



Boyer College
of Music and Dance
TEMPLE UNIVERSITY®

GRADUATE MUSIC
HANDBOOK
2010-2011

**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*. 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

Academic Advising

Each student in the Boyer College is assigned 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 Graduate Bulletin is available on-line only at <http://www.temple.edu/grad>.

Registration and Tuition Payment

Continuing Student Registration

(Fall Sem. = March 25 to August 1.; Spring Sem. = Oct. 21 to December 15.)

All currently enrolled students in good academic standing are expected to register for the succeeding semester if they plan to take courses during that semester. *Continuing Registration* is the process by which these students are registered. Brochures containing complete information about dates, procedures, billing information, advising schedules, financial aid, telephone registration, and tuition remission are mailed to all currently enrolled students prior to the *Continuing Registration* period. After reading this material and consulting the Directory of Classes, Boyer College students should first meet with their advisors and then complete their registration online (see below).

The initial bill, including roster information, will be e-mailed as outlined in the billing schedule (see graduate bulletin). (PLEASE NOTE: The University will NO LONGER mail paper bills. All billing will be done electronically). By the date indicated, 25% of your total bill plus a \$12 installment fee are due. The balance of the charges plus the \$12 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 \$12 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. <https://owlnet.adminsvc.temple.edu/owlnet/owlnet.htm>.

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 Schedule of Classes for registration timetables.)

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

Schedule Revision

Students who wish to revise their schedules may do so during the first week of classes, free of charge. Schedule revisions during the first week of classes must be processed through the telephone registration system. After the first week of classes, graduate students may obtain Schedule Revision forms (Drop/Add) from the Main Office in Presser Hall which must be completed to document each desired change, with the signatures of the instructor, the advisor, and Associate Dean Flanagan. *A fee of \$12.00 will be charged for revisions requested during the second week of classes. Students may not add courses or change sections after the second week unless the course has not yet met for the second time.*

Withdrawal

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

Withdrawal from a Course

In order to withdraw from a course after the initial schedule revision period of the semester, the student must obtain the signatures of the course instructor, the advisor, and Associate Dean Flanagan on a Drop/Add form and must submit this form for processing to Assistant Dean Brown no later than the 10th week of classes. See the online Graduate Bulletin and Schedule of Classes for further information.

Withdrawal from an Assigned Ensemble

A student wishing to withdraw from an assigned ensemble should first request from that ensemble coach/conductor or department chairman permission to withdraw and should then follow the procedure for withdrawing from a course.

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, and Associate Dean Flanagan.

Withdrawal from the University

A student may withdraw from the University by filing an official withdrawal with the approval of the Associate Dean, who acts on behalf of the Dean of the Graduate School.

After consultation with the student's instructors, the Associate Dean shall determine whether the student may withdraw with grades of "W" in all his or her current courses. The student shall receive a grade of "W" in those courses in which he or she has a passing average at the time of withdrawal and a grade of "F" for those courses in which he or she is failing. If the student discontinues university attendance without filing the official withdrawal forms, he or she may receive an "F" in all current courses. The properly authorized withdrawal form, accompanied by the tuition paid fee receipt indicating registration and a properly endorsed Schedule Revision form, must be given to Assistant Dean Brown, who will process it. There is no charge for complete withdrawal from the University. A 100% tuition refund (minus any tuition deposit) will be granted if the withdrawal form is processed 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 all matriculated graduate performance majors in good standing in the Boyer College who are also registered for at least three other required credits of graduate level study. A per semester lesson fee of \$250 (subject to change without notice) - **above and beyond tuition** - will be automatically billed to each student.

Tuition scholarships do not cover the private lesson fee.

Non-performance graduate degree students who wish to register for applied study must pass an audition. A per semester lesson fee of \$400 (subject to change without notice) - **above and beyond tuition** - will be automatically billed to each student. **Tuition scholarships do not cover this private lesson fee.** Graduate degree students in non-performance curricula may take up to six credits of such applied study (the 5201/5401/5501 course series) toward the degree with the permission of the major advisor and Associate Dean Flanagan. (See "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. The jury grade for each semester will count as 1/3 of the final grade for private lessons.

The **instrumental recital approval jury** will serve to demonstrate your ability to perform the degree recital successfully. Normally, this will take place at the preceding semester's jury. If, by Departmental approval this jury does not take place at that time, one must be scheduled at least four weeks prior to the recital. *If this jury is not successfully completed by that time, the Department reserves the right to cancel the recital date.* Most of the recital repertoire, with the exception of chamber ensemble works, should be ready for performance at the jury. The recital accompanist should also perform for the jury. String students should perform all recital repertoire from memory, except for sonatas. If a student has reason to not perform a work from memory (other than a sonata) this must be requested and specifically approved.

At the end of the first semester of private lessons, doctoral performance majors must play a one-hour diagnostic jury consisting of new repertoire studied during the first semester of lessons. Doctoral students must also play a jury at the end of each semester in which they take private lessons, *except for the semesters in which they are presenting solo doctoral recitals.* (Note: The doctoral chamber music recital does not count as a jury.)

Professional Development

All students in the Boyer College of Music, 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:

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

The Boyer College believes that such experiences provide a foundation for a successful professional career.

Ensemble Requirements

The Boyer College recognizes the importance of ensemble experience to the training of music majors. There will be numerous opportunities for students to develop performance skills in both small and large ensembles. A per semester fee of \$100 (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.

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) no student may schedule a lesson during an assigned class period or the rehearsal time of an assigned ensemble;
- 2) an unexcused absence from an ensemble rehearsal may result in a lower final grade and/or dismissal from the ensemble;
- 3) 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)

Advisors and students should be guided by the following requirements in the designing of semester rosters:

CHORAL ENSEMBLE REQUIREMENTS

(Voice and Keyboard Majors and Concentrations)

Master's Degree Students

All candidates for advanced degrees may participate in choral ensembles. Choral Conducting majors (M.M.) must earn a minimum of two semester hours in a choral ensemble with a minimum of four semesters participation.

INSTRUMENTAL ENSEMBLE REQUIREMENTS

(Instrumental Majors and Concentrations)

Master's Degree Students

Graduate performance majors in classical guitar, wind, brass, and percussion instruments are required to perform in an instrumental ensemble during two to four semesters of their course of study. Two additional ensemble credits may be taken as electives toward a degree with permission from the student's advisor.

All string majors (with the exception of classical guitar) are required to play in the Temple University Symphony Orchestra during each semester in which lessons are taken for credit. Violin, Viola, and Cello majors must take four additional credits of Chamber Music or other ensemble, as assigned by the Department. Double Bass majors must take two additional credits of Chamber Music or other ensemble, as assigned by the Department. Further elective credit for string majors must be taken outside the performance core of lessons and ensembles.

Graduation Procedures

As students approach the end of their graduate programs, they must make sure that they are eligible for and can participate in graduation. It is recommended that students begin a **graduation check** with their advisors in the penultimate term of study to determine that they are meeting the University, college, departmental, and program requirements for their degree and for graduation.

Early in the semester in which the requirements for graduation will be completed, each student must pick up an Application for Graduation form from Mrs. Palmore in the Rock Hall Main Office *before the established deadline* (see below) and pay the Graduation Fee at the Bursar's office.

Application Deadlines for Graduation are:

for January, 2011 Graduation	October 15, 2010
for May, 2011 Graduation	February 15, 2011
for August, 2011 Graduation	June 1, 2011

The "Application for Graduation" form must be completed properly, particularly the portions relating to the resolution of incompletes and diploma instructions. Once this application is submitted, information concerning commencement activities (time, place, invitations, and academic regalia) will be mailed to prospective graduates.

Note: Students will not have their degrees awarded or diploma released until all University fees have been paid.

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 graduation recital with approval from the department chair and the Associate Dean. 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* during the summer may give their recitals during the first three weeks of the fall semester. However, if a student does not take *Recital Extension* during the summer, he or she may not present the recital in the fall semester - regardless of the date - without also registering for the fall semester of *Recital Extension*.

At the satisfactory completion of the recital, the "Incomplete" for the recital course will be replaced by a letter grade and *Music 5000 - Recital Extension* will then be issued a grade of "CR". Credit derived from this course will not be counted toward degree requirements. (see pg. 8 for the Incomplete grade policy)

Private applied lessons beyond the four semester requirement currently in effect for graduate performance majors may be taken by permission of the jury and/or the appropriate performance department chairman. *Music 300 - Recital Extension* carries a \$400 fee (subject to change without notice) in addition to the tuition cost of the course. 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 the department chair and Associate Dean Flanagan.

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 graduate students to work in a highly individualized setting with one or more faculty members. Students who wish to design an Independent Study project must demonstrate substantial evidence through their academic and musical records that they will benefit from this type of study. Using the proposal form available from the Main Office, the student must prepare a detailed description of the intended Independent Study project and must have this proposal approved by the faculty member providing the instruction, the student's major advisor, and Associate Dean Flanagan. Private lessons beyond those required in the curriculum are not an appropriate form of Independent Study.

In no case may Independent Study comprise more than 20% of a graduate student's curriculum.

Transfer of Credit/Electives

Except as noted below, all credits for the Master's and Doctoral degrees are to be earned in this institution.

With special prior approval, a maximum of six semester hours may be transferred from other accredited institutions for master's degrees, and up to twelve credits for doctoral degrees (with approval from the Graduate School). At the discretion of the respective departments, candidates in non-performance curricula will be permitted to accumulate a maximum of six semester hours of credit in applied music (subject to appropriate fees) as part of their degree program. Transfer credits must be taken after matriculation in Temple.

With the approval of the major advisor, a maximum of six semester hours of credit may be earned in subject areas outside of the Boyer College for master's degree candidates (with the exception of Music Therapy) and up to twelve credits for doctoral degree candidates. Doctoral students may transfer up to 12 credits with College and Graduate School approval.

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://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. 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.*

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. In addition, as of Fall 2006 semester, all bills will be emailed to students. Paper bills will no longer be mailed.

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)

SECTION III

Academic Regulations

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.

Academic Review

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

Probation

Graduate students whose transcripts reveal academic difficulties will be notified in writing of their probationary status by the Associate Dean.

Dismissal from the Boyer College

The Boyer College reserves the right to dismiss a graduate student at any time from his or her program, regardless of grade-point average, if, in the opinion of his or her major department, that student is unable to meet departmental standards. Dismissals will receive automatic review by the Graduate Policy Committee. The student has the right to appeal the dismissal to the Graduate Policy Committee of the Boyer College of Music. *See the online Graduate Bulletin for further details.*

Dismissal from the Graduate School

A graduate degree candidate may receive no more than two grades below "B", including coursework taken for undergraduate credit. A third such grade will result in dismissal from the Graduate School. Incomplete work must be finished to the satisfaction of the instructor in accordance with the written contract signed by the student and the faculty member or a failing grade may be awarded for the course (see pg. 8).

Graduate Student Grievance/Appeal Procedures

Graduate students in the Boyer College of Music may pursue several options regarding a grievance and/or appeals.

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, 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. Graduate students may petition the Graduate Policy Committee through the department chair or advisor in the cases of 1) grievances or 2) appeals regarding dismissal from a program. The decision of the Graduate Policy Committee is final and is forwarded to the Dean of the Boyer College .

Continuous Enrollment

All matriculated graduate students must be enrolled every fall and spring semester between matriculation and graduation, except during those semester that an approved Leave of Absence is granted. Consult the Graduate Bulletin, 'General Guidelines for Degree Programs,' for additional details.

Leave of Absence

Leave of Absence forms are available online at <http://mdev.temple.edu/gradschool>. Consult the online Graduate Bulletin, 'General Guidelines for Degree Programs,' for additional details.

Doctoral Dissertation and Monograph Proposals

Doctoral students in music are required to write a doctoral dissertation or monograph, depending on degree program. The proposal for this document must be approved by the Boyer College of Music and the Graduate School. Typically, the proposal is developed during the final semesters of coursework and is subsequently approved after the student has successfully completed the Preliminary Examinations. There are specific guidelines for the writing of the dissertation/monograph proposal, which are available from the Associate Dean or the Director of Graduate Studies in the Boyer College of Music. Additionally, students should consult the online Graduate Bulletin for additional details.

Doctoral Dissertation and Monograph Committees

The faculty members who comprise a doctoral student's Dissertation or Monograph Committee must be approved by the Boyer College of Music and the Graduate School. There are specific guidelines for the faculty composition of dissertation and monograph committees, which are available from the Associate Dean or the Director of Graduate Studies in the Boyer College of Music. Additionally, students should consult the online Graduate Bulletin, for further details.

Doctoral Dissertation and Monograph Defenses

Doctoral students must submit the completed form, available from the Associate Dean, to schedule the final dissertation or monograph defense one month prior to the anticipated defense. Additionally, students should consult the online Graduate Bulletin, 'General Guidelines for Degree Programs,' for additional details. <http://www.temple.edu/grad/policies/gradpolicies.htm>.

Time Limits

Master of Music students are to complete all degree requirements within six (6) calendar years from the semester of admission; doctoral students are to complete all degree requirements within seven (7) calendar years. Requests for extensions beyond these time limits must be approved by the College and the Grad School. An Extension of Time form is available online from the Graduate School web page, <http://www.temple.edu/grad>.

SECTION IV

Grading and Transcripts

The grading system for the Boyer College is the same as that of the University, as listed in the on-line graduate bulletin.

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.

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 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 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.

SECTION V

Graduate Examinations

Diagnostic Examinations

MASTER'S DEGREE STUDENTS

All students entering the Master of Music program are required to take Diagnostic Examinations in Harmony, Counterpoint, Aural Skills, and Music History as follows:

I. Harmony, Aural Theory, and Counterpoint

All entering Master of Music students must take the Harmony, Counterpoint, and Aural Skills Diagnostic Examinations prior to the first semester of graduate study. The requirement to take the Examination in any of these areas is waived only for graduates of the Boyer College of Music who: 1) matriculate into the Master's program within one semester of graduation from a Boyer undergraduate music program, and 2) received grades of "B-" or better in every undergraduate course taken in the examination area(s) to be waived.

Students may take the tests only once, and if they do not pass the tests or any portion thereof, they must enroll in the remedial course(s) during their first semester of study.

If a section(s) of the Diagnostic Examination is failed, the examiners will stipulate appropriate remedial coursework, which must be completed in the first semester of study. Remedial courses are offered for undergraduate credit only and do not count toward degree requirements. Grades for these courses are "Credit" or "No Credit." The official university transcript will indicate "CR" when the deficiency has been satisfied (with a grade of "B-" or better) and "NC" when it is not. Students who earn an "NC" must retake the course (or section) until a "CR" is attained and recorded in the university transcript.

Following are the remedial courses that may be assigned for failures in any portions of the Harmony, Counterpoint, or Aural Skills Diagnostic Examinations:

Diatonic Harmony Review (Music Studies course number 5001 for 1 undergraduate credit) **Fall Semester Only**

Chromatic Harmony Review (Music Studies course number 5002 for 1 undergraduate credit) **Fall Semester Only**

Counterpoint Review (Music Studies course number 5003 for 1 undergraduate credit) **Fall Semester Only**

Aural Theory (Music Studies course number 5004 for 3 undergraduate credits) **Spring Semester Only**

II. Music History

All entering Master of Music students must take the Music History Diagnostic Examination prior to the first semester of graduate study. The requirement to take the Examination in any of these areas is waived only for graduates of the Boyer College of Music who: 1) matriculate into the Master's program within one semester of graduation from a Boyer undergraduate music program, and 2) received grades of "B-" or better in every undergraduate course taken in the examination area(s) to be waived.

If the student is unsuccessful in passing any portion of the Music History examination, the student may select one of two options:

OPTION ONE: Register to take Music History Review (Music Studies 5005 for 1 to 5 undergraduate credits, with 1 credit assigned to each of the following five periods: Renaissance, Baroque, Classic, Romantic, and

Twentieth Century). Students may register for a maximum of 3 credits of Music History Review in any semester; thus, it is possible to be required to enroll in this course for two semesters if more than three periods are failed. (For example, if a student failed the Renaissance, Baroque, Romantic, and Twentieth Century periods, the individual could take Music Studies 5005 for two periods during one semester and the remaining two periods during the subsequent semester, or elect to take Music Studies 5005 for three periods during one semester and the remaining one period during the subsequent semester.)

OPTION TWO: While students may elect to work with a private tutor all failed portions of the examination must be taken the next time it is offered. If the student is unsuccessful on the second attempt, the student will be required to register for Music History Review during the subsequent semester. One or two semesters of the course may be required, depending on the results of the history examination.

SPECIAL REQUIREMENTS

Students majoring in **Piano Performance, Piano Accompanying and Chamber Music, or Piano Pedagogy** are required to take an additional one-hour diagnostic examination in Keyboard Literature. A student may not take the Keyboard Literature examination until he or she has been auditioned and accepted by the Keyboard Department. If weaknesses in any areas are revealed by this examination, the chairman of the Keyboard Department will assign remedial course work to the student.

Students majoring in **Music Education** are required to take an additional one-hour examination in Music Education. Results of the examination will be used to determine course work to be taken towards the music education degree.

Majors in **Piano Accompanying and Opera Coaching** must take additional diagnostic examinations in French, German, and Italian Languages.

Students majoring in **Composition, Music Education, Music History, Music Theory, Opera, and Voice Performance** must take a Piano Proficiency Examination during their first term of study. These examinations will be given during the registration periods before the fall and spring terms. In addition, Music Education majors must pass a proficiency examination on the major instrument or voice. Students should consult the Bulletin for the specific requirements for their respective degree programs.

Students enrolled in the **Master of Music Therapy** degree program do not take the Diagnostic Examinations as listed above. Instead, they take Diagnostic Examinations in Functional Piano, Functional Guitar, and Voice. Detailed information regarding the content of these examinations and their administration dates is available from the Music Therapy department.

Students may not take the final qualifying examinations nor perform graduation recitals until all diagnostic examinations have been successfully completed.

Qualifying Examinations

Students majoring in **Composition, Music Education, Music History, and Music Therapy** must take a four-hour written qualifying examination in his or her major area of study.

Please Note: See <http://www.temple.edu/boyer/resources/student/GraduateMusicExaminations.htm>

Upon the imminent completion of 30 semester hours of graduate study and with the approval of the major professor, the candidate may request permission of the Associate Dean to take this qualifying examination. This request must be made in writing at least one month before the scheduled date of the examination. *The candidate should take note, however, of the deadline for filing the application for graduation, listed on the University calendar.* If he or she wishes to do so, the candidate may take this examination during the final semester of graduate study.

SPECIAL REQUIREMENTS

Composition Majors are required to submit, as an *additional* part of the examination, a portfolio of their work completed during the time they participated in the Master of Music program. The *final* part of the examination will be either an oral examination, a special project defined by the department, or a combination of both, as determined by the candidate's diversity of skills - including critical and analytical insights and abilities.

Music Theory Majors take a three-hour written examination.

Choral Conducting Majors take an oral examination only.

Music Education Majors make an oral defense of the written project in lieu of a qualifying examination.

Comprehensive Examination in Music Literature

Candidates for the Master of Music degree in Instrumental Performance, String Pedagogy, Voice and Opera Performance, Piano Performance, Piano Pedagogy, and Piano Accompanying are required to take a 1 1/2 hour Comprehensive Examination in Music Literature. A listening list of 100 musical works of the standard literature from the Middle Ages through the 20th century is offered as an aid to preparation for the examination and is available to the student when he or she is admitted to the Boyer College. It is suggested that this examination be taken in the penultimate term of study.

Master's Recital

Majors in Performance must present a full recital program in the final term of study, on a date determined in the early summer months prior to the recital year. The Master's Recital replaces the written qualifying examination in the performance curriculum.

The Master's 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 Master's Recital is scheduled, the student must have successfully completed private lessons during each semester prior to the recital and must be approaching the completion of all required credits for graduation. All grades of "Incomplete" in private lessons must be cleared before the student may apply for the Master's Recital. ***In addition, Master's degree candidates must obtain a Recital Approval Form, signed by the Associate Dean, as evidence that all requirements have been met before the recital can be scheduled.***

Students should apply for a recital date and complete the necessary recital arrangements through 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.** Once a recital date has been confirmed, it is very difficult to reschedule.

Master's 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.

SPECIAL REQUIREMENTS

Majors in Piano Accompanying and Chamber Music must accompany one student recital in the first semester of study and must accompany two full graduation or master's recitals in each of the following three semesters. In addition, they must perform a complete work of chamber music each semester.

Majors in **Piano Accompanying** and **Opera Coaching** must perform in productions and/or scenes programs as determined by the Coordinators of the program.

Choral Conducting Majors must present two recitals in order to complete the program.

Opera Majors must perform at least two adjudicated major roles or one major role and two minor adjudicated roles in addition to opera theater assignments.

Thesis/Final Written Project

In addition to 30 semester hours of coursework, a written project is required of M.M. students majoring in Music Education, Music History, Music Therapy, and Music Theory.

DOCTORAL STUDENTS

Entrance Examinations

Doctoral entrance examinations are required of all doctoral students. Examinations are to be taken over a period of two consecutive days and may not be split between different administration dates.

Doctoral students must take these examinations prior to or during the first semester of doctoral matriculation. To maintain registration, all entrance examinations must be ***passed*** by the completion of 24 credits toward the degree. Students will not be permitted to register beyond 24 credits toward the degree until the examinations have been ***passed***.

Doctoral students in Performance, Composition, and Music Education take the following written examinations: Harmony (1 hour), Counterpoint (2 hours), Form and Analysis (2 hours), and Music History (2 hours).

Music Therapy majors take examinations in Functional Music and Writing Proficiency. Students must also present evidence of previous studies in music history and theory. Students should contact Dr. Bruscia for further information.

SPECIAL REQUIREMENTS

Performance Majors must take an *additional* 2-hour examination in the literature and pedagogy of their instrument. By arrangement with the department chairman, they must also perform a one-hour diagnostic admission recital before a faculty jury at the conclusion of the first term of study. This recital consists of a full program and may include the performance of a new composition, selected by the department and given to the student 48 hours before the recital.

Music Education Majors must take an *additional* 2-hour examination in Music Education. Additionally, they will be asked to demonstrate performance proficiency on their primary instrument as well as basic keyboard and vocal skills. Music Education majors should refer to the online Graduate Bulletin for further details.

Composition Majors must take an *additional* 2-hour examination in analysis, and history/stylistic analysis. They must also pass a performance examination and/or a skill evaluation in electronic/computer synthesis. Composition majors should refer to the online Graduate Bulletin for further details.

Doctoral Recitals

(These public recitals are in addition to the diagnostic admission recital.)

All doctoral performance majors are required to present a public recital prior to or during the 4th semester of applied lessons, a series of other recitals during the degree program, and a final recital presented after successful completion of the doctoral preliminary examinations. Doctoral performance majors can obtain the list of required recitals from either the Associate Dean or their department chair. This list of recitals can also be found in the "Doctor of Musical Arts in Performance" brochure, which is available from the Main Office Presser Hall.

All recitals and performances are adjudicated by a faculty jury. Except for the first and last, these recitals do not need to occur in the above order. Scheduling restrictions (see above) apply only to the coached solo recital and the final recital.

Composition Majors must arrange a public recital of their own chamber works, taking full responsibility for all performances involved. This recital must take place prior to the oral and written Preliminary Examinations.

Preliminary Examinations

All doctoral students must take a written Preliminary Examination, according to the timetables established in the Graduate Bulletin. Students should refer to the online Graduate Bulletin for the specific examination requirements, details, and procedures for their degree programs.

Examinations are to be taken over a period of two consecutive days and may not be split between different administration dates.

A student failing any portion of the Preliminary Examination will have only one opportunity to re-take that portion of the exam. Failing any portion of the Preliminary Exam for a second time will result in automatic dismissal from the degree program by the Graduate School of Temple University.

Dissertation/Final Project

Music Education Majors must complete a dissertation following the guidelines found in the online Graduate Bulletin.

Composition Majors must complete a final project and must present a recital of original short works as defined under "Doctoral Recitals" in the online Graduate Bulletin. Further details may be found in the Graduate Bulletin.

Performance Majors must complete a monograph. Further details may be found in the Graduate Bulletin. A proposal guide may be obtained from the Main Office Presser Hall.

Disabilities

Students with disabilities who require academic adjustments or accommodations must present verification from Disability Resources and Services. Please schedule an appointment to discuss specifics with any teacher, and if you think that a disability may interfere with your performance in any class, you must meet with a DRS professional staff member at 100 Ritter Annex (215-204-1280) immediately.

Graduate Bulletin

The Graduate Bulletin, which contains all of the degree requirements, exam requirements, and policies for each Boyer College graduate degree program, is found only online at:

<http://www.temple.edu/gradbulletin/index.htm>

SECTION VI

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 - 10:45 pm, including Saturdays and Sundays.

(A valid Temple University I.D. card must be presented upon request 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 with the Guard. *Special holiday hours will be posted.*

2. There is no smoking in any building at 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 Student Lounge on 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. Food is not permitted in Rock Hall.
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, 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.

Practice Room Regulations

1. There will be no eating or drinking 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 Mrs. Canan in Presser Hall and Mr. Horst in Rock Hall.
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, Klein Recital Hall, and Rock Hall Recital Hall may be reserved for practice or teaching purposes through the Recital Coordinator.
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 without 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 the Piano Department Coordinator. 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 grand pianos on the stages of Klein Recital Hall and Rock Hall may be used *only* by students who are rehearsing for a specific recital and who have reserved the hall for these rehearsals through Dr. Joanne Kirchner.
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 the Dr. Joanne Kirchner or Professor Harvey Wedeen.
5. No part of a piano or keyboard instrument may be removed without the express permission of the Dr. Kirchner or Professor Wedeen.
6. Neither students nor faculty may privately contract for the moving of any College-owned keyboard instrument.

ROCK HALL - THE NEW SCHOOL INSTITUTE

The New School Institute in Rock Hall offers practice, rehearsal, and recital facilities and the resources of the Alice Tully Library to all Boyer College students. Copies of the regulations for the use of these facilities are available from the office of The New School Institute 1st Floor, Rock Hall.

SECTION VII

Other Student Responsibilities

1. 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.
2. 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.
3. **Rules concerning graduation procedures are contained on p. 4. It is the responsibility of each student to be familiar with these regulations and to notify Mrs. Florence Palmore 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 **Presser Hall Main Office**. The Boyer College will notify the University directly.

SECTION VIII

Whom to see if ... / For your information

Whom to see if...

You have problems getting financial aid posted on your bill

1. Office of Financial Aid, Basement, Conwell Hall
2. Dean Brown

You have a question about financial aid

1. Your advisor
2. Office of Financial Aid
3. Your department chairman
4. Ms. Morgridge

You have registration problems

1. Dean Brown (graduate)
2. Ass't Dir. of Advising Ms. Jackson (undergraduate)

You have academic problems

Your advisor

You have a grievance about a course

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
 - Director of Graduate Study

You wish to change your major

1. Your advisor
2. Dean Flanagan

You have a billing problem

Bursar's Office, 1st floor, Conwell Hall

You are seeking a graduate scholarship, fellowship, or assistant ship

Your department chairman and/or major advisor

You know someone who is interested in attending the Boyer College

Undergraduate/Graduate level: Ms. Kristi Johnston

You find that one of the College's pianos needs repairs

Piano Technicians Mr. Stewart Cole or Mr. Shuang-Xi Gong (through the Main Office) or Professor Harvey Wedeen

You wish to reserve practice time in Klein Hall (Rm. 204) or Rock Hall

Mrs. Canan (Klein) Mr. Jason Horst (Rock)

You wish to schedule a student or graduate recital

Mr. Jason Horst

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

Mr. Eric Schweingruber, Instrumental Office (Rm. 131)

FOR YOUR INFORMATION

General

1. There are four 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

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. Health Services 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)

Robert T. Stroker

Rock Hall, Tel.: 1-5527

Beth Bolton

Rock Hall, Tel.: 1-8474

Edward Flanagan

Main Office, Tel.: 1-8301

David P. Brown

Presser Hall 139, Tel.: 1-8392

Susan Alcedo

Rock Hall 114, Tel.: 1-5191

Florence Brown Palmore

Rock Hall, Tel.: 1-5527

Fiona Neale-May

*1700 Broad Street, Rm. 311
Tel.: 1-0533*

Barbara DiToro

*1515 Market St.
Tel.: 1-1512*

Linda Fiore

*Rock Hall, Rm. 118
Tel.: 1-8307*

Jason Horst

*Rock Hall, Rm. 117
Tel.: 1-8391*

Marguerite Jackson

Main Office, Tel.: 1-8301

Jamie Johnson

*Rm. 304 Mitten Hall
Tel.: 1-8306*

Girard Kratz

*1515 Market St.
Tel.: 1-1512*

Alysea McDonald

*TASB
Tel.: 7-2559*

Kristi Morgridge

Rm. 127, Tel.: 1-6810

Dean of the College;

Professor of Music Education

Associate Dean for Academic Affairs; Associate Professor of Music Education

Associate Dean and Director of Graduate Programs; Associate Professor of Jazz Studies

Assistant Dean for Administrative Affairs

Director of Financial Affairs

Executive Assistant to the Dean of the College

Dance Recruitment and Admission Coordinator

Assoc Director, Music Prep. Division

Director of College Relations and External Affairs

Assoc. Dir. College Relations and External Affairs

Assistant Dir. of Advising

Producer, Opera Theater

Registrar, Music Prep. Division

Assistant Director of Development

Associate Director of Recruitment and Financial Aid

Steven Kreinberg <i>Rm 119, Rock Hall Tel.: 1-8314</i>	Director of Graduate Studies; Coordinator, Faculty Computing, Associate Professor of Music History	Jeffrey Solow Chair, Department of Instrumental Studies, Professor of Cello <i>Tel.: 1-8025</i>	<i>Rock Hall Rm. 206</i>
Gloria Scott <i>1700 Broad St., Room 303 Tel.: 1-5169</i>	Dance Department Coordinator	Terell Stafford <i>Rm. 323, Tel.: 1-8036</i>	Coordinator, Jazz Studies; Professor, Jazz Studies
Eric Schweingruber <i>Rm. 131, Tel.: 1-9792</i>	Director, Instrumental Ens.	Harvey Wedeen <i>Rm. 126, Tel.: 1-8648 Rock Hall</i>	Chair, Keyboard Department; Professor of Piano
James Short <i>SAC Room 404, Tel.: 1-8598</i>	Director of Admissions and Recruitment	Kariamuw Welsh <i>Rm. 309, 1700 Broad Street Tel.: 1-6260</i>	Chair, Department of Dance; Professor of Dance
Tara Webb Duey <i>TASB Tel.: 7-2567</i>	Director of Development	Maurice Wright <i>Rm. 4, Tel.: 1-3136 Rock Hall</i>	Chair, Department of Music Studies Professor of Composition
		Steven Zohn <i>Rm. 314, Tel.: 1-5096 Presser Hall</i>	Coordinator, Music History Associate Professor of Music History
	Staff		
Millie Y. Bai <i>Rock Hall, Rm 102, Tel.: 1-5531</i>	Supervisor, Alice Tully Library of The New School Institute		
Jason Bechtold <i>Rm. 201, Tel.: 1-8304</i>	Manager of Choral Activities		
Jen Bolcar <i>Rock Hall, Tel.: 1-5527</i>	Secretary, New School Institute Instrumental Studies Department	PRESSER LEARNING CENTER <i>Rms. 102/104 Presser Hall Tel.: 1-8308 Professor Deb Sheldon, Director; Ms. Lalita Corman, Manager</i>	
Anne Canan <i>Rm. 129, Tel.: 1-8303</i>	Presser Office Manager	RECORD/LISTENING LIBRARY <i>Rm. 100 Tel.: 1-8338 Lucas Henry, Supervisor</i>	
Leslie Cochran <i>Rm. 238, Tel.: 1-8306</i>	Manager, Instrumental Operations	ALICE TULLY LIBRARY <i>Rock Hall, 1st Floor Tel.: 1-5531 Ms. Millie Bai, Supervisor</i>	
Lalita Corman <i>Rm. 110, 1-8310</i>	Manager, Music Education	PRESSER HALL, MAIN OFFICE <i>Rm. 129 Tel.: 1-8301</i>	
Lucas Henry <i>Rm. 100; 1-8338</i>	Supervisor, Listening Library	NEW SCHOOL INSTITUTE <i>Rock Hall, 1st Floor Tel.: 1-5527</i>	
		PRESSER CREATIVE MUSIC TECHNOLOGY CENTER <i>Rock Hall, Lower level, Rms. 1,2,3 Tel.: 1-2529</i>	
	Department Chairs and Program Directors		
Kenneth Aigen <i>Rm. 110, Tel.: 1-8311</i>	Coordinator, Undergraduate Music Therapy Program; Associate Professor of Music Therapy		
Christine Anderson <i>Rm. 236, Tel.: 1-8375</i>	Chair, Voice and Opera Department; Coordinator, Doctoral Degree in Perf- ormance; Professor of Voice		
Darlene Brooks <i>Rm. 315, Tel.: 1-8340</i>	Interim Chair, Choral Conducting Coordinator, Graduate Music Therapy Program; Associate Professor of Music Therapy		
Cheryl Dileo <i>Rm. 315, Tel.: 1-8542</i>	Coordinator, Doctoral Music Therapy Program; Professor of Music Therapy		
Mark Huxsoll <i>1515 Market St, Tel.: 1-1512</i>	Director, Music Prep Division;		
Edward Latham <i>Rm. 313, Tel.: 1-8498 Presser Hall</i>	Coordinator, Music Theory; Associate Professor of Music Theory		
Lambert Orkis <i>Rm 223, Tel.: 1-8646 Rock Hall</i>	Coordinator, M.M. Accompanying /Chamber Music Program; Professor of Piano		
Alison Reynolds <i>Rm. 309; Tel.: 1660 Presser Hall</i>	Interim Chair, Music Education and Therapy		
Deborah Sheldon (on leave) <i>Rm. 108, Tel.: 1-8649</i>	Chair, Music Education and Therapy Department; Associate Professor of Music Education; Director, Presser Learning Center		

SECTION IX

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