systems; viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

### **REPORTING HONOR CODE VIOLATIONS**

When a student, faculty member, staff member, or administrator observes a student violation of the Code, that person has the duty and responsibility to inform the instructor in whose class the alleged incident took place. The informer is not compelled to name the person/people involved.

### **PROTECTION OF THE ACCUSED**

The accused is presumed innocent until proven otherwise.

### **PROTECTION OF WITNESSES**

A student witness may refuse to give formal testimony without repercussion.

### **DISPOSITION OF THE CASE**

The following procedure (taken from the University of Oregon Student Conduct Code) applies once a SOMD student is accused of academic dishonesty.

- no disciplinary action shall be initiated or sanction imposed against students or student organizations until they have been notified in writing of the charges against them and their rights under this Code, and given the opportunity to be heard
- service upon, or attempted service upon, the student (notification of charges) must be made within six months from the discovery of the alleged violations.
- **Academic Dishonesty Procedures 571-21-068**

(1) Notice. Upon the discovery of suspected Academic Misconduct, as defined in ORS 517-021-0100(1), the University Official with responsibility for the academic matter or the faculty member in whose course the incident occurred shall promptly notify the Student of the incident. This notice shall include a discussion of the option of having the case referred directly to the Director of Student Conduct and Community Standards.

(2) If a Student admits to Academic Misconduct in a course, the faculty member shall impose an appropriate academic sanction up to and including a grade of "N" or "F" and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the faculty member, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The

Student may appeal the academic sanction to the faculty member's department head and, ultimately, to the dean of the college or school in which the incident originated.

(3) If a Student admits to Academic Misconduct in a situation other than a course, the responsible University Official may determine and implement an appropriate response and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the University Official, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the University Official's department head or director.

(4) If a faculty member or University Official and a Student cannot agree as to whether Academic Misconduct has occurred, the University Official or faculty member will, not later than fourteen calendar days during which the University is in session after the date the faculty member or University Official notifies the Student, make a written referral of the case to the Office of Student Conduct and Community Standards for resolution. The case will then be conducted in accordance with the procedures established in this Code.

(a) If there is a finding that the Student engages in Academic Misconduct in a class, in addition to sanctions imposed through the regular student conduct procedures, the faculty member will assign an appropriate grade.

(b) If there is a finding that the Student did not engage in Academic Misconduct, no academic sanctions may be imposed.

(5) Reporting Academic Misconduct. Regardless of the method of resolution, University Officials, including faculty members are required to file a written report of any Academic Misconduct with the Director of Student Conduct and Community Standards. These reports shall be treated as confidential and maintained consistent with the Student Records Policy, OAR 571-020-0100 et seq.

(6) Withdrawing from a Course.

(a) If a Student's Academic Misconduct in a course results in an academic sanction, the Student will not be permitted to drop or withdraw from the course, or to change the course's grading option, and shall be reinstated in the course if they have dropped or withdrawn.

(b) If a Student's Academic Misconduct does not result in an academic sanction, the Student may withdraw from the course or change the course's grading option at the later of:

(A) Expiration of the withdrawal deadline for the course;

(B) Expiration of the deadline for changing grade options; or

(C) Five business days after the Student receives notification of the decision or termination of Student Conduct Code proceedings without sanction.

(c) In the event the Student is found not responsible for Academic Misconduct and the Student no longer feels comfortable returning to

the class, the Office of Student Conduct and Community Standards will assist the Student to attempt to remove the “w” from the transcript.

For additional information, please refer to the [University of Oregon Student Conduct Code](#). An abridged version of the code appears in the schedule of classes. Copies of the complete code are available for examination in the offices of the [Dean of Students](#) and from the [Office of Academic Advising](#), [University Housing](#), the [ASUO](#), and the [Office of Student Advocacy](#).