

University of Arizona School of Music
Undergraduate Handbook
2014-2015

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Introduction

This handbook exists to summarize policies and procedures intended to make the School of Music experience efficient and enriching. While it is impossible to address every situation that may cause confusion, this handbook offers basic answers to some of the questions that often arise. We hope that if this handbook does not provide the answers to your particular questions, it may at least point you to the appropriate person who can assist you.

The Office of Student Services exists to support students in understanding all of the policies and procedures that impact one's experience as a music student. We, in the office, want to help students gain the maximum benefit from their experiences in the School of Music. We offer academic advising, assistance with scholarships and other financial aid, and access to the services, facilities, and equipment needed to progress through the program. We invite all students to allow us to assist with any issues or concerns relating to the School of Music.

Students in the School of Music come from diverse cultural and educational backgrounds bringing together a wealth of experience and talent to engage in similar educational and artistic objectives. The faculty and staff in the School of Music stand ready to facilitate and lead your progress toward challenging and concentrated goals in music. Many students will use the baccalaureate years as a preparatory time prior to matriculation into professional programs outside of music. Others will prepare for new and emerging careers in music that take advantage of burgeoning technologies and innovative ways of creating and marketing musical products. Others will focus on traditional opportunities as performers (soloists, chamber musicians, orchestral musicians, and operatic singers). Many will build a foundation for a career in music education. Students in the School of Music will be encouraged to develop as performing artists, educators, and scholars through a combination of individual instruction, participation in ensembles, and involvement in lectures, internships, and *practica* leading to professional competencies. Whatever the particular goals or career paths in music, we are pleased to assist students in being as successful as possible on their artistic and professional journey.

Many UA policies, procedures, and codes exist governing student rights and responsibilities in the School of Music and throughout the University. In addition to the codes of conduct and academic integrity referenced below, policies on violence, disruptive and/or threatening behavior can be found at: <www.deanofstudents.arizona.edu>.

Student Responsibility and Degree Requirements

“The University, its colleges, and departments establish certain academic requirements which must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and University credit. Advisors, faculty, directors, department heads, and deans are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them.

At the end of the student's course of study, if requirements for graduation have not been satisfied, the degree will not be granted. It is important for each student to be acquainted with their chosen Catalog and to be responsible for completing requirements.

Content in the Catalog concerning regulations, fees, curricula, or other matters are subject to change without notice. Courses, programs, and requirements described in the catalog may be suspended, deleted, restricted, supplemented, or changed in any manner at any time at the sole discretion of the University of Arizona and the Arizona Board of Regents. The catalog does not establish a contractual relationship, but it summarizes the total requirements which the student must presently meet before qualifying for a faculty recommendation to the Arizona Board of Regents to award a degree. For this reason, students must remain currently informed about all policies and other information that bears directly on completing a degree program.

This online Catalog is the official General Catalog of the University of Arizona. Students may access the Catalog from any computer connected to the Internet.” <<http://catalog.arizona.edu/2014-15/policies/respons.htm>>

Student Code of Conduct

Please refer to <<http://azregents.asu.edu/rrc/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>> regarding the Student Code of Conduct

Academic Integrity

“All members of the University of Arizona community have a responsibility to uphold and maintain an honest academic environment by following policies and procedures outlined in the UA Code of Academic Integrity. As a community of scholars, integrity should guide conduct and decisions related to academic work and all credit bearing classes, including traditional, non-traditional and online courses.

Students are responsible for understanding and following the UA Code of Academic Integrity. Students engaging in academic dishonesty diminish their education and bring discredit to the academic community and the campus. Students should avoid situations likely to compromise academic integrity.

Faculty members and instructors should foster an environment of honesty in their classes and notify students of their course policies related to academic integrity. Faculty and instructors should make every reasonable effort to avoid situations conducive to infractions of the UA Code of Academic Integrity.”

<<http://www.deanofstudents.arizona.edu/academicintegrity/students/academic-integrity>>

Bachelor of Art in Music (BA)

The Bachelor of Arts in Music degree emphasizes a general approach to the broad field of music and allows flexibility to study subjects beyond the major field of concentration. It is, therefore, a liberal arts degree rather than a professional or specialized degree in music.

The Bachelor of Arts in Music degree requires completion of a minor outside of music, as well as fourth semester proficiency in a second language.

To graduate with a BA in Music, choose one of the following areas of emphasis:

- Music Theory, History & Criticism
- Integrated Studies
- Instrumental Studies
- Vocal Studies

The Vocal Studies and Instrumental Studies options require an audition with the appropriate coordinating faculty for admittance into the major. For specific information regarding degree requirements for the Bachelor of Arts in Music degree, please see your academic advisor.

Bachelor of Music (BM)

The Bachelor of Music degree is a pre-professional degree, which concentrates on a specific discipline. This degree provides preparation toward professional work and courses are structured to give students breadth and depth within their discipline to compete successfully at the professional level.

The Bachelor of Music degree requires an additional audition or examination for admittance and the permission of the appropriate faculty member.

The BM degree requires the student to have second semester proficiency in a second language. A minor is not required of Bachelor of Music students, however students may elect to complete a minor if they choose.

Bachelor of Music Degrees include the following majors:

- Performance in Voice, on an Instrument, in Composition, or Jazz Studies
- Music Education

For specific information regarding degree requirements for the Bachelor of Music degree, please see your academic advisor.

Important Student Information

For accurate and current information relating to problems or questions that arise in the pursuit of your education at the School of Music consult the general University catalog at <http://catalog.arizona.edu/allcats.html>, this School of Music Student Handbook, and the Undergraduate Academic Advisor.

Change of Grade

When a student challenges a grade, the instructor will review the student's concerns. If the instructor agrees to change the original grade, the instructor submits a "Change of Grade" form. When completing this form, the only acceptable reasons are "instructor error in computation" or "error in

reporting at the end of the semester.” If neither of these reasons applies, the student will need to either submit a general petition or initiate a grade appeal.

Changes to Schedule of Classes

Because of late changes including cancellations and additions to the schedule of classes, your printed schedule from the Registrar's office may not be accurate. Be aware of registration deadlines, especially those that carry financial penalties. Please confirm locations of your classes to avoid missing any class sessions. Students are responsible for verifying their academic records, including their class schedules on UAccess at <http://uaccess.arizona.edu/>. Please check your schedule to make sure it is accurate (especially that all classes you dropped are removed from your schedule), and please make sure you are registered for the correct level in your MUSI classes and all ensemble courses. Ask your instructor if you are uncertain of the appropriate level.

The burden of responsibility is on the student to verify that the class schedule is accurate prior to the end of the registration period. There is a non-negotiable and nonrefundable late charge of \$250 for all changes in registration after census day (the 21st academic calendar day for each Fall and Spring Semester).

Email

Please note that your UA email account is your official means of communication/correspondence as a university student. Because of this, it is vital that students read all emails throughout their tenure at the UA. It is each student's responsibility to understand ALL information that is sent to his or her UA email account – even if he or she chooses not to read these messages.

Ensemble Participation and Requirements

All students enrolled in performance studies (MUSI) are required to participate in an appropriate Large Conducted Ensemble (MUS 200,400). Ensemble placement will be determined by an audition process designed and administered by the ensemble directors in consultation with the applied faculty and as approved by the Director of the School of Music. Accompanying or coached ensembles may fulfill this requirement for keyboard, guitar, or composition majors, per the degree requirements.

The Wind and Percussion Area faculty recognizes only the following groups as those that qualify as "large conducted ensembles" for the School of Music's policy regarding mandatory participation when registered for lessons: UA Symphony Orchestra, UA

Philharmonic Orchestra, UA Wind Ensemble, UA Wind Symphony, UA Symphonic Band, UA Studio Jazz Ensemble, UA Concert Jazz Ensemble.

The School of Music does offer a petition process for exemptions from this policy. This petition must be signed by the applied instructor and the appropriate large conducted ensemble conductor, and requires approval of the Director of the School of Music. This petition process is on a per semester basis and must be completed within the first 10 days of the start of classes. For more information please consult with your academic advisor.

Please contact the appropriate faculty members to set-up a placement audition for the ensemble required by your degree. Auditions dates vary from area to area, so contacting the faculty member before the semester starts is suggested.

Applied Lessons and Ensembles

All students enrolled in individual lessons (MUSI) are required to participate in an appropriate Large Conducted Ensemble (MUS 200, 400). Ensemble placement will be determined by an audition process designed and administered by the ensemble directors in consultation with the applied faculty and as approved by the Directors of the School of Music. Accompanying or coached ensembles may fulfill this requirement for keyboard, guitar or composition majors, per the degree requirements.

Each student must pass a placement audition with an appropriate studio teacher, fill out a change of schedule form, and obtain the instructor's signature.

Students will be assigned an instructor for individual lessons (MUSI). Please contact the coordinating faculty in your area of study for more information.

Please contact your assigned instructor immediately to arrange a time for your lessons. At the end of each semester, every student enrolled in private lessons may be required to present a "jury examination." See your major instructor for more information.

In order for students to register for applied music lessons (MUSI), you will need to do the following:

Voice Students - First register for MUS 200/400L section 2 and then you can register for your level of MUSI.

Strings Students - First register for MUS 200/400O section 3 and then you can register for your level of MUSI.

Winds and Percussion Students - First register for MUS 200/400E section 2 and then you can register for your level of MUSI.

Keyboard, Harp, Guitar Students - First register for MUS 201/401 (instructor's section) and then you can register for your level of MUSI.

After the large conducted ensemble auditions are complete the student should adjust their schedule to show the correct ensemble section that they have been placed into and remove the "holding" sections. It is students' responsibility to ensure that this happens correctly and in a timely manner.

Registering for any other section of MUS 200/400 will not enable a student to register for applied music lessons.

Students whose large conducted ensemble participation reflects an earlier student handbook requirement will be administratively waived by the Office of Academic Student Services. Please see you advisor for more information.

The waiver of large conducted ensemble participate petition process is still in effect; the form may be found on the school of music website on the "Forms" page. A signature will be required from the applied lesson faculty, ensemble director and the director of the School of Music.

Lesson Fees

Students registering for individual instruction (MUSI) are charged special fees according to the following schedule:

2 UNITS/HALF HOUR LESSONS: \$105.00 per semester

4 UNITS/HOUR LESSONS: \$125.00 per semester

Music lesson fees are NOT waived for scholarship students. If you have any questions about this policy, please ask at the Office of Student Services, Music Room 109.

Grade Appeal

To challenge a grade, a student first attempts to resolve the concern with the instructor. This must be done within the first five weeks of the next semester. For complete information on the policy and process on grade appeals refer to the academic catalog at < <http://catalog.arizona.edu/2014-15/policies/gradappeal.htm>>.

First Day of Class

It is essential that students attend the first session of each class because important course description information will be distributed and work will begin. At the discretion of your instructor, you may be dropped from your class if you are absent. If you choose not to attend a class, however, do NOT assume that you will be administratively dropped. You must drop the class on UAccess or on a Change of Schedule form to avoid a failing grade for the class.

Registration/Withdrawal Procedures

All students must be officially admitted to the UA before they may access the UAccess system. This applies to students who wish to register for credit or as auditors. All new undergraduate students admitted to the UA must attend an orientation session and see a college academic advisor in order to have their clearance to the registration system released by the Office of Orientation. Students with past due debts to the UA are considered financially ineligible to register. Other conditions that may block registration include academic disqualification, failure to satisfy high school competencies, disciplinary suspension or measles vaccination requirement clearance.

Please see < <http://catalog.arizona.edu/2014-15/policies/leavingu.htm>> for information regarding the various types and procedures of withdrawal from the university.

MEAR (Music Education Area Review)

A passing grade on the MEAR is required to proceed as a music education major. The Introduction to Music Education course (MUS 250) must be taken and passed with a “C” or better before the MEAR is attempted. If the

MEAR is not passed on the initial trial, a student is allowed ONE retake of the exam. All portions of the MEAR will be tested on the retake. Students may only take the MEAR twice. After failure to pass the second time, a student may no longer be a Music Education major.

The MEAR is generally taken freshmen year. Music Education methods courses may not be taken until successful completion of the MEAR. These upper-level courses include, but not limited to:

MUS 338M (Music in the Secondary Schools)

MUS 371 (Intermediate Conducting),

MUS 450 (Music in the Elementary Schools)

MUS 451 (Choral Methods)

MUS 452(Band Methods)

MUS 453 (String Methods)

Students cannot begin the College of Education courses for certification without the successful completion of the MEAR. Please contact the head of the Music Education faculty for more information.

Student Teaching

Student teaching is the capstone experience for the BM with an emphasis in music education. It consists of a full time teaching episode in the Public Schools for one semester. Student teaching begins after the student has completed ALL required coursework, including methods, techniques, conducting and professional education classes. A cumulative GPA of 2.5 is required in your teaching major. Additionally, a grade of “C” or above is required for ALL music classes to be admitted to the College of Education for student teaching. Please contact the head of the Music Education faculty for further information.

Pass/Fail Options

Undergraduates may elect to take certain courses under the pass/fail option only after they have attained sophomore standing (25 units or more) and only if they have a GPA of 2.0 or above. Students must also have the approval of their academic advisors to register for a course pass/fail. The pass/fail option is appropriate only for elective courses. The pass/fail option may not apply for courses that will fulfill major, minor, or other specified curriculum requirements. Students register for pass/fail using a change of schedule form and may change from pass/fail enrollments to enrollment for a regular grade, or vice versa, only during the time period prior to the last

day of the fourth calendar week during which classes are held, except with special permission of the Dean of the students' college.

Student Tickets to Music Events

Music majors and minors now receive free admission to most (but not all) ticketed School of Music performances at Crowder Hall and Holsclaw Hall. Identification cards for eligible students are available in the Student Services Office (Rm. 109).

UAccess Student

Students may access their personal financial and academic information from any computer with internet access via UAccess. This site provides information on academics, class schedules, grades, financial information, personal and registration information, degree audits, tax information and other services.

University Petition

University general petition forms are available in the College of Fine Arts Dean's Office (Music 111). Petitions are primarily used for retroactive withdrawals, and grade changes involving extenuating circumstances (not direct challenges to academic standards).

Piano Practice Room Sign-up Procedure and Policies

To reserve a practice room, students must go to http://music.arizona.edu/students/resources/practice_rooms/. This form will be available the first 4 weeks of the semester.

Students must also be currently enrolled in a music class. Unless reserved, practice rooms are available on a first come, first served basis. Students will be issued cards that indicate the rooms and practice times reserved in their name, and may be required to show those cards to claim the practice room that they have officially reserved. Personal keys for practice rooms are provided only to students registered in music courses for which a practice room is required.

- Piano majors may reserve up to 21 hours per week (3 hours per day).
- Music majors may reserve up to 14 hours per week (2 hours per day).
- Music minors may reserve up to 7 hours per week (1 hour per day).

1. Practice facility pianos are for piano majors, instrumentalists, singers, and all other University of Arizona School of Music majors requiring facilities for practice or research purposes. They are also intended for sanctioned activities or responsibilities related to the duties of TAs or instructors in SOM programs.
2. Grand piano practice rooms are reserved for the exclusive use of currently enrolled SOM piano majors.
3. Piano practice rooms are to be used for practice or rehearsal. Private instruction not related to SOM programs is not allowed in any of the piano practice rooms.
4. Food and drink are forbidden in all piano rooms. This includes any open or closed containers of beverages of any kind, including water. Under no circumstances should food or drink be placed on the pianos (this applies to faculty and staff as well). Repeat offenders will have their grand piano practice room privileges taken away at the discretion of their instructor.

PIANO LIDS: Removing grand piano lids are not allowed. Currently every performance instrument in our inventory has been damaged from the improper lid removal. If you believe your performance has a lid-removal need, you must contact the Piano Tech Dept. and the Technical Staff before your performance for consideration. Under no other circumstances are lids to be removed. The same applies to practice rooms and classrooms.

PIANOS AS TABLES: Remember that pianos are instruments, not tables. Please keep items such as instrument cases, coats or backpacks and other paraphernalia off the pianos.

PREPARED PIANO: Concert instruments are not to be used for any "prepared" piano. Should you have need for an instrument for such literature, consult the Piano Tech Dept. about your special requirements. The same applies to pianos in the practice facility.

PENCILS IN PIANOS: Do not attempt to retrieve lost items from inside a piano yourself. The full-time piano technician is available for emergencies. It is important to remove foreign items from inside a piano as soon as possible to avoid damage to the piano or the valued item.

BROKEN STRINGS: If you have a technical problem with a piano including broken strings, please contact the Piano Tech Department.

LIQUID SPILLS: Should you have reason to believe someone is engaged in destructive behavior toward a piano, please notify the Front Office personnel or the Piano Tech Staff immediately. Also if you encounter a piano that has been abused, notify the Piano Tech Dept. immediately. In the case of liquid spills, quick action can sometimes minimize damage.

GRAND PIANO COVERS: Exercise proper care of the concert instruments in performance spaces and classrooms by covering them after each authorized use. Please do not throw piano covers on the floor. While the piano is being used, the cover should be rolled up and placed on a chair or desk to be kept free of dust and dirt. Pianos are delicate and expensive instruments, so please treat each instrument with respect.

You can contact the Piano Tech Dept at:

Cassie Van Gelder

Room 129, Tel. 621-5151

cvg@email.arizona.edu

Instrument Rentals

Instruments are rented, as available, for use in regularly scheduled music activities. You are responsible for any damage beyond normal wear. Minors (under 18 years) must have a co-signer who will be responsible in case of loss or damage. Instrument room hours are posted on the door to Room 112.

Only those enrolled in ensembles or techniques and materials classes may obtain rentals – the rental fee is \$20.00 per semester. Please check with the Band Office for fees specific to Marching Band. All rental instruments must be returned at the end of the semester or upon demand. Students will be required to obtain prior approval from a faculty member before checking out an instrument. Checkout times and Instrument Request forms will be posted on the bulletin board outside Music 112.

Keys

Use of keys from the School of Music is a privilege granted to you by the UA to aid in your education, and we need your assistance in keeping the school secure. Therefore, we expect the following:

- The key is only for your use. Do not loan or give it to anyone else for any reason.
- Keep your key card with you; it is your authorization to have and use the keys.
- Turn the key in when you longer need it. Report lost or stolen keys immediately!

Failure to turn in keys when requested or due will result in a fine of \$50 per key. Such an encumbrance could keep you from receiving your diploma or official transcripts.

Room keys can be requested online at:
<<http://web.cfa.arizona.edu/musictech/keyrequest.php>>.

Please make sure to fill the form out completely and select your major professor. All key requests must be approved by your major professor. An email will be sent to you once the paperwork is ready to pickup in Music 109. You will then proceed to the University Key Desk at 1533 E. Helen, 520-621-1612. This must be done within 30 days of the date on the form. After that time, the form is invalid and will not be accepted at the Key Desk. You must show a current CatCard to pick up keys.

Please Note: The use of a practice room in the School of Music is a privilege granted by the University of Arizona for educational purposes. You may not use any part of the Music Building (practice rooms, classrooms, studios, rehearsal rooms, etc.) for the purpose of giving music lessons or instruction for pay. Anyone violating this policy will be subject to Disciplinary Action.

Locker Assignment

Sign up for lockers at

<http://music.arizona.edu/about_us/facilities/technical_department/facilities_forms/locker_request/>. A limited number of lockers are available and are assigned in priority order as follows:

- Music majors and minors;
- Non-music majors enrolled in band, orchestra or other performing groups requiring a place for instrument/ material storage

- All others (such as those taking Class Guitar).

Lockers and locks assigned to you through the School of Music must be vacated one week after the end of the Spring semester unless they have been renewed for the upcoming semester. Any student who does not return locks or empty his/her locker by the due date will have their locker contents removed and the locker reassigned.

Please Note: Instruments are stored at the owner's risk. The School of Music strongly suggests that students carry their own insurance against any loss. The university does not carry insurance for personal instruments and will not be held liable for damage or theft from lockers or storage rooms.

Recitals

All recital information must be submitted and approved 30 days prior to the recital date or it MAY BE CANCELLED. Please do not use holiday closure dates as part of the 30 days. Recitals scheduled in the early part of the Fall and Spring semester still fall the 30-day rule even though the semester might not have started.

All Bachelor of Music students are required to give a senior recital to complete their degree. Students planning to give recitals during the school year must follow the procedure outlined below. This procedure applies to all student recitals including those performed in classrooms or off-campus. Completed recital forms are necessary for credit for MUS 498 or 498H.

Selecting a Date

Regardless of the location of your recital (on or off campus), all dates must be 30 DAYS IN THE FUTURE in order to meet the required paperwork deadlines.

Please use the following link to view available recital dates in Holsclaw Hall, Crowder Hall, and Centennial Hall:

<http://music.arizona.edu/about_us/facilities/technical_department/recital_scheduling/available_dates_for_recitals/>.

Please use the following link to see classroom schedules:

<http://music.arizona.edu/students/forms/room_schedules/>.

To select a date for a recital to be given off campus, it is the student's responsibility to make all arrangements with the venue. After you make those arrangements, you must complete all of the forms for a required recital within 30 days of the event.

All recital requests should be made with this form:

<http://music.arizona.edu/about_us/facilities/technical_department/recital_scheduling/recital_signup/>.

Only a limited number of recitals not required by a degree will be scheduled each semester. The scheduling will be based on hall and staff availability. Recitals not required by degree can only be scheduled in the same semester as they are performed.

For additional recital information and all required recital paperwork please visit the School of Music Technical Department at:

<http://music.arizona.edu/about_us/facilities/technical_department/>.

Frequently Asked Questions

1. How do I sign up for individual lessons?

Each student must pass a placement audition with an appropriate studio teacher, fill out a change of schedule form, and obtain the instructor's signature.

2. Who is my advisor?

The undergraduate advisor for all music majors and minors can be located in room 102B. Please use the online scheduling system to setup an appointment:

<https://sbs.arizona.edu/advising_dev/scheduling.php>.

3. Is there a website that I can look at to verify degree requirements?

Students can go to their UAccess information page to generate an Advisement Report to view degree requirements. This information is not intended to take the place of meeting with students' advisor.

4. I'm a Performance major, but my UAccess information still says I'm a Bachelor of Arts. Why?

To change your major from the BA in Music to the BM in Music (performance), your advisor must receive written authorization from the performance faculty (your MUSI instructor or the relevant

performance area coordinator). Such authorization usually follows successful presentation of a “jury” examination. See your MUSI instructor or the undergraduate academic advisor for more information.

5. May I fulfill UA requirements at a community college? How do I know what will transfer?

Many UA requirements may be fulfilled at Arizona community colleges. To see what Arizona community college courses will transfer to the UA, go to the Course Equivalency Guide at https://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG > and click on the community college you’d like to attend. Always consult with your academic advisor BEFORE enrolling for a community college course that you intend to transfer.

6. I transferred some courses from Pima Community College, but on my Advisement Report they are not being counted. What happened?

To determine whether transfer courses apply to your academic program, consult your academic advisor.

7. I would like to attempt to satisfy the class piano requirements by examination. Who should I contact?

Contact Dr. Lisa Zdechlik at 626-9523 or zdechlik@u.arizona.edu.

8. May I graduate with a major in both performance and music education?

Yes, in addition to satisfactory completion of all general education and core music courses, you must complete all coursework for both majors. Consult your academic advisor for more information.

9. I have a music scholarship--what GPA must I maintain in order to retain it from semester to semester? How do I renew my scholarship?

You must maintain a 3.0 GPA each semester (cumulative and current GPA) to keep your scholarship. For information about renewal, ask in the Student Services Office, room 109.

10. I need help with Music Theory – how can I find a tutor?

Be certain to ask your instructor for assistance during office hours. If you need additional assistance beyond that provided by your instructor, consult with your academic advisor for additional recommendations.

11. Before I graduate, do I need to do anything special?

Students file a “degree check” after registration for the last semester at the School of Music. This process begins by making an appointment with a College of Fine Arts Graduation Services specialist. Students must file a degree check with Graduation Services at least 60 days prior to graduation. Please see your academic advisor for more information.

12. Do I need a minor? How do I add one?

The Bachelor of Arts degree requires a minor. Minors are not required for the Bachelor of Music degree in performance or music education but students may elect one if they choose. It is strongly recommended that student make an appointment with an academic advisor in the department of their interest to discuss the minor requirements in detail.