

UNDERGRADUATE MUSIC STUDENT HANDBOOK

Department of Music
College of Fine Arts and Communication
Towson University

(Approved 12 December 2000; Revised April 2015)

Welcome to the Department of Music at Towson University. This handbook will be helpful to you in the semesters ahead. This document will be updated periodically; therefore, please refer to the Department of Music website for the most recent edition (<http://www.towson.edu/music>).

If you have questions, please contact us. We will be glad to help.

Department of Music Administration

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Students, faculty and staff are strongly encouraged to register for the University's state-of-the-art emergency notification system. It is the safest way to ensure that you receive critical university

Music Major Group Advising Days and the Intentional Advising Program

Periodically, the department will schedule group advising days, and all music majors are required to attend. These group advising days are generally scheduled on a Tuesday or Thursday at 11:00 am during the first week in October and/or the first week in April prior to the beginning of the registration period. Signs are posted in the hallways and on bulletin boards announcing the date and location. If you have a legitimate, verifiable excuse and cannot attend, you must inform the Assistant to the Chairperson in writing several days prior to the group advising session. Failure to attend may result in an inability to register for certain music classes.

All music majors and music minors are assigned to advisors within the Department of Music. All advising assignments can be viewed on Towson's Online Services "Student Center" page. Questions about advising assignments should be referred to the Assistant to the Chairperson. Students and faculty may not change advising assignments until they consult the Assistant to the Chairperson.

Music minors in the performance track must meet with their assigned music department advisor each semester before authorization for lessons is granted.

All music majors MUST meet with their assigned advisor each semester during the registration period. Freshmen are required to meet with their assigned first year experience advisor at least twice per semester. Academic Advising Holds are placed on student accounts every semester, and your advisor will remove the hold after you have met with him/her. Procedures and deadlines are posted each semester on the Official Announcements Bulletin Board and on the department's website. It is important that you read the information carefully and meet all departmental deadlines so that you are not prevented from registering for department consent courses, lessons, degree recitals and applicable ensembles.

Transfer and second bachelor students also see information under the heading titled "Transfer Student and Second Bachelor's Candidate Advising and Transfer of Credit."

Applied Vocal and Instrumental Lessons and Master Classes

Music majors and music minors in the performance track must enroll for applied lessons on an instrument or in voice with an instructor provided by the university. All students enrolled for those lessons are required to attend a weekly master class. Activities in master classes range from topics concerning the instrument, prevention of performance injuries, pedagogy, and performances by students, faculty and guest artists. Students taking applied instrumental and piano lessons will receive instruction in practice habits that promote good hearing and musculoskeletal health. And students taking applied voice lessons will receive instruction in practice habits that promote good hearing and vocal health.

Generally, the day and time for your master class will appear on your schedule under your applied lessons. The majority of master classes are held on Tuesdays or Thursdays at 11:00 am. If "TBA" appears on your schedule under your applied lessons, your applied instructor will select a day and time that will fit student schedules for the weekly master class. Occasionally special master classes are scheduled outside of the normal time. Attendance at those master classes within your performance area is mandatory.

Each degree program has specific requirements regarding the number of units students earn in order to graduate. One unit of credit equals a 25 minute lesson; 2 units of credit is equivalent to a 50 minute lesson. As mentioned above, students also attend a 50 minute weekly master class.

Students are expected to be prepared for each weekly lesson and, at a minimum, should plan to practice 2 hours per day.

Progress toward a degree in music will, under normal circumstances, require the student to take at least one unit of lessons every term in his/her primary performance area until the terminal degree recital is successfully completed. Students who let their lessons lapse one regular term or more are subject to re-auditioning in order to continue as a music major or a music minor in the performance track. Students who do not pass the re-audition may, at the discretion of the Department of Music Chairperson, be excluded from their degree program or required to take additional lessons before being fully reinstated.

Department consent (student specific permission) is required to register for all private lessons. Prior to obtaining authorization, you must pick up an "Applied Lesson Request Form" (available

Career Center

The Career Center's services include a career mentor database, a year-by-year career action plan, career assessments and one-on-one counseling, drop-in express hours, a resource library, on-campus interviews, job fairs, Hire@TU job and internship postings, resume reviews and mock interviews, the GENL 121 Life and Career Planning course, and resources to navigate the graduate school application process. For additional information, contact the Career Center directly at 410-704-2233 (located at 7800 York Road, Suite 206) or view the website www.towson.edu/careercenter.

Change in Course Requirements

Course requirements for degree programs are printed in the Undergraduate Catalog under which the student entered. Any appeals for exceptions to the printed requirements must be made, in writing by formal letter, to the Chairperson of the department. Students must include their home address, telephone number, and email address and provide the reason(s) for the requested exception. The request for an exception should also be signed by the student's assigned music department advisor.

Class Attendance

Music students are expected to attend all classes, including master classes. Class conflicts must be worked out with the application instructor(s).

The Towson University regulations on class attendance are in the Undergraduate Catalog. Students who miss the first two class sessions of the first session of a class that meets once a week may be dropped from the class roster. Class attendance may also be linked to the course grade if this is stated in the course syllabus.

It is the University's policy to excuse absences of students for the following reasons: (a) illness or injury when the student is unable to attend class; (b) religious observance where the nature of the observance prevents the student from attending class; (c) participation in University activities at the request of University authorities (this would include off-campus events approved by the COFAC Dean or Department of Music Chairperson); (d) compelling verifiable circumstances beyond the control of the student.

Absences that do not fall into any of the above categories are unexcused. Faculty may set a limit on the number of unexcused absences. Students who are absent from class are responsible for any missed work, assignments, or assessments (for example, quizzes, tests, papers, etc.).

Class Expectations

Students are expected to attend all classes and contribute to a conducive learning environment through appropriate behavior. Those students disrupting the class may be asked to leave the room and re-entry may be forbidden (see *Towson University Faculty Handbook*, chapters 7 and 10). Students are requested to turn off noise making devices such as cell phones, beepers, and electronic games. Faculty members have the right to detail class expectations in the course syllabus.

Changing a Schedule

During the first week of classes, students have the option to change their schedule. Students should consult their assigned advisor(s) before adding or dropping courses. Do not drop a course unless you have another to replace it because falling below full time status (12 credits or more) may jeopardize financial aid, scholarships, on-campus housing, and/or health insurance. The official Change of Schedule Period is posted on the University's website each term as well as on the Towson Online Student Center page.

If space is available in classes that do NOT require department or instructor consent, students may register for those classes online. For courses that require consent, contact the applicable academic department (each department has different procedures for adding courses). All courses for music majors require authorization from the Assistant to the Chairperson before students can officially enroll online. You must contact the Assistant to the Chairperson if you are attempting to add a course reserved for music majors, lessons or ensembles to your schedule. Adding applied lessons after the departmental deadline will incur extra charges. Students may not add a class, lessons, or ensembles after the official Change of Schedule period ends.

If students drop a class during the official Change

Esk, the phone number is 410-704-2512 and you can obtain more information at www.towson.edu/counseling.

Daytime Student Recitals

The daytime student recital series provides an opportunity for music students to perform their repertoire in front of an audience and helps to develop performance skills. Daytime student recitals are generally scheduled on various weekdays in the Recital Hall at noon during the fall and spring terms. These recitals are open to the TU campus community and visitors from the general public. All students are encouraged to attend these recitals in support of their fellow students. If you would like to perform on a daytime recital, the request procedure, forms and schedule can be found at the following site: www.towson.edu/music/advising/recitals.asp.

Declaration of Major or Minor

It is a student's responsibility to officially declare his or her major and/or minor. The music major is screened, and admission to the music major and the music minor performance track is granted only by the department, contingent upon a performance audition. If you intend to major in music, your major will be input in the online system as Pre-MUE or Pre-MUS. You can declare the major or minor by completing and submitting the Online Change of Major/Minor form (available on your online Student Center Page). Students can only select the Pre designation option; therefore, it is important that you fill out the comments/notes section at the bottom of the form explaining which degree and applicable concentration you want to add, change or delete. After you submit your form, the Assistant to the Chairperson will be notified by the Registrar's Office. If you have been officially accepted into the music major or the performance track minor, the Assistant to the Chairperson will verify your status with the Registrar's Office. Students who are not declared as music majors or music minors in the performance track will be charged the higher fee for applied lessons.

Degree Requirements, Student Responsibility, Academic Standards and Procedures

"Students are expected to familiarize themselves with the *Undergraduate Catalog* and to satisfy all published degree requirements. Failure to do so does NOT provide a basis for exceptions to academic requirements or policies. It is expected that students will receive assistance from general academic and faculty advisors, but students must assume responsibility for completing published degree requirements."

Track your academic progress. Your Degree Progress Report (DPR) lists completed and outstanding University General Education or Core Curriculum requirements and major requirements. It is located on the left side of your Student Center page. The University also encourages students to use the Academic Requirements report located on your Student Center page.

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See *Student Specific Permissions*.

Dining Facilities

There are 18 dining locations and a variety of meal plans (including vegetarian and kosher cuisine) as well as a-la-carte dining. For more information visit the following website: <http://dining.towson.edu> or contact Auxiliary Services at 410-704-2302. A student's dining plan status can be viewed at the OneCard website: <http://onecard.towson.edu>.

tendons (for instrumentalists), and overuse injuries of the voice (for singers). However, all of these risks can be avoided through consultation with your applied instructor and a medical

If you are experiencing any of the above symptoms, consult your applied instructor and a medical professional. See your primary care physician or go to the Dowell Health Center. A referral may be given to a specialist. The Performing Arts Medicine Association (PAMA) has a website (www.artsmed.org)

emergency, the grade of Incomplete ("I") should be given. Incompletes must be made up by the end of the next regular term (fall or spring).

Sign-up sheets are posted approximately two (2) weeks before the final exam period. Your instructor will inform you of the location of the sheets (generally on the Official Announcements bulletin board. Students sign up for a date and time and obtain a repertoire sheet from the music office (CA 3095) or as instructed by their private teacher. The repertoire sheet must be completed and handed in to the jury panel.

For jury appeals, see *Grade or Jury Appeals* above. Notice of failure to perform at appropriate standards at a jury will follow policies in as indicated in the section *Failure to Remain in Good Standing*. For further jury regulations for your instrument, voice or your division, contact your instructor or the division leader.

Keyboard Proficiency

Music majors must reach the level of keyboard proficiency established for their specific degree and concentration.

For Music Education majors, a keyboard proficiency exam is scheduled on the Friday of the first week of the fall term and in the spring term on a designated date during the final examination period. (Students are only eligible to take this exam once per term.) A materials packet containing a variety of examples suitable for use on the exam may be purchased at the University Store located in the Union. Music Education majors should also review the undergraduate MUED website for additional information.

The Bachelor of Music Degree allows students to satisfy the keyboard proficiency requirement by

For instrument storage, see the information under the heading *Instrument Storage* above.

Mandatory Daytime Honors Recital Attendance

Music majors are required to attend the daytime honors recitals (e.g., Talent Awards, Lieberman Awards, etc.) that take place each term at 11:00 am (usually one in the fall and 2 in the spring). Notices will be posted throughout the music wing which will announce the date and location. Attendance will be taken. If you have a legitimate, verifiable excuse and cannot attend, you must inform the Assistant to the Chairperson in writing several days prior to the recital. Repeated failures to attend these recitals may result in an inability to enroll for your student degree recital.

Students who want to perform a recital that is not required for their degree program must obtain permission from the applicable applied area and the Department Chairperson before they can request a date (formal typed petition letter required with the applicable faculty signatures – no informal emails will be accepted). Students must also enroll for the recital (it will be considered elective credit only) and it must appear on the students' course schedule before the venue can be scheduled.

Recording Studio

The Recording Studio of the Towson University Department of Music (RSTUDM) is designed and built to support the creative work of the students and faculty of the Towson University Department of Music. The RSTUDM is designed to function as a professional audio recording and production facility, specialized for the recording and production of music. As a professional recording facility, the RSTUDM is well suited to handle a variety of recording projects involving diverse ensembles. The facility additionally includes tools for audio editing, mixing, and mastering. For more information, visit <http://www.rstudm.org>.

Refresher Coursework

DVMT 101, MATH 102, and REED 102 are designed to improve students' skills so they can be successful and independent learners at Towson University. The courses that begin with DV carry credit toward full-time status, but will not count toward graduation. The other courses are college-level courses that will earn three units toward the 120 required for graduation. All refresher courses must be successfully completed within the first two semesters of a student's enrollment at Towson. Score results on placement testing will determine whether a student must enroll in one of the above courses.

Repeating a Course

When courses are repeated (those that are not listed as available for credit when repeating), students will receive credit for the course only once. Only the higher of the two grades will be calculated in the GPA. Students may not make a third attempt of a course except with prior approval. For a third attempt, students must complete a Petition for a Third Attempt form and submit it to the Registrar's Office, Academic Standards Committee, Enrollment Services Center, room 236. The form is available online through a link on the Student Center page. Courses in which low or failing grades were earned at Towson must be repeated at Towson in order for the record to be adjusted and the QPA to be recalculated. Grades of "W" are administrative and are not considered a part of the repeated course procedure. See the *Undergraduate Catalog* for further information. Also see *Progress in the Music Major* above.

Resource Room

The Resource Room (Center for the Arts 3088) is a repository of materials for use by students and faculty. Often faculty will recommend students

The Assistant to the Chairperson handles all room and concert venue requests (for ensemble rehearsals, sectionals, recital rehearsals). Requests should be made several days in advance and sent via email to the Assistant to the Chairperson. A request for a room or one of the performance venues does not guarantee that space will be available. Your request should contain information regarding the date(s), time(s), purpose, and any special requirements.

Speech, Language and Hearing Center

Diagnostic and therapeutic services of the Speech, Language and Hearing Center are available to all members of the Towson faculty, staff and student body. Appointments may be made by phoning 410-704-3095. The center is located at One Olympic Place in downtown Towson.

Scholarships, Awards and Competitions

Music Department scholarships for incoming music majors include the following: (a) University Scholarship, Fine Arts (approximately \$5,400 for the academic year); (b) Dean's Award in the Fine Arts (\$2,000 for the academic year); and (c) Music Department Award in the Fine Arts (\$1,000 for the academic year). These fixed amount scholarships are offered to applicants who qualify based upon the talent demonstrated during

department consent courses. Check the Official Announcements bulletin board and the department's website for details on obtaining authorization (student specific permissions) and enrolling by the deadlines. The Assistant to the Chairperson issues all department authorizations. Follow the instructions carefully to ensure that you register in a timely fashion and by the posted deadlines.

Student Workers

The Department of Music employs students as office workers, computer lab supervisors, and stage managers. The Department also employs work study students. Contact the department's administrative assistant for more information.

Normally, undergraduate students may enroll for no more than 19 units per term. These policies are detailed in the *Undergraduate Catalog*. Students should be aware that a load of over 15 units carries an additional fee.