

## UNDERGRADUATE MUSIC STUDENT HANDBOOK

Department of Music  
College of Fine Arts and Communication  
Towson University

(Approved 12 December 2000; Revised January 2024)

Welcome to the Department of Music at Towson University. This handbook will be helpful to you in the semesters ahead. This document will be updated periodically; therefore, please refer to the Department of Music website for the most recent edition (<http://www.towson.edu/music>).

If you have questions, please contact us. We will be glad to help.

### **Department of Music Administration**

Phillip Collister, Chairperson	CA 3095-A, 410-704-2143, <a href="mailto:pcollister@towson.edu">pcollister@towson.edu</a>
Mary Ann Criss, Assistant to the Chairperson	&
Academic Program Coordinator	CA 3095-B, 410-704-2836, <a href="mailto:mcriss@towson.edu">mcriss@towson.edu</a>
Karen Gempp, Administrative Assistant	CA 3095-G, 410-704-2840, <a href="mailto:kgempp@towson.edu">kgempp@towson.edu</a>
John Spivey, Computer/Audio Manager	CA 3104, 410-704-4633, <a href="mailto:jspivey@towson.edu">jspivey@towson.edu</a>

### **Music Major and Music Minor Advising Committee**

Phillip Collister	CA 3095-A, 410-704-2143, <a href="mailto:pcollister@towson.edu">pcollister@towson.edu</a>
Leneida Crawford	CA 2098, 410-704-2818, <a href="mailto:lecrawford@towson.edu">lecrawford@towson.edu</a>
Mary Ann Criss	CA 3095-B, 410-704-2836, <a href="mailto:mcriss@towson.edu">mcriss@towson.edu</a>
Jim McFalls	CA 2109, 410-704-2689, <a href="mailto:mjim@towson.edu">mjim@towson.edu</a>
Melissa McCabe	CA 3090, 410-704-5175, <a href="mailto:mmccabe@towson.edu">mmccabe@towson.edu</a>
David Cosper	CA 2093, 410-704-2830, <a href="mailto:dcosper@towson.edu">dcosper@towson.edu</a>

### **Division Leaders**

Music Education, Melissa McCabe	CA 3090, 410-704-2257, <a href="mailto:mccabe@towson.edu">mccabe@towson.edu</a>
History & Culture, Aaron Ziegel	CA 2091, 410-704-2812, <a href="mailto:aziegel@towson.edu">aziegel@towson.edu</a>
Instrumental Applied, Luis Engelke	CA 3100, 410-704-4664, <a href="mailto:lengelke@towson.edu">lengelke@towson.edu</a>
Music Technology, George Redman	CA 3097, 410-704-3271, <a href="mailto:gredman@towson.edu">gredman@towson.edu</a>
Jazz Studies, Jason Rigby	CA 2098, 410-704-3272, <a href="mailto:jrigby@towson.edu">jrigby@towson.edu</a>
Keyboard, Eva Mengelkoch	CA 4061, 410-704-2827, <a href="mailto:emengelkoch@towson.edu">emengelkoch@towson.edu</a>
Theory & Composition, Christopher Dillon	CA 4065, 410-704-2821, <a href="mailto:cdillon@towson.edu">cdillon@towson.edu</a>
Voice, Lori Hultgren	CA 2098, 410-704-2826, <a href="mailto:lhultgren@towson.edu">lhultgren@towson.edu</a>

### **Emergencies and Text Alert System**

Campus Police	410-704-4444
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Students, faculty, and staff are strongly encouraged to register for the University's state-of-the-art emergency notification system. It is the safest way to ensure that you receive critical university notifications on safety issues, school closings and weather alerts. For instructions on how to register for an account go to <https://www.towson.edu/publicsafety/notification/> or if you have questions, contact the University Police at 410-704-2134.

### **Official Bulletin Board**

Official Department Announcements

Center for the Arts, third floor, left hand side of hallway  
leading to Music faculty offices and studios

### **Statement of Compliance**

All policies in this document may not contradict or conflict with those of the University of Maryland System Board of Regents, American Association of University Professors, Towson University, the College of Fine Arts and Communication, and the Department of Music Policies and Procedures for Promotion, Tenure, re-appointment and merit.

University policy is documented in chapter two of the *Towson University Faculty Handbook*. The *University of Maryland System Policy on Appointment, Rank and Tenure of Faculty* is found in the *Towson University Deans/Chairpersons Handbook*.

### **Academic Honesty**

Students shall not submit as their own work any work which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, or such special assistance as may be specified or approved by the appropriate faculty member is allowed. When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of faculty or other appropriate authority.

### **Access to Department Files**

In accordance with both Federal law and University policy, you have access to appropriate portions of your departmental file upon written request. To access the file, you must complete the "Request to View Student Departmental Record" form that is available in the Music Department Office (CA3095). The form details regulations regarding student files. The process usually takes several days because files must be inventoried before being viewed by the student.

### **Accompanists**

Students with keyboard skills often provide accompanying services to other students in studio contexts, at juries and for recitals. While some accompanists may be assigned (based on assistantships or instructional obligations), most students should expect to obtain and pay for their own accompanists. Accompanists from outside the university may be used. Your applied teacher may be able to assist you in finding an accompanist.

Students interested in becoming an accompanist should contact the Keyboard Division leader.

### **Music Major Group Advising Days and the Intentional Advising Program**

Periodically, the department will schedule group advising days, and all music majors are required to attend. Group advising days are generally scheduled on a Tuesday or Thursday at 11:00 am during the first week in October and/or early March prior to the beginning of the registration period. An email will be sent to students via their TU email address and signs are posted in the hallways and on bulletin boards announcing the date and location. If you have a legitimate, verifiable excuse and cannot attend, you must inform your assigned advisor in writing several days prior to the group advising session.

All music majors and music minors are assigned to advisors within the Department of Music. All advising assignments can be viewed on Towson's Online Services "Student Center" page. Questions about advising assignments should be referred to the Assistant to the Chairperson/Academic Program Coordinator. Students and faculty may not change advising assignments until they consult the Assistant to the Chairperson/Academic Program Coordinator.

Music performance minors and music industry minors must meet with their assigned music department advisor each semester prior to registration.

All music majors MUST meet with their assigned advisor each semester during the registration period. Freshmen are required to meet with their assigned first year experience advisor at least twice per semester. Academic Advising Holds are placed on student accounts every semester, and your advisor will remove the hold after you have met with him/her. Procedures and deadlines are posted each semester on the Official Announcements Bulletin Board and on the department's website. It is important that you read the information carefully and meet all departmental deadlines so that you can enroll for department consent courses, lessons, degree recitals and applicable ensembles in a timely manner.

Transfer and second bachelor students should also review information under the heading titled "Transfer Student and Second Bachelor's Candidate Advising and Transfer of Credit."

#### **Applied Composition Lessons and Composition Seminar**

Music composition students in the MM, BM and BS degrees must enroll for applied composition lessons with an instructor provided by the university. All students enrolled for those lessons are required to attend a weekly composition seminar. Activities in the seminar range from topics concerning composition by students, faculty, and guest artists. Generally, the day and time for the composition seminar will appear on your schedule under your applied composition lessons. Occasionally special events are scheduled outside of the seminar time. Attendance at those composition events is mandatory.

Each degree program has specific requirements regarding the number of units students earn in order to graduate. One unit of credit equals a 25-minute lesson; 2 units of credit is equivalent to a 50-minute lesson. As mentioned above, students also attend a 50 to 75-minute weekly composition seminar. Students are expected to be prepared for each weekly lesson and, at a minimum, should plan to compose 5 hours per week of 1 registered unit. A 2-unit lesson has expectations of composing for 10 hours between weekly lessons.

Students who let their lessons lapse one regular term or more are subject to re-interviewing in order to continue as a music major or a music minor. Students who do not pass the re-interview may, at the discretion of the Department of Music Chairperson, be excluded from their degree program or required to take additional lessons before being fully reinstated.

In addition to tuition, students are charged a lesson fee each term for their applied lessons. Because of the technology support for the composition program, composition students are also charged a technology fee for lessons.

Department consent (student specific permission) is required to register for all private lessons. Prior to obtaining authorization, you must list the lessons on the Request for Music Course Authorization form (available in CA 3095 and on the department's website). Prior to registration each semester, deadlines and procedures are posted on the "Official Announcements" bulletin board and the Department of Music website. After your advisor forwards your course enrollment information to the Assistant to the Chairperson/Academic Program Coordinator, you will be authorized within 3 to 5 business days. You are then responsible for registering for your lessons by the posted deadline. **PLEASE NOTE – the online registration system defaults at 1 unit for all lessons. If students plan to**

**enroll for 2 units of lessons, they must manually change the default of 1 unit to 2 before saving their registration entry.**

No lessons will be added after the official “University Change of Schedule Period.” If you withdraw from lessons after the start of classes, your lesson fees are **NOT** refundable. Refer any questions regarding lesson enrollment and lesson fees to the Assistant to the Chairperson/Academic Program Coordinator.

Students should contact their applied lesson instructor as soon as possible to schedule their lesson time. This is usually done at the first master class of the term. If students have trouble contacting their applied instructor, they should contact the Assistant to the Chairperson/Academic Program Coordinator promptly. Again, it is the student’s responsibility to schedule his/her applied lessons with the assigned instructor.

Music majors and minors in composition are given priority for applied composition lessons. Other students may take lessons for elective credit if they pass a screening interview and if space is available in the applied instructor’s teaching load.

### **Applied Vocal and Instrumental Lessons and Master Classes**

Music majors and music performance minors must enroll for applied lessons on an instrument or in voice with an instructor provided by the university. All students enrolled for those lessons are required to attend a weekly master class. Activities in master classes range from topics concerning the instrument, prevention of performance injuries, pedagogy, and performances by students, faculty, and guest artists. Students taking applied instrumental lessons will receive instruction in practice habits that promote good hearing and musculoskeletal health. Students taking applied voice lessons will receive instruction in practice habits that promote good hearing and vocal health.

Generally, the day and time for your master class will appear on your schedule under your applied lessons. Most master classes are held on Tuesdays or Thursdays at 11:00 am. If “TBA” appears on your schedule under your applied lessons, your applied instructor will select a day and time that will fit student schedules for the weekly master class. Occasionally special master classes are scheduled outside of the normal time. Attendance at those master classes within your performance area is mandatory.

Each degree program has specific requirements regarding the number of units students earn in order to graduate. One unit of credit equals a 25-minute lesson; 2 units of credit is equivalent to a 50-minute lesson. As mentioned above, students also attend a 50 to 75-minute weekly master class. Students are expected to be prepared for each weekly lesson and, at a minimum, should plan to practice 2 hours per day.

Students who let their lessons lapse one regular term or more are subject to re-auditioning in order to continue as a music major or a music minor (performance track). Students who do not pass the re-audition may, at the discretion of the Department of Music Chairperson, be excluded from their degree program or required to take additional lessons before being fully reinstated.

In addition to tuition, students are charged a lesson fee each term for their applied lessons.

Department consent (student specific permission) is required to register for all private lessons. Prior to obtaining authorization, you must list the lessons on the Request for Music Course Authorization form (available in CA 3095 and on the department’s website). Prior to registration each semester, deadlines and procedures are posted on the “Official Announcements” bulletin board and the Department of Music website. After your advisor forwards your course enrollment information to the Assistant to the Chairperson/Academic Program Coordinator, you will be authorized within 3 to 5 business days. You are then responsible for registering for your lessons by the posted deadline. **PLEASE NOTE – the online registration system defaults at 1 unit for all lessons. If students plan to enroll for 2 units of lessons, they must manually change the default of 1 unit to 2 before saving their registration entry.**

No lessons will be added after the official “University Change of Schedule Period.” If you withdraw from lessons after the start of classes, your lesson fees are **NOT** refundable. Refer any questions regarding lesson enrollment and lesson fees to the Assistant to the Chairperson/Academic Program Coordinator.

Students should contact their applied lesson instructor as soon as possible to schedule their lesson time. This is usually done at the first master class of the term. If students have trouble contacting their applied instructor, they should contact the Assistant to the Chairperson/Academic Program Coordinator promptly. Again, it is the student’s responsibility to schedule his/her applied lessons with the assigned instructor.

Music majors and minors in the performance track are given priority for applied lessons. Other students may take lessons for elective credit if they pass a screening and if space is available in the applied instructor’s teaching load.

### **Bulletin Boards**

It is important that you check the bulletin boards in the Music Department for information that may not be available elsewhere. The locations are as follows:

Official Announcements	3 <sup>rd</sup> floor hallway, leading to music faculty offices and studios
Alumni News	next to CA 3080
Band/Orchestra	next to CA 3071
Early Music/World Music	next to CA 3075
Percussion	next to CA 3073
Kappa Kappa Psi	next to CA 3071
Recitals/Concerts	Official Announcements Board
Music Education/NAfME	2 <sup>nd</sup> floor, across from CA 2077
Voice/Choral Information	next to CA 3069

There are also bulletin boards directly outside the Department of Music Office (CA 3095), on the fourth floor, and outside faculty offices/studios.

### **Career Center**

The Career Center’s services include a career mentor database, a year-by-year career action plan, career assessments and one-on-one counseling, drop-in express hours, a resource library, on-campus interviews, job fairs, Handshake job and internship postings, resume reviews and mock interviews, the GENL 121 Life and Career Planning course, and resources to navigate the graduate school application process. For additional information, contact the Career Center directly at 410-704-2233 (located in the University Union, Room 225) or view the website at <https://www.towson.edu/careercenter>.

### **Change in Course Requirements**

Course requirements for degree programs are printed in the Undergraduate Catalog under which the student entered. Any appeals for exceptions to the printed requirements must be made, in writing by formal letter, to the Chairperson of the Department of Music. Students must include their home address, telephone number, and email address and provide the reason(s) for the requested exception. The request for an exception should also be signed by the student’s assigned music department advisor.

### **Class Attendance**

Music students are expected to attend all classes, including master classes. Class conflicts must be worked out with the applicable instructor(s).

The Towson University regulations on class attendance are in the Undergraduate Catalog. Students who miss the first two class sessions of the first session of a class that meets once a week may be dropped from the class roster. Class attendance may also be linked to the course grade if this is stated in the course syllabus.

It is the University's policy to excuse absences of students for the following reasons: (a) illness or injury when the student is unable to attend class; (b) religious observance where the nature of the observance prevents the student from attending class; (c) participation in University activities at the request of University authorities (this would include off-campus events approved by the COFAC Dean or Department of Music Chairperson); (d) compelling verifiable circumstances beyond the control of the student.

Absences that do not fall into any of the above categories are unexcused. Faculty may set a limit on the number of unexcused absences. Students who are absent from class are responsible for any missed work, assignments, or assessments (for example, quizzes, tests, papers, etc.).

### **Class Expectations**

Students are expected to attend all classes and contribute to a conducive learning environment through appropriate behavior. Those students disrupting the class may be asked to leave the room and re-entry may be forbidden (see *Towson University Faculty Handbook*, chapters 7 and 10). Students are requested to turn off noise making devices such as cell phones, beepers, and electronic games. Faculty members have the right to detail class expectations in the course syllabus.

### **Changing a Schedule**

During the first week of classes, students have the option to change their schedule. Students should consult their assigned advisor(s) before adding or dropping courses. Do not drop a course unless you have another to replace it because falling below full-time status (12 credits or more) may jeopardize financial aid, scholarships, on-campus housing, and/or insurance coverage. The official Change of Schedule Period is posted on the University's website each term as well as on the Towson Online Student Center page.

If space is available in classes that do NOT require department or instructor consent, students may register for those classes online. For courses that require consent, contact the applicable academic department (each department has different procedures for adding courses). All courses for music majors require authorization from the Assistant to the Chairperson/Academic Program Coordinator before students can officially enroll online. You must contact the Assistant to the Chairperson/Academic Program Coordinator if you are attempting to add a course reserved for music majors, lessons or ensembles to your schedule. Students may not add a class, lessons, or ensembles after the official Change of Schedule period ends.

If students drop a class during the official Change of Schedule period (the first week of classes), no grade is recorded.

The deadlines to withdraw from classes after the official Change of Schedule period are also posted on the University website and on the Towson Online Student Center page. If students withdraw from a class during that time, a grade of W is recorded on the transcript. There is no academic penalty associated with the grade of W.

### **COFAC Civility Code (approved by COFAC College Council on 8 November 2011)**

#### ***Introduction***

"All College of Fine Arts and Communication Studies students, staff, and faculty are committed to collegial and academic citizenship demonstrating high standards of humane, ethical, professional, and civil behavior in all interactions.

“We must take responsibility for the relationship between our personal conduct and the quality of campus life. What we do and say always has an effect on others, whether we see it or not. Civility means more than respecting campus facilities and grounds. Civility means consistently treating people with consideration and respect. It means being courteous, polite, and fair. It means recognizing diversity and honoring differing points of view. When our behavior is guided by concern for others in our community, we are being civil. Practicing civility requires thoughtful behavior and checking our assumptions and perceptions of others’ race, ethnicity, gender, gender expression, sexual orientation, abilities, culture, belief systems and economic status.”

### ***Civility Code***

“COFAC places a priority on learning. We value the inherent worth and dignity of every person, thereby fostering a community of mutual respect. Students have the right to a learning environment free of disruptive behaviors and offensive comments. Faculty have the right to define appropriate behavioral expectations in the classroom and expect students to abide by them. Faculty have the responsibility to manage and address classroom disruption. Staff have the right and responsibility to define appropriate behaviors necessary to conduct any university activity free of disruption or obstruction.

“We believe that in order to achieve these ideals, all COFAC students, staff, and faculty are expected to exhibit and practice civil behaviors that exemplify: (1) respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations; (2) taking responsibility for one’s choices, actions and comments; (3) delivering correspondence – whether verbal, nonverbal, written or electronic – with respectful language using professional writing standards and etiquette; and (4) accepting consequences of one’s choices and actions.

“The use of offensive, threatening or abusive language, writing, or behavior will not be tolerated and can lead to academic dismissal.” Further information about civility can be found in Appendix F of the university catalog.

### **Competitions**

See *Scholarships, Awards and Competitions*.

### **Computer Accounts**

The University provides email accounts at no charge to students. Music students must open and use this account as well as follow university guidelines and policies when using the accounts. If students prefer, email can be forwarded from these accounts to another email account.

For additional information on student computer accounts, please refer to the following:

<http://www.towson.edu/technology/student-services/netid.html>.

### **Computer Lab**

The Department of Music has its own computer lab. The lab is located in the Center for the Arts room 3092, and the computers are open to all music majors and minors on a first-come, first-serve basis. Lab hours vary each term and will be posted outside the lab.

### **Convocation**

Attendance is mandatory at Department of Music Convocations. The purpose of the convocation is to gather the Department together during the first weeks of the term in a single forum for vital announcements and participation in musical events. Convocation is normally scheduled each term on the first or second Tuesday at 11:00 am. At the start of each term, an email will be sent to students’ TU email account and signs will also be posted in the music wing on the bulletin boards reminding students of the date, time, and location. Attendance will be taken. If a student has a legitimate, verifiable excuse and cannot attend, he or she must notify his or her assigned advisor in writing several days prior to the event.

### **Counseling Center**

The Counseling Center provides a variety of professional services for students who are experiencing personal difficulty or who are seeking help toward a greater level of personal effectiveness or satisfaction. It is staffed by psychologists, professional mental health and substance abuse counselors, consulting psychiatrists, and psychologists working under supervision. All services at the Counseling Center are confidential. The center is located in Ward and West Halls on the second floor. The phone number is 410-704-2512 and you can obtain more information at [www.towson.edu/counseling](http://www.towson.edu/counseling).

### **Declaration of Major or Minor**

It is a student's responsibility to officially declare his or her major and/or minor. The music major is screened, and admission to the various music major degree programs and the music performance minor is granted only by the department, contingent upon a performance audition. If you intend to major in music, your major will be input in the online system as Pre-MUE or Pre-MUS. You can declare the major or minor by completing and submitting the Online Change of Major/Minor form (available on your online Student Center Page). Students can only select the Pre designation option; therefore, it is important that you fill out the comments/notes section at the bottom of the form explaining which degree and applicable concentration you want to add, change or delete. After you submit your form, the Assistant to the Chairperson/Academic Program Coordinator will be notified by the Registrar's Office. If you have been officially accepted into the music major or the performance minor, the Assistant to the Chairperson/Academic Program Coordinator will verify your status with the Registrar's Office.

Students interested in the music industry minor must also declare it by completing and submitted the Online Change of Major/Minor form.

### **Degree Requirements, Student Responsibility, Academic Standards and Procedures**

"Students are expected to familiarize themselves with the *Undergraduate Catalog* and to satisfy all published degree requirements. Failure to do so does NOT provide a basis for exceptions to academic requirements or policies. It is expected that students will receive assistance from general academic and faculty advisors, but students must assume responsibility for completing published degree requirements."

Track your academic progress. Your Academic Progress report (AR) lists completed and outstanding University Core Curriculum requirements and major requirements. It is located on the left side of your Student Center page.

Students are also expected to be familiar with academic standards and procedures (see the applicable section in your *Undergraduate Catalog*).

Finally, students are expected to maintain communication with the University as well as the Department of Music and to assure that their current addresses and telephone numbers are on file with the Office of the Registrar.

### **Department Consent Courses**

See *Student Specific Permissions*.

### **Dining Facilities**

There are many dining locations and a variety of meal plans (including vegetarian and kosher cuisine) as well as a-la-carte dining. For more information visit the following website: [www.towson.edu/studentlife/housing/dining.html](http://www.towson.edu/studentlife/housing/dining.html) . A student's dining plan status can be viewed at the OneCard website: <http://onecard.towson.edu>.

### **Accessibility and Disability Support Services**

Accessibility and Disability Support Services (ADS) supports the mission of Towson University by providing services that afford students with disabilities an equal opportunity to participate in all aspects of the educational environment. ADS collaborates with students, faculty, and staff to create a welcoming campus that meets the needs of students with accessibility issues and disabilities, fosters student independence and recognizes students on the basis of their abilities rather than their disabilities.

The university offers many services to students with disabilities. Eligibility for these services is determined individually by the ADS office based on documented need. Students are encouraged to register with ADS as soon as possible after admission to the University to ensure timely provision of services.

For more information contact ADS at 410-704-2638 or visit the website at [www.towson.edu/accessibility-disability-services/](http://www.towson.edu/accessibility-disability-services/). The office is located in the Administration Building, rooms 232-235.

### **Drop and Add Process**

See *Changing a Schedule*.

### **Ensemble Requirements and Auditions**

All music majors are required to participate in ensembles. Students are limited to enrolling in three ensembles per term. Ensembles will be varied in both size and nature. Each music degree program has its own set of requirements (refer to your specific undergraduate catalog for requirements). All department ensembles are one unit. Generally, small ensembles meet for approximately 2 hours per week and large ensembles generally meet for up to 4 hours per week. Each ensemble director may have other requirements that students must meet to prepare for each ensemble rehearsal.

Information concerning times and requirements for ensemble auditions are posted on the “Official Announcements” bulletin board and/or on the department’s website. Most auditions are scheduled during the first week of classes. If applicable, sign up for an audition time and obtain requisite audition materials as promptly as possible. Students **MUST** officially register for an ensemble in order to participate.

If a student registers for an ensemble and is not selected, it is the student’s responsibility to drop the ensemble from his or her schedule. If a student fails to drop the ensemble by the final withdraw date, he/she will receive a grade of FX on his/her transcript. The TU Academic Calendar (contains add, drop, withdraw deadlines) is posted on the University’s website. Consult the calendar for important dates and deadlines. Information is also posted on the online Student Center page.

### **Failure to Remain in Good Standing (Academic Warning, Suspension, Probation, and Dismissal)**

In the event the Chairperson of the Department receives written notification of a student’s failure to remain in good standing in either academic or performance course work or in a jury, he or she may issue a written academic warning to the student. This notice will detail the quality point average required or the jury proficiency required or other academic or performance requirements to be completed by the next regular academic term. Failure to meet the requirements in the written notice may result in academic suspension. Further details on academic warning, suspension, probation, and dismissal can be found in the *Undergraduate Catalog*.

### **Grade or Jury Appeals**

Students should first seek to resolve the grade or jury decision with their instructors. If a resolution is not found, the student may appeal in writing to the Chairperson of the Music Department. This written appeal must contain the details of the appealed grade or jury and the requested resolution and be made no later than the mid-semester (end of the first 7 weeks) of the next regular academic semester (fall or spring). The written appeal must also contain the student's signature and all contact information (address, telephone number(s), and email address).

If a resolution is not found at the Music Department level, students may then appeal to the Associate Dean of the College of Fine Arts and Communication (COFAC). Further information on grievance policies and procedures is contained in the ***Towson University Faculty Handbook***, chapter 5. A copy of the appropriate section is available upon request from the Chairperson of the Music Department.

### **Grades**

The University uses the Plus/Minus Grading System (4.00 scale, term system) and applies to all undergraduate students. There is no grade of A+, C- or D-.

A grade below 'C' is not a passing grade for any course required for the music major or minor. For more information on grades and grading policy, see the ***Undergraduate Catalog***.

### **Health Services**

The Dowell Health Center provides health and wellness services for registered Towson University students. The Health Center is open Monday-Friday throughout the year with the exception of university holidays. Clinic hours are 8:30 am-5:00 pm. Most types of appointments may be scheduled online through the center's secure web portal (Tiger Health Portal). Log in with your Towson NetID login/password. Follow instructions for forms completion and appointment scheduling. After hours or when the university is closed, call 410-704-2466 to access the Nurse Advice Line.

For more information go to <http://www.towson.edu/healthcenter/>.

### **Healthy Music Making**

Music-making is a joyous activity, but its pursuit as a career poses many potential medical risks for musicians. These include hearing loss, overuse injuries of the joints, muscles, ligaments, and tendons (for instrumentalists), and overuse injuries of the voice (for singers). However, all of these risks can be avoided through consultation with your applied instructor and a medical professional. With their help, you can draft a personalized program that will be your path to healthy music-making.

#### **Hearing Loss**

Hearing loss may be temporary or permanent, and may occur as a result of prolonged exposure to high sound levels. This exposure could take place in rehearsals, practice sessions, or by using playback equipment, especially headphones, at high volume levels. Although amplified music poses an obvious risk, rehearsals or practice sessions conducted with or in close proximity to loud instruments including percussion and brass are also potentially hazardous for good hearing health. Prevention is best achieved by limiting the length of time of exposure to loud sounds, and, when possible, lowering the volume or using earplugs. Any sound louder than 85 decibels, or the loudness of the average vacuum cleaner, can cause damage. This includes mp3 players, lawn mowers, and hair dryers, too!

If you are experiencing temporary or permanent hearing loss, loss of sensitivity to a specific range of frequencies (such as very high or very low sounds), or ringing in the ears, you should see your primary care physician or go to the Dowell Health Center or to the Hearing Clinic. A referral may be given to a

specialist. The Performing Arts Medicine Association (PAMA) has a website ([www.artsmed.org](http://www.artsmed.org)) which allows you to search for local qualified professionals who work primarily with musicians and other performing artists. The American Board of Medical Specialties (ABMS) has a website ([www.abms.org](http://www.abms.org)) which can help you to locate a board-certified physician in the area.

#### Overuse Injuries

Musicians at the college level are under great pressure to practice and rehearse for long periods of time, often at great intensity. This makes them susceptible to overuse injuries of the joints, muscles, ligaments, and tendons. Pain, tingling, heat, persistent soreness, stiffness, and cramping are all possible symptoms. Causes can include practicing for overly long periods of time, inappropriate technique, poor posture, repetition of a difficult passage for too great a period of time, and not taking breaks. Any part of the body may be affected, including the embouchure of wind and brass players.

If you are experiencing any of the above symptoms, consult your applied instructor and a medical professional. See your primary care physician or go to the Dowell Health Center. (A referral may be given to a specialist. The Performing Arts Medicine Association (PAMA) has a website ([www.artsmed.org](http://www.artsmed.org)) which allows you to search for local qualified professionals who work primarily with musicians and other performing artists. The American Board of Medical Specialties (ABMS) has a website ([www.abms.org](http://www.abms.org)) which can help you to locate a board-certified physician in the area.

#### Vocal Health

If you are a singer and you “lose” your voice, experience diminished range, “breathy” voice, loss of flexibility, excessive phlegm, or pain in the throat or ears, you may have sustained an overuse injury of the voice. Such symptoms could stem from many sources, including singing in a demanding range for extended periods, singing repertoire that is not suited to your range or maturity, singing repertoire that requires many “sound effects” (such as many of the current popular styles), singing for overly long periods of time with insufficient rest, singing at high volume levels for extended periods of time, poor breathing technique, poor posture, smoking, or not warming up.

If you are experiencing any of the above symptoms, consult your applied instructor and a medical professional. See your primary care physician or go to the Dowell Health Center. A referral may be given to a specialist. The Performing Arts Medicine Association (PAMA) has a website ([www.artsmed.org](http://www.artsmed.org)) which allows you to search for local qualified professionals who work primarily with musicians and other performing artists. The American Board of Medical Specialties (ABMS) has a website ([www.abms.org](http://www.abms.org)) which can help you to locate a board-certified physician in the area.

### **Honors College**

The Honors College is a unique community for academically talented and high-achieving undergraduate students. For admissions information, honors course information, and scholarship availability refer to the ***Undergraduate Catalog***, visit [www.towson.edu/honors](http://www.towson.edu/honors) or contact the Honors College by email at [honors@towson.edu](mailto:honors@towson.edu) or at 410-704-4677. The Honors College is located at 7800 York Road, Suite 134.

### **Inclement Weather Cancellations and Emergency Closing Policy**

Announcements about schedule changes or cancellations will be broadcast over the following major radio and TV stations: WBAL (AM/1090); WYPR (FM/88.1); WMZQ (FM/98.7); WLIF (FM/101.9); WTOP (FM/103.5); WBAL-TV (11); WJZ-TV (13); WMAR-TV (2); WRC-TV (4).

Information will also be available by calling 410-704-NEWS or 410-704-2000.

### **Information About Careers in Music**

There are many music careers that students can pursue with a Bachelor of Science in Music or in combination with another major. See the “Careers in Music” link that is on our department website for valuable information (<http://www.towson.edu/cofac/departments/music/resources/careersupport.html>).

### **Information for Pre-Music Education Majors**

All Pre-Music Education majors should familiarize themselves with the MUED Advising Website. Go to <https://www.towson.edu/cofac/departments/music/resources/advising.html> to review “Requirements and Expectations,” the suggested course matrix for the MUED concentrations, keyboard proficiency information, among other things. Also refer to the handout titled “Music Education Advising Fact Sheet.”

### **Information for Vocalists**

All vocalists should review the specific link titled Voice Division Resource located at <http://www.towson.edu/cofac/departments/music/resources/voice.html>. It includes forms, information about accompanists, resources about preparing for recitals, resources available at Cook Library, information about end-of-semester juries, additional fees associated with lessons, etc. Also refer to the handout titled “Voice Division Expected Fees.”

### **Instrument Rental**

The Department of Music maintains a limited inventory of band, orchestra, and other instruments for use in music education courses and for the performing ensembles. All students must sign a legally binding Instrument Loan Contract to receive an instrument.

Generally, faculty who teach music education methods courses are in charge of the instrument inventory for the course. Contact the department’s Administrative Assistant for information regarding instruments needed for performing ensembles. Instruments are not on loan during the summer except by approval from the Department of Music Chairperson.

Students who fail to return instruments by the end of finals or when requested, will receive first, a written reminder; second, notice of the suspension of university services (grades and transcripts withheld etc.) and finally, notice that the police have been contacted regarding the student’s failure to return state property. Students will be billed for lost, stolen and unreasonably damaged instruments and accessories.

### **Instrument Storage**

Instrument storage lockers are located on the third floor of the music wing (in the hallway adjacent to the lecture classrooms). Select a locker that fits your instrument and fill out the *Locker Assignment Request Form*. If you have questions, please contact Dr. Cicconi at [cicconi@towson.edu](mailto:cicconi@towson.edu).

### **Insurance**

The Department of Music, the College of Fine Arts and Communication, and Towson University does not insure equipment or instruments. The Department of Music, the College of Fine Arts and Communication and Towson University will not assume responsibility for loss or damage to personal equipment or instruments. Students, faculty, and staff should insure their own possessions for loss or damage. All are encouraged to record serial numbers of all items in case of theft and ensure the safety of their items.

### **International Housing – The Residence Tower**

The Residence Tower is a unique housing option on campus, combining American and International Students to heighten awareness and understanding of the global community. For more information, call 410-616-3101 or email [housing@towson.edu](mailto:housing@towson.edu).

### **International Students**

The International Student and Scholar Office (ISSO) provides services and programs for more than 900 international students and international scholars from about 100 nations. They offer assistance in visa applications and immigration related matters, cross-cultural orientation, and emergency situations involving international students. For full details on ISSO's programs and services, call 410-704-2421 or visit the website at [www.towson.edu/isso](http://www.towson.edu/isso).

### **Juries**

All students taking applied lessons must perform an end-of-semester jury. Instructors may waive the jury when a student has performed a junior or senior recital within thirty (30) calendar days of the jury date. In the event of a missed jury because of a proven illness or a verifiable family emergency, the grade of Incomplete ("I") should be given. Incompletes must be made up by the end of the next regular term (fall or spring).

Sign-up sheets are posted approximately two (2) weeks before the final exam period. Your instructor will inform you of the location of the sheets. Students sign up for a date and time and obtain a repertoire sheet from the music office (CA 3095) or as instructed by their private teacher. The repertoire sheet must be completed and handed in to the jury panel.

For jury appeals, see ***Grade or Jury Appeals*** above. Notice of failure to perform at appropriate standards at a jury will follow policies in as indicated in the section ***Failure to Remain in Good Standing***. For further jury regulations for your instrument, voice or your division, contact your instructor or the division leader.

### **Keyboard Proficiency**

Music majors must reach the level of keyboard proficiency established for their specific degree and concentration.

Music Education majors will take Piano Class I (MUSA 190) and Functional Piano and Guitar I (MUED 194) to satisfy the piano proficiency requirement (NOTE – Students in the Vocal/General Concentration also take MUED 294 – Functional Piano and Guitar II). Students who have prior keyboard experience may be able to place into MUED 194 and should schedule a keyboard screening. Music Education majors should also review the undergraduate MUED website for additional information.

For students who are in the Bachelor of Music Degree, keyboard proficiency requirements are satisfied by enrolling in Piano Class I (MUSA 190) and Functional Accompanying (MUSA 194). NOTE: Jazz Commercial Performance and Jazz Commercial Composition majors are only required to take Piano Class I (MUSA 190). Keyboard performance majors are exempt from MUSA 190 and MUSA 194 but must satisfy the keyboard proficiency requirement by passing Keyboard Harmony and Sight Reading I (MUSC 313) and Keyboard Harmony and Sight Reading II (MUSC 314).

The Bachelor of Science in Music degree (liberal arts degree) requires students to enroll in Piano Class I.

### **Library**

The Albert S. Cook Library (410-704-2461) houses most of the University's musical materials. To use the Cook Library (in addition to other University of Maryland System libraries), students must have a university identification

card. Materials borrowed must be returned by the designated due date otherwise students are liable for any fines the library assesses.

### **Lockers**

Lockers are available for student use in the Center for the Arts; however, the Department of Music and Towson University cannot guarantee the safety of contents in lockers. Students can discourage theft by purchasing a quality lock such as Master Lock, using a locker in a highly visible area, never leaving valuables in the locker, and alerting the campus police to suspicious activity.

Once you have selected a locker, please provide your name, phone number, email address and locker number to the Department of Music Administrative Assistant.

For instrument storage, see the information under the heading *Instrument Storage* above.

### **Mandatory Daytime Honors Recital Attendance**

Music majors are required to attend the daytime honors recitals (e.g., Talent Awards, Lieberman Awards, etc.) that take place each term at 11:00 am (usually one in the fall and 2 in the spring). Emails will be sent to students' TU email address and notices will be posted throughout the music wing that will announce the date and location. Attendance will be taken. If you have a legitimate, verifiable excuse and cannot attend, you must inform your advisor in writing several days prior to the recital.

Furthermore, during these department-sponsored recitals, practicing in the practice rooms is prohibited for undergraduate and graduate students. Again, attendance at these recitals is mandatory for all music majors, and those who are found in violation of this guideline risk the revoking of their practice room privileges for the entire semester.

Individual faculty may also create recital attendance policies for lessons, classes, and ensembles. Those policies will be outlined in the course syllabi.

### **Master Classes**

See information under *Applied Vocal and Instrumental Lessons and Master Classes*.

### **Music Student Organizations**

There are several music student organizations at Towson University: American Choral Directors Association (ACDA), the National Association for Music Education (NAfME)), Tau Beta Sigma, and Kappa Kappa Psi, national honorary fraternity for college band members. Consult the respective bulletin boards for more information.

### **Photocopies**

Students are expected to purchase their own music materials for study and performance. Students must establish ownership of at least one non-photocopied score/set of parts before the work in question may be performed for an applied music jury or in a public recital. Students performing from photocopies of out-of-print, copyrighted material must receive the publisher's permission.

A photocopier for student use is located on the second floor of the Center for the Arts near the Arts Café and vending machine area.

### **Practice Rooms**

The practice rooms are located on the fourth floor of the Center for the Arts and require a permission from the department and a valid TU OneCard. These rooms are for official university business—not for private instruction. Current music majors no longer taking lessons, music performance minors and non-majors taking lessons will be accommodated only if there is space available. Absolutely no food or drinks are allowed in the practice rooms. Additionally, any student who gives others access to the space will have his/her practice room privileges revoked.

Applications for practice room access are available in the Department of Music office (CA 3095) as well as on the department's website ([www.towson.edu/cofac/departments/music/documents/rs-practice-room-access-request-form.pdf](http://www.towson.edu/cofac/departments/music/documents/rs-practice-room-access-request-form.pdf)). Return the completed application to the Assistant to the Chairperson/Academic Program Coordinator. Requests must be approved before access is granted. Also refer to the Practice Room Access Request Form for information regarding policies.

### **Progress in the Music Major**

Because Music is a screened major, students are expected to show regular progress completing required courses in the areas of theory, musicianship, music history, methods, lessons and ensembles.

- No more than three MUSC, MUED, or MUSA courses may be repeated.
- No more than one of these courses can be repeated a second time after an approved petition to the Department Chairperson.

Additionally, the Department of Music considers any prior registration in a MUSC or MUED course when issuing seat permits. Priority to register for a required course will be given to those who have NOT yet attempted that course. If a student has remained registered for a MUSC or MUED course after the end of the university's official change of schedule period and is attempting a third registration, a special permit/seat assignment will be issued on a space available basis ONLY after all other students have requested a seat.

### **Recital and Concert Department**

Students and faculty are required to turn off all noise making devices (pagers, cell phones, radios, etc.) while attending recitals. Audience members displaying disruptive behavior will be asked to leave the performance.

### **Recitals, Performances, and Scheduling Policies**

Students performing a junior or senior degree recital must obtain department consent from the Assistant to the Chairperson/Academic Program Coordinator before they can register for the degree recital. Authorization forms are in the Music Office (CA 3095) and on the department's website, and require the signature of the student's applied lesson instructor. Information regarding deadlines and procedures are posted on the Official Announcements bulletin board and the department's website. It is the student's responsibility to enroll by the posted deadlines for the degree recital after he/she obtains authorization from the Assistant to the Chairperson.

During the registration period, recital reservation forms will be available in the Music Office and the department's website. Students should pick up the form as soon as they are made available and follow all instructions completely. Again, it is the student's responsibility to schedule his/her recital and to adhere to all procedures and deadlines.

All ½ hour student degree recitals must be paired with another student giving a ½ hour degree recital. This policy does not preclude students from different disciplines teaming up for a recital. There is no strict provision on the 30-minute time limit. Students must indicate on their recital reservation form who they will partner with (each student should hand in a form). Communication with applicable applied lesson instructors is critical.

Students who want to perform a recital that is not required for their degree program must obtain permission from the applicable applied area and the Department Chairperson before they can request a date (request must be made in writing). Students must also enroll for the recital (it will be considered elective credit only) and it must appear on the students' course schedule before the venue can be scheduled.

### **Recording Studio**

The Recording Studio of the Towson University Department of Music (RSTUDM) is designed and built to support the creative work of the students and faculty of the Towson University Department of Music. The RSTUDM is designed to function as a professional audio recording and production facility, specialized for the recording and production of music. As a professional recording facility, the RSTUDM is well suited to handle a variety of recording projects involving diverse ensembles. The facility additionally includes tools for audio editing, mixing, and mastering. For more information, visit <http://www.rstudm.org>.

### **Refresher Coursework**

MATH 95, MATH 100, and MATH 102 are designed to improve students' skills so they can be successful and independent learners at Towson University. They are college-level courses that will earn three units toward the 120 required for graduation. All refresher courses must be successfully completed within the first two semesters of a student's enrollment at Towson. Score results on placement testing will determine whether a student must enroll in one of the above courses.

### **Repeating a Course**

When courses are repeated (those that are not listed as available for credit when repeating), students will receive credit for the course only once. Only the higher of the two grades will be calculated in the GPA. Students may not make a third attempt of a course except with prior approval. For a third attempt, students must complete a Petition for a Third Attempt form and submit it to the Registrar's Office, Academic Standards Committee,

Enrollment Services Center, room 236. The form is available online through a link on the Student Center page. Courses in which low or failing grades were earned at Towson must be repeated at Towson in order for the record to be adjusted and the QPA to be recalculated. Grades of “W” are administrative and are not considered a part of the repeated course procedure. See the *Undergraduate Catalog* for further information. Also see *Progress in the Music Major* above.

### **Resource Room**

The Resource Rom (Center for the Arts 3088) is a repository of materials for use by students and faculty. Often faculty will recommend students use materials placed on reserve in the room. Hours vary each term. Hours and room usage policies will be posted outside the resource room.

Also see *Library* for other materials on reserve.

### **Room and Performance Venue Requests**

The Assistant to the Chairperson/Academic Program Coordinator schedules room and concert venue requests (for ensemble rehearsals, sectionals, recital rehearsals). Requests should be made several days in advance and sent via email to the Assistant to the Chairperson/Academic Program Coordinator. A request for a room or one of the performance venues does not guarantee that space will be available. Your request should contain information regarding the date(s), time(s), purpose, and any special requirements.

### **Speech and Language Center**

Diagnostic and therapeutic services of the Speech and Language Center are available to all members of the Towson faculty, staff and student body. Appointments may be made by phoning 410-704-3095. The center is located at One Olympic Place in downtown Towson.

### **Scholarships, Awards and Competitions**

Music Department scholarships for incoming music majors are offered to applicants who qualify based upon the talent demonstrated during their audition coupled with an assessment of the applicants’ academic profile. These fixed amount scholarships are available only to students who enter in the fall term. Those students wishing to be considered for departmental scholarships must audition by the published deadline. There is no separate application process. Only those applicants who have filed a university application and a Music Department application will be considered for departmental scholarships.

For incoming freshmen the scholarships are automatically renewed for 4 years and for incoming transfer students they are automatically renewed for two years as long as the students maintain full time status (12 credits or more) as a music major and meet the required cumulative GPA as stated in the scholarship offer letter. Recipients of departmental scholarships may be requested to perform in ensembles other than those required for their degree programs and to participate in special departmental activities as designated by the Chairperson of the Department.

Students who register for and participate in Marching Band will receive a Marching Band scholarship. This will be credited to the student’s account after Marching Band season. For more information regarding the Marching Band (and Pep Band), see the Music Department website <https://www.towson.edu/cofac/departments/music/ensembles/> or contact the Marching Band Director at 410-704-5449.

There are many other scholarships available at Towson University. More information can be found through the TU Scholarship Seeker (<http://inside.towson.edu/scholarshipSeeker?TU-Scholarships.html>). Information about other Music Department Awards and Competitions can be found at the following website:

<https://www.towson.edu/cofac/departments/music/scholarships.html>.

### **Student Recital Series**

The Student Recital Series provides opportunities for music students to perform their repertoire in front of an audience and serves as a vehicle for developing performance skills. Performing in such recitals can lead to greater confidence in junior, senior, and graduate recitals. These recitals are an opportunity for students to perform new pieces, polish old ones, and prepare for upcoming recitals and concerts in a relaxed, supportive environment.

Dates are announced at the beginning of each term.

All equipment will be pre-set onstage, so arrive early to set up instruments, amplifiers, or other equipment. There will be no technical staff. Students must be “self-contained” regarding equipment/amplification, etc. No accompanist will be provided. Students requiring accompaniment must arrange for an accompanist on their own. Students announce their pieces from stage.

If you would like to request a space on a program, you must complete the Student Recital Series form which is on our music website. Recitals are limited to one hour of music so apply early.

It is your responsibility to arrive prior to your scheduled performance. The recital starts promptly at 6 pm. Inform the faculty member in charge of your needs (piano lid closed, short stick, full stick; music stand, chair, etc.). You will be expected to assist with set-up when needed. Dress professionally. Performers are welcome to sit in the hall to enjoy other performances and approach the stage from there if desired. The Student Recital Series is open to the TU campus community. All students are encouraged to attend these recitals in support of their fellow students.

### **Student Specific Permissions (Department Consent Courses)**

All private lessons, degree recitals, piano classes, and other selected music courses and ensembles require department consent before music majors and music minors can register each term. After you receive authorization, you can register online for your lessons, recital and department consent courses. Check the Official Announcements bulletin board and the department’s website for details on obtaining authorization (student specific permissions) and enrolling by the deadlines. The Assistant to the Chairperson/Academic Program Coordinator issues all department authorizations. Follow the instructions carefully to ensure that you register in a timely fashion and by the posted deadlines.

### **Student Workers**

The Department of Music employs students as office workers, computer lab supervisors, and stage managers. The Department also employs Federal Work Study students. Contact the department’s administrative assistant for more information.

### **Teacher Assignments for Applied Lessons**

If a student has a teacher preference, we try to accommodate the request. However, students are assigned based on faculty loads. Generally, the student continues with the same applied teacher in succeeding semesters. However, if an issue arises that cannot be resolved and a student wishes to change his/her applied teacher assignment, the student must first discuss this request with his/her current teacher. The request can then be discussed with the potential teacher and the applicable division leader. The change of teacher assignment is then finalized by completion of the Change of Major Teacher Request Form (available online and in the Music Department Office) and with the approval of the applicable division leader and the Chairperson of the Department.

### **Telephones**

The telephones provided by the Department of Music are for university business. Long distance calls by students or by the general public are prohibited unless approved by the Chairperson of the Department.

### **Ticket Policy for Undergraduate Music Majors**

The Department of Music encourages students to attend as many on-campus performances as possible during the academic year and, therefore, offers reduced prices for TU music majors and minors to most ticketed events. In order to receive the reduced rate, you must purchase your ticket prior to the day of the concert. Reduced rates will not be honored if you purchase your ticket the evening of the event. Reduced rate tickets are not available for special events/presentations as determined by the Department of Music. However, music majors and minors may purchase tickets at reduced student rates.

The COFAC Box Office is located on the third floor of the Center for the Arts and is open Tuesday through Saturday from 12:00 pm to 4:00 pm and one hour before events begin. Additional information can be found at <http://www.towson.edu/artscalendar/boxoffice.asp>.

### **Transfer Student & Second Bachelor's Candidate Advising & Transfer of Credit**

The Department Chairperson will meet with the Assistant to the Chairperson/Academic Program Coordinator within the first few weeks of each semester to review each new transfer student's final Evaluation of Transfer Credits as prepared by the Admissions Office. The Chair of the Department determines which music courses and/or ensembles might be transferred toward music major credit. Transfer of applied private lessons is based upon proficiency levels attained by students at Towson University. All new students must pass an upper division jury at Towson before they can enroll in 300 level lessons.

If there is a question regarding the content of any music course, students may be asked to bring a copy of the course catalog descriptions or past syllabi for the course(s) in question. Although credits are granted for some music courses, course instruction is not identical at each institution. Students are responsible for mastery of course material, and in certain situations students may find a need to take music courses at Towson for which they would normally receive transfer credit. It is highly unusual to adjust the transfer agreement after the evaluation is completed. However, if a student questions the evaluation, he or she may write a formal appeal to the Chairperson. If you have questions or need additional information about this process, please contact the Assistant to the Chairperson/Academic Program Coordinator. The formal agreement is entered in the student's permanent department file and is available to faculty advisors.

Credits earned outside of Music are evaluated by the Office of Admissions. Further details are found in the University's ***Undergraduate Catalog*** (available online).

You will be assigned to an advisor in the Music Department during the first few weeks of classes. In the meantime, if you have questions, please contact the Assistant to the Chairperson/Academic Program Coordinator. You can check your advising assignment using Towson's Online Services. The information is located on Towson Online Services -- Student Center page.

**All transfers are required to bring a copy of their final transcript(s) from their previous institution(s) (can be an unofficial copy) to the Assistant to the Chairperson/Academic Program Coordinator within two weeks of matriculating.** Failure to do so can delay the official transfer of music courses from other institutions and can impact a student's graduation.

### **Tutoring and Learning Center**

Tutoring is available in most academic subjects at no charge. Students are encouraged to register early for tutoring or testing accommodations. For more information about the Tutoring and Learning Center services visit [www.towson.edu/tutoring-learning/](http://www.towson.edu/tutoring-learning/) or you can contact the center at 410-704-2291 or at [tlc@towson.edu](mailto:tlc@towson.edu). The Center is located in Cook Library, room 524.

For tutoring in music, please read the information found at the following website: [www.towson.edu/tutoring-learning/course-support/tutoring/music.html](http://www.towson.edu/tutoring-learning/course-support/tutoring/music.html).

### **Undergraduate Course Units and Unit Overloads**

Courses taken in college are measured in units, also known as credit hours or credits. To earn one unit, a student must attend a class for one class-room hour each week of the term. Students should be prepared to spend at least two hours of work outside of class to prepare for the next meeting time. Classes are offered in 1 to 6 unit increments, with most classes being three units. (Also see information under “Applied Vocal and Instrumental Lessons and Master Classes” and Ensemble Requirements and Auditions above.) The university standard is 750 minutes per unit (i.e., 3-unit class would be 2250 minutes including exam and a 4 unit class would be 3000 minutes including exam).

Information in the University’s New Student Guide: Advising and Registration handbook states that “a recent student shows successful students study at least 15 hours per week. Studying includes any time spent on classes such as tutoring, meetings with instructors and review sessions.

Normally, undergraduate students may enroll for no more than 19 units per term. These policies are outlined in the *Undergraduate Catalog*. Students should be aware that a load of over 15 units carries an additional fee.

### **Temporary Policy and Procedure Changes**

If there are any changes to departmental policies and procedures for any given term, they will be posted on the Official Announcements Bulletin Board, the Department of Music website, and will be considered as addendums to the Department of Music Undergraduate Student Handbook. Please be sure to check all of these locations frequently for any changes.