



2020-2021
Graduate Student
Handbook

www.music.gsu.edu

Last Revised and Updated by Dr. Lara Dahl (September 2020)

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INTRODUCTION

The School of Music Graduate Student Handbook provides graduate students with the policies and procedures that will facilitate their study at Georgia State University.

This handbook serves as a supplement to the Graduate Catalog, which is the legally binding document regarding university academic policies. The Graduate Catalog is available on the university website at www.gsu.edu. Statements in this handbook do not supersede those found in the catalog. New or changed policies and procedures will be reflected in future revisions of the Handbook. It is the responsibility of the student to be familiar with the policies and procedures in this Handbook, in the university catalog, and with subsequent revisions of policies and procedures.

Failure to comply with these policies and procedures may result in disciplinary action.

COVID-19 AMENDMENT

Certain policies and procedures may be changed for the year 2020-2021 due to the COVID-19 pandemic.

1. ABOUT THE SCHOOL OF MUSIC

1.1 OUR MISSION

“The mission of the Georgia State University School of Music is to preserve, promote, and advance humanity’s rich and expanding tradition of artistic music-making through performance, composition, education, and research in accordance with the urban and global initiatives of the university.”

(Adopted by the School of Music Faculty, June 2002; Revised August 2015.)

1.2 FACILITIES

1.2.1 LOCATION

The School of Music complex occupies three buildings in the Fairlie-Poplar historic district — the Standard Building, the Haas-Howell Building, and the Rialto Center for the Arts. These buildings house classrooms, faculty offices, rehearsal rooms for small instrumental ensembles, student and faculty lounges, and recording studios. Administrative offices of the School of Music are on the fifth floor of the Haas-Howell Building. A state-of-the-art media and technology center is located on the fourth floor of the Haas-Howell Building. Instrumental and choral rehearsal rooms are located in the Helen Aderhold Learning Center, directly opposite the Haas-Howell Building on Forsyth Street. The 380-seat Florence Kopleff Recital Hall, Charles Thomas Wurm Lobby, and adjoining Bill & Billie Lowery Family Green Room, backstage office, and Sue Sigmon Williams Artist Room are located in the Art and Humanities Building at the corner of Gilmer Street and Peachtree Center Avenue. The Rialto Center for the Arts is the venue for concerts by the large conducted ensembles, such as the wind ensembles, orchestra, choirs, jazz, brass, and percussion ensembles. A complete directory of faculty and staff is posted in the lobby of each building.

Street Address

Haas-Howell Building

75 Poplar Street

Suite 520

Atlanta, GA 30303

Music Office: 404-413-5900

Online: www.music.gsu.edu

Mailing Address

Georgia State University

School of Music

P.O. Box 4097

Atlanta, GA 30302-4097

Fax: 404-413-5910

*The Music Office (Haas-Howell Building, 5th floor) is open weekdays from 8:30 a.m. to 5:15 p.m.

1.2.2 FACILITIES AND SECURITY INFORMATION

1.2.2.1 ENTRANCES TO SCHOOL OF MUSIC BUILDINGS

Standard Building	91 Fairlie Street
Haas-Howell Building	75 Poplar Street
Rialto Center Lobby and Box Office	80 Forsyth Street
Florence Kopleff Recital Hall - Arts & Humanities Bldg. Gilmer Street & Peachtree Center Ave.	

1.2.2.2 BUILDING ACCESS

Authorized access times to Standard Building:

Panther Cards: 7 a.m.-11 p.m. DAILY

Authorized access times to Haas-Howell:

Doors open: 7 a.m.-8 p.m. M-F Panther Card Only: Sat & Sun

Authorized access times to Rialto Lower Level:

Panther Card: 7 a.m.-11 p.m. DAILY

*A current Panther Card is necessary to enter School of Music buildings.

1.2.2.3 EMERGENCY PROCEDURES

To reach Georgia State University Police:

1. Dial **404-413-3333** from a non-GSU phone, or 3-3333 from a campus phone.
Or
2. Use one of the EMERGENCY BLUE CALL BOXES located outside Standard, Haas-Howell, and Rialto Center buildings. These phones automatically connect to GSU Police.

If you witness a crime, immediately contact a Georgia State University security cadet or GSU Police. A security cadet is not authorized to stop a crime and will contact police for assistance. If you are leaving a Georgia State building and would like an escort, contact the non-emergency number at GSU Police, 404- 413-2100, for assistance. For your safety, please do not walk alone late at night.

1.2.3 PRACTICE ROOMS

1.2.3.1 LOCATIONS AND POLICIES

Practice rooms are located on the 7th, 9th, and 10th floors of the Standard Building. Piano majors have first priority for practice rooms with grand pianos. Additional rooms intended for the use of percussion and jazz studies students are located in the Rialto Center Lower Level.

In order to protect and preserve our pianos, no drinks or food are allowed in practice rooms. Please use the student lounge areas. Keep all belongings off pianos and do not open them or alter them in any way. Report problems with pianos to the School of Music Reception (5th floor Haas-Howell) at 404.413.5900, stating the room number and description of the problem. Do not cover the windows on practice room doors. This is a Campus Police Policy made with your safety in mind.

Please abide by the rules below. Failure to do so may result in loss of practice room privileges.

1. Practice rooms are for the use of currently registered Georgia State University music students or those in a School of Music ensemble.
2. Practice periods are by the hour, from the top of the hour.
3. Reservations are limited to two-hour blocks at a time. Students wishing to reserve multiple blocks of time in a specific practice room must allow for a two-hour “break” between their requested blocks of time.
4. If an apparently occupied room is vacant for 10 or more minutes, it may be used on a first-come, first-served basis by another party. However, should the person who has reserved the room arrive or return within the allotted time period of his/her reservation, the person who took the practice room must relinquish it. Leaving music, books, or other articles in the practice room does not constitute occupancy.
5. Piano performance and pedagogy majors may reserve practice rooms with a grand piano according to their level of applied study: at the 1000 level, one hour per day; at the 1001 or 2001 level, up to 2 hours per day; at higher levels, up to four hours per day. Other music majors who have piano as their principal instrument may reserve half of their allotted time in practice rooms with a grand piano.
6. Do not leave personal belongings unattended in practice rooms. The Georgia State University School of Music does not assume responsibility for lost or stolen property. Articles left unattended in a practice room may be removed by campus police or School of

Music staff and taken to the Lost and Found.

7. When you leave a practice room, turn off the light. Do not permit others to use our practice rooms. If you have knowledge of unauthorized use of practice rooms, please report it immediately to the campus police or the Music Office.

1.2.4 LOCKERS

Lockers are available to those majoring in music or performing in a School of Music ensemble. Students will be assigned an appropriate locker by a representative of the Production Office at a table in the Standard Building Lounge during the first week of school. Students planning to audition for and/or participate in GSU ensembles before the first day of classes may request a locker assignment earlier in August by contacting the Production Office at the email address:

somproduction@gsu.edu.

Since the number of lockers is limited, students should not ask to be provided a locker that is larger than the required size for their instrument(s). The locker rental fee is \$20, which includes rental for both fall and spring semesters; \$10 for summer semester. Payments will be made through the GSU Marketplace, **only following confirmation from the Production Office**, at tiny.cc/somlockers

Lockers are assigned on a first-come, first-served basis. Once spring semester finals have ended, students must remove the lock and contents from his/her locker, or they will be confiscated and moved to the fifth floor of Haas Howell. If a student no longer needs his/her locker, the Production Staff should be notified so that the locker is available to other students.

1.2.5 LIBRARIES

The University Library contains an outstanding collection of books, scores, sound recordings, periodicals, and databases for the music student. The library catalogue can be found by searching GIL, the library's online catalog. The library also provides online access to numerous reference materials, periodicals, and databases, including two databases of streaming audio files and an online score database. Links to GIL and the various online music resources can be found on the Library's homepage, www.library.gsu.edu. Within the library the standard scores and books are housed on the fourth floor of Library North and the Folio scores on the fifth floor of Library South. The current issues of music periodicals are on the first floor of Library North and the bound issues are on the

third floor of Library North. Listening materials are housed in the Media Center on the second floor at the entrance to Library South. Additional help can be obtained by consulting the music librarian.

1.2.6 MEDIA CENTER (4TH FLOOR, HAAS-HOWELL BUILDING)

The Media Center is a resource for music study and listening. It contains a technology classroom with 18 stations, a multi-media seminar room with a Hi-Def 6.1 surround sound system and an open area with 12 stations equipped with Digital Audio Workstations and MIDI keyboards. All Georgia State University students are welcome to use the Media Center students to study theory, aural skills, audio production, music notation and sequencing.

1.2.7 C.A.R.A

The Center for Audio Recording Arts (CARA) is a complex of recording studios, post-production suite, computer music labs, and offices located on the 11th floor of the Standard Building and the 1st floor of the Haas-Howell building. Its use is restricted to music industry, composition, and computer music students who are enrolled in appropriate courses; a \$75 lab fee is assessed through Banner. See Dr. Robert Thompson for more information

2. GETTING STARTED AT THE SCHOOL

2.1 PLACEMENT TESTS

2.1.1 MUSIC HISTORY

The music history competency exam covers Western concert music and tests the student's familiarity with the basic skills and terminology of music history. Students must meet these basic requirements in order to fulfill their degree requirements. Students who have completed an undergraduate degree at GSU in the previous 7 academic years are exempt from these placement exams.

The exam is divided into two main sections:

1. Music before 1750, or Antiquity through Baroque
2. Music after 1750, or Classical, Romantic, and Modern periods.

Students who do not pass one or both sections of the test may meet the requirement in one of two ways:

1. Retake the exam and earn a passing grade;

Or

2. Take the appropriate remedial course(s): MUS 6890 for Section 1 which meets concurrently with MUS 4800; and/or MUS 6150 for Section 2, which meets concurrently with MUS 4810.

The exam is given twice per year, on the Wednesday before classes start in the Fall and Spring semesters. Students may re-take the entire exam or a single section of it. For students who fail both sections of the exam, a combination of the above remediation procedures is acceptable. (E.g., a student who fails both sections can take MUS 6890 to meet the Section 1 requirement in the fall and retest for Section 2 in a subsequent semester.)

2.1.2 MUSIC THEORY

The music theory placement test covers Common Practice Period music. It includes part-writing and analysis questions. Students must receive a C or better to be exempt from remedial coursework: Review of Harmony, Form, and Analysis (MUS 6160). MUS 6160 is only offered in Fall semesters. The theory music placement exam may not be repeated. Students who have completed an undergraduate degree at GSU in the previous 7 academic years are exempt from these placement exams.

2.2 ADVISEMENT AND REGISTRATION FOR CLASSES

2.2.1 INITIAL ADVISEMENT SESSION

Once admitted to the School of Music, each student will receive an advisement sheet and may schedule an advisement appointment with the Graduate Director or Administrative Graduate Coordinator. Students should also consult with their major area professor on recommended coursework.

2.2.2 TRANSFER CREDIT

A maximum of six (6) semester hours of approved graduate credit from other institutions may be accepted toward a master's degree program and a maximum of thirty (30) semester hours may be accepted toward a doctoral degree. Transfer credit must be approved no later than the end of the second semester in Full Graduate Status. Transferred credits will be included in the time limitations placed on credits applicable to graduate degrees. Please note that the acceptance of transfer credit is not automatic; it must be approved and documented by the Director of Graduate Studies and the College.

2.2.3 FACULTY ADVISORS

The Graduate Director supervises advising for all graduate students with assistance from the Graduate Coordinator. After initial advisement, **students should schedule a minimum of one appointment a semester with their major area professor for additional advising.** The student's advisor will generally remain constant except in unusual cases, such as a change in concentration.

2.2.4 FULL-TIME COURSE LOAD

To be certified as full-time students, graduate students must carry a minimum of nine semester hours. Half-time enrollment is a minimum of 4.5 semester hours for graduate students.

[Undergraduate courses taken by graduate students may be counted toward the academic load, as specified in writing by the graduate college, but do not count towards degree fulfillment.]

International Students: International students in the student visa status of F and J are required to carry a full-time course load as defined by the Department of Homeland Security.

A student who is enrolled in less than a full-time course of study at Georgia State University may be in jeopardy of:

- Losing insurance coverage under their parent/guardian's insurance policy;
- Being out of compliance with the Department of Homeland Security if enrolled at Georgia State University on a student visa;
- Being placed on a loan repayment schedule by a lender or guarantor if the student is the recipient of federal financial aid; **and/or**
- Losing a scholarship if the guidelines for receiving the scholarship require full-time enrollment.

2.2.5 CONTINUOUS ENROLLMENT FOR GRADUATE STUDENTS

Students must always be mindful on the College of the Art's Continuous Enrollment policy which stipulates that a student must be registered for a minimum of 6 credits between any three consecutive semesters (including summers). In other words, the total enrollment of the current term plus the two terms preceding it must add to 6 hours or more at all times.

The status of all students will be checked by the midpoint of each term for compliance with the continuous enrollment requirement. Any student whose enrollment is out of compliance will be placed on inactive status effective at the end of the current term and all pre-registration for subsequent terms will be canceled. Those students will be notified by an e-mail message sent to their official Georgia State University e-mail account.

To resume their programs, inactive students must file for re-entry by the published deadline and must enroll at a level sufficient to satisfy the continuous enrollment criterion. That is, their enrollment in the re-entry term plus the two terms preceding it must total to 6 hours or more. The maximum required enrollment level for the re-entry term is 6 hours. For more information on the re-entry process, see section 1100 of the Graduate Catalog or visit the Re-Entry page.

Completion-Term Enrollment Requirement:

Additionally, all students must be enrolled in the term in which they complete the requirements for their degree. Normally, this is the term in which they will graduate. However, if the requirements are completed after the deadline for graduation in a term, but before the first day of classes in the subsequent term, then it is not necessary to enroll in the subsequent term. If the continuous enrollment criterion is not

met in the term in which degree requirements are completed, then it must be met in the term of graduation. Students who have enrolled for a total 6 or more hours in the two terms preceding the term of completion may register for 1 hour in that term, unless their department requires a higher number of hours.

2.2.6 REGISTRATION ADJUSTMENTS

Except in the case of extenuating circumstances, the School of Music will not approve registration adjustments (late adds, drops, change of instructor, etc.) after the second week of classes. Any adjustments made after the deadlines established by the Registrar's Office will incur late fees. Students who fail to finalize their schedules within the first 10 days of class of any semester are responsible for any negative impact on their programs, credits and grades.

Requests for Time Overrides: Students should NOT register for any classes with overlapping times. In the exceptional case of classes for which start and end times may be concurrent (for example, one class ends at 1:00 and another begins at 1:00), students may request consideration from the Graduate Director for a time override. Time overrides will, in no instance, be given for the convenience of students or to expedite class registrations for earlier graduation dates.

2.2.7 ATTENDANCE AND GRADE POLICIES

Attendance and grading policies are primarily the jurisdiction of individual faculty members within the School of Music. Students should consult course syllabi, the *Graduate Catalog*, and the semester Schedule of Classes (see the Georgia State University Website) for general information regarding attendance and grade policies, including academic honesty. In addition, School of Music students should note the following:

- a. A grade of "I" (Incomplete) will be given only when the majority of work in a class has been completed and the student is unable, for *non-academic* reasons beyond his/her control, to complete the remainder (a final report; an applied jury; etc.).
- b. A grade of "W" (withdrawal) is permitted only prior to the mid-point of the semester. A withdrawal after the mid-point will result in an automatic grade of "WF." A grade of "WF" counts as an "F" in the grade-point average. Students

may DROP classes during the first week of classes using GOSOLAR. Students who withdraw, or are withdrawn administratively, prior to the semester midpoint will automatically receive a grade of “W.”

- c. Students who fail to attend class or lessons during the first two weeks of the semester may be “dropped” by the instructor. No prior notification of students is required, and the School of Music will not reinstate such students. Following the second week of classes, students who fail to make sufficient progress may be withdrawn with a grade of “W.”
- d. In applied music lessons, a maximum of three lessons will be made up due to absences excused by the instructor. Lessons missed for unexcused absences are forfeited unless the instructor elects to make them up.
- e. A grade of “B-” is the lowest acceptable grade for degree credit at the graduate level.
- f. The School of Music adheres to all university policies regarding academic honesty, including unauthorized cooperation on assignments, dishonesty during testing, and plagiarism.
- g. Directed Readings (6999) are intended for individual projects above and beyond standard course work. Independent studies may not be used to fulfill class requirements when classes are offered on a regular basis. Failure to plan a program in collaboration with one’s advisor or a desire to graduate “early” will not be reasons to undertake an independent study.
- h. The use of cell phones (for any purpose) during all music classes (and/or leaving class to answer cell phones) is expressly prohibited.

2.2.8 FINANCIAL AID

Students must resolve financial aid issues with the appropriate university offices <https://sfs.gsu.edu/>. The School of Music cannot intervene directly in financial aid issues, nor can it late-register students merely to meet financial aid stipulations. Students should be sure to check minimum credit-hour enrollments, including summer semester, for financial aid. Most financial aid requires at least half-time (6 credit hours) enrollment. Students must observe all deadlines for payment of fees to avoid being dropped or withdrawn from classes.

The School of Music cannot guarantee reinstatement of classes if students are dropped for non-

payment of fees.

2.2.9 OFFICIAL UNIVERSITY EMAIL COMMUNICATION

A Georgia State email address will be assigned to each student upon admission to the university. Messages sent by Georgia State units, including the School of Music, to Georgia State-provided student email addresses will constitute an official means of communication. Students are responsible for checking their university- issued email accounts. Official School of Music correspondence must take place using official GSU student email addresses.

2.3 *STUDENT LIFE AT THE SCHOOL OF MUSIC*

2.3.1 STUDENT MUSIC ORGANIZATIONS

Membership in the Georgia State University chapters of CNAfME (the Collegiate organization of The National Association for Music Education) and ACDA (the American Choral Directors Association) is open to all music students. CNAfME membership is primarily intended for students who hope to teach music. ACDA membership will assist any student who hopes to direct a choir in any setting.

The Georgia State University Music Industry Student Association is open to any music major or minor. It is affiliated with the National Academy of Recording Arts and Sciences as well as the National Association of Music Business Institutions.

The Georgia State University Student Chapter of Society of Composers, Inc. (SCI) is a professional society dedicated to the promotion of composition, performance, understanding, and dissemination of new and contemporary music. The Chapter sponsors an annual concert of its members' music, co-sponsors the annual Georgia State University New Music Festival, assists with the presentation of neoPhonia New Music Ensemble concerts and serves as a forum for the discussion and promotion of new music on campus.

2.3.2 SOUND LEARNING PROGRAM

Through the School of Music's funded Center for Educational Partnerships (CEPM), students may participate in an innovative community partnership program designed to prepare them with a cross-

section of skills for success in music careers. Community engagement is a growing demand among professional musicians, and schools increasingly are looking to community resources to help implement strong music programs. Most major music schools have begun to incorporate training for community engagement into their curriculums. Sound Learning provides seminars and internships to ensure that Georgia State's graduates are nationally competitive in this arena. For information on how to participate, contact Dr. Patrick Freer.

2.3.3 WORK OPPORTUNITIES

The School of Music receives frequent requests for student musicians and individual tutoring. Job notices are kept in notebooks in the Music Office and posted in the Student Lounge in the Standard Building. The School of Music also hires student assistants for such positions as stage managers and recording technicians. Contact the Coordinator of Facilities for further information. If you have been awarded Federal Work-Study, contact the School of Music administrative office for available job openings.

3. LESSONS AND RECITALS

3.1 APPLIED MUSIC POLICIES

3.1.1 GENERAL INFORMATION

Students usually take a fifty-minute lesson per week with their applied instructor. Students are expected to contact their assigned instructors within the first week of classes to arrange lesson times. Each student should also submit a class schedule and phone number to his/her applied instructor during the first two days of class. Lessons missed by instructors will be rescheduled. Lessons missed by the student may or may not be made up at the discretion of the applied teacher. (See Attendance/Grade Policies).

Applied Music 8001-8004 are for applied study in performance, jazz studies, pedagogy, conducting, and composition concentrations. This course number may also be used for students taking a one-hour lesson in a non-performance concentration such as music education. Applied Music 6000 is a half-hour lesson for secondary applied area study or for students in nonperformance concentrations. Unless applied music is specifically required by their programs, students in non-performance concentrations wishing to study applied music must request permission from the Graduate Director and the relevant applied area coordinator. A studio audition may be required. In general, lessons with part-time instructors cannot be approved for non-performance concentrators. All graduate students enrolled in applied music are required to register concurrently for a minimum of three additional course credits. Students are permitted the number of semesters of applied music indicated on their programs.

3.1.2 ASSIGNMENT OF APPLIED MUSIC INSTRUCTORS

The School of Music assigns applied music instructors in keeping with the contractual assignments, availability, expertise, and teaching loads of faculty in each performance area. Students may request particular instructors; however, final authority for assignment of instructor rests with the Director of the School. Consistently enrolled students who wish to request a change of instructors should do so in writing to the Area Coordinator and Director, specifying in detail the pedagogical reasons for their request. Students who have not enrolled in applied music for one or more semesters will be assigned instructors under the same policies as entering students.

3.1.3 APPLIED MUSIC FEE

Students studying applied music (performance) will be assessed an applied music fee of \$350 per semester for a one-hour lesson (8000 levels) and \$200 for a half-hour lesson (6000 levels). The fee is necessitated by the cost to the university of providing one-on-one instruction. Fees are included in students' university accounts.

3.1.4 FAILURE TO ENROLL CONSISTENTLY OR PROGRESS

Admitted music majors who fail to enroll in required applied music, as stipulated by their respective concentrations, for at least two consecutive semesters (not counting summer) will be required to re-audition for applied music placements or to have a re-audition waived by the applied faculty in their performance areas. Any student who is retained at the same applied level for two consecutive semesters of instruction, whether the semesters are in sequence or not, will be permitted one additional semester of applied lessons to move to the next level. Students who fail to receive promotion of placement in the third consecutive semester of study (whether in sequential semesters or not) will not be permitted to enroll for further applied instruction.

3.1.5 ACCOMPANISTS

Students who need an accompanist for their lessons should follow the procedures designated by their applied instructors. Accompanists are assigned to students by the Coordinator of Accompanying in consultation with applied faculty. More extensive requirements for an accompanist may involve students having to negotiate an appropriate fee (see "Securing an Accompanist for Recital,"). Students are expected to give copies of the music to their accompanists well in advance of a rehearsal or lesson. Once assigned, accompanists are expected to fulfill their commitments.

3.1.6 JURIES

At the end of each semester, music majors who take applied lessons in performance and composition are evaluated by a committee of faculty members known as a jury. The jury provides a collective judgment concerning a student's performing skills, musicianship, choice of repertory, and musical progress. Written comments provide a record of the jury's evaluation. Students who wish to see these comments should contact their applied instructors. Those students enrolled at the 6000 level need not perform for a jury unless their instructors request them to do so.

Two weeks before the end of the semester, a sign-up sheet for juries for each applied area is posted by the area coordinator. Students should sign up as soon as possible to avoid conflict with examinations in other courses. Performance for the jury consists of solos, études, or exercises that have been studied during the semester; composition students must provide scores for evaluation. Applied teachers will inform each of their students of the specific requirements for the jury exam. Each student should keep a record of his/her assignments during the semester and bring to the jury a summary of the materials that have been studied during the semester. This REPERTOIRE SHEET must be submitted to the jury and is calculated into the student's applied grade. Members of the jury write their evaluations on jury sheets, which are submitted to the Music Office for filing. Copies of jury sheets for each student are held by the student's applied teacher. Placement levels for the following semester are assigned at the time of the jury.

Missing a Jury: A student who is unable to appear for a jury examination should notify his/her applied teacher and/or the area coordinator as soon as possible. A student who misses a jury because of illness or other valid reason will be assigned a grade of "Incomplete" for the semester. The student who is assigned an "Incomplete" must make up the missed jury in the following semester, either before or during the examination period, when juries are scheduled. Students who miss a jury for invalid reasons will be assigned a grade of "F."

3.1.7 CHAMBER MUSIC / STUDIO CLASS

Music majors taking applied music at the 8000 level are required to attend studio class or chamber music class as prescribed by the program requirements, the teacher, and the performance area (i.e., brass, woodwinds, voice, etc.). Studio classes may consist of masterclasses, peer performances, or chamber ensembles. Some degree programs require registration for chamber music; other students may elect to register for chamber music. Students not requiring credit for chamber music will register for zero credit under MUS 6010, Performance Laboratory. Failure to fulfill chamber music and studio class requirements may affect the applied music grade.

3.1.8 ENSEMBLES

Every music major enrolled in applied music is required to enroll concurrently in a large ensemble,

i.e., Symphonic Wind Ensemble, Wind Orchestra, a choir, Jazz Band, or Orchestra. [Exception: Students in the Masters of Performance in Voice must take two semesters of choir and two semesters of Opera Theatre Workshop.] Ensemble assignments are made through pool auditions; consult the appropriate ensemble director for details about pool auditions. In the event that an instrumental student is not assigned to an instrumental ensemble, she/he will be required to register for a choral ensemble. Students entering the School of Music for the first time during Spring semester should contact the conductor of the appropriate ensemble to schedule an audition. *Students are expected to enroll in the ensemble(s) into which they have been placed. In some cases, academic awards are tied to participation in ensembles. Students do not have the option of electing an alternative ensemble without permission of the ensemble conductor and the Graduate Director.* All Georgia State University music ensembles are open to the university community by audition.

3.1.9 ONGOING PERFORMANCE EXPECTATIONS

Performance is integral to the music curriculum. All performance majors are expected to perform regularly in studio classes and performance-area recitals. A combination of solo and chamber music performances, determined in consultation with the applied faculty, will be required of each student.

Additional competitive performance opportunities are available annually through the Brumby Concerto/Aria Competition, the Honors Recital, and Dean's Award. Information regarding these opportunities is made available during the school year.

3.1.10 INFORMATION ON NOISE-INDUCED HEARING LOSS

The National Association of Schools of Music and Performing Arts Medicine Association have created the following set of guidelines for protecting your hearing. We strongly encourage you to read this carefully and follow all necessary procedures to ensure long-term hearing health:

- Hearing health is essential to your lifelong success as a musician.
- Your hearing can be permanently damaged by loud sounds, including music. Technically, this is called Noise-Induced Hearing Loss (NIHL). Such danger is constant.
- Noise-induced hearing loss is generally preventable. You must avoid overexposure to loud sounds, especially for long periods of time.
- The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms.
- Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your

hearing.

- Risk of hearing loss is based on a combination of sound or loudness intensity and duration.
- Recommended maximum daily exposure times (NIOSH) to sounds at or above 85 dB are as follows:
 - 85 dB (vacuum cleaner, MP3 player at 1/3 volume) – 8 hours
 - 90 dB (blender, hair dryer) – 2 hours
 - 94 dB (MP3 player at 1/2 volume) – 1 hour
 - 100 dB (MP3 player at full volume, lawnmower) – 15 minutes
 - 110 dB (rock concert, power tools) – 2 minutes
 - 120 dB (jet planes at take-off) – without ear protection, sound damage is almost immediate
- Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of hearing loss. Be mindful of those MP3 earbuds. See chart above.
- The use of earplugs and earmuffs helps to protect your hearing health.
- Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily, even hourly basis.
- It is important to follow basic hearing health guidelines.
- It is also important to study this issue and learn more.
- If you are concerned about your personal hearing health, talk with a medical professional.
- If you are concerned about your hearing health in relationship to your program of study, consult the appropriate contact person at your institution.

This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA). For more information, check out the other NASM-PAMA hearing health documents, located on the NASM Web site at:

http://nasm.artsaccredit.org/index.jsp?page=NASM-PAMA_Hearing_Health.

3.2 GRADUATE RECITALS

3.2.1 GENERAL INFORMATION

Students should check their degree programs and consult with applied faculty and advisors to determine recital requirements. Students must be registered for applied music during the semester of the recital.

Students must be registered for applied music during the semester of the recital. Recitals are approved through a recital jury, given by applied faculty in the student's performance area. A faculty committee attends the recital and completes a Recital Evaluation Form, which is filed in the student's record.

Failure to pass a recital will result in a complete review of the student's program and a decision as to whether the student may continue in his/her program. Recitals must be performed within the allotted semesters of applied music within one's degree program. Failure to perform recitals within the allotted semesters of applied music will require a petition to the faculty to extend applied music lessons. Such consideration will be given only in the case of factors beyond the student's control that have delayed the recital.

Fall semester recitals must be scheduled with the School of Music Production Office no later than October 1st of the fall semester. Spring semester recitals must be scheduled no later than the Tuesday following the Monday Martin Luther King, Jr. Holiday of the spring semester. Recitals will not be held later than the last day of class in any semester. Summer recitals generally are not permitted except by special approval by the Graduate Director. Failure to adhere to prescribed deadlines will jeopardize a student's ability to obtain a recital time. Any student requesting to schedule a recital after the deadline will be assessed a \$25.00 late fee.

The Florence Kopleff Recital Hall is the assumed venue for all student recitals. Requests for other venues must be submitted in writing and approved by the applied instructor and the Graduate Director. Failure to meet recital scheduling deadlines is not an acceptable reason for requesting an off-campus venue. Off-campus recitals still require payment of recital fees. An audio recording and optional video recording of an off-campus recital must be turned in to the Production Office for archival purposes.

Due to the large number of recitals and limited time available in the Recital Hall, receptions for student recitals in the Green Room can only be held following 8:00pm recitals. Students are encouraged to consider off-campus locations for receptions following other scheduled times. The School of Music Production Office should be notified via email of any and all on-campus reception arrangements at least three weeks in advance of the recital date. Recital receptions in the Florence

Kopleff Recital Hall Green Room will incur a \$25 usage fee payable via the uStore.

Per University Policy, on-campus Student Recitals featuring a post-concert reception are not permitted to serve alcoholic beverages of any type. Similarly, no off-campus recitals can be held in an establishment whose primary function is to serve alcohol.

Students are expected to work with applied instructors in planning realistic dates and repertoire for recitals. “Not ready” does not constitute a reasonable excuse for cancellation except in unusual circumstances. Students who cancel for this reason will be placed at the lowest level of priority for subsequent re-scheduling of recitals.

Information for the printed program book must be provided to the PR office electronically at least three weeks prior to the recital date (see complete information below). All posters and flyers must be approved by the Public Relations office before posting. Items posted without official School of Music stamped approval will be removed.

3.2.2 RECITAL ACCOMPANISTS

The School of Music does not provide accompanists for student recitals. Students should expect to hire an accompanist if one is needed. A list of accompanists is available through the Coordinator of Accompanying, Dr. Peter Marshall.

3.2.3 KOPLEFF RECITAL HALL RESERVATION PROCEDURE

Recitals must be authorized by the student’s applied instructor. The student, instructor (and accompanist) should consult the Recital Reservation Calendar and select an agreed upon recital date and time. The student should submit the online recital request, found on the GSU School of Music website. Provided that the time is still available, an email will be sent from the Production Office confirming that the requested time has been held. The student then must pay the required fee within two business days, after which a reservation confirmation will be sent.

Graduate and all other solo recitals require a \$100 recital fee. Payments are made through the GSU Marketplace, **only following confirmation from the Production Office, tiny.cc/somrecitalpayment**

The starting dates at which a recital may be booked are as follows:

FALL

- April 1: Graduate and Artist Diploma
- April 15: Seniors
- May 1: Juniors
- **Deadline for booking a Fall Recital:** September 1

SPRING

- September 15: Graduate and Artist Diploma
- October 1: Seniors
- October 15: Juniors
- **Deadline for booking a Spring Recital:** Tuesday after the Monday Martin Luther King, Jr. Holiday

Audio recording is included with the recital fee. Information about video recording or streaming of recitals can be obtained from the School of Music Production Office.

Dress Rehearsals: Students are entitled to book a dress rehearsal time in the recital hall prior to your recital date. Available dress rehearsal times are available for view on the Recital Reservation Calendar and should be booked after consultation with the student's applied instructor and accompanist(s). Instructors are responsible for unlocking the doors to Kopleff Recital Hall and running the dress rehearsal. Dress rehearsals will not be staffed except in the event that certain specialty hall features are being utilized and planned with the Production Office in advance. Any specialty recital hall features to be used during the dress rehearsal must be communicated and arranged with the Production Office at least two weeks in advance. To book your dress rehearsal, email somrecitals@gsu.edu with your selected date and time.

3.2.4 RECITAL CANCELLATION OR RESCHEDULING

A student should not reschedule or cancel a recital except in rare circumstances. A \$50 penalty will be assessed if a recital is rescheduled or canceled with less than two weeks (14 days) notice or if it is rescheduled or canceled after mid-semester, except in the event of illness, family emergency, death, or reasons left up to the discretion of the Graduate Director. A request to cancel a recital date during the last two weeks of the semester, requires the written approval of the Graduate Director. Students who cancel recitals due to lack of planning or preparation will be placed at the bottom of the priority list for rescheduling in a subsequent semester. Recital fees will be held and applied to the

rescheduled recital date.

3.2.5 PRINTED RECITAL PROGRAMS

The School of Music Public prepares recital programs in a standard format for uniformity. **Complete program information must be provided via email in an attached word document (.doc or .docx) at least three weeks (15 working days, not counting Saturday and Sunday) prior to the recital date.** Information should be emailed to somrecitals@gsu.edu.

Required information includes: Performer name(s), status (Graduate Student), faculty instructor and instrument as well as degree being pursued; names of any assisting students or faculty and the pieces on which they will perform; titles of works, in order (proper titles and correct spellings in original language); composer and arranger names and dates; if and when an intermission will occur; and the quantity of programs needed. Faculty sponsors must email somrecitals@gsu.edu to verify that they have approved the student's submission for the program.

The School of Music does not print bios, program notes or translations. If desired, these are to be completed and copied by the student. The School of Music will print 50 programs unless more are requested (up to 125). Student programs will be limited to one double-sided sheet of paper.

After a proof of the program has been produced, a PDF will be emailed to the student and faculty instructor along with a deadline for response within 2 business days. Failure to respond or to make corrections to the proof by the deadline will result in the program going to press without changes. In such cases, mistakes in print are the responsibility of the student and the faculty supervisor.

All student recitals, both on and off campus, are required to have an official GSU School of Music program. **Note:** Students are not permitted to design and print their own programs for distribution. If program information is not submitted three weeks prior to the recital date, students may be required to announce their programs from the stage.

4. GRADUATE ASSISTANTS

Graduate assistantships are available to a select number of students each semester. Assistantships typically require 10 (ten) hours of work per week. Assistants are assigned supervisors, specified in the letter offering the assistantship. It is the responsibility of the assistant to contact the supervisor before classes begin to discuss duties and scheduling. Ph.D graduate assistants/fellows are advised and supervised within the music education division. Because of the nature of the School of Music, assistantship requirements may vary from week to week, and may require availability at a variety of times.

Graduate assistants receive a tuition waiver; there are, however, some fees not covered by the waiver (including, but not limited to, GSU student fees, graduation, matriculation, and applied music fees). Assistants are also eligible for a 10% discount at the University Bookstore. Graduate assistants must register for at least twelve (12) credit hours each semester and maintain a 3.0 (or better) GPA. Graduate Assistants must register for MUS 8920 (Research or TA in Music) every semester of their GA appointment. Attendance is required, and continuation of assistantships is partially dependent on participation in this class.

Georgia State University also requires that graduate assistants have health insurance. A student health policy is made available by the Board of Regents for those students who are not otherwise covered by insurance.

Graduate assistants are employees of the University and must fill out employment forms with Human Resources. You must be “in the system” in order to be paid, so this is very important.

Some graduate assistants will require classroom or office keys to fulfill their duties. These requests are made through the Production Manager, Bram Creighton, with the approval of your supervisor.

Graduate Assistantships and “outside” obligations: Graduate Assistantships are awarded to students demonstrating high potential for success and a commitment to full-time study. Graduate assistants should not accept outside obligations that will interfere with the performance of their assistantship assignments or class schedules. Assistantship responsibilities and course schedules cannot be adjusted to suit outside work or performance obligations, including choral/orchestral rehearsals, conducting obligations, private teaching schedules or part-time work the student has elected to pursue. Failure to perform the duties prescribed and expected as part of a Graduate

Assistantship, including those associated with one-time obligations or unusual hours and programs, will result in the immediate reassignment of the assistantship to another student.

4.1 FERPA

We want you to be aware of your responsibility to protect your students' records and comply with the Family Educational Rights and Privacy Act (FERPA).

FERPA gives students the right to access their education records and protects their records from disclosure. Generally, an education record is any record related to a student that is maintained by the University. You and University Officials may access student education records to the extent necessary to do your work at GSU, but you may not share education records unless the student either gives written permission to do so or some statutory exception exists allowing for the disclosure.

The University and its employees may be sanctioned for violating FERPA. To assist you with compliance, following are some basic FERPA do's and don'ts:

DO:

- Communicate grades in a manner that does not disclose the grades of one student to other students.
- Get written permission from a student before you release any information from student education records that is not designated by Georgia State University as "directory information" in its FERPA Policy. The definition of "directory information" and a standard release form can be found at <http://registrar.gsu.edu/academic-records/records-management/ferpa/> Even if the information you are releasing meets the GSU definition of directory information, be sure to first verify the Office of the Registrar that the student has not requested that his/her directory information be suppressed.
- Contact the Office of the Registrar if you have any questions regarding the release of a student's education records.

DON'T

- Do not post grades in an open place (classroom door or bulletin board).
- Do not post grades with student names or other personally identifiable information.
- Do not announce grades or personally identifiable information to the class or a group of students.
- Do not give grades or other information from education records to persons other than the student. Refer parent's questions and requests to the Office of the Registrar for information.
- Do not include a student's grades or GPA in a reference letter without written permission from the student.
- Do not disclose student information unless it is designated by the University as directory information and you have confirmed with the Office of the Registrar that the student has not submitted a request that his/her directory information be suppressed.

Please follow these basic guidelines to ensure compliance with FERPA. If you have any questions or concerns, please do not hesitate to contact the Office of the Registrar 404-413-2900.

4.2 TITLE IX

Georgia State University strives to create a safe environment for students, faculty and staff. The university does not tolerate sexual misconduct and prohibits crimes of sexual violence such as dating violence, domestic violence, sexual assault and stalking.

The purpose of this email is to inform you about Title IX and the Campus Sexual Violence Act (SaVE Act), a provision of the Violence Against Women Act. These regulations require the university to report certain crimes under the Clery Act, adopt certain student discipline procedures and institutional policies to prevent sexual violence, and educate faculty and staff on awareness and prevention of sexual violence.

Under these regulations, faculty, staff, **and graduate assistants** are considered responsible employees and have a duty to report to the university instances of sexual harassment or violence involving members of the university community. Sexual misconduct includes dating violence, domestic violence, sexual assault and stalking. Graduate assistants should report as outlined below:

- Sexual misconduct by students should be reported to the Dean of Students, Office of the Dean of Students, Suite 300, Student Center, 404-413-1515.
- Sexual misconduct by faculty or staff should be reported to the Associate Vice President of Human Resources Administration and Opportunity Development/Diversity Education Planning, 1 Park Place South, Suite 308, 404-414-2567.

Individuals who are victims of sexual violence may seek assistance and disclose information confidentially as outlined below:

- Faculty and Staff Assistance (FASA), 404-413-3342
- Georgia State Counseling and Testing Center, 404-413-1640
- Georgia State Student Health Clinic, 404-413-1950
- Georgia State Student Victim Assistance Services, 404-413-1965

In addition, individuals may report to the Georgia State Police Department, 404-413-3333.

To prepare you for the possibility that you will need to report instances of sexual harassment or violence, Georgia State University is providing online education to faculty, staff, and **graduate assistants**.

The sexual misconduct related training is being offered via Haven for Employees. Haven for Employees is an online learning module that will provide you with the appropriate information on the prevention of sexual misconduct and your role as a “responsible employee.” Completion of Haven for Employees ensures that the University is in compliance with the USG Board of Regents mandate. Haven will take you approximately 45 minutes to one hour to complete--you do not need to complete the course in one sitting. Haven consists of two parts, Part 1 includes a Pre-survey and course content. Thirty (30) days after you have completed Part 1 you will receive an email notifying you that Part 2 is ready.

Select the following link to begin the module:

<https://shib.everfi.net/login/default.aspx?id=GSUHavenFacultyStaff>

Instructions for accessing the course:

1. Login using your campus id and password
2. Register by selecting your age group, status (faculty, graduate assistant or staff), agree to the terms of service, select next, and begin the course

Below is a list which includes information about the university’s support services that are available on and off campus. If you have any questions about this information, please contact Linda Nelson, Georgia State’s Title IX coordinator, at 404-413-3290 or Darryl Holloman, Georgia State’s Deputy Title IX coordinator and Dean of Students, at 404-413-1515.

On-Campus Support Services/Resources Student Health Clinic (Confidential Disclosure) 141
Piedmont Avenue, Suite D
404-413-1950
<http://health.gsu.edu>

Counseling & Testing Center (Confidential Disclosure) 75
Piedmont Avenue, Suite 200
404-413-1640
<http://counselingcenter.gsu.edu>

Student Victim Assistance Services (Confidential Disclosure) 75
Piedmont Avenue, Suite 239
404-413-1965

Georgia State Police Department (Law Enforcement Reporting) 15
Edgewood Avenue NE
404-413-3333
Office of the Dean of Students
(Incident Reporting - Sexual Misconduct by Students)

Student Center, Suite 300
404-413-1515
<http://deanofstudents.gsu.edu>

Student Health Clinic (Confidential Disclosure)
141 Piedmont Avenue, Suite D
404-413-1950
<http://health.gsu.edu>

Off-Campus Support Services/Resources

Atlanta Bar Association
229 Peachtree Street NE, Suite 400
Atlanta, GA 30303
404-521-0777
www.atlantabar.org

Criminal Justice Coordinating Council
104 Marietta Street NW, Suite 440
Atlanta, GA 30303
404-657-1956
www.cjcc.georgia.gov

Grady Rape Crisis Center
Sexual Assault Nurse Examiner (SANE) 80
Jesse Hill Drive
Atlanta, GA 30303
404-616-4861
www.gradyhealth.org

Day League (formerly DeKalb Rape Crisis Center)
204 Church Street
Decatur, GA 30030
404-377-1428
www.dayleague.org

DeKalb Medical Center - Hillandale Sexual
Assault Nurse Examiner (SANE)

2801 DeKalb Medical Parkway
Lithonia, GA 30058
404-501-8000

DeKalb Medical Center – North
Sexual Assault Nurse Examiner (SANE)
2701 North Decatur Road
Decatur, GA 30033
404-501-1000

Gwinnett Sexual Assault Center
Sexual Assault Nurse Examiner (SANE)
770-476-7407
www.gsac-cac.org

5. GRADUATION

5.1 APPLICATION TO GRADUATE

In order to be cleared for graduation, all students in all degree programs **MUST APPLY** for graduation. Deadlines are variable, but are generally very early in the semester **BEFORE** the semester in which you plan to graduate. Check the GSU (not School of Music) website under “Current Students/Registrar” for complete information. Failure to apply by the deadline will delay a student’s graduation.

5.2 COMPREHENSIVE EXAMINATION

The Comprehensive Exam is a component of all Master of Music degree programs offered through the School of Music. It serves to assess the student’s knowledge regarding music history and literature, music analysis, and performance, pedagogical and technical issues related to his/her concentration. The student will be expected to synthesize his/her knowledge and demonstrate a high level of musical understanding.

The School of Music employs two basic models for the comprehensive exam.

5.2.1 PERFORMANCE/PEDAGOGY/JAZZ STUDIES/COMPOSITION DEGREES

The student is responsible for assembling his/her committee. He/she should have his/her committee established at least six (6) weeks prior to the exam; individual areas may require an earlier formation deadline. Each committee member will provide the student his/her question(s) at least four (4) weeks prior to the exam. Exams must be completed by October 31 (in Fall semesters) or March 31 (in Spring semesters). Entirely written exams must be completed by October 15 (in Fall semesters) or March 15 (in Spring semesters). Comprehensive exams should not be scheduled during the Summer term; students intending to graduate in the Summer should have their exams completed by April 30. If a follow-up exam is needed, it must be completed within two (2) weeks of the original exam.

In preparation for the exam, the student should provide each committee member with a list of repertoire studied during the program (if applicable), as well as a list of coursework taken for the degree.

5.2.1.1 MAJOR AREA REQUIREMENTS:

Each area will determine the proficiency requirements for the Comprehensive Exam for the Major Area. The appropriate area will administer the Major Area portion of the comprehensive exam and students will be required to demonstrate proficiency as determined by their major professor and/or area coordinator. These exams may consist of a paper, an oral exam, program notes for a recital, a short lecture to be presented in conjunction with a recital, etc.

5.2.1.2 FOUNDATION STUDIES REQUIREMENTS:

At the beginning of each semester, the graduate director will determine the number of students needing to complete comprehensive exams in order to graduate. Each foundation studies faculty member will be assigned an equal portion of these students. Once a faculty member has reached their maximum number of comprehensive exam requests, students will no longer be able to request that faculty member. Graduate students will be responsible for requesting faculty exam members (**one from theory and one from history**) to be on their committee. Each foundation studies member will determine appropriate comprehensive examination questions, based on the coursework the student has completed at GSU and their appropriate field, and will administer the exam as they see fit. This can be an oral exam, written exam, papers, etc.

It will be the student's responsibility to complete all portions of these comprehensive exams and collect appropriate approval signatures from their major area, history AND theory and turn their final comprehensive exam form into the graduate director.

5.2.1.3 EXAM QUESTIONS

Exams may be entirely oral, entirely written, or a combination. An entirely written exam may be supplemented by a follow-up oral exam, if needed. It is expected that students will be able to answer all questions in an oral exam fluently and persuasively, reflecting a true mastery of the material. A very high level of preparation is expected. Students will NOT be allowed to use notes during an oral exam, with the following exception: an annotated score may be used in answering an analysis question.

In a written exam, the student will be expected to present essays that are scholarly, reflecting a fully absorbed understanding of the material. The essays should conform to the highest professional standards, with full and correct citations of utilized sources.

A student may be required to do a supplemental exam on questions from one or more categories. The student will have one (1) opportunity to pass a supplemental exam on each category deemed unsatisfactorily answered in the original exam; if the supplemental exam response is deemed unsatisfactory, then the entire exam will be considered a failure.

If a follow-up exam is needed, it must be completed within two (2) weeks of the original exam.

5.2.2 PORTFOLIO FORMAT (MUSIC EDUCATION)

5.2.2.1 COMMITTEE MEMBERSHIP

Each committee will be comprised of at least three faculty members. Each area will decide the precise number of committee members, subject to the following conditions: 1) the student's major professor will chair the committee; 2) where possible, at least two members will be from the student's major area; and 3) at least one committee member must be from Foundation Studies. In all cases, the precise area-specific requirements of the committee membership will be reflected in all published materials.

5.2.2.2 DEADLINES

The student is responsible for assembling his/her committee. He/she should have his/her committee established at least six (6) weeks prior to the exam; individual areas may require an earlier formation deadline. Oral exams must be completed by October 31 (in Fall semesters) or March 31 (in Spring semesters). Entirely written exams must be completed by October 15 (in Fall semesters) or March 15 (in Spring semesters). Comprehensive exams should not be scheduled during the summer term; students intending to graduate in the Summer should have their exams completed by April 30. If a follow-up exam is needed, it must be completed within two (2) weeks of the original exam.

In preparation for the exam, the student should provide each committee member with a list of repertoire studied during the program (if applicable), as well as a list of coursework taken for the degree.

5.2.2.3 EXAM QUESTIONS

The exam will comprise questions in three basic categories: 1) research/history/literature; 2) performance/pedagogy/technique; and 3) music analysis. The student may be given one or more questions under each category; each committee member will give at least one (1) question.

In the portfolio model, the student will present a paper or project, either newly developed or a revision of earlier work, as a centerpiece of the exam. It is expected that the paper or project will focus on one of the three basic categories; additional questions will be given in the other categories.

The Music Education comprehensive exam takes the form of a cumulative paper and portfolio, approved by the School of Music. A description of the exam appears below:

CUMULATIVE PAPER AND PORTFOLIO: Students are required to fulfill two parameters during the final semester of coursework toward the MM in Music Education. These comprise the presentation of a cumulative paper and cumulative portfolio.

CUMULATIVE PAPER: The cumulative paper will be a research paper of substantial scope and length. The cumulative paper will be developed with faculty guidance throughout a student's tenure at GSU. The paper may (or may not) involve a research project overseen by the university's Institutional Review Board. The cumulative paper will be presented to the review committee in written form one month prior to an oral defense. The defense will consist of a research poster presentation, a PowerPoint-based overview of the content, and responses to questions from the review committee.

CUMULATIVE PORTFOLIO: The portfolio will be evaluated by a review committee at the time of the cumulative paper presentation. The portfolio should consist of at least seven sections: one section of each of the four core courses (MUS 7400, 7590, 8240, and 8260), one section for the primary methods course, one section for the Research or Pedagogy Project, and one section for the courses in Musical Studies. Each section should include at least one paper (or substantive project not limited to print form) that demonstrates substantial learning. The opening pages of the portfolio should include the student's current resume, a list of professional development activities undertaken during the course of study (conferences attended, workshops given, articles written, etc.), and a 1500 word (minimum) statement about how the specific contents of the portfolio demonstrate both the breadth and depth of learning during the course of study.

5.2.2.4 EXAM PROCEDURES

It is expected that students will be able to answer all questions in an oral exam fluently and persuasively, reflecting a true mastery of the material. A very high level of preparation is expected. Students will NOT

be allowed to use notes during an oral exam, with the following exception: an annotated score may be used in answering an analysis question. Naturally, students will be able to refer to their portfolio document.

In a written exam, the student will be expected to present essays that are scholarly, reflecting a fully absorbed understanding of the material. The essays should conform to the highest professional standards, with full and correct citations of utilized sources.

5.2.2.5 EVALUATION

Each category of the exam will be judged separately as Satisfactory or Unsatisfactory. It is expected that the Committee will endeavor to make a unanimous decision on each category. In the event of a disagreement, it is recommended that the primary questioner's judgment should prevail, with the following exception: where the primary questioner judges the response to be Satisfactory but a majority of the Committee deems it Unsatisfactory, it is recommended that the response be deemed Unsatisfactory.

A student may be required to do a supplemental exam on questions from one or more categories. The Committee has the discretion to permit such supplemental exams to be conducted solely between the student and the relevant questioner or to require that the entire Committee reconvene for the follow-up. The student will have one (1) opportunity to pass a supplemental exam on each category deemed unsatisfactorily answered in the original exam; if the supplemental exam response is deemed unsatisfactory, then the entire exam will be considered a failure.

If a follow-up exam is needed, it must be completed within two (2) weeks of the original exam. After the exam, the School of Music Comprehensive Exam form with all signatures must be submitted to the Administrative Graduate Coordinator in Haas Howell.

6. APPENDIX

The following pages include: the Comprehensive Exam Report (for Non-Music Education majors), the Comprehensive Exam Report (Music Education majors), the Instrument Check-Out and Rental Fees Procedure, and the Student Appeals Policy and Procedures of the College of the Arts.

**Georgia State University
School of Music**

Comprehensive Exam Report: Performance/Pedagogy/Jazz Studies/Composition Degrees

Student:
Concentration:

Panther ID:
Exam Date:

Major Area Recommendation

Topic:

_____ Pass _____ Repeat (specify what topic(s) should be repeated)

Exam may be repeated once within the semester if the completion deadline has not be reached. If past the deadline, the exam should occur the next semester.

Faculty Member Signature:

(Print)

(Sign)

Theory Area Recommendation

Topic:

_____ Pass _____ Repeat (specify what topic(s) should be repeated)

Exam may be repeated once within the semester if the completion deadline has not be reached. If past the deadline, the exam should occur the next semester.

Faculty Member Signature:

(Print)

(Sign)

History Area Recommendation

Topic:

_____ Pass _____ Repeat (specify what topic(s) should be repeated)

Exam may be repeated once within the semester if the completion deadline has not be reached. If past the deadline, the exam should occur the next semester.

Faculty Member Signature:

(Print)

(Sign)

**Georgia State University
School of Music**

Comprehensive Exam Report: Music Education

Student:

Panther ID:

Concentration:

Exam Date:

Topics: Evaluation of student's performance:

- Satisfactory on all topics
- Unsatisfactory on one or two topics
- Unsatisfactory on all topics

Recommendation:

- Pass Repeat (specify what topic(s) should be repeated)

Exam may be repeated once within the semester if the completion deadline has not been reached. If past the deadline, the exam should occur the next semester.

Date for follow-up exam _____

Faculty Committee Member Signatures:

_____	_____
_____	_____
_____	_____

PRINT

SIGN

A.2 INSTRUMENT CHECK-OUT AND RENTAL FEES

Students may check out an instrument for method courses and ensembles if authorized by a faculty member. An instrument may also be checked out for studio lessons if approved by the instructor.

Students must be enrolled in an applied course, an ensemble, or a methods class that requires the use of that instrument. **Use of School of Music instruments or equipment for personal performance jobs is not permitted.** An instrument is checked out for a period of one semester and is to be returned prior to last day of final exams. It may be renewed for additional time with faculty authorization; however, a new check-out with faculty approval will be required. Any instrument that is returned after the last day of exams will be subject to a late fee of \$40 plus an additional \$1.50 per day. This fee is due at the time the instrument is returned. Instruments **MUST** be checked out through the Instrument Rental Office on the 2nd floor of the Standard Building.

Instrument Check-out Procedure:

1. Students must present an instrument check-out form with faculty approval and a fees-paid receipt indicating eligibility for instrument check out.
2. After examining the instrument, the student signs a receipt stating that it is in good condition and he/she accepts responsibility for its care.
3. When the instrument is returned, it will be checked for damage and loss of parts. **Students are responsible for damages and loss.**
4. In case of damage, loss or late return, the student must make restitution, or a hold will be placed upon grades and/or registration for the following semester.

It is highly recommended that students arrange for a rider to be attached to their homeowner's insurance policies to cover checked-out Georgia State University instruments, as students are responsible for instruments that have been checked out to them.

A.3 STUDENT APPEALS POLICY AND PROCEDURES OF THE COLLEGE OF THE ARTS

The University, the College of the Arts, and the School of Music all endeavor to conduct their affairs with the utmost integrity. Nevertheless, there are occasions when a student believes that her final course grade has been given in a manner that is arbitrary, discriminatory, or inequitable. In those cases, the student is strongly encouraged to discuss her concerns with the instructor (and, if possible and appropriate, the area coordinator) prior to filing a formal grade appeal. Instructors are strongly encouraged to be available to students for such discussion regarding grades so that grade disputes, to the extent possible, are resolved informally. In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Director of the School of Music.

The following policy and procedures relative to appeals shall be applicable to all students enrolled in classes or programs in the College of the Arts.

I. Policy

- A. Students enrolled in classes or academic programs in the College of the Arts at Georgia State University who desire to appeal a decision rendered at the school level have the right to seek redress by following the procedures described herein.
- B. The appeals process is designed to provide an impartial review of decisions or actions that are believed to be capricious, arbitrary, or discriminatory.
- C. Appeal Criteria - The following criteria shall apply in the appellate process:
 - 1. The procedures for appeals as set forth herein apply to students enrolled in classes or programs of the College of the Arts.
 - 2. Appeals shall be heard at the College level only after an initial decision has been rendered at the school level in accordance with the established procedures.

II. Procedures for Making Appeals

The following guidelines make explicit the procedures used in the School of Music for resolving grade disputes. They conform to the University guidelines, which can be found in the Undergraduate and Graduate Catalogs.

1. The Student's Letter of Appeal

If a student decides to appeal a final grade, the petition of appeal must be presented to the Director within ten (10) class days of the beginning of the semester immediately following the one in which the disputed grade was given.

The Student's letter of appeal should explain why she believes the grade received was arbitrary, discriminatory, or inequitable. She should attach a copy of the course syllabus, any relevant graded and returned assignments, and other pertinent documents in her possession.

2. The Faculty Member's Response

When the Director receives an appeal, he will forward a copy of the letter of appeal to the Faculty Member involved. The Faculty Member will provide a written response to the student's appeal letter within five (5) business days of receipt. She should attach a copy of the syllabus and any of the student's work in her possession.

3. The Director's Decision

According to University guidelines, the Director will normally provide a written decision to the student within ten (10) business days of receiving the petition. The Director will provide a written copy of his decision to both the Student and the Faculty Member.

In making his decision, the Director may consult the Associate Director, the Graduate Director, the Executive Committee, and any other person whose advice may be deemed relevant to his deliberations. The Director may also request additional documents not previously provided by the Student or the Faculty Member.

4. Appeal to the Dean

The Student retains the right to appeal the Director's decision to the Dean of the College of the Arts. Appeals to the Dean are made solely on the basis of the written record. The Undergraduate and Graduate Catalogs explain this appeals process.