

MUSIC STUDENT HANDBOOK

(Approved 12 December 2000; Revised September 2009)

***Department of Music
College of Fine Arts and Communication
Towson University***

Welcome to the Department of Music at Towson University. This handbook should be helpful to you in the semesters ahead. This document will be updated periodically. Please refer to the Department of Music web site for the most recent edition: <http://www.towson.edu/music/index.htm>

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

Department of Music Administration

Leneida Crawford, Chair	CA 3095-A, 410-704-2143, lecrawford@towson.edu
William Kleinsasser, Assistant Chair	CA 3101, 410-704-2817, wkleinsasser@towson.edu
Mary Ann Criss, Assistant to the Chair	CA3095-B, 410-704-2836, mcriss@towson.edu
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Music Major and Minor Advisors

James Anthony	CA 2090, 410-704-2813, janthony@towson.edu
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Leneida Crawford (advises Music Major freshmen enrolled in the Honors College; Fall 09 & Spring 10)	CA 3095-A, 410-704-2143, lecrawford@towson.edu
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Division Leaders

Applied Division, Patrick Roulet	CA 4056, 410-704-2833, proulet@towson.edu
Education, Alicia Mueller	CA 3093, 410-704-2257, aamueller@towson.edu
Jazz Studies, David Ballou	CA 3099, 410-704-2831, dballou@towson.edu
Keyboard, Eva Mengelkoch	CA 4061, 410-704-2827, emengelkoch@towson.edu
Literature, Jim Anthony	CA 2090, 410-704-2813, janthony@towson.edu
Theory/Composition, Jonathan Leshnoff	CA 2095, 410-704-2845, jleshnoff@towson.edu
Voice, Phillip Collister	CA 2097, 410-704-2815, pcollister@towson.edu

Emergencies

University Police	410-704-2133
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Official Bulletin Boards

Official Announcements

Center for the Arts, 3rd floor, left hand side of hallway leading to music faculty offices and studios

Official Announcements, Web

<http://www.towson.edu/music-wbb/>

Statement of Compliance

All policies in this document may not contradict or conflict with those of the University of Maryland System Board of Regents, American Association of University Professors, Towson University, the College of Fine Arts and Communication, and the Department of Music Policies and Procedures for Promotion, Tenure, reappointment, and merit.

University policy is documented in chapter two of the *Towson University Faculty Handbook*. The *University of Maryland System Policy on Appointment, Rank and Tenure of Faculty* is found in the *Towson University Deans/Chairpersons Handbook*.

Academic Honesty

Students shall not submit as their own work any work which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, or such special assistance as may be specified or approved by the appropriate faculty member, is allowed. When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of faculty or other appropriate authority.

Access to Department Files

In accordance with both Federal law and University policy, you have access to appropriate portions of your departmental file upon written request. To access the file, you must complete the "Request to View Student Departmental Record" form, available in the Music Department Office (CA 3095). The form details regulations regarding student files. The process usually takes several days because files must be inventoried before they can be viewed by the student.

Accompanists

Students with keyboard skills often provide accompanying services to other students in studio contexts, at juries, and for recitals. While some accompanists may be assigned (based on assistantships or instructional obligations), most students should expect to obtain and pay for their own accompanists. Accompanists from outside the university may be used. Your applied teacher may be able to assist you in finding an accompanist.

Students interested in becoming an accompanist should contact the Keyboard Division leader.

Advisors and Group Advising Days, Intentional Advising Program

All music majors and minors are assigned to selected advisors within the Department of Music. All advising assignments are posted on the "Official Announcements" bulletin board and outside the Assistant to the Chairperson's office. You can also view this information using Towson's Online Services. Under "Academics" click [SA Self-Service](#) > [Learner Services](#) > [Academics](#). Then click on [View My Advisors](#). 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. Minors in the performance track must meet with their assigned music department advisor each semester before

authorization for lessons or courses is granted. Minors in the literature track must meet with their assigned music department advisor each semester in order to receive current information about course rotations, to build meaningful schedules, and to receive clearance for music courses that are designated “department consent only.”

Freshmen are required to meet with their assigned first year experience advisor(s) at least twice per semester.

Incoming transfer students must meet with the Assistant to the Chairperson for an initial advising session within two to three weeks after matriculating. At that time, transfer students will be advised of the music courses that have been transferred for major credit by the Chairperson of the Music Department. At that meeting, students will also be advised of their recital attendance requirements. If there are questions regarding the student’s work at his/her previous institution, the student may be asked to bring supplemental information regarding course content, course descriptions, etc. Once the formal evaluation of transferable music credits has been completed, it is formally entered in the student’s permanent department file and is available to the student’s assigned faculty advisor.

All music majors are required to attend a large group advising session each semester. Group advising days are generally scheduled during the last week of October **OR** the first week in November and the last week of March **OR** first week in April (dates vary based on the University’s Enrollment appointment schedule) prior to the beginning of the registration period. It is held on Thursdays at 11:00 a.m. You will only be excused from group advising if you have a legitimate, verifiable excuse. You must inform the Assistant to the Chairperson in writing prior to the advising meeting. Failure to attend may result in your inability to register for certain music courses.

Freshmen Music Education majors are required to attend a special group meeting that is usually held on a selected Monday evening at 5:30 p.m. during the last week in October **OR** the first week in November and the first week in March **OR** the second week in April (dates vary based on University’s Enrollment appointment schedule) prior to the beginning of the registration period. You will only be excused from group advising if you have a legitimate, verifiable excuse. You must inform the Assistant to the Chairperson in writing several days prior to the advising meeting. Failure to attend may result in your inability to register for certain music courses.

All music majors and minors **MUST** meet with their assigned advisor each semester during the registration period. Intentional Academic Advising Holds are placed on student accounts every semester, and your advisor will remove the hold after you have met with him/her in an individual . Procedures and deadlines will be posted each semester on the Official Announcements Bulletin Board and on the department’s website. It is important that you read the information carefully so that you are not prevented from registering for department consent courses, lessons, degree recitals and applicable ensembles.

Applied Lessons

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 in suite 3095 and on the department’s website). The form must be signed by your applied instructor. Prior to registration each semester, deadlines and procedures will be posted on the “Official Announcements” bulletin board. After you have turned in the completed form, the Assistant to the Chair will authorize you within two to three business days. You are then responsible for registering for your lessons by the posted deadline. Students will receive the reduced private lesson fee only if they register by that deadline.

No lessons will be added after the official “University Change of Schedule Period.” If you withdraw from lessons after the start of classes, your lesson fees are NOT refundable. Refer any questions regarding lessons enrollment and lesson fees to the Assistant to the Chairperson.

Students must contact their applied instructor to arrange for a lesson time as soon as possible. This should be done no later than the first master class.

Music majors and minors in the performance track will be given priority for applied lessons. Other students may take lessons for credit if they pass a screening and if space is available in the applied studio teacher's load.

Bulletin Boards

It is important for you to check the bulletin boards in the Music Department for information that may not be available elsewhere. The locations are as follows:

Official Announcements	3 rd Floor Hallway, leading to music faculty offices and studios
Official Announcements/Web	http://www.towson.edu/music-wbb/
Alumni News	next to CA 3080
Band/Orchestra	next to CA 3071
Early Music/World Music	next to CA 3075
Percussion	next to CA 3073
Kappa Kappa Psi	next to CA 3071
Recitals/Concerts	Official Announcements Board, outside main office (3095)
Music Education/MENC	2 nd floor, across from CA 2077
Vocal/Choral	next to CA 3069

There are also bulletin boards directly outside the Department of Music office (CA 3095), on the fourth floor and outside various faculty offices.

Career Center

The TU Career Center serves over 3,100 employers who annually recruit for more than 26,000 employment and internship opportunities. Open to students and alumni, the Career Center contains a computer lab with Internet access, a library of information and materials on employers, job search tips, salary statistics, resume preparation and internship opportunities. The center also offers individual sessions with advisors, workshops and seminars, graduate school information, and other reference materials. For additional information, contact the Career Center directly at 410-704-2233 (located at 7800 York Road, Suite 206).

Change in Course Requirements

Course requirements for degree programs are printed in the University Catalog under which the student entered. Any appeals for exceptions to the printed requirements must be made, in writing, to Dr. Terry Ewell, Chair of the Department of Music. Students must include their home address, phone number, and email address in their letter and must contain the reason(s) for the requested exception. Your request should also be signed by your 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 instructor.

The TU regulations on class attendance are in the University Catalog. Students who miss the first two class sessions or the first session of a class that meets once a week may be dropped from the class roster.

Class attendance may 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 Music Chair); d) compelling verifiable circumstances beyond the control of the student.

Absences that do not fall into any of the categories outlined above 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 (e.g., 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-entrance 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

All changes in students' schedules of classes (adding or dropping a course or change in sections, units or grading option) are valid ONLY if students complete a Change of Schedule Form and file it with the Registrar's Office. Students who do not complete the Change Form and turn it in by the deadline (available online at <http://onestop.towson.edu>) will not receive credit for classes attended but not formally added. A grade of F or FX will be recorded in courses not formally dropped. Information on making schedule changes is online at <http://onestop.towson.edu>.

- Adding a class: Students may add classes to their schedules during the first week of classes using a change of Schedule Form (available in departmental offices or from the Registrar's Office). Because each department has different procedures for adding classes (some require faculty signature and departmental stamp; others only a stamp), students must check the procedures each term online at <http://onestop.towson.edu>. ***Students may NOT enter a class after the change of schedule period (first week of classes) ends. Exceptions are considered ONLY with written authorization from the instructor and applicable department chair.***
- Dropping a class: Students may drop a class up to the deadline available online at <http://onestop.towson.edu>. If they drop during the change of schedule period (the first week of classes), no grade is recorded. If they drop courses after the change of schedule period but within the withdrawal period, a grade of W is recorded on the transcript. There is no academic penalty associated with the W. Students who do not officially drop courses during the established time periods receive grades in the courses (A to F or FX) as determined by the instructors.

Competitions

See ***Scholarships, Awards and Competitions***

Computer Accounts

The University provides email accounts at no charge to students. Music students must open and use this account. If students prefer, email can be forwarded from these accounts to another email account. Students must follow university guidelines and policies when using the accounts.

For additional information on student computer accounts please see:
<http://www.towson.edu/adminfinance/tos/scs/index.asp>

Computer Lab

The Department of Music has its own computer lab. The lab, located in the Center for the Arts Room 3092, offers a wide array of services, including ear training software, music printing, sequencing and Internet connections. The music lab is also home to the department's tutorial services.

Convocations

Attendance is mandatory at Department of Music Convocations. The purpose of the convocations is to gather the Department of Music together during the first weeks of the semester in a single forum for vital announcements and participation in musical events. Convocation is normally scheduled on the first or second Tuesday of each term. At the start of each term, students must check the Official Announcements Bulletin Board and postings in the music wing for the exact date and location.

Counseling Center

The Counseling Center provides a variety of professional services for students who are experiencing personal difficulty or who are seeking help toward a greater level of personal effectiveness or satisfaction. The Counseling Center is staffed by psychologists, professional mental health and substance abuse counselors, consulting psychiatrists, and psychologists working under supervision. All services at the Counseling Center are confidential. The Counseling Center is located in Glen Esk (northeast corner of the campus, white building). The phone number is 410-704-2512.

Daytime Student Recitals

The daytime student recital series provides an opportunity for music students to perform their repertoire in front of an audience and serves as a vehicle for developing performance skills. Daytime student recitals are generally scheduled in the Recital Hall on Fridays at noon during the fall and spring terms. The schedule for these recitals is posted on the Department of Music website (<http://www.towson.edu/music/dsr.htm>) and on the bulletin boards in the music wing. Daytime student recitals DO NOT count toward required recital credit for music majors.

If you would like to perform on a daytime recital, the request procedure and forms can also be found on the Department of Music website (see link referred to above).

Declaration of Major or Minor

Music is a screened major, and admission to the music major is granted only by the department, contingent upon a performance audition. If you intend to major in music, your major will be input as Pre MUE (PMUE) or Pre MUS (PMUS). Once you have been accepted into the music major, the department will notify the Registrar's Office that your major status can be changed. It is your responsibility to make sure that your major and concentration (if applicable) is officially and correctly declared. You can declare and/or update your major by completing and submitting the Online Change of Major/Minor form (go to the following website: <https://inside.towson.edu/generalcampus/formsrepository/forms/changeMajor.cfm>). Students who are not declared as music majors or music minors (performance track) will be charged the higher fee for applied lessons.

Degree Progress Reports

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.

Students are encouraged to keep track of their degree requirements by reviewing their degree progress online by using the Degree Progress Report on Towson Online Services.

Demographic Forms (Student Information Forms)

You must have a student information (demographic) form on file in the music office. Forms are available in the Department of Music office (CA 3095). If any information should change (address, phone number, etc.), it is your responsibility to see the Assistant to the Chair to update it. You will not receive the discounted student ticket price until you have filled out the form.

Department Consent Courses

See *Student Specific Permissions*

Dining Facilities

Here are a few places to eat on campus and nearby: University Union, Susquehanna Plaza (Monday through Thursday 7:00 a.m. to 11:00 p.m.; Friday 7:00 a.m. to 3:00 p.m.; Saturday 11:00 a.m. to 3:00 p.m.); Bill Bateman's Bistro, 7800 York Road, Monday through Saturday 11:00 a.m. to 1:00 a.m. and Sunday 10:00 a.m. to 12:00 a.m., 410-296-2737.

Additional dining (snacks, Kosher dining, micro-grocery store) is available at Newell Hall and the Glen complex. Visit <http://www.towson.edu/adminfinance/auxservices/dining/> for a complete listing of locations throughout campus.

Disability Support Services

Towson University is committed to providing equal access to its programs and services for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University does not have a specially designed program for students with disabilities, but offers an array of support services and accommodations that are coordinated by Disabilities Support Services. For more information contact the Disability Support Services office at 410-704-2638 (located in the Administration Building, Room 232).

Drop and Add Process

See *Changing a Schedule*.

Ensemble Auditions

Information concerning times and requirements for ensemble auditions are posted in the hallways and/or in the Administrative Suite. Often ensemble directors will update this information on the department website. Please sign up for times and obtain audition materials at your earliest convenience. Most auditions are scheduled during the first week of classes. Please remember that if you register for an ensemble and are not selected, it is your responsibility to drop the ensemble from your schedule (through Enrollment Services). Students must be officially enrolled in an ensemble in order to participate.

Failure to Remain in Good Standing (Academic Warning, Suspension, Probation, and Dismissal)

In the event that Terry Ewell, Department Chair, receives written notification of a student's failure to remain in good standing in either academic or performance course work or in a jury, he may issue a written academic warning to the student. This written academic warning will detail the quality point average required or the jury proficiency required or other performance requirements to be completed by the next regular academic semester (fall or spring). Failure to meet the requirements in the written academic warning may result in academic suspension. Further details on academic warning, academic suspension, academic probation, and academic dismissal are given in the University Undergraduate Catalog.

Grade or Jury Appeals

Students should first seek immediately to resolve the grade or jury decision with their instructors. If a resolution is not found, the student may appeal in writing to Leneida Crawford, Department Chair. This written appeal should contain the details of the appealed grade or jury and the requested resolution and be made no later than the mid-semester (end of the first 7 weeks) of the next regular academic semester (fall or spring). The written appeal must contain the student's signature and the contact information (address, telephone number, email address). If a resolution is not found at the Department of Music level, students may appeal to the Associate Dean of COFAC. Further information on grievance policies and procedures is contained in the Towson University Faculty Handbook, chapter 5. A copy of the appropriate section is available upon request from Terry Ewell.

Grades

Towson University uses the plus/minus grading system. A grade below 'C' is not a passing grade for music major courses. For additional information on the grading policy, see the University's Undergraduate Catalog.

Health Services

The Student Health Service, located in the Dowell Health Center, is open weekdays all year, with the exception of Christmas and Thanksgiving breaks, university holidays and inter-sessions. The Health Center has an experienced staff of physicians, nurse practitioners, physician's assistants, and health educators. Most services are offered at a minimal cost. Students will need an appointment for non-urgent problems and may call 410-704-2466 between 8:30 a.m. and 5:00 p.m. Walk-in patients will be evaluated by a trained nurse and referred to a clinician or given a follow-up appointment. For after-hours emergencies, call the University Police at 410-704-2133. For non-emergencies after hours, the Health Center has arrangements with two nearby urgent care centers. Students will pay their own expenses at these centers. Call 410-704-2466 for those numbers.

Hearing Clinic

Diagnostic and therapeutic services for the Speech-Language-Hearing Clinic are available without charge to all members of the Towson faculty, staff, and student body. Appointments may be made by calling 410-704-3095. The clinic is housed in Van Bokkelen Hall, Room 001.

Honors College

Students are encouraged to consider the programs offered by the Honors College. Please refer to the University's Undergraduate Catalog for details or contact the Honors College at 410-704-4677 (office located in Stephens Hall, Room 302).

Inclement Weather Cancellations and Emergency Closing Policy

Announcements about schedule changes or cancellations will be broadcast over the following radio and TV stations: WBAL (AM/1090), WYPR (FM/88.1), WMZQ (FM/98.7), WLIF (FM/101.9), WTOP (FM/103.5), WBAL-TV (11), WJZ-TV (13), WMAR-TV (2) and WRC-TV (4). Information will also be available by calling 410-704-NEWS or 410-704-2000.

Instrumental Rental

The Department of Music maintains a limited inventory of band, orchestra, and other instruments for use in music education courses and for the performing ensembles. All students must sign a legally binding Instrument Loan Contract to receive an instrument.

Generally, faculty who teach music education methods courses are in charge of the instrument inventory for the course.

Contact the Department of Music administrative office for information regarding instruments needed for performing ensembles.

Students who fail to return instruments by the end of finals period or when requested, will receive first, a written reminder; second, notification of the suspension of University services, grades, transcripts withheld, etc.); and finally, notification that the police have been notified of the student's failure to return state property. Students will be billed for lost and unreasonably damaged instruments and accessories.

Instruments are not on loan during the summer except by approval from the Department of Music Chairperson.

Instrument Storage

Instrument storage lockers are located on the third floor of the Department of Music wing (in the hallway adjacent to the lecture classrooms). Select a locker that fits your instrument, fill out the **Locker Assignment Request Form**, which is available in the Department of Music Office (CA 3095), then bring the form to the designated graduate assistant or to Dr. Rothlisberger in CA 3089. Once you have been assigned a locker, it is "yours" until the end of the term.

Insurance

The Department of Music, the College of Fine Arts and Communication, and Towson University does not insure equipment or instruments. The Department of Music, the College of Fine Arts and Communication, and Towson University will not assume responsibility for loss or damage to personal equipment or instruments. Students, faculty and staff should insure their own possessions for loss or damage. All are encouraged to record serial numbers of all their items in case of theft and ensure the safety of their items.

International House

Towson University offers an International House as an option in residence halls. The residence brings together American and international students to heighten awareness and understanding of the global community. For more information, contact 410-616-3101.

International Students

The International Student and Scholar Office provides services and programs to international students and international scholars. They offer assistance in visa applications and immigration related matters, cross-cultural orientation, and emergency situations involving international students. For full details on their services, call 410-704-2421 or visit their website at www.towson.edu/isso.

Juries

All students taking applied music lessons must take a jury. Instructors may waive the jury when a student has performed a junior or senior recital within 30 calendar days of the jury date.

In the event of a missed jury because of a proven illness or a verifiable family emergency, the grade of Incomplete ("I") should be given. Incompletes must be made up by the end of the next regular semester (fall or spring).

Sign up sheets are posted on the Official Announcements board approximately 2 weeks before the final exam period. Students sign up for a date and time and obtain a repertoire sheet from the Department of Music Office (CA 3095) or as instructed by their private teachers. 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 ***Failure to Remain in Good Standing*** given above.

For further jury regulations for your instrument or your division, contact your studio teacher 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 and spring terms and the first Wednesday of Final Examinations. (Students are only eligible to take this exam once per term.) A materials packet containing a variety of examples suitable for use on the keyboard proficiency test may be purchased at the University Store located in the Union.

The Bachelor of Music degree allows students to satisfy the keyboard proficiency requirement by passing Piano Class I (MUSA 190), Piano Class II (MUSA 191) and Piano Class III (MUSA 290). Keyboard performance majors, however, are exempt from Piano Class I, II and III, but must satisfy the keyboard proficiency requirement by passing Keyboard Harmony and Sight Reading I (MUSC 313) and Keyboard Harmony and Sight Reading II (MUSC 314).

The Bachelor of Science in Music degree (liberal arts degree) requires students to enroll in Piano Class I.

Library

The Albert S. Cook Library (410-704-2461) houses most of the University's musical materials. To use the Cook Library (in addition to other Maryland University System libraries), you must have an identification card. Materials borrowed by you must be returned by the end of the semester. You are liable for any fines the library assesses.

Lockers

Lockers are available for student use in the Center for the Arts; however, the Department of Music and Towson University cannot guarantee the safety of contents in lockers. Students can discourage theft by purchasing a quality lock such as Masterlock, using a locker in a highly visible area, never leaving valuables in the locker, and alerting the campus police to suspicious activity.

Once you have selected a locker, please provide your name, phone number, email address, and locker number to Diana Miller, Department of Music Administrative Assistant.

For instrument storage see the information under the heading “Instrument Storage” above.

Master Classes

If you take applied lessons, you are required to attend a master class every week if offered. The majority of master classes are held on Tuesdays or Thursdays at 11:00 a.m. Activities in master class range from topics concerning the instrument, prevention of performance injuries, pedagogy, to performances by students, faculty and guest artists. Generally, the day and time for your master class will appear on your schedule under your private lessons. If it is listed as TBA, contact your applied teacher for the day and time.

Music Student Organizations

Currently there are four music student organizations at Towson University: American Choral Directors Association (ACDA), the Association of Towson Composers (ATC), Collegiate Music Educators National Conference (CMENC) and Kappa Kappa Psi, national honorary fraternity for college band members. Consult the respective bulletin boards for more information.

Photocopies

Students are expected to purchase their own music materials for study and performance. Students must establish ownership of at least one non-photocopied score/set of parts before the work in question may be performed for an applied music jury or in a public recital. Students performing from photocopies of out-of-print, copyrighted material must receive the publisher’s permission.

A photocopier for student use is located on the second floor of the Center for the Arts near the food services counter and vending machine area.

Practice Rooms

The practice rooms are located on the fourth floor of the Center for the Arts and require a key for access. Music majors may reserve up to two hours per weekday in a practice room. Sign up sheets for practice room times are usually posted early on the first day of classes each semester. These rooms are for official university business—not for private instruction. Music minors and non-majors will be accommodated only if there is space available.

Applications for a practice room key are available in the Department of Music office (CA 3095). Return the completed application to the Music Department Administrative Assistant. Requests **MUST** be approved before payment is made. Refer to the Practice Room Key Request Form for information regarding fees and policies.

Progress in the Music Major

Students are expected to show regular progress completing required courses in the areas of theory, musicianship, music history and methods.

- No more than three MUSC or MUED courses may be repeated.
- No more than one of these courses may be repeated a second time after an approved petition to the department chair.

Additionally, the Department of Music considers any prior registration in a MUSC or MUED course when issuing course authorizations. If a student has remained registered for a MUSC or MUED course after the end of the university's official change of schedule period and is attempting a third registration, department consent/seat assignment will be issued on a space-available basis ONLY after all other students have requested a seat.

Recital and Concert Department

Students and faculty are required to turn off all noise making devices (pagers, cell phones, radios, etc.) while attending recitals. Audience members displaying disruptive behavior will be asked to leave the performance.

Recital and Concert Attendance

For students under the 2003-04 catalog or earlier:

Music majors are required to attend two student ensemble concerts and two on-campus faculty/guest artist recitals during each semester of the freshman, sophomore and junior enrollment. Attendance will continue to be monitored by using slips handed out prior to and collected following the event. Concert participants, stage crew, and recording technicians will not be awarded recital attendance credit for recitals in which they have duties. Daytime student recitals do NOT count toward recital attendance. For transfer students, the numbers are pro-rated by the Department Chairperson according to the number of terms they will attend Towson.

For students under the 2004-05 catalog or later:

Commencing fall 2004, the requirement for all students attending recitals is 3 faculty, guest artist, or evening honors recitals; 2 student ensembles, and 2 student degree recitals. For students starting their recital requirement in fall 2004, this would total 42 events over 6 semesters. Convocation and daytime honors recitals are mandatory and do not count toward the total. Daytime student recitals do not count toward recital attendance. For transfer students, the numbers are pro-rated by the Department Chairperson according to the number of terms they will attend Towson. Concert participants, stage crew, and recording technicians will not be awarded recital attendance credit for recitals in which they have duties.

Recital requirements prior to fall 2004 will not be altered, that is, students fulfill the required number of recitals per semester according to past policies.

Students who do not meet attendance requirements are granted a one-term grace period. Otherwise, they may be denied permission to continue to register as Music majors or if they are planning a degree recital, authorization for that recital may not be granted. Appeals are heard by the Chairperson of the department. Your appeal must be in writing (no emails accepted), signed by the student, and contain all of the student's current contact information.

Individual faculty may also create recital attendance policies for lessons, classes, and ensembles. Those policies will be outlined in applicable course syllabi.

Convocations, studio recitals and mandatory daytime honors recitals do NOT count toward recital attendance.

Recitals and Performances

Students performing a junior or senior degree recital must obtain department consent from the Assistant to the Chair before they can register for the degree recital. Authorization forms are in the Department of Music Office and on the department's website, and require the signature of your private teacher before you turn them in to the Assistant to the Chair. Information regarding deadlines and procedures are posted on the Official Announcements board and the department's website, and will be discussed during mandatory group advising meetings held during the fall and spring terms. It is the student's responsibility to register by posted deadlines for the degree recital after he/she obtains authorization from the Assistant to the Chair. During the registration period, recital reservation forms will be available in the Music Office. Students should pick the form up as soon as they are made available and follow all instructions completely. Again, it is the student's responsibility to schedule his/or her recital and to adhere to all procedures and deadlines.

Remedial Coursework

Review courses (DVMT 101, DVMT 110, DVRD 101, DVWR 101) are designed to provide the necessary review to be successful at Towson. When taking a refresher course, the credits will count toward a student's full-time status, but at the end of that semester, those units will not count towards graduation credits. Any refresher course requirement must be completed within the first two semesters of attendance.

Questions about applied music deficiencies should be discussed with the applied teacher or the division leader.

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. Students may repeat courses once without a petition. For a third attempt, students must complete a Petition for a Third Attempt form and submit it to the Registrar, room 223. 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. See the University Undergraduate Catalog for further details. Also see "*Progress in the Music Major.*"

Resource Room

The Resource Room (Center for the Arts room 3088) is a repository of materials for use by students and faculty. Often faculty will recommend students use materials placed in the room. Hours vary each semester. Hours and room usage policies will be posted on the Official Announcements board, on the Department of Music web bulletin board, and outside the resource room.

Also see *Library* for other materials on reserve.

Room Requests/Reception Reservations

The Assistant to the Chairperson handles all room requests (for ensemble rehearsals, student organization meetings, sectionals, etc.). Requests should be made several days in advance and sent via email to mcriss@towson.edu. A request for a room does not guarantee that space will be available. Your request should contain information regarding the date(s), time(s), purpose, and any special requirements.

If you are giving a student degree recital and wish to request a room for a reception, you must complete the "Request for Use of Room for Reception" form (located in the Department of Music Office and on the

department's website) and submit it to the Assistant to the Chairperson at least two weeks before your recital. Receptions can be approved under certain circumstances; however, submission of a request does not guarantee that a room will be available. A \$100.00 deposit must be received by the Assistant to the Chairperson at the time of application. Your un-cashed check will be returned to you provided all conditions are met as outlined on the form. Receptions ARE NOT permitted in the Center for the Arts' lobby areas or in any other areas of the building other than those designated in the music wing.

Scholarships and Awards

Music Department scholarships for incoming freshmen music majors include the following: a) University Scholarship, Fine Arts (approximates the cost of in-state tuition); b) Dean's Award in the Fine Arts (\$2,000.00 for the academic year); and c) Music Department Award in the Fine Arts (\$1,000.00 for the academic year). These fixed amount scholarships are offered to applicants who qualify based upon the talent demonstrated during their audition coupled with an assessment of applicants' academic profile. These scholarships are available only to students who enter in the fall semester. Those students wishing to be considered for departmental scholarships must audition by the published deadline. There is no separate application process. Only those applicants who have filed a University application and a Music Department application will be considered for Music Department Scholarships.

Those scholarships are automatically renewed for a total of eight semesters (the renewal period is prorated for transfer students) as long as the student maintains full time status (12 credits or more) as a music major and meets the required cumulative QPA. Recipients of Music Department scholarships may be requested to perform in ensembles and to participate in special departmental activities as designed by the Chairperson of the Department. Requests to perform in some ensembles may be in addition to those required by the student's degree program.

In addition to the above, students receiving over \$1,001.00 per year in music department scholarships are expected to provide 100 service hours of assigned duties over three years. Students receiving below \$1,001.00 per year in music department scholarships are expected to provide 60 service hours of assigned duties over three years.

Assigned duties include special performances, stage managing, ensemble set up, music library assistance, and assistance on audition days, Destination Towson, and other special events.

Freshmen would begin service in the second semester of their first year. Service hours for transfer students will be adjusted based on the above formula; however, transfer students will begin their service immediately upon matriculation. Service will not be required in a student's final semester.

Music department scholarships are automatically renewed after a student's status and cumulative grade point average are checked. If a student does not meet all of the conditions for the Music Department scholarships to be renewed and the scholarship is revoked, the student can appeal the cancellation. Students must submit their appeal in writing to Towson University, Scholarship Committee, Financial Aid/Scholarship Unit, 8000 York Road, Towson, Maryland 21252.

Students who register for and participate in Marching Band will receive a Marching Band scholarship. This will be credited to your account after the Marching Band season. For more information regarding the Marching Band (and Pep Band), see the Music Department website (www.towson.edu/music/bands) or contact the Marching Band Director, John Miliauskas at 410-704-5449 or at jmiliauskas@towson.edu.

There are many other scholarships available at Towson University. More information may be found through the TU Scholarship Seeker (<http://onestop.towson.edu/ss>). Information about other Music Department Awards can be found at www.towson.edu/music/scholarships.htm.

Student Specific Permissions

All private lessons, degree recitals, piano classes, and other selected music courses and ensembles require department consent before music majors/minors can register each semester. After you receive authorization, you can register online for your lessons, recital and department consent courses. Check the Official Announcements board and the department's web bulletin board for details on obtaining authorization and student specific permission. The Assistant to the Chairperson issues all department authorizations. Updated enrollment procedures are posted each semester and deadlines and processes will be announced during the mandatory Group Advising sessions. Follow the instructions carefully to ensure that you register for your lessons and other music courses in a timely fashion. The enrollment deadline for department consent courses is usually the last day of final exams.

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 Administrative Assistant (410-704-2840) for more information.

Teacher Assignments for Studio Lessons

If a student has a teacher preference, we try to accommodate the request. However, students are assigned based on faculty loads (full-time faculty loads must be complete before assignments are made to part-time faculty). Generally, the student continues with the same applied teacher in succeeding semesters.

If a student wishes to change his/her major teacher assignment, the student must first discuss this request with their current teacher. The request can then be discussed with the potential teacher and the Division leader. The change of teacher assignment is then finalized by completion of the Change of Major Teacher Request form (available in the Music Department Administrative Suite) and with the approval of the Division Leader and the Chairperson of the Department.

Telephones

The telephones provided by the Department of Music are for university business. Long distance calls by students or by the general public are prohibited unless approved by the Chairperson of the Department.

Tickets

Music majors and minors may receive reduced rates on most ticketed events. To receive the \$1.00 price for regular ticketed events, majors and minors must complete a general information (demographic) form which is available in the Department of Music Office (CA 3095) or from the Assistant to the Chair or her secretary. To receive the reduced rate, music majors/minors must purchase tickets at the COFAC Box Office prior to the day of the concert.

The \$1.00 tickets are not available for special events/presentations as determined by the Department of Music. However, music majors and minors may purchase tickets at reduced student rates.

Ushers for music, theatre, and dance performances receive free admission.

The COFAC Box Office is located on the third floor of the Center for the Arts and is open Tuesday through Saturday from 12:00 p.m. to 4:00 p.m. and one hour before events begin. Tickets can also be charged by phone at 410-704-ARTS.

Transfer of Credit

Music credits earned by students at other institutions are evaluated by the Chairperson of the Department. Transfer of applied music credits is based upon proficiency levels attained by students at Towson University. Credits earned outside of music are evaluated by the Office of Admissions. Further details are found in the University's Undergraduate Catalog.

Although credits are granted, course instruction is not identical at each institution. Students are responsible for mastery of course material. In certain situations students may find a need to take TU music courses for which they would normally receive transfer credit.

Tutoring

Tutoring is available in most academic subjects at no charge. Students are encouraged to register early for tutoring or testing accommodations. Contact the Academic Achievement Center, Cook Library, Room 524, 410-704-2291, email: achieve@towson.edu.

For tutoring in music, please fill out the online request form at <http://www.towson.edu/aac/musicform.html>.

Undergraduate Overloads

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