



Boyer College  
of Music and Dance  
TEMPLE UNIVERSITY®

UNDERGRADUATE MUSIC  
HANDBOOK  
2008-2009

**MISSION STATEMENT OF THE  
BOYER COLLEGE OF MUSIC AND DANCE**

*The Boyer College of Music and Dance is committed to nurturing and advancing music and Dance as a form of human expression, as an art, and as a subject for intellectual inquiry.*

*Recognizing that music and dance possess unique powers — to move the spirit, to excite the mind, to reveal the past, to chart the future, to instruct, to heal, and to foster communication — the College seeks to perpetuate music and dance in its myriad forms through creative and scholarly work, teaching, and service, according to the highest artistic and academic standards.*

*As an integral part of Temple University, the Boyer College shares the ideals of Russell Conwell upon which Temple was founded: to recognize talent and personal potential wherever they may be found; to provide educational opportunities for meritorious students of limited financial means; and to serve as a constructive presence in the wider Philadelphia community.*

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# SECTION I

## Introduction

Dear Boyer Students:

Our College, as one of the most visible units within Temple University, places strenuous demands on our student body with our active dance, music, and academic programs. Our lives as members of the University community are greatly enhanced when the various processes of the College function smoothly.

This Handbook represents an attempt to codify various policies, processes and regulations by which we, as members of this rather tightly knit segment of the University, must live. It is not intended as a replacement for the University bulletins, but rather to augment and expand upon them.

I hope you will take a few moments to familiarize yourselves with the contents of this Handbook and retain it as a handy reference. I think you will find that it will serve you well as you progress through your program of study.

As helpful as the Handbook is, there are times when no amount of planning can anticipate the questions that may arise. **I speak on behalf of the entire faculty and staff of the College in inviting you to call upon us if we may be of assistance.**

Best wishes for a successful and gratifying experience here at the Boyer College.

Sincerely,

Robert T. Stroker  
Dean

### Please Note

This Handbook is provided for students and faculty as a guide to the procedures and regulations of the *Boyer College of Music and Dance*. Although it is not intended as a replacement for the more comprehensive Student Handbook published by the Division of Student Affairs, it does bring together information and advice found in no other single source. We will greatly appreciate your suggestions for additional topics, format revisions, or corrections. Please bring your comments and suggestions, *in writing*, to the Main Office.

## SECTION II

# Policies of the Boyer College of Music and Dance

### Academic Advising

Each student in the Boyer College is assigned to an advisor. Academic advisors assist and guide students in making prudent choices in course selection and in resolving problems which may affect the student's academic progress. **Students are responsible for knowing their curricular requirements and for monitoring their programs in consultation with their advisors.**

Advisors are available by appointment throughout the semester. They post their regular office hours and additional office hours during the registration periods. During *Continuing Registration*, it is imperative that each student make an appointment to see his or her advisor. The list of undergraduate advisors and advisees is posted in the glass case between the two front doors on the first floor of Presser Hall.

### Registration and Tuition Payment

#### Continuing Student Registration

(Fall Sem. = March 25 to August 1.; Spring Sem. = Oct. 21 to December 15.) Students must be appropriately registered for courses. Students not on the published grade list may not receive a grade or credit for a course. Use your OWLnet screens to confirm billing and registration status. If you add or drop a course or revise your schedule, check OWLnet to make sure that your registration record is accurate. Be warned, if you are registered for a course but don't attend, you will be billed for the course and your instructor should post a final grade of "F." Boyer College students should first meet with their advisors and then complete their registration online (see below).

The initial bill, including roster information, is available online, and will be mailed as outlined in the billing schedule (see undergraduate bulletin). (PLEASE NOTE: The University will NO LONGER mail paper bills. All billing will be done electronically). Only 25% of your total bill plus a \$11 installment fee are due by the date indicated on the bill. The balance of the charges plus the \$11 installment fees will be billed in three equal installments. If you prefer, you may pay the total amount due at any time to avoid the installment fees. If you register after August 1 for the fall semester or December 1 for the spring semester, you will be required to pay a minimum of 50% plus the \$11 installment fee or the total amount due by the date indicated on the bill. The balance will be billed in two equal installments. Residence Hall charges and all other fees must be paid in full regardless of the amount of your tuition.

If a student's registration is canceled, that student must then re-register. Those continuing students who delay their registration until August 1 or later, will be assessed a \$50 late registration fee.

#### Online Registration

##### OWLnet

You may register for courses, change your PIN, update your address, check your grades, check your DARS report, check on billing and financial aid, and pay by credit card online. Available Monday - Saturday, 8:00 am - 10:00 pm. <http://owlnet.temple.edu/>

#### Late Registration

(first two weeks of classes in semester)

A late fee of \$50.00 will be charged to any matriculated student who waits to register (or re-register) after August 1 for the fall, or December 15 for the spring. Additional late fees will be assessed if you wait until the beginning of the semester to register. Fees are subject to change without notice.

(Please consult the current *Directory of Classes for registration timetables.*)

**Note: Registration is not complete until financial obligations are met.**

### Schedule Revision (Drop/Add)

Students who wish to revise their schedules may do so free of charge before the second week of classes. After Schedule Revision ends, a Drop/Add form must be completed to document each desired change and must be signed by the instructor, the advisor, and Ms. Jackson. A fee of \$12.00 will be charged for revisions requested during the second week of classes; *these revisions will be restricted to dropping courses or adding only those courses which have not yet met for any part of the second week.* (See "Withdrawal Policy," p. 3) See the *Undergraduate Bulletin* (Withdrawal from Classes) if you wish to drop a course after the second week of classes.

### Withdrawal

**WARNING:** *Withdrawal from courses may place the continuation of some forms of financial aid in jeopardy.*

#### Withdrawal from a Course

In accordance with University policy, beginning in Fall 2003, no student may withdraw from a course after the ninth week of classes. A student may not withdraw from the same course more than once. A student may withdraw from no more than five courses during the duration of an undergraduate career. Students thinking about withdrawing from a course should consult with their instructor and must receive approval from their academic advisor.

#### Withdrawal from an Assigned Ensemble

A student wishing to withdraw from an assigned ensemble should first request permission to withdraw from that ensemble coach/conductor or department chairman, and then follow the procedure for withdrawing from a course. Students must complete ensemble requirements if enrolled in private lessons.

#### Withdrawal from Private Lessons

A student may withdraw from private lessons only within the first three weeks of the semester and must obtain the approval and signatures of the instructor, the advisor, Ms. Jackson and Dean Flanagan. Withdrawal from private lessons will only be permitted under extreme circumstances.

#### Withdrawal from Secondary Piano

Students may withdraw from Secondary Piano only within the first six weeks of classes. The withdrawal form must be signed by the Keyboard Department Coordinator as well as the advisor Ms. Jackson and Dean Flanagan.

#### Withdrawal from the University

A Boyer College undergraduate student may withdraw from the University by filing a completed official withdrawal form, accompanied by a properly endorsed Schedule Revision form, with Ms. Jackson and Dean Flanagan.

There is no charge for complete withdrawal from the University. A 100% tuition refund (minus the \$50.00 tuition deposit) will be granted if the withdrawal form is processed by the Associate Dean *by the end of the second week of classes.* After the second week of classes, there will be no tuition refund.

### Private Lessons

Weekly one-hour private lessons are arranged for full-time matriculated undergraduates in the Boyer College for as many semesters as required by the particular curriculum. (A full-time student must be registered for at least 12 credits each semester.) A per semester lesson fee of \$200 (subject to change without notice) - **above and beyond the regular tuition** - will be automatically included in the tuition charge of each student for this study. *Students who do not complete a minimum of 12 semester hours must pay a private lesson fee of \$400 for the succeeding semester of private lessons.*

Students who are accepted for a double concentration or a double major in performance must

- a) be fully accepted by both departments by audition,
- b) pay a second lesson fee of \$400 per semester, and
- c) be approved by Ms. Jackson and Dean Flanagan

Tuition scholarships granted by the Boyer College do not cover the above private lesson fees. (See also "Ensemble Requirements," pp. 5-6 and "Withdrawal from Private Lessons," p. 3)

### Juries

All students receiving private lessons are required to perform for a jury at the end of each semester, *with the exception of the semester of the graduation recital*. Percussion students must participate in the Percussion Workshop recital in place of a jury.

For students enrolled in the Instrumental Studies Department, the recital approval jury serves to demonstrate the student's ability to perform the degree recital successfully. Normally, this occurs at the preceding semester's jury. If by Department approval this jury does not occur then, a jury must be scheduled at least four weeks prior to the recital. If the jury is not successfully completed by that date, the Instrumental Department reserves the right to cancel the recital date. Most of the recital repertoire, with the exception of chamber ensemble works, should be available for performance at the jury and accompanied by the recital accompanist. Recital approval is dependent upon the time remaining between the approval jury and the actual recital date, as well as the degree of preparedness of the repertoire.

String students should perform all recital repertoire from memory, except for sonatas. Students who wish an exception to this memorization policy must obtain prior approval from the Department by indicating the request on the recital repertoire form when it is submitted to the department for approval of the program.

### Professional Development

All students in the Boyer College, in addition to the required subjects towards their degrees, are obliged to serve in a number of capacities in order to enrich their academic and musical expertise. Among the duties that may be required are:

- Tutoring*
- Teaching private lessons*
- Participating in the distribution and inventory control of University-owned musical instruments and instructional materials*
- Participating in ensembles*
- Accompanying*
- Supervising performance classes*
- Performing at Admissions and Open House Functions*
- Other academically-related activities*

The Boyer College believes that such experiences give impetus to successful professional careers.

### Ensemble Requirements

Recognizing the importance of ensemble experience in the training of music majors, the Boyer College provides opportunities for all students to develop performance skills in ensembles. This follows the directive found in the Handbook of the National Association of Schools of Music:

*"Students must have ensemble experience throughout the baccalaureate degree. The ensembles should be varied both in size and nature, and should be chosen from those appropriate to the area of specialization."*

Ensembles, choral and instrumental, frequently perform outside the University community. Students enrolled in these ensembles are expected to arrange their schedules accordingly. Some ensembles may tour for periods of one to two weeks, participation in which is mandatory. A schedule of rehearsals and performances is usually provided by the conductors of major ensembles at the beginning of each semester. **Where such schedules are made available, students are responsible for participating in these rehearsals and performances as well as for honoring any schedule revisions published with appropriate advance notice.**

Students registered for ensembles should note that:

- 1) undergraduate students may register for more than two ensembles *only with the written permission of their advisors*;
- 2) no student may schedule a lesson during an assigned class period or the rehearsal time of an assigned ensemble;
- 3) all students enrolled in private lessons must participate in an assigned ensemble;
- 4) an unexcused absence from an ensemble rehearsal may result in a lower final grade and/or dismissal from the ensemble;
- 5) an unexcused absence from a concert may lead to immediate dismissal from the ensemble and/or a failing grade.

(See "Withdrawal from an Assigned Ensemble," p. 3)

In planning semester rosters, the advisor and the student are guided by the following regulations:

#### Choral Ensemble Requirements

(Voice and Keyboard Majors and Concentrations)

All voice and keyboard majors and concentrations are required to participate in a choral ensemble throughout the baccalaureate degree program, as determined by the Director of Choral Activities. *This requirement is waived during the semester of student teaching, internship, and/or senior recital.*

**Jazz Studies voice majors** will be guided in their ensemble selection by the Director of Jazz Studies.

#### **Choral Ensemble Performance Attire**

All choral singers must wear standard concert attire.

**Men:** Standard, single-breasted peak lapel black tuxedo, white wing-tip shirt, black bow tie (not clip-on), black shoes and socks

**Women:** Floor length black A-line or straight skirt, black shoes (pumps), dark stockings, and uniform top which the student will purchase at the direction of the Choral Department.

Contact the Choral Office for any further information (215) 204-8304.

#### Instrumental Ensemble Requirements

(Instrumental Majors and Concentrations)

All instrumental students must meet the ensemble requirements of their respective curricula and are required to participate throughout all of their undergraduate semesters. Assignments to instrumental ensembles are made by the Department of Instrumental Ensemble and Orchestral Studies.

**1. ALL STRING PERFORMANCE MAJORS AND CONCENTRATIONS** are required to play in the Symphony Orchestra each semester, continuing until

the degree is earned. Qualified jazz strings and upright bass are encouraged to audition. *This requirement is waived for Music Education majors during the student teaching semester and for Music Therapy majors during the semesters of internship.*

**2. ALL MUSIC EDUCATION MAJORS** are excused from the performance ensemble requirement during the student teaching semester. Those who play a woodwind, brass, or percussion instrument as a major medium of expression are required to play in the Marching Band normally during the fall semester of the freshman and sophomore years. Transfer students in this category must also register for Marching Band for two semesters unless they can show evidence of equivalent undergraduate experience at another institution.

**3. ALL WOODWIND, BRASS, AND PERCUSSION PERFORMANCE MAJORS AND CONCENTRATIONS** must audition for instrumental ensembles, large and small, each semester. Continuing students will audition for ensemble placement through juries at the end of each semester.

**4. ANY STUDENT NOT PLAYING A PRIVATE LESSON JURY** at the end of the semester must arrange for an audition for ensemble placement for the succeeding semester with the Department of Instrumental Ensemble and Orchestral Studies.

**5. PERCUSSION MAJORS** are required to participate in Percussion Ensemble.

### Recital Attendance

#### Rationale

The process of active listening develops acute powers of discrimination, refines critical judgment, enlarges musical understanding, and provides added dimensions for the musician.

#### Requirement

The Dean and the Faculty of the Boyer College of Music provide the opportunity for the realization of these goals by requiring every full-time undergraduate student to attend a semester minimum of eight Boyer College recitals or concerts for seven semesters, for a total of fifty-six. The total requirement for full-time transfer students will be based on the number of semesters they attended the Boyer College. Music Education majors will be excused from the eight-recital requirement during their term of student teaching, Music Therapy majors during their semesters of internship, and Performance majors during the semester in which they give their graduation recital.

#### Credit

Students receive credit for recitals in which they usher or assist, but attendance credit is not granted to a student for those recitals in which he or she performs in more than half the performance. Students are strongly urged to meet the recital quota each semester. All recitals/concerts attended in excess of the required number will be credited to the student. *Failure to complete the recital attendance requirement will result in a delay in graduation.*

#### Procedure

At the beginning of the semester, all matriculated undergraduate students will be assigned an eight-recital requirement for the semester. Students will register for Music 1000 each semester, the successful completion of which will depend on complete recital attendance. *The recital requirement for part-time matriculated students will be pro-rated-based on the number of registered credit hours.*

Students sign in at each performance they attend, printing their names and TU ID numbers legibly on the sign-in tickets provided by the Recital Supervisor. These tickets will be distributed at the beginning of the recital and collected (signed) at the conclusion. *Students whose names and/or TU ID numbers are illegibly written on these sheets will not receive attendance credit.*

A tally sheet showing the total number of recitals attended by each student will be posted periodically on the bulletin board outside the Listening Library and on the Boyer website. *Students should contact the recital coordinator if they believe that this number is incorrect; otherwise, the posted figure will be regarded as correct and the attendance records from the previous semester will be discarded.*

### Music 5000 - Recital Extension (2 credits)

Some students may need to extend their applied study beyond the required number of semesters in order to complete the preparation for the Senior Recital. Students who do not present a recital during the recital semester will receive the grade of "Incomplete" and must register for *Music 5000 - Recital Extension* for 2 semester hours of non-degree credit. *Recital Extension* must be taken each semester until the recital has been presented. The sole exceptions to this rule are as follows:

-- Students who give their recitals during the first three weeks of the spring semester are not required to register for *Recital Extension* that semester.

-- Students who register for *Recital Extension* or for private lessons during the summer may give their recitals during the first three weeks of the fall semester. However, if a student does not take either *Recital Extension* or lessons during the summer, he or she may not present the recital in the fall semester - regardless of the date - without also registering for that semester of lessons or *Recital Extension*.

At the satisfactory completion of the recital, the "Incomplete" for the recital course will be replaced by a letter grade. *Music 5000 - Recital Extension* will then be issued a grade of "CR". Credit derived from this course will not be counted toward degree requirements.

Private applied lessons beyond the eight semester requirement currently in effect for undergraduate performance majors may be taken by permission of the jury and/or the appropriate performance department chairman. *Music 5000 - Recital Extension* carries a \$400.00 fee (subject to change without notice). Tuition scholarships do not cover this private lesson fee. In addition, students registered for recital extension must also register for an ensemble in the same semester. Students who request more than one semester of recital extension must obtain prior approval from Ms. Jackson and Dean Flanagan.

### Senior Recitals

Students in the following curricula are required to perform a senior recital: Piano Performance, Piano Pedagogy, Instrumental Performance, Voice Performance, Jazz Instrumental Performance, Jazz Voice Performance, and Jazz Arranging/Composition. The Senior Recital provides the opportunity for the performance major to display his or her development and potential as a professional musician and should be considered the focal point for the semesters of private lessons which precede it. Before the Senior Recital is scheduled, the student (1) must have successfully completed private lessons during each semester prior to the recital and (2) must have achieved senior status academically. **ALL GRADES OF "INCOMPLETE" IN PRIVATE LESSONS MUST BE CLEARED BEFORE THE STUDENT MAY APPLY FOR THE SENIOR RECITAL.**

After receiving approval from the jury and the major teacher in the applied area, a student should apply for the Senior Recital date and complete the necessary recital arrangements through the Mr. Jason Horst. **Please note: Due to the large number of students who must present recitals every year, recital dates must be formally scheduled. Students are urged to submit their requests for a recital date approximately four months in advance.** Applications are routinely sent to potential recitalists during the summer before the senior year, Once a recital date is confirmed, it is very difficult to change that date.

Senior Recitals are usually presented Monday through Friday at 5:15 pm or 7:30 pm. Performance time should be 50-60 minutes, exclusive of an optional intermission of no more than 10 minutes.

### Receptions

Recitalists may wish to greet friends and members of the audience in an informal setting following the recital. Upon request, a room may be made available for a post-concert reception. **Students planning receptions for 5:15 recitals should note that the reception room may not be free for the setting up of the reception until after the recital has begun.** All receptions

should be simple and modest in scope, with no hot food or alcohol served. The Boyer College has no kitchen facilities.

*The recitalist assumes responsibility for all preparations and for ensuring that the room is clean and restored to order before the following morning.*

If the reception room is defaced or left in an unpresentable manner (furniture or floor stained or damaged, tables unwiped and food or trash on the floor), the Dean may assess the recitalist a substantial cleaning fee. This fee must be paid prior to graduation or the diploma may be withheld.

### Student Recitals

Students may schedule a non-degree, non-adjudicated Student Recital at 3:40 or 5:15 p.m., Monday through Friday by obtaining a Student Recital Application form from the recital coordinator. This form should be completed, signed by the major teacher or faculty sponsor, Department Chair, and Associate Dean and returned *in person, with the scores of the music to be performed*, to the recital coordinator at least three weeks before the performance date. Performance dates will be assigned on a first come, first served basis. All students are advised to plan to perform as early in the semester as possible; recital dates in mid or late semester are often not available.

### Independent Study

Independent Study provides a special opportunity for Juniors and Seniors to work in a highly individualized setting with one or more faculty members in areas of study beyond the proscribed curriculum.

Those who wish to design an Independent Study project must prepare a written proposal six months in advance of the semester in which the study is to be accomplished. Permission is required from the participating faculty member, advisor Ms. Jackson and Dean Flanagan. Private lessons beyond those required in the curriculum are not an appropriate form of Independent Study.

### Permission to Take Courses at Another Institution

To receive credit for courses taken at another institution or for study abroad during the regular academic year or the semester, matriculated students should:

1. obtain written permission form from the Associate Dean, and;
2. during the semester prior to taking the course(s) elsewhere, fill out the form and return it with a copy of the catalog of the other school or study-abroad program, with the course description(s) circled, to Ms. Jackson and Dean Flanagan. A student must be in good academic standing, be 50 miles from campus, and within 64 credits to be granted permission.

### Transfer Credits

The Esther Boyer College of Music will, during new student orientation, determine which music credits will be transferred through administering placement exams in music theory, music history, and secondary piano. Tests in all other music areas will be arranged through individual departments.

### Graduation Procedures

As students approach the end of their undergraduate careers, they **must** make sure that they are eligible for and can participate in graduation.

In their junior year, or when 80 semester hours have been completed, students should begin an ongoing graduation check with their advisors and the Associate Dean in order to determine that they are meeting the University, college, departmental, and program requirements for their degree and for graduation.

Early in the semester preceding that which requirements for graduation will be completed, each student must pick up an Application for Graduation form from the Main Office *before the established deadline* (see below) and pay the University Graduation Fee (\$40.00) at the Bursar

Application Deadlines for Graduation are:

for January, 2009 Graduation	<b>October 15, 2008</b>
for May, 2009 Graduation	<b>February 16, 2009</b>
for August, 2009 Graduation	<b>June 1, 2009</b>

It is important that the Application for Graduation form be properly completed, particularly the areas relating to the resolution of incompletes and diploma instructions. Information concerning commencement activities (such as time, place, invitations, rental of academic regalia) is mailed to students submitting the Application for Graduation form. Note: Students will not have their degrees awarded or diploma released until all University fees have been paid. Failure to attend the required number of recitals (*see p. 5, "Recital Attendance"*) or to resolve to the satisfaction of the Dean any such shortfall may also delay the student's graduation.

### Using Paley Library

**Books** — Paley Library contains approximately 30,000 books about music. To find the call number for a specific book, go to the library's homepage at <http://www.library.temple.edu> and click on "Diamond," the library's online catalog. For older books, prior to 1972, also check the card catalog in the Reference Department on the first floor. Most books about music have a call number beginning with ML or MT and are located on the third floor. Non-circulating reference books (call number prefix of REF or location REF) are housed in the Reference Collection on the first floor.

**Scores** – Paley Library also contains about 30,000 scores—including operas, symphonies, concertos, oratorios, musical comedies, orchestral works, art songs, folk songs, chamber music with parts, and piano and organ music. There are also "complete works" collections for several of the major western composers. The call numbers for scores may also be found through the online catalog. (Hint: Use a keyword search for scores, and enter plural forms of generic titles. For example, if you are looking for a symphony, enter the word "symphonies" in your keyword search. For a sonata, enter the word "sonatas.") For older scores, prior to 1972, also check the card catalog in the Reference Department on the first floor. Scores have call numbers beginning with M or MT and are shelved with books on the third floor. Most scores do circulate.

**Periodicals** — Paley Library receives about 125 periodicals about music. Issues for the current year are located in Current Periodicals on the ground floor; older issues are bound, assigned call numbers, and shelved with the books in the second and third floor stacks. Call numbers for bound periodicals may be found in the online catalog by typing the title of the periodical into a "Journal Title" search. Indexes for articles on music are online. Go to the library homepage at <http://www.library.temple.edu> and click on "All Research Databases." On the left, click on "All Research Databases by Title," and you will find an alphabetical list of all available databases at Temple. Useful electronic indexes for music are the *RILM Abstracts*, the *International Index to Music Periodicals*, and *ProQuest Direct*. Print indexes to articles about music, such as the *Music Index*, and the *Music Article Guide*, are located on Table 13 in the Reference Section on the first floor. The Reference Staff is happy to provide assistance in finding music materials and information about music.

**Non-Circulating Materials** – Paley Library has many scholarly series and collected works of composers. These are identified in the stacks by the call numbers M2 and M3 and are stamped “For Library Use Only.” When it is necessary to take out a volume of one of the collected works or a scholarly series, the following borrowing policy is observed:

Category 1 – Faculty and graduate students with current ID: 14 days

Category 2 – Undergraduates, staff, and courtesy card holders: 14 days.

Category 2 borrowers must have a letter of authorization from a Boyer College faculty member.

All materials charged out are on an “immediate recall” basis, so that if the item is suddenly needed the borrower can be contacted and asked to return it the next day. Music periodicals do not circulate, even on this limited basis.

For further assistance, and for requests for the purchase of new books and scores, please contact Anne Harlow, Performing Arts Subject Specialist, Reference and Information Services, Samuel Paley Library. Telephone: 204-1399. E-mail: [aharlow@temple.edu](mailto:aharlow@temple.edu). Office: Paley Library Room 318.

### Using Alice Tully Library

The Alice Tully Library, located in Rock Hall, 1st Floor, is a part of The New School Institute of the Boyer College. This library provides Boyer College students with a variety of resources supporting their studies. All those using the library are encouraged to ask the library supervisor for assistance in locating materials or answering questions.

### Borrowing Privileges

*Students* registered at the Boyer College and possessing current Temple I.D.s may borrow circulating materials from the library. Other students may do so only with the written permission of the Assistant Dean.

Music and non-reference books may be withdrawn from the Alice Tully Library for 30 days and may be renewed twice in the same semester for additional periods of 30 days. Non-circulating books and music may be reviewed in the library only. A maximum of 10 items may be withdrawn at any time. At the end of the 30 day borrowing period the materials become due to the library; if they are not returned, each item will be subject to a \$0.25 fine per day, to a maximum of \$17.50. If the materials are not returned after 30 days overdue, the materials will be presumed lost and a \$67.50 fee will be assessed per item. This fee will need to be paid before the student can register for the next semester and other university services (transcripts, diploma, etc.) may be denied.

*Faculty* members may borrow circulating materials and, with the approval of the library supervisor, may also borrow non-circulating materials.

*Graduate Teaching Assistants* may borrow non-circulating materials only if these items are directly related to the teaching assignment.

*Boyer College Alumni* may borrow circulating materials for an annual fee of \$20.00.

*All others* may borrow materials with the written permission of the Assistant Dean.

### Copying Library Materials

Reference materials and orchestral parts may only leave the library briefly for copying purposes. It is not permitted to make cassette copies of records.

### Using Presser Hall Listening Library

The Presser Hall Listening Library, located on the first floor of Presser Hall, is a non-circulating collection of CDs, LPs, tapes, and scores.

Students with a current Temple ID may use Library materials for listening and studying. Faculty and Teaching Assistants may borrow materials for classroom use. *Library recordings may not be duplicated.*

### Library Orientation

All Temple undergraduate students must complete a non-credit library orientation as part of the Core Curriculum **DURING THE FRESHMAN OR FIRST YEAR OF STUDY**. This involves the completion of the Library Skills Workbook, introducing the student to the resources available at the Temple libraries. Because these skills and resources are essential for academic success, students are encouraged to complete this requirement as soon as possible and must do so prior to finishing 30 semester hours at Temple University. Failure to complete the Library Skills Workbook in a timely manner will result in a "hold" being placed on the student's record.

The Library Skills Test may be found on the University Libraries website:

<http://library.temple.edu>.

### Repeating a Course

In accordance with University policy, beginning in fall 2003, the calculation of grades for a repeated course has changed. Instead of only the highest grade being used to calculate grade point average, all grades for the repeated course except the lowest will be averaged together and used for GPA calculation. All grades will appear on the transcript.

### Temple University Email

In accordance with University policy, all students are required to obtain a Temple e-mail address and follow guidelines for University use of e-mail; the policy establishes your Temple e-mail account as an approved channel of communication for sending you official University notifications and important information.

### Temple University Identification Number

In accordance with University policy, the use of Social Security Numbers has been replaced by a new, 9-digit TUID. Only in a very few instances will students be asked for their SSN and the request for the SSN will be accompanied by the following statement:

Temple University requests your Social Security Number because federal, state or local law requires the University to report the name, address, and SSN for certain purposes. Temple University will not disclose your SSN without consent unless it is required to do so by law, or as permitted by the University's Social Security Number Usage Policy ([http://policies.temple.edu/getdoc.asp?policy\\_no=04.75.11](http://policies.temple.edu/getdoc.asp?policy_no=04.75.11))

# SECTION III

## Academic Standing/Grading and Transcripts

### Academic Standing

(Approved by the Faculty Senate Educational Programs and Policies Committee, 5/17/89)

1. A minimum cumulative grade point average of 2.0 shall be required to be in good academic standing at Temple University. Departments or colleges may set higher standards for their majors. [A Music Education average of 3.00 must be maintained in order to register for upper level courses. Music Therapists will not receive degree credit for courses in which they earn a grade lower than B-.]
2. Transfer from one college of the University to another shall be permitted only if the student meets minimum academic requirements.\*
3. An "I" may be given only under specified conditions. (*See Incomplete Course Work, below*)
4. No change of final grades for completed coursework shall be made without the approval of the dean upon consideration of the instructor's written explanation.

\*Some Colleges require a higher grade point average. Please consult the Undergraduate Bulletin for a listing of those schools.

### Grading and Transcripts

The grading system for the Boyer College is the same as that of the University, as printed in the undergraduate and graduate bulletins.

### Incomplete Course Work

In accordance with University policy, Instructors submitting a grade of "I" (Incomplete) for students must file, with the Department, a written agreement describing the nature of the work to be completed and the completion deadline. The instructor must report a default grade that will be entered if the student's work is not completed or if the instructor does not change the "I" grade within one year.

### Graduation Honors

Criteria for undergraduate graduation honors and for President's Scholars are determined by University-wide standards of scholarship (see Undergraduate Bulletin). The minimum cumulative grade-point average required for each of these honors is as follows:

<i>Summa cum laude</i>	3.75
<i>President's Scholar</i>	3.75
<i>Magna cum laude</i>	3.50
<i>Cum laude</i>	3.25

### Dean's List

Undergraduates on the Dean's List must have completed a minimum of 12 semester hours, have no "Incompletes," and have a grade-point average of at least 3.50. Students on the Dean's list are notified of this fact by letter; a copy of this letter is placed in the student's file.

### Transcripts

A student's academic history is contained in a transcript, which is maintained by the Office of the Registrar.

*Official transcripts* are issued only upon the written request of the student and payment of a fee, and are sent directly to another educational institution or a potential employer. *Official transcripts* may be issued directly to the student

but will be identified with information that will indicate to the reader (whether a potential employer or another educational institution) that it was so issued. *Unofficial transcripts* do not carry the Seal of the Registrar.

A transcript is considered correct and final one calendar year after it is issued. If a student identifies an error, the Office of the Registrar must be notified in writing within one calendar year.

### The Buckley Amendment (Educational Records)

The Family Educational Rights and Privacy Act (FERPA) of 1974 (The Buckley Amendment) provides the following rights for students attending Temple University:

- The right, with minor limitations, to inspect and review his or her educational records.
- The right, with certain exceptions, to prevent disclosure to third parties of information from his or her educational records. Exceptions to these include University officials and employees, other post-secondary institutions, federal officials, financial aid officials, accrediting bodies, and health or first-aid personnel.
- The right to withhold public disclosure of "directory information." This may be done by written notification to the Dean of Students within two weeks after publication of this notice. Under current University policy, "directory information" includes a student's name, confirmation of enrollment, degree earned (if applicable), and major course of study.
- The right, if the student is judged independent, not to have information released to parents.
- The right to file a complaint with the Department of Health and Human Services concerning the alleged failure of Temple University to comply with the requirements of this Act and the implementing of HHS regulations.

The procedures for the exercising of these rights are explained in the "Temple University Guidelines Pertaining to Confidentiality of Student Records," copies of which are available in the Office of the Dean of Students. Included as an exhibit to the Guidelines is a list of the types and locations of educational records maintained by the University, with the title and address of the officials responsible for those records.

### FERPA Waiver

A new notification process under FERPA allows students to elect to keep their parents or other designees informed about their academic progress and disciplinary record.

# SECTION IV

## Academic Review

### Academic Honesty

*(excerpted from the policy adopted by Temple University in 1990)*

The students and faculty of Temple University are working together in a common endeavor: to seek the truth, to discover the truth, to speak and publish the truth. It is an ancient and honorable endeavor to which teachers and students have dedicated themselves since time immemorial. Out of this long history of dedication to the truth has grown a specific set of requirements governing the ways in which we behave toward one another in the classroom and in which we may use one another's thoughts, words, ideas, and published research.

The most important rules are self-evident and follow inevitably from a respect for the truth. We must not take credit for research, for ideas, or for words which are not our own. We must not falsify data or results of research. We must not present any work under false pretenses. In order to be sure that we do not violate these principles, we must learn some specific rules. We must understand exactly what is meant by the three major types of academic dishonesty: plagiarism, violating the rules of an assignment, and cheating on an examination.

*Plagiarism* is the unacknowledged use of another person's labor: another person's ideas, words, or assistance.

*Violating the rules of an assignment* takes place when a student thwarts or breaks the general rules of academic work and/or the specific rules of an individual course. This includes falsifying data, submitting - without the instructor's approval - work in one course which was done for another, helping others to plagiarize or cheat from one's own or someone else's work, or actually doing the work of another person.

*Cheating on an examination* can include obtaining help from another person during an examination (with or without that person's knowledge), using notes or other written aids for a "closed book" examination, or obtaining help from others for a "take home" examination.

The penalty for dishonesty can vary from a reprimand and a failing grade for a particular assignment, to failure for the course, to expulsion from the University. The penalty varies with the nature of the offense, the individual instructor, the department, and the school or college.

### Disability Resources and Services

The Office of Disability Resources and Services facilitates accommodations and provides information in accessing University programs, facilities, and activities for students with disabilities.

Services include assisting with academic adjustments and accommodations including sign language interpreters, test proctoring, library research, equipment loan, note-taking and reader services. Information on adaptive computing, specialized scholarship, and career/internship resources are also available. For more information, Visit: DRS 100 Ritter Annex 1301 Cecil B. Moore Avenue (215) 204-1280 Voice (215) 204-6794 Fax (215) 204-1786 TTY

URL <http://www.temple.edu/disability/>

### Academic Review

The faculty and the Deans of the Boyer College regularly review the academic and musical progress of all students in the College.

### Academic Warning

A student with a cumulative grade point average below 2.00 or a semester grade point average below 2.00 will be placed on Academic Warning and will not be permitted to register by telephone or online. All students on Academic Warning must receive the approval of their academic advisor for registration.

### Academic Probation

Academic Probation is a sanction given to students whose cumulative grade point average (cgpa) is below 2.0 after having accumulated 24 credits or more. Students on academic probation at the end of the spring grading cycle are not eligible for financial aid or university housing in the next semester, unless they raise their cgpa to 2.0 or above by taking Temple summer school courses.

### Removal from a Degree Program

The Boyer College of Music reserves the right to remove an undergraduate student from his/her major, regardless of grade point average, if in the opinion of the major department the student is unable to meet departmental standards. The Boyer College may then counsel the student into a more appropriate major within the Boyer College or into another College of the University. All such recommendations are reviewed by the appropriate Dean. The student may appeal the decision to the Undergraduate Curriculum and Policy Committee.

### Academic Dismissal

In accordance with University policy, Academic dismissal will be determined by a system of deficiency points that will allow you to track your academic performance more easily. If you have been on probation in the previously attended semester, if you have 24 credits or more, and if you have too many deficiency points, you will be dismissed. Please review material on the policy website or in the Undergraduate Bulletin to familiarize yourself with this method of representing academic performance.

### Reinstatement and Readmission

In accordance with University policy, students who have been dismissed for poor academic performance may apply for reinstatement after completing work successfully on Conditional Status; dismissed students may apply for readmission five years after their last enrollment. Rules governing these applications are explained at the policy website and in the Undergraduate Bulletin.

### Student Grievance Procedure

Students in the Boyer College of Music may pursue several options regarding a grievance.

1. In academic matters, students are normally encouraged to discuss the matter first with the teacher, and then, if redress is not satisfactory, to see the advisor, the appropriate department chairman, the undergraduate Associate Dean, and finally the Dean of the College - in that order. Because this is a small college, the Deans have traditionally been available to students even before this process has been completed.

2. Students may approach the Dean directly with a grievance if it does not lend itself to the usual procedures.

3. Although it is conceivable that students may express grievances through the University student government, this has not been the case historically in the Boyer College, probably due to its size and rapport which exists between students and faculty.

# SECTION V

## Building Regulations

### General Regulations

#### PRESSER HALL

1. Presser Hall and Rock Hall are open during the fall and spring semesters as follows:

*Daily: 7:00 am - 11:00 pm, including Saturdays and Sundays.*

(A valid Temple University I.D. card must be presented at all times. During the weekend, all occupants of the building must have a valid reason for being in the building, must show a Temple University I.D. card and must sign in and out at the Guard's Desk.) *Special holiday hours will be posted.*

2. There is no smoking in any building in Temple University.

3. There will be *no eating or drinking in classrooms.*

4. Locker rooms and practice rooms will be unlocked at 7:00 am on weekdays.

5. All lockers must be emptied of personal belongings by the end of May each year. Property remaining in lockers after this time will be disposed of by the Office of Security.

6. On weekends, only those practice rooms on the first floor will be routinely opened for use. When they are filled, additional rooms in the basement will be made available.

7. Faculty offices, studios, and all other non-practice rooms are not unlocked without written authority.

8. Office telephones and all other telephones owned by the University are to be used only by faculty, staff, and authorized graduate students and only for the purpose of conducting the business of the University. Personal calls should not be made on University telephones.

9. Lost-and-found articles should be reported and brought to the Main Office.

10. Practicing is not permitted in the hallways, restrooms, or student lounges of Presser Hall.

11. NO SIGNS, NOTES, OR POSTERS MAY BE PLACED ON THE WALLS OR STAIRWELLS OF PRESSER HALL. Ample bulletin board space has been provided for this purpose.

12. Eating in the building must be confined to the second floor lounge. Each person will be expected to leave these areas clean of his or her trash and left-over items of food. No food is permitted in Rock Hall or in Tuttleman Learning Center Room 107.

13. Written permission from the Department of Instrumental Ensemble and Orchestral Studies or another appropriate department will be required before the removal of music stands, College-owned instruments, or other equipment from the building will be allowed. Security Guards will challenge any person attempting to remove equipment without such prior written permission. The unauthorized removal of equipment from the building will constitute grounds for dismissal from the Boyer College.

14. The Boyer College buildings close at 11:00 PM. Students are not permitted to remain in the building after hours due to security concerns.

### Practice Room Regulations

1. There will be *no eating, drinking or smoking in any practice room* (See the No Smoking policy in item 2 above.)

2. Groups of two or more should rehearse in a classroom, reserved through the Main office in Presser or Rock Halls.

3. Practice rooms are available on a first come, first served basis. A practice room cannot be reserved by leaving books, instruments, or other items in it. When the room is unoccupied, it is available for the use of the first person to claim it.

4. The College cannot take responsibility for personal items left unattended in practice rooms.

5. Fortepiano and harpsichord practice rooms may not be used without the written permission of the Coordinator of the Keyboard department.

6. Classrooms and Klein Recital Hall may be reserved for practice or teaching purposes through the Main Office, Presser Hall.

7. Practice rooms are to be used for instrumental or vocal practice only. Reading and other study is inappropriate in this space and should be done elsewhere. If a student does not require a piano for practice, he or she should try to use a practice room which does not contain a piano in order to make the pianos available to those who need them.

*(See "General Regulations" for open hours and weekend limitations for practice rooms.)*

### Regulations for the Use of College-Owned Keyboard Instruments

1. Any student who plans to use one of the College's harpsichords (portative or grand) for practice purposes or as a recital instrument must explore the possibility of doing so with Dr. Joanne Kirchner. If the harpsichord is required for a recital, these plans should be indicated on the Recital Setup Form (available from the recital coordinator). The use of the College-owned harpsichords will be permitted *only when feasible*. There is a fee for moving the grand harpsichord to and from Klein Recital Hall -- for which the student is responsible.

2. The nine-foot grand piano on the stage of Klein Recital Hall may be used *only* by students who are rehearsing for a specific recital and who have reserved the hall for these rehearsals through the Main Office.

3. No potentially damaging objects (beverages, flowers, candles, etc.) may be placed on or near any keyboard instrument.

4. No piano or keyboard instrument may be moved from a room, from the stage to the floor (or vice versa), or across a room without the express permission of Dr. Joanne Kirchner or Professor Harvey Wedeen.

5. No part of a piano or keyboard instrument may be removed without the express permission of Dr. Joanne Kirchner or Professor Harvey Wedeen.

6. Neither students nor faculty may privately contract for the moving of any College-owned keyboard instrument.

### ROCK HALL

The New School Institute in Rock Hall offers practice, rehearsal, computer and recital facilities and the resources of the Alice Tully Library to all Boyer College students.

# SECTION VI

## Student Responsibilities/Whom to see/Information

1. A student's commitment to Boyer College courses and ensembles must take precedence over his or her outside musical and performance activities. As future professionals in the field, students are expected to bring professional standards to their commitments in the College. An unexcused absence from any Boyer College obligation indicates a lack of professional responsibility and is unfair to the others who are involved. If the student must miss a rehearsal, lesson, performance, or class, he or she should call the instructor or conductor prior to the expected absence or, in an emergency, call the appropriate office and leave a message for the instructor or conductor. Students in instrumental ensembles must contact the Department Office (204-8306) to request an excused absence. Students in choral ensembles must contact the Choral Activities Office (204-8304) to request an excused absence. Students in bands must contact the Band Office (204-8321) to request an excused absence.
2. Students are expected at all times to respect the time, property, and concerns of other students, faculty, staff, and the College community as a whole. Any student whose inconsiderate behavior during a recital, a class, or another Boyer College function seriously jeopardizes or threatens to jeopardize others in these respects may be subject to the cancellation of his or her recital, the lowering of the pertinent class grade, or other disciplinary action.
3. Rules concerning graduation procedures are contained on p.6. It is the responsibility of each student to be familiar with these regulations and to notify Mrs. Florence Palmore in Rock Hall of his or her specific graduation intentions by the published deadline date.
4. No music, audio tape, videotape, CD, recording or texts which are under copyright may be copied on the Boyer College's equipment unless it is for permitted classroom example. Government copyright regulations will be strictly observed in the Boyer College. The United States Copyright Laws: A Guide to Music Educators is available in the Main Office, free of charge.
5. Students should report any address changes to the **Main Office in Presser Hall**. The Boyer College will notify the University directly.

### Whom to See If...

***You have problems getting financial aid posted on your bill***

1. Office of Financial Aid, 2nd floor, Conwell Hall
2. Assistant Dean Brown

***You have a question about financial aid***

1. Office of Financial Aid
2. Your department chairman
3. Ms. Johnston
4. Associate Dean Flanagan

***You have registration problems***

Assistant Director of Advising Ms. Jackson

***You have academic problems***

Your advisor  
Assistant Director of Advising Ms. Jackson

***You wish to change your major***

1. Your advisor
2. Assistant Director of Advising Ms. Jackson
3. Associate Dean Flanagan

***You have a billing problem***

Bursar

***You know someone who is interested in attending the Boyer College***

Undergraduate level: Mr. James Short  
Graduate level: Mr. James Short

***You find that a College piano needs repairs***

Piano repair/tuning form in Main Office

***You wish to reserve practice time in Klein Recital Hall or Rock Hall***

Mrs. Anne Canan	Klein Recital Hall
Mr. Jason Horst	Rock Hall

***You wish to schedule a student or graduation recital***

Mr. Jason Horst

***You wish to reserve practice time in Arronson Hall (Rm. 240)***

Mr. Eric Schweingruber, Instrumental Office (Rm. 238)

***You have a grievance about a course***

(see *Student Grievance Procedure*, p. 9)

1. Discuss it with your instructor
2. If you are not satisfied, then see (in this order):
  - the chairman of the department of the course
  - your advisor
  - your Dean

***You wish information on becoming a certified music teacher in PA***

Professor Janet Yamron

### For Your Information

1. There are three music fraternities and societies represented in the Boyer College:

**Sigma Alpha Iota** for women

**Pi Kappa Lambda**, a national music honor society

**Phi Mu Alpha**, a professional fraternity for men in music

Information about these organizations is posted on the second floor bulletin boards.

2. Other student chapters of national organizations include:

**American Association of Music Therapy**

**Music Educators National Conference**

**International Association of Jazz Educators**

3. Information about specific financial aid awards for graduate students and undergraduate students is contained in the respective Bulletins.

4. The University Counseling Center is located on the 5th Floor of 1810 Liacouras Walk. Counseling is available for individuals, couples, and small groups. Interviews are confidential and free to matriculated students. Psychiatric services are also available.

*Telephone: 204-7276*

5. Medical services include primary medical care and gynecological care for which there is a charge for elective gynecological services. There is no charge for most other services. Office is located on the 4th floor of 1810 Liacouras Walk.

*Emergencies/Nights/Weekends: 204-1234 (Campus Police)*

*Health Services: 204-7500*

6. The Office for the Disabled identifies problem areas, develops solutions to those problems, monitors the effectiveness of programs for the disabled, and makes recommendations where action or policy is needed.

*Telephone: 204-1280*

### Administration

*(Room numbers refer to Presser Hall unless otherwise noted)*

<b>Robert T. Stroker</b>	Dean of the College;
<i>Rock Hall, Tel.: 1-5527</i>	Professor of Music Education
<b>Beth Bolton</b>	Associate Dean for Academic Affairs; Associate Professor of Music Education
<i>Rock Hall, Tel.: 1-8474</i>	
<b>Edward Flanagan</b>	Associate Dean and Director of Graduate Programs; Associate Professor of Jazz Studies
<i>Main Office, Tel.: 1-8301</i>	
<b>David P. Brown</b>	Assistant Dean for Administrative Affairs
<i>SAC Room 402, Tel.: 1-8392</i>	

<b>Susan Alcedo</b> <i>Rock Hall 114, Tel.: 1-5191</i>	Director of Financial Affairs	<b>Kenneth Aigen</b> <i>Rm. 110, Tel.: 1-8311</i>	Coordinator, Undergraduate Music Therapy Program; Associate Professor of Music Therapy
<b>Florence Brown Palmore</b> <i>Rock Hall, Tel.: 1-5527</i>	Executive Assistant to the Dean of the College	<b>Christine Anderson</b> <i>Rm. 236, Tel.: 1-8375</i>	Chair, Voice and Opera Department; Coordinator, Doctoral Degree in Performance; Professor of Voice
<b>Elizabeth Denniston</b> <i>1700 Broad Street, Rm. 311 Tel.: 1-0533</i>	Dance Recruitment and Admission Coordinator	<b>Darlene Brooks</b> <i>Rm. 315, Tel.: 1-8340</i>	Coordinator, Graduate Music Therapy Program; Associate Professor of Music Therapy
<b>Barbara DiToro</b> <i>1515 Market St. Tel.: 1-1512</i>	Assc Director, Music Prep. Division	<b>Cheryl Dileo</b> <i>Rm. 315, Tel.: 1-8542</i>	Coordinator, Doctoral Music Therapy Program; Professor of Music Therapy
<b>Linda Fiore</b> <i>Rock Hall, Rm. 118 Tel.: 1-8307</i>	Director of College Relations and External Affairs	<b>John Douglas</b> <i>305 Mitten Hall Tel.: 1-6813</i>	Coordinator, M.M. Accompanying and Opera Coaching Program; Associate Professor of Voice and Opera
<b>Jason Horst</b> <i>Rock Hall, Rm. 117 Tel.: 1-8391</i>	Assoc. Dir. College Relations and External Affairs	<b>Alan Harler</b> <i>Rm. 203, Tel.: 1-8304</i>	Chair, Choral Department; Professor of Choral Music; Director, Choral Activities
<b>Marguerite Jackson</b> <i>Main Office, Tel.: 1-8301</i>	Assistant Dir. of Advising	<b>Mark Huxsoll</b> <i>1515 Market St, Tel.: 1-1512</i>	Director, Music Prep Division;
<b>Jamie Johnson</b> <i>Rm. 304 Mitten Hall Tel.: 1-8306</i>	Producer, Opera Theater	<b>Michael Klein</b> <i>Rm. 316, Tel.: 1-8332</i>	Acting Chair, Music Studies Department; Associate Professor of Music Theory
<b>Kristi Johnston</b> <i>Rm. 127, Tel.: 1-6810</i>	Associate Director of Recruitment and Financial Aid	<b>Lambert Orkis</b> <i>Rm 223, Tel.: 1-8646 Rock Hall</i>	Coordinator, M.M. Accompanying /Chamber Music Program; Professor of Piano
<b>Steven Kreinberg</b> <i>Rm 119, Rock Hall Tel.: 1-8314</i>	Director of Graduate Studies; Coordinator, Faculty Computing, Associate Professor of Music History	<b>Deborah Sheldon</b> <i>Rm. 108, Tel.: 1-8649</i>	Chair, Music Education and Therapy Department; Associate Professor of Music Education; Director, Presser Learning Center
<b>Tania Ramos-Oton</b> <i>1700 Broad St., Room 303 Tel.: 1-5169</i>	Dance Department Coordinator	<b>Jeffrey Solow</b> <i>Rock Hall Rm. 206 Tel.: 1-8025</i>	Chair, Department of Instrumental Studies, Professor of Cello
<b>Janine Scaff</b> <i>1938 Liacouras Walk Tel.: 1-5689</i>	Director of Development	<b>Terell Stafford</b> <i>Rm. 323, Tel.: 1-8036</i>	Coordinator, Jazz Studies; Professor, Jazz Studies
<b>Eric Schweingrubler</b> <i>Rm. 131, Tel.: 1-9792</i>	Director, Instrumental Ens.	<b>Harvey Wedeen</b> <i>Rm. 126, Tel.: 1-8648 Rock Hall</i>	Chair, Keyboard Department; Professor of Piano
<b>James Short</b> <i>SAC Room 404, Tel.: 1-8598</i>	Director of Admissions and Recruitment	<b>Kariam Welsh</b> <i>Rm. 309, 1700 Broad Street Tel.: 1-6260</i>	Chair, Department of Dance; Professor of Dance
<b>Tara Webb-Duey</b> <i>1938 Liacouras Walk, Tel.: 1-1938</i>	Assistant Director of Development	<b>Maurice Wright</b> <i>Rm. 4, Tel.: 1-3136 Rock Hall</i>	Coordinator, Composition Professor of Composition
<b>Staff</b>		<b>Stephen Willier</b> <i>Rm. 320, Tel.: 1-8320 Presser Hall</i>	Coordinator, Music History Associate Professor of Music History
<b>Millie Y. Bai</b> <i>Rock Hall, Rm 102, Tel.: 1-5531</i>	Supervisor, Alice Tully Library of The New School Institute	<b>PRESSER LEARNING CENTER</b> <i>Rms. 102/104 Presser Hall Tel.: 1-8308 Professor Deb Sheldon, Director; Ms. Tomeka Carr, Manager</i>	
<b>Jason Bechtold</b> <i>Rm. 201, Tel.: 1-8304</i>	Manager of Choral Activities	<b>RECORD/LISTENING LIBRARY</b> <i>Rm. 100 Tel.: 1-8338 TBD, Supervisor</i>	
<b>Jen Bolcar</b> <i>Rock Hall, Tel.: 1-5527</i>	Secretary, New School Institute Instrumental Studies Department	<b>ALICE TULLY LIBRARY</b> <i>Rock Hall, 1st Floor Tel.: 1-5531 Ms. Millie Bai, Supervisor</i>	
<b>Anne Canan</b> <i>Rm. 129, Tel.: 1-8303</i>	Presser Office Manager	<b>PRESSER HALL, MAIN OFFICE</b> <i>Rm. 129 Tel.: 1-8301</i>	
<b>Leslie Cochran</b> <i>Rm. 238, Tel.: 1-8306</i>	Manager, Instrumental Operations	<b>NEW SCHOOL INSTITUTE</b> <i>Rock Hall, 1st Floor Tel.: 1-5527</i>	
<b>Tomeka Carr</b> <i>Rm. 110, 1-8310</i>	Manager, Music Education	<b>PRESSER CREATIVE MUSIC TECHNOLOGY CENTER</b> <i>Rock Hall, Lower level, Rms. 1,2,3 Tel.: 1-2529</i>	
<b>Nate Friedman</b> <i>Rm. 102, 1-4657 Rock Hall</i>	Program Assistant		
<b>Jackie Grier</b> <i>Rm. 127, Tel.: 1-7609</i>	Administrative Assistant		
<b>Lucas Henry</b> <i>Rm. 100; 1-8338</i>	Supervisor, Listening Library		

# SECTION VII

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