**Withdrawals**
A student in the Pre-College Program who wishes to withdraw from the program for any reason must report to the academic program director and complete the official withdrawal form, and secure the necessary signatures. The withdrawal will then be authorized by the Pre-College director, thereby initiating a refund if applicable. If a student is asked to leave for any reason, no refund will be given and the student will not receive evaluations/grades.

**Refund Policy**
Within the first week of the program (June 27 – July 1) 75% refund.

Within the second week of the program (July 4 – 8) 50% refund.

Beyond this point (July 11 – August 6) NO Refund Given.

No refunds will be given for students who are expelled from the program.

**Policy on Plagiarism and Cheating**
Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience, a university establishes clear standards for student work.

The following general guidelines on cheating and plagiarism apply to every course at Carnegie Mellon. Within individual courses, faculty members have the discretion to provide more specific guidelines regarding academic honesty policies. It is the student’s responsibility to understand these policies. In case there is a question of an academic honesty violation, students will have a hearing with the faculty member, program director and a dean from the college offering the course. If found culpable, students may incur a range of penalties, up to and including expulsion with failing grades permanently recorded.

In any presentation, creative, artistic or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. 

**Cheating** includes but is not necessarily limited to:
1. Plagiarism, explained below.
2. Submission of work that is not the student’s own for papers, assignments or exams.
3. Submission or use of falsified data.
4. Theft of or unauthorized access to an exam.
5. Use of an alternate, stand-in or proxy during an examination.
6. Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

**Plagiarism** includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:
1. A phrase, written or musical.
2. A graphic element.
3. A proof.
4. Specific language.
5. An idea derived from the work, published or unpublished, of another person.

**Transcripts/Programs Evaluations**
Please see the Transcript Agreement on page 13 in the Agreement Section of this Handbook.
Open to All Students

Electives in Music for Non-Music Majors

The School of Music at Carnegie Mellon offers unique and exciting opportunities for excellent high school musicians. Summer students working in other programs are invited to join outstanding musicians from around the country for an intensive program of rehearsal, performance, private study and/or course work.

All electives are open for registration, space and schedule permitting. Private Lessons and Chamber Music can be arranged around the individual’s schedule.

Major Ensemble participation requires an informal audition with the music director. Private Instrumental Lessons include 6 hours of instruction. Students who register for private voice lessons receive a one-hour private studio lesson (with professional accompanist) and an additional half-hour private vocal coaching session each week through the summer.

The Wind Ensemble will meet June 27 – July 15, and perform over Family Weekend. The Orchestra will meet from July 18 – August 3, and will perform during concert week on August 4.

Please:
• Review the School of Music Pre-College Weekly Schedule found on page 41.
• Fill out the Non-Music Major Elective Form completely (please see Forms Booklet page 21).
• Return the completed form on page 21 of the Forms Booklet and refer to bottom of that form for payment instructions.