DEPARTMENT OF MUSIC

Undergraduate Handbook 2018–19

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This handbook supplements the University Bulletin by articulating policies and requirements specific to the Department of Music for the academic year 2017-18. Academic regulations applicable to all undergraduate students are found in the VCU Bulletin available online at VCU Bulletin.

1.0 Department Protocols

1.1 Degrees and Concentrations

All freshmen and transfers entering the Department of Music are admitted to one of the Department's specific degree programs. The Music Department offers two types of degrees: the Bachelor of Arts degree; and the Bachelor of Music degree with the following concentrations representing various areas of study.

- Music Education/Instrumental
- Music Education/Vocal-Choral
- Performance/Guitar
- Performance/Jazz Studies
- Performance/Piano
- Performance/Strings
- Performance/Voice
Performance/Winds and Percussion

Please consult area-specific materials for policies specific to the above concentrations.

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 their 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 The Music Department Adviser

The Music Department academic adviser works 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. Students should consult with the adviser regarding all course scheduling or changes in registration, and see them as soon as any academic or personal difficulties arise. Their counsel should be sought whenever a decision is to be made regarding a curricular or registration matter. Students who do not meet with the adviser will have a registration hold placed on their account.

2.2 Advance Registration

Students should register for their classes during the Advance Registration period. Advance registration increases a student’s chances to secure a place in the courses desired. See the VCU Academic Calendar for Advance Registration dates.

2.3 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, students should consult the academic adviser.

2.4 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 but may impact financial aid. Final withdrawal dates are listed on the VCU Academic Calendar. Students should consult the academic adviser before withdrawing from a course.

2.5 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 students by the Music Department Academic Adviser. Requests must be approved by the chair of the Department of Music.

2.6 Graduation Application

Students anticipating graduation must file a graduation application at the beginning of the semester in which they intend to graduate. Students must schedule an appointment with the Music Department academic adviser to prepare the application. After it is complete, the application must be submitted to the Chair of the Music Department by the designated deadline. Graduation application deadlines may be found at VCU Academic Calendar.

3.0 Applied Lessons

3.1 Principal Performance Area

All students are required to progress through a sequence of applied lesson courses in their principal performance areas: APPL 311, APPL 312, APPL 313, APPL 314, APPL 415, APPL 416, APPL 417, APPL 418. Requirements vary depending on a student’s degree concentration. See specific requirements at the VCU Bulletin.

3.2 Secondary Performance Area

Students in the Bachelor of Music degree program are required to fulfill credits in a secondary performance area. Courses for the secondary performance area are
as follows: APPL 320, APPL 321, APPL 322, APPL 323, APPL 324. Requirements vary depending on a student’s degree concentration. See specific requirements at the VCU Bulletin.

### 3.3 Discretionary Applied Lessons

In consultation with the academic adviser, music majors may request to enroll in applied lesson courses in addition to those required for their degree programs. These lessons are designated with the course number APPL 200 or APPL 310. Discretionary Applied Lessons must be approved by the Chair of the Music Department.

### 3.4 Registering for Applied Lessons

Students must register for Applied Lessons during the advance registration period. Failure to register in advance 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 Area Coordinator at least two weeks before the beginning of the new semester.

Instructor assignments are posted on the main 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

Any student taking a level-bearing applied lesson course is required to take a jury in that 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 advance to the next course in the sequence.

3.7 Absences and Make-Up Lessons

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

4.0 Recitals

4.1 Recital Requirements

Students enrolled in APPL 416 are required to complete a Junior Recital in place of the jury. Students enrolled in APPL 418 are required to complete a Senior Recital in place of the jury.

4.2 Recital Permission Form

Completion of the Recital Permission Form is required for all recitals. Visit the Music Department Office for a copy of the Recital Permission Form.

4.3 Program

Each student is responsible for submitting their program information at least three weeks prior to the recital. Recital program information may be submitted online using the Student Recital Program Form.

Fifty 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 is the responsibility of the student. No other inserts are permitted. It is the student’s responsibility to provide ushers for the recital.

4.4 Scheduling the Recital and Rehearsals

Recitals are scheduled by Facilities Manager Curt Blankenship. Junior Recitals are 30 minutes in total duration. Junior Recitals may only be scheduled Monday-Friday and only in the Recital Hall. Senior Recitals are one hour in total duration. Senior Recitals may be scheduled during the week or weekends and in
either the Recital Hall or the Concert Hall. No student recital may be scheduled until the first day of the semester in which it is to be presented. All recitals must be presented during the fall or spring semesters; 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 may schedule a maximum of two hours of rehearsal in the appropriate hall.

4.5 Pre-Hearing

Certain Areas of Study require students to pass a pre-hearing prior to the recital. Consult Area- specific requirements for more information.

4.6 Faculty Committees/Jurors

Faculty committees are selected for the evaluation of all recitals. A jury committee of three faculty members, to be selected by the student and approved by the area coordinator, will assess Junior and Senior Recitals for degree credit. One must be the Applied instructor. Jurors for jazz recitals must be jazz faculty.

Jurors should attend the recital in person whenever possible. In the case when a juror is unable to attend the recital, an audio recording will be provided to the juror. The course grade will be based upon two criteria: average of the lesson-grade, and a recital-assessment of Pass. An assessment of Fail for the recital will result in a grade of F for the course, regardless of the lesson's average grade.

4.7 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 a server by a recording technician. The recording is made available for download on Scholar’s Compass, a resource of Cabell Library.

4.8 Recital Posters

See 6.6 Posted Notes Policy.

4.9 Special Recitals

Any recital not required for a student’s degree program is considered to be a Special Recital. Special Recitals may only be scheduled during the first eight weeks of the semester Monday-Friday. Complete the Special Recital Application Form with signatures from the applied instructor and area coordinator.

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

5.0 Facilities & Equipment

5.1 Equipment Use Policy

VCUarts 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 (i.e. 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.

Specific questions regarding this policy should be directed to Concert Hall and Facilities Manager Curt Blankenship.

5.2 Music Office Hours

The VCU Department of Music Office (Singleton Center Rm. 132) is open from 8:30 a.m. until 4:30 p.m. each weekday, excluding university holidays.

Students may schedule appointments with any faculty member. Full-time faculty members will also post office hours for walk-in appointments.

5.3 Practice Rooms

For student convenience, 14 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 applied lessons for University credit.

In order to be granted access to practice rooms, students must fill out the Student Contact Information form online. The student’s VCU ID card will then be activated for practice room access within 3 business days. Access will remain in effect for the academic year as long as the student remains enrolled in music classes. The practice room suites/modules are accessible 24 hours per day.

For security reasons, practice rooms must remain locked at all times. Do not prop open doors to 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 Honor System proceedings.

Organ, percussion and piano practice rooms are only available to students taking applied 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.
● Report any facilities issues to Facilities Manager Curt Blankenship.
● Groups of 3 or more musicians must make arrangements through their instructor and/or Facilities Manager Curt Blankenship for rehearsal space.
● Students and faculty may not teach for remuneration in any VCU Music facility. Doing so is a violation of University policy and Virginia law. See 5.1 Equipment Use Policy.

5.4 Practice Room Equipment

VCU Music maintains a supply of metronomes, recording devices, and other tools useful for daily practice. These are available to music students on a sign-out basis. Please see Facilities Manager Curt Blankenship for details.

5.5 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.

5.6 Recording Policy

Individuals are prohibited from making audio or video recordings of events taking place in the Concert Hall or the Recital Hall. The Music Department creates archival recordings of most events. Concert recordings are housed at Cabell Library. Individuals are prohibited from uploading recordings to third-party websites such as YouTube or Facebook. Contact Facilities Manager Curt Blankenship for further information.
5.7 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 distributed on a first-come, first-served basis.

Students are responsible for the instruments issued to them. Students who are issued 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 at their expense small items or accessories, such as strings, pads, and reeds, as needed during the time in which the instrument is issued 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. See 5.1 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.

5.8 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.

5.9 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.
6.0 Student Information Resources

6.1 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.

6.2 Disclosure of Contact Information under FERPA

The Family Education Rights and Privacy Act of 1974 (FERPA) states that a student must authorize in writing the release of his/her educational records. Effective July 1, 2018, Code of Virginia section 23.1-405(C), prohibits a university from disclosing a student’s email address, physical address or telephone number under FERPA unless the student has affirmatively consented in writing to the disclosure. This policy restricts VCU faculty and staff from sharing a student’s contact information with other VCU students or third parties outside the university without written consent.

Because there are situations unique to the music department that might require faculty or staff to provide a student’s email address, phone number or physical address, we encourage students to submit a “Student FERPA Consent to Release Contact Information” form. This form allows students to provide written consent for us to share this information with necessary parties on a need-to-know basis. Consent may be revoked at any time by submitting a Revocation of Consent form.

Example situations where we might need to give another student or a non-VCU third party a student’s contact information:

- Helping to arrange for substitute players in ensembles
- Coordinating opportunities for gigs, internships, networking or volunteering
- Providing info to affiliated institutions or community partners, such as Collegiate School, SPARC, Richmond Symphony, etc.

Printed FERPA forms must be submitted in person to a VCU Music faculty member or to a staff member in the music office. They may not be submitted electronically. Forms are available to download and print on the “Department Forms and Resources” page in the “Current Students” section of the VCU Music website.
6.3 VCU Music on Social Media

VCU Music is on Facebook and Instagram. Follow us to receive updates about concerts and events and to interact with students, alumni, and supporters. Tag #vcumusic to share posts with the department.

6.4 Music Service Organizations

VCU Music hosts chapters of Kappa Kappa Psi (KKΨ), Phi Mu Alpha (ΦMA), the American Choral Director’s Association (ACDA), and the National Association for Music Education (NAfME), all of which provide opportunities for service in the department and the community at large.

6.5 Faculty and Staff Directory

A directory of the Music Department Faculty and Staff is available on the Music Department website.

6.6 Posted Notices Policy

All fliers and notices posted on VCU Music Bulletin Boards or in VCU Music buildings must be approved 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:

<table>
<thead>
<tr>
<th>Poster type</th>
<th># Of posters permitted</th>
<th>Amount of time posters may be visible</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCU Music Events</td>
<td>6</td>
<td>3 weeks before event</td>
</tr>
<tr>
<td>Student Recitals</td>
<td>5</td>
<td>2 weeks before event</td>
</tr>
<tr>
<td>Community Events/Concerts</td>
<td>4</td>
<td>3 weeks before event</td>
</tr>
<tr>
<td>VCU Events (non-music)</td>
<td>4</td>
<td>3 weeks before event</td>
</tr>
</tbody>
</table>
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 the Communications Coordinator. Posters and flyers that fail to incorporate these required elements will be removed.

6.7 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.