

**Eastern Michigan University  
School of Music and Dance**

## **Student Handbook**

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### **Policies**

#### **1. Applied Music Policy**

Applied music instruction on a principal instrument is required for all degree programs. Students may be admitted to the 100-level applied music at different degrees of competency; therefore, some students may require more time to achieve the proficiency needed for admission to 400-level applied music. Permission to advance to 400-level applied music is given by the faculty at the Gateway jury with the permission of the teacher. Music majors enrolled in applied music will also participate in a weekly studio class. Studio class times vary; please contact the applied music teacher for schedule.

Private lessons, typically one per week, must be supplemented with diligent outside daily practice. Depending on the performance area and the level of the student's work, the outside practice requirement may be quite substantial. The student must recognize that applied instruction is not primarily for the purpose of earning credits toward a degree, but rather to

develop musical talent under the care of a skilled teacher. There is no substitute for regular, diligent practice.

### **Applied Music Areas of Specialization**

Bassoon  
Clarinet  
Flute  
Harp  
Horn  
Organ  
Piano  
String Bass  
Trumpet  
Viola  
Voice  
Cello  
Euphonium  
Guitar  
Harpsichord  
Oboe  
Percussion  
Saxophone  
Trombone  
Tuba  
Violin

### **Applied Music Auditions**

Admission into applied music study is determined by audition. Changes in degree program, performance specialty, or applied music level will normally also require an audition. A change of instructor (where applicable) is normally handled between the student and the faculty members involved.

### **Applied Music Registration**

To learn how to register for applied music:

<http://www.emich.edu/musicdance/resources/appliedmusicreg.php>

## **Applied Music Fees**

Enrollment in applied music requires the payment of an applied music fee, as set by the Eastern Michigan University Board of Regents. This fee serves primarily to offset the cost of individual instruction. Fees are charged for applied music according to the following schedule:

Music majors: \$60 per semester (maximum) for all instruction.

Music minors and other University students: \$60 per semester for a two-credit applied music, \$30 per semester for one-credit applied music (\$60 maximum per semester).

## **Applied Music Juries**

At the discretion of the faculty, a jury may be required as a final examination in applied music. Details are made explicit in the applied music syllabus. The jury, which involves performing before a panel of faculty, takes place during exam week.

## **Applied Music Study Beyond Degree Requirements**

Students wishing to continue applied music study beyond their degree requirements may do so only with the permission of their applied music teacher and the Director of the School of Music and Dance. Students who receive permission to continue applied music study beyond their degree requirements are required to continue to participate in their appropriate major ensemble (or an alternative ensemble approved by the Director of the School of Music & Dance) each semester that they are enrolled in applied music.

## **Applied Music Re-auditions**

Since applied study is offered by means of individual instruction, it is a privilege and not a right. If an applied music teacher believes that a student's progress is insufficient, the student may be asked to re-audition for continuation. A possible result of the re-audition may be the recommendation to the Director of the School of Music & Dance that the student not continue in applied music or as a music major.

Students who have not been registered for applied music for one or more academic years (Fall, Winter, Spring, and Summer) must re-audition. If accepted, students may be placed in an applied music number that is lower, the same, or higher than the one in which they were enrolled in their last semester of applied music study.

## **Applied Music during Spring/Summer Terms**

The School's capacity to offer applied music during the Spring and Summer terms is quite limited. Therefore, students wishing to request applied instruction during the Spring and or Summer terms must do the following:

1. Fill out an applied music request form and obtain the instructor's signature. This verifies that the instructor will be available to teach during the requested term.
2. Write a brief note explaining why Spring or Summer lessons are needed.
3. Submit the two items together to the Director of the School of Music & Dance before April 15th.

The Director of the School of Music & Dance will prioritize requests and approve or deny them based on student need and fiscal constraints.

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## **2. Retention and continuation policy**

Students are strongly encouraged to stay enrolled for consecutive semesters until achieving a degree. Music study benefits from regular, longitudinal, systematic and consistent study and suffers from extended breaks. Since enrollment capacity in music subjects is limited, a student who discontinues study is not guaranteed a place in classes or in applied music upon returning. Students who face unusual circumstances that may cause them not to re-enroll should consult with their applied teacher and with the Coordinator of Music & Dance Advising as soon as possible to seek a solution or to reserve a place for their return. Students who have not been registered for applied music for one or more academic years (Fall, Winter, Spring, and Summer) must re-audition.

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## **3. Major Ensemble Participation Policy**

All students accepted as music majors or minors are required to participate in a major ensemble according to their degree requirements: string students—University Orchestra; wind and percussion students—University Band (Wind Symphony or Symphonic Band); voice students—University Choir, University Men’s Chorus, or University Women’s Chorus. The School of Music & Dance will accommodate all music majors/minors with an appropriate major ensemble placement.

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## **4. Recital Attendance Requirement**

- Each undergraduate music major must attend a total of 80 recitals/concerts (events) during their time of undergraduate studies; they will receive credit for no more than 25

events per academic year. *Students who fail to meet this requirement will not be permitted to graduate.*

- The number of events that transfer students and students seeking a second bachelor's degree must attend will be prorated, based on the number of semesters of work remaining at the time of their matriculation.
- Normally, each semester the student will attend at least ten musical events, of which five are usually the School of Music and Dance weekly student recitals.
- Credit will be received for attendance at any School of Music and Dance event.
- Students must be present for an entire event to receive credit. The cards are collected at the end of the program. A student who is performing in an event may receive recital attendance credit for that event if the student performs in less than 50 percent of the event.

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## 5. Pease Auditorium Piano Policy

The Steinway D in Pease shall be used for all piano recitals and faculty recitals requiring a piano.

The Baldwin SD10 in Pease shall be used for all other performances requiring a piano. The piano technician shall be notified at least 10 days in advance of a performance to schedule tuning.

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## 6. Student Rights and Responsibilities, Conflict Resolution; Grade Grievance

**Student Rights.** Every student has the right to be treated with respect by other students and by faculty and staff. Discrimination, harassment and intimidation of others will not be tolerated. Students have a right to review their records. See the [EMU Student Handbook](#) [<http://www.emich.edu/studenthandbook/index.php>]

**Student Responsibilities.** Each student is responsible for his/her own academic career. This includes being aware of the catalog requirements and the contents of this handbook. It also means taking responsibility for meeting obligations, caring for the property of the University and of other people, and demonstrating the commitment and pride that make a great School of Music & Dance. A student who acts in violation of the [Student Code of Conduct](#)

[<https://www.emich.edu/policies/policy.php?id=124>] will be referred to the [Office of Student Conduct, Community Standards and Wellness](http://www.emich.edu/studentconduct/) [http://www.emich.edu/studentconduct/] for disciplinary action.

**Conflict Resolution.** Conflicts between students or between a student and a faculty member may occasionally occur. Every effort should be exerted to minimize these by being aware of the rights and needs of others, and by recognizing shared goals. When attempts to resolve conflicts privately have proven unsuccessful, a student may bring a conflict to the attention of the Director of the School of Music & Dance, who will serve as mediator. If the conflict involves a breach of the Student Code of Conduct, the matter will be referred to the [Office of Student Conduct, Community Standards and Wellness](http://www.emich.edu/studentconduct/) [http://www.emich.edu/studentconduct/].

**Grade Grievance.** The policies on grade grievance are presented in detail in the [Board Policy Manual](http://www.emich.edu/policies/policy.php?id=144) [http://www.emich.edu/policies/policy.php?id=144]. Students may wish to contact the [EMU Office of the Ombuds](http://www.emich.edu/ombuds/) [http://www.emich.edu/ombuds/] with questions.

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## 7. Student Degree Recitals Guidelines

Several degree programs have a public-performance requirement, either one or more recitals or some other related means of assessing that the performance component of the educational experience has been met.

- **Bachelor of Music.** Bachelor of Music majors present a half recital (typically 30 minutes) in the junior year and a full recital (typically 60 minutes) in the senior year. Specific requirements are set by the faculty in the particular performance area. Each solo recital is preceded by a recital hearing, where the student's readiness for public presentation is verified by the faculty.
- **Bachelor of Music Education.** Bachelor of Music Education students are required to present a full recital hearing, typically in the senior year. With the permission of the applied music instructor, students may opt to give a senior recital.
- **Bachelor of Music Therapy, Bachelor of Arts/Sciences.** Students in these programs are expected to perform publicly in general student recitals and the like. Readiness to perform is determined by the major teacher.
- **Optional recitals.** Any students may request permission to present additional, nondegree recitals. Priority for scheduling dates, however, goes to degree recitals. Approval for non-degree recitals must be secured from the major teacher or other appropriate applied faculty.
- **Graduate Recitals.** See section [15. MUSC 687 Graduate Recital Policies and Procedures](#) below.

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## **8. Student Recital Procedures**

### **Recital Hall Reservations**

- Recital dates fill up fast. Book your desired date early in the semester.
- Check date availability of Alexander Recital Hall and Pease Auditorium with your professors.
- Pick out several date options that work with all participants.
- Ask your applied music instructor to do the following:
  - Submit the appropriate reservation form. ○ You may reserve two hours for the recital and 90 minutes for the dress rehearsal.
  - Your instructor will advise you once the reservation is confirmed.

### **Programs--due two weeks before recital**

- Have your instructor submit your program in electronic format, preferably as a Word document to the School of Music & Dance Office.
- Program contents:
  - Names of all participants and instruments
  - Complete repertoire titles, including titles of movements
  - Composers – full names and dates ○ No personal acknowledgements, please ○ Program notes are your responsibility to print
- Your applied instructor will be given a copy to proof with you.
- The Office will provide 80 programs formatted according to School of Music & Dance standards. The School of Music & Dance will keep 10 programs, plus one for your file and one for each music major performing on your recital.
- Note: the Office will prepare and make copies of recital programs for Bachelor of Music and Master's degree performances only. Other recital programs are the responsibility of the students.

### **Use of Alexander Recital Hall**

- Your applied music instructor must sign out a key from the Music & Dance Office for both the dress rehearsal and the performance.
- Receptions may be held in the hallway outside the Alexander Recital Hall. NO food is allowed in the recital hall.
- Students are expected to clean up the area completely following receptions. There is a \$25 per hour charge if additional University custodial services are required.

## **Use of Pease Auditorium**

- Your applied music instructor must sign out a key from the Music & Dance Office for both the dress rehearsal and the performance.
- The pianos at Pease Auditorium are locked. The applied music instructor must obtain and sign out a piano key with the Music & Dance Office.
- The Baldwin piano is intended for collaborative use in student recitals. Piano majors may use the Steinway for their own degree recitals.
- There is a \$100 charge for use of the Green Room. If used for a reception, then University Catering must provide the food.
- Students may have receptions in the basement dressing room area at no additional charge.
- Students are expected to clean up the area completely following receptions. There is an additional per hour charge if additional University custodial services are required.

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## **9. Facilities, Equipment, and Safety**

Eastern Michigan University has invested a great deal in facilities and equipment to support music instruction. Students, faculty, and staff alike must recognize the value of this investment and act appropriately to maintain it for the common good. This means that all must help ensure that the building and its contents are secure, that equipment is treated with appropriate care, and that security systems such as locks are not circumvented. Students attempting to bypass security systems will be referred to the Student Judicial Office for disciplinary action. Students damaging University-owned equipment may be liable for the cost of repair or replacement.

### **Lockers**

Students may be eligible to check out a locker at the discretion of the office staff of the School of Music & Dance. Since it is not always possible to provide a large locker, students needing large lockers may be asked to share. Decisions about locker assignments will be based on need, as reflected by course enrollments.

### **Uniforms**

Many ensembles require a uniform. For policies pertaining to purchase or check-out, deposit, and return of uniforms, ask the ensemble director.

### **Practice rooms**

A large number of small practice rooms, with and without pianos, are kept unlocked and are available to all students. Please take care of the rooms and their contents and report any misuse to the Music & Dance Office immediately. A few practice rooms are reserved for special purposes, such as percussion, harpsichord, harp, organ, and piano (for piano majors).



Authorization to obtain a key for these rooms is given by the appropriate faculty, with the approval (signature) of the Director of the School of Music & Dance.

### **Music Stands**

Each music major and/or minor may be required to supply his/her own portable folding music stand for use in applied music lessons, secondary instrument classes, small ensemble rehearsals, etc. Students in large ensembles (bands, orchestra, etc.) may expect to use music stands belonging to the School of Music & Dance for rehearsals and concerts.

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## **10. Alexander Music Building Hours**

### **Fall and Winter Semesters**

- Monday-Saturday: 7:00am-10:00pm
- Sunday: 1:00pm-10:00pm. Access is restricted to the south courtyard door.
- Music students who are practicing in the building after 10:00pm are permitted to stay until midnight with proper EMU identification.
- When offices on campus are open, but no classes are in session, building hours are:
  - o Monday-Friday: 7:00am-5:00pm
  - o Saturday-Sunday: Closedo Music student practice is restricted to posted building hours only.
- The building is closed during any full university recess (e.g., holidays, etc.).

### **Spring and Summer Semesters**

- Monday-Thursday: 7:00am-9:00pm
- Friday: 7:00am-5:00pm
- Saturday-Sunday: Closed
- Special Events: Open only as needed for the duration of the approved event. Access is restricted to the south courtyard door.
- Music student practice is restricted to posted building hours only.
- When offices on campus are open, but no classes are in session, building hours are:
  - o Monday-Friday: 7:00am-5:00pm
  - o Saturday-Sunday: Closedo Music student practice is restricted to posted building hours only.
- The building is closed during any full university recess (e.g., holidays, etc.).

### **Between Semesters**

When offices on campus are open, but no classes are in session, building hours are:

- Monday-Friday: 7:00am-5:00pm
- Saturday-Sunday: Closed
- *Music student practice is restricted to posted building hours only. The building is closed during any full university recess (e.g., holidays, etc.)*

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## **11. Alexander Computer Lab - N108 Alexander Music Building**

**Computer Lab Coordinator, Dr. Marilyn Saker**

*Requests for Use of Alexander Computer Lab--email Dr. Saker at least 48 hrs. in advance*

### **Guidelines for use of the Alexander Computer Lab**

1. Upon entering the Alexander Computer Lab, you are required to show the lab worker your EMU STUDENT ID.
2. The LAB WORKERS are there to help you. If you have never worked on a computer before, or if you need assistance with the computers, please ask the lab worker.
3. Do not TURN ON or TURN OFF the computers. If you require the use of a computer that is not on, please ask the lab worker for assistance.
4. Your work should never be left on any of the lab computers. Bring your own FLASH DRIVE for saving work completed in the lab.
5. Each student may PRINT ten (10) pages per day in the Alexander Computer Lab. If you use the printer, you are required to complete the information page on the clipboard at the student worker's desk.
6. Please use HEADPHONES when working with sound-producing software. You are required to bring in and use your own headphones when working in the Alexander Computer Lab.
7. If you discover problems with any of the computers, please fill out a COMPUTER ERROR REPORT form located at the worker's desk. Problems will be investigated as soon as possible.
8. Be advised that EMU Instructors will schedule CLASS MEETINGS periodically in the lab. Non-class members will be denied access to the Alexander Computer Lab during times when classes are in session.
9. NO EATING, DRINKING, or SMOKING in the Alexander Computer Lab. The lab is not intended to be a lounge or entertainment room. Students are not allowed to loiter or engage in non-study activities in the lab.

10. Leave all the EQUIPMENT at your workstation in good order and make sure the chair is properly placed under the power table. Please do not rearrange any of the equipment.
11. Students will not be allowed to begin work on a computer 10 minutes before the lab is SCHEDULED TO CLOSE.

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## 12. Undergraduate Advising

Through advising, the music student may be assisted by the faculty in planning an academic curriculum, may be granted permission for exceptions, and may seek help in answering questions about programs, graduation requirements, achieving career goals, etc. New undergraduate students normally are advised during Fast Track by the professional advisors in the [Francine Parker Advising Center](http://www.emich.edu/cas-advising/) [http://www.emich.edu/cas-advising/] in consultation with the Coordinator of Music & Dance Advising. Current students should seek advising for answers to non-routine questions, to solve problems, to make recommendations about transfer credit, and to perform graduation audits. Advising is intended to supplement, not replace, the student's own planning. A student is responsible for his/her own curriculum and for meeting certification requirements. Students should consult the catalog and be responsible for their own college career. The [on-line catalog](http://catalog.emich.edu/) [http://catalog.emich.edu/] is official.

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## 13. Undergraduate Enrollment in Graduate Courses

It is possible for advanced undergraduate students to register for 500-level graduate courses. For specific regulations and procedures, refer to either the undergraduate or graduate catalogues. The required [permission request form](https://www.emich.edu/registrar/formslibrary/forms/UG_500_Level_Request.pdf) is available online [https://www.emich.edu/registrar/formslibrary/forms/UG\_500\_Level\_Request.pdf] Discuss the proposed course and have the form signed in the School of Music & Dance by the Coordinator of Music & Dance Advising or by the Director of the School of Music & Dance. Return the completed form to the Office of Records & Registration. Once approved, you may then register for the course in the usual manner.

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## 14. Course Substitutions/Overrides/Late Enrollment

**Substitutions.** The curriculum as presented in the catalog reflects the educational needs of students and the standards of the National Association of Schools of Music (NASM), which accredits music programs. For this reason, substitutions (replacing a required course with a different one) must be approved by the Coordinator of Music & Dance Advising and the

Director of the School of Music & Dance. A substitution will be approved only when the course being used as a substitution fills the same educational purpose as the required course and when there appears to be some important need for a substitution.

**Overrides.** Class size is set to provide an optimal educational experience for all students and to correlate with room size and equipment. Overrides (permission to enroll in a class that is full) are given only with the written permission of the professor.

**Late Enrollment.** Students must be registered in order to attend classes. After the first day of classes, you have a short grace period in which to register online. If your original registration is on or after the first day of classes, you will be assessed a single, one-time per semester late registration fee. After the grace period, registration is permitted on an exception basis only through 50 percent of the term. Authorization from the appropriate academic department is required for each course. With the approval of the faculty teaching the course(s), the Director of the School of Music & Dance has final authorization to approve the late enrollment.

Once authorization is granted, you must contact Records and Registration either via email through your my.emich email account or by phone at 734.487.4111 to finalize registration. [[http://www.emich.edu/registrar/registration\\_info/lateregistration.php](http://www.emich.edu/registrar/registration_info/lateregistration.php)].

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## **15. MUSC 687 Graduate Recital Policies and Procedures**

1. Enrollment in MUSC 687 requires concurrent enrollment in 2.0 cr. hrs. of appropriate applied music.
2. Consult with the applied music professor to determine date, time & location.
3. Select a recital committee in consultation with the applied music professor. The committee is comprised of one faculty member from the performance area, one faculty member from outside the performance area, and the applied music professor. The [permission form](http://www.emich.edu/musicdance/musc687form.pdf) [<http://www.emich.edu/musicdance/musc687form.pdf>] must be signed by all members of the recital committee. It is the responsibility of the student to see to it that the completed permission form is submitted to the Music & Dance Office.
4. The recital committee will attend the recital, determine whether or not to accept the performance, and assign a grade. If the recital committee decides to fail the recital, the student must repeat unacceptable portions in public performance.
5. If it is necessary to assign an "I" (Incomplete) grade for MUSC 687, the student must register again for 2.0 cr. hrs. of applied music for the semester in which the recital is actually performed.

6. A high quality recording (CD or DVD preferred) of the recital with a copy of the program attached must be submitted to the Music & Dance Office for the School of Music & Dance archive. The expense of recording and production of the recording is the responsibility of the student.
7. The applied music professor, in consultation with his/her colleagues, determines whether or not a pre-recital hearing will be required. It is suggested that a hearing be conducted at least 4 weeks prior to the proposed recital date.
8. The recital will be presented in one of the locations listed on the permission form. Any exception in location must be approved by the Director of the School of Music & Dance.

### **Registration procedures**

1. Schedule the date, time and location through the Music & Dance Office.
2. Obtain consent (signatures) of the applied music professor and the members of the recital committee.
3. Complete the [permission form](http://www.emich.edu/musicdance/musc687form.pdf) [http://www.emich.edu/musicdance/musc687form.pdf] and submit it to the Graduate Coordinator in the Music & Dance Office. Once the Graduate Coordinator approves, permission will be entered for MUSC 687 and the student will be notified when ready to register.
4. Remember: enrollment in MUSC 687 requires concurrent enrollment in 2.0 cr. hrs. of appropriate applied music.

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