



Student Handbook

DEPARTMENT OF MUSIC

The College of New Jersey

Revised July 10, 2019

Table of Contents

PREFACE.....	4
Introduction.....	4
Mission Statement	4
Faculty.....	5
DEPARTMENT POLICIES, PROCEDURES, & STANDARDS.....	6
Program Descriptions.....	6
Admission As a Music Major.....	7
Music Major Change of Degree.....	7
Instrument Requirements for Music Majors.....	7
Academic Advising	7
Registration.....	8
Junior and Senior Audit (for Music Education and Performance Majors only)	8
Grading and Attendance Policies	9
Minimum Departmental Retention Standards.....	9
Keyboard Skills.....	9
KEYBOARD PROFICIENCY EXAM FOR NON-PIANO MAJORS	10
Keyboard Proficiency Exam Contents	11
SOPHOMORE REVIEW	12
SCHOLARSHIPS	13
APPLIED STUDIO POLICIES AND REQUIREMENTS.....	14
Lesson Attendance.....	14
Juries	14
Accompanists	15
Lesson Credit and Registration.....	15
Participation in the Afternoon Recital Series	15
RECITALS.....	16
Curricular Requirements, Registration, Pre-Qualification	16
Recital Procedures.....	17
Other Recital Procedures	19
ENSEMBLE REQUIREMENTS.....	20
Participation in Primary Ensembles	20
Definition of Primary Ensembles.....	20
Instrumental Performance & Instrumental Music Education Majors.....	21
Vocal Performance and Vocal Music Education Majors	21
Keyboard, Guitar, and Harp: Performance and Music Education Majors	21
Bachelor of Arts in Music Majors	22
PROGAM RETENTION STANDARDS.....	22
Prerequisites for Enrollment in Junior Level Music Education Courses	22
Prerequisites for Applying to Student Teach.....	22
Student Teaching Experience	22
MUSIC MINOR.....	24
COLLEGE APPROVED OFF-CAMPUS STUDY OR STUDY ABROAD.....	25

STUDENT GRIEVANCE PROCEDURE	25
FACILITIES	25
Music Building Operational Hours	25
Using Music Building Facilities	26
MUSIC STUDENT ORGANIZATIONS AND SOCIETIES	27
BACHELOR OF SCIENCE DEGREE CANDIDATES.....	28

PREFACE

INTRODUCTION

The Department of Music at The College of New Jersey celebrated its 100th anniversary in 2018. Its graduates enjoy excellent job and graduate school placement records 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 faculty of accomplished artist-teachers and scholars, many 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 academic and professional preparation for work in a broad variety of careers.

For music students currently enrolled at The College of New Jersey, this Handbook contains the Department's policies, procedures, and standards. **It is the student's responsibility to be apprised of the current policies, procedures, and standards.**

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.

FACULTY

Administration

Department Chairperson – Dr. Wayne Heisler
Department of Music Program Assistant – Mrs. Tanisha Wells
Concert Hall Coordinator – Mr. Mark Kalinowski

Area Coordinators

Coordinator of 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 Education – Dr. Colleen Sears
Coordinator of Musicianship Studies and Composition – Dr. Robert McMahan
Coordinator of Music Technology – Dr. Teresa Nakra
Coordinator of Percussion Studies - Mr. William Trigg
Coordinator of String Studies – Mr. Uli Speth
Coordinator of Vocal Studies – Dr. Suzanne L. Hickman
Coordinator of Woodwind Studies – Mr. David DiGiacobbe

Note: Please refer to the Department's website for a full list of faculty and staff.

Department Committees

Academic Affairs Committee (AAC)

This committee addresses issues concerning GPA, midterm progress reports, probation, dismissal, academic progress, scholarships, and disciplinary actions. In addition, the Academic Affairs Committee coordinates curricular development in the Department. This committee collaborates with the Performance Affairs Committee in the Sophomore Review process.

Chair: Dr. Suzanne Hickman

Performance Affairs Committee (PAC)

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

Chair: Dr. Gary Fienberg

Promotion and Reappointment Committee (PRC)

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

Chair: Dr. Tomoko Kanamaru

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

DEPARTMENT POLICIES, PROCEDURES, & STANDARDS

PROGRAM DESCRIPTIONS

The Department of Music offers three undergraduate degree programs: Bachelor of Arts in Music, Bachelor of Music in Music Education, and Bachelor of Music in Performance. Additionally, a Minor in Music is available for all TCNJ students.

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. in Music program prepares students for a diverse range of careers, including graduate study in Composition, Education, Library and Information Science, Music Therapy, Musical Theater, Musicology, and Interdisciplinary Performance Studies, among others. Applicants for the Bachelor of Arts in Music must complete an audition and interview.

Bachelor of Music in 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 New Jersey 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 in performance.

Bachelor of Music in 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. (Keyboard, Guitar, and Harp majors have either a vocal or instrumental emphasis in determining primary ensemble requirements.) This degree prepares students for performance and related music careers and also serves as preparation for graduate or conservatory study.

Music Minor

The minor program is earned with the completion of five course units from a curriculum determined by the Department of Music and following College policies for minors. It is a generalized course of study that requires a combination of Musicianship, Historical and Cultural Studies in Music, and performance experiences.

Additional Programs

TCNJ's School of Education offers five Bachelor of Science 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, 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 TCNJ's School of Education.

ADMISSION AS A MUSIC MAJOR

Incoming and external transfer students: please refer to the *Music Auditions Handbook*, available online at <https://music.tcnj.edu/auditions/>.

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 for Performance, the Music 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 or by special arrangement. Previously completed TCNJ music courses will be accepted towards fulfillment of graduation requirements if the grade in the course was passing according to the standards of the relevant curricular area.

Transfer Audit (External Transfer)

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 Registration. Students must contact the office of Records and Registration directly for inquiries 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 skills sequence (non-piano majors only). These exams are administered at Transfer Student Orientation; students might be contacted by the Department prior to orientation to confirm whether the Music Theory or Keyboard Placement Exams are necessary.

More information on undergraduate transfer admission can be found at this link:
<https://admissions.tcnj.edu/resources-for/transferapplicants/>

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 a different music degree program must first bring this to the attention of their Academic Advisor and the Coordinator of their current degree program. The Academic Advisor will then arrange the required evaluations and interviews. Students should notify their advisor and program coordinator 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 instruments for study in their primary 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 whether or not your instrument is appropriate. The Department of Music provides instruments on loan to students for use in ensemble and methods classes.

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, career and/or graduate school advice, academic concerns, and major changes should be addressed to the Academic Advisor first. Each student is required to meet with their Academic Advisor prior to the pre-registration period for each semester.

These meetings serve to ensure that the student is on track with their course of study. Students should be aware that the PAWS alone is not sufficient for ensuring that degree objectives are being met.

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, status, progress, or other privileged information to third party individuals, including parents, unless a [FERPA form or Authorization to Disclose Education Information Form](#) is completed by the student.

REGISTRATION

The preregistration window for the Spring semester typically occurs at the beginning of November; for the Fall semester, preregistration occurs at the beginning of April. **Students must register for their complete semester course load during preregistration, including private studio lessons and ensembles. Also, students must register for required courses as per their program's course sequence guide BEFORE requesting an overload.** 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 consult about the courses you select 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.**

Academic Overload

The Course Enrollment/Overload Request form found here <https://music.tcnj.edu/students/forms/> is used when a student cannot enroll in a course because course pre-requisites do not register in PAWS, the course is closed, or any other reasons. The student must acquire the necessary signatures **prior** to submitting this form to the Music Office.

A student wishing to enroll in classes beyond a total of 4.5 course units must also submit the Course Enrollment/Overload 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 5.25.

JUNIOR AND SENIOR AUDIT

(FOR MUSIC EDUCATION AND PERFORMANCE MAJORS ONLY)

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 Senior Audit should take place after first semester of senior year. 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

All students must apply online in PAWS for graduation. Graduation application deadlines are posted on the College website. Please consult the Office of Records and Registration website 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. It is the student's responsibility to address these deficiencies with their Academic Advisor in a timely fashion in order to qualify for graduation.

GRADING AND ATTENDANCE POLICIES

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 TCNJ's current Undergraduate Bulletin at <https://bulletin.tcnj.edu/>. 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 for each course at the beginning of each semester.**

Credit by Examination for Keyboard Skills and/or Musicianship (Music Theory & Aural Skills)

Students who have been granted advanced standing in either the Keyboard Skills or Musicianship 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>.

Minimum Departmental Retention Standards

For program retention standards, please see the section entitled "Program Entrance, Retention, and Exit Standards" in TCNJ's current Undergraduate Bulletin: <https://bulletin.tcnj.edu/>.

KEYBOARD SKILLS

All students must successfully complete Musicianship I before they are permitted to take Keyboard Skills I. All Music Education and Performance students whose primary instrument is piano are required to complete two levels of Keyboard Skills and successfully pass the Keyboard Proficiency Examination. The Keyboard Proficiency Examination is also required for B.A. in Music Majors. It is strongly recommended that B.A. students take Keyboard Skills I and II to prepare for the Keyboard Proficiency Examination. The standard sequence is to take Keyboard Skills I and II during the second and third semesters of study, respectively, 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.**

Voice students in the Music Education and Performance degree programs are required to continue on to Keyboard Skills III upon successful completion of Keyboard Skills II.

Keyboard Proficiency Examination

All music majors with the exception of piano majors are required to pass the Keyboard Proficiency Exam, for which 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 Academic Advisor 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. At the end of the Fall semester as part of the Keyboard Skills II semester final exam.
3. During the first week of classes in the Spring semester.
4. At 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 completed successfully. Normally, the Keyboard Proficiency Exam is the final exam in 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 complete successfully all of the Proficiency during the Keyboard Skills II final exam, there will be an impact on the grade for the course by calculating the following letter grade 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 they do not attempt the Keyboard Proficiency Exam at all, the student will not receive a passing grade for Keyboard Skills II. They will be required to repeat the course and the Exam.

Those students who pass seven or more 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 that were not passed until all of the requirements are completed successfully.

Music Education majors must pass the Keyboard Proficiency Exam **BEFORE** applying for student teaching. Vocal Music Education and Performance majors are required to continue on to Keyboard Skills III upon successful completion of Keyboard Skills II.

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

KEYBOARD PROFICIENCY EXAM CONTENTS

I. Basic Skills

- 1) Major Scales two octaves (up and down). *
- 2) Harmonic Minor Scales two octaves (up and down). *

*Fingerings that are in the course textbook must be used; no memorization is required. Play two scale notes per beat (=56 or up).

- 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 arrange for your soloist.)

III. Reading

- 1) SATB Chorale Score. Play the entire four voices, and then play two voices that are assigned by the examiner.*
- 2) Two-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.

**You will have limited time to look at the sight-reading material immediately prior to your test.

IV. Harmonization and Transposition

- 1) Harmonization by the chord symbols and their 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 the right hand, while playing the accompaniment with appropriate chords in the left hand. 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 one 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 printed 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 their music degree program: Musicianship, Historical and Cultural Studies in Music, Keyboard Skills, studio and ensemble performance, Music Education courses (if applicable), and Liberal Learning. It is scheduled at a critical time in the student's college career so that the faculty can assess the student's ability to 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 their 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. Music majors typically take the 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, 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 one half-hour before their Review time (backstage area of the Mildred & Ernest E. Mayo Concert Hall). A student who is not on time for their Review will have to wait for an opening and/or have their Review deferred to the following semester.

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

For repertory requiring piano accompaniment, it is the student's responsibility to engage an accompanist for the Review. **Only pieces originally composed as unaccompanied are accepted for performance without an accompanist.** All vocalists are required to perform with an accompanist.

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 they have completed the performance portion of the Review (see below). This will aid faculty members in making as fully an informed evaluation of the student's studio progress to date as possible.

Students will appear before the faculty at the appointed time for approximately fifteen minutes (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 their performance, any special conditions concerning their progress as a performer, and all other aspects of their 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 Dismissal (see "Descriptions and Conditions of Ratings" below). The Performance 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 “Dismissal” 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 Coordinator and will be reflective of the diverse curricular emphases of the B.A. degree. The B.A. Coordinator will provide the faculty with exact details of Review criteria in advance.

Descriptions and Conditions of Ratings

- Pass: Performance and academic 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 and will be documented and placed in the student’s file. They 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 result on the Sophomore Review, a student may be placed on probation. They are allowed only one more semester to overcome these deficiencies and bring up grades to an acceptable level. They may also be required to repeat the Sophomore Review procedure. They will be required to meet with the Academic Affairs Committee to discuss these matters before July of that year. Students may only be on probation once; if a student fails to progress at any time following probation, they will be dismissed from their music degree program.
- Dismissal: Due to a low GPA, failure to progress toward a degree, failure to progress on an applied instrument, or failing result on the Sophomore Review, a student may be dismissed. That is, the 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 continue to pursue a music degree program successfully and ultimately graduate. They will be required to meet with the Academic Affairs Committee to discuss finding another major outside of music before July of that year and may appeal the dismissal decision to that Committee.

MUSIC SCHOLARSHIPS

Recipients of m scholarships (freshman as well as transfer students) must fulfill the following set of standards in order to qualify for 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 minimum cumulative GPA as per program and/or scholarship standards.

Note that discontinuing studio study and/or ensemble participation, or change of instrument after acceptance, may be grounds for discontinuation of a music scholarship. A scholarship may only be awarded for a total of eight (8) semesters (Fall and Spring) during a student’s TCNJ career.

APPLIED STUDIO POLICIES AND REQUIREMENTS

(Private Lessons)

Students are admitted to the Department of Music following the successful completion of a performance audition on a specific instrument. Studio Instructors are assigned by the Department Chairperson in consultation with the Area Coordinators. Music majors will be provided a maximum of nine semesters of private Applied Studio during their course of study at the College. Lessons beyond nine semesters will be fee-based.

A student's major instrument (as determined by audition; see above) may not be changed after the first semester of the sophomore year. Transfer students may not change their major instrument after the first semester of their enrollment at the College. Exceptions made after these deadlines may require additional semesters of study. Written approval to study in a new instrumental area must be obtained from all relevant faculty following an audition. A student may not study more than four lessons, including private and methods classes, in one semester without the permission of the Department Chairperson.

LESSON ATTENDANCE

- Students receive thirteen weekly lessons each Fall and Spring semester. Lessons are scheduled prior to the beginning of each semester through mutual agreement.
- Students are expected to attend each weekly lesson. Illness, family emergency, religious holidays, 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 must notify the instructor as soon as possible. Lessons missed by students, except for those reasons stated above, will not be made up by the instructor.
- At the discretion of the instructor, students arriving more than ten 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. Similarly, lessons missed by the student for a legitimate reason (see above) will be made up at a mutually agreeable time.

JURIES

- All students enrolled in Applied Studio 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 Department of Music.
- Students should bring the appropriate Jury Forms (found here: <https://music.tcnj.edu/students/forms/>) and copies of music as requested by the studio instructor to their jury. Jury members will provide written comments and assign a jury grade to be factored as 1/3 of the final grade for the semester.
- The completed Jury Forms with comments will be placed in the student's file maintained in the Music Office. These comments may be used during the Sophomore Review, or at any other time a student's progress is considered by the faculty.

- Instructors are responsible for making and distributing any copies that are requested by the students; the Music Office does not copy or distribute Jury Forms.

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. 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.

LESSON CREDIT AND REGISTRATION

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

Performance Majors

MUS 400-424

.5 course units

Weekly 50-minute lessons, preparation for multiple recitals.

Music Education Majors

MUS 300-324

.5 course units

Weekly, 50-minute lessons, a recital in the senior year.

Bachelor of Arts Majors

Applied Studio instruction for B.A. students is determined by the B.A. in Music Coordinator in collaboration with the applicable Studio Instructor. B.A. students wishing to continue beyond their completion of music electives and free electives may be qualified for merit-based Applied Studio fee waivers (scholarships). Students wishing to avail themselves of this opportunity should petition the Department Chairperson with a letter explaining their suitability to receive this fee waiver.

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

MUS 200-224 or MUS 300-324

.25 or .5 course units, respectively.

PARTICIPATION IN THE TUESDAY AFTERNOON RECITAL SERIES

All music students in their freshman through junior years must perform in a Tuesday afternoon recital at least once in any academic year in which they are enrolled in Applied Studio. Seniors are invited, but not required to perform in a Tuesday afternoon recital. Students may schedule their performance date by following the procedure described below:

- The sign-up sheet for Tuesday Afternoon Recitals is available in the Music Office. In order to sign up, you must first complete the **Tuesday Afternoon Recital Application Form**. The Application form is not complete without full program information and your studio teacher's signature.
- By signing up for a recital time, you are agreeing to perform on the given date and will attend to all the necessary details in preparation for your performance. The only legitimate reason for cancelling one's performance is due to illness or a family emergency.
- A maximum of seven performance slots are provided for each recital and each performance is allowed a maximum of six minutes. Requests for extended time due to extenuating circumstances

(group performances, special repertoire) should be directed to the Chair of the Performance Affairs Committee.

- The deadline for signing up for any recital is one week before the requested date, i.e., the previous Tuesday at 12:30pm.
- Recitals that are populated with fewer than four recitalists are subject to cancellation, so when possible, fill in dates that already have other students signed up. Students who have signed up for a recital that has been cancelled due to low participation will be moved to the next available recital date and notified by the Music Office.

Appropriate recital attire is required for all performers. “Appropriate” may generally be described as:

- Skirt (with blouse or sweater), dress or dress pants suit, suit.
- Slacks or khakis with buttoned shirt, with or without sport coat, with or without a tie.

Please note that cut offs, bare midriffs, sneakers, jeans, polos, or logo’d attire are not permitted. The Music Faculty reserves the right to cancel a recital appearance if a student is inappropriately attired.

RECITALS

Only current students in good academic standing with the College and the Department may give recitals. The faculty reserves the right to cancel or postpone any recital deemed inappropriate or unprepared.

CURRICULAR REQUIREMENTS, REGISTRATION, PRE-QUALIFICATION

Performance Majors

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

1. Sophomore Recital
 - Pre-qualification: Student must be in good standing in their applied studio.
 - Course registration for this recital: N/A.
 - The Sophomore Recital consists of 15–20 minutes of solo repertoire (including accompaniment). These recitals must occur on a weekday afternoon (preferably immediately after a departmental Tuesday recital); scheduling is subject to the approval of the studio instructor. The student is responsible for scheduling the recital. This must be done with the Concert Coordinator in consultation with the applied studio instructor. This recital serves as a qualifying audition for continuation in the performance degree program as determined by the studio instructor.
2. Junior Recital
 - Pre-qualification: Successful performance of Sophomore Recital and a Recital Hearing (see below).
 - Course registration for this recital: MUS 496.
 - The Junior Recital consists of 25–35 minutes of primarily solo repertoire. Limited ensemble repertoire may be permitted, subject to the approval of the studio instructor. A Junior Recital must be paired with another recitalist, either another junior Performance major recitalist or a senior Music Education major recitalist.
3. Senior Recital
 - Pre-qualification: Successful performance of Junior Recital and a Recital Hearing (see below).

- Course registration for this recital: MUS 497.
- The Senior Recital consists of 55 minutes of primarily solo repertoire. Limited ensemble repertoire may be permitted, subject to the approval of the studio instructor.

Music Education Majors

1. Senior Recital

- Pre-qualification: 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 to give a Senior Recital in the following Spring. A Recital Hearing is also required (see below).
- Course registration for this recital: MUS 495.
- The senior recital consists of 25–35 minutes of primarily solo repertoire. Limited ensemble repertoire may be permitted, subject to the approval of the studio instructor. A Senior Recital must be paired with another recitalist, either junior Performance major recitalist or another senior Music Education recitalist.

Bachelor of Arts in Music Majors

In consideration of the individualized course curricula of B.A. students, there are no required recitals beyond the Tuesday Afternoon Recital Series requirement (see Participation in the Afternoon Recital Series above). However, when performance has been an integral part of a B.A. student's degree trajectory, a recital may be granted. Please consult with the B.A. in Music Coordinator to begin discussion of a recital. Note that a minimum cumulative GPA of 3.5 is required.

Non-Music Majors

A student who is not a music major may apply for the privilege of presenting a Senior Recital if the student has completed at least seven semesters of studio instruction at TCNJ. The student must be enrolled in studio instruction during the semester of the recital, and this may count as the seventh required semester of instruction. It is also expected that a student is enrolled in private lessons during the semester preceding the recital. Pre-qualification: The student should write a letter of "Request to Present a Recital," addressed to the Chair of the Performance Affairs Committee, including if a student wishes to give a recital in a non-traditional format, e.g., lecture recital.

If approved, Bachelor of Arts and non-music-major recitalists will follow the same recital scheduling, pairing, and hearing protocols that are required for senior Music Education recitals.

RECITAL PROCEDURES

Scheduling of Recitals

1. Spring Recitals

- Most students will be required to perform their recital in the Spring. All students planning a Junior or Senior Recital must participate in the Recital Scheduling Lottery coordinated by the Performance Affairs Committee.

2. Fall Recitals

- Though most student recitals take place during the Spring semester, circumstances may arise (such as a non-traditional curricular sequence due to transfer student status or change of major) that necessitate a recital to be performed in the Fall. Students wishing to give a Fall recital must consult with the chair of the Performance Affairs Committee before the end of the Spring semester that precedes the desired Fall semester of the recital.
 - **Non-Music Majors** wishing to perform a recital during the Fall semester should consult with their studio teacher and also the chair of the Performance Affairs

Committee before the end of the Spring semester that precedes the desired Fall semester of the recital.

Scheduling Spring Recitals Overview

1. **Fulfill Pre-Qualifications** (see Curricular Requirements, Registration, Pre-Qualification) during Spring semester one year before the recital.
 - **B.A. in Music and non-music majors:** Permission to play a recital for Spring semester can be obtained during the first two weeks of the Fall semester immediately preceding the recital.
2. **Obtain Recital Dates, Complete the Recital Lottery Form**
 - At the end of the Spring semester (one year before the recital), the Department will produce a Recital Lottery Form listing the recital slots for the upcoming Spring. The form will be made available on the Department website. Students will work with private instructors to complete the form.
3. **Participate in the Recital Scheduling Lottery** (Fall semester before the recital)
 - On the last Wednesday in September, a lottery will be held in order to assign recital dates.
 - Music Majors participate in the first round of drawing (Senior Performance majors receive two lottery tickets).
 - A second drawing is completed for B.A. in Music and non-music majors.
4. **Confirm the Recital Date**
 - Following the lottery, a two-week window will be given to students to confirm recital dates.
5. **Register for the Recital**
 - During the Spring registration period in November, enroll in the appropriate recital course, if available.

Recital Hearing

- No less than four weeks before the recital, students must perform a preliminary presentation (Recital Hearing) of their program for their studio instructor and at least one other Music Faculty member.
- It is the student's responsibility to schedule the time and place of the Recital Hearing and to make all the necessary arrangements with faculty, staff, and collaborative artists. It is not necessary to have the Recital Hearing in the Mayo Concert Hall; hearings may be held in a classroom or rehearsal space, when necessary.
- It is expected that the entire recital is prepared and appropriately rehearsed with the collaborative artist. The studio instructor has the discretion to hear the entire program, or representative portions thereof.
- Students must bring a completed Recital Hearing Form to the Hearing (found here <https://music.tcnj.edu/students/forms/>). Attending faculty must sign the completed form and submit it to the Music Office. All works that will be performed on the recital must appear on the Recital Hearing Form, including accurate composer, titles, movements, collaborative performers, and duration timings.
- If it is determined that the recitalist is not ready for the recital, they will be given the opportunity to perform 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 the necessary arrangements with faculty, staff, and collaborative artists. In the event that a student does not pass the second recital hearing, they will be required to fulfill the senior recital requirement through a "jury-recital." The jury-recital is a closed recital performed for at least two Music Faculty members, who then must certify that the jury-recital has been completed.

OTHER RECITAL POLICIES

Collaborative Pianists

Student recitalists must arrange for and remunerate their collaborative pianists. If a recitalist wishes to work with a student collaborative pianist, approval is needed from the recitalist's and collaborative pianist's studio instructors. This policy also applies if the collaborative instrumentalist is an instrument other than piano, such as harp or guitar.

Chamber Ensembles on Student Recitals

- Chamber ensembles may only be included if the group has been coached by a member of the Music Faculty.
- Chamber ensembles are not required to perform on the recital hearing when approved in advance by the studio instructor.
- Chamber pieces must be included on the Recital Hearing Form (see above).

Performance on Secondary Instruments

- Performance on a secondary instrument must be approved by the appropriate studio faculty (primary and secondary) prior to inclusion on the Recital Hearing Form.
- Secondary instruments may include composition and conducting.

Printed Programs

- Instructions for the submission of program information are sent from the Music Office via email to all recitalists well in advance of the recital. Complete recital program information is due to the Music Office one week before the recital.
- Vocal Recitals: Translations of Non-English texts should be prepared and brought to the recital by the student in consultation with the studio instructor.
- Acknowledgements: If these are included, they should be brief and professional.
- Program notes: These are not required, but if a student wishes to have them, the following must be considered:
 - All program notes must be reviewed by a faculty member; this must be done before the submission deadline to the Music Office.
 - Students are responsible for producing program notes separately from the printed program. The Music Office does not provide this service. At the recital, students should place program notes alongside the departmentally created programs on music stands at entry ways to the performance space.
 - Normally, program notes include some or all of the following:
 - Biographical information about the composers.
 - Historical details about the circumstances of compositions.
 - Scholarly commentary about the compositions that assist the audience in understanding aesthetic or technical aspects of the works performed.

Posters

If a student wishes to produce and hang posters, College policy must be followed:

- Posters may only be hung on appropriate bulletin boards.
- Posters containing inappropriate material are subject to immediate removal.
- Do not tape a poster to a painted wall.

Dress Rehearsals

Junior and Senior recitalists may request a dress rehearsal lasting up to 80 minutes in the Mayo Concert Hall. These are scheduled directly with the Concert Hall Coordinator.

Attire

The following are examples of preferred attire for recitalists and collaborators:

- Formal gown or dress.
- Dress pants suit.
- Suit.
- Slacks or khakis and a sports coat with a tie. Percussion soloists are exempt from the jacket requirement.

Cutouts, bare midriffs, sneakers, flip-flops, jeans, polos, or logo'd attire are not permitted.

The faculty reserves the right to postpone a recital if a student is inappropriately attired.

Photography, Recordings, Stage Paraphernalia

- Photography of any type is prohibited during a recital. Due to copyright laws, audience members are prohibited from making audio and video recordings during the performance.
- Flowers, decorations, and other items may not be placed in the Concert Hall or the Pelson Lobby.

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.

PARTICIPATION IN PRIMARY ENSEMBLES

Performance and Music Education 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 major 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.

Instrumental transfer students: see below under "Instrumental Performance and Instrumental Music Education Majors." Vocal transfer students: see below under "Vocal Performance and Vocal Music Education Majors."

DEFINITION OF PRIMARY ENSEMBLES

Primary Ensembles include:

Instrumental

Concert Band
Orchestra
Wind Ensemble

Vocal

Chorale
College Choir
Treble Choir

INSTRUMENTAL PERFORMANCE & INSTRUMENTAL MUSIC EDUCATION MAJORS

1. Only the Director of Bands and Director of Orchestra can determine placement of wind, brass, and percussion players in the Concert Band, Orchestra, and Wind Ensemble. **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 the audition.
2. Students may participate in more than one primary ensemble if their schedule permits and they are eligible for an overload, if needed. 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.
3. Instrumental Music Education and Performance 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 Chairperson. At the discretion of the Department Chairperson, a transfer student may be allowed to count credit for participating in a second appropriate ensemble in one semester.

VOCAL PERFORMANCE AND VOCAL MUSIC EDUCATION MAJORS

1. Only the Director of Choral Activities and other vocal ensemble conductors can determine placement in the Chorale, College Choir, and Treble 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 the audition.
2. Students may participate in more than one primary ensemble if their schedule permits and they are eligible for an overload, if needed. 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.
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 Chairperson. At the discretion of the Department Chairperson, 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 MUSIC 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 participate successfully in one of the appropriate instrumental ensembles. Those interested in opportunities for pianists and harpists in the Wind Ensemble should contact the Director of Bands.

BACHELOR OF ARTS IN MUSIC MAJORS

Bachelor of Arts in Music 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 Theatre, Jazz Ensemble, and/or any curricular chamber ensemble.

PROGRAM RETENTION STANDARDS

Minimum program retention standards are documented in the College's 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 and, a C- or better in all other MUS classes. For minimum grades, see also the College's Undergraduate Bulletin.

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. 2.75 cumulative GPA
2. Completion of the basic skills requirements for certification, found at: <https://education.tcnj.edu/offices-partnerships/certification/>
3. Successful completion of MUS 241, MUS 394, and the Sophomore Review.

PREREQUISITES FOR APPLYING TO STUDENT TEACH

1. **The state requires a minimum 3.0 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 3.0 GPA or they will not be permitted to pursue their student teaching assignment until the GPA is raised to the appropriate level.**
2. Successful completion of all teacher preparatory courses (a grade of C+ or higher), including, instrumental methods classes (MUS241, MUS 392, MUS 394, MUS 397 or 398), as well as MUS 452 (the mid-level Writing Intensive course, in preparation for the Student Teaching Seminar that is taken in tandem with student teaching).
3. Successful completion of the Keyboard Proficiency Examination.
4. A Mantoux, or tuberculosis test is required by the state for 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. Successful completion of the Praxis II: Music Content Knowledge. The minimum passing score on the New Jersey Praxis II Examination in Music (#10113 Music Content Knowledge) is 153.
7. Recommendation by the Coordinator of Music Education.

STUDENT TEACHING EXPERIENCE

Student Teaching Applications and supporting documents are distributed by the Coordinator of Music Education and TCNJ's STEP Office during the Fall semester. Applications and supporting documents must be submitted to the Coordinator of Music Education by the indicated deadline. Students should refer to the Culminating Clinical Experience Handbook, available on TCNJ's 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 (<https://step.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. Candidates wishing to find out about requirements in other states should direct their questions to the College Certification Officer in the STEP Office.

MUSIC MINOR

The Department of Music offers a Minor in Music. Required courses are a mixture of music major and Liberal Learning course offerings. An audition is not required to enter the Music Minor. Students must register as a Music Minor with the Department of Music before they begin taking classes toward the minor, and they must consult with a Department of Music advisor in the selection of the courses which will lead to an individualized minor in music. 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.

The program for the Music Minor is as follows:

Musicianship (1 course unit)

MUS 261/Musicianship I

Historical and Cultural Studies in Music (1 course unit)

MUS 246/Music in Global Perspective

*MUS 351/Music from 600 to 1750

*MUS 353/Music from 1750 to 1945

**MUS 452/Music from 1945 to the Present

Liberal Learning course in Music (1 course unit)

MUS 235/Arts and the Community

MUS 245/AAS 240/History of Jazz

MUS 265/Music and the Stage

MUS 345/Electronic Music

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

Applied (200- or 300-level) or Class Lessons (.5 course units)

Class Lessons include MUS 102, 103, 123, 126, 127, 150, and 227

MUS 290 may also count as Applied Lessons.

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

Electives (1.5 Course Units)

All MUS courses apply, including instrumental and vocal ensembles.

TOTAL 5 Course Units

Additional Requirements for the Music Minor:

1. **Reading music is a requirement.**
2. **A minimum of two courses at the 300-level is required for the Music Minor.**
3. No more than one course unit may be taken as an independent study.
4. Upon successful testing, students may transfer up to six credits from other institutions (1.5 course units).

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

*Prerequisite: MUS 261/Musicianship I

**Prerequisite: MUS 263/Musicianship III and an FSP

***Liberal Learning prerequisites apply

COLLEGE APPROVED OFF-CAMPUS STUDY OR STUDY ABROAD

Study Abroad Guidelines:

- Information and procedures concerning study abroad are available through TCNJ's Center for Global Engagement. Students wishing to study abroad should communicate this interest to their academic advisor as early as possible (preferably during the sophomore year) so that coursework can be properly sequenced.
- Students must have **all** music coursework (including studio lessons and ensembles) taken abroad approved by the appropriate faculty members. Approvals **must** be secured **prior to travel** by providing the appropriate faculty member with course descriptions, syllabi, and other relevant materials.
- For applied studio lessons taken abroad, credit will 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.
- Music Education students who wish to do one of their student teaching placements abroad should contact the coordinator of Music Education and TCNJ's STEP Office for information about global student teaching.
- After acceptance into a program, the student must also complete an INTERNATIONAL/DOMESTIC COURSE SELECTION FORM and have it signed **prior to travel** by the appropriate faculty members.

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 College's Undergraduate Bulletin regarding the procedures for filing a grievance.

FACILITIES

MUSIC BUILDING OPERATIONAL HOURS

Academic-Year Hours

Monday-Friday: 6:30 am - 9:00 pm
Saturday-Sunday: Closed

Swipe Access

Monday-Friday: 6:30 am - 11:30 pm
Saturday-Sunday: 10:00 am - 11:30pm

Departmental Office Hours

Monday-Friday: 9:00 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 Music 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 Chairperson.

Use of Facilities for Private Teaching

Music Building facilities may not be used by students or faculty 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, e.g., audition tapes or scholarly work, must first obtain approval from the Department Chairperson. 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 artistic or 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 ensembles 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 needs 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 of the Music Building. 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 effects 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 must 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 Mrs. Tanisha Wells, Program Assistant 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 Chairperson in order to prevent conflicts with other Department of Music events. In addition, it is also recommended 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 Chairperson 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

Dr. Wayne Heisler, Department Chairperson, advisor

National Association for Music Education (NAfME)

Dr. Colleen Sears, advisor

Phi Mu Alpha Sinfonia (Men's Music Fraternity)

Dr. Gary Fienberg, advisor

Sigma Alpha Iota International Music Fraternity (Women's Music Fraternity)

Dr. Suzanne Hickman, advisor

TCNJ Pep Band

Dr. Eric Laprade, advisor

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

Advisement

- Orientation: B.S. degree students will attend the orientation day for School of Education degree candidates. However, any student wishing to meet during the orientation period with the Department Chairperson, 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 B.S. degree paths are considered to be "dual 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.
- ArtsComm Seminar (AMM 099): You are required to take this course in the Fall semester of your first year.

Applied Lessons

- B.S. degree candidates 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 of Music's Academic Affairs Committee.
- If a student wishes to continue study on their instrument, then they will need to pay an additional fee per semester. Further information regarding these arrangements is available in the Department of Music Office.

Recitals

- B.S. degree candidates may participate in the Tuesday Afternoon Recital series at the discretion of their Studio Instructors.
- B.S. degree candidates who have completed seven semesters of studio instruction and have been continuously involved in curricular ensembles may apply for the privilege of presenting a Senior Recital. The student should write a letter of Request to Present a Recital, addressed to the current Chair of the departmental Performance Affairs Committee. The standards sought by the committee in their review include whether the student has made an outstanding contribution to the performance activities of the Department.

Keyboard Skills

- B.S. degree candidates must successfully complete Keyboard Skills I (MUS 111).

Sophomore Review

- B.S. degree candidates are not required to participate in the Sophomore Review.

Scholarships

- In general, B.S. degree students are not eligible for music-related scholarships.

Ensemble Requirements

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