

# Department of Music

# Undergraduate Handbook

# 2011 – 2012

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**vcuarts**

**Department of Music**

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# VCU Music Department

## Undergraduate Handbook 2011 – 2012

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This handbook has been prepared to supplement the University Bulletin by articulating policies and requirements specific to the Department of Music for the academic year 2011 - 2012. Academic regulations applicable to all undergraduate students are found in the VCU Bulletin available online at [VCU Bulletins](#).

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## 1.0 Departmental Protocols

All freshmen and transfers entering the Department of Music are admitted to one of the Department's specific degree programs:

Bachelor of Music in Performance  
Winds, Strings, or Percussion  
Guitar  
Voice  
Piano  
Jazz Studies

Bachelor of Music in Music Education  
Choral  
Instrumental

Bachelor of Arts in Music

### 1.1 Continuance as a Music Major

All music majors are required to pass at least one Applied Achievement Level within any two-semester period (not including summers).

Bachelor of Music in Performance and Bachelor of Arts students are required to maintain a cumulative GPA of 2.0.

Bachelor of Music in Music Education students are required to maintain a cumulative GPA of 2.8.

Any student who fails to meet or maintain these standards will not be permitted to continue in his or her degree program. Once discontinued, students who wish to be readmitted to the department must apply.

### 1.2 Attendance Policy

Students should attend all classes and applied lessons on a regular basis. When a student misses a class session, it is his or her responsibility to complete all material covered or assignments made during the absence. Instructors may establish attendance policies that vary from class to class. Instructors are not required to provide make-up tests or examinations for students who have been absent.

## 2.0 Academic Advising

### 2.1 Advisors

Faculty advisors work closely with students in planning class schedules, counseling about academic, personal or career issues, and in referring students to University services that may be of assistance in handling a wide variety of concerns. Advisors assist students in completing paperwork necessary for registration, overloads, petitions to ARAC, and applications for graduation. Students should consult their advisor regarding all course scheduling or changes in registration, and see their advisor as soon as any academic or personal difficulties arise. **An advisor's counsel should be sought whenever a decision is to be made regarding a curricular or registration matter.**

Music students will have 2 advisors during their first year: one from the University College and another from the Department of Music. Shaun McCracken will serve as an academic advisor from the University College to assist all entering music students with basic academic advising. Also, upon entrance into the Department of Music, each student is assigned an advisor from the music faculty, generally based upon the student's proposed degree track or area of specialization. The faculty advisor assigned at this time will usually serve as the student's advisor for as long as the student remains in the selected degree program. To request a change in advisor students should contact Assistant Chair John Patykula.

### 2.2 Advising Days

VCU Music Advising Days are **Wednesday, October 26, 2011** and **Tuesday, March 27, 2012**. Music Department classes will be suspended between 8 a.m. and 4 p.m. on those days so that Music majors have a designated day to meet with their advisor. Be aware, however, that all other University classes will meet.

A list of advisors will be posted before each Advising Day on the main Music bulletin board located outside the Department of Music Office.

Students should contact their music faculty advisor before each Advising Day to set up an appointment. Many advisors post a sign-up sheet on their office door for this purpose. You will need to bring a copy of your [Degree Evaluation](#) and the [Suggested Course Sequence guide](#) for your specific degree program. **Students who do not meet with their faculty advisor will have a registration hold placed on their account.**

### 2.3 Advance Registration

Students should register for their classes during the Advance Registration period. Advance registration increases your chances to secure a place in the courses you want. See [VCU Academic Calendars](#) for Advance Registration dates.

### 2.4 Add/Drop

Students who find it necessary to make a change in course registration may do so during the Add/Drop period. See VCU Academic Calendars for Add/Drop period dates. Before making any changes, however, the student should consult their advisor. A change from Audit to Credit or vice-versa is an Add/Drop transaction and must be done at this time. **No overrides will**

**be granted after the Add/Drop period ends.**

### **2.5 Withdrawal from Courses**

Students may withdraw from a course through the eighth week of classes. Such a withdrawal is marked on the student's transcript as "W". Withdrawals do not lower or raise the GPA. Final withdrawal dates are listed on the [VCU Academic Calendar](#).

### **2.6 Course Substitutions**

In unusual cases, substitutions can be made for courses required for a student's degree program. Requests for course substitutions may only be submitted on behalf of the student by their advisor. Students may not submit requests themselves. Requests must be approved by the Chair of the Department of Music.

### **2.7 Graduation Application**

Students anticipating graduation must file a graduation application at the beginning of the semester in which they intend to graduate. Before beginning your application, you must schedule an appointment with Assistant Chair James Wiznerowicz. Dr. Wiznerowicz will help you to properly prepare your application. Once your application has been prepared and signed by Dr. Wiznerowicz, he will submit the application to the Chair of the Music Department. Graduation application deadlines may be found at [VCU Academic Calendars](#).

## **3.0 Applied Music/Private Lessons**

### **3.1 Achievement Levels**

The music faculty has established a series of Achievement Levels for undergraduate study which correspond to the following courses:

- APPL 311 – Primary Instrument: Level 1
- APPL 312 – Primary Instrument: Level 2
- APPL 313 – Primary Instrument: Level 3
- APPL 314 – Primary Instrument: Level 4
- APPL 415 – Primary Instrument: Level 5
- APPL 416 – Primary Instrument: Level 6
- APPL 417 – Primary Instrument: Level 7
- APPL 418 – Primary Instrument: Level 8

### **3.2 Secondary Performance Area**

The secondary performance area requirement must be fulfilled with studies on an instrument different from the principal performance area.

Students pursuing the Bachelor of Music-Performance degrees in Winds, Percussion, Strings, Guitar, Piano, and Voice complete APPL 320 on their secondary instrument multiple times until the credits required of their degree program are fulfilled.

Students pursuing the Bachelor of Music-Performance degree in Jazz Studies are required to

fulfill four levels of achievement for their secondary instruments. These courses are as follows:

- APPL 321 – Secondary Instrument: Level 1
- APPL 322 – Secondary Instrument: Level 2
- APPL 323 – Secondary Instrument: Level 3
- APPL 324 – Secondary Instrument: Level 4

### **3.3 Music Lesson Fees**

A fee is charged to Music majors for each Applied Lessons course in which you enroll beyond what is required for your degree program. These lessons are designated with the course number APPL 200. The fee is used to cover the cost of the lessons. For the 2011-12 calendar year, this fee is \$307. A fee is also charged to all non-majors enrolled in Applied Lessons.

### **3.4 Registering for Private Lessons**

Students must register for Applied Lessons during the Advance Registration period. Failure to advance register may result in the unavailability of lessons or the unavailability of the preferred instructor, as private lesson rosters reach capacity very quickly. See [VCU Academic Calendars](#) for Advance Registration dates.

### **3.5 Instructor Assignment**

Students studying in an applied music area taught by more than one faculty member may request assignment to a particular instructor. Such requests must be submitted in writing to the Music Office at least two weeks before the coming semester, and will be honored when possible. Request forms are available in the Music Office.

Instructor assignments are posted on the Main Music bulletin board outside of the Music Office during the first week of classes each semester. It is the student's responsibility to contact the instructor before the end of the first full week of classes to schedule a lesson time. Any difficulty in contacting an instructor and/or scheduling a lesson should be reported to the Music Office staff immediately.

### **3.6 Juries and Applied Exams**

Any student taking a course designated for a level is required to take a jury each semester. In all cases, the jury will be considered an examination. The jury examination grade will be calculated as 25% of the student's semester grade in the respective applied lesson. All Applied Lesson courses designated for levels require a minimum grade of "C" to pass.

### **3.7 Absences and Make-Up Lessons**

Applied music instructors may, at their discretion, excuse a student's absence from a lesson. If a student is excused or the faculty member must cancel a lesson, a make-up lesson is in order. Make-up lessons are not obligatory for unexcused absences.

## **4.0 Keyboard Skills**

The following policies apply to APPM 173, 174, 273, and 126.

### 4.1 Proficiency Examinations

Keyboard Skills courses require the successful completion of a proficiency examination. Proficiency exams are offered each semester before classes begin, near the midterm, and during the final examination period after classes end.

### 4.2 Continuous Enrollment

Students must be continuously enrolled in Keyboard Skills instruction (APPM 173, 174, 273, or 126) until they have passed all the requirements for their degree program. Students are required to take Keyboard Skills I (APPM 173) and Keyboard Skills II (APPM 174) before they are allowed to take the Keyboard Skills private lesson (APPM 126).

## 5.0 Recitals

### 5.1 Recital Registration

Students planning to present a degree recital must register for the appropriate course: APPM 394 for the Junior Recital or APPM 494 for the Senior Recital. Registration must be completed before the end of the Add/Drop period for the semester in which the recital is to be presented. For each recital students are required to register for the appropriate co-requisite Applied Lesson course. APPM 394 has a co-requisite of APPL 416. APPM 494 has a co-requisite of APPL 418.

### 5.2 Recital Permission Form

Completion of the Recital Permission Form is required for all recitals. Visit the Music Department website to download the [Recital Permission Form](#).

### 5.3 Program

Each student is responsible for preparing a recital program in the required format. The Recital Program template for each degree program can be found on the [Student Resources Page](#) on the Music Department website.

The program must be submitted to the Area Coordinator and Private Lesson Instructor one week prior to the student's pre-hearing. The Area Coordinator must approve the final submission and submit it to the Director of Marketing at least two weeks prior to the date of the recital. Seventy-five copies of the recital program will be printed at departmental expense and made available for the performance.

The printing of program notes and/or texts and translations are the responsibility of the student. No other inserts are permitted. It is also the student's responsibility to provide ushers for the recital.

**Any student who fails to comply with the recital rules and regulations will not be permitted to present the recital as scheduled.**

### 5.4 Scheduling the Recital and Rehearsals

Recitals are scheduled by Facilities Manager Curt Blankenship. No student recital may be

scheduled until the first day of the semester in which it is to be presented. Junior Recitals and Special Recitals may only be scheduled Monday-Friday. Senior recitals may be scheduled during the week or weekends. All recitals must be presented during the Fall or Spring semester; recitals may not be given during exam periods or during summer sessions.

Rehearsal time in the Sonia Vlahcevic Concert Hall or the Music Center Recital Hall must be scheduled through the Facilities Manager. Senior recitalists may schedule a maximum of four hours of rehearsal time. Students presenting a junior recital are permitted up to two hours of rehearsal in the appropriate hall.

### **5.5 Pre-Hearing**

Each student is required to pass a pre-hearing before a recital can be performed. The pre-hearing is administered by the area coordinator and consists of selected faculty members.

### **5.6 Faculty Committees/Jurors**

Faculty committees are appointed for the evaluation of all recitals and projects. A jury committee of three faculty members, to be selected by the student, the applied teacher, and the area coordinator, will assess Junior and Senior Recitals for degree credit. Jurors should be able to attend the recital in person whenever possible. In the unusual case when a juror is unable to attend the recital, it is the responsibility of the student to provide the juror with a CD or DVD of the recital.

### **5.7 Recital Venue and Equipment**

A Request for Equipment Form can be obtained from the Concert Hall/Facilities Manager and must be submitted three weeks before the recital date.

The Concert Hall/Facilities Manager will open the recital venue a maximum of 30 minutes before the performance and will secure the hall at the performance's conclusion.

Lighting is preset for student recitals. Special lighting requests must be submitted to the Concert Hall/Facilities Manager no later than two weeks prior to the recital. Special lighting requests that are approved by the Concert Hall/Facilities Manager will only be provided at the expense of the student presenting the recital.

All student recitals are recorded to CD by a recording technician. The CD is sent to the Cabell Library Media Resource Center, where students may duplicate their own CD copies. Students must supply their own blank CDs to make copies.

### **5.8 Recital Posters**

See 6.8 Posted Notices Policy.

### **5.9 Special Recitals and Off-Campus Recitals**

Any recital not required for a student's degree program is considered to be a "Special Recital". Special Recitals must occur within the first eight weeks of the semester and may be arranged with the approval of the applied instructor and the area coordinator. An [application form](#) is available online.

The Music Department also maintains relationships with many venues around Richmond and will assist students in scheduling recital performances off-campus. Contact Assistant Chair John Patykula for assistance in scheduling off-campus recitals.

## 6.0 Facilities & Equipment

### 6.1 VCU School of the Arts Equipment Use Policy

VCU School of the Arts students are only allowed to use University or School equipment, facilities, or licensed material (including software) off-campus if such use is for a formal class assignment supervised by a VCUarts faculty member.

Students are not allowed to use University or School equipment, facilities or licensed material (including software) on or off campus for professional projects of their own, as for example engaging in work-for-hire with a company or individual. This will be considered a criminal offense and could result in legal action and/or suspension from the University. The only exception to this policy is for projects formally sanctioned by a VCUarts department and supervised by a faculty member associated with that department.

If you have specific questions about this policy, please contact your department chair.

### 6.2 Office Hours

Full-time faculty post their office hours on their studio doors. Faculty schedules and office hours are also available in the Music Office. Do not hesitate to make an appointment with your advisor or any of your instructors, whether full- or part-time.

The VCU Department of Music Office is open from 8:30 a.m. until 4:30 p.m. each weekday, excluding university holidays.

### 6.3 Practice Rooms

For student convenience, fourteen practice room modules are located on the academic campus. Singleton Center Rm. 217 holds three practice room modules, Rm. 215 contains two practice room modules, and each floor of the Black Music Center contains three practice room modules.

Card access to VCU Music Practice Rooms is given to enrolled Music majors, Music minors and University students enrolled in a private lesson for University credit.

In order to be granted access to VCU practice rooms, you must fill out a [Student Locator Card](#). After submitting your completed Student Locator Card to the VCU Music Office online, your VCU ID card will be activated for practice room access within 3 business days. Access will remain in affect for the academic year as long as the student remains enrolled in music classes. The practice room suites/modules will be accessible from 7 a.m. to 12 a.m. every day, excluding University holidays.

For security reasons, practice rooms must remain locked at all times. **Do not prop open the door to the Practice Room Suites or modules.** Students are required to have their VCU ID card with them at all times when using VCU Music facilities. Any unauthorized students in

the practice rooms will be subject to Honors System proceedings.

Organ, percussion and piano practice rooms are only available to students taking private lessons on those instruments and with the written permission of the instructor. Keys to these practice rooms as well as faculty studios must be obtained from Curt Blankenship. Students obtaining keys to these areas will be asked to sign a Key Contract. Keys must be returned by the last day of exams in the spring semester or when the student is no longer enrolled as a current music student. A hold will be placed on the student's account if keys are not returned.

Please note:

- **Food and drink are NOT allowed in practice rooms.**
- Please report any facilities issues to Curt Blankenship (Rm. 150, Singleton Center).
- Lobbies, hallways, locker areas, lounges and other open indoor areas are not to be used for practice.
- The Music Library is not to be used as a practice room.
- Practice rooms and lounge areas are not designated for ensemble practice. Groups of 3 or more musicians must make arrangements through their instructor and/or Facilities Manager Curt Blankenship for a larger room.
- Students and faculty may not teach private lessons for private remuneration in any VCU Music facility. Doing so is a violation of University policy and Virginia law. See 6.1 VCU School of the Arts Equipment Use Policy.

#### **6.4 Lockers**

Lockers for books, instruments and personal items are available to Music majors on a limited basis. Locker Sign-Up takes place at the beginning of the Fall semester. Priority will be given to those who sign up first, with consideration given to major instruments, instrument size and locker availability. All lockers are to be emptied at the end of each Spring semester.

#### **6.5 Music Stands**

The Department of Music maintains a supply of music stands for use in the Choral, Instrumental, and Jazz Rehearsal Rooms and in the Concert Hall. **Students may not move Music Stands from these areas for any reason.** Students are expected to provide their own stands for use in the practice rooms.

#### **6.6 Instrument Loan**

A limited number of woodwind, brass and string instruments are available for loan to qualified students for use in instrumental technique classes and ensembles. Instruments are to be used solely by the student to whom it has been loaned; students may not exchange instruments with classmates. Instruments are distributed on a first-come, first-served basis. Students who are loaned an instrument must sign an agreement to repair or replace instruments if deemed necessary by the Music Department. If the repair(s) or replacement is not made, a hold will be placed on the student's record and the student will not be permitted to register for classes nor obtain transcripts or records. Students are also expected to replace or repair small items or accessories of a transitory nature, such as strings, pads, and reeds, as needed during the time in which the instrument is loaned to them.

A hold will also be imposed if the instrument is not returned at the end of the pre-determined

borrowing period. Legal action will be taken if deemed necessary. VCU Music instruments are not to be used for “gigs” or for summer jobs. Please see 6.1 VCU School of the Arts Equipment Use Policy.

In the event that all department instruments have been loaned, students must make their own arrangements to borrow an instrument or to rent one from a local music store.

### **6.7 University ID Cards**

The VCU ID card issued to students upon initial registration allows students access to VCU Music facilities. Students without a valid VCU ID card will be asked to leave the premises.

### **6.8 Posted Notices Policy**

All fliers and notices posted on VCU Music Bulletin Boards or in VCU Music buildings must be approved, signed, and posted by VCU Music Office staff. Any notices posted without approval from the VCU Department of Music will be removed and destroyed without notice. VCU Music reserves the right to move or remove any sign or flier posted on its bulletin boards without notice.

Following is a list of the types and number of fliers that VCU Music will accept to post on its bulletin boards once approved:

<b>Poster type</b>	<b># Of posters permitted</b>	<b>Amount of time posters may be visible</b>
VCU Music Events	6	3 weeks before event
Student Recitals	5	2 weeks before event
Community Events/Concerts	4	3 weeks before event
VCU Events (non-music)	4	3 weeks before event
For Sale/Job Opportunities	3	Posted for 4 weeks

Posters and flyers advertising student recitals or student ensemble performance (for a grade or otherwise) must contain certain VCU and VCUarts logo elements. Questions about these elements should be directed to Andrea Almoite, Director of Marketing and External Relations. Posters and flyers that fail to incorporate these required elements would not be permitted to be distributed.

### **6.9 Smoking Policy**

Smoking is prohibited in the Singleton Center or the James W. Black Music Center. Students are required to restrict smoking to areas outside of the buildings.

### **6.10 Mobile Phones**

The use of mobile phones in classes, rehearsals or concerts is prohibited. Please turn off your cell phone when entering any of these locales.

## 7.0 Student Information Resources

### 7.1 VCU Email Accounts

The Department of Music uses VCU email accounts to communicate directly with VCU Music students. Be sure to check your VCU email account regularly as this is the preferred method of email contact.

### 7.2 VCU Music Students on Blackboard

Visit the “VCU Music Students” organization on Blackboard often for announcements about scholarship opportunities, gigs, concerts and events, schedule changes, and other news.

### 7.3 Facebook

VCU Music is on Facebook. Go to <http://facebook.com/vcumusic> and “Like” VCU Music to receive updates about concerts and events and to interact with students, alumni, and supporters.

### 7.4 Faculty and Staff Directory

A directory of the [Music Department Faculty and Staff](#) is available on the Music Department website.

### 7.5 Academic Calendar

To see important dates for the academic year, visit [VCU Academic Calendars](#).

### 7.6 Emergencies

What to Know and Do to be Prepared for Emergencies at VCU:

- Sign up to receive VCU text [messaging alerts](#). Keep your information up-to-date.
- Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
- Listen for and follow instructions from VCU or other designated authorities.
- Know where to go for additional [emergency information](#).
- Know the emergency phone number for the VCU Police (828-1234). Report suspicious activities and objects.

### 7.7 VCU Honor System

All VCU students are required to adhere to the University’s Honor System. Information about the Honor System can be found on-line. Visit [Honor System Policy](#).