



# Student Handbook

2020-2021

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## From the Director

Welcome to the 2020-21 academic year at the Texas State University School of Music. The *Student Handbook* is a reference guide that can save you time, money, and disappointment. Policies often change from one year to the next and so the information contained in the *Student Handbook* will keep you informed and on track.

When a problem arises, a student might say, “I didn’t know about that” or “I didn’t know what to do.” The *Student Handbook* can give you the information you need to avoid or solve the problem. Be prepared by reading the contents of this handbook and referring to it often.

It is essential that you know the necessary steps to resolving a problem quickly and efficiently. The steps in order are:

- 1) Refer to the *Student Handbook* and the *University Catalog*
- 2) Consult the instructor of the class or ensemble you are in **before** discussing it with anyone else
- 3) Talk to the area coordinator (listed in the *Student Handbook* under Faculty/Staff)
- 4) Talk to an Undergraduate Advisor for Music or the Coordinator of Graduate Studies, Dr. Al Corley
- 5) Speak with the Associate Director, Professor Raúl I. Rodríguez

In cases where the problem is not resolved in any of the steps listed above, please make an appointment to see me by contacting my Administrative Assistant. If this meeting does not resolve the issue, I will refer you for an appointment with the Dean of the College of Fine Arts & Communication, Dr. John Fleming.

The music faculty and staff wish you an enjoyable and productive year and are working to help you achieve it. Take advantage of the many wonderful opportunities at Texas State. We wish you great success at Texas State University.

Sincerely yours,

Dr. Joey M. Martin, Director  
Texas State School of Music

## Mission Statement

The School of Music is devoted to excellence, collaboration, and collegiality, with a mission to nurture individual talents in flexible, inspiring, and creative degree programs, with the goal of preparing students for the modern challenges of careers in the arts. Approaches to learning focus on diverse music styles, experimental learning, modern technologies and media, and innovative pedagogies. The School of Music offers performances and scholarly events of the highest quality to serve university, public, and professional communities.

## Faculty and Staff

### School of Music Administration

Joey M. Martin, Director

Raúl I. Rodríguez, Associate Director

Krystyn Jensen, Administrative Assistant/Recruitment Coordinator

Danton Bankay, Administrative Assistant (Academics, Latin & Jazz)

Michele Chapa-Ortegon, Administrative Assistant (SRT)

Ben Felts, Administrative Assistant (Web Maintenance, Band & Orchestra)

Synthia Shurtleff, Administrative Assistant (Scheduling, Choral & Opera)

### Advising

PACE Advising: All students who enter Fall 2020 with less than 16 hours of credit (dual credit, AP, IB, community college credit)

CFAC Advising: All students who enter Fall 2020 with more than 16 hours.

Graduate: Dr. Al Corley, Music 109

### Brass

Robert Cannon, trumpet

Andrew Cheetham, trumpet

Ron Wilkins, trombone

Martin McCain, trombone

Raúl I. Rodríguez, tuba/euphonium

Caroline Steiger, horn

Keith Winking, trumpet

### Composition

Charles Ditto

Richard Hall

Hank Hehmsoth

Michael Ippolito\*

Jack Wilds

### Conducting

Jonathan Babcock, choral

Caroline Beatty, instrumental

Kyle Glaser, instrumental

Matthew Holzner, instrumental

Jacob Harrison, orchestral

Craig Hella Johnson, choral

### Jazz

Andrew Cheetham, trumpet

Russell Haight, saxophone

Utah Hamrick, bass\*

Hank Hehmsoth, keyboard

Butch Miles, drum-set

Brian Pardo, guitar

**Keyboard/Class Piano**

Ezra Bartz  
Faith DeBow  
Alena Gorina

Jason Kwak\*  
Daria Rabotkina  
John Schmidt

**Latin**

Miguel Guzman  
John Lopez\*

Ludim Pedroza\*  
Michelle Quintero  
Juan Rosaly

**Percussion**

Genaro Gonzalez\*  
Kari Klier

Bobby Lopez  
Butch Miles

**Strings**

Ames Asbell, viola\* Mark Cruz, guitar  
Karla Hamelin, cello

Utah Hamrick, double bass  
Lynn Ledbetter, violin  
Grant Mazak, guitar

**Voice**

Blythe Cates  
Daveda Karanas  
Richard Novak  
Cheryl Parrish

Suzanne Ramo  
Ronald Ulen\*  
Myra Vassian

**Woodwinds**

Ian Davidson, oboe  
Daris Hale, bassoon  
Adah Toland Jones, flute\*

Todd Oxford, saxophone  
Vanguel Tangarov, clarinet  
Brian Trittin, saxophone

**Ensemble**

Caroline Beatty, Director of Bands  
Kyle Glaser, Associate Director of Bands  
Matthew Holzner, Assistant Director of Bands  
Jordan Stern, marching percussion  
Jacob Harrison, Director of Orchestral Studies  
Jonathan Babcock, Interim Director of Choral Activities  
Lynn Brinckmeyer, Director of Choral Music Education  
Craig Aamot, choral  
Marc Reynolds, Director of Opera Studies  
John Elam, opera coaching  
Utah Hamrick, Director of Jazz Studies  
Keith Winking, jazz  
John Lopez, Co-Director of Latin Music Studies

Ludim Pedroza, Co-Director of Latin Music Studies  
Miguel Guzman, mariachi  
Juan Rosaly, salsa

**Aural Skills/Music Theory**

Charles Ditto  
Rebecca Eaton  
Jose Garza, Jr.  
Cynthia Gonzales  
Michael Ippolito

Dimitar Ninov  
John Schmidt  
Nico Schüler  
Jack Wilds

**Intro to Fine Arts**

Craig Aamot  
Ian Davidson\*

Daris Hale  
Marc Reynolds  
Holly Wissler

**Music Education**

Caroline Beatty  
John Denis  
Bonnie DeWind  
Barbara Elliott  
Kyle Glaser  
Alec Scherer  
Richard Herrera

Matthew Holzner  
Kelly Laws  
Jo Scurlock Dillard  
Jordan Stern  
Amanda Soto  
Rebecca Tast  
Lynn Brinckmeyer\*

**Music History and Literature**

Craig Aamot  
Kevin Mooney  
John Schmidt\*

Ludim Pedroza  
Stephen Summer  
Holly Wissler

**Sound Recording Technology**

Mark Erickson (program director)

William Henry  
Gary Hickinbotham

**Music Technology**

Richard Hall  
Hank Hehmsoth\*  
Jackson Wilds

**Staff Accompanist**

Eric Thompson

**Music Librarian**

Mark Blair

**Staff Piano Technician**

Memorie Schultz

**Evans Auditorium Manager**

Gaila Raymer

**Performing Arts Center Manager**

Candice Mongellow

\*Denotes Area Coordinator

## Facilities

### *Music Building*

The Music Building includes classrooms, faculty studios and rehearsal halls. There are separate rehearsal facilities for bands, orchestra, choirs, jazz, and Latin music ensembles, chamber groups, and opera. The facility also contains the Music Building Recital Hall, the Schneider Music Library, a black box theatre, over 30 practice rooms, an electronic piano laboratory, a multi-station music computer lab, two instrument checkout rooms, faculty offices, and the administrative office suite.

### *Colorado*

Colorado building is located at the end of Pleasant Street and houses the Balinese Gamelan Lipi Awan as well as 16 additional practice rooms (with electronic pianos).

### *Evans Auditorium*

Evans is the largest performance hall on campus with a seating capacity of 933. The University's wind bands, orchestra, and University Arts events utilize Evans as a performance site. Evans also contains two Steinway concert grand pianos that can be used for solo piano recitals.

### *Music Building Recital Hall*

The Music Building Recital Hall, seating 149, is housed on the second floor of the Music Building and hosts academic classes as well as student, faculty, and guest artist recitals and lectures.

### *Performing Arts Center Recital Hall*

The Performing Arts Center on University Dr. includes an acoustically superb 312-seat recital hall which hosts performances by guest artists, music faculty, solo student recitals, and some student ensembles.

### *Fire Station Studios*

The Fire Station Studios facility is located near campus at 244 N. Guadalupe Street and is available for both Texas State and non-Texas State persons to rent for commercial purposes. The Studio houses the School of Music's Sound Recording Technology program and contains two recording studios, one film/video audio post-production suite, and one mix room.

### *Schneider Music Library*

The Schneider Music Library, centrally located in the Music Building, provides convenient access to scores, sound recordings, DVDs, music education materials, and a number of music reference sources. Please note that most music-related books and journals are located at the main (Alkek) library. All patrons must present their Texas State ID card to check out materials. The Schneider Music Library also contains computer stations for accessing research databases and the internet.

To find resource materials, use the University's [on-line catalog](#). The music librarian or a library staff member is available to assist with questions. Most library materials can be checked out and taken home if desired. The library's [website](#) has more details on loan periods and other library policies..



The library assesses fines on overdue materials to encourage the timely return of materials: Audio/video materials are fined at a rate of 50¢ per day. Scores are fined at 25¢ per day. All items have a maximum \$5.00 fine per checked out item. For lost items, the patron is responsible for the cost of replacement (as determined by the music librarian) plus a processing fee of \$15.00 for each item.

Fines may be paid using credit card. Unpaid fines and overdue materials will result in a registration hold, preventing course registration or the checking of grades online.

### *Music Computer Center*

The Music Computer Center is committed to providing computing and technology resources to all Texas State students, faculty, and staff across campus. The Center features 24 high-end Mac workstations, a teacher station, a scanner workstation, and a student monitor station and maintains a demanding schedule of activity in support of a progressive curriculum dependent upon an increasing reliance on technology. It provides an active resource for required School of Music degree plans, as well as public access by all Texas State students, faculty, and staff.

All Texas State students are encouraged to take advantage of the lab's resources, not only to complete required course materials for the curriculum, but to pursue and promote their career interests via media-authoring software and hardware. At the lab, you can record, design and produce CDs and DVDs, print commercial-quality scores, sequence MIDI, scan and edit photography, create your own 3D artwork and animations, digitize video, edit QuickTime© movies of concerts and performances, and design websites complete with MP3 audio, video and photo content. The Music Computer Center also houses 2 laser printers and music students are allowed to print 20 pages per day for free.

## Admission & Degree Programs

### *Admission Requirements*

Admission to the School of Music is contingent upon acceptance to Texas State University and requires an audition. Undergraduates (BM, BS, BA) must perform an entrance audition before the appropriate faculty for acceptance into the School of Music (please see [Undergraduate information](#)).

Admission to the School of Music graduate program is overseen by the School of Music's, Coordinator of Graduate Studies. In addition to submitting an application to the Graduate College, music students are required to submit additional materials, audition (if required for major), and interview with one or more faculty. Complete information regarding the application process and graduate music programs can be found under the [Prospective Students](#) tab of the School of Music's website,

### *Transfer Student Requirements/Information*

Transfer students are encouraged to meet with their academic advisor so that course transferability and equivalents have been accurately reflected on their degree audit. Although a course may transfer, it may not meet the requirements for a particular degree plan. For example, Texas State will transfer as many of your courses/hours that are considered transferable; however, only 66 lower-level hours will be applied toward your degree plan. Additional upper-level hours from a four-year university may also be applied. You will need to take a minimum number of credit hours at Texas State in order to graduate with a Texas State degree. Check the [Admissions page](#) to see what will transfer.

Additionally, if you are an undergraduate Music Studies student seeking teacher certification, the required GPA for admittance into School of Music upper level classes is 2.85. This GPA must be reached by the fourth semester of music coursework. In addition, you need to make sure that you have met the grade requirements established by the [College of Education Office of Educator Preparation](#)

Please consult this handbook regarding Upper Level Competency Review, Piano Proficiency and Theory Proficiency to learn about specific requirements for transfer students.

### *Degree Programs*

The following degrees are offered in the School of Music:

Bachelor of Music

- Music Studies with Texas All-Level Teacher Certification
  - Concentrations
    - Choral (Classical or Latin voice)
    - Instrumental
  - Optional Minors
    - Composition (approval by the composition coordinator required)
    - Jazz (Instrumental Music Studies majors only)
    - Mariachi (not available to transfer students)
- Music Performance
  - Concentrations
    - Guitar
    - Instrumental

- Jazz
- Keyboard
- Vocal
- Optional Minors
  - Composition (approval by the composition coordinator required; Composition majors ineligible)
  - Opera (for Vocal Performance majors only)

#### Bachelor of Science in Sound Recording Technology

- Optional Minor
  - Composition (approval by the composition coordinator required)

#### Bachelor of Arts in Music





- Minor or a second major (outside of the School of Music) of the student's choosing is required for this degree

#### Minor in Music (General)

- May be added to any non-music degree at Texas State

#### Graduate Programs

- Master of Music - Music Education
  - Concentrations
    - Choral Music Education
    - General Music Education
    - Instrumental Music Education
    - Kodály Music Education
- Master of Music
  - Concentrations
    - Brass, Percussion, Woodwind, Guitar, Keyboard, or String Performance, Vocal
    - Choral Conducting
    - Composition
    - Instrumental Conducting (Band or Orchestral)
    - Jazz Performance
    - Latin Music Performance
    - Music History/Literature
    - Music Theory

You can view the undergraduate degree plans and requirements for your degree plan online by accessing the [Undergraduate Catalog](#) then click on the Undergraduate link  College of Fine Arts and Communication  School of Music. Graduate degree requirements may be accessed online at the [Graduate Catalog](#) then click on the Graduate link  College of Fine Arts and Communications  School of Music. Graduate degree plans may be found on the School of Music website's [Graduate Degree Programs](#) page. You may also contact your undergraduate advisor, or graduate advisor, with any questions/concerns regarding your specific degree plan(s).

#### *School of Music Degree Plan Changes*

Music student's wishing to change their major within the School of Music must complete the following (in order):

BM – Music Studies or Performance ➔BA

- Obtain a Change of Major request form from Danton Bankay
- Consult with the Music Studies Coordinator
- Consult with your Applied Lesson Instructor
- Receive approval from the Associate Director

BA, BM – Music Studies or Performance ➔BS – SRT

- Obtain a Change of Major request form from Danton Bankay
- Consult with the Music Studies Coordinator or your Applied Lesson Instructor
- Consult with the BS – SRT Coordinator
- Interview with the BS – SRT faculty
- Receive approval from the BS – SRT Coordinator

BA or BS – SRT ➔BM – Music Studies

- Obtain a Change of Major request form from Danton Bankay
- BS students must consult with the BS – SRT Coordinator
- Consult with the Music Studies Coordinator
- Consult with the Applied Lesson Instructor
- Audition (may be fulfilled by a final jury)
- Receive approval from the audition panel
- Receive approval from the Associate Director

BA, BM – Music Studies, or BS – SRT ➔BM – Performance

- Obtain a Change of Major request form from Danton Bankay
- Consult with the Music Studies or BS – SRT Coordinator
- Consult with your Applied Lesson Instructor
- Audition (may be fulfilled by a final jury)
- Receive approval from the audition panel
- Receive approval from the Associate Director

In the rare instance that a student changes their major to a BA from Performance or Music Studies, but later wants to re-enter the Performance or Music Studies degree, they must re-audition for their desired program to gain acceptance.

## Scholarships

Music student scholarship auditions occur in the fall and spring of each year. Awards are based on the student's performance, previous performance accomplishment(s), general musicianship, academic record (GPA), potential for success and the completion of a degree program at Texas State. Music scholarships are available for students who will begin in a fall semester. No music scholarship funds are available to students who enroll as a new student in a spring semester. Students who enter in a spring semester may apply for a fall music scholarship by submitting an application through an Administrative Assistant during the spring semester. There are two types of scholarships: School of Music Scholarships and Ensemble Performance Grants. Additionally, the School of Music offers a limited number of Graduate Assistantships. Scholarships and Performance Grants will be credited to the student's University account after the 12<sup>th</sup> class day in the Fall and Spring semesters after enrollment verification has occurred.

### *School of Music Scholarships*

Undergraduate students receiving School of Music scholarships must perform with the assigned University performing ensemble(s) and enroll for private lessons in their performance area each semester. A Texas State grade of C or better in all music classes (including a CR in Departmental Recital) and a 3.0 Texas State GPA must be maintained to continue to receive/renew a scholarship. Grades and GPA are assessed each semester to determine continued eligibility. *Review your scholarship contract for specific scholarship requirements.* Specific guidelines and requirements for the various [scholarships](#) are available in the Music Office.

Graduate students receiving School of Music scholarships must maintain status as a graduate music major with a GPA of 3.0 or higher and be enrolled at full-time status, with successful completion of at least 9 semester credit hours per semester as advised by the Graduate Coordinator. Performance majors must audition, enroll in, and fully participate in the appropriate assigned major ensemble and enroll for applied lessons in the appropriate performance area each semester. Scholarship funds are awarded for fall and spring only. Summer funds are not available from the School of Music.

Music students may also qualify for other University scholarship aid. [Contact the Office of Student Financial Aid and Scholarships](#) and the [Graduate College](#) for information. Receiving a music scholarship does not prevent a student from receiving additional scholarships and financial aid (grants, loans, and work-study awards) through the University.

**Important note: Scholarship renewal is not automatic from year to year. You must apply for scholarship renewal each year. See the Music Office during the spring semester for the appropriate form and deadline.**

### *Ensemble Performance Grants*

At the discretion of the major ensemble directors, performance grants may be awarded to both music majors and non-music majors. Requirements vary, but participation in the assigned major ensemble is mandatory. Contact the ensemble director for specific requirements and application/audition deadlines.

### *Bobcat Marching Band Scholarships*

Through generous contributions from the Texas State University administration and the Fraye Stokes Endowment, the following scholarships will be distributed for a maximum of 350 members of the Bobcat Marching Band immediately after successful completion of the requirements of the

organization and/or position:

*\$800 Membership Scholarship to each member of the BMB*

*\$200 Leadership Scholarship to each Section Leader and Drum Major*

*\$200 Dedication Scholarship to each BMB member completing his/her 3<sup>rd</sup> or higher season*

The scholarship funds will be applied to each student's university account after the last required commitment of the season. The expectations to receive these scholarships are as follows:

- Enroll in the class before the official 12<sup>th</sup> class day
- Fulfill all requirements of the organization/position
- Maintain proper rehearsal and performance effort
- Maintain an attitude of teamwork
- Represent the Bobcat Marching Band, School of Music and Texas State University in a positive manner

Deficiencies in any of these areas may result in a reduction or deletion of scholarship money.

#### *Bobcat Basketball Band (B3) Scholarships*

Through generous contributions from the Texas State University administration and the Fraye Stokes Endowment, the following scholarship will be distributed to members selected through an audition process for the Bobcat Basketball Band immediately after successful completion of the requirements of the organization and/or position:

*\$450 Membership Scholarship to each member of the B3*

The scholarship funds will be applied to each student's university account after the last required commitment of the season. The expectations to receive these scholarships are as follows:

- Enroll in the class before the official 12<sup>th</sup> class day
- Fulfill all requirements of the organization/position
- Maintain proper rehearsal and performance effort
- Maintain an attitude of teamwork
- Represent the Bobcat Basketball Band, School of Music and Texas State University in a positive manner

Deficiencies in any of these areas may result in a reduction or deletion of scholarship money.

#### *VocaLibre Scholarships*

Through generous contributions from various areas, enrolled members of VocaLibre will receive a scholarship for their participation in this ensemble. Funds are credited to each student's account in October (fall participation) and March (spring participation). Scholarship amounts vary depending on enrollment in the ensemble.

#### *Graduate Assistantships*

A limited number of assistantships are awarded each year to qualified graduate students who teach and provide other services in a variety of areas of the School of Music. Interested graduate students should consult the Graduate Studies Coordinator or the [School of Music website](#) for further information. In order to receive primary consideration, applications for assistantships should be completed by the March deadline for positions in the following fall semester.

## Curriculum Requirements

### *Class Attendance*

The requirements for class attendance vary from course to course, instructor to instructor. All attendance policies should be detailed in the course syllabus, which is distributed at the beginning of the semester. Students are responsible for understanding the attendance requirements and asking the professor if there is any uncertainty. Students involved in a university function that conflicts with class attendance (ex. ensemble tour, NATS competition, etc.), should submit a request for excused absence as well as the memo from the sponsoring faculty member to the instructor for each class that will be missed. If excused, all work associated with the missed class(es) must still be completed.

### *Studio Teacher Assignments and Changes*

For new students in applied areas with multiple instructors, their acceptance letter will include an invitation to indicate their applied instructor preference and what interactions have led to their preferences. Instructor assignment is determined by availability; students are officially assigned by the area faculty. In general, students study privately with the same instructor from semester to semester.

If a student desires a change of instructor, they will need to complete the “Request for Change in Applied Instructor” form (see Appendix A). Note, final determination of such changes will be made by the Associate Director of the School of Music. When teaching loads permit, the desire of a student to study with a particular faculty member will be noted and every effort made to place that student in their desired studio.

### *Ensembles*

#### **Major Ensembles**

- **Choral:** Chorale, University Singers, Aurora Voce, Men’s Choir, Treble Voice Choir
- **Band:** Wind Symphony, Symphonic Winds, Concert Band, Bobcat Marching Band
- **Instrumental:** Texas State Symphony Orchestra, Guitar Ensemble
- **Jazz:** Jazz Ensemble, Jazz Orchestra, Jazz Lab Band
- **Latin:** Mariachi Nueva Generación, Salsa del Rio
- **Composition:** Mysterium

#### **Secondary Ensembles**

- **Choral:** VocaLibre
- **Band:** Basketball Band
- **Instrumental:** Steel Drum Band, Chamber Music/Like-Instrument Ensembles
- **Jazz:** Jazz Combos
- **Latin:** Mariachi Lince de Oro
- **Opera:** Opera Theatre, Opera Workshop, Opera Production

An audition is required for most ensembles.

Check with your Academic Advisor for Ensemble Degree requirements.

Undergraduate requirements: All music majors must participate in the appropriate major ensemble each semester. Music Studies majors are exempt from this requirement during the student teaching semester only. Student teachers may not participate in university ensembles

during their student teaching semester. Only one major and one secondary ensemble will be counted toward the student's degree plan per semester. Please refer to the links below under *Degree Plans* to determine your degree's ensemble requirements. **The Director of Bands, Director of Choral Activities, Director of Orchestral Studies, and the Associate Director of the School of Music must approve all exceptions to major ensemble status and appeals.** If you have questions, please contact your music advisor. PACE students contact the Associate Director of the School of Music with questions.

Graduate requirements: Please contact the Director of Graduate Studies for appropriate ensemble requirements and suggestions.

### *Departmental Recital*

Each semester, various recitals and concerts are presented by students, faculty, ensembles, and guest artists. All undergraduate music majors (excluding SRT majors) are required to attend a significant number of these events each semester, through enrollment in Departmental Recital (MU 1000, 2000, 3000, 4000). In addition, applied music teachers may require attendance at all recitals in the individual performance area each semester. Specific requirements for Departmental Recital may change from semester to semester. Details regarding attendance policies are included in the Departmental Recital syllabus.

The School of Music will accept Departmental Recital transfer credit from accredited institutions as defined by Texas State University policy ([PPS 2.15](#)). If performance attendance was not a separate course posted to your transcript, we may infer that it was a requirement of your applied lessons as a music major and will accept up to 4 credits in transfer hours (or the equivalent quarters).

### *Somos Músicos ("We Are Musicians")*

Somos Músicos concerts are an opportunity for music students individually or in small groups to perform a piece primarily for other students in a supportive atmosphere of learning.

- Concerts are scheduled each semester on weekday evenings at 7:30 pm.
- Attendance at some Somos Músicos concerts is required for Departmental Recital credit (consult the Departmental Recital syllabus).
  - [Somos Musicos](#)
- For those students interested in performing on a Somos Músicos concert:
  - Submit a performance request form.
  - The student's applied instructor endorsement is required.
  - Forms are due least two weeks prior to the concert date.

### *Musician's Forum*

Musician's Forum offers opportunities for music students to explore and be exposed to issues, ideas and information relevant to their careers as performing artists, teachers, composers, and producers. Musician's Forum features a variety of topics, guest speakers, multimedia, and audience participation. Coordinators of the series select relevant musicianship topics and serve as moderators for the forums, which are typically scheduled to precede a Somos Músicos student concert.

Attendance may be required of those students enrolled in Departmental Recital.



### *Recital Scheduling Procedures*

Students may schedule recitals according to the Performance Scheduling Prioritization schedule.

- Recitals **may** be scheduled during the semester at 6pm and 8pm Monday – Friday and 12 pm, 2pm, 4pm, 6pm and 8pm Saturday – Sunday. Non-standard start times must be approved by the Director of the School of Music.
- Recitals **may not** be scheduled during University holidays, study days, final exams, against any major ensemble, or event from the student’s applied area.

Consult the [Student Recital Checklist](#) for instructions and all documents related to Recital Scheduling.

- Required student recitals (Junior, Senior, Graduate) must be adjudicated by a Recital Committee (three faculty members – the student’s applied instructor and at least one other **area** faculty member must be on the committee). The student must attach confirmation from all three to the [Faculty Signature Form](#) which is returned to Synthia Shurtleff before the date will be officially reserved. Rehearsal time in the PERF is not available until the Faculty Signature Form has been completed.
- All required degree recitals should be firmly scheduled by October 1 in the Fall semester and March 1 in the Spring semester.
- Students are strongly encouraged to attach a headshot photo to their reservation form online. This photo will be used for publicity listings of their event.
- Non-required student recitals may **only** occur in the Music Building Recital Hall. Use of the Performing Arts Center Recital Hall may only occur by special request of the applied lesson instructor and the approval of the exemption by the Director of the School of Music.
- Students presenting their recitals in the PERF may choose to live stream their recital via Texas State Presents. Live streaming is not available in the Music Building Recital Hall.

A pre-recital hearing is required for all Junior, Senior, and Graduate Recitals. Each performance medium (ex. vocal, instrumental) determines specific policies for its pre-recital hearings (ex. scheduling of the hearing, amount of material to be included, adjudication personnel, etc.). If the hearing is not passed, the student must send written notice to Synthia Shurtleff (and Candice Mongellow if using the PERF), requesting that the recital be cancelled.

Individual student recitals may not exceed a total of 60 minutes. Minimum lengths (actual performance times) for required recitals are as follows:

- Performance majors (including Jazz):
  - i. Junior Recital = 30-40 minutes
  - ii. Senior Recital = 50-60 minutes
  - iii. Graduate Recital = 60 minutes
- Music Studies majors
  - i. Senior Recital = 30 minutes (may be shared; see below)
- Shared recitals (ex. Junior Recitals, Music Studies Senior Recitals) should not exceed 75 minutes (30 minutes of music per performer plus a short intermission, if necessary).

For temporary changes to these requirements and recital scheduling, see the [Covid-19 Policies](#).

## Program information:

- email to [Synthia Shurtleff](#) at least one week prior to the performance
- use the format of the School of Music Student Recital Program Template, which is found on the [Student Recital Checklist](#).
- include exact names of compositions, movements, composers, and performers
- include the following statement: *Presented in partial fulfillment of requirements for the Bachelor (Master) of Music degree.* For non-required student recitals, eliminate this statement from the program.
- May include program notes and translations if they fit in the allotted 2-page front-to-back template. Additional notes and translations may be written, printed at a free print lab on campus and distributed at the performance by the performer.
- May not include personal acknowledgements, however, students may print inserts with personal statements and place them with the programs at the recital entrance.
- The student's applied instructor will be sent a draft of the program for final review and approval prior to printing.
- Students must pick up their recital programs from the Front Office prior to their recital, no later than 5pm (Monday – Friday).

The School of Music will provide a technician to record all required recitals held in the Music Building Recital Hall, Performing Arts Center Recital Hall, and in Evans Auditorium. A digital copy of the recital will be made and deposited in the Music Library for the archives. The performer will also receive a digital copy after the performance, either via email or on a performer provided flash drive. Please note: Students who use venues other than the Music Building Recital Hall, Performing Arts Center Recital Hall, or Evans Auditorium, or who are completing non-required recitals are strongly encouraged to arrange for their own recording and then submit a digital copy to the Music Library.

Changes to the recital schedule are discouraged.

- Cancellations should be done only for serious and substantial reasons and must be documented in writing. Petition to cancel a scheduled recital must be submitted to Synthia Shurtleff.
- Other changes (ex. changes of time or venue) are not allowed except with the approval of the Director of the School of Music.

### *Class Withdrawals*

Dropping or removing a class or classes from your schedule is done via [Texas State Self-Service](#). To do this you must remain enrolled in at least one course.

A “W” grade will be assigned *automatically* if you drop one or more classes during the first 60% of the semester (see [Policy and Procedure 4.09](#)). Courses officially dropped on/before the 12<sup>th</sup> class day during fall and spring semesters and 4<sup>th</sup> class day during summer sessions are not recorded on your transcript.

Students beginning in fall 2007 or later are subject to limitations on the number of courses dropped. The student can drop **six or less** courses without academic penalty. [Policy and Procedure 4.14](#) or the Senate Bill 1231 – Six Drop Rule are the documents that explains this

change in detail. Withdrawing from all classes for the semester must be done through the [Registrar's Office](#) and, as necessary, the [Financial Aid Office](#). The deadline for withdrawing from all courses enrolled in at Texas State is listed in [PPS 4.09](#) above for fall, spring, and summer sessions.

### *Re-admission*

A student who leaves music major status in good standing can be readmitted as a music major without re-auditioning if returning within twelve (12) months. A music student who fails to complete or pass (note: failing grades are F and U) applied lessons or has not been a music major at Texas State for more than twelve (12) months (i.e. not enrolling or two W grades in a row) will automatically be moved to pre-music status by their academic advisor and must re-apply and/or re-audition to be accepted back as a music major.

### *Final Examinations*

The schedule for all final examinations is posted on the [Academic Calendar](#) for Texas State University and a detailed schedule is published on the University [Registrar's](#) website. This schedule is published before registration. Faculty are expected to adhere to this schedule if at all possible. Occasionally, a situation arises when a final examination must be scheduled at an alternate time. Such deviations must be cleared by the Director of the School of Music.

### *Grading Policies and Appeals*

Every instructor should provide a written syllabus explaining grading policies at the beginning of the semester to all registered students. If you have a concern about your final grade, the first step is to consult with the instructor. If that proves unsatisfactory, arrange a meeting with the Associate Director of the School of Music. A third step is to arrange a meeting with the Director of the School of Music by contacting an Administrative Assistant. Lastly, after meeting with Dr. Martin, you may arrange a meeting with the Dean of Fine Arts & Communication. For a detailed account of the Grade Appeal process, refer to the [University Student Handbook](#).

### *Upper Level Competency Review*

All music majors must pass the Upper Level Competency Review (ULCR) in their current major before being allowed to register for a 3000 level course in that major's area (ex. Music Studies, Performance, SRT, BA). Normally, a student undergoes the ULCR during his/her fourth semester as a music major. Transfer students with four or more semester of music study should complete the exam at the end of the first long semester of study at Texas State. SRT students will go through their ULCR at the end of their fourth semester of SRT curriculum study. Your undergraduate advisor can inform you of your scheduled time for the ULCR. The timing of the Upper Level Competency Review is automatic for each student as he/she progresses through the curriculum.

Should a student change their major after successfully completing the review in their previous major, the student must complete the non-performance portions of the ULCR in their new degree program. If going from a higher performance required degree plan (i.e. Performance) to a lower performance required degree plan (i.e. Music Studies/BA) an additional performance jury is not required. However, should a student go from a lower performance required degree plan (i.e. SRT) to a higher performance required degree plan (i.e. Performance), the student must contact the area coordinator to determine whether an additional performance jury will be required.

There is a separate Upper Level Competency Review Committee for each degree area

- Instrumental Music Studies

- Choral Music Studies
- Classical Performance
- Jazz Performance
- Sound Recording Technology
- Bachelor of Arts.

The Upper Level Competency Review consists of an interview with the area's ULCR committee, a review of your performance abilities and academic coursework and the submission of an essay depending on the area.

The Upper Level Performance Jury is an extended jury that determines the student's ability to advance to the 3000 level on their principal instrument or voice (BM degrees) or official completion of applied lessons (BA and SRT). In some instances, students may receive a passing grade in applied lessons, while failing their upper level jury. Consequently, the student must repeat the 2000 level lessons and pass their upper level jury before being allowed to progress into 3000 level lessons.

In order to pass the Upper Level Competency Review, you must have successfully completed (with a C or higher) Aural Learning III, Music Theory III, Piano II Proficiency (or at least three semesters of Class Piano as a Classical Performance or Vocal Music Studies Major; not applicable to SRT majors), three semesters of Departmental Recital (with a CR; not applicable to SRT majors), an Upper Level Performance Jury, and any additional requirements based on your degree program (i.e. ensembles, core classes, etc.), including performance evaluation forms, interviews, essays, etc. A GPA of 2.85 is required to pass the Music Studies ULCR.

Any or all of these requirements may be in progress at the time of the ULCR as final decisions are determined after grades are posted. Please see the appropriate web page (for your specific degree) for detailed criteria and updates on the School of Music's [Upper Level Competency Review](#) website.

Results:

There are three possible results of the initial Upper Level Competency Review:

- Pass: student may register for upper level courses in their major area.
- Deferral: student may be restricted from registering for some upper level courses in their major area, the Upper Level Competency Review will be rescheduled for the end of the next semester.
- Fail: student may NOT register for upper level courses in their major area; in effect, this terminates the student's current degree program and an alternate degree program must be chosen before the beginning of the next semester. Should the student fail to initiate the change themselves by the deadline indicated, they will automatically be moved to a pre-major status by their advisor and all music major classes will be administratively dropped. Note: should a student fail the Music Studies ULCR, they may not continue or re-enter the Music Studies degree program at Texas State at a later date. Students may contact Dr. Lynn Brinckmeyer (choral) or Dr. Rebecca Tast (instrumental) for alternative options (i.e. transferring, alternate certification, etc.).

There are two possible results at the end of a Deferral semester:

- Pass: student may register for upper level courses in the major area.
- Fail: student may NOT register for upper level courses in the major area; in effect,

this terminates the student's current degree program and an alternate degree program must be chosen before the beginning of the next semester. Should the student fail to initiate the change themselves by the deadline indicated, they will automatically be moved to a pre-major status by their advisor and all music major classes will be administratively dropped. Note: should a student fail the Music Studies ULCR, they may not continue or re-enter the Music Studies degree program at Texas State at a later date. Students may contact Dr. Lynn Brinckmeyer (choral), Dr. Rebecca Tast (strings) Dr. John Denis (instrumental) for alternative options (i.e. transferring, alternate certification, etc.).

Results of the Upper Level Competency Review are sent by the Degree Area Committee to the Director of the School of Music, who formally notifies the student of the result in writing via email.

Should you wish to make a formal ULCR appeal request regarding your major area's final decision, you may do so by following the steps in order below.

1. Submit a written request to the chair of your degree program's ULCR committee. Be sure to provide any documentation that you feel supports your appeal.
2. If not resolved, submit a written request to the Associate Director of the School of Music, along with all documentation you feel supports your appeal and complete a face-to-face meeting.
3. If not resolved, submit a written request to the Director of the School of Music, along with all documentation you feel supports your appeal.
4. If not resolved, submit a written request to the Dean of Fine Arts & Communication, along with all documentation you feel supports your appeal. The Dean's decision is final.

### *Piano Proficiency*

All BA, BM – Music Studies, instrumental concentration students seeking teacher certification, and BM – Performance, jazz concentration students must pass the level II piano proficiency exam by the end of their fourth (4th) long semester. BM – Performance, keyboard concentration students must pass the piano majors piano proficiency exam by the end of their fourth (4<sup>th</sup>) long semester. BM – Music Studies, choral concentration and all other BM – Performance majors must complete the level IV piano proficiency exam before applying for graduation. Piano proficiency requirements are available on the School of Music's website. Note: No Piano Proficiency exam is required for BS students.

Students may prepare for this proficiency by enrolling for the second semester of class piano for instrumental majors and the fourth semester of class piano for all vocal majors and instrumental classical performance majors. Students enrolled in private piano lessons may take the proficiency at any time with the approval of the applied teacher. Transfer students who may have passed a proficiency at another institution must also pass the proficiency at Texas State University. Students entering Texas State with a keyboard background should visit the [Piano Proficiency Requirements](#) page and contact [Dr. Bartz](#) to arrange an individual proficiency exam.

### *Music Theory Proficiency*

Students seeking teacher certification must pass the theory proficiency examination no later than

the semester before student teaching. Failure to complete this requirement will result in a postponement of Student Teaching to the next long semester. All other music majors, with the exception of Sound Recording Technology, must pass the theory proficiency examination before applying for graduation. [Theory Proficiency Requirements](#) are available on the School of Music's website under the current students tab.

### *Juries*

All students taking private instruction in applied music (including non-major lessons) must perform a jury at the end of each semester, as part of a final examination in that course. Under certain unusual circumstances, area faculty may allow a student to postpone their jury. In this event, the student will receive an Incomplete grade "I" until the jury is performed for the faculty by the designated time set by the applied faculty member during the next semester. Failure to do so will result in a failing grade for that jury examination.

### *Additional Music Studies Graduation Requirements*

You must pass the Upper Level Competency Review to be officially admitted into the Music Studies program. The semester before Student Teaching, all students must meet with Dr. Denis (instrumental), Dr. Brinckmeyer (choral), Dr. Rebecca Tast (strings) or Dr. Amanda Soto (elementary) during the second week of semester to discuss Student Teacher placement.

### *Admission Requirements for Student Teaching*

Students intending to pursue a music studies degree:

- Will register for student teaching during the final semester of the degree program.
- All requirements of the degree program must be met by the end of the long semester (Fall or Spring) before the student teaching semester.
- Consult the Undergraduate Degree Programs link for specific details:
  - <https://www.music.txstate.edu/currentstudents/undergraduate.html>
- Passing scores on the Texas Examination of Educator Standards (TExES) are also required for a teaching certificate.
  - <https://tea.texas.gov/texas-educators/certification>

All requirements must be met by the end of the long semester (Fall or Spring) before the student teaching semester.

### *Seeking Teacher Certification*

Passing scores on the Texas Examination of Educator Standards (TExES) are required for a teaching certificate.

### *BA, BM, SRT Graduation Requirements (undergraduates)*

- Texas State GPA of 2.00
- GPA of 2.25 in the major(s) – Music Studies see requirements in above section
- GPA of 2.00 in the minor(s)
- A grade of "C" or higher or "CR" in each music course required of the major or minor
- Passed Piano Proficiency Exam
- Passed Theory Proficiency Exam
- Passed Upper Level Competency Review



- Apply for Graduation
  - Speak with your academic advisor to determine the location to submit your application for graduation by the 19<sup>th</sup> class day of your graduation semester

## **Advising & Registration**

### *Advising*

Undergraduate music majors will have an Advising Hold on their account every semester and must meet with their Advisor for advising and approval of their schedules prior to the hold being lifted, cleared you to register. Note, holds of any kind will prevent you from dropping classes in the current semester. Therefore, if you need to drop a class, you will need to clear any/all holds first. Graduate students should meet with the Graduate Studies Coordinator for advising each semester to ensure proper progression to graduation.

Plan to meet early with your academic advisor. The Schedule of Classes is usually released 3 - 4 weeks prior to the first registration period. You may schedule your advising session beginning in September for Spring advising and February for summer/Fall advising. The on-line version of the Schedule of Classes is always current and may be found at [Texas State Self-Service](#). The computer is programmed to clear certain classes based on completed prerequisite classes or current enrollment.

The School of Music (graduate), the College of Fine Arts and Communications Advising Center (undergraduate 2<sup>nd</sup> semester sophomore and above), and the PACE Center (undergraduate freshmen to 1<sup>st</sup> semester sophomore) offer group and individual advising services for all students. While you are ultimately responsible for your degree and coursework, the advisor's mission is to assist you with your academic choices and academic adjustments in your University and personal development.

The Graduate & Undergraduate Advisors will:

- Suggest coursework for each semester
- Assist with registration problems (time conflict, special approval, closed classes, etc.)
- Assist/Notify you on Probation/Suspension
- Assist with Degree Audits
- Assist with graduation planning
- Assist with graduation application
- Provide advice about specific majors
- Assist with financial aid appeals
- Assist with correspondence studies approval
- Evaluate general studies transfer credits

### *Registration*

It is strongly suggested that students register as early as possible (October or March/April). Some courses are made or canceled based on the enrollment figures after the first 2 months of registration; others fill up quickly and space may not be available after this. All music majors must meet with their music advisor before being cleared to register.

## Student Life

Consult the School of Music [website](#) for details on access to the Music Building and Colorado.

### *Digital Daily Scheduling*

The School of Music uses a digital daily calendar for all individually scheduled meetings, rehearsals, or room use. See Appendix E below for complete details and directions of how to use the digital daily scheduling tool. All questions, comments, or concerns related to the Digital Daily Schedule should be made to Synthia Shurtleff.

### *Concert Tickets*

For many school-sponsored recitals there is an admission charge for general university students and community patrons. There is no charge, however, to music students enrolled in applied lessons except for:

1. Tickets for Opera/Feria del Mariachi/Musical Theatre productions
2. Special fundraising concerts

### *Concert Tickets and Concert/Recital Attire*

For many school-sponsored recitals there is an admission charge for general university students and community patrons.

- Admission to concerts is waived for music students who are enrolled in applied lessons except for:
  - Tickets for Opera/Feria del Mariachi
  - Musical Theatre productions
  - Special fundraising concerts
- Students should consult the director of their respective ensembles and/or applied teachers for Recital Attire requirements.
- Students who assist in the front of house and with back stage duties ((i.e. ushers, ticket sellers/takers, Departmental Recital workers, stage-hands, page turners, etc.) are required to dress appropriately to convey respect for the performers and the audience.
  - Consult ensemble directors and applied instructors for more specific guidance on appropriate attire.

### *Accompanists*

At the beginning of every semester, the Coordinator of Keyboard and Accompanying, submits a list of approved accompanists to applied faculty. There are also off-campus pianists who serve as accompanists for recitals (per hour rates vary). Check with your applied teacher for recommendations. School of Music staff accompanists may be assigned to student recitalists and student lessons as their work-loads permit. All accompanist fees are the responsibility of the student and are not included in course tuition or fees. Students should complete the “Accompanist and Student Agreement” form (Appendix B) prior to the first rehearsal.

### *Lockers*

The Music Building has a limited number of lockers available for student use. To obtain a locker:

- Submit a request via the [online form](#) available on the School of Music website under the **Resources** tab.
  - Students may not claim a specific locker; appropriately sized lockers will be



assigned by Music Office personnel based on major, class status, instrument, etc. (tuba/euphonium lockers will still be assigned by Mr. Raul Rodriguez; cello/string bass lockers by Tyler Bainter (tcb92@txstate.edu), additional lockers are assigned by Dr. John Denis, Dr. Rebecca Tast, and Prof. Jordan Stern for Methods classes).

Priority of locker assignments:

1. Selected lockers have been reserved for storage of Music Studies instruments and will be assigned by the techniques course instructor(s) when instruments are issued to students enrolled in their course(s). **Issued instruments may not be stored in the Music Office!**
2. **Music Majors who own instruments** may request a locker **the Monday that pre-season Marching Band begins.**
3. **Non-music majors** who participate in one of our instrumental ensembles may request a locker **the week after classes begin.**
4. **Other music majors** (ex. vocalists and pianists) may request a locker **two weeks after classes begin.**
5. All locker assignments are good for the current academic year only (and only if the student is enrolled for both fall and spring semesters). Students are required to help keep them in their current condition and comply with the locker policy. **Attachments (i.e. stickers, posters, etc.) are not allowed on the exteriors of any of the lockers.** Students with assigned lockers should report any vandalism and all needed repairs to the Music Office without delay. ***Lockers must be cleaned out and locks removed within 24 hours of the last spring commencement ceremony.*** Lockers are repaired and cleaned during the summer.

### *Practice Rooms*

The Music Building has 33 practice rooms located on the first floor and 3 practice rooms in the second-floor percussion area. Five of the downstairs practice rooms are reserved for percussionists to bring their own instruments. Mr. Genaro Gonzalez is in charge of assigning those practice rooms based on seniority and need. Most practice rooms with grand pianos are locked. The keys for these rooms are distributed by Dr. Jason Kwak to piano majors only.

The Colorado Building has 16 additional practice rooms equipped with electronic keyboards.

See the [Covid-19 Policies](#) for Practice Room procedures for Academic Year 2020-2021.

**Food and drinks are not to be consumed in the practice rooms.**

### *Music Stands*

Music stands are provided for practice and rehearsals. Each stand has a stenciled room number on it to ensure that enough stands are available in each rehearsal hall. Students ***should not*** remove stands unless instructed to by a faculty member. If it is necessary to remove stands from a particular room, the students are asked to return the stands to the appropriate room ***immediately*** after use.

All music majors are ***strongly encouraged*** to own and use their own folding portable (wire) music stand.

### *Receptions*

Due to the COVID pandemic and university mandates, no receptions will be held in the School of

Music.

### *Lost and Found*

Check with the Music Office or the Schneider Music Library about items that are missing. Lost keys, ID's, electronics, etc. will be turned over to UPD at the end of each week. All clothing, music, notebooks, etc. items found are retained for one week before they are discarded.

### *Bulletin Boards*

All postings must be brought to the Music Office to be stamped "Approved" before posting. Music Office staff will handle the posting onto the designated bulletin boards and inside of the elevator. Postings in any other part of the building, including entrance doors, are prohibited and the music office staff will remove those postings not bearing the approved stamp.

Postings on Campus, outside of the Music Building must be in accordance with Texas State's policy. The policy describes where postings can occur, what prior approvals must be granted, and what the postings can and cannot contain.

### *Music Organizations*

- American Choral Directors Association (ACDA) of Texas State
- American String Teachers Association (ASTA) of Texas State
- Collegiate Texas Music Educators (CTME – advance music education and bring together students to network and support each other; an affiliate of the National Association for Music Education, NAFME)
- Kappa Kappa Psi (KKY – national band fraternity for men and women)
- Mu Phi Epsilon (MPE – professional music fraternity for men and women)
- Phi Mu Alpha Sinfonia (PMA – music fraternity for men)
- Pi Kappa Lambda (national honor society for outstanding juniors, seniors and graduate students)
- Sigma Alpha Iota (SAI – professional, international music fraternity for women)
- Tau Beta Sigma (TBS – national band sorority for men and women)
- Texas Music Educators Association (TMEA – statewide professional music educators association)

### *Private Lesson Directory*

Students who would like to have their name and contact information listed on our Private Lesson Directory for when inquiries are made for private lesson instruction must complete the Application for Private Lesson Directory Listing (see Appendix C). Once the application is completed and approved, your name will be placed on the Directory and removed after your final semester at

### *Music Ambassadors*

Ms. Krystyn Jensen, Recruitment Coordinator, facilitates the Music Ambassadors representatives.

- Music Ambassadors are representatives (music majors) of the School of Music who assist with student recruitment events.
  - Individual student visits (aka shadow days)
  - Group tours,
  - Audition day tours
  - Bobcat Day – Majors Fair
- Requirements for students to serve as a Music Ambassador.

- Second semester freshmen and above who are familiar with the university and School of Music.
- Familiarity with the School of Music policies and procedures in order to answer general questions.
- Willing to provide facility and campus tours.
- Escort guest students to attend the Music Ambassador's classes/lessons.
- Speak with individual prospective students, small and large groups of Middle School, High School, or current College students.

Students interested in pursuing this opportunity must contact [Ms. Krystyn Jensen](#) and complete the [School of Music Ambassador Application](#).

## University Owned Instruments

### *Check-out Procedures*

Band instrument inventory is administered by the Department of Bands.

- These instruments are issued by and returned to the Graduate Assistant in the band area.
  - Rm. 227 (512-245-4555)
- University-owned instruments, including all percussion equipment used for applied studies and ensembles, are rented for a fee of \$30 per semester.
- Ben Felts (Ensemble Administrative Assistant, room 101A) collects those fees.
- Instrumental Techniques instruments are distributed during class time.
- Students are responsible for damages or lost instruments.
  - In those rare instances when instruments are damaged, not returned or fees are late, an academic hold is placed on the student's university account.
- Students are encouraged to purchase insurance for their personal instrument(s) and any university instruments that are assigned to them.

### *Instrument Insurance*

Any lost or stolen instrument is the financial responsibility of the student to whom the instrument is checked out. The student will be charged the purchase price of a new instrument (comparable in make and model). An academic hold will be placed on the student's account so that all grades and registration/schedule Students are ***strongly advised*** to obtain insurance on any and all personal and university-owned instruments for which they are responsible. Riders to existing homeowner's or renter's insurance are very inexpensive and can save thousands of dollars and a great deal of trouble in the event that an instrument is lost or stolen.

## Texas State. Fees & Policies

### *Course Repeat Fee*

Students paying in-state tuition may repeat a course up to two times without an additional fee.

- Those who exceed two times will be charged out-of-state tuition
    - **Repeated Courses.**
    - MUSE and MUSP courses are exempt from this rule.
  - Contact an academic advisor to determine attempted hours and degree limits.
- changes are held until the missing instrument is returned or replaced.

### *Honor Code*

The University's Honor Code policy can be found at [UPPS 07.10.01](#). This policy describes what the Honor Code and Academic Honesty are as well as what acts constituting a violation of the Honor Code and the repercussions for doing so. You may also find additional information on the [Dean of Student's](#) website.

### *Conduct of Classes*

The University Conduct of Classes policy can be found at [PPS 02.03.02](#). This policy outlines faculty attendance expectations as well as student attendance, classroom behavior expectations, and the repercussions for violating these policies.

### *Certifying Attendance*

The University Certifying Attendance policy can be found at [PPS 02.03.02](#). This policy outlines the documentation of student's attendance in their registered courses and is used to verify to the federal government that a Title IV aid recipient began attendance in courses aiding in the documentation of student financial aid availability.

### *Code of Student Conduct*

The [Code of Student Conduct](#) can be found in the [Student Handbook](#) which is located on the Dean of Students website. The code describes the responsibilities and conduct expected by the students at Texas State University and the repercussions/disciplinary actions that can be taken by the University should a student be found in violation of one or more of the responsibilities.

### *Hazing Policy*

The [Hazing Policy](#) adopted by Texas State University is located in the Student Handbook which is located on the Dean of Students website. The policy describes what Texas State University recognizes as Hazing and what disciplinary action may occur to an individual and/or groups who are found guilty of hazing activities.

### *Campus Carry Policy*

The [Campus Carry Policy](#) can be found on the Texas State website. The website provides the exact rules and policies regarding campus carry, best practices, and campus safety information.

### *Disruptive Activities Policy*

The [Disruptive Activities Policy](#) can be found in the Student Handbook which is located on the Dean of Students website. The policy describes the university's rights to take disciplinary action against individual students and/or groups who are involved in disruptive activities.

### *Alcoholic Beverages Policy*

The [Alcoholic Beverages Policy](#) is located in the Student Handbook which can be found on the Dean of Students website. The policy describes Texas State University's policy for the sale, service and consumption of alcoholic beverages at events held on campus.

*Racial Harassment, Sexual Harassment, and Denial of Civil Rights Policy*

Texas State University believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. Therefore, the university has created a policy in regards to [Racial Harassment, Sexual Harassment, and Denial of Civil Rights](#) that prohibits any of these items to ensure that this campus is a healthy learning environment for everyone and that all students are exposed to a variety of cultural experiences.

*Computer and Network Use Policy*

Texas State's [Computer and Network Use Policy](#) provides information regarding who has access to Texas State's Computer and Network resources, how to access computers or the network, and the appropriate use of these resources on and off-campus.

*Policy for Handling Sexual Misconduct*

Texas State University condemns sexual assaults and will not tolerate them. The [Policy for Handling Sexual Misconduct](#) includes the university's official policy, educational programs, procedures to follow in the case of a sexual assault, disciplinary procedures, and assistance for survivors of sexual assault in case you or someone you know requires this information.

*Solicitation Policy*

Texas State University students and student organizations must comply at all times with the university's [Solicitation Policy](#). The policy describes the difference between information and solicitation, approved forms of solicitation, as well as how to gain approval should you wish to engage in any of the approved forms of solicitation.

## **Contact Information for Student Assistance**

Undergraduate Advising & Registration  
Old Main 118 or PACE

Sound Recording Technology Information  
Mark Erickson, FSS 100

Graduate Advising/Registration & Assistantships  
Dr. Al Corley, Room 109

Student Teaching & Student Teaching Requirements  
Dr. Amanda Soto, Room 145

Scholarships  
Krystyn Jensen, Room 111

Recital Scheduling & Daily Room Reservations  
Synthia Shurtleff, Room 101

Change of Music Major Degree Plan & Upper Level Competency  
Review Danton Bankay, Room 101

Ensemble and Equipment Rental Payments  
Ben Felts, Room 101

### **Forms for Download**

[Appendix A-Change of Instructor Form](#)

[Appendix B-Accompanist/Student Agreement](#)

[Appendix C-Private Lesson Directory Application](#)

[Appendix D-School of Music Ambassador Application](#)

[Appendix E-Daily Digital Schedule Manual](#)