College of Fine Arts

Department of Music

Undergraduate Student Handbook

INTRODUCTION

The Department of Music *Undergraduate Student Handbook* was designed to assist students with policies and procedures. It is meant as a resource for students and faculty and **does not** supplant the university catalog. Students should follow the university catalog of their entry year and student handbook requirements according to revisions beginning Fall, 2002. All exceptions must have the approval of the student's Advisor, Department Chair and the Associate Dean of the College of Fine Arts.

Student handbooks are available to all music majors and faculty at the beginning of each fall semester. All undergraduate music majors are expected to attend the first departmental meeting scheduled during the first week of classes in the fall and spring semesters.

General and specific information related to curriculum matters, rehearsals, performances and other department announcements can be found on the bulletin boards located outside the Music Office and Department Chair's Office. All students are expected to regularly review the bulletin boards for official departmental memoranda and formal announcements.

Best wishes for a successful school year.

"START WITH A DREAM, FINISH WITH A FUTURE"

Revised, Fall 2002

INDIANA UNIVERSITY OF PENNSYLVANIA
COLLEGE OF FINE ARTS
DEPARTMENT OF MUSIC

UNDERGRADUATE STUDENT HANDBOOK
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INDIANA UNIVERSITY OF PENNSYLVANIA
COLLEGE OF FINE ARTS
DEPARTMENT OF MUSIC

UNDERGRADUATE STUDENT HANDBOOK

SECTION A:
1. GENERAL INFORMATION

a. Mission Statement

College of Fine Arts

The mission of the College of Fine Arts at Indiana University of Pennsylvania is to provide excellent programs of study for all of its majors, balancing high professional standards with rigorous and current educational practice, to provide coursework and programs of an equally high standard in service to majors in other departments which may require arts classes and, as part of the university's general studies mandate, to the entire university student body.

The College of Fine Arts takes as its special mission the presentation of arts events including: plays, concerts, exhibitions, and recitals, featuring the work of our students and faculty, as well as the work of visiting arts professionals, as a gift of enrichment and as a celebration of the human spirit for the university, the community and the region.

Finally, the College of Fine Arts takes as its mandate and its privilege, the inclusion - in its presentations, studios and classrooms – of the works, thoughts and performances of a culturally and ethnically diverse world of art.

Department of Music

The mission of the IUP Department of Music is the professional preparation of music students as teachers, performers, composers, conductors and scholars at the undergraduate and graduate level. We are committed to providing the highest level of creative, intellectual and cultural experiences through curricular offerings, recitals, concerts, productions, masterclasses and workshops. The Department of Music recognizes its responsibility to serve a local and global community, to promote diversity and to embrace and encourage lifelong advocacy for the musical arts. The department is an accredited institutional member of the National Association of Schools of Music.

b. Departmental Goals and Objectives

Goals

- to provide an enriching and comprehensive course of study for all music students in the areas of performance, theory/composition and scholarship
- to provide a model music teacher preparation program
- to emphasize high level performance skills for all music students

- to recruit and retain high quality students
- to enhance the musical growth of the students by offering opportunities to enroll in performing ensembles and liberal studies courses
- to make available quality and diverse musical and cultural events for the university and the larger community
- to feature guest artists, scholars and composers for the enrichment of students, faculty and the University community
- to include diversity within curriculum, presentations and performance, research and scholarship
- to encourage the continuous development of faculty artistically, intellectually and professionally

Objectives

- to provide all music majors an opportunity to explore all aspects of the arts, including performance, teaching, composition, research and cultural understanding
- to promote the ability to articulate ideas, both orally and in writing
- to provide private applied instruction for all majors by members of the faculty
- to promote quality ensemble participation and performance
- to maintain an environment conducive to learning
- to expand the concept of faculty advising to include individual mentoring and preparation for postgraduate study and careers
- to provide a broad knowledge of music history and theory that promotes a fundamental understanding of its value to the professional musician, and the manner in which this area provides insights into the larger realms of diverse social experiences
- to assure competency through live performances that are submitted to critical review before faculty
- to integrate current technology with traditional pedagogical approaches to music teaching, learning and performing
- to expand the knowledge base of the students through clinics, workshops, performances, masterclasses and lectures by visiting artists-scholars of diverse cultural and ethnic backgrounds
- to foster and maintain relationships with music alumni
- to educate beyond narrow professional boundaries and encourage synthesis among all learnings

c. Department of Music – Faculty and Staff Directory

Name	E-mail	Phone	Applied/Teaching Areas
Dr. Gary Bird	gbird	72899	Brass Area -Tuba, Euphonium
Ms. Stephanie Caulder		72288	Woodwind Area - Oboe
Dr. Stanley Chepaitis	chip	74566	String Area and Orchestral Studies Coordinator- Violin, Viola
Dr. Christine Clewell	orgel	72563	Keyboard Area - Organ
Mr. James Dearing	jcdear	74408	Director of Choral Studies
Ms. Kristi Dearing		74408	Voice Area
Dr. Christian Dickinson	cmdkson	76998	Brass Area – Trombone, Graduate Coordinator
Dr. John Dietz	scdc	77967	Voice Area
Dr. Kevin Eisensmith	tptprof	71246	Brass Area - Trumpet, Jazz Ensemble Directpr
Mr. Edwin Fry	edfry	72393	Keyboard Area - Piano
Mr. David Ferguson	dfergusn	72390	Brass Area - Trumpet, Music Education
Ms. Laura Ferguson	lfergusn	72066	Music Education
Dr. Irving Godt	tbkb	72390	Music History
Dr. Mary Hastings	mologhas	73010	Voice Area
Mr. Ronald Horner	rhorner	72897	Percussion Area
Dr. Linda Jennings	ljenning	72649	String Area - Cello
Mr. Irvin Kauffman	acellist	72390	String Area - Guitar
Mrs. Jacquelyn Kuehn		74973	Keyboard Area – Piano, Music Theory
Dr. John Kuehn	jkuehn	74973	Woodwind Area - Clarinet, Music Education
Dr. Sarah Mantel	sjmantel	74493	Voice Area Coordinator, Director of Music Theater
Mr. David Martynuik	dmartynu	77985	Director of Marching Band, Music Education
Dr. Maureen Miller		72478	Voice Area
Dr. Gary Olmstead	gjolms	72897	Percussion Area Coordinator
Mr. Daniel Perlongo	perlongo	72755	Music Theory, Composition Coordinator
Dr. Judith Radell	jradell	75100	Keyboard Area – Piano
Mr. Nathan Santos		72478	String Area – String Bass
Mr. Nicolo Sartori	rddc	72390	Keyboard/Piano Area Coordinator
Mr. John Scandrett	jscandt	74814	Brass Area - Horn, Music Technology
Ms. Lucy Scandrett		74814	String Area - Harp
Dr. Jack Stamp	jestamp	74403	Assist. Chair, Director of Band Studies
			Symphony Band, Wind Ensemble
Dr. James Staples	jstaples	72390	Keyboard Area - Piano
Mr. Richard Thorell	rthorell	75646	Music History
Dr. Theresa Wacker	piccplyr	72067	Woodwind Area Coordinator - Flute

Dr. Susan Wheatley	wheatley	77918	Music Education Program Coordinator
Dr. Lorraine Wilson	lpw	74452	Department Chair, Music Education
Dr. Jason Worzbyt	reedtip	72068	Woodwind Area - Bassoon, Concert Band, Orchestra Director
Dr. Keith Young	kyoung	72069	Woodwind Area - Saxophone, Jazz Band Director

Music Library

Dr. Carl Rahkonen	rahkonen	75644	Music Librarian
Ms. Terry McFerron	tmcferro	72892	Assistant Music Librarian

Staff

Ms. Sharon Aikins	saikins	72391	Music Office Secretary
Ms. Sandy Pembleton	slp	72390	Music Office Secretary

Administration - College of Fine Arts, 110 Sprowls Hall

Mr. Michael Hood	mhood	72397	Dean
Dr. Douglas Bish	dbish	72397	Associate Dean
Ms. Carolyn Davis	ckdavis	72397	Administrative Assistant
Mr. Tim Estepp	twe	75867	College Technology Manager
Mr. Hank Knerr	hknerr	72547	Fine Arts Public Events

d. Ensemble Directors

Primary Ensembles

Chamber Singers	Mr. James Dearing
Chorale	Mr. James Dearing
Concert Band	Dr. Jason Worzbyt
Marching Band	Mr. David Martynuik
Music Theater	Dr. Sarah Mantel, Dr. Mary Hastings
Symphony Band	Dr. Jack Stamp
Symphony Orchestra	Dr. Jason Worzbyt
University Chorus	Mr. James Dearing
Wind Ensemble	Dr. Jack Stamp

Secondary Ensembles

Brass Ensemble	Dr. Gary Bird
Flute Ensemble	Dr. Therese Wacker
String Ensemble (Guitar)	Mr. Irvin Kauffman
Horn Ensemble	Mr. Jack Scandrett
Jazz Band	Dr. Keith Young

Jazz Ensemble	Dr. Kevin Eisensmith
Percussion Ensemble	Dr. Gary Olmstead
Trombone Choir	Dr. Christian Dickinson
Trumpet Ensemble	Dr. Kevin Eisensmith
Tubaphonium Ensemble	Dr. Gary Bird
Clarinet Ensemble	Dr. John Kuehn
Saxophone Ensemble	Dr. Keith Young
String Ensemble	Dr. Stanley Chepaitis
String Ensemble	Dr. Linda Jennings
Oboe Band	Ms. Stephanie Caulder
Bassoon Ensemble	Dr. Jason Worzbyt
Piano Accompanying	Mr. Sartori, Mr. Fry, Dr. Staples, Dr. Radell

SECTION B:
1. UNDERGRADUATE DEGREE PROGRAMS

The Department of Music offers three undergraduate degrees: Bachelor of Arts in Music, Bachelor of Fine Arts in Music Performance and Bachelor of Science in Music Education. All students participate in a culminating experience appropriate to their degree.

a. Bachelor of Arts in Music

The program leading to the Bachelor of Arts in Music is designed to provide the student a specialization for students who wish to pursue music as a profession in general performance practices, music history or in Music Theory Composition. Students who elect this degree program should plan to continue their musical training in graduate programs which will prepare them for professional careers in broad areas of musical performance or teaching at the college level.

Objectives for the Bachelor of Arts degree:

- to develop the ability to work intellectually with relationships between music and music literature within cultural/historical contexts
- to acquire knowledge of diverse cultures and various historical periods and develop the ability to produce and defend scholarly work
- to develop an understanding of evolving relationships among musical structure, music history and the influence of such evolutions on musical and cultural change
- to acquire skill in the use of basic concepts, tools, techniques and procedures in the development of a composition from a concept to a finished product
- to develop competence working with a variety of media, styles and forms
- to develop fluency in the use of tools needed by composers, including keyboard skills, spoken and written language, conducting and rehearsal skills, analytical techniques and applicable technologies

While this degree includes no requirement for performances, it is strongly suggested that, with approval of the applied teacher, a culminating performance (solo recital) be given in the final semester. For this reason, the suggested (but not required) sequence calls for four-credit lessons in each of the last two semesters as an aid to preparation of such a performance. The extra credits generated would be counted as music electives.

General Performance Graduation Checklist

☐	**Liberal Studies:**	53-55
	As outlined in the Liberal Studies section: pp.	
	Major:	
	Required Courses:	
☐	MUSC 111 Theory Skills I	2
☐	MUSC 115 Theory I	3
☐	MUSC 112 Theory Skills II	2
☐	MUSC 116 Theory II	3
☐	MUSC 211 Theory Skills III	2
☐	MUSC 215 Theory III	3
☐	MUSC 212 Theory Skills IV	2
☐	MUSC 216 Theory IV	3
	Required Music Courses/Liberal Studies (The following are required	
	for a music degree, but listed as Liberal Studies credits)	
☐	MUHI 101 Intro to Music (music major section only MUHI 101 006)	
☐	MUHI 302 Music History II	
	Controlled Electives:	
	Applied Music I through VIII: private lessons in performance area	16
	--2sh in each of eight semesters	
	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	
	I II III IV V VI VII VIII	
	Major Related:	
☐	MUHI 301 Music History I	3
	Other Requirements:	
☐	Music electives (with advisor approval) see university catalog	4-6
	Music ensembles (MUSC 120-136)	8
	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	
☐	Jury clearance in major instrument, minor instrument (if any),	0
☐	and piano C (if not major or minor instrument)	
	Attendance at 8 recitals per semester (MUSC 475,	0
	S grade, each semester in attendance)	
	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	
	I II III IV V VI VII VIII	
☐	**Free Electives:**	16-18
	Total Degree Requirements:	**124**

Music/History and Literature Graduation Checklist

☐ **Liberal Studies:** 53-55

As outlined in the Liberal Studies section:

Major:

Required Courses:

☐	MUSC 111 Theory Skills I	2
☐	MUSC 115 Theory I	3
☐	MUSC 112 Theory Skills II	2
☐	MUSC 116 Theory II	3
☐	MUSC 211 Theory Skills III	2
☐	MUSC 215 Theory III	3
☐	MUSC 212 Theory Skills IV	2
☐	MUSC 216 Theory IV	3
☐	MUHI 301 Music History I	3

Required Music Courses/Liberal Studies (The following are required for a music degree, but listed as Liberal Studies credits)

☐ MUHI 101 Intro to Music (music major section only)

☐ MUHI 302 Music History II

Controlled Electives:

Five courses from list below:

☐	MUHI 322 Medieval and Renaissance Music	3
☐	MUHI 323 The Baroque Era	3
☐	MUHI 324 The Classical Era	3
☐	MUHI 325 The Romantic Era	3
☐	MUHI 420 The 20th Century	3
☐	MUHI 421 American Music	3

Other Requirements:

☐ Music electives (with advisor approval) 4-6

Music ensembles (MUSC 120-136) 8

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

☐ Jury Clearance in piano C 0

Attendance at 8 recitals per semester (MUSC 475, S grade, each semester in attendance) 0

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

I II III IV V VI VII VIII

☐ **Free Electives:** 16-18

Total Degree Requirements: **124**

Music/Theory and Composition Graduation Checklist

☐	**Liberal Studies:**	53-55
	As outlined in the Liberal Studies section:	
	Major:	
	Required Courses:	
☐	MUSC 111 Theory Skills I	2
☐	MUSC 115 Theory I	3
☐	MUSC 112 Theory Skills II	2
☐	MUSC 116 Theory II	3
☐	MUSC 211 Theory Skills III	2
☐	MUSC 215 Theory III	3
☐	MUSC 212 Theory Skills IV	2
☐	MUSC 216 Theory IV	3
☐	MUSC 217 Keyboard Harmony I	1
☐	MUSC 218 Keyboard Harmony II	1
☐	MUSC 306 Counterpoint I	2
☐	MUSC 315 Theory V	3
☐	MUSC 411 Composition I	2
☐	MUSC 412 Composition II	2
☐	MUSC 413 Composition III	2
☐	MUSC 414 Composition IV	2
	Required Music Courses/Liberal Studies (The following are required for a music degree, but listed as Liberal Studies credits)	
☐	MUHI 101 Intro to Music (music major section only)	
☐	MUHI 302 Music History II	
	Controlled Electives:	
	Applied Music I through VIII: private lessons in performance area --2sh in each of eight semesters	14
	☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VI ☐ VII ☐ VIII	
	Major Related:	
☐	MUHI 301 Music History I	3
	One from list below:	
☐	MUSC 304 Form and Analysis I	2
☐	MUSC 309 Orchestration I	2
	Other Requirements:	
☐	Music electives (with advisor approval)	4-6
	Music ensembles (MUSC 120-136)	8
	☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VI ☐ VII ☐ VIII	
___	Attendance at 8 recitals per semester (MUSC 475, S grade, each semester in attendance)	0
	☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VI ☐ VII ☐ VIII	
☐	**Free Electives:**	0-2
	Total Degree Requirements:	**124**

b. Bachelor of Fine Arts in Music Performance:

The program leading to the Bachelor of Fine Arts in Music is designed to provide specialization for students who wish to pursue music as a profession in performance or in higher education. Students who elect this degree program should plan to continue their musical training in graduate programs which will prepare them for professional careers in musical performance or teaching at the college level.

Objectives for the Fine Arts in Music Performance degree:

- to foster essential technical skills and creative abilities necessary to function and perform as professional musicians
- to develop excellence in performance through solo and ensemble experiences in recitals, concerts and productions
- to critically evaluate students' artistic progress through continuing juried performances
- to provide mentoring for the logical progression of students' professional opportunities and graduate studies

Bachelor of Fine Arts in Music Performance Graduation Checklist

☐ **Liberal Studies:** 53-55

As outlined in the Liberal Studies section:

Major:

Required Courses:

☐	MUSC 111 Theory Skills I	2
☐	MUSC 115 Theory I	3
☐	MUSC 112 Theory Skills II	2
☐	MUSC 116 Theory II	3
☐	MUSC 211 Theory Skills III	2
☐	MUSC 215 Theory III	3
☐	MUSC 212 Theory Skills IV	2
☐	MUSC 216 Theory IV	3

Required Music Courses/Liberal Studies (The following are required for a music degree, but listed as Liberal Studies credits)

☐ MUHI 101 Intro to Music (music major section only)

☐ MUHI 302 Music History II

Controlled Electives:

Applied Music I through VIII: private lessons in performance area 32
--4sh in each of eight semesters

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
I II III IV V VI VII VIII

Major Related:

☐	MUHI 301 Music History I	3
☐	MUSC 217 Keyboard Harmony I (piano and organ majors only)	1
☐	MUSC 218 Keyboard Harmony II (piano and organ majors only)	1
☐	MUSC 351 Italian Diction (voice majors only)	2
☐	MUSC 353 French Diction (voice majors only)	2
☐	MUSC 354 German Diction (voice majors only)	2

Other Requirements:

☐ Music electives (with advisor approval) 4-6

Music ensembles (MUSC 120-136) 8

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

☐ Jury clearance in major instrument, minor instrument (if any), 0
☐ and piano C (if not major or minor instrument)

Attendance at 8 recitals per semester (MUSC 475, 0
S grade, each semester in attendance)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
I II III IV V VI VII VIII

Free Electives: 0

Total Degree Requirements: **124**

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c. Bachelor of Science in Music Education:

This program is designed for students who are preparing to teach instrumental and vocal music in the public schools of Pennsylvania and across the United States. In addition, this program provides the basis for Pennsylvania teacher certification.

Objectives for the Music Education Degree:

- to develop the ability to understand, appreciate and articulate
- to foster substantive scholarly and creative inquiry in the domains of music education, including performance, music history, music theory, composition, improvisation and conducting
- to motivate and inspire students to explore creative avenues in the performing arts and to guide their educational progress
- to promote an understanding of child development and educational psychology, and a commitment to nurturing the artistic development of every student
- to embrace music of world cultures
- to offer the opportunity to acquire professional behavior and leadership skills in diverse pedagogical settings
- to inspire all citizens at the local, state and national levels of education to value and support music education
- to develop the effective use of basic music teaching tools, including a knowledge of pedagogy, curriculum materials, current technology, assessment and learning strategies, as these relate to the delivery of effective music education in diverse educational settings and schools.

Bachelor of Science in Music Education Degree Checklist – Program Revision in Progress (2002-2003)

☐	**Liberal Studies:**	53-55
	As outlined in the Liberal Studies section:	
	Major:	
	Required Courses:	
☐	MUSC 111 Theory Skills I	2
☐	MUSC 115 Theory I	3
☐	MUSC 112 Theory Skills II	2
☐	MUSC 116 Theory II	3
☐	MUSC 211 Theory Skills III	2
☐	MUSC 215 Theory III	3
☐	MUSC 212 Theory Skills IV	2
☐	MUSC 216 Theory IV	3
☐	MUSC 151 Class Voice I (non-voice majors)	1
☐	MUSC 152 Class Voice II (non-voice majors)	1
☐	MUSC 351 Italian Diction (voice majors)	2
☐	MUSC 353 French Diction (voice majors)	2
☐	MUSC 354 German Diction (voice majors)	2
☐	MUSC 153 Class Piano I (non-piano major)	1
☐	MUSC 154 Class Piano II (non-piano major)	1
☐	MUSC 155 Class Strings I	1
☐	MUSC 157 Class Percussion I	1
☐	MUSC 159 Class Brass I	1
☐	MUSC 161 Class Woodwinds I	1
☐	MUSC 311 Fundamentals of Conducting	2
	Required Music Courses/Liberal Studies (The following are required for a music degree, but listed as Liberal Studies credits)	
☐	MUHI 101 Intro to Music (music major section only)	
☐	MUHI 302 Music History II	
	Controlled Electives:	
	Applied Music I through VIII: private lessons in performance area --2sh in each of seven semesters	14
	☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VI ☐ VII	
	Major Related:	
☐	MUHI 301 Music History I	3
	Choose one of the following:	
☐	MUSC 312 Instrumental Conducting	2
☐	MUSC 313 Choral Conducting	2

Professional Education Sequence

EDEX 301	Education of Students with Disabilities In Inclusive Secondary Settings	2sh
EDSP 202	Educational Psychology	3sh
EDUC 242	Pre-student Teaching Clinical Exp I	1sh
EDUC 342	Pre-student Teaching Clinical Exp II	1sh
EDUC 421	Student Teaching Elementary Level	6sh
EDUC 441	Student Teaching Secondary Level	6sh
FDED 202	American Ed in Theory and Practice	3sh
MUSC 240	Technology in the Music Classroom	2sh
MUSC 331	Elementary Methods	3sh
MUSC 333	Secondary Methods	3sh

Teacher Education – 3-Step Process

Step I – Admission to Teacher Education

Requirements:

a. Completion of a minimum of 48 credits with minimum of 2.6 QPA until end of drop/add Spring 2002
b. 2.8 until end of drop/add Spring 2003
c. 3.0 Fall 2003 and beyond
d. Must maintain required QPA until exit from program
e. 6 credits of College Level Math as specified by program– "C" or better
   1) recommended for Music majors: MATH 100, MATH 101
f. 6 credits of English composition and literature – "C" or better
   1) recommended for Music majors: ENGL 101 (College Writing) ENGL 121 (Humanities Lit.)
g. Completion of the following courses with a "C" or better:
   FDED 102 - American Theory and Practice
   EDSP 102 - Educational Psychology
   MUSC 240- Technology in the Music Classroom
   - Courses may be registered through normal BANNER procedures.
   - EDUC 242 and 342 are controlled through the major department's chair and coordinator.
   - •Registration for School Law, EDUC 442 is scheduled by the Assistant Chair of Professional Studies in Education – 3rd Floor Davis Hall.
   - EDSP 477, FDED 441 are controlled in The College of Education and Educational Technology, 104 Stouffer Hall
     These course are available for Education majors only. They will be restricted to students with an Education Major Code (BSED).
h. Act 34 Clearance – new one annually
i. Act 151 Clearance – new one annually
j. TB Test Results – good for IUP career
k. Speech and Hearing Clearance – Good for IUP career

A Word About Clearances

- Act 34 and 151 Clearances are good for only one year.
- Fresh Clearances must be applied for in May of each year so they are good for the following academic year.
- No one may participate in a field experience without a fresh clearance.
- Applications for clearances are available in 104 Stouffer or from advisors.

l. Passage of PRAXIS I tests (PPST):
PRAXIS Exams:

- Application materials are available from Career Services – Pratt Hall.
- Be sure to register for the correct exams.
- PRAXIS exams may only be taken twice.
- Note: The exams are offered at only specified times each year. It is essential to allow sufficient time for scores to be returned to IUP to qualify for admission to the next step.

Required scores:

Reading	Score 172
Writing	Score 173
Math	Score 173
Listening	Score 172

m. Only Complete Applications will be accepted. They must have:

Act 34 Clearance
Act 151 Clearance
Speech and Hearing Clearance
TB Test Results
Copy of current transcript (QPA)
Essay
PRAXIS I Test results
Signature of Advisor
Completed Application

Result of Admission to Teacher Education:

- Eligibility to take all Education Core courses (sequence order when required)
- Eligibility to take all methods courses and program specific education courses
- Eligibility to take PRAXIS II exams
- Eligibility to prepare for Admission to Step II, Admission to Student Teaching

Step II - Admission to Student Teaching
Requirements

a. Completion of the following with a "C" or better:

- All Education Core courses:

EDSP 477
EDUC 242
EDUC 342

EDEX 300 / 301
EDUC 442

- All Major Subject courses
- Liberal Studies Science courses
- Passage of all PRAXIS exams

b. Application for Student Teaching
   - Applications for Student Teaching are initiated through the program coordinator of each certification program as much as a year in advance.
   - Applying for Student Teaching does not preclude the need to register for "Student Teaching" as a course.

c. Application for Pennsylvania Teacher Certification
   - After successful completion of Student Teaching and Graduation from IUP, a candidate is eligible to be recommended for Pennsylvania Teacher Certification.
   - Applications are available in the Student Teaching Handbook.
   - Applications are processed through the Associate Dean for Teacher Education who is also the Certification Officer for IUP to the Pennsylvania Department of Education.

d. Closed Section Permits
   - Issued by course department chairs at their discretion

e. Appeal Procedures
   - Appeals for exceptions to any aspect of the "3 Step Process," based on special circumstances, should first be made to the departmental coordinator.
   - Liberal Studies appeals should be handled through student's advisor, chairperson, Associate Dean, then to the Associate Dean for Teacher Education.

d. Liberal Studies Requirements – All Degree Programs

All students must fulfill the requirements of the university's Liberal Studies program. This involves a minimum of 53 semester hours divided among Learning Skills, Knowledge Areas, and Synthesis. The number of semester hours may rise slightly depending on student choices. Different colleges, and sometimes departments within colleges, may have specific variations as to how these Liberal Studies requirements are to be met.

Liberal Studies provides the broad vision and understanding that enable individuals to enjoy full, rich lives and to play constructive roles in their communities. The goals for Liberal Studies include (1) the development of important modes of thinking and intellectual skills: critical thinking, literacy, understanding numerical data, historical consciousness, scientific inquiry, ethical perception, and aesthetic sensitivity; (2) the acquisition of a body of knowledge or understanding essential to an educated person; and (3) an understanding of the physical, as well as the intellectual, nature of human beings.

Liberal Studies Checklist-All Music Degrees

		Credits 53-55	Completed	Recommen Semeste
Learning Skills:English Composition - two courses		7 total		
ENGL 101	College Writing	4	☐	II
ENGL 202	Research Writing	3	☐	III - V
Learning Skills:Mathematics		3 total		
MATH 101	Foundations of Mathematics	3	☐	I - VIII
Humanities - three courses		9 total		
HIST 195	History: The Modern Era	3	☐	I
ENGL 121	Humanities: Literature	3	☐	III
_____	choose from list	3	☐	III-VIII
Fine Arts		3 total		
MUHI 101	Intro to Music (Majors)	3	☐	II-III
Natural Science Option 1 (recommended for BS in Ed)		8 total		
Two-semester Laboratory Course Sequence			☐	III-VIII
Natural Science Option 2		10 total		
One Laboratory plus Two Non-laboratory Courses			☐	III-VIII
Social Sciences - three courses from list		9 total		
PSYC 101	General Psychology (a)	3	☐	IV-VI
_____	*one non-western recommended	3	☐	III-VIII
_____	choose from list	3	☐	III-VIII
Health and Wellness		3-4		
_____	Choose one from list OR	3	☐	I-III
MLSC 101/102 - Military Science		4	☐	I-II
Liberal Studies Electives - three courses		9 total		
HIST 305	Renaissance and Reformation	3	☐	III-IV
MUHI 302	Music History II (b)	3	☐	VI
BEDU/COSC/IFMG 101 (a)		3	☐	I-III
	(c)Microbased Computer Literacy			
choose from list (no course with MUSC prefix)		3	☐	III-VIII
Non-Western Cultures - one course		3 total		
_____	choose from list, can be combined		☐	
	*with Social Science (recommended)			
Synthesis		3 total		
LBST 499	choose from list		☐	VII-VIII

Writing Across the Curriculum

two courses (included in curriculum)

MUHI 301	Music History I (major)
MUHI 302	Music History II (LS Elective)

(a) Required for BS in Ed
(b) Prerequisites; HIST 195 & 305, ENGL 101 & 202, MUHI 301
(c) Prerequisite for MUSC 240

Senior Synthesis Taught by Music Faculty:

- Poetry and Song – Mr. Jim Dearing
- Women Who Compose – Dr. Susan Wheatley
- Civilization in Crisis – Dr. Stanley Chepaitis
- The Cultural Context of New Orleans: History, Culture, Jazz – Dr. Lorraine Wilson

2. Music Minor Program

a. Music Minor Requirements

Students wishing to enter the music minor program must first successfully complete an audition on a major instrument or voice. An advisor will be assigned to assist with their planned minor coursework.

Required Courses:

APMU (applied music on major instrument; 2 semesters at 2 credits) **4 cr.**

One of the following:

MUSC 110	Fundamentals of Theory	3 credits
MUSC 111	Theory Skills I	2 credits
MUSC 115	Theory I	3 credits
		2/3 cr.

One of the following:

MUHI 101	Introduction to Music (for Majors)	3 credits
MUHI 301	Music History I	3 credits
MUHI 302	Music History II	3 credits
MUHI 481	Special Topics (with approval)	3 credits
		3 cr.

Music Electives:

Music Ensembles

-Other Music Courses (with advisor approval) **5/6 cr.**

Total Credits **15/16 cr .**

SECTION C
1. ACADEMIC ADVISEMENT AND REVIEW POLICIES

a. Advanced Placement Music Theory

On arriving at IUP at the beginning of classes, you can request a Theory placement exam. You might be able to pass out of Theory I (3 credits) and Theory Skills I (2 credits). Because the language of Theory varies so much from place to place and book to book, we require that you take this exam in order to determine your Theory placement here at IUP.

b. Prior Learning Assessment Programs

IUP offers several methods for earning university credit for college-level learning gained through work and life experience. Through the Office of Career Services, the College Level Examination Program (CLEP) offers standardized examinations in general and specific subjects.

Where examinations are not available, portfolio assessment may provide the student with the opportunity to present evidence of learning for evaluation by a university faculty member. Through portfolio assessment, work and life experiences are evaluated to determine their appropriateness and applicability for university credit. Credits earned through prior learning assessment may not be applied toward university residency requirements for awarding of degrees. In addition, no more than one-half of the semester hours required for a student's major may be earned by CLEP, departmental examination, and portfolio assessment. Contact the School of Continuing Education for information regarding portfolio assessment.

c. Departmental Advisement Guidelines

Students are assigned an advisor upon entrance to the Department of Music. In most cases, the advisor is their applied music teacher. Academic advising is an ongoing relationship with students, which continues until they graduate. In cooperation with the advisor, it is the student's responsibility to map (plan) each semester course schedule for completion of degree requirements and graduation in a timely manner. The IUP Department of Music believes that the responsibility for fulfilling all requirements for graduation lies with the students; therefore, they should be familiar with these requirements as outlined in their University Catalog and in this student handbook.

Beginning at the mid-semester period (October & March), students pre-register for the next semester's coursework via the Internet. Students are required to schedule an appointment with their advisor in order for course planning and advisement. At this meeting, students receive their "PIN number," schedule time, and a copy of the *Academic Advisement Summary Form* from their advisor (see Appendix, page 55). This must be completed and signed with a recommended list of courses for the next semester. This form is also retained in the advisor's folder. Following the scheduling procedure, students must submit a copy of their "finalized" schedule to their advisor. The Schedule

of Classes listing is found at the university's scheduling and student records website, www.iup.edu/ursa.

d. Dropping/Adding Courses

All students may make schedule adjustments using the university registration website from their initial time appointment until the end of the official Drop/Add period (see academic calendar listing at the hyperlink on www.iup.edu/URSA). The Drop/Add period must be adhered to during the specified university dates. Only exceptional circumstances that exist beyond the specified Drop/Add period will be approved through the offices of the Department Chair and Associate Dean. It is the student's responsibility to secure the appropriate instructor's approval before consulting the Department Chair. All forms are available in the Music Office. Special Note: Students are strongly urged to check their schedules throughout the semester. This will ensure that all classes are listed accurately.

Deadlines for the opportunity to drop or add sections can be found in the academic calendar at the website www.iup.edu/registrar. Music majors are urged to meet the deadlines responsibly. Only extenuating circumstances will be approved by the office of the Dean after deadlines occur. No one will be allowed to drop a course at the end of a semester.

e. Course Withdrawal

Individual course withdrawal may be processed online only during the first two-thirds of the academic term. **Approval for withdrawal from a course after the deadline is contingent upon documentation of exceptional events of a catastrophic nature that could not have been anticipated.** Students should understand the significant impact of course withdrawal on financial aid eligibility (percent of completion and eligibility to move to next class level). Students are also cautioned to consider the detrimental impact of a series of Ws in a transcript review by a prospective employer or graduate school. Further information can be found in the University Catalog.

f. Course Repeat Policy

A student may not normally repeat an academic course. Exceptions to this policy are:

- **Repeatable Courses**
  Certain courses are eligible for repeat for credit and grade. These courses include music ensembles and special topics courses (281, 481) if the topic is different, and other specifically designated courses.

- **D and F grades**
  - ◊ Repeat with replacement: Undergraduate students are permitted to replace the grades and quality points for courses in which they receive a D or F grade by repeating that course at IUP and filing a repeat form with the Registrar's Office.

Only six repeat-with-replacement attempts are permitted during a student's entire undergraduate career. In calculating GPA, the new grade and quality points earned will replace the old. However, the transcript continues to document all academic work, and repeated courses are not deleted from the visual record.

◊ Repeat with averaging: In addition to the six repeat-with-replacement options, undergraduate students my repeat other courses in which they receive a D or F grade. In these other repeat attempts, the new grade is averaged with, instead of replacing, the prior D or F grade; the credit for the D repeat counts only once. The transcript continues to indicate all repeated courses.

◊ Course transfers: Students seeking to replace or average D and F grades must repeat these courses at IUP. If an IUP course in which a student received an F is repeated at another institution, the credit will transfer to IUP, but the original F will continue to count toward the IUP GPA. If an IUP course in which a student received a D is repeated at another university, neither the grade nor the credit will transfer.

2. Ensemble Participation and Requirements

All music majors are required to participate in (at a minimum) four hours of ensemble rehearsal per week* for seven semesters (music ed. majors) or eight semesters (BA and BFA majors). This usually results in participation in one primary and one secondary ensemble each semester. Students must participate on their major instrument in the primary ensemble.

Ensemble participation is based on a separate audition each semester. With the exception of the Marching Band, all ensembles are auditioned at the beginning or end of each semester. Requirements vary for each audition, but may include prepared selection(s), scales, and sightreading. Marching Band auditions are held during the summer. Specific information is available from the Marching Band office.

Secondary ensembles (with the exception of the Brass Ensemble and Jazz Bands) are an expectation of the applied major studio. For specific information, see the director of the desired ensemble or your advisor (refer to the Ensembles/Directors section on pages 4 & 5).

Primary Ensembles	Secondary Ensembles
Accompanying (piano majors)	Brass Ensemble
Chamber Singers	Flute Ensemble
Chorale	Horn Ensemble
Concert Band #	Jazz Band
Marching Band +	Jazz Ensemble
Music Theatre	Percussion Ensemble

Symphony Band	String Ensembles (chamber, quartets, etc.)
Symphony Orchestra	Guitar Ensemble
University Chorus #	Trombone Ensemble
Wind Ensemble	Trumpet Ensemble
	Tubaphonium Ensemble
	Woodwind ensembles

***** Degree requirements state that students must register for seven or eight credits of ensembles. Since departmental policies require participation in up to 16 ensembles, students are advised to register for the "0" credit option during semesters when academic credit load is high. Advisors will explain the "0" credit option to you.

+ Marching Band qualifies for an entire semester requirement if participating on your major instrument (2 semesters only).

These ensembles qualify as a primary ensemble only if membership is the result of the auditioning process.

Keyboard majors may fulfill their ensemble requirement in one of the primary and/or secondary ensembles as well as through the accompanying process. See advisor for information.

a. <u>Description of Primary Choral and Instrumental Ensembles</u>

◊ <u>IUP Chamber Singers (MUSC 121) and Chorale (MUSC 122)</u> - The *IUP Chamber Singers* is an ensemble that specializes in works for small choirs from all historical periods. The choir performs a broad spectrum from early Gregorian chant to contemporary rock cantatas. In 1999 the *Chamber Singers* were featured at the Pennsylvania Music Educators State Convention. Composer Libby Larsen recently described it as "one of the finest college choirs in the country." Competition to be a member is often intense.

◊ The ***Chorale*** is a select mixed chorus dedicated to the study and performance of masterworks of choral literature. Founded in 1961, this ensemble has performed in Boston as the featured university chorus for the *American Choral Directors Convention*; sung with the Brooklyn Philharmonic in Carnegie Hall - the first university choir from Pennsylvania invited to perform there; was invited to perform a recently discovered major eighteenth-century composition at the *National Conference of the American Musicological Society* - North America's leading forum for musical scholarship; and received rave reviews in *American Record Guide* for its recent compact disc recording of Vincent Persichetti's *Celebrations*. The ***Chorale*** has made numerous overseas tours and has performed in France, Germany, Austria, Canada, Switzerland, and Italy. Future touring plans include a concert tour to Poland.

Membership in IUP choral ensembles is by audition only. It is not necessary to prepare a solo for your audition. The director vocalizes students to hear the weight, color, and range of their voices and plays some simple melodies for them to repeat. All students from across campus are encouraged to audition.

◊ University Chorus (MUSC 134) - The *University Chorus* is a large ensemble made up of students, faculty, and community members. Membership is by audition. The *University Chorus* has recently appeared with Metropolitan Opera winner Angela Brown and composer/conductor Moses Hogan. Future performances will include Stravinsky's *Symphony of Psalms* and Carl Orff's *Carmina Burana*.

◊ Concert Band (MUSC 124), Symphony Band (MUSC 123), and Wind Ensemble (MUSC 131) - The *Wind Ensemble* and *Symphony Band* are the premier concert wind groups of the university. These ensembles continue to pursue their goals of individual responsibility, musical excellence, and the performance of high-quality repertoire. These ensembles have won acclaim for their compact disc recordings entitled *The Band Music of Pennsylvania Composers*, *Winds and Voices*, *IUP Bands: 1995, 1996, 1997, 1998, 1999, 2000, and IUP Bands of 2001*. In the fall of 2001, Klavier recordings will release a commercial disc of the best of the IUP Wind Ensemble entitled *Internal Combustion*. Recent band composer residencies have included Mark Camphouse, Andrew Boysen, Bruce Yurko, Timothy Broege, and Timothy Mahr. Guest conductors have included Eugene Corporon, Michael Haithcock, Robert Halseth, and Tom Lee.

Started in 1960, the ***Wind Ensemble*** has performed in many of Pennsylvania's schools, for the state's MENC conferences, as well as for the College Band Directors Eastern Division Conference. They have recorded works for various band publishers and have premiered works by noted American wind band composers.

An auditioned group of eighty-five members, the ***Symphony Band*** continues its high level of performance. Recent activities have included premiere performances and publisher recordings, and PMEA Conference performances, including the 2001 PMEA Conference held in Hershey, PA.

The ***Concert Band***, a group of over eighty musicians, is comprised of music majors, non-majors, and those performing on secondary instruments. The ensemble experience allows students to explore quality public school wind literature.

◊ Symphony Orchestra (MUSC 129) - The *IUP Symphony Orchestra* is comprised of nearly sixty players - most of whom are music majors. The orchestra offers a wide variety of concerts for the university and community, encompassing a vast range of styles. The orchestra has premiered and performed entire programs of contemporary works for the *Festival of Women Composers-International*, which

is sponsored by IUP. The Halloween and Pops concerts provide a lighter program to introduce new people to the orchestra. Along more traditional lines is the annual Concerto Competition, in which soloists from the orchestra perform music from all periods. A highlight from 1996 was a performance in Heinz Hall followed by a New York City tour culminating in a performance at Carnegie Hall.

◊ Marching Band (MUSC 125) - The "Beast of the East," the *IUP Marching Band* is renowned for its marching and musical excellence. Formed in 1921, the *IUP Marching Band* was the official band at the U.S. Constitution Bicentennial Celebration in 1987. The attention they received there led to an invitation from Jacques Chirac, the mayor of Paris, to perform at the America's Day Celebration of the French Bicentennial in the summer of 1989. In September of that same year the band toured Washington, DC, with performances on the steps of the Lincoln Memorial and the Soldiers and Airmen's Home. The band has performed at numerous high school festivals throughout Pennsylvania and bordering states. They have appeared at half-time for the Pittsburgh Steelers, Buffalo Bills and Philadelphia Eagles.

b. Secondary Ensembles

◊ Brass Ensemble (MUSC 120, sections 5/15) - The *IUP Brass Ensemble* consists of eighteen brass players and three percussionists selected through audition. The group performs music of all historical periods from the early Baroque antiphonal works of Gabrieli to composers of the modern era. Its performance schedule varies, but usually includes two or three concert performances each semester, as well as specialty appearances such as the annual IUP Christmas tree lighting ceremony.

◊ Flute Ensemble (MUSC 133, sections 4/14) - The purpose of this course is to expose the student to chamber and large ensemble music written for their instrument family. The course also explores pedagogy issues in a classroom setting. The *IUP Flute Ensemble* performs one recital on campus each semester and also presents clinics and performances in area schools. This course is required for flute majors.

◊ Horn Ensemble (MUSC 120, sections 2/12) - The *IUP Horn Ensemble* is comprised of the students in the Horn studio and other interested students. Participation is required of Horn majors and by permission of the instructor for others. The *IUP Horn Ensemble* performs regularly at area and departmental recitals as well as in area schools.

◊ Jazz Ensemble (MUSC 136) & Jazz Band (MUSC 135) - IUP boasts two jazz bands, the ***IUP Jazz Ensemble***, under the direction of Dr. Kevin E. Eisensmith, and the ***IUP Jazz Band***, led by Dr. Keith R. Young. Both "big bands" include trumpets, saxes, trombones, and rhythm sections of piano, guitar, bass, drums

and auxiliary percussion. Auditions for these ensembles are held during the first week of classes in the Fall semester. Spring auditions are held only to fill the seats vacated by graduating seniors. The bands also often hold auditions for vocalists.

With a venue of High School Jazz Festivals, assembly programs, and competitions throughout the state and region, the bands also host an annual Jazz Festival, which features six area high school jazz bands, the ***IUP Jazz Band*** and the ***IUP Jazz Ensemble***. A renowned guest artist is featured with both bands.

Throughout the years, many well-known guest artists have performed with the ensembles, including guitarist Joe Negri, euphoniumist Rich Matteson, trumpeters Vince DiMartino, Doc Severenson, and Dave Detwiler, drummers Peter Erskine, Steve Houghton, and Jim Rupp, pianists Peter Nero, Billy Taylor, and Ellis Marsalis, Jr., Hollywood tubist Jim Self, flutist Jim Walker, vocalists Cleo Laine, Rosemary Clooney, and Kathy Wade, trombonists Urbie Green and Randy Purcell, and saxophonists Chris Vadala, Don Aliquo, Jr., John Dankworth, and Rick DiMuzio.

◊ Percussion Ensemble (MUSC 127) - The *IUP Percussion Ensemble* is known for its playing skill and versatility. All percussion majors participate in the *Percussion Ensemble*, which performs regularly for SRO crowds on the IUP campus. The Ensemble has also performed frequently in public schools and at regional and national conventions, including performances for: the *American Orff-Schulwerk Association, Music Educators National Conference, Pennsylvania Music Educators Association, Music Teachers National Association, College Band Directors National Association*, the *American School Band Directors Association, National Dance Association of the American Alliance for Health, Physical Education, Recreation, and Dance,* and *Percussive Arts Society* conventions. These performances have been presented in Pennsylvania, Ohio, Virginia, New Jersey, New York, Washington, Maryland, and Massachusetts. Percussive Arts Society performances have included both Pennsylvania State Chapter conferences and the Percussive Arts Society International Convention. Guest conductors and soloists highlight various performances. The Ensemble also collaborates with the IUP Dance Theater for periodic productions. The *O'Zone Percussion Group* has completed two compact discs, *Whiplash* (recently re-released in a new version), and *LaBamba*.

◊ String Ensemble – (MUSC 130) – The IUP String Ensemble is required for string majors. Students are exposed to string chamber music of all historical periods.

◊ Trombone Choir (MUSC 120, sections 3/13) - The *IUP Trombone Choir* performs regularly on campus and at area schools and churches. The Choir recently has performed at the PMEA State Festival in Hershey, and also at the Eastern Trombone Workshop in Washington, DC. Ensemble repertoire

ranges from the music of Gabrieli to contemporary composers such as Eric Ewazen. An audition is required and can be arranged through Dr. Christian Dickinson.

◊ Trumpet Ensemble (MUSC 120, sections 1/11**)** **-** The *IUP Trumpet Ensemble* is available to both music major and non-major trumpet players and performs music for ensembles of 4 to 24 members. Trumpet majors enrolled in applied lessons are required to be in the ensemble. An audition is required for all non-majors. The Ensemble rehearses for one hour each week, and presents performances on campus and at local high schools and churches. Members of the Ensemble attend and perform at the *National Trumpet Competition,* held annually at George Mason University in Fairfax, Virginia. The *IUP Trumpet Ensemble* also performed at the *2000 International Trumpet Guild Conference* in Purchase, New York.

◊ Guitar Ensemble (MUSC 130, sections 3/13**)** **-** The *IUP Guitar Ensemble* is required for all guitar majors at IUP. Only guitar majors may perform in the *Guitar Ensemble.*

◊ Tubaphonium Ensemble – (MUSC 120 sections 4/14) – The *IUP Tubaphonium Ensemble* is required for all Tuba and Euphonium majors.

◊ Woodwind Ensembles – (MUSC 133) – The *IUP Woodwind Ensemble* is required for all woodwind majors.

c. IUP Music Theatre

Mainstage Productions:
Fall Semester – Opera
Spring Semester – Musical

The ***IUP Music Theatre*** is dedicated to the performance of quality musical productions using undergraduate and graduate student performers. The productions are cast through open audition and regularly feature IUP Music and Theatre majors in leading roles and instrumental majors as members of the pit orchestra. Any student interested in musical theatre is encouraged to become a part of the cast and production team. ***Mainstage Opera*** and ***Musical*** productions are rehearsed outside of regular class hours during the weeks before performance dates.

◊ Music Theatre Ensemble (MUSC 126) - The ***Music Theatre Ensemble*** is designed to provide training and performance experience for the singing-actor. Members of the ***Music Theatre Ensemble*** learn performance techniques through a series of musical and theatrical exercises and the performance of songs and ensembles from Broadway to Opera. The ensemble class covers physical coordination and freedom of movement on stage, improvisation, audition techniques, and how to communicate with your audience. Auditions

for the ***Music Theatre Ensemble*** are regularly scheduled during the first week of classes each semester.

Productions of the IUP Music Theatre since 1990

1990-1991	*The Consul* & *Fiddler on the Roof*
1991-1992	*The Magic Flute* & *A Little Night Music*
1992-1993	*The Mikado* & *Quilters*
1993-1994	*The Telephone* & *The Medium* & *The Pirates of Penzance*
1994-1995	*The Lion, The Witch, and The Wardrobe* & *The Music Man*
1995-1996	*Die Fledermaus* & *Working*
1996-1997	*The Marriage of Figaro* & *On the Town*
1997-1998	*Old Maid and the Thief* & *Susanna's Secret* & *My Fair Lady*
1998-1999	*The Merry Widow* & *Hair*
1999-2000	*Amahl and the Night Visitors* & *West Side Story*
2000-2001	*H.M.S. Pinafore* & *Cabaret*
2001-2002	*The Magic Flute* & *Into the Woods*
2002-2003	*The Tender Land* & *Kiss Me Kate*

3. Internships for Music Majors

The Department of Music has developed an internship program, which allows a student to participate in university-supervised work experiences for variable academic credit. Because internships are viewed as an integral part of the student's academic program, those who are interested in specific internship programs should consult with the internship advisor in the Department of Music or the Department Chairperson. Recent internships include the offices of the Pittsburgh Opera and the Pittsburgh Symphony Orchestra.

4. Summer Study for Timely Graduation

Because of the high number of credits required of all music majors, it is recommended that students consider taking courses during some summer sessions. This can be accomplished in one of 3 ways:

a. Many liberal studies courses can be taken at institutions (community colleges, etc.) closer to a student's home during the summer months. It is required that students receive pre-approval for these courses before the end of the previous Spring semesterSummer Study at IUP - Students might also consider registering for liberal studies courses during summer sessions, especially writing intensive classes. Smaller classes allow for more individualized attention.
b. Summer study at IUP – Students might also consider registering for liberal studies courses during summer sessions, especially writing intensive classes. Smaller classes allow for more individualized attention. Selected required music core courses are

also offered. A selected group of music classes are also offered each summer. (Example: Class Instruments, Music History, Technology in the Music Classroom)

Pre-Approval for Transfer Coursework

Students enrolled at IUP who wish to take coursework at another institution (either during the summer or regular semesters) must complete an *Application for Preapproval of Coursework at Another College/University* prior to taking the course(s). Only the credits from the course(s) transfer, not the grade; therefore, students cannot use outside coursework for IUP's repeat policy. Only the credits for which students receive the grade of A, B, or C will transfer. If P/F is the only grading option available, there must be a narrative evaluation from the faculty member certifying that the work was of C level or better. No more than 60 semester hours total may be earned at a junior or community college for application toward an IUP degree. If the courses are being taken within the student's last thirty credits, the courses must be taken at IUP unless the student's residency requirement for awarding of degrees is waived by the college dean. Courses without prior approval are taken at the risk of the student; there is no obligation on the part of any officer of this university to accept or transfer such credit.

Forms for approval of off-campus coursework are available in the Office of Transfer Credit Evaluation/Admissions Office. Full directions on the form outline the steps involving the transfer evaluation, student's advisor, and college dean, or designee. After completing off-campus coursework, students should have the institution at which the work was taken send a final official transcript directly to Transfer Evaluation Services, 117 Sutton Hall, IUP, Indiana, PA 15705. Copies of transcripts issued to or hand carried by students will not be accepted.

SECTION D

1. JURY REQUIREMENTS

All music majors must declare a primary (major) performing medium. Students may also declare a secondary (minor) performing medium. An audition is required in each performance medium in order to be accepted for applied study.

All applied music students must take a Jury at the end of each semester in accordance with established policy in their Area, i.e., Piano, Organ, String, Voice, Woodwind, Brass, and Percussion.

Specific jury requirements for primary and secondary performance media, as well as those for out-of-department (non-major) students, vary for each applied area. Students should refer to the Syllabus of the appropriate applied instructor.

a. For All Areas

Any student receiving a jury grade of “F” on his/her principal instrument or voice for two successive semesters will be strongly recommended to discontinue in that applied area as a major concentration.

Any student failing to take a required jury without advance approval from his/her applied teacher will automatically receive an applied music grade of “F” for that semester.

All jury requirements must be completed before graduation.

Piano proficiency is required in ALL degree programs. Specific piano jury levels are available from the Piano Area Coordinator.

b. Piano Jury Requirements

Piano "A" Jury Requirements
For students in the Bachelor of Science Program

Semester Requirements

Semester I
- 10 minutes of literature – Two pieces of contrasting styles. One memorized.
- One technical exercise.
- Major scales and arpeggios in four octaves.

Semester II
- 15 minutes of literature – 10 minutes memorized – Two periods
- One technical exercise
- Harmonic minor scales and minor arpeggios, in four octaves.
- Sight reading.

Semester III
- 15 minutes of literature – 10 minutes memorized – Three periods.
- One technical study
- Melodic minor scales in 4 octaves.
- Sight reading.

Semester IV
- 20 minutes of literature – 15 minutes memorized – Three periods.
- One technical study
- Sight reading

Semester V
- 20 minutes of literature memorized – 15 minutes memorized – Three periods.

Semester VI
- 20 minutes of literature memorized – Three periods.
- One self-learned piece (3-4 minutes, not memorized)

Semester VII
- Plan _ recital, with a least _ of literature new or 15 minutes of literature.

Jury Requirements

Semester I
5 to 7 minutes playing time-
One piece memorized.
One technical exercise
Major
Total jury time: 15 minutes

Semester II
10 minutes playing time–
One piece memorized.
One technical exercise
Minor

Sight reading
Total jury time: 15 minutes

Semester III
10 minutes playing time – memorized

One technical study
Minor
Sight reading
Total jury time: 15 minutes

Semester IV
10 minutes playing time – memorized

One technical study
Sight reading
Total jury time: 15 minutes

Semester V
10 minutes playing time – memorized
Total jury time: 15 minutes

Semester VI
10 minutes playing time – memorized

One self-learned piece
Total jury time: 15 minutes

Semester VII
10 minutes playing time – memorized
(One piece a possibility)
Total jury time: 15 minutes

RULES & REGULATIONS

1. The self-learned piece for the Semester VI Jury must be assigned by the student's piano instructor two weeks before the jury.

2. Students will not play pieces in the jury, which have been performed in Areas.

3. First and second semester students will be given warnings if their playing does not meet the standards of the jury.

4. Failure to meet jury requirements (including specific end-of-semester jury performance, performance on Area Recitals, and accompanying requirement) will result in a lowering of the student's semester grade. Students who fail to meet any portion of the requirements will be asked to repeat such portions early the following semester. A student failing two consecutive juries may not continue as a piano major. Students who fail a portion of the final jury (A.VII) must register for an additional semester. This make-up jury will be graded by the piano faculty jury committee. However, if the grade is F, student teaching will be postponed to another semester.

5. If a student misses any jury because of sickness, a grade of incomplete ("I") will be given. The student must satisfactorily complete the jury during the first two weeks of the following semester.

6. Students are required to bring one completed repertory sheet to each jury. This sheet will be placed in the student's file and will contain the jurors' comments and signatures.

7. Students must present copies of programs from area and departmental recitals as well as from recitals in which they served as accompanist to the jury for placement in their permanent files.

8. Students wishing to present Senior Recitals should plan to do so in their final semester of private study (Semester VII).

9. All recital applicants must play for a jury committee three weeks prior to the recital date unless a majority of the keyboard faculty agrees to waive the jury.

10. Recital applicants shall bring to the recital jury a typed copy of the program containing all the information that will appear on the printed program as well as timing for each work being performed.

ADDITIONAL REQUIREMENTS

ACCOMPANIMENTS – Must accompany twice per semester from the fourth through the seventh semesters. Students must obtain permission slips during the first three weeks of the semester. These are to be signed by the piano instructor and placed in the student's folder, and signed again upon completion of the work at the end of the semester. Preparation of the piano accompaniments shall be supervised by the piano instructor.

AREAS – must play in Area Recitals at least once each semester, except the first semester. Area performance(s) must be memorized and shall be considered as part of the total memorized timing required for the semester.

BACHELOR OF ARTS DEGREE PROGRAM – One additional semester of piano is required for this program (Sem. VIII), when compared to the B.S. program.

Requirement – Semester VIII	Jury Requirement – Semester VIII
· 15 minutes of literature – memorized	10 minutes playing time – memorized

Revised Spring 2002

Piano "B" Jury Requirements
For Instrumental Piano Minors

All students starting this program must first take
TWO SEMESTERS OF PIANO AND PASS THE "C" JURY

Semester Requirements	Jury Requirements
Semester I	**Semester I**
· *Literature, 5 to 8 minutes	5 minutes playing time
· All major scales. (3 octaves in triples, 4 octaves in quadruples). All white key major arpeggios (2 octaves).	Major
· Sight reading	Sight Reading
Semester II	**Semester II**
· *Literature, 5 to 8 minutes	5 minutes playing time
· All scales. (major, minor harmonic and melodic in 3 and 4 octaves).	All Scales
· All arpeggios (major and minor, 2 octaves).	All arpeggios
· Learn an instrumental solo accompaniment.	Play an instrumental solo accompaniment
· Sight reading	Sight reading

*Literature chosen by teacher. Avoid repetition of literature.

Piano "B" Jury Requirements
Voice Principal, Piano Secondary, Organ

Semester Requirements	Jury Requirements
Semester I	**Semester I**
· *Literature, 5 minutes	5 minutes playing time
· All major scales. (3 octaves in triplets, 4 octaves in quadruples). All white key major arpeggios (2 octaves).	Major
· Sight reading	Sight reading
Semester II	**Semester II**
· *Literature, 5 minutes	5 minutes playing time
· All harmonic minor scales. (3 octaves and 4 octaves). All black key major arpeggios (2 octaves).	Minor
· Sight reading	Sight reading
Semester III	**Semester III**
· *Literature, 5 minutes	5 minutes playing time
· All melodic minor scales (3 octaves and 4 octaves). All white keys minor arpeggios (2 octaves).	Minor
· Sight reading	Sight reading
Semester IV	**Semester IV**
· *Literature, 5 minutes	5 minutes playing time
· All scales (major, harmonic and melodic minor in 3 and 4 octaves). All arpeggios (major and minor, 2 octaves).	All scales
· Learn accompaniments of two songs. Must be able to accompany and sing at the same time.	Play accompaniments of one song
· Sight reading	Sight reading

*Literature chosen by teacher.
Avoid repetition of literature.

"B" students must plan to complete their jury requirements within the first six semesters. This will leave one semester in the senior year prior to student teaching to make up any failed jury requirements in order to receive clearance for graduation. Students who fail a portion of the final jury (BIV) must register for an additional semester. This make-up jury will be graded by the piano faculty jury committee; however if the grade is F, student teaching will be postponed for another semester.

The piano area chairman will notify the departmental office of the student's clearance for student teaching following successful completion of their final jury requirements.

Rules and Regulations for Piano "B"

- VOICE PRINCIPALS with instrumental SECONDARY are required to pass the C Jury.
- B.F.A. in Voice are required to pass the "C" Jury.
- Theory-Composition students must take eight semesters of piano. No jury required.

ORGAN STUDENTS are required to take four semesters of piano and pass all piano "B" juries (Semester IV #3 – Substitute "accompaniment and sing at the same time" with accompaniments only).

Voice majors without any previous piano background will take ONE SEMESTER of class piano and then assigned to a private piano teacher in order to complete their specific requirements.

Piano "C" Jury Requirements
For Instrumental Majors

NON-JURY REQUIREMENTS

Semester I
- Literature, 5 minutes
- All major scales.
- Sight reading.

Semester II
- Literature, 5 minutes
- All white key harmonic and melodic minor scales. (2 octaves)
- Sight reading

JURY REQUIREMENTS

Semester I
No Jury

Semester II
5 minutes playing time.
All scales (excluding black key minors.)

Sight reading

CLASS PIANO REQUIREMENTS

Semester Requirements

Semester I
- 5 minutes of literature
- All major scales and white key harmonic minor scales, 1 octave
- Sight reading

Semester II
- 5 minutes playing time.
- All major scales and white key harmonic and melodic scales. 2 octaves
- Sight reading

Jury Requirements

Semester I
Pieces chosen from literature learned.
Major

No sight reading

Semester II
1 piece
All major scales and white key minors, 2 octaves

Sight reading

Rules and Regulations for Piano "C"

1. Students MUST AUDITION for the piano faculty to determine their eligibility for private lessons or piano class lessons.

2. Students who are required to take Class Piano must successfully complete the juries for those classes and are then encouraged to take one or two additional semesters of private piano lessons.

3. Students must plan to complete all piano jury requirements in the first six semesters. This will leave one semester in the senior year prior to student teaching to make up any failed jury requirements in order to receive clearance for graduation. Students who fail a portion of the final jury (CII) must register for an additional semester. This make-up jury will be graded by the piano faculty jury committee; however if the grade is F, student teaching will be postponed for another semester.

4. The piano area coordinator will notify the departmental office of the student's clearance for graduation upon successful completion of their final jury requirements. (Jury attainment forms in student file in the Music Office).

Piano C students displaying outstanding performing ability shall be given equal opportunity to perform on Piano Area Recitals as other students.

Bachelor of Fine Arts Piano
Jury Performance Requirements

SEMESTER REQUIREMENTS	JURY REQUIREMENTS **All selections of literature made by the faculty jury.**
Semester I	
1. Must learn pieces of two different style-period equivalent to 15 minutes playing time memorized. (Literature chosen by the teacher.)	10 minutes playing time to be selected from the 15 minutes learned.
2. Two technical studies.	One study from the two learned.
3. Technical exercises-Teacher's choice.	
4. Major scales, two forms of minor scales (harmonic and melodic), 4 octaves in parallel motion-root position. Arpeggios Major and Minor MM=120	**All**
Total jury time:	15 minutes
Semester II	
1. 20 minutes playing time—two different style-periods (memorized).	10 minutes playing time—two to be selected from the 20 minutes learned.
2. Two technical studies.	One study from the two learned.
3. Technical exercises.	
4. All major and minor scales in thirds, sixths, tenths in parallel and contrary motion. MM 120, major and minor arpeggios, first and second inversions.	All
5. Must perform at least once in piano area (keep copy of the program).	Must present to jury members area program with his/her name on it. Place program in student file.
Total jury time:	**15 minutes**
Semester III	
1. 25 minutes playing time—3 different style-periods—all memorized.	15 minutes playing time to be selected from the 25 minutes learned.
2. Two technical studies.	One study from the two learned.
3. Must perform twice in piano area.	Present programs as evidence. Place in student file.
4. Must accompany at least once in other areas (Teacher supervision required).	Present program as evidence. Place in student file.
5. Dominant and diminished 7th arpeggios.	
Total jury time:	15 minutes
Semester IV	
1. 25 minutes playing time (memorized).	10 minutes playing time to be selected from the 25 minutes learned.
2. Learn one movement of a concerto (memorized).	Perform with accompanist—10 minutes maximum (memorized).
3. Perform twice in piano area.	Present programs from areas. Place in student file.
4. Octave studies—broken, double, legato.	
5. Accompanying once in other areas.	Keep program copy for files.
6. Sight reading.	Sight reading.
Total jury time:	15 minutes
Semester V	
1. 15 minutes playing time—memorized.	Recital Jury Only (semester 5 or 6)
2. Preparation for _ recital (25 minutes playing time). Pieces chosen from previous semester.	
3. Perform at least once in piano area (new piece).	Keep program for student files.
4. Suggested period to start keyboard harmony.	

Semester VI

1.	30 minutes playing time—memorized.	15 minutes playing time to be selected from the 30 minutes learned—memorized. Prelude and Fugue or equivalent.
2.	Learn another movement of a concerto (memorized).	Perform with accompanist, not over 10 minutes, memorized.
3.	Play twice in piano area.	Keep programs for file.
4.	Accompany once in other areas.	Keep programs for file.
	Total jury time:	20 minutes

Semester VII

1.	Prepare 50 minutes playing time (minimum) for full recital. Pieces can be chosen from Semester 5 or 6 or new (learned during this semester).	Recital Jury (50 minutes minimum) any time during semester. This recital jury may be interchanged with Semester 8.

Semester VIII

1.	30 minutes playing time—memorized—to include specified jury pieces.	Two etudes of contrasting style by Chopin, Lizst, Scriabin or the equivalent. A major contemporary work such as the Berg Sonata, Webern Variations, Bartok's Suite, Opus 14.
2.	Play twice in piano areas.	
	Total jury time:	15 minutes.

Rules and Regulations for Bachelor of Fine Arts Degree Students

1. Students failing to take a required jury in any semester will receive a warning from the piano area coordinator. Failure to meet jury and non-jury requirements (including specific and end-of-semester jury performance, performance on Area Recitals, and accompanying requirement) will be asked to repeat such portions of the requirements early the following semester and will result in lowering of the student's semester grade.

2. If a student misses any jury because of sickness, a grade of Incomplete ("I") will be given. The student must satisfactorily complete the jury during the first two weeks of the following semester in order to have the grade changed.

3. Students are required to bring one completed repertory sheet to each jury. This sheet will be placed in the student's file and will contain the jurors' comments and signatures.

4. Students must present copies of programs from Area and Departmental Recitals as well as from recitals in which they served as accompanist to the jury for placement in their permanent files.

5. Recital juries for B.F.A. students will take place three weeks prior to the scheduled recital and will not be waived under any circumstances.

6. B.F.A. students presenting Junior and Senior Recitals must bring to the recital jury a typed copy of the program con

7. taining all the information as it will appear on the printed program, as well as timing for each work being performed.

8. Students transferring into the B.F.A. program from any other program will normally do so no later than the beginning of the sophomore year. In such cases, one summer session of piano study will be required in addition to the normal curriculum requirements.

9. Only one previously performed work may be repeated on the Junior or Senior Recital.

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c. Specific Area Information

Refer to the Syllabus of the appropriate applied instructor.

2. Recital Policies and Requirements

a. Scheduling Recitals

The Music Office will schedule your recital. Recital spaces include Gorell Recital Hall and Orendorff Auditorium. The use of area churches for recitals is possible, but will not be supported by university-sponsored ushers or stage crew.

A form must be signed by your applied teacher giving you permission to schedule a recital in order for the office to act upon your request. Try you should schedule your recital a semester in advance of your desired performance date. A copy of the *Recital Request Form* may be found in the Appendix, page 58.

b. Recital Jury

All recitals require a recital jury performed before your applied faculty at least three weeks before your recital date. *Recital Jury Forms* are available in the music office (see page 59). You must pass your recital jury and return the signed form to the music office in order to perform your recital as scheduled. Check with your applied teacher for specific Area Recital Jury Requirements.

c. Student Recital Policies

The following guidelines shall apply to all student public performances including area and departmental recitals on the IUP campus:

BFA Recitals:
Students in the BFA program are required to present solo Junior and Senior Recitals.

- a total of 50 minutes (maximum) of music.
- the total recital shall not exceed one hour and 10 minutes in length, including intermission.

Solo Recitals (other than BFA):
Students in the Music Education, BA, and IFA (concentration in music) programs are encouraged to present solo and/or joint recitals. All recital policies listed here are in effect for required and optional recitals.

- a total of 45 minutes (maximum) of music.
- the total recital shall not exceed one hour in length, including intermission.

Joint Recitals:

- a total of 60 minutes (maximum) of music.
- the total recital shall not exceed one hour and 20 minutes in length, including intermission.

d. Programs

Only official Department of Music programs are permissible. Sample programs are available for inspection in the Music Office. The program shall be limited exclusively to the information necessary for the performance.

Program information must be submitted to the music office at least two weeks prior to the recital date. Your program copy must be typed.

e. Attire

Performer's Dress for Solo Recitals and Concerts:
Men: Formal black, including black tie; or suit and tie for afternoon performances.
Women: Formal evening attire; or semi-formal for afternoon performances.

Performer's Dress for Area and Departmental Recitals:
Men & Women: Professional attire is recommended for students performing in Area and Departmental Recitals. Jeans, cut-offs and t-shirts with logos are unacceptable.

Attire for all performances should be appropriate to the seriousness of the occasion and should not detract from the performance itself.

f. Stage Appearance

No stage adornments are acceptable except for flowers. Each performer is responsible for preparing the stage. Assistance is usually provided by Delta Omicron (ushering) and Phi Mu Alpha (stage crew). Specific attention should be given to the following:

- arrangement of curtains
- arrangement of chairs and stands
- lighting
- control of house lights
- dusting of piano
- elimination of backstage noise
- position and length of the intermission
- miscellaneous equipment (mutes, water bottles, etc.)

g. Performance Etiquette

Performers should observe proper performance etiquette. This includes:

◊ Stage entrance. The soloist should enter first, followed by the accompanist. The page turner (if one) should enter last. Both the soloist and the accompanist should bow to the audience to acknowledge their applause.

◊ Time between movements. The soloist should take the time needed to refocus between the movements of a multi-movement work and should not feel rushed. Ten to twenty seconds is a typical amount of time to pause between movements.

◊ Bowing. At the end of the piece or group of songs, the soloist should bow to the audience, then acknowledge the accompanist, who should also bow. Soloists may then retrieve their music and leave the stage, followed by the accompanist (and then the page turner). For sonatas, it is appropriate for the soloist and accompanist to bow together.

Students should not reach for their music immediately after the last note has sounded without first acknowledging the applause. It is also appropriate for members of the stage crew to handle all music for the soloist, and for brass players, the placing of mutes on the stage.

√ Attitude. Soloists should always graciously accept the applause from the audience and not show their displeasure with what they consider to be a sub-par performance.

h. Recording a Recital

Recording services are available to all students wishing to have their recital recorded. Students are responsible for contacting the recording service to arrange the recording of their recital. Certain fees may apply.

i. Checklist for Recitals

√ Set up date for recital the semester before your recital.
√ Turn in program, with the jury approval form attached, at least two weeks before recital date.
√ Fill out paperwork for Delta Omicron, ushers, and Phi Mu Alpha, stage crew, three weeks before recital date. Paperwork may be obtained at office and put in folders on Sandy Pembleton's desk.
√ If the student makes his/her own program, they must make sure that the office receives three copies of the program.
√ If the recital is cancelled, students must inform Sandy Pembleton as soon as possible so that everyone involved, i.e., ushers, stage crew and recording technician, may be notified.

4. Accompanist Policy

Students receiving a scholarship in piano will serve as accompanists. In addition, for piano majors, accompanying may be assigned in lieu of the ensemble requirements necessary for their degree. Any student with appropriate piano skills may serve as an accompanist.

Accompanists are expected to arrive on time for their accompanying duties and to be well prepared. Prior notification should be given to the student's applied teacher if it is necessary to miss a session. Accompanists should request and receive copies of all music as early in the semester as possible to allow for adequate preparation.

In all performance situations the accompanist should be compensated by the soloist at the following suggested rate guidelines (subject to agreement and negotiation): single piece - $15-20; 1/2 recital - $75; full recital - $150. This price includes a minimum of at least two rehearsals and one dress rehearsal.

Accompanists are free to accept additional accompanying at their own discretion, but should be aware of how much they can realistically handle. Compensation for extra accompanying of lessons may be optional and should be determined by the accompanist and the soloist. Accompanists should be compensated for all performances.

5. Reception Policy

Reception space must be secured at the time you schedule your recital.

Receptions in Sutton Hall may be possible in the Blue Room, directly below Gorell Recital Hall, or in the conference room adjacent to the Hall. Reception space in Sutton Hall must be cleared through the Scheduling Office.

Receptions can only be scheduled in Cogswell Hall in the lobby and must be approved by the Music Department Chair. Receptions may <u>not</u> be held in classrooms or rehearsal halls! Any chairs or tables that are to be used must be secured from the maintenance staff. Students and parents cannot remove chairs and tables from classrooms or rehearsal halls for any reason. Students must assume responsibility for cleaning up following any reception.

SECTION E

1. DEPARTMENTAL CONCERT/RECITAL ATTENDANCE

MUSC 475 – MUSIC LAB

a. All music majors must register for MUSC 475 every semester they are enrolled in classes on the IUP Campus (does NOT include semester of student teaching ONLY).
b. All music majors must attend 4 (four) Departmentals and 8 (eight) campus recitals and/or concerts each semester. Campus recitals and/or concerts include:
   - ◊ Faculty recitals
   - ◊ Student recitals
   - ◊ Large ensemble concerts
   - ◊ Lively Arts events
   - ◊ Events offered by *Student Activities and Organizations* approved by the Department of Music Chairperson, upon review of the printed program.

   Attendance at Area Recitals (Brass, Organ, Percussion, Piano, String, Voice or Woodwind) is not part of the MUSC 475 curriculum. Attendance at Area Recitals is part of the Applied Music grade and is determined by your applied instructor.
c. There will be recital slips at all Faculty/Student Recitals and Music Concerts. Students should fill out the slip and return it to the ushers at the end of the program. Programs for these events will not be accepted for credit.
d. Some of the *Lively Arts* events will not have recitals slips. Students should turn in either the program or the ticket stub to Sandy Pembleton in the Department of Music Main Office. Students must make sure that their name is written on the program or the ticket stub.
e. *Student Activities and Organizations* events will not have recital slips. Students should follow the same procedure as the Lively Arts events.
f. If a student performs at a Departmental, they must fill out a recital slip and return it to the ushers.
g. When a student ushers or serves as stage crew for Concerts, Recitals or Departmentals, they must also fill out a recital slip.
h. If a student does not pass MUSC 475 during a semester, they have the following semester, and only the following semester, to make up the deficiency.
i. If a student misses a Departmental, they may turn in 2 (two) additional campus recital and/or concert slips. See Sandy Pembleton in the Music Office for more information.
j. A required *Lively Arts* event will be announced for each semester. The required events for each Fall and Spring semester may be found on the Departmental web site.
k. Grading for MUSC 475:

   S - Satisfactory. Denotes that a student has met all requirements as indicated above.

   U- Unsatisfactory. The student has one semester to make up missing events.

ALL MUSC 475 REQUIREMENTS MUST BE FULFILLED BEFORE GRADUATION.

2. Departmental Calendar

For concert and recital listings for each semester, please refer to the IUP Department of Music web page at www.iup.edu/music.

SECTION F

1. DEPARTMENTAL POLICIES AND REGULATIONS

a. Adherance to IUP Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success,

I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth,

I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice and promote constructive resolution of conflict.

To contribute to the future,

I will strive for the betterment of the community, myself, my university, the nation and the world.

b. Undergraduate Course Attendance Policy and Student Responsibilities

The university expects all students to attend class.

Individual faculty members may define attendance standards appropriate to each course and the consequences of not meeting those standards, within the following guidelines:

- ◊ Each policy must be distributed in writing during the first week of the course. Normally, it is expected that the information dealing with class attendance standards will be distributed with the Semester Course Syllabus.

- ◊ Each policy must recognize students' need to miss class because of illness or personal emergency.

◊ Each policy must define some limited level of allowable absence, normally at least a number of clock hours equal to course semester hours.

◊ A student's commitment to the Department of Music's courses and ensembles must take precedence over his or her outside musical and performance activities. As future professionals in the field, students are expected to bring professional standards to their commitments in the Department. An unexcused absence from any Departmental requirement or obligation indicates a lack of professional responsibility and is unfair to the others who are involved. If the student must miss a class, lesson, rehearsal, or performance, he or she should speak with the instructor or conductor prior to the expected absence (preferably a day in advance) or, in an emergency, call the appropriate office and leave a message for the instructor or conductor.

◊ Students are expected to demonstrate civility at all times, and to respect the time, property and concerns of other students, faculty, staff and the College community as a whole. Any student whose inconsiderate behavior seriously jeopardizes or threatens to jeopardize others during a class, recital, or other Departmental function, may be subject to the cancellation of his or her recital, the lowering of the pertinent class grade, or other disciplinary action.

◊ The use of alcoholic beverages in Cogswell Hall or in any building on the IUP campus is strictly prohibited. Underage drinking is illegal and will not be tolerated.

◊ The use of illegal drugs is strictly prohibited. Students caught with drug paraphernalia will be prosecuted.

c. <u>Building Regulations</u>

· Cogswell Hall is open for practice and study during the Fall and Spring semesters as follows:

√	Monday through Friday	7:00 am to 11:30 pm
√	Saturday & Sunday	8:00 am to 11:30 pm

· The availability of practice rooms is on a first come, first serve basis; they cannot be reserved. The organ practice room, all classrooms including the auditorium, and the percussion and cello/string bass practice rooms are on a reserved basis. Students desiring to use one of these facilities should sign up one week in advance on the bulletin board reserved for this purpose. Classrooms should not be used for practice during the school day. Classroom usage is subject to the needs of faculty members and music department functions.

Additional practice rooms are available in Gordon Hall. Applied instructors have a limited number of keys for these locked practice rooms. Interested students should consult the appropriate faculty.

- Since the practice rooms are not assigned, anyone leaving a practice room for more than ten minutes forfeits the room regardless of the fact that personal belongings may have been left there.

- Students wishing to sign out a classroom or rehearsal room must do so through Sandy Pembleton in the Music Office. Faculty and university-sanctioned ensembles will receive priority for room reservations. However, classrooms and rehearsal rooms are available for group rehearsal, organizational meetings, and so on. Students must complete a *Request for Use of Cogswell Rooms Form* and return it to the Music Office see page 60). If a room is vacant, students may utilize that room for practice, but must vacate the room if someone else has signed it out.

- Lockers are available in the basement and first floor of Cogswell Hall for assignment to Music students. Locker fees should be paid in the Music Office (see Sandy Pembleton). All lockers must be emptied of personal belongings by the end of classes in the Spring semester. Property remaining in lockers after this time will be disposed of by Physical Property staff.

- Smoking is not permitted in Cogswell Hall.

- Eating and drinking in classrooms is not permitted. Students should not bring food into the classroom area. Students are required to dispose of all wrappers, cans and debris before entering a class. Failure to maintain a clean study area will result in the loss of eating and drinking privileges in the Cogswell Music Building.

- Pianos may not be moved from one room to another.

- Please treat the practice rooms and pianos as you would your own personal property. When leaving: Turn off the light, leave the door wide open, and take all personal belongings with you.

- Any ensemble not under the auspices of the Department of Music may not use rehearsal space in Cogswell unless a member of the ensemble is a music major. These ensembles may only rehearse after 10:00 pm (M-F) and on weekends and are confined to Rooms 128 and/or 129. Rooms must be reserved by the music major member.

- **CORRIDORS ARE NOT TO BE USED FOR PRACTICING.**

- Lost-and-found articles should be reported and brought to the Music Office.

- No signs, notes or posters may be placed on the walls of the Cogswell Music Building. Announcements and notices should be posted on appropriate bulletin boards throughout the building.

- Students are not allowed to remove music equipment, music stands, electronic equipment, etc. from the Cogswell Music Building for personal practice or performance. The unauthorized removal of equipment from the building may constitute grounds for discipline according to University policies.

d. Practice Room Regulations

- There should be no eating or drinking in any practice room.

- No more than three persons may occupy a practice room without special permission.

- Practice rooms, unless otherwise assigned, are available on a first come, first serve basis. A practice room cannot be reserved by leaving books, instruments or other items in it. When the room is unoccupied, it is available for the use of the first person to claim it. Anyone leaving a practice room for more than ten minutes forfeits the room regardless of the fact that personal belongings may have been left there.

- The Department of Music cannot take responsibility for personal items left unattended in practice rooms.

- Practice rooms are to be used for instrumental or vocal practice only. Reading and other study is inappropriate in this space and should be done elsewhere.
-

e. E-mail Account and Web Page

IUP uses e-mail as a standard form of communication with its students. Every student is assigned an IUP e-mail account. Each student is responsible for checking their IUP e-mail regularly, or for forwarding IUP e-mail messages to an account that they will check regularly.

The IUP e-mail account is created at the beginning of a student's first semester, and stays active until the student graduates or leaves the University. IUP e-mail addresses always end with @ IUP.EDU. Student usernames are a series of 4 characters that are generated when their account is created (Example: ABCD@ IUP.EDU).

Students who want to learn their username, initial password, and other account information can do so by following the directions at http://www.iup.edu/ats/sts/docs/username.htmlx.

IUP also allows students to have their own personal web pages. A student web page address would look like http://www.iup.edu/~username/. Help with creating and maintaining web pages is available at *Student Technology Services*, and documentation for this process can be found at http://www.iup.edu/ats/sts/docs/#homepage.

f. Keys

- At the beginning of each semester, faculty will give Sandy Pembleton a list of students who are to have keys to their offices, the cello room, or any other rooms they deem necessary for the students to have access. This list will either be by e-mail (which is preferred), hand written, or typed and signed by the faculty member.

- Students must sign keys out from Sandy Pembleton in the Music Office. All keys must be returned at the end of each semester. If a student fails to return the key at the end of the semester, their grades will be held until the keys are returned to the office.

- If a key is lost, the student will be charged a fee of $20.00. This fee will be used for replacing the lost key or rekeying the lock, as appropriate.

g. Lockers

- Lockers are available in the basement and first floor of Cogswell Hall for assignment to Music students. Lockers for large instruments are located in the basement and on the stage in Orendorff Auditorium. Students should see Dr. Bird, Dr. Dickinson and Mr. Scandrett for access to those lockers. All other lockers are to be signed out through the Music Office.

- Students may sign out lockers at the beginning of Fall Semester. The cost for a lock is $1.00. Students may not put their own locks on lockers! Only Departmental-issued locks may be placed on instrument lockers in Cogswell Hall.

- At the end of the Spring Semester students must return their locks to the music office.

- If a student is taking summer classes, he/she may continue to use their locker after informing the music office. At the end of the summer classes, lockers must be cleaned out and locks returned to the Music Office.

h. Instrument Rental

Students must have instruments available for all methods classes. Instruments are available for rental through the Music Office. A fee of $20.00 per class will be charged.

Students will sign an agreement that will be kept on file for that school year that permits the student to check out school-owned instruments under the terms listed below. Upon signing for an instrument, the party is responsible for its normal care and security while in his/her possession.

- The instrument and case will be returned in the same condition as received with, allowances for reasonable wear.

- The party is to assume responsibility for any damage beyond reasonable wear which may occur while the instrument is in his/her possession, on or off campus.

- If, due to negligence, an instrument is stolen, the party is responsible for its replacement. Examples of obvious negligence are:
  1) leaving lockers unlocked
  2) leaving instruments laying around the building.

- In the event the party withdraws from the university, the instrument must be returned immediately. If the instrument is not returned as specified, the party assumes all charges and expenses, including legal fees, which may be incurred by IUP to secure the return of this instrument.

- Final check-in date for all instruments is 48 hours after the relevant applied jury examination. Student grades will be withheld until all matters are cleared after that date.

i. Instruments for Ensembles

Students will not have to pay a rental fee for instruments assigned to them by their ensemble directors or applied instructor. However, the student remains responsible for the maintenance and safety of that instrument (see above).

j. Lost and Found

Items found in classrooms and practice rooms in Cogswell Hall should be taken to the Music Office. For items lost or found outside of Cogswell Hall, contact ground floor, Administrative Annex, at (724) 357-2141.

SECTION G
1. STUDENT AFFAIRS
a. Scholarships

The Department of Music awards scholarships to incoming students who demonstrate exceptional talent and need. Students who remain in good academic standing, maintain the music major, and/or meet specific needs of the Department of Music are eligible for renewal each year. Students seeking renewal of an award should submit a request to the scholarship chair and ask that a recommendation letter be submitted in his/her behalf by the private teacher, advisor and the appropriate ensemble director.

Department of Music Scholarships are also drawn from the following funds:

The Wallis and Janet Braman Scholarship (for a String Major)
The Charles and Tweed Davis Scholarship (for a Junior or Senior Music Major)
The Ann Hayward Scholarship (for a Voice Major)
The Eugene Hulbert Scholarship (for a Junior or Senior Music Major)
The Gloria Johnson Memorial Scholarship (for a String Student)
The William Moorehead Scholarship (for an Organ Student)
The Russell Nelson Scholarship (for a Music Education Major)
The Gary J. Olmstead Percussion Scholarship (for a Percussion Major)
The Virginia Schrader Scholarship (for a String Major)
The Jim and Jamie Self Scholarship (for a Tuba or Euphonium Major)
The Evelyn Swauger Scholarship (for a Piano Major)
The Carol Teti Memorial Scholarship (for an Organ Student)
The Annie-Laurie Wheat Scholarship (for a Music Theatre Major)

In addition to these funds, the Department of Music can make awards from monies released to the Department from other existing sources within the University such as: Board of Governors Scholarship and Pepsi Scholarship.

b. Student Professional Organizations

Music Educators National Conference, Student Chapter No. 1

The *Music Educators National Conference*, with a membership of more than 60,000, is a professional association of persons teaching music in public and private schools, colleges, and universities – and sponsoring student chapters in colleges and universities where future music educators are receiving professional preparation. IUP organized the first student chapter of MENC many years ago and is recognized as ***Student Chapter No. 1***. IUP music majors who are enrolled in the B.S. in Music Education degree are especially encouraged to join the MENC student chapter. Membership dues cover the cost of a subscription to *Music Educators Journal*, issued monthly, as well as admission to MENC-sponsored events, including the annual in-service conference of the Pennsylvania Music Educators Association, Eastern Division, and National Conventions of MENC.

Delta Omicron

Delta Omicron is a national professional fraternity for music students and musicians. An active chapter exists at IUP, meeting regularly and sponsoring a variety of events and programs. The membership of ***Delta Omicron*** has traditionally served the Department of Music by hosting Department-sponsored social events and providing ushers for campus concerts and recitals.

Phi Mu Alpha Sinfonia

Phi Mu Alpha Sinfonia is a national professional fraternity in music with a long tradition at schools of music and conservatories nationwide. The IUP chapter sponsors a variety of events on campus each year, including the annual *Student Composers Symposium*. The members of this organization traditionally serve the Department as stage crew, providing needed assistance during campus concerts and recitals.

Sigma Alpha Iota

Sigma Alpha Iota is a professional music fraternity for women. Founded in 1903 at the University of Michigan, SAI has grown to include over 300 chapters and over 94,000 initiated members. The Kappa Beta Chapter at IUP was founded in September, 1999 by a group of 15 music and non-music majors. Recent activities have included coordination of the Audition Days, coordination of the Annual *Jazz Festival*, T-shirt sales, clothing drives, and the bringing of guest speakers to campus.

c. Exchange Program with the Academy of Music, University of Zagreb, Croatia

Zagreb: The Capital City of Croatia.

The city of Zagreb first appeared on the map in 1094 A.D. Over the years, what began as the seat of the bishopric has evolved into a major city, and in 1991 Zagreb become the capital of the newly independent Republic of Croatia. Zagreb is a city rich in history. Today's Zagreb retains traces of the various historical periods through which the city has passed. Throughout, Zagreb seems to have developed that rare capacity for retaining what was valuable from its past, even as it seeks to embrace new trends. It has become truly cosmopolitan.

The capital city of Croatia, Zagreb has a rich history. With a population of close to one million inhabitants, Zagreb is Croatia's cultural, educational, economical, and political center. Zagreb has a vibrant artistic life, with outstanding museums, one of Europe's most beautiful opera houses, three professional orchestras, and numerous art galleries.

The University of Zagreb is one of the oldest in Central Europe, with its origins dating back 300 years. The Academy of Music is respected as being among the best in Europe. A stay in Zagreb offers a microcosmic view of the entire country, and it is positioned geographically in such a way that other artistic centers such as Budapest, Vienna, and Venice are only a few hours away by car or train.

INTRO: IUP music students interested in experiencing Croatian culture and the European approach to music instruction firsthand are invited to participate in a study abroad program at the Academy of Music of the University of Zagreb, Croatia.

DATES: The length of the program is for one semester or an academic year. Contact the Program Coordinator for beginning and ending dates.

COURSES: IUP music students studying at the Academy will follow a course of study that includes applied instruction, repertoire classes, and small and large ensembles.

LANGUAGE REQUIREMENTS: The language of instruction is English.

ELIGIBILITY: This program is available to IUP undergraduate students with a GPA of 2.5 or higher. One letter of recommendation from a faculty member, and recommendations from the major applied studio professor, the department chairperson, and the Program Coordinator are required.

PROGRAM COSTS: Students participating in this program pay a program fee to IUP, which is essentially the same as the combined cost of IUP tuition, fees, meals, and housing, plus a small fee for supplies and administrative costs. Travel costs, books, medical and repatriation insurance and personal expenses are the student's responsibility.

HOUSING AND MEALS: Housing and meals are pre-paid as part of the program fee.

APPLICATION DEADLINES: Individuals should contact the Program Coordinator for more information.

TRANSFER OF CREDITS: Students returning at IUP from the exchange can have credits transferred to their IUP record. The Academy submits a document citing the amount of work done by the student in different classes. Then the IUP Music Chairperson determines the number of credits that should be assigned to each subject area. He/she makes that recommendation in the form of a letter to the Transfer Credit Evaluator in the Admissions Office.

COORDINATOR: Dr. Douglas Bish
College of Fine Arts, SPR 110
724-357-2397
E-mail: DBISH@grove.iup.edu

2. GRADUATION PROCEDURES

Commencement ceremonies are in May at IUP at the conclusion of the spring semester and in December at the conclusion of the fall semester. Only students who have completed all requirements for graduation by the end of the semester are eligible to participate in the commencement exercises. Students who have withdrawn from courses or have elected to take incompletes or have failed courses during the semester and thus have not met the

requirements for graduation may not participate in commencement exercises until those requirements have been fulfilled. Students completing requirements in August and December are included in the program list for the December ceremony.

Students are responsible for knowing and fulfilling the requirements for graduation in their degree program. It is the student's responsibility to complete a form to apply for graduation and submit it to the office of the dean of his/her college early in the term prior to graduation. Contact the Office of the Dean if further information is needed.

Certification for graduation is not final until approved by the dean of the college in which the student is enrolled. Diplomas will not be issued until all bills and obligations have been satisfied, including the degree fee, and final certification for graduation has been issued by the student's college dean.

a. Requirements for Graduation

To graduate, students must meet university requirements, college requirements, and the requirements of their department, and complete a minimum of 124 semester hours with a minimum cumulative GPA of 2.00 in both their major and/or minor field of study. For more information, refer to the Undergraduate Catalog or contact the academic department/advisor. Remember: you must apply for graduation; it doesn't just happen!

b. Applying for Graduation

Students should apply for graduation at the BEGINNING of their senior year. Each student should check with the Office of the Dean or the Department Chair for application deadlines. These forms are available through the Dean.

There are two commencement ceremonies, December and May. August graduates are included in the December ceremony.

SECTION H
1. MUSIC LIBRARY

The Cogswell Music Library contains a broad variety of music materials, with strong holdings in music monuments, collected editions and reference materials, and in piano-vocal scores of operas and musical theater. Approximate figures: 7,000 volumes of monuments and collected editions, 3,000 reference books, 7,000 circulating books, 15,000 scores, 10,000 LP sound recordings and 2200 compact disks. The library features the Charles Davis Collection of Jazz and Musical Theatre and the Edward R. Sims Collection of Ethnic Musical Instruments, with instruments representing every continent. Among the more specialized uncataloged materials are the Albert R. Casavant Research Collection of marching band and drill team materials.

In 1987 the Music Library underwent a major renovation which combined several different rooms into a centralized facility. The renovation included new carpeting and furniture, as well as an audio bay housing new equipment: 8 turntables, 5 cassette decks, 8 compact disc players, and a combination TV/VCR unit. The library received new shelving and an attractive study area was added for student use. There are 4 public terminals for the local on-line catalog, PILOT (Endeavor), access to the IUP Library databases (including the Music Index), and the WWW. A Sharp SF-2530 copier with large paper capacity, and a microfiche reader are available for public use. Library staff has access to 1 Dell and 1 Gateway Pentium computer for searching OCLC, cataloging, and music printing.

Hours

Fall & Spring semesters (while classes are in session):

8:00 am - 8:00 pm	Monday through Thursday
8:00 am - 4:30 pm	Friday
CLOSED	Saturday
3:00 pm - 8:00 pm	Sunday

Summer hours (while classes are in session):

11:00 am - 8:00 pm	Monday through Thursday
11:00 am - 4:30 pm	Friday
CLOSED	Saturday and Sunday

Fines

The fines for overdue material are the same as those for Stapleton Library.

Circulation

Circulation policy for students is as follows:

Scores and books – 30 days

Recordings do not circulate to students, but are available for listening

Every semester faculty members place recordings, tapes and scores on Reserve. These items are available for use in the library only.

SECTION I

1. WHOM TO SEE IF…

You have academic problems:

- the Professor of the class involved
- your Advisor
- the Chair of the Department of Music – Dr. Lorraine Wilson (357-2391)

You have a change in your mailing or permanent address:

- Registrar's Office at 357-2217 or *registrars-office@iup.edu*

You know someone who is interested in attending IUP's Department of Music:

- the Chair of the Department of Music – Dr. Lorraine Wilson (357-2391 or *lpw@iup.edu*)

- the Secretary in the Music Office – Ms. Sharon Aikins (357-2391 or *saikins@iup.edu*)
- the Applied Teacher in the prospective student's area of interest
- any member of the music faculty

You have a billing problem:

- Billing & Payment Office E-mail: *student-financial-srvcs@iup.edu*

You want to drop or add a course, get a restriction override/closed section permit, or a Petition to Exemption for Liberal Studies :

- the Secretary in the Music Office – Ms. Sandy Pembleton (357-2390)

You have problems or questions regarding financial aid:

- Financial Aid Office at Clark Hall, 357-2218 or 357-7656 or *financial-aid@iup.edu*
- Billing & Payment Office E-mail: *student-financial-srvcs@iup.edu*

You have a grievance about a course:

- the Professor of the class involved
- the Chair of the Department offering the course
- the Dean of the College offering the course

You wish to change your major:

- your Advisor or Applied Instructor
- the Chair of the Department of Music – Dr. Lorraine Wilson (357-2391 or *lpw@iup.edu)*
- Associate Dean of the College of Fine Arts – Dr. Douglas Bish (357-2397 or *dbish@iup.edu*)

You need to reset your PIN number:

- Registrar's Office at 357-2217 or *registrars-office@iup.edu*

You wish to schedule a recital:

- your applied instructor
- the Secretary in the Music Office – Ms. Sandy Pembleton (357-2390)

You have registration problems:

- Registrar's Office at 357-2217 or *registrars-office@iup.edu*

You have a problem with your roommate (dormitory):

- Office of Housing and Residence Life at 357-2696

You want to sign up for Student Teaching:

- The Music Education Coordinator - Dr. Susan Wheatley (77918 or *wheatley@iup.edu*)

(Applications for Student Teaching are initiated through the program

coordinator of each certification program as much as a year in advance.)

You want to apply for Teacher Certification:

- The Music Education Coordinator - Dr. Susan Wheatley (77918 or *wheatley@iup.edu*)

(Applications for Pennsylvania Teacher Certification are available in the Student Teaching Handbook.)

You have a question regarding your Transcripts:

- Registrar's Office at 357-2217 or *registrars-office@iup.edu*

For more information, consult the 2001-2002 Undergraduate Catalog at: *www.iup.edu/schedu/catalog/*

2. MUSICAL NOTES FOR SUCCESS

Dear Music Student:

The following musical notes are presented to assist you on the road to success (GRADUATION). It is your responsibility to read and reread these important notes over and over again during your tenure with us.

1. You must begin each day with Joy, Faith, and Thanksgiving; you must establish a positive attitude about life, self, academics, and those who are here to help you along the journey to success.

2. It is your responsibility to read and reread this important handbook that has been carefully prepared by your professors.

3. It is your responsibility to assess your priorities and organize your time for study, practice, concerts, recitals, lectures, sports, relaxation, etc.

4. It is your responsibility to attend classes daily and go to class prepared; know your course syllabus; spend lots of time in the library for study, reading, and problem solving; balance your time for music practice and skill development.

5. It is your responsibility to be a friend to your classmates; help those who display the need for mentoring and kindness.

6. It is your responsibility to establish a good relationship with your faculty advisor and all of your professors; maintain regular contact with your advisor regarding the sequence of study for your degree program.

7. You must avoid negative words and excuses such as “I’m tired” or “It’s too hard.” If you don’t understand, ask for help; your instructor is here for YOU.

8. It is your responsibility to read continually all departmental policies that include Juries, MUSC 475, Recitals, and so many more.

9. You must plan every day to be the best day of your life and for a SUCCESSFUL academic experience in the IUP DEPARTMENT OF MUSIC. **STRENGTH, SECURITY AND SERENITY ARE YOUR PASSWORDS.**

10. It is your responsibility to visit www.iup.edu/success periodically.

11. You must never forget the Departmental Buzz Words: CIVILITY, DILIGENCE, PATIENCE, FORGIVENESS, PRODUCTIVITY, AND TOLERANCE. START WITH A DREAN…FINISH WITH A FUTURE.

12. **PLEDGE ALLEGIANCE TO CIVILITY DAILY.**

Joyfully and musically yours,

Dr. Lorraine P. Wilson, Chair,
Department of Music

APPENDIX

ACADEMIC ADVISEMENT SUMMARY - For use with registration (semester)_____

Student_____College_____Major_____

Credits earned_____Credits in progress_____Projected graduation date_____

SUMMARY OF COURSE RECOMMENDATIONS Recommended course load (hours)_____

Recommended Courses: An asterisk (*) indicates that the student should consider this a priority and make every effort to get this course.

*	Dept.& No.	Title	CR

Alternative Courses:

Other Possibilities:

Summer Plans
___Plan to attend IUP
___Plan to attend other college (Must have prior approval for coursework outside IUP
___No plans for summer coursework

IUP course number	IUP Title	CR

Recommendations reviewed by_____Date_____
advisor/department representative

Use this information and check course availability to build your schedule (and alternates) shortly before completing registration. Keep this form in your folder of records for academic planning.

White copy - Department/Advisor Pink copy - Student

Experiential Education Application

Special Instructions

Students, together with faculty members supervising internships or co-ops, are requested to initiate this application and have it processed through the approvals outlined in Section III below as early as possible so that it may be received in the Experiential Education Office by the following deadlines:

Fall—1st Monday in July **Spring—2nd Monday in November** **Summer—2nd Monday in April**

I. **Educational Data:** (to be completed by student) **Please Type**

Name: ..... Soc. Sec. Number: ...../...../.....
Last First M.I.
Home Address: ..... University Address: .....
Street Street
....
City State Zip City State Zip
Home Phone ..... University Phone ..... Check One: Graduate ..... Undergraduate .....
Major Field ..... Minor Field ..... Total GPA ..... Major GPA ..... Credit Hours Completed Prior to Experience .....

Advisor ..... Anticipated Graduation Date .....

II. **Internship/Co-op Data:** (to be completed by student and faculty advisor) *Additional application item to be completed.

Check type of experience: ..... Internship ..... Co-op ..... Capital Semester* ..... T.H.I.S. ..... L.D.R.L.* ..... The Washington Center* ..... White House* ..... Student Teaching

..... Semester Year 19..... Scheduled Credits Including Experience .....

Call No.	Dept.	Course No.	Section	Course Title	Credits .....
Call No.	Dept.	Course No.	Section	Course Title	Credits .....

Company/Agency ..... Starts ...../...../.....
Mo Day Year
Department ..... Ends ...../...../.....
Mo Day Year
Address ..... No. of Weeks ..... Hours per Week .....
..... Daily from ..... to .....
On-Site Supervisor's Name ..... Paid ..... Nonpaid .....
On-Site Supervisor Phone (.....) .....
Student Address During Experience ..... Student's Phone During Experience (.....) .....

III. **Internship/Co-op Approval** (the following signatures must be obtained in sequence.)

Please Read:

A typed, one to three page description of the internship/co-op job duties or education experience to be undertaken must be attached before submitting this form for approval. *This form will not register you for your internship or co-op. You MUST use the telreg or termreg system for proper registration.* IUP does not provide liability coverage for students. I have read and understand the above statement and the information on the back of this application.

..... Date .....
Student's Signature
..... Office Phone .....
Print or Type Faculty Supervisor's Name
..... Date .....
Department Coordinator Signature
..... Date .....
Chairperson
..... Date .....
College Dean
..... Date .....
Experiential Education Program Coordinator

To be completed by student:

For Affirmative Action Reporting	
Ethnic Origin:	----
Black	----
Asian/Pacific	----
White	----
Hispanic	----
Native American	
Other	

For Office Use Only
College Code .....
Department Code .....

Copies for Distribution:

First White Scheduling
Second White Accounts Receivable
Blue-Experiential Education Office
Yellow-Department Chairperson
Goldenrod- Faculty Supervisor
Cardstock- Student Supervisor on back

IUP
Office of Experiential Education
Indiana University of Pennsylvania
137 Stouffer Hall
Indiana, Pennsylvania 15705-1087

(412) 357-2417

Please read reverse side

Phone: (724) 357-2237 Fax: (724) 357-4858

TRANSCRIPT REQUEST FORM

Requests must be made in writing and be accompanied with the correct payment. Fees are $5.00 for the first transcript and $4.00 for each additional transcript per order. There is a special $4.00 rush fee added to orders that require 24 hour processing. Facsimile transcripts are unofficial, and are a rush status. Each facsimile transcript will be followed by an official transcript on Security Paper. Therefore, the total charge for a facsimile transcript is $13.00.

Transcripts will be processed in turn as requests are received. Transcript requests for students enrolled from the 1993 Fall semester to the present term are normally processed within ONE to TWO business days from the date the transcript request is received. Transcript requests for students enrolled PRIOR TO THE 1993 FALL SEMESTER may take between FIVE to TEN business days for processing. We cannot accept responsibility for delivery of transcripts following mailing by our office.

PAYMENT IS DUE UPON REQUEST.

Cash, check, VISA, MasterCard, and Discover accepted for your convenience.

	First Single Fee	Subsequent Copy*
Official Transcript (standard request)	$ 4.00	$ 4.00

* *Subsequent copy fees are in addition to the single fee per each addressed transcript ordered within a request.*
** *RUSH fees are applied only once per request.*
*** *All FAX Transcripts are handled as RUSH requests.*

RUSH Transcript ☞ RUSH transcripts are mailed the next business day from receipt of request.		
Official Transcript Fee	$ 5.00	$ 4.00
plus RUSH Fee	4.00	0.00**
	$ 9.00	$ 4.00

FAX Transcripts ☞ All FAX Transcript requests must be followed by a Mailed Official Copy.		
	$ 5.00	$ 4.00
	4.00	4.00
	4.00	4.00**
	$ 13.00	$ 8.00

REQUESTER INFORMATION

Banner Student ID Number: @ _ _ _ _ _ _ _ _ _

Social Security Number: _ _ _ - _ _ - _ _ _ _ Date of Birth: _ _ / _ _ / _ _ _ _ (month/day/year)

Last Name: _____ First Name: _____ Middle Initial: _

Former Name(s): _____, _____, _____, _____

✓ Are you currently enrolled at IUP? Yes ☐ No ☐ If NO enter the last semester and year at IUP: _____

✓ Please check this box if you are a graduate of the Robert E. Cook Honors College. ☐ If so, what year? _____

☞ Current Mailing Address: _____

City: _____ State: _____ Zip Code: _ _ _ _ _ - _ _ _ _

Telephone Number: (_ _ _) _ _ _ - _ _ _ _

TRANSCRIPT INFORMATION

✓ **Select ONE** of the following options. (failure to check the correct space will result in additional payments for correct transcripts)

- ☐ Hold transcript for ***end of current term grade processing***.
- ☐ Send transcript ***immediately***.
- ☐ Hold transcript for ***recent degree***

Number of Copies to be mailed to the address below or to be picked up: _____ (complete separate requests for different addresses)

Mail Transcript(s) to: _____ ☐ *****RUSH*****

☐ To be picked up _____ ☐ *****FAX*****

City: _____ State: _____ Zip Code: _ _ _ _ _ - _ _ _ _

☐ Mail each transcript in a ***separate, signed and sealed envelope.***

STUDENT'S SIGNATURE: _____ **(signature is required for processing)**

AUTHORIZATION TO CHARGE CREDIT CARD

For Telephone Credit card transactions please call the General Accounts Receivable Office at (724) 357-7954.

Student's Name	University Account #	Amount $ ____ . ____
Name on Card	Daytime Phone (_ _ _) _ _ _ - _ _ _ _	☐ Visa ☐ Master Card ☐ Discover
Address	Date _ _ / _ _ / _ _ _ _	Card #
City, State, Zip	Signature X	Expiration Date _ _ / _ _ _ _

For Office Use Only:

Amount Paid: $ _____ ☐ Cash ☐ Check ☐ M.O. ☐ Charge

Recital Request Form

Student's Name _____

Student's Name _____

Instrument _____

Instrument _____

Requested Date of Recital: (You are to pick three dates that fit your applied faculty's schedule and yours)

Date One _____

Date Two _____

Date Three _____

Location _____

Time of Event _____

Type:

Junior Recital _____

Senior Recital _____

Joint Recital _____

Faculty Signature _____

IUP DEPARTMENT OF MUSIC

STUDENT RECITAL JURY

Faculty Adjudication Sheet

Student's name(s) ____

Name(s) of accompanist(s) ____

name instrument

Other participants ____

____

____

____

Date of recital jury ______________________________
(usually 3 weeks before recital)

Time of recital jury ______________________________

Location of recital jury ______________________________

- -

faculty signature	pass	fail	retake
faculty signature	pass	fail	retake
faculty signature	pass	fail	retake
faculty signature	pass	fail	retake
faculty signature	pass	fail	retake

Comments: ____

____

REQUEST FOR USE OF COGSWELL ROOMS

Room Requested	Day/Date Requested	Time Requested ***From*:** ***To:***
Name of Individual/ Group Making Request	**Individual's Phone #**	**E-mail Address**
Individual's Signature	**Today's Date**	

Purpose of the Event:

Rehearsal _____

Group Meeting _____

Private Lesson _____

Practice _____

Non-Departmental _____

Other _____

Identification:

Music Student _____

Other (Please State) _____

_____

_____

Attention: The person(s) signing out the room is (are) responsible for the appearance of the room when they leave. Do not remove any chairs from rooms without permission of Department Chair, Assistant Chair, or Music Office. After using the room all chairs must be returned to the original location.

NOTE: Rock Bands may schedule after 10:00 pm.