



2014-15 Undergraduate Handbook

DEPARTMENT OF MUSIC

The College of New Jersey

PREFACE

INTRODUCTION

The Department of Music at The College of New Jersey has been a center for the study of music since 1916. Its graduates enjoy an excellent placement record and consistently attain leadership positions in the many varied fields of musical endeavor. As an accredited institutional member of the National Association of Schools of Music (NASM), the Department offers various programs of music study, which are consistent with the high standards, ideals and philosophy of this renowned organization. With its large faculty of artist-teachers, all types of musical ensemble experiences, excellent equipment and extensive library holdings, the Department offers exciting and challenging training to its students. In addition, our curricula provide a wide selection of courses designed as professional preparation for work in a broad variety of careers.

For music students currently enrolled at the The College of New Jersey, this document contains the Department's policies, procedures, and standards. For individuals who are planning their undergraduate musical training at The College, this *Handbook* will provide assistance and direction. The *Handbook* includes detailed information concerning the structure and requirements of the Department and the College. The *Handbook* will be revised as needed to reflect changes in Department of Music policies and procedures. Students will be given a printed copy in their Department Seminar. Yearly revisions will be published online on the Department of Music's website at <http://music.pages.tcnj.edu>. It is the student's responsibility to be apprised of the current policies and procedures.

MISSION STATEMENT

The Department of Music at The College of New Jersey promotes music study in a program where performance, music education, technology, creativity and scholarship are closely integrated. Our core curriculum emphasizes comprehensive performance opportunities, rigorous academic inquiry, and professional certification. Our programs offer a range of music curricula, including individualized and innovative interdisciplinary options.

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ADMINISTRATION, FACULTY, & STAFF

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*Denotes full-time faculty

FACULTY POSITIONS

Administration

Department Chair – Dr. John P. Leonard

Area Coordinators

Coordinator of Music Education – Dr. Colleen Sears
Coordinator of Woodwind & Brass Studies – Dr. Gary Fienberg
Coordinator of Historical & Cultural Studies in Music – Dr. Wayne Heisler
Coordinator of Keyboard Studies and Accompanying – Dr. Tomoko Kanamaru
Coordinator of Music Technology – Dr. Teresa M. Nakra
Coordinator of Music Theory – Dr. Robert Y. McMahan
Coordinator of Percussion Studies - Mr. William Trigg
Coordinator of String Studies – Dr. Harold Levin
Coordinator of Vocal Studies – Dr. Suzanne L. Hickman

Department Committees

NOTE: Please refer to the Department's website for a list of the faculty currently serving as committee members on the following committees.

Academic Affairs Committee

This committee addresses issues concerning GPA, D-F reports, probation, dismissal, academic progress, and disciplinary actions. In addition, the Academic Affairs Committee is one of the steps in the student grievance appeal procedure. This committee collaborates with the Performance Affairs Committee in the Sophomore Review process.

Performance Affairs Committee

This committee oversees all performance activities, which include juries, recitals, concert schedules, Mayo Concert Hall use, and student organizations' performances.

Personnel Committee

This committee addresses issues of faculty hiring, re-appointment, tenure, and promotion.

Faculty Roster

Brass

Dr. Gary Fienberg, Trumpet, Area Coordinator
Mr. Brian Brown, Euphonium/Tuba
Mr. Robert Gale, Trombone
Mr. James Hala, Trumpet
Ms. Kathryn Mehrrens, Horn

Ensemble Directors

Mr. David DiGiacobbe, Flute Choir
Dr. Gary Fienberg, Jazz Ensemble
Dr. Harold Levin, Orchestra
Mr. James Hala, Brass Ensemble and Brass Quintet
Dr. Tomoko Kanamaru, Chamber Music
Dr. John Leonard, Chorale
Mr. Ruotao Mao, Chamber Music
Ms. Kathryn Mehrrens, Horn Ensemble
Dr. Marian Stewart, Concert Band
Mr. Andre Tarantiles, Harp Ensemble
Dr. Philip Cave, College Choir
Mr. William Trigg, Percussion Ensemble

Piano and Keyboard

Dr. Tomoko Kanamaru, Piano, Area Coordinator
Mr. Peter Lauffer
Mr. Justin Proffitt

Accompanists

Mr. Nicholas Gatto
Ms. Sally Livingston
Mr. James Lubrano

Music Education

Dr. Colleen Sears, Area Coordinator
Ms. Virginia Kraft, Marching Band Techniques
Mr. Dennis MacMullin, Student Teaching Supervision
Mr. Karl Recktenwald, Student Teaching Supervision
Mr. Gary Suabedissen, Student Teaching Supervision
Ms. Donna Wyatt, Student Teaching Supervision
Ms. Linda Clark, Student Teaching Supervision
Dr. Ted Schlosberg, String Methods
Mr. Noel Sell, Student Teaching Supervision

Historical and Cultural Studies in Music

Dr. Wayne Heisler, Area Coordinator
Dr. Philip Cave
Mr. Michael Conklin
Dr. Gary Fienberg
Ms. Kara Olive

Percussion

Mr. William Trigg, Area Coordinator

Strings

Dr. Harold Levin, Viola, Area Coordinator
Mr. Michael Newman, Guitar
Mr. Chris Clark, Double Bass
Dr. James M. Day, Guitar
Mr. Alistair Macrae, Cello
Mr. Ruotao Mao, Violin
Dr. Ted Schlosberg, Strings Methods
Mr. Andre Tarantiles, Harp

Technology

Dr. Teresa Marrin Nakra, Area Coordinator
Dr. Kenneth Lampl, Audio Recording & Production

Theory

Dr. Robert McMahan, Area Coordinator
Dr. Teresa Marrin Nakra

Voice

Dr. Suzanne L. Hickman, Area Coordinator
Dr. Philip Cave
Dr. Nora Sirbaugh

Woodwinds

Mr. David DiGiacobbe, Flute, Area Coordinator
Mr. Calvin Falwell, Clarinet
Mr. Dennis MacMullin, Bassoon
Ms. Kathleen Mitchell, Saxophone
Mr. David Schneider, Oboe

Department of Music Staff

Mrs. Cathie Allison, Program Assistant

Arts Facilities Staff

Mr. Mark Kalinowski, Concert Hall Coordinator
Mr. Richard Kroth, Director of Arts Facilities
Mr. Dale Simon, Kendall Hall Coordinator

DEPARTMENT POLICIES, PROCEDURES & STANDARDS

PROGRAM DESCRIPTIONS

The Department of Music offers three undergraduate degree programs: Bachelor of Music in Performance, Bachelor of Music in Music Education, and Bachelor of Arts in Music. A Minor in Music is available for students not majoring in music.

Performance

There are three tracks in the Bachelor of Music in Performance degree, determined by the primary instrument of study: Instrumental (Wind, Strings, and Percussion), Keyboard, and Vocal. This degree prepares students for performance and related music careers and also serves as preparation for graduate or conservatory study. (Keyboard, Guitar, and Harp majors have either a vocal or instrumental emphasis in determining primary ensemble requirements.)

Music Education

The Bachelor of Music in Music Education degree prepares students to be certified public school teachers. There are three tracks in this degree: Instrumental (Wind, Strings, and Percussion), Keyboard, and Vocal (Keyboard, Guitar, and Harp have either a vocal or instrumental emphasis in determining primary ensemble requirements). Successful completion of the degree qualifies students to sit for the New Jersey Praxis examination as part of the teacher certification process; certification qualifies students to teach instrumental and choral classes K-12 in the NJ Public Schools. Graduates of this program also qualify for certification in other states, subject to the individual processes of each state. The Bachelor of Music in Music Education degree is constructed on a solid core of performance experiences and, as such, also prepares students for graduate study.

Bachelor of Arts

The Bachelor of Arts in Music degree emphasizes the study of music within the context of TCNJ's competitive Liberal Arts experience by fostering an individualized approach. It includes a core of intensive music study in musicianship (theory and aural skills), historical and cultural studies, and an array of electives, including applied instrumental/vocal studio, ensemble performance, and music technology. In addition, B.A. majors plan a course of free electives and are mentored to pursue interdisciplinary academic and creative perspectives on music. Secondary majors, minors, and/or concentrations are encouraged, as is study abroad. The B.A. program prepares students for a diverse range of careers including graduate degrees in Composition, Education, Library and Information Science, Music Therapy, Musical Theater, Musicology, and interdisciplinary Performance Studies. Applicants for the Bachelor of Arts in Music must complete an audition and interview (as well as a portfolio review depending on the nature of a prospective student's experience and interest).

Music Studies Minor

The minor degree program is for non-music majors and is earned with the completion of 5 course units from a curriculum determined by the Department of Music. It is a generalized course of study that requires a combination of theory, history, and performance courses.

Other Programs

The School of Education offers five degrees with content areas in music that are supported in part by the Department of Music. These are: Early Childhood Education, Elementary Education, Education of the Deaf and Hard of Hearing, Elementary Education, Special Education, and Urban Education. **These degrees do not lead to K-12 Music Teacher Certification and are not intended for students planning careers in which their primary subject will be music.** Further information about these programs may be obtained by contacting the School of Education.

ADMISSION AS A MUSIC MAJOR

As a Freshman

Students intending to pursue music as major at TCNJ must first apply to the college using the Common Application. Upon receiving notice of the application from the Office of Admissions, the Department of Music will contact the student via e-mail to schedule an audition and interview. The Department of Music has compiled an *Audition Requirements Handbook*, which outlines audition requirements for each instrument. Students are strongly encouraged to review this handbook well in advance of their audition. The *Audition Requirements Handbook* is available online at <http://music.pages.tcnj.edu>.

As a Transfer Student

Students intending to transfer to TCNJ follow the same procedure as for Freshman applicants (above). Transfer students will be accepted in both the Fall and Spring semesters. Following acceptance, the Office of Records and Registration will complete a transcript review of non-music courses. The Department Chair and relevant faculty area coordinators will review previously taken music courses (course syllabi and course content), as well as placement tests for transfer credit award. The level of private study is determined after the first semester of private lessons.

As a Change of Major (Internal Transfer)

Students interested in changing their declared degree program to any music degree program must have a GPA of at least 2.5. Students will be directed to meet with either the Department Chairperson, the Education Coordinator, or the Bachelor of Arts Coordinator depending on the desired degree. An audition and interview are required for each of these programs; the audition will occur on one of the regularly scheduled audition dates so that a student can begin study in the following semester, at the earliest. Previously completed TCNJ music courses will be accepted in fulfillment of graduation requirements if the grade in the course was at least a C+.

MUSIC MAJOR CHANGE OF DEGREE

A student in good standing in one of the music degree programs who wishes to be considered for entrance into one of the other degree programs must first bring this to the attention of their Academic Advisor. The Academic Advisor will then arrange the required evaluations and interviews. Students should notify their advisor before the pre-registration period of the semester they wish to begin a new major.

INSTRUMENT REQUIREMENTS FOR MUSIC MAJORS

With the exception of piano and percussion, students are required to provide their own primary instruments for study in their major area. It is expected that these will be professional quality instruments in good condition and that they will be properly maintained throughout the academic year. Owning, maintaining and insuring a suitable instrument is a responsibility and expense that is an absolute necessity for college-level music study. You are encouraged to consult with your Studio Instructor to ascertain that your instrument is appropriate. The Department of Music provides instruments on loan to students for use in performance and methods classes; please see below for more information.

ACADEMIC ADVISING

Every student will be assigned an Academic Advisor with whom they will work throughout their academic career. All questions concerning course sequencing and selection should be addressed to the Academic Advisor first. Normally, each student is required to meet with his or her Academic Advisor prior to the pre-registration period for the each semester. These meetings serve to ensure that the student is on-track with their course of study. In addition to these pre-semester meetings, students will receive a Junior/Senior audit (administered by Dr. Suzanne Hickman). Students are cautioned that the PAWS Advising Module alone is not sufficient for ensuring that degree objectives are being met.

REGISTRATION

The pre-registration window for the Spring semester typically occurs in the beginning of November; for the Fall semester in the beginning of April. **Students must register for their complete semester course load during pre-registration, including private applied lessons and ensembles.** Program planners and course sequence guides may be found on the Department of Music's website under *Students->Resources for Music Students*. It is essential that you meet with your Academic Advisor before the pre-registration period to select courses and to plan alternate selections for courses that become full before you can enroll. **If you fail to register for a required course during the pre-registration period, there is no guarantee that you will be able to enroll at a later date.**

Add Course Request Form

The Add Course request form is used when a student cannot enroll in a course because an overload is required, course pre-requisites do not register in PAWS, the course is closed, or other reasons. The form may be found on the Department of Music's website under *Students, Resources for Music Students*. The student must download and acquire the necessary signatures **prior** to submitting to the music office.

Academic Overload

A student wishing to enroll in classes beyond a total of 4.5 course units must submit an "Add Course Request Form." College policy regarding course unit overloads will apply. A GPA of greater than or equal to 3.0 is required in order to register for more than 4.5 course units; a GPA of greater than or equal to 3.3 is required in order to register for more than 5 course units. The maximum amount of course units that may be taken in any semester is 5.5

The College of New Jersey and the Department of Music comply fully with the Family Educational Rights and Privacy Act (FERPA). Members of the Department of Music faculty and staff closely follow FERPA laws. For this reason, faculty and staff will not divulge any information regarding a student's contact information (address, phone number, etc.), status, progress, or other privileged information to third party individuals, including parents, unless given permission to do so in writing by the student.

JUNIOR AUDIT

The Junior Audit consists of a review of college records regarding completed courses, proficiencies, waivers, transfer credits and any other graduation requirements. The Junior Audit must occur in the first semester of the Student's junior year and is scheduled after requesting a meeting with the Junior/Senior faculty auditor, Dr. Suzanne Hickman. The timing of this audit is critical as it leaves sufficient time to adjust the student's course sequence, should problems be identified.

Application for Graduation

In addition to the above audit, the student must apply online on PAWS for graduation. Graduation application deadlines are posted on the College homepage. Please consult <http://www.tcnj.edu/~recreg/diploma/app.html> for more detailed information. Following the submission of this application, the student will be sent a letter from the Office of Records and Registration describing any deficiencies, if found. It is the student's responsibility to address these deficiencies in a timely fashion in order to successfully qualify for graduation.

Transfer Audit

An evaluation of transferable music credits will be made at Transfer Student Orientation, prior to the beginning of the student's first semester. Students should be prepared to submit course descriptions and/or syllabi and other related materials for courses being considered for transfer credit. Only courses in which the student has earned the minimum required grade of the corresponding TCNJ course will be considered. Transfer credits for non-music courses are determined by an Academic Evaluator in the office of Records and Enrollment. Students must contact the office of Records and Enrollment directly for inquiries and other issues concerning non-music transfer credits. In most circumstances, students will be required to take the **Music Theory Placement Exam**. Students with a substantial background in keyboard studies can elect to take the **Keyboard Placement Exam** for advanced placement in the

keyboard studies sequence (non-piano majors only). These exams are administered at Transfer Student Orientation; students will be contacted by the Department prior to orientation to confirm whether the *Music Theory or Keyboard Placement Exams* are necessary.

GRADING/ATTENDANCE POLICIES

General grading procedures in the Department of Music follow established TCNJ policies and procedures. For detailed information about the College's grading policy, please refer to the current The College of New Jersey Undergraduate Bulletin. (The current bulletin is available online at <http://www.tcnj.edu/~bulletin>). Specific grading procedures and policies for each course are contained in the syllabus for that course. It is the student's responsibility to be fully aware of the grading policy of each course at the **beginning** of each semester.

Establishing and maintaining excellent attendance habits is essential to success in the Department of Music. When needing to be absent from classes due to extended illness, a death in the family or similar genuine emergency, the student is responsible for notifying the Office of Records and Registration immediately so that the appropriate notice can be provided to individual instructors. Students may wish to notify their instructors directly when anticipating an absence. However, simply informing an instructor of an absence does not constitute an excusal, nor does it excuse the student from missed quizzes, exams or assignments. Arranging with the faculty member for make-up work is the sole responsibility of the student. Students who must miss classes due to participation in a field trip, athletic event or other official College function should arrange with the instructors for such class absences well in advance. In every instance, however, the student has the responsibility to initiate arrangements for make-up work.

Credit by Examination

Students who have been granted advanced standing in either the keyboard or music theory sequences are eligible to receive credit for the courses from which they were exempted through "Credit by Examination" process (provided they have not already received transfer credit for equivalent courses). It is the student's responsibility to apply for Credit by Examination from the Office of Academic Affairs by using the form available online at <http://academicaffairs.pages.tcnj.edu/files/2012/06/creditbyexam.doc>. The Credit by Examination process may be initiated once the student has passed the subsequent course with a C- or better. The student will be responsible for paying the appropriate Credit by Examination fee upon submission of the application following the procedures outlined on the form. A grade of CR will be awarded for any course successfully completed through the Credit by Examination process. If the exam is not passed, the student will then be required to take the particular course necessary to complete the outstanding requirement. Questions about Credit by Examination procedures should be directed to the Department Chair.

NOTE: Credit by Examination may NOT be used in the following courses:

- Private Applied Lessons
- Ensembles
- Conducting
- Education courses (for Music Education students)

Expected Out of Class Student Preparation Time

At TCNJ, classes are measured in course units. Each course unit is equivalent to 4.00 semester credits. In general, for every one hour of classroom instruction at TCNJ, there is a minimum expectation of two hours of out-of-class student work. This is in keeping with the standard set by the U. S. Department of Education. Allowing for the fact that the subject matter of some courses may be more work-intensive and time-consuming than others, however, students are advised to consult their course syllabi for more specific information in that respect. In addition, in the Department of Music, students are generally expected to devote a daily minimum of one hour of practice time for every 0.25 course unit lesson in which they are enrolled; but some musical instruments will require more hours of practice than others, and students should consult their studio syllabi for guidance, as they should for their other classes.

MINIMUM DEPARTMENTAL RETENTION STANDARDS

For program retention standards, please see the section entitled "Program Entrance, Retention and Exit Standards" in the 2014-15 Undergraduate Bulletin: <http://www.tcnj.edu/~bulletin/current/Music.pdf>

KEYBOARD SKILLS

Keyboard Skills

All students must successfully complete Musicianship I before they are permitted to take Keyboard Skills I. All music majors with the exception of piano majors (performance and education) are required to complete two levels of keyboard skills and successfully pass the Keyboard Proficiency Examination. The standard sequence is to take Keyboard Skills I and II during the second and third semesters of study, followed by the Keyboard Proficiency Examination. Music Education majors, including transfer students, must pass the Keyboard Proficiency Examination by the end of the first semester of their junior year in order to apply for student teaching in the Fall of their senior year. Those students planning to student teach in the Spring of their senior year must pass this proficiency by the end of the second semester of their junior year. **The Coordinator of Music Education will not accept an application for student teaching placement until this examination has been passed.**

All vocal majors (education and performance) are required to continue on to Keyboard Skills III upon successful completion of Keyboard Skills II and the Keyboard Proficiency Examination. The Keyboard Proficiency Examination must be successfully completed before registering for Keyboard Skills III. In addition, vocal majors must complete Keyboard Skills III before being permitted to begin student teaching.

Keyboard Proficiency Examination

All music majors with the exception of piano majors are required to pass the Keyboard Proficiency Exam, where students demonstrate a series of comprehensive keyboard skills in front of a jury. All piano majors must take the Keyboard Harmony course (normally during the second semester of study) in place of the Keyboard Proficiency Examination. Please consult with your instructor for further details.

KEYBOARD PROFICIENCY EXAM FOR NON-PIANO MAJORS

The Keyboard Proficiency Exam is offered four times during the academic year:

1. During the first week of classes.
2. During the end of the Fall semester as part of the Keyboard II semester final exam.
3. During the first week of classes in the Spring semester.
4. During the end of the Spring semester.

At least two members of the Music Faculty will preside over the exam. Students will be tested on fourteen specific items. In order to pass the Exam, all fourteen items must be successfully completed before the faculty members. Normally, the Keyboard Proficiency Exam is the final exam in MUS 222 Keyboard Skills II. The Proficiency Exam will be 20% of the course grade. It is the student's responsibility to sign up for a time for this Exam.

In the event that a student does not successfully complete all of the Proficiency during the MUS 222 Exam, there will be an impact on the grade for the course by calculating the following letter grade equivalency for the 20% Exam grade.

Passing all 14 items	A
Passing 13 items	A-
Passing 12 items	B+
Passing 11 items	B
Passing 10 items	B-
Passing 9 items	C+
Passing 8 items	C
Passing 7 items	C-

If a student does not pass at least seven items of the Proficiency or if s/he does not attempt the Keyboard Proficiency Exam at all, the student will not receive a passing grade for MUS 222. S/he will be required to repeat the course and the Exam.

Those students who pass eight to eleven items will receive their grades in accordance with the course syllabus and their grades earned in the course. These students may then attempt, at one of the dates described above, those items, which were not passed until all of the requirements are successfully completed.

Music Education Majors must pass the Keyboard Proficiency Exam **BEFORE they apply** for student teaching. Vocal Music Education and Performance Majors must finish the Keyboard Proficiency Exam before taking MUS 233 Keyboard Skills III. All Vocal Majors are required to continue on to Keyboard Skills III & IV upon successful completion of Keyboard Skills II and the Keyboard Proficiency Exam.

Following successful completion of the Keyboard Proficiency Exam, the Department Chair will automatically register students into MUS 330 Piano Proficiency Exam for the next semester. Please do not register for MUS 330 directly.

KEYBOARD PROFICIENCY EXAM CONTENTS

I. Basic Skills

- 1) Major Scales 2 octaves (up and down)*
- 2) Harmonic Minor Scales 2 octaves (up and down)*
- 3) I-IV-I-V7-I chord progression in root position, first and second inversions**
- 4) i-iv-i-V7-I chord progression in root position, first and second inversions**

II. Repertoire and Accompanying

- 1) Prepared solo repertoire. Memorization is not required.
- 2) Prepared accompaniment with soloist. (Please bring your soloist.)

III. Reading

- 1) SATB Chorale Score: Play the entire 4 voices, and then play 2 voices that are assigned by the examiner*
- 2) 2-part instrumental score with one transposing part*
- 3) Sight Reading**

* The testing materials (except for sight reading) will be provided approximately 1 week prior to the test.

IV. Harmonization and Transposition

- 1) Harmonization by the chord symbols and its transposition (up/down a step)*
- 2) Harmonization by the roman numerals and its transposition (up/down a step.)*
- 3) Harmonization with no indication and its transposition (up/down a step.)*

* Student will play the melody in RH, while playing the accompaniment with appropriate chords in LH. The accompaniment has to be in a style suitable to the song, instead of simply holding the block chords. The excerpts will be provided approximately 1 week prior to the test. The excerpts may include secondary chords. Transposition up and down can be either by a whole step or a half step, depending on the student's choice.

V. Assembly Songs

- 1) Happy Birthday in F-Major*
- 2) America in chorale style**

* This will be played without the music.

** The excerpt will be provided in advance.

SOPHOMORE REVIEW

The Sophomore Review is designed to provide the Music Faculty with comprehensive information concerning the progress of each student toward graduation. It is based on the level of development in all areas of the Music Major: theory and musicianship, historical and cultural studies, keyboard skills, performance, ensemble participation, music education courses (if applicable), liberal learning, and skill proficiencies. It is scheduled at a critical time in the student's college career so that the faculty may assess the student's ability to successfully finish the degree program in a timely manner. The student must pass the Sophomore Review with one of the acceptable ratings described below under "Descriptions and Conditions of Ratings" in order to continue his/her music degree program:

Scheduled Time for the Sophomore Review

The Sophomore Review is held twice a year during final exam week and is administered in addition to the regular semester's jury. Most sophomores will participate in the Spring semester review, at the end of their fourth semester of study. The Department will notify students at mid-semester with confirmation of their eligibility and with information regarding the scheduling of the forthcoming review. Generally, all students who are progressing normally, as measured against their respective course sequence guides, are eligible. Students whose progress deviates from their respective course sequences may have their review deferred until the following semester. Transfer students will be considered on a case-by-case basis and may be asked to participate in either the Fall or Spring review.

Shortly after notification, a sign-up sheet with exact review times will be posted. Before signing up, students must make arrangements and confirm availability with an accompanist. Students are expected to report to the waiting area ½ hour before their review time (back-stage area of the Mildred & Ernest E. Mayo Concert Hall). A student who is not on time for his/her review will have to wait for an opening and/or have his/her review deferred to the following semester.

Accompanist Policy (for the performance portion of the Sophomore Review)

For instruments requiring piano accompaniment, it will be the student's responsibility to engage an accompanist for the event.

Sophomore Review Procedure: Music Education and Music Performance Degree tracks

Prior to the Sophomore Review, all studio faculty will submit completed copies of the form "Report on Student's Progress in Studio Major" for their students. Copies of each student's form will be distributed to the faculty only on the day of the Sophomore Review and only after s/he has completed the performance portion of the event (see below). This will aid the faculty member in making as fully an informed evaluation of the student's studio progress to date as possible.

On the day(s) of the Sophomore Review, students must report to the back-stage area of the Mildred & Ernest E. Mayo Concert Hall, ½ hour before their review time. Students will then appear before the faculty at the appointed time for fifteen minutes or less (depending on need). During that period, the following actions will take place:

- The student will perform a piece(s) of no more than seven minutes duration that has been approved by the student's Studio Instructor and is representative of their progress and achievement.
- For the remainder of the fifteen minutes, the faculty will discuss with the student his/her performance, any special conditions concerning his/her progress as a performer, and all other aspects of his/her academic profile (GPA, music GPA, strengths and weaknesses in various music courses, etc.). Members of the faculty may choose to make informal recommendations directly to the student at this time, when warranted.
- After the student has been excused, the faculty will review the "Report on Student's Progress in Studio Major" form that has been previously completed and submitted by the studio faculty. The faculty will determine one of the following ratings: "Pass, Pass Provisionally, Probation, or

Recommendation to Leave the Major”, (see “Descriptions and Conditions of Ratings” below) The Academic Affairs Committee Chair will then be charged with drafting a letter containing these results and any other pertinent information and notify each student as soon as possible.

- Those students receiving low rankings (i.e., below “Pass”) are required to meet with the Academic Affairs Committee for further counseling and recommendations, at an appointed time before July of that year. Non-committee members have the option to attend the meeting as well. Students receiving the rating of “Recommendation to Leave the Major” may appeal the decision to this committee.

Sophomore Review Procedure: Bachelor of Arts

This procedure will mirror that of the other degree tracks except with regard to the music performance component of the review. The extent and/or assessment of the student’s musical achievement will be individually formulated by the B.A. in Music Advisor and will be reflective of the diverse curricular emphases of the B.A. degree. The B.A. Advisor will provide the faculty with exact details of review criteria prior to the review.

Descriptions and Conditions of Ratings

- Pass -- Performance and work thus far in the Department of Music has been satisfactory and no special conditions are required.
- Pass Provisionally -- This means that there are problem areas that need attention. They will be documented and placed in the student’s file. S/he will be notified of these concerns and required to meet with the Academic Affairs Committee before July of that year.
- Probation -- Due to a low GPA, failure to progress toward a degree, failure to progress on an applied instrument, or unacceptable/failing result on the Sophomore Review, a student may be placed on probation. S/he is allowed only one more semester to overcome these deficiencies and bring up grades to an acceptable level. S/he may also be required to repeat the Sophomore Review procedure. S/he will be required to meet with the Academic Affairs Committee to discuss these matters before July of that year.
- Dismissal -- Due to a low GPA, failure to progress toward a degree, failure to progress on an applied instrument, or unacceptable/failing result on the Sophomore Review, a student may be dismissed. Deficiencies are so numerous and/or serious that the Department of Music faculty and studio professor have serious doubts that at this time the student can recover enough to successfully continue to pursue a Music degree program and ultimately graduate. S/he would then need to find another major outside of Music in order to remain at TCNJ. S/he will be required to meet with the Academic Affairs Committee to discuss this matter before July of that year and may appeal this decision to that committee.

MUSIC TALENT SCHOLARSHIPS

Recipients of Music Talent Scholarships (freshman as well as transfer students) must abide by the following set of conditions in order to receive continued funding:

- remain a full-time matriculated music major, in the Bachelor of Arts, Bachelor of Music in Music Education, or Bachelor of Music in Performance track. (Note that dismissal or withdrawal from the major or change in full-time status will result in a loss of scholarship effective at the end of the semester in which the dismissal/withdrawal occurs.)
- maintain a cumulative GPA of at least 2.75 in all music (MUS) courses.
- earn a minimum grade of “B” in private applied studio study for every semester in which s/he is enrolled in private applied studio.
- enroll in a primary ensemble in every semester in which s/he is enrolled in private applied studio.

Note that discontinuing studio study and/or ensemble participation, or change of instrument after acceptance may be grounds for removal of the Music Talent Scholarship. The Department of Music Academic Affairs and Performance Affairs committees will make the final decision on whether the talent scholarship will continue. A Music Talent Scholarship may only be awarded for a total of eight (8) semesters (fall and spring) during a student’s TCNJ career.

APPLIED AREA POLICIES AND REQUIREMENTS

(Private Lessons)

Students are admitted to the Music Major as a result of successfully passing a performance audition on a specific instrument. Studio Instructors are assigned by the Department Chair in consultation with the Area Coordinators.

Music majors will be provided with no more than nine semesters of private applied lessons during their course of study at the College. Lessons beyond nine semesters will be fee-based. All students taking private applied lessons must complete a Performance Jury for each semester of enrollment in order to receive credit for the course.

ACCOMPANISTS

Students are responsible for securing accompanists for their applied lessons and performances. Should students need assistance, they may contact their own studio teacher and/or the Coordinator of Keyboard Studies and Accompanying. These arrangements should be made as early in the semester as possible.

Generally, there is no charge to the student if the accompanist is assigned by the Studio Instructor. On the other hand, students are expected to secure and pay for accompanists for afternoon recitals, juries, all recital rehearsals, and all other recitals as well as the Sophomore Review.

Note: there are some exceptions that are regulated by the student's instrument area.

LESSON ATTENDANCE

Students receive 13 weekly lessons each Fall and Spring semester. Lessons are 25 minutes or 50 minutes in length. Students are required to advise their private instructor immediately of their schedule for the next semester.

Students are expected to attend each weekly lesson. Illness, family emergency, or college-sponsored field trips are the only official reasons for missing a lesson. Instructors should be notified well in advance of any upcoming conflicts. In cases of emergency, the student is to notify the instructor as soon as it is possible to do so.

Lessons missed by students, except for those reasons stated above, will not be made up by the instructor. Since the applied lesson process is one of competency, muscle memory, and skills mastery, such missed lessons may affect the final grade. Each unexcused absence may result in the lowering of the final grade.

Students must arrive at the agreed upon time that their lesson is scheduled to begin. Tardiness will result in a lesson of less than 50 minutes. The ending time of the lesson will not be changed in order to provide a full 50-minute lesson. At the discretion of the instructor, students arriving more than 10 minutes late for a lesson may be deemed absent. In this case, the lesson will not be made up.

Lessons missed by the instructor will be made up at a time mutually convenient to both the student and instructor. Lessons missed by the student for a legitimate reason (see above) may be made up at the instructor's convenience.

LESSON CREDITS AND REGISTRATION

Students register for lessons in accordance with the standards on their Program Planner. It is important that students register for the correct level and instructor of their private lesson. These standards are as follows:

Performance Majors:

MUS 400-424

.5 course units

Weekly, one hour (50 minute) lessons, preparation for multiple recitals.

Education Majors:

MUS 300-324

.5 course units

Weekly, one hour (50 minute) lessons.

Bachelor of Arts:

Determined by B.A. advisor in collaboration with the applicable Studio Instructor. Studio instruction for B.A. students is limited to 2 course units. However, a limited amount of studio scholarships are available to students wishing to continue beyond this limit. The general criteria for these scholarships are a record of excellence in all previous semesters of applied studio study, and continued participation in one or more of the department's primary ensembles.

Non-Music Majors and/or Majors studying a non-required secondary instrument:

MUS 200-224 or MUS 300-324

.25 or .5 course units

Each student enrolling in applied lessons must perform before a jury of the instructors in that area at the end of each semester. Students may not be excused from this process. In cases of illness or emergency, the student will receive the grade of "I" for the semester. The student who receives an "I" grade in their lesson will be required to present a jury performance within the first two weeks of the next semester. Failure to do so will result in the "I" grade being changed to an "F," which will result in the dismissal of the student from the music major.

Jury members will provide written comments and will assign a jury grade equal to 1/3 of the final grade for the semester. Written jury comments should be discussed directly with the students. Students may request a copy of their jury comments. Instructors are responsible for making any copies for the student. Written jury comments will be placed in the student's file maintained in the Music Office. These comments will be used during the Sophomore Review process to assist the full faculty in determining progress through the major.

A student's major area in applied music may not be changed after the first semester of the sophomore year. Transfer students may not change their major area after the first semester of their enrollment at The College of New Jersey. Exceptions made after these deadlines may require additional semesters of study. Written approval to enter a new area must be obtained from all of the faculty involved after the student has re-auditioned.

A student may not study more than four lessons, private or class, in one semester without the permission of the Department Chair.

PARTICIPATION IN THE AFTERNOON RECITAL SERIES

All music students must perform in an afternoon recital at least once a year in any academic year in which they are enrolled in applied studio. Seniors are invited, but not required, to perform in an Afternoon Recital. Students will be assigned to specific recital dates. Scheduling/Assignment of recitals will be done in the following manner:

- Assignments will be made with respect to class standing (Juniors first, then Sophomores, etc.) and with regard to diverse programming of instrumental/voice areas.
- Studio Instructors have the full authority to change the assigned date of their students' performances.
- In the event that an instructor determines that his/her student's assignment is unsuitable, the instructor should contact the recital coordinator **at least two weeks** prior to the scheduled date; an alternate date will be chosen.
- In changing the date of an assignment, arranging for students to "swap" assignments would be helpful and is encouraged. Please make sure that the recital coordinator knows about any such changes and that program submission deadlines are met (see below).
- Requests for changes to assignments must come from the **faculty only**, not directly from students.
- Students will continue to be able to sign-up, voluntarily. A request to be **added** to a recital program may be made from a student directly to the recital coordinator (permission of the Studio faculty will still be required).
- Program information for every recitalist is now due **one week in advance of the recital (noon)**. Voluntary sign-up for any recital may occur any time prior to this deadline
- Oversight of students by their Studio Instructors remains an important part of the effective operation of the afternoon recitals.

Appropriate recital attire is required for all performers. This is defined as the following:

Men

Suit or sport jacket and slacks, shirt, and tie. Percussion soloists are exempt from the jacket requirement.

Women

Dress or dress pants suit. Cut outs and bare midriiffs are inappropriate.

RECITALS

Students must be in good standing in order to present any recital. The faculty reserves the right to cancel or postpone any recital deemed inappropriate or unprepared. The Chair of the Department of Music is responsible for the scheduling of Junior and Senior Recitals. Students will be notified about scheduling procedures.

Recital Hearing

No less than four weeks prior to the recital, a preliminary presentation of the program must be given before the studio teacher and at least one other faculty member. Students must bring a completed Recital Hearing Form to the Hearing; attending faculty must sign the form at the conclusion of the hearing. (The Recital Hearing Form may be found on the Department Web site under *forms*). If it is determined that the recitalist is not ready, s/he will be given the option of a second hearing no later than two weeks after the initial hearing. It is the student's responsibility to schedule the time and place of the hearing and to make all of the necessary arrangements with faculty, staff, and accompanist. Please see the Concert Hall Coordinator to schedule the hall for your hearing.

Programs

Instructions for the submission of program information will be sent via email to all recitalists well in advance of the recital. The recital program information is due four weeks before the recital.

Dress Rehearsals

All senior recitals will receive an 80-minute dress rehearsal in the Mildred & Ernest E. Mayo Concert Hall. These should be scheduled directly with the Concert Hall Coordinator.

PERFORMANCE MAJORS

Performance Majors present a sophomore, junior, and senior recital, described below. Sophomore and junior recitals are typically presented during the second semester.

1. Sophomore Performance Recital

The sophomore recital is a 15-20 minute solo performance (including accompaniment). These recitals must occur on a weekday afternoon; scheduling is subject to the approval of the studio teacher. The student is responsible for program production and must schedule the concert hall directly with the Concert Hall Coordinator. This recital serves as a qualifying audition for continuation in the performance degree program as determined by the studio instructor.

2. Junior Performance Recital (MUS 496)

The junior recital consists of 25-35 minutes of music. It is primarily a solo performance with limited ensemble performance, subject to the approval of the studio instructor. A Recital Hearing is required (Please see above.)

3. Senior Performance Recital (MUS 497)

The senior recital consists of 55 minutes of music. It is primarily a solo performance with limited ensemble performance, subject to the approval of the studio instructor. A Recital Hearing is required (Please see above.)

MUSIC EDUCATION MAJORS

1. Qualifying Audition

The spring semester jury of the junior year serves as the Junior Qualifying Audition for the Senior Recital. The area faculty will determine the student's general preparedness for giving a Senior Recital.

2. Senior Recital (MUS 495)

The senior recital consists of 25-35 minutes of music. It is primarily a solo performance with limited ensemble performance, subject to the approval of the studio instructor. A Recital Hearing is required (Please see above.)

BACHELOR OF ARTS MAJORS

In consideration of the individualized course curricula of B.A. students, there are no required recitals (other than Afternoon Recitals; see above). However, when performance has been an integral part of a B.A. student's undergraduate program or Senior Capstone experience, a recital may be granted by the Academic Affairs Committee, by recommendation of the B.A. advisor in collaboration with the applied studio instructor. B.A. recitals must follow the format of the Music Education senior recitals. (Please see the Bachelor of Arts in Music—Senior Recital Application Form.)

ACCOMPANISTS

Student recitalists must arrange for and remunerate their accompanists. The use of a student accompanist is subject to the approval of both the recitalists' and accompanists' studio instructors.

ATTIRE

Appropriate recital attire is required. Men must wear either a dark suit or a tuxedo; women must wear either a dress or gown. Any variation to this recommendation should be discussed with the studio instructor or referred to the Performance Affairs committee. The faculty reserves the right to postpone a recital for which a student is inappropriately attired.

Flowers, decorations, and other items may not be placed on the Concert Hall stage or piano.

PHOTOGRAPHS, RECORDINGS, AND POSTERS

Photography of any type is prohibited during a recital. Due to copyright laws, **audio and video recordings by the audience are prohibited**. The hanging of posters is subject to College Policy.

RECEPTIONS

Catered receptions are not permitted in the Music Building. The Pelson lobby is available for greeting guests and taking pictures only. Food and beverages are not permitted.

ENSEMBLE REQUIREMENTS

The music faculty believes that one of the most vital aspects in the growth of any musician is ensemble performance. Consequently, minimum requirements have been established to ensure that all music students are exposed to these opportunities for growth. It is hoped that students will participate beyond the minimum as much as possible.

PARTICIPATION IN PRIMARY ENSEMBLES

Performance and Music Education music majors must successfully participate in a primary ensemble each semester in which they are registered as full-time students. This requirement is waived only during the semester in which a Music Education student is student teaching. If you choose to participate in a primary ensemble while you are student teaching, you will not be excused from participation in a primary ensemble during any other semester in which you are a full-time student.

Part-time students with less than twelve credit hours of study per semester must petition the Academic Affairs Committee for special exemption from primary ensemble participation on a semester-to-semester basis.

Full-time and part-time students must complete a minimum of seven semesters of an appropriate primary ensemble before graduation.

Instrumental transfer students see (e.) below under “Instrumental Performance and Instrumental Education Majors.” Vocal transfer students see (d.) below under “Vocal Performance and Vocal Education Majors.”

DEFINITION OF PRIMARY ENSEMBLES

Primary Ensembles include:

Instrumental majors

Wind Ensemble
Concert Band
Orchestra

Vocal majors

Chorale
College Choir
Women’s Choir

INSTRUMENTAL PERFORMANCE & INSTRUMENTAL EDUCATION MAJORS

1. Only the Director of Bands and Director of Orchestra can determine placement of wind, brass, and percussion players in the Wind Ensemble, Concert Band and Orchestra. **Therefore, all woodwind, brass and percussion majors must audition.** Although Concert Band does not require an audition for non-majors, this does not excuse any music major from foregoing the audition.
2. Students may participate in more than one primary ensemble if their schedule permits and their advisor approves. Registration for credit for the second ensemble is required, but will be counted as music elective credit. Registering for two primary ensembles in one semester does not exempt the student from registering for a primary ensemble in a subsequent semester. Every semester that a student is enrolled, s/he must be in a major ensemble.
3. Instrumental majors must also participate for one full year in a primary vocal ensemble.
4. Primary ensemble participation may also include required assignments in chamber groups for all members of Wind Ensemble and Orchestra and some members of Concert Band. These assignments may change from semester to semester.
5. Transfer students who will spend less than seven semesters at TCNJ may count up to two semesters of primary ensemble credit by applying transfer credits, contingent upon the approval of the Department Chair in consultation with the respective Ensemble Director. At the discretion of the Department Chair, a transfer student may be allowed to count credit for participating in a second, appropriate ensemble in one semester.

VOCAL PERFORMANCE AND VOCAL EDUCATION MAJORS

1. Only the Director of Choral Activities and other vocal ensemble conductors can determine placement in the Chorale, College Choir and Women's Ensemble. **Therefore, all vocal majors must audition.** Although College Choir does not require an audition for non-majors, this does not excuse any music major from foregoing the audition.
2. Students may participate in more than one primary ensemble if their schedule permits and their advisor approves. Registration for credit for the second ensemble is required, but will be counted as music elective credit. Registering for two primary ensembles in one semester does not exempt the student from registering for a primary ensemble in a subsequent semester. Every semester that a student is enrolled, s/he must be in a primary ensemble.
3. Transfer students who will spend less than seven semesters at TCNJ may count up to two semesters of primary ensemble credit by applying transfer credits, contingent upon the approval of the Department Chair in consultation with the respective Ensemble Director. At the discretion of the Department Chair, a transfer student may be allowed to count credit for participating in a second, appropriate ensemble in one semester.

KEYBOARD, GUITAR, AND HARP: PERFORMANCE AND EDUCATION MAJORS

1. Keyboard, Guitar, and Harp Performance and Music Education students must successfully participate in a primary ensemble each semester in which they are registered full-time.
2. Keyboard, Guitar, and Harp students must declare whether they will fulfill the ensemble requirement with a vocal or instrumental emphasis at the beginning of their first semester. Students opting for the instrumental emphasis must demonstrate, through audition, the ability to successfully participate in one of the appropriate instrumental ensembles. Those interested in opportunities for pianists and harpists in the Wind Ensemble should talk to the Director of Bands.

BACHELOR OF ARTS MAJORS

Bachelor of Arts students are required to participate in an ensemble each and every semester that they are enrolled in applied studio. In addition to the primary ensembles, this requirement may also be met with participation in Lyric Theater, Jazz Ensemble, and/or any curricular chamber ensemble.

TEACHER EDUCATION REQUIREMENTS

The Department of Music offers the Bachelor of Music in Music Education degree in cooperation with the Office of Support for Teacher Education Programs (STEP).

Program Retention Standards

Minimum program retention standards are documented in the 2014-15 Undergraduate Bulletin. All students must achieve a grade of C+ or higher in each required music education course in order to maintain enrollment in the music education program. Students must achieve a grade of B- or above in all Private Applied Lessons in their major applied area.

PREREQUISITES FOR ENROLLMENT IN JUNIOR LEVEL

MUSIC EDUCATION COURSES

All Music Education students must meet the following prerequisites *before* they are permitted to register for any of the junior level music education courses:

1. approval of the Music Education Coordinator.
2. college-wide grade point average (GPA) of 2.75 in order to register for MUS 392.
3. successful completion of MUS 241 and MUS 394 (achieve C+ or higher).
4. successful completion of the Sophomore Review.

A meeting with the Academic Affairs Committee will be required for students not meeting these criteria.

PREREQUISITES FOR APPLYING TO STUDENT TEACH

1. **The state requires a minimum 2.75 cumulative GPA in order to apply to become a certified teacher in New Jersey. Once a student has applied to student teach, students must maintain a 2.75 GPA or they will not be permitted to pursue their student teaching assignment until the GPA is raised to the appropriate level again.**
2. Successful completion of all teacher preparatory courses (a grade of C+ or higher), including MUS 452, instrumental methods classes, MUS241, MUS 392, MUS 394, MUS 397 or 398.
3. Successful completion of the Keyboard Proficiency Examination.
4. A Mantoux, or tuberculosis test, is required by the state of all students prior to the first day of student teaching. This test can be obtained through The College of New Jersey Health Center. A background check must also be completed prior to student teaching.
5. Completion of the online HIB (Harassment, Intimidation, and Bullying) state mandated training.
6. Recommendation of the Music Education Coordinator.

STUDENT TEACHING EXPERIENCE

Student Teaching Applications and supporting documents are distributed by the Music Education Coordinator and the TCNJ STEP Office during the fall semester. Applications and supporting documents must be submitted to the music education coordinator by the indicated deadline. Students should refer to the Culminating Clinical Experience Handbook, available on the TCNJ STEP Office website for specific policies, procedures, and responsibilities associated with the student teaching experience.

Certification

Certification of all Music Education students is handled through STEP/Support for Teacher Education Programs (<http://step.pages.tcnj.edu>). New Jersey certification is awarded separately by the State Department of Education and is not granted automatically as part of the approved degree program.

Upon graduation and successful completion of certification paperwork to be filed with the TCNJ Certification Office, teacher education candidates will receive a "Certificate of Eligibility with Advanced Standing" (CEAS), which allows them to be provisionally certified for their first year of teaching in New Jersey. During this first year, the candidate will be mentored by a full-time teacher at the school. After one year of successful teaching, the candidate is eligible for a permanent certificate in this state. Candidates wishing to find out about requirements in other states should direct their questions to the College Certification Officer in the STEP Office.

Praxis Test

It is strongly recommended that the Praxis test be taken before the semester of student teaching. Teacher education candidates entering the program in Fall 2014 or later must take the Praxis test prior to student teaching. The minimum passing score on the New Jersey Praxis II Examination in Music (#10113 Music Content Knowledge) is 153.

MUSIC MINOR

The Department of Music offers a Minor in Music. Required courses are a mixture of music major level and Liberal Learning course offerings. An audition is not required to enter the music minor. Students interested in pursuing a minor in music must first attend an orientation session held once each semester. (Dates and times are posted campus-wide.) Following the session, students will be assigned a music faculty advisor to assist them in selecting a course of study. Students are encouraged to start the music minor in the second semester of their freshman year and must start no later than the first semester of their second year. Each semester the student must consult with their Department of Music advisor in the selection of the courses, which will lead to an individualized minor in music. The program for the music minor is as follows:

Theory	261/Musicianship I	1 Course Unit
Historical and Cultural Studies in Music	MUS 246 Music in Global Perspective *MUS 351 Music History, 600 – 1750 *MUS 353 Music History, 1750 – 1850 **MUS 452 Music History, 1850 – Present <i>*Prerequisite: MUS 261 Musicianship I</i> <i>**Prerequisite: MUS 263 Musicianship III</i>	1 Course Unit
Liberal Learning course in Music	MUS 235 Arts and the Community MUS 245 (AAS 240) History of Jazz MUS 246 Music in Global Perspective MUS 265 Music & The Stage MUS 345 Electronic Music Skills & Literature MUS 337 Audio Recording and Production *MUS 335 Audio Signal Processing *MUS 336 Interactive Music Programming ***MUS 355/WGS 307 Gender, Sexuality, and Pop Music in the 1980s <i>***Prerequisites apply</i>	1 Course Unit
Applied or Class Lessons	<i>Private Applied lessons or Class Lessons</i> Note: there is a fee for Private Applied Lessons	.5 Course Units
Electives	All MUS courses apply	1.5 Course Units
TOTAL		5 Course Units

Additional Requirements:

1. **Reading music is a requirement.**
2. *No more than one course unit may be taken as an independent study.*
3. *Upon successful testing, students may transfer up to six credits from other institutions (1.5 course units).*
4. Courses taken must be in consultation with a Department of Music advisor.

Notes: *There is an audition for applied lessons. Generally, lessons for beginners are not offered. In addition, there is a fee for applied lessons -- \$500 per semester for 25-minute lessons, and \$1000 for 50-minute lessons.*

Music Minor Coordinator: Dr. Suzanne L. Hickman (hickman@tcnj.edu; 609.771.2750)

COLLEGE APPROVED OFF-CAMPUS STUDY OR STUDY ABROAD

A semester spent studying abroad is an opportunity that can be a very rewarding and valuable experience. ***It is essential to note that music courses taken at other institutions will only fulfill TCNJ music degree requirements when approved by the Department Chair and the appropriate faculty.*** Approval is contingent upon the determination that the scope and depth of courses taken at other institutions are equivalent to the courses at TCNJ. In the case of applied studio lessons, credit will also be contingent upon the outcome of a jury taken in the first month of the student's return to TCNJ. This jury will be the same as a regular semester's jury with the exception that jurors will not award a grade for the semester but rather vote to either accept or not to accept studio credit from another institution towards fulfillment of TCNJ applied studio requirements.

Study Abroad Guidelines:

- Information and procedures concerning study abroad are available through the Center for Global Engagement. At the earliest opportunity, the student should initiate a discussion with both the Department Chair and the Studio Instructor when prepared to discuss a specific institution with the knowledge of what music courses are offered.
- After acceptance into a program, the student must complete an INTERNATIONAL/DOMESTIC COURSE SELECTION FORM.
- Students should be aware that due to the difficulty of matching specific music degree requirements at TCNJ with those of another institution, study abroad may necessitate additional semesters at TCNJ in order to complete all degree requirements.

To Fulfill Music Degree Requirements:

- Applied studio credits from another institution will only count toward the fulfillment of the 7 (8 for MUSA) semester applied studio requirement when approved by TCNJ area faculty. Final approval of credit for studio will be contingent upon the outcome of a jury taken in the first month of the student's return to TCNJ.
- Ensemble credits from another institution will only count towards the fulfillment of ensemble requirement when approved by the appropriate TCNJ Ensemble Director.
- Any courses that the student wishes to count towards TCNJ music core curriculum courses must be determined to be reasonable equivalents of TCNJ courses. The student should consult with the faculty to ascertain that a proposed course will meet the criteria for specific music requirements. Upon returning to TCNJ, the student must submit all relevant course materials: syllabi, assignments, exam(s) and other submissions for final approval.

STUDENT GRIEVANCE PROCEDURE

Students who have a concern regarding a fellow student, faculty member or any grade, committee action, and/or departmental action can file a grievance. Please see the Undergraduate Bulletin regarding the procedures for filing a grievance.

FACILITIES

MUSIC BUILDING OPERATIONAL HOURS (ACADEMIC YEAR)

Monday-Friday: 7:30 am-11:30 pm

Saturday-Sunday: 10:00 am-11:30 pm

Departmental Office Hours

Monday-Friday: 8:30 am-4:30 pm

NOTE: ENTRY TO OR USAGE OF THE MUSIC BUILDING, ITS FACILITIES, AND EQUIPMENT OUTSIDE OF THE HOURS LISTED ABOVE IS CONSIDERED CRIMINAL TRESPASS AND WILL BE HANDLED ACCORDINGLY.

Also, please note that building hours during holiday breaks and Summer recess will vary.

USING MUSIC BUILDING FACILITIES

Practice Rooms and Tutorials

The practice rooms on the lower level and the tutorial rooms on the second floor are available for use by all music students.

NOTE: NO PERSONAL BELONGINGS ARE TO BE LEFT UNATTENDED IN THESE ROOMS AT ANY TIME!

Piano and Percussion Practice Rooms

The piano and percussion practice rooms are reserved for the use of piano and percussion majors respectively. These rooms are access-controlled areas and are accessible only by TCNJ ID or key. Piano and percussion students' access to these rooms is automatically granted. Access is active only during the Fall and Spring academic terms. For security reasons, access is withdrawn during Winter and Spring breaks as well as the Summer recess. Use of these facilities outside of regular semesters requires special request; approval must first be granted by the instructor and then by the Department Chair.

Use of Facilities for Private Teaching

Music Building facilities may not be used by students for private teaching for monetary gain. Such usage is against state law. Violations of this law can result in criminal penalties.

Mildred & Ernest E. Mayo Concert Hall

The Concert Hall is an active facility that is not available for general practice and/or rehearsals. Special permission to use the Hall in preparation for Sophomore, Junior, and Senior Recitals is arranged through the Concert Hall Coordinator.

Audio Recording Services

Students who wish to use the Concert Hall for recording services (i.e. audition tapes and scholarly work) must first obtain approval from the Department Chair. All scheduling and staffing needs must then be arranged through the Concert Hall Coordinator. The Department of Music is equipped to provide students with limited recording services for non-commercial scholarly endeavors. Sessions are scheduled according to staff and facility availability and are not to conflict with College or Departmental activities. Scheduling can begin no more than two weeks in advance during the academic year or Summer. Sessions can take place in the Concert Hall, Instrumental Rehearsal Hall, or Choral Rehearsal Hall. Services for students include audio recording for Graduate School audition tapes as well as Ensemble or Performance audition tapes.

Requirements:

- Students must pay for all labor and material costs. Labor rates are \$30.00 per hour for one staff member and must be paid when the session is scheduled. Material costs vary and must be paid at the end of the session.
- All sessions are scheduled for one hour.
- Sessions during the academic year must take place between 4:30 pm and 8:30 pm
- Sessions may NOT be scheduled between November 15th and the end of the Fall semester
Sessions may NOT be scheduled between March 15th and the end of the Spring semester

Instrument Rentals

The Department of Music provides instruments on loan to students for use in performance and methods classes. Please refer to the Instrument Sign-out form for loan agreement information. Students assume full responsibility for any damage, loss, or theft. The Department of Music is responsible for normal repairs and regulation of the instruments. If an instrument is in need of repair, please contact the Concert Hall Coordinator.

General Purpose Lockers

The Music Building has 144 general-purpose hall lockers for the storage of coats, books, music, and small instruments. A sign-up sheet is posted in the Student Lounge in the basement. At the end of the Spring semester, a notice will be posted indicating the date by which the lockers must be vacated. If not emptied by the date posted, locks will be cut off and the contents emptied and placed in the Music Office.

Instrument Storage Lockers

There are two instrument storage locker facilities, both located on the lower level. Access to these facilities is by TCNJ ID. All students enrolled in a TCNJ instrumental ensemble will be assigned access to one of these two rooms. Wind students will be assigned access to Room 4 and string students will be given access to Room 16. Other students will need to see the Music Office with written approval from a Department of Music faculty member for access privileges. Privileges are suspended during the Winter break and Summer recess. Privileges are renewed each September and January; they do not roll over year-to-year. Locker room doors MUST remain closed and locked at all times for the safety of TCNJ equipment and personally owned equipment.

Lockers are provided for the convenience of students only. The Department of Music assumes no liability for loss or damage to instruments or personal items stored in lockers. All instruments and other personal affects should be adequately insured by the owner against loss or damage. Problems with access to the locker room areas should be reported immediately to the Concert Hall Coordinator.

Posting Policy

Approved notices may be posted on bulletin boards and classroom tack boards only. **Posting of materials on walls, doors, windows, columns, etc. is a violation of College policies.** Some Music Building bulletin boards are reserved for special use.

MUSIC STUDENT ORGANIZATIONS AND SOCIETIES

All student organizations and societies need a faculty sponsor, elected officers, and a mission statement. In addition, each organization or society should be registered with the Office of Student Activities. New student organizations can download the New Student Organization Packet online.

Meetings

Rooms may be reserved for regular meetings of music student organizations. Please see Cathie Allison in the Department of Music Office () to schedule a room.

Events

Before your organization plans an event, it is imperative that you discuss the proposed dates with the Department Chair in order to prevent conflicts with other Department of Music events. In addition, it is also a good idea to check with all full-time and adjunct faculty who should be advised of such an event regarding proposed dates and anticipated participation on their part or on the part of their students.

Facilities

For all officially registered music student organizations, the Department of Music will provide space in the Music Building free of charge for their regular meetings. In addition, the music student organizations may arrange with the Department Chair and Concert Hall Coordinator to use the Concert Hall. Naturally, such use is dependent upon availability of the hall and appropriate faculty. Student organizations are expected to provide ushers for their events.

Finances

Accounts with the Student Finance Board (SFB) can help to pay for on-campus expenses. All officially registered student organizations qualify for additional financing assistance from the SFB.

Management of Information

Student organizations are subject to college-wide policies regarding the release of students' personal information; please consult with the Office of Student Affairs.

Music Student Organizations

American Choral Directors Association (ACDA)

Dr. John Leonard, advisor

Association for Music Production and Discussion (AMP'D)

Dr. Teresa Nakra, advisor

Music Student Association

National Association for Music Education (NAfME)

Dr. Colleen Sears, advisor

Phi Mu Alpha Sinfonia (Mens' Music Fraternity)

Dr. David Vickerman, advisor

Pi Kappa Lambda, Iota Theta Chapter (National Music Honor Society)

Dr. Suzanne Hickman, advisor

TCNJ Pep Band

Dr. David Vickerman, advisor

BACHELOR OF SCIENCE DEGREE CANDIDATES PROGRAM REQUIREMENTS (ECMU, ELMU, DHMU, & SEMU)

Advisement

- Orientation: These students will attend the orientation day for education degree candidates. However, any student wishing to meet with the Department of Music during the orientation period in order to talk with the Department Chair, take advanced placement tests in Musicianship and/or Keyboard Skills, etc. may do so by contacting the Music Office in advance.
- Academic Advisor: Students following these degree paths are considered to be double majors. As such, you will be assigned a Department of Music advisor in addition to the advisor assigned to you by the School of Education.
- Department Seminar (MUS 99): You are required to take this course in the Fall semester of your first year.

Applied Lessons

- These students will receive four consecutive semesters of study on their primary instrument. At the end of each semester, the student must take and pass the jury on their primary instrument. Before interrupting this four-consecutive-semester sequence for any reason, the student must contact the Department's Academic Affairs Committee.
- If the student wishes to continue study on her/his instrument, then s/he will need to pay an additional fee per semester. Further information regarding these arrangements is available in the Department of Music Office.

Recitals

- These students may participate in the Afternoon Recital series at the discretion of their Studio Instructors.
- These students are not eligible to give a senior recital.

Keyboard Skills

- These students must successfully complete Keyboard Skills I (MUS 111).

Sophomore Review

- These students are expected to participate in and pass the Sophomore Review, the timing of which will be determined by the Department's Academic Affairs Committee.

Scholarships

- In general, these students are not eligible for music-related scholarships.

Ensemble Requirements

- These students are required to participate in a primary ensemble for at least three semesters of their course of study.
- They may continue to participate for the remainder of their tenure at TCNJ if they wish to do so.