

FROST
SCHOOL OF MUSIC

UNIVERSITY OF MIAMI

**UNDERGRADUATE
STUDENT
HANDBOOK
2009-2010**

WEB Address:

<http://www.music.miami.edu/studentresources/studenthandbook.pdf>

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INTRODUCTION

This handbook is designed to answer the most often asked questions posed by music students and in no way covers all of the policies of either the Frost School of Music or the University of Miami.

It is but one of four reference materials that should be in your library as an undergraduate music student at the University of Miami. The other three are the *University of Miami Bulletin* (available only online on the web) for the year you entered the University of Miami, the current year's *Student Life Handbook*, and the current year's *Student Life Calendar*. Just about everything you need to know about the University of Miami and the Frost School of Music can be found within these four publications. They are all free and also readily available. Read them, keep them, and refer to them when needed.

According to the *University of Miami Bulletin*:

"While the University makes every effort to provide academic counseling to its students, its basic policy places the responsibility for planning an academic program upon the student. Students are expected to familiarize themselves with the requirements of the University, of the schools in which they are enrolled, and of their major department. "Requirements" means those stated in the *Bulletin* in force at the time of admission to degree status, unless a student has not been continuously enrolled. In such cases, the *Bulletin* in effect at the time of re-admission is the one to be used. However, a student granted a leave of absence may re-enroll either under the requirements of the *Bulletin* in effect at the time originally entered, or the *Bulletin* in effect at the time of re-admission."

The years you spend as a Frost School of Music student may well be the most important years of your life. We want to help you progress through your studies here in as orderly a manner as possible.

Kenneth Moses
Assistant Dean for Undergraduate Studies

DEGREES

The University of Miami Frost School of Music awards the professional Bachelor of Music degree with majors in nine areas: Composition, Performance, Music Education, Music Engineering Technology, Music Business and Entertainment Industries, Commercial Music & Production, Musical Theatre, Music Therapy, and Studio Music and Jazz.

The Bachelor of Arts in Music degree is a non-professional degree designed for talented musicians who wish to pursue a broad liberal arts education. Curriculum flexibility affords students the opportunity for a variety of pre-professional studies, including premedical and pre-legal.

The Bachelor of Science degree is awarded with major in Music Engineering Technology. A minor in Electrical Engineering is required.

The Master of Music, administered by the Graduate School, is offered with majors in Music Education, Music Therapy, Theory-Composition, Performance (voice, conducting, organ, woodwind, multi-woodwinds, brass, percussion, or stringed instruments), Piano Performance and Pedagogy, Musicology, Accompanying and Chamber Music, Jazz Performance, Jazz Pedagogy, Music Business & Entertainment Industries, Studio Jazz Writing, and Media Writing and Production. Music Engineering Technology is offered by the School of Music as a Master of Science Degree.

The Doctor of Philosophy degree in Music and the Doctor of Musical Arts degree are also administered by the Graduate School and enrollment is limited. Refer to the appropriate section of the Graduate *Bulletin* for policies concerning admission, course of study, residence, research, tool requirements, examinations, candidacy, and dissertation.

ASSIGNMENT OF ADMINISTRATIVE DUTIES 2009-2010 Academic Year

Dean: Shelton Berg

- Over-all supervision
- Long-range planning
- Budget planning and control
- Faculty evaluation
- Faculty recruitment
- Curriculum review and development
- Public relations and recruitment
- Fund raising
- Student and faculty counseling

Associate Dean, Administration: Nicholas DeCarbo

- Student and faculty counseling
- Physical plant
- Facilities planning
- Purchasing and inventory
- Scheduling of classes and events
- Bulletins
- Registration
- Faculty loads
- Curriculum review and development
- Technology

Associate Dean, Graduate Studies: Edward Asmus

- Public relations and student recruitment
- Student and faculty counseling
- Liaison with Graduate School
- Graduate admissions
- Graduate assistantships and fellowships
- Graduate degree plans
- Graduate records
- Graduate qualifying examinations
- Graduate graduation requirements
- Graduate Bulletin

Assistant Dean, Undergraduate Studies: Kenneth Moses

- Public relations and student recruitment
- Student and faculty counseling
- Supervision/Coordination of undergraduate advising
- Undergraduate degree plans
- Undergraduate records
- Undergraduate graduation requirements
- Undergraduate scholarships
- Liaison for Financial Aid Office
- Awards presentations
- Donor scholarships
- Work-study supervision
- Undeclared student advising
- Coordination of Orientation
- Undergraduate Bulletin

Assistant Dean, Development: Nancy Castleman-Dion

- Major gifts
- Capital campaign
- Endowments
- Planned Giving
- Winter Wonderful Event
- Community and Public Relations
- Supervision of the Frost Development Office, Strategic Development, Annual Giving, Events Management and Frost Communications

Director, Business Operations: Judith Mower

- Administrative Assistant to the Dean
- Fiscal control
- Supervision of non-academic personnel
- Key requests - music complex
- Faculty and staff counseling

Director, Admissions: Karen Kerr

- Student recruitment: planning, implementing, coordinating
- Public relations
- Student and faculty counseling
- Undergraduate and Graduate admissions
- Auditions at local, regional, and national levels
- Orientation
- School brochures and publications
- School representative at major conventions

Development Director, Annual Giving: Arlene Johnson

- Annual Giving and Direct Mail Campaigns
- Festival Miami Sponsorship
- Moon River Society and Special Project fundraising
- Donor Relations
- Alumni and Donor Cultivation Events
- Friends of Music liaison

Events Planner: Marianne Mijares

- Coordinator of Festival Miami
- Grants and Gift-in-Kind fundraising
- Coordinator of the Stamps Distinguished Visitors Series
- Coordinator of selected FSOM events
- Marketing and Public Relations

Director, Music Operations: William Dillon

Concert Halls

- Maurice Gusman Concert Hall, Victor E. Clarke Recital Hall, and other Frost School of Music facilities.
- Direct the business affairs of the concert halls.
- Supervise the concert hall staff.
- Schedule all events that take place in the concert halls and other facilities.
- Supervise the operation of the Director of Recording Services.
- Oversee the maintenance and upkeep of the concert halls.
- Interact with Facilities Planning regarding capital improvement projects.
- Schedule the tuning and maintenance of all keyboard instruments housed in the concert halls.
- Oversee the use and maintenance of the lighting systems.

Technology

- Responsible for providing technology support to the administration, faculty, staff, and the School's computer labs; for the design and maintenance of the School's Website.
- Assisting with installation, troubleshooting, configuration, and repair of the School's servers, personal computers, and accessories
- Oversee the business affairs of technology support services.
- Supervise technology support staff.

Director, Recording Services: Paul Griffith

- Record and provide sound reinforcement for the concerts of major ensembles and special events as directed by the Dean and outside organizations.

- Provide edited copies of concerts and recitals for archival, broadcast, and private use.
- Supervise the Recording Services Work Study Staff.
- Oversee the Recording Services budget.
- Perform troubleshooting and technical maintenance on recording studio equipment in consultation with the Director of Studio Maintenance.

Supervisor, Keyboard Instruments: Paul Bruno

- Tuning, maintenance, and repair of acoustic pianos and harpsichords.
- Maintenance of electronic keyboards in the Frost School of Music.
- Rebuilding grand and studio-upright keyboards.
- Maintaining an inventory of keyboards.

DEPARTMENT CHAIRS AND PROGRAM DIRECTORS
2009-2010 Academic Year

DEPARTMENT OF INSTRUMENTAL PERFORMANCE (MIP)

Chair: Gary Green	Program Directors: Gary Green, Conducting, Director of Bands Thomas Sleeper, Conducting, Director of Symphony Orchestra John Olah, Brass Rene Gonzalez, Guitar Svetoslav Stoyanov, Percussion Ross Harbaugh, Strings Luciano Magnanini, Woodwinds
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DEPARTMENT OF KEYBOARD PERFORMANCE (MKP)

Chair: Tian Ying	Program Directors: Tian Ying, Piano Performance Paul Posnak, Accompanying Lori Werner, Keyboard Pedagogy
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DEPARTMENT OF MUSICOLOGY (MCY)

Chair: Deborah Schwartz-Kates	Program Director: Deborah Schwartz-Kates, Musicology Donald Oglesby, Bachelor of Arts
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DEPARTMENT OF MUSIC EDUCATION & MUSIC THERAPY (MED)

Chair: Joyce Jordan	Program Directors: Joyce Jordan, Music Education Shannon de l'Etoile, Music Therapy
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DEPARTMENT OF MUSIC MEDIA & INDUSTRY (MMI)

Chair: Reynaldo Sanchez	Program Directors: Reynaldo Sanchez, Music Business & Entertainment Industries Colby Leider, (Interim) Music Engineering Technology James Progris, Arts Presenting
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DEPARTMENT OF STUDIO MUSIC & JAZZ (MSJ)

Chair: Whitney Sidener	Program Directors: Whitney Sidener, Studio Music & Jazz - Instrumental
Assistant Chair: Don Coffman	Larry Lapin, Studio Music & Jazz - Vocal Don Coffman, Jazz Pedagogy Gary Lindsay, Studio Jazz Writing

DEPARTMENT OF THEORY & COMPOSITION (MTC)

Chair: Dennis Kam	Program Directors: Dennis Kam, Theory & Composition Raul Murciano, Media Writing & Production
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DEPARTMENT OF VOCAL PERFORMANCE (MVP)

Chair: Esther Jane Hardenbergh Dean Southern (Fall 2009)	Program Directors: Esther Jane Hardenbergh, Vocal Performance, Vocal Pedagogy Mollye Otis, Musical Theatre Joshua Habermann, Choral Studies Alan Johnson, Opera Theater
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DIVISION OF DANCE (DAN)

Coordinator:	Kathyanne Londono
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ADVISING

Advising usually occurs two weeks prior to Registration (November and April). Please watch for signs throughout the Music complex for specific dates and instructions.

Advisors guide students in their course selection and course sequence for their major. Advisors are knowledgeable of course offerings for degree electives and may make suggestions that best fit student's degrees and individual interests. Students are expected to provide a written draft of their course selections which is then checked over by the advisor. The written draft allows for valuable discussion time about the courses and other possible choices.

Students should be made aware that advisors are not career counselors or job placement officers. Students are encouraged to visit the Toppel Career Center for career placement information.

As a Frost School of Music student, you are assigned an advisor appropriate to your major, and you are urged to contact this advisor whenever questions or problems arise that pertain to course work and/or career goals. You must meet with your advisor during each advising period to receive help in selecting appropriate courses and to receive the advisor's signature on the **Course Request Form** or a Personal Identification Number (PIN) before you can register. An advisor's signature is also required on the **Change of Course Form** before receiving a Dean's permission to drop or add a course.

Preparation for Advising

1. Sign up for an advising appointment with your advisor.
2. Go to the *University Bulletin* and look up the semester by semester guideline for your major. The *University Bulletin* may be accessed through the "Student Resources" section of the Frost website www.music.miami.edu
3. Go online and print your **Academic Course Evaluation** (ACE) from the myUM System.
4. Compare the courses you have taken as listed on your ACE with the semester by semester guideline from the *University Bulletin* and determine the courses you should take the next semester.
5. Make a list of the courses and go to the course offering found on myUM.
6. Prepare a preliminary schedule and take it with you to your advising appointment.

Course Request Form

Advisors will have your personalized **Course Request Form**. You may register by taking the completed Course Request Form signed by your advisor to the Registrar or on-line using the PIN number given to you by your Advisor.

According to the *University of Miami Bulletin*:

While the University makes every effort to provide academic counseling to its students, its basic policy places the responsibility for planning an academic program upon the student.

ACADEMIC ADVISORS

MBEI: Music Business & Entertainment Industries

James Progris	284-6252	McKnight 200-D
Reynaldo Sanchez	284-6252	McKnight 201-F
Serona Elton	284-9856	McKnight 200-C

MED: Music Education

(guitar, band, & orchestral
instrument principals &

instrumental jazz emphasis)	Nicholas DeCarbo	284-2241	Gusman 128-H
(voice, jazz voice, & keyboard)	Joyce Jordan	284-6252	McKnight 202-C

MIP: Instrumental Performance

Woodwinds:

Bassoon	Luciano Magnanini	284-5813	Rehearsal Ctr. 238
Clarinet	Margaret Donaghue	284-4273	Rehearsal Ctr. 125
Flute	Trudy Kane	284-4273	Rehearsal Ctr. 127
Oboe	Robert Weiner	284-5813	Rehearsal Ctr. 234
Saxophone	Dale Underwood	284-5813	Rehearsal Ctr. 130

Brass:

Baritone Horn/Tuba	John Olah	284-4273	Rehearsal Ctr. 137
French Horn	Richard Todd	284-5813	Rehearsal Ctr. 133
Trombone	Timothy Conner	284-5813	Rehearsal Ctr. 129
Trumpet	Craig Morris	284-5813	Rehearsal Ctr. 135

Percussion:

Svetoslav Stoyanov	284-5813	Rehearsal Ctr. 142
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Strings:

Cello	Ross Harbaugh	284-5813	Rehearsal Ctr. 240
Double Bass	Kevin Mauldin	284-5813	Rehearsal Ctr. 130
Guitar	Rene Gonzalez	284-2083	Volpe 204-B
Viola	Pamela McConnell	284-4273	Rehearsal Ctr. 101
Violin	Glenn Basham	284-5813	Rehearsal Ctr. 232

MKP: Keyboard Performance

Piano	Tian Ying	284-4886	Foster 140
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MSJI: Studio Music & Jazz (Instrumental)

Jazz Bass	Donald Coffman	284-5813	Foster 219
Jazz Guitar	Randall Dollahon	284-5813	Foster 239-A
Jazz Piano	Douglas Bickel	284-5813	Foster 222
Percussion	Steven Rucker	284-5813	Percussion Bldg. 101
Jazz Saxophone	Gary Keller	284-5813	Foster 235
Jazz Trombone	Dante Luciani	284-5813	Foster 306-A
Jazz Trumpet	Greg Gisbert	284-5813	Foster 306-B

MSJV: Studio Music & Jazz (Vocal)	Larry Lapin	284-5813	Foster 339-B
MTC: Composition	Dennis Kam	284-6252	Volpe 205-B
MTR: Musical Theatre	Mollye Otis	284-6227	Handleman 112
MTY: Music Therapy	Shannon de l'Etoile	284-3943	McKnight 201-C
	Teresa Lesiuk	284-3650	McKnight 201-D
MUE: Music Engineering Technology	Joseph Abbati	284-6252	Weeks RP 104
	Colby Leider	284-8221	Weeks RP 109
MUS: Bachelor of Arts in Music	Donald Oglesby	284-4162	Handleman 114-A
	Margaret Donaghue	284-4273	Rehearsal Ctr. 125
MVP: Vocal Performance	Dean Southern	284-4886	Foster 111
MWP: Commercial Music & Production	Raul Murciano	284-2159	Rehearsal Ctr. 122

UMU: Undeclared Majors

Students seeking acceptance into a particular major (MBEX, MEDX, MUEX, etc.) should meet with the advisor of their intended major. Students undecided as to which major to pursue should meet with Kenneth Moses, Assistant Dean for Undergraduate Studies at 284-2241, Gusman Hall, Room 128-C. **Undeclared students must declare and be accepted into a major prior to enrollment by their junior year.**

NOTE: Since each major in music has unique requirements during the freshman and sophomore years, students are urged to declare a major as early as possible. There is no guarantee that the courses taken as an undeclared major will convert toward the graduation requirements for any given major.

HONOR CODE

The Honor Code protects the academic integrity of the University of Miami by encouraging consistent ethical behavior among its undergraduate students. All undergraduate students are responsible for reading, understanding, and upholding the Honor Code. The Honor Code is printed in the *Student Life Handbook* (http://www6.miami.edu/dean-students/pdf/undergrad_honorcode.pdf) and copies may be obtained from the Division of Student Affairs or from the office of the Undergraduate Student Body Government.

THE GRADING SYSTEM

The following symbols are used:

- A** -- Superior attainment
- B** -- Above average attainment
- C** -- Average attainment
- D** -- Lowest passing grade
- F** -- Failure
- W** -- Course dropped on or before the last day for withdrawing from classes as published in the official calendar of the University. Credit can be earned only by successful repetition of the course.
- IP** -- In Progress Grade to designate on-going research toward a Master's thesis or Doctoral dissertation. A final grade, as presently assigned, will be issued at the completion of the thesis or dissertation.
- I** -- Incomplete work in passing status with the instructor's permission to complete the course. An "I" will be assigned only if the instructor is satisfied that there are reasonable *non-academic* grounds for the student's incomplete work. In order to receive credit for the course, the student must complete the "I" with a passing grade before the end of one calendar year, or prior to graduation, whichever occurs first. An Academic Dean may approve an extension initiated by the course instructor. An "I" not completed prior to the student's graduation shall be changed to an "IF" by action of the student's Academic Dean.
- IF** -- Symbol indicating that an "I" grade was not appropriately completed for credit under the preceding description. The symbol "IF" is equivalent to an "F" when computing a student's grade.
- CR** -- A grade of C or better must be earned in a course taken for credit only.
- NC** -- Grade given when a passing grade is not to be awarded to a student registered in course for credit only.
- NG** -- Symbol *assigned by the Office of Enrollment Services* indicating that the instructor has not reported the student's grade. For a student to receive credit for the course, the instructor must report a passing grade prior to the student's graduation. An "NG" will convert to an "F" after one year.

QUALITY POINT AVERAGE

The quality point average is used to determine standing in class and eligibility for graduation and for honors. It also serves to qualify the student for continuation in good standing, and as one datum for decisions pertaining to probation and dismissal, continuation of scholarships, and other matters.

Quality point per credit are awarded as follows:

A+	--	4.00
A	--	4.00
A-	--	3.70
B+	--	3.30
B	--	3.00
B-	--	2.70
C+	--	2.30
C	--	2.00
C-	--	1.70
D+	--	1.30
D	--	1.00
F	--	0.00
IF	--	0.00

Courses marked with an **"IF"** count as credit attempted but are not counted in credits earned and do not carry quality points. Credits marked **CR** are counted as credits earned but are not counted in credits attempted and do not carry quality points. Courses marked with the symbols **"I"**, **"IP"**, **"W"**, **"NC"**, and **"NG"** do not carry credits attempted, credits earned, or quality points.

The quality point average is determined by dividing the total quality points earned by the total credits attempted.

Military service credit, some foreign university credit, correspondence course credit, credit by examination, etc. are not awarded quality points and do not enter the computation of the quality point average.

GENERAL EDUCATION REQUIREMENTS

All general education courses must be chosen from the following approved list of liberal arts courses. Courses which are not listed on this approved list will not satisfy the general education requirements. They may be taken but only as free or non-music electives. *As this listing is constantly being revised, please refer to the UM website for the most current listing.*

NATURAL WORLD

Courses in the following areas: Biology; Chemistry; Ecosystems Science and Policy; Geological Sciences; Marine Science; Physics; Physical Science; and the following courses: Anthropology (APY 203); Geography (GEG 120); First Year Seminars (FNS 190-199).

PEOPLE AND SOCIETY

Courses in the following areas: Africana Studies (AAS); American Studies (AMS); Anthropology (except APY 203); Economics (ECO); Education and Psychological Studies (EPS); Geography and Regional Studies (except GEG 120); International Studies (INS); Judaic Studies (JUS); History (HIS); Political Sciences (POL); Psychology (PSY); Sociology (SOC); Teaching and Learning (TAL); Women's and Gender Studies (WGS); and the following courses: Broadcasting and Broadcast Journalism (CBR 102); Mass Media Communication in Society (COM 101); Communication Theory (COM 110); Interpersonal Communication (COS 112); Nonverbal Communication (COS 118); Political Communication (COS 336); Persuasion (COS 472); First Year Seminars in the Social Sciences (FSS 190-199).

ARTS AND HUMANITIES

Courses in the following areas: Architecture; Music; Art and Art History; Theatre Arts; Motion Pictures and Photography; English (200-level or above); Modern Languages and Literature (300-level or above); Philosophy; Religious Studies; and the following courses: Public Speaking (COS 211); World History of the Dance (DAN 250); First Year Seminars in the Arts and Humanities (FFA 190-199).

WRITING ACROSS THE CURRICULUM

In addition to ENGLISH 105 and 106, each student must take 5 writing-intensive courses.

Courses satisfying this requirement are those designated as involving a substantial amount of writing and the preparation of papers that are corrected for diction, syntax, style, and content. The School of Music has identified courses within the School as fulfilling the writing requirement. Transfer students who have taken any of these courses at another school will receive credit for the course(s).

Designated writing-intensive courses are identified on the UM Course Offerings site. Students can find them by looking up courses appropriate to their major program. Enrollment in those courses should be made in consultation with the student's advisor.

Students may receive writing credit for courses not designated as writing course with the permission of the professor and the undergraduate dean. The course must be a three-credit course and the requirements for a writing course must be fulfilled. Writing credit may not be earned in a course taught by a graduate teaching assistant. A *Proposal to Add Writing Credit* form must be completed before the course is taken.

<u>Department</u>	<u>Courses</u>	<u>Credits</u>	<u>Title</u>
MCY	521	3	Symphonic Literature
	522	3	Operatic Literature
	524	3	Contemporary Music
	525	3	Art Song Literature
	526	3	Keyboard Literature I
	527	3	Keyboard Literature II
	529	3	Music of the Baroque Period
	530	3	Music of the Classical Period
	532	3	History of Chamber Music
	533	3	Music of the Romantic Period
	537	3	Music of the United States
	554	3	Music in World Cultures
	593	3	Special Topics:
MED	450	3	Introduction to Research Methods in Music
	542	3	Teaching Elementary General Music
	543	3	Teaching Elementary & Secondary Instrumental Music
	544	3	Teaching Secondary General Music
	545	3	Music in Rehabilitation
	546	3	Music Psychotherapy
	549	3	Teaching Secondary Choral Music
	562	3	Psychology of Music I
	576	3	Music and Development

MMI	455	3	Internship in Entertainment Industry
	530	3	Entrepreneurship for Musicians
	574	3	A & R Administration and Music Licensing
	575	3	Entertainment Industry Contract Basics
MTC	311	3	Analysis and Experience

ACADEMIC STANDING, PROBATION, AND DISMISSAL

At the end of each semester, the University shall determine whether a student is in *Good Academic Standing*, on *Probation*, or subject to *Dismissal*.

GOOD ACADEMIC STANDING

To be in Good Academic Standing a student must not be on Probation or Subject to Dismissal.

WARNING

A student whose semester grade-point average (SGPA) falls below 2.0 shall receive a Warning. All students who receive a Warning must meet with their academic advisor before they may enroll for the following semester. The advisor may require a reduced course load.

Students not performing well in a class will receive an Academic Alert and must meet with their academic advisor within two weeks of the distribution of these reports.

PROBATION

Students other than first-semester freshmen whose cumulative grade-point average (CGPA) in University of Miami courses is below the following levels shall be placed on Probation.

<i>credits earned</i>	CGPA
fewer than 33 credits	1.7
33-64 credits	1.8
65-96 credits	1.9
more than 96 credits	2.0

First-semester freshmen who have a semester grade-point average below 1.3 shall be placed on Probation. In addition, students who fail to make satisfactory progress toward meeting the degree requirements specified by their major may be put on Probation by the School of Music *Academic Standing Committee*. *Students on Probation must meet with their academic advisor and shall be restricted to a 12-credit plus 2 ensembles load.*

DISMISSAL

A student who fails to successfully complete a music course after the second enrollment will be dismissed from the School of Music. Courses may not be dropped during the second enrollment.

A student who remains on probationary status after two consecutive semesters on Probation shall be subject to Dismissal. A student who has been on Probation for one semester and has a CGPA below 1.0 shall be subject to Dismissal. The decision to dismiss shall be made by the Frost School of Music *Academic Standing Committee*. If a decision is made not to dismiss, the student shall be on Probation.

APPEALS AND READMISSION

Students who wish to appeal their probation for academic reasons, must do so in writing to the Frost School of Music *Academic Standing Committee* within thirty days of the notice of probation or dismissal. Those who have been dismissed for academic reasons shall not be considered for readmission to any school at the University until at least two regular semesters have lapsed since their dismissal.

ACADEMIC APPEALS PROCESS

All student appeals must be filed within a year of the occurrence of the academic action resulting in the appeal and prior to the completion of all degree requirements or withdrawal from the University.

For courses in the Frost School of Music, students must have their appeal reviewed by the following persons in the following order:

1. The faculty member responsible for the course.
2. If not resolved, contact the director of the program in which the course was offered.
3. If not resolved, contact the chair of the department in which the course was offered.
4. If not resolved, contact the Assistant Dean for Undergraduate Studies.

For courses taken outside the Frost School of Music, contact the school or college in which the course was taken to obtain a copy of the appropriate review process.

When appealing, the student must submit in writing the following information:

1. A letter clearly stating the reason for the appeal.
2. Documents supporting the reason for the appeal (e.g., examinations, term papers, syllabi or medical documentation of illness.)
3. If the appeal is related to a disability, the student shall include in the materials information provided by the Office of Disability Services which is necessary for the appeal.

Once the appeal has been reviewed by the persons designated above, the student may present his appeal to the University Ombudsperson. In addition to the written materials relating to the appeal, the student must submit to the Ombudsperson any and all written decisions of the individual faculty/ administrators, departments/programs, administrative units, and deans which are available to the student or in the student's possession.

ACADEMIC HONORS

THE DEAN'S LIST

The Dean's List is composed of those undergraduate students who have attained high scholastic achievement for the semester. To attain *The Dean's List*, a student must, for the semester:

- a) have registered for and have completed 12 or more graded credits (excluding the credits earned in courses taken for credit only);
- b) have attained a quality point average of 3.50 or higher for the semester.
- c) have no incompletes or "No Grades" (NG).

The Dean's List will be announced by each school or college at the end of the semester. The Office of Enrollment Services will post this achievement to the student's permanent record.

THE PROVOST'S HONOR ROLL

The Provost's Honor Roll is composed of those undergraduate students who have attained a high scholastic achievement for the semester. To attain *The Provost's Honor Roll*, a student must, for the semester:

- a) have registered for and have completed 12 or more graded credits (excluding the credits earned in courses taken for credit only);
- b) have attained a quality point average of 3.75 or higher for the semester.
- c) have no incompletes or "No Grades" (NG).

The Provost's Honor Roll will be announced by the Provost's Office. The Office of Enrollment Services will post the achievement to the student's permanent record, and distribute *The Provost's Honor Roll Certificate*.

THE PRESIDENT'S HONOR ROLL

The President's Honor Roll is composed of those undergraduate students who have attained the highest possible scholastic achievement for the semester. To attain *The President's Honor Roll*, a student must, for the semester:

- a) have registered for and completed 12 or more graded credits (excluding the credits earned in courses taken for credit only);
- b) have attained a quality point average of 4.00 for the semester.
- c) have no incompletes or "No Grades" (NG).

The President's Honor Roll will be announced by the Office of Enrollment Services which will post the achievement to the student's permanent record, and distribute *The President's Honor Roll Certificate*.

HONORS PROGRAM INFORMATION

The student is required to take a minimum of 24 semester hours of credit in order to complete the requirement. Of the 24 hours, at least 12 must be outside the major. If a student has two or more majors, then no more than 9 credits may be used in each. Of the 24 hours, at least 12 credits must be at the 200 level or higher.

EARNING HONORS CREDITS

1. It is recommended that one Honor's course be taken each semester.
2. Honors courses must be taken for a letter grade. Honors credit will not be granted for credit-only courses.
3. Earn a grade of "B" or better.

REMAINING ACTIVE

To remain an active honors student and to be graduated with "General Honors" from the University, you must meet the following requirements:

1. Take at least 6 Honors credits per academic year (generally one 3-credit Honors course per semester) for a total of 24 credits. For students who join the Honors Program as transfer students, please note that it will be necessary to enroll in more than one Honors course per semester in order to fulfill the 24 credit requirement.
2. Maintain a minimum GPA of 3.500.
3. Have 24 credits in Honors courses, distributed as follows by your final semester.
 - (a) 12 credits at the 200 level or higher;
 - (b) 12 credits outside your major (if you have a double major, up to 9 credits can be counted in each major, but at least 6 credits must be outside of both majors.)
 - (c) Earn a grade of "B" or better.

GRADUATION HONORS REQUIREMENTS

SUMMA/MAGNA/CUM LAUDE

On September 7, 2008, the Faculty Senate passed new legislation which changes the requirements to graduate with Latin/University honors. The new regulations state that Latin Honors (*summa cum laude*, *magna cum laude*, and *cum laude*) will be determined by a minimum GPA unique to the school or college from which the student is graduating.

- The change applies **only** to undergraduate students already enrolled.
- Students who enroll beginning in Fall 2009 will not have the option to write a thesis but will receive Latin/University honors based only on the minimum GPA for their school or college as described below.
- The GPA required will change each academic year (beginning with the fall semester) and will be based on the cumulative GPA of the previous year's graduating class.
- The top 5% of the graduating class will receive *summa cum laude* within each individual school or college; the next 10% will receive *magna cum laude* and the next 10% *cum laude*.
- Eligibility for Latin/University honors for each student is determined by the **lower** of two GPAs;
 1. UM cumulative graduation GPA
 2. Combination GPA (UM cumulative graduation GPA + Transfer GPA)
- Students must meet the required GPA by the completion of the final semester within his/her school or college to be eligible to graduate with the honor without the requirement of a thesis and six credit hours of independent study.
- Students who do not meet the GPA required within their school or college but meet the minimum GPA noted below have the option to write a thesis for *summa cum laude* or *magna cum laude*.
- No thesis is required to obtain the honor *cum laude*.
- The minimum GPAs required to obtain the honors:

<i>summa cum laude</i>	3.900-4.000
<i>magna cum laude</i>	3.900-4.000
<i>cum laude</i>	3.600-3.749

COURSES AND CREDITS

ADVANCED PLACEMENT

A student may receive credit for specific courses if she or he has taken the College Entrance Exam Board exams and received an acceptable score while still enrolled in high school. These scores must be sent to the Office of Enrollment Services so the credits may be officially evaluated and recorded.

Students who receive Advanced Placement credits may wish to take the comparable course at the University of Miami. For instance, Music Engineering Technology majors who have earned 4 to 8 credits in MTH 131 (111) and MTH 132 (112) may choose to enroll in these courses. In such cases, the number of credits earned are added to the number of credits required for graduation. Enrolling in these classes does not take the place of any other requirements for the degree.

AUDITING COURSES

Most lecture courses outside of music can be audited with the permission of the instructor; however, *no audits are permitted in music, performance, studio, or foreign language courses*. No exams are required and no credit is received for the audited course. Participation, attendance, and preparation are at the discretion of the instructor. Audit arrangements can be made after regular registration in the following way:

1. Pick up a DROP/ADD Form in the Dean's Office, Gusman Hall, Room 128.
2. Have instructor sign the form.
3. Return it to Gusman Hall, Room 128 for signature.
4. Pay for audit at cashier.

Students in the Honors Program may audit classes at no charge with the permission of individual instructors.

REPEAT RULES

A student may repeat a course, but the repetition will not eliminate the previous grade from the record. A course may be repeated only once unless written authorization is provided by the chair of the department in which the courses is offered or, in the case of an undepartmentalized school, by the dean. (School of Music ensembles and forums are exempt from this rule.)

General Repeat Rule

- If the initial grade is D+ or lower (or a C- in cases where an academic unit requires a C or higher), both the initial grade and the repeat grade are included in the computation of the student's cumulative grade-point average (CGPA).
- If the initial grade is a D or D+ (or a C- in cases where an academic unit requires a C or higher) and the repeat grade is passing, the number of credits required for graduation will be increased by the number of credits repeated.

- Registrations which involve repeating a course in which a grade of C or higher (or C- in cases where an academic unit does not require a C or higher) has already been earned do not earn quality points or credit hours, nor count as credits attempted.
- Courses repeated after graduation will be posted to the transcript showing the grade received; however, the CGPA and credits earned will not be modified based on the grade received for the repeated course.

Freshman Repeat Rule

A student receiving a **D** or an **F** in courses taken at the University of Miami during the first two semesters of college work may elect to repeat *up to two* such courses within the following two semesters. After the course has been repeated only the second grade earned will be used in the computation of the student's CGPA. The initial grade does not count as credits attempted or earned, although it remains on the academic record. Students wishing to exercise this rule must notify the Assistant Dean for Undergraduate Studies and complete a special form.

Ensembles may **not** be repeated under the Freshman Repeat Rule.

All courses taken under the Freshman Repeat Rule must be repeated at UM.

SUMMER TRANSFER CREDIT

Students currently enrolled in the Frost School of Music who wish to attend another institution during the summer and have credit transferred to the University of Miami must make an appointment with the Assistant Dean for Undergraduate Studies. To this appointment, students should bring a copy of the description of the courses they wish to take at the other institution.

After 56 credits have been earned, classes must be taken at a senior institution.

The last 45 credits prior to graduation must be in residence at the University of Miami.

ATTENDANCE

Regular and punctual class attendance is vital for all students. Each instructor will announce during the first meeting of a class the penalties for non-attendance and for missed quizzes and examinations, since these vary. Any student may be dropped from a course or receive a lowered grade for unauthorized absences which are in excess of those permitted without penalty by the instructor. It is the student's responsibility to know the instructor's policies regarding examinations, penalties for absences, or late or missed work. (See UM *Bulletin* for detailed policy)

A student who is ill should sign a release at the UM Health Service Clinic authorizing the doctor to discuss with the faculty that the student was indeed ill and visited the clinic. The student must request that the faculty contact the Health Center. **No notes are given to students.** If a student needs to miss more than two consecutive class days due to illness or other emergency, the Dean's Office should be notified and faculty will be sent a memo.

RELIGIOUS HOLIDAYS

The University of Miami, although a secular institution, has always sought to acknowledge and accommodate students who wish to observe religious holy days. It seeks to reflect its awareness and sensitivity to religious holidays whenever possible when scheduling University activities.

The University has a liberal attendance policy in effect in most courses, which permits a student to be absent from any classes whenever he/she chooses. Because there are some classes and other University functions where attendance may be considered essential, the following policy is promulgated:

1. Each student shall, *upon notifying the instructor*, be excused from class to observe a major religious holy day of his/her faith.
2. While the student will be held responsible for the material covered in his/her absence, each student shall be permitted a reasonable amount of time to make up any work missed.
3. No major test, major class event, or major University activity will be scheduled on a major religious holy day. *In the event a test is inadvertently scheduled on such a day, any student so affected will be permitted to take the exam at an alternate time. The student will be required to notify the instructor prior to the test being given.*

The University shall annually publish a list of recognized major religious holy days.

CHANGE OF MAJOR

If you wish to change your major within the School of Music, you must pick up a ***Frost School of Music Change of Major Form*** in the Dean's Office, Gusman Hall, Room 128. After the form has been signed by both Program Directors (present major and new major), it must be returned to Gusman Hall, Room 128. Upon receipt of this completed form, a new ***Academic Credit Evaluation (ACE)*** will be processed indicating which courses taken toward the previous major apply toward the new major.

CHANGE OF SCHOOL

If you wish to change from the Frost School of Music to another school or college in the University, a ***Request for Change of School and/or Major/Minor Form*** must be filled out in the Frost School of Music Dean's Office, Gusman Hall, Room 128. Your file will then be sent to the new school/college to be evaluated for acceptance.

TRANSFER CREDITS

Students who have completed work at other institutions before entering the University of Miami will receive an evaluation of their credits from the UM Admissions Office. The evaluation indicates University equivalents and credits for courses taken.

Evaluations are tentative and must be evaluated by the Assistant Dean for Undergraduate Studies or the appropriate Department Chairman.

C- and **D** grades *do not* transfer.

Transferred credits earned count toward the UM graduation requirement; transferred GPAs, however, are not computed in the UM grade point average.

CLEP

CLEP policies and tests are reviewed annually. Any changes in CLEP policies shall become effective at the beginning of the academic year. Policies in effect on the date a University of Miami student takes the exam will apply.

Transfer student CLEP scores will be evaluated using policies in effect on the date of the of the evaluation by the University of Miami staff.

Students planning to enroll as freshmen at the University of Miami may submit CLEP scores; however, credit will be awarded pending registration at the University of Miami.

The University of Miami does not grant credit for CLEP General Examinations.

CLEP credit may not duplicate courses previously attempted at the college level, unless approved by the college or school in which the student is enrolled in cooperation with the department awarding the credit.

CLEP credit may not be used to fulfill the University's residency requirement; however, such credit may be earned while the student is enrolled in the courses needed to meet the final 45 credit-hour residency requirement.

A maximum of 60 credits may be applied toward a University of Miami degree from external examination programs such as CLEP or Advanced Placement (AP).

CLEP scores submitted for evaluation by the University of Miami must meet the minimum scaled score shown on the credit equivalency table. Each college or school will determine which of the examinations may be used to meet its distribution requirements. Therefore, students are encouraged to discuss CLEP with an academic advisor to determine the possible impact of these exams on their particular course of study.

CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the Educational Rights and Privacy Act of 1974 (Buckley Amendment), a student's academic record cannot be discussed in person, by telephone, or in writing with anyone but the student, unless the student signs a written release.

Information from the academic record may be shared among University officials when it is in the educational interest of the student.

COURSE LOAD

1. Minimum full-time course load is 12 credits.
2. Most international students, students on financial aid, and those on music or ROTC scholarship must complete 24 credits in two semesters to retain their financial aid or eligibility.
3. Students receiving Florida aid must complete 24 credits during fall and spring terms to remain eligible. Summer courses cannot be counted.
4. Maximum course load is 20 credits (credits beyond this number are charged per credit).
5. More than 18 credits are considered an overload. Any student wishing to take more than 18 credits must have a 3.0 GPA and approval from the Assistant Dean for Undergraduate Studies. Students will be charged on a per-credit basis for credits above 20.

CREDIT ONLY OPTION

Free elective courses may be taken for "**credit only**" (**CR**) as follows:

1. Have sophomore standing or if transfer have completed one semester at UM;
2. Have a 3.0 GPA;
3. Elect the **CR/NC** option within two weeks following the last day of registration.

Restrictions:

1. Only one course per semester can be taken **CR/NC** to a maximum of 9 credits;
2. Only free electives may be taken under this option;
3. ENGLISH 105 and 106 may not be taken for **CR/NC**.

Students should be warned that courses taken under this option may not count toward graduation should they transfer out of the Frost School of Music and into another school at the University of Miami.

SPECIAL PROJECTS

Undergraduate Special Projects, 493, are ordinarily reserved for undergraduates in their junior and senior years who are writing honors theses. Under certain circumstances, with permission of the Dean of Undergraduate Studies and the supervising faculty, students may take a 1 to 3 credit special project to study a particular subject in depth. A special project form must be completed and on file in the Dean of Undergraduate Studies office detailing the material to be covered in the special project. **A student may not take a special project in lieu of a required course.**

INTERNSHIPS

Students majoring in Music Education and Music Therapy must complete an internship as part of their degree program. Music Business and Entertainment Industries and Music Engineering majors may elect an internship. These internships are available only to majors in these programs.

Other music majors who wish to complete an internship must enroll for the internship program offered through the Toppel Career Center. Students must enroll before the internship begins. Information on internships, requirements, deadlines, etc. is available through the Toppel Career Center

CHANGE OF COURSE

DROP/ADD

Dropping Courses

Students may drop courses within the first eight weeks of the semester without penalty (see calendar for specific dates). Students wishing to drop after the deadline must appeal to the Assistant Dean for Undergraduate Studies.

Adding Courses

Students may add classes only during the first week of the semester (see calendar for deadline). After that period, they must discuss any schedule changes with the appropriate faculty member and the Assistant Dean for Undergraduate Studies.

HOW TO PROCESS A CHANGE OF COURSE FORM

No *Change of Course Form* will be processed for any Frost School of Music student without a dean's signature. No dean will sign a *Change of Course Form* unless it has an advisor's signature.

During the designated drop-add period (before the deadline) an instructor's signature also will be required to change any of the following courses:

1. Adding or dropping any ensemble.
2. Making any change in your principal instrument level or number of credits.
3. Adding a music class that is full and requires a dean's override.

Note: If you are attempting to add a course outside of the Frost School of Music that is full, you must have the override signed by the dean of the school or instructor who is offering that course.

Please note that it is your responsibility to be aware of all University deadlines. These deadlines are printed in the *University Academic Calendar* found on www.miami.edu, published in the *Hurricane*, posted on bulletin boards throughout the Frost School of Music complex and included in this handbook.

If you feel you have extenuating circumstances for missing a deadline, you must discuss any schedule changes with a dean. You will be advised at that time as to the proper procedures needed for approval and possible implementation of your request.

FORUMS

Forums (non-credit) are required each semester for undergraduate music students. Most students are required to register for and attend two forums each week -- a performance forum and a major forum. Forum grades are based entirely on attendance.

Performance forums are weekly informal recital settings for performance principals and majors that may include guest artists, master classes, and faculty presentations.

Major forums are weekly sessions to share information about issues, current developments, and other matters related to the student's major field of study. Sessions often include guest lectures and presentations by visiting professionals.

FACULTY EVALUATIONS

Each semester, students are given the opportunity to evaluate instructors in each of their courses. Results of these confidential evaluations are included in the determination of faculty tenure, promotion, and merit raises each year as well as keeping the faculty informed as to the reaction of students to the quality of teaching being performed. Students are urged to participate seriously and honestly in this most important function.

Results of these evaluations are available in the Weeks Music Library and are published each semester by the University of Miami Student Government.

WITHDRAWALS

Complete withdrawal is initiated through the Office of the Assistant Dean for Undergraduate Studies. Students wishing to withdraw after the deadline to withdraw without penalty must have an appropriate cause such as a documented medical reason or extenuating personal circumstances. The student must obtain the signature of the Assistant Dean and the instructor of all courses on the "**DROP/ADD**" form.

Under certain circumstances, students may need to furnish medical documentation before being allowed to return to the University.

Students who abandon, i.e. stop attending classes, courses receive failing grades.

INACTIVE STATUS

APPLYING FOR INACTIVE STATUS

Undergraduate degree seeking students who are leaving the university but who have every intention of returning in the near future are encouraged to **apply for Inactive status**. Inactive status qualifies students who are **eligible** to return to the university with the following benefits intact: university-based scholarships, academic requirements, eligibility to qualify for on-campus residence, and course registration priority. New freshmen and new transfer students are not eligible for inactive status.

Other Enrollment Options

Students planning to study abroad or participate in a term-based academic program offered through another college or university, or through an organization, should consider a consortium or contractual arrangement as an alternative to Inactive Status. Preapproved coursework through consortium or contractual programs allow academic credits earned through such programs to be considered for credit toward degree work at the University of Miami, the possibility of financial assistance through federal and state aid programs, and the participant remains enrolled at the University of Miami.

Consortium Agreement: a written agreement between the University of Miami (the “home” institution) and another college or university (a “host” institution) participating in the federal student aid programs. Under an approved consortium agreement coursework is reviewed and preapproved by the participant’s academic advisor, and federal and state aid programs can be available through the University of Miami.

Contractual Agreement: a written agreement between the University of Miami (the “home” institution) and another college, university, or organization (a “host” institution) **NOT ELIGIBLE** to participate in the federal student aid programs. However, under an approved contractual agreement, federal and state aid programs may be available through the University of Miami. In addition, coursework is reviewed and preapproved by the participant’s academic advisor.

Students wishing to apply for “Inactive” status will be required to register and pay for this status each semester until they return.

RELATED INACTIVE STATUS ISSUES

International Students

Your SEVIS record will be closed if you are not enrolled for academic courses. Please contact International Admission at least three months prior to re-enrolling for academic courses at the University of Miami in order to have a new SEVIS record opened and to obtain a new Form I-20/DS-2019.

Health Insurance

All students contemplating “Inactive Status” should review their insurance coverage prior to change in status, and should seek alternative coverage if they are no longer eligible for their current health insurance.

Students covered under their parent's plan should check with their insurance company or their parent's employer to determine eligibility rules. Employer plans have varying rules considering coverage of dependents which may include age limitations and enrollment for a specific number of credits as eligibility criteria. Those who will no longer be eligible for their current coverage should seek alternative coverage well in advance of their change in status, and should understand that pre-existing condition clauses may be evoked with lapses in coverage.

Students covered under the Student Health Service sponsored plan will be affected differently at different times in school year. Students with annual coverage (August 15 to August 14th) remain insured for the entire year as long as they maintained eligibility during the Fall Semester. Students with Spring/Summer coverage remain covered from January to August if they remained eligible during the Spring Semester. Summer coverage ends August 14th and will not automatically carry over to the next year for "Inactive Students"

Students seeking "Inactive Status" who are not otherwise insured via continued coverage from a prior semester will not automatically be eligible for coverage for their "Inactive" semester but may be eligible for alternative coverage under certain situations. Additional information is available from the Student Health Service staff at studenthealth@miami.edu

READMISSION

Students on inactive status do not need to apply for readmission. Students who left the University and are not on inactive status must apply for readmission.

An *Application for Readmission to Undergraduate Studies* must be submitted when a student wishes to return to the University of Miami. The University web site www.miami.edu contains information on readmission, deadlines and the *Application for Readmission*. Students should contact the Frost School of Music Undergraduate Deans Office to determine if an audition is required.

PRINCIPAL INSTRUMENT/VOICE

The instrument or voice on which you enter the Frost School of Music is considered as your principal instrument (called major instrument, if a Performance Major). The level of proficiency required on your instrument is determined by the major you choose. Performance majors must enroll in 4 credits of private instruction each semester. Principals are required to enroll in 2 credits each semester. Jazz majors register for 3 credits of private instruction.

Upon entrance to the Frost School of Music, all students will be assigned to the "A" level of their principal instrument. At the time of your jury exam at the end of your first semester, you will be evaluated and assigned to the appropriate level for the next semester. You then must continue to enroll in private lessons until you have completed the level of achievement required for your major. Performance majors completing the "H" level before performing their senior recitals may be required to repeat the "H" level in the semester of recital preparation.

Graduation depends upon the level achieved on a **single** instrument. If you change your principal instrument you must then meet the proficiency level required on the new instrument (not the combination of semesters completed between the two instruments). In other words, if you have completed the "B" level on trumpet and you change to voice and are evaluated at the "A" level, you will have to add two more semesters of private instruction before you graduate.

SECONDARY INSTRUMENT/VOICE

Except for Piano and Jazz Piano principals, class piano and/or jazz piano is required of all Bachelor of Music and Bachelor of Science degree students. A proficiency examination is administered to all students. This may be taken at any time. The appropriate class instruction must be completed before private lessons on any instrument will be permitted.

Private instruction on a secondary instrument is for one instrument only and one credit only. Lessons will be limited to 4 semesters. Once the lessons are approved by the program director in the desired performance area, a teacher will be assigned and a fee assessed.

All students in the B.M. program are entitled to four semesters of piano as a secondary instrument. If keyboard skills enable students to exempt one or more semesters, then another instrument may be studied up to four semesters. However, a fee will be assessed beyond four semesters.

Frost School of Music students wishing to take private instruction on a secondary instrument beyond the required four semesters of piano will be charged a \$200 per-credit fee. In order to register for the lesson, the Secondary Instrument Private Lesson Form and a departmental transmittal form must be obtained from the Dean's Office. The Private Lesson Form must be returned to the Dean's Office with the appropriate signatures and proof of payment from Student Accounts must also be on record. A drop/add will then be processed registering the student for the lesson.

JURIES

All students are required to take a jury on their principal instrument. As a rule, the average grade given by the faculty at your jury accounts for 35% of your final grade. The grade given by your private instructor for the work you have done in your lessons accounts for the other 65% of your grade. The average of these two grades will determine your final semester grade. (Check with your program director or private instructor to verify the grading policy on your particular instrument.)

PERSONAL INSTRUMENTS AND EQUIPMENT

Be certain that your instrument and all other personal equipment are adequately insured against damage to, loss, or theft. The University of Miami accepts no responsibility for damage to, theft, or loss of any personal instrument or equipment. The instrument and all equipment are *your responsibility*.

ENSEMBLE POLICY FOR UNDERGRADUATE STUDENTS

Basic Policy for All Students

- Undergraduate students will be assigned to at least one ensemble during each semester in residence.
- Full-time undergraduate students majoring in MIP (except GU majors), MKP, MVP, MSJ, and MED will be enrolled in two ensembles during each semester they are in residence.
- Musical Theatre majors will enroll in Freshmen Ensemble both semesters of the first year and an assigned choral ensemble both semesters of their fourth year.
- Piano majors will be enrolled in accompanying for each semester in residence. Piano principals with majors in MBEI, MED, MTC, MTY, MUE, MWP, and MUS will be enrolled in accompanying for at least four semesters.
- Undeclared students awaiting admission to a specific major will follow the ensemble requirements for that major.
- Music scholarship recipients must meet any additional ensemble requirements stipulated in the scholarship contract.
- A student may elect a third ensemble with the approval of the advisor and the ensemble director.

Assignment of Students to Primary Ensembles

- Voice Majors and Principals. Students will be assigned to: Chamber Singers, University Chorale, or Jazz Vocal I. If not, a student will be assigned to another vocal ensemble.
- String, Wind, and Percussion Majors and Principals. Students will be assigned to Symphony Orchestra, Wind Ensemble, or Concert Jazz Band. If not placed in one of the above, the student will be assigned to another large performing ensemble, e.g. Symphonic Winds, or Jazz Band II/III.

Assignment of Students to Small Ensembles

- Students will be assigned to small ensembles after they have been assigned to primary ensembles.

ENSEMBLE REQUIREMENTS (each semester)

MUS	One primary ensemble # * +
MBEI	1) One primary ensemble; 2) four additional ensemble credits # * +
MED	1) One primary ensemble; 2) additional ensemble # * +
MIP	1) Primary MIP ensemble; 2) additional ensemble.
MIP Guitar	1) Guitar ensemble; 2) see @
MKP	1) Accompanying; 2) one additional ensemble
MSJI	1) Jazz instrumental ensemble; 2) instrumental ensemble
MSJV	1) Jazz Vocal Ensemble; 2) one additional ensemble
MTC	One primary ensemble # * +
MTR	1) Musical Theatre; 2) Freshmen Ensemble the first year and an assigned traditional choral ensemble each semester of the fourth year.
MTRO	1) Primary choral ensemble; 2) Musical Theatre Workshop
MTY	One primary ensemble # * +
MUE or MEC	One primary ensemble # * +
MVP	1) Opera Theater; 2) primary traditional choral ensemble.
MWP	One primary ensemble # * +

@ Must be enrolled in two primary ensembles to a maximum of six.

If principal instrument is inappropriate for primary ensemble, the student will be assigned to an appropriate ensemble

* As noted in the BASIC POLICY statement, piano principals must enroll for at least 4 semesters of Accompanying.

+ Guitar principals must be enrolled in Guitar Ensemble for all semesters in residence until they accumulate six semesters of participation. After six semesters, enrollment in Guitar Ensemble is optional.

FINAL EXAMINATIONS

SCHEDULE

Examinations will take place in the rooms in which the individual classes have been meeting, **unless otherwise announced.**

A course or section having **two (2)** sections letters (AB, NO, etc.) will have its Final Examination on the day and at the time for the **first** letter.

A course or section having a **number/letter** section designator (2A, 2N, etc.) will have its Final Examination on the day and at the time for the **letter**.

FINAL EXAMINATION

Final examinations may not be given during a regularly-scheduled class period. No examinations shall be permitted during the reading period. Final Examinations may be rescheduled only with the permission of the dean.

No student shall be required to take more than two final examinations on one day. A student having three or more final examinations scheduled during one day may request the instructor of the course with the smallest enrollment to reschedule the examination for that individual. The request shall be made no later than two weeks before the last class day.

A student who has a conflict between a final examination and a religious observance may request that the instructor reschedule that student's examination. The request shall be made no later than two weeks before the last class day.

For the resolution of any problem pertaining to the scheduling of final examinations, students should first consult their instructor. If the matter cannot be resolved, the student should contact the Examination Ombudsman.

NOTE: Please check the *Schedule of Classes* for each semester's Final Examination Schedule.

GRADUATION REQUIREMENTS

GENERAL REQUIREMENTS

Candidates for degrees must complete all requirements of the University and the Frost School of Music with a minimum "C" average (2.0) or better and at least 120 credits. Students may not graduate with an I or NG in any course.

Note: Music Engineering Technology, Music Business & Entertainment Industries, and Studio Music and Jazz Vocal majors are required to maintain a minimum 2.7 grade point average.

Application for Diploma

Application should be made to the Office of Enrollment Services no later than the deadline noted on the current year's calendar.

Upper Junior Credit Check

When you are within 3 semesters of graduation, you should make an appointment with the Assistant Dean for Undergraduate Studies for help in planning the sequence of courses left to be taken and to check that all requirements will be met by your anticipated graduation date.

Graduation Credit Check

When you enroll in your final semester (and before the last day to ADD A COURSE), you should make an appointment with the Assistant Dean for Undergraduate Studies for a final credit check.

Participation in Commencement

Students who are graduating in May, December, or either summer term and have turned in an *Application for Diploma* will have information sent to them concerning commencement.

SENIOR-GRADUATE STANDING

In your last **two** semesters before graduation, if you have room in your schedule, you may apply for Senior-Graduate Standing. Acceptance enables you to take up to 6 credits of graduate courses each of these semesters which will apply toward a master's degree. These courses cannot apply toward your undergraduate degree.

A minimum 3.00 GPA is required. Contact the Assistant Dean for Undergraduate Studies for details and an application form.

MUSIC SCHOLARSHIPS

General music scholarships are used toward tuition only. Students on Frost School of Music scholarships must be registered for fall term courses in order for their scholarships to be reserved. Students are urged to read the criteria for scholarship renewal, found on the back of their scholarship agreements. Students not following or maintaining these criteria may be placed on probation or have their scholarship withdrawn at any time.

Only students who have filed a FAFSA form with the Office of Financial Assistance are eligible for scholarship renewal or initial consideration. Questions related to music scholarships should be directed to the Assistant Dean for Undergraduate Studies.

All music scholarship recipients' progress is reviewed every semester. A student who is not adhering to policy will be notified in writing.

Donor Scholarships

Donor scholarships awards are made to students displaying superior musical or academic accomplishments in areas of achievement specified by the individual donors.

STUDENT ORGANIZATIONS

Professional Societies

In addition to other extra-curricular activities of the University, the Frost School of Music has established on its campus active chapters of Phi Mu Alpha Sinfonia, Sigma Alpha Iota, Music Educators National Conference (student), American Musicological Society, Tau Beta Sigma, Pi Kappa Lambda, International Association of Jazz Educators, Music and Entertainment Industry Student Association, and the Audio Engineering Society.

STUDENT IDENTIFICATION AND USE OF FROST SCHOOL OF MUSIC FACILITIES

Persons who use the facilities at the Frost School of Music must be registered students in the University of Miami and the Frost School of Music. Students must obtain proper identification for the 'Cane Card at the receptionist's desk in Gusman Hall. Faculty, staff, and security officers are authorized to ask individuals to see their 'Cane Card with an appropriate identification.

SMOKING

Florida's Clean Indoor Air Act, which was approved on March 31, 1994, prohibits smoking in a "classroom, laboratory, library, faculty office, administrative office, dining facility or any other building owned or leased by any public or private college, school day-care facility or other educational facility."

SCHEDULING ROOMS

Students, teaching assistants, and faculty who desire to use classrooms and rehearsal halls after regularly scheduled classes must call the Dean's Office at 305/284-2241 to reserve the following spaces:

Caroline Broby Hall

Foster Building (Rooms 206, 207, 236, & 239)

Nancy Greene Hall

Volpe Classroom Building (Rooms 101, 102, 103, 203, & 207)

Fillmore Hall

FOSTER BUILDING

Hours of Operation

- Fall and Spring Semesters: 8:00 a.m. to Midnight
 - Summer and Fall and Spring Breaks: 8:00 a.m. to 7:00 p.m.
 - The building is closed when the University is closed.
1. No Food or Drink is permitted in practice rooms and rehearsal halls.
 2. The Foster building is not a public facility. Only students enrolled in the Frost School of Music at the University of Miami and authorized personnel are permitted to use this building. Others are forbidden from using the facility without authorization from the Dean of the Frost School.
 3. In order to use the practice rooms, students must obtain a sticker from the Dean's Office in Gusman Hall for the back of the 'Cane Card.
 4. Teaching students who are not enrolled in the Frost School of Music by other students and teaching assistants is strictly prohibited.
 5. Damage or vandalism of property belonging to the University or others is prohibited and may require restitution as well as subject persons responsible to disciplinary and/or legal action.
 6. Informational signs about musical performance may be posted on the large bulletin board located on the first floor. Material placed in other areas will be removed.

KEYBOARD SERVICE

Students who require sonic or mechanical service for pianos are to submit a Keyboard Service Form to the Piano Technician in Foster Building, Room 125A. Forms are available from all staff assistants.

TECHNOLOGY CENTER LAB

1. Labs are available for student use during posted hours.
2. Only students enrolled in the University of Miami and the Frost School of Music are permitted to use the lab. In order to use the facilities, students must have a valid 'Cane Card and must check in with the lab attendant.
3. Students must use headphones at all times when working in the keyboards labs.
4. Viruses can cause problems in any computer environment. Check your disks for viruses before using them in the lab.
5. Students working on assignments for music classes will have priority over others; however, total time on a computer/keyboard is limited to one hour whenever other music students are waiting to use a machine.
6. Damage or vandalism of property belonging to the University or others is prohibited and will require restitution as well as disciplinary and/or legal action.
7. No one has the authority to copy any software from the computers in the labs. The software is copyrighted material, and anyone caught stealing software from the lab will be prosecuted.
8. No one may disconnect or re-configure **anything** in the lab at any time without written permission.
9. No food or drink is permitted in the Technology Center at any time. Smoking is prohibited in all University buildings.
10. Do your part to maintain the facilities at all times. Please report any problems to the lab attendant.

INSTRUMENT LOCKER RENTAL

FEES:

1. \$20.00 for fall and spring semesters, payable in the fall for the year.
2. \$10.00 for each summer term; \$20.00 for both terms.

ASSIGNMENT:

1. Instrument lockers are rented on a first-come first-serve basis according to size of instrument.
2. Only full-time music majors who are currently enrolled in the Frost School of Music are permitted to rent lockers. Students requesting lockers must present proof of registration and a current and validated University of Miami ID ('Cane) card with a 2009 sticker.
3. Instrument lockers are assigned according to the size of the instrument.
4. The student is responsible for the contents of the locker.
5. Students must provide locks.

REMOVAL OF LOCKS:

1. Instrument lockers must be vacated on a date designated at the end of the spring semester and at the end of the summer terms.
2. Failure to comply with the posted date for vacating lockers will result in locks being removed.

RECITAL PROGRAMS

By contractual agreements, all concert and recital programs held on the campus of the University of Miami Frost School of Music are sent to ASCAP, BMI and SESAC. Therefore, it is important that a standard format program be available for all performances. *Distribution of unauthorized programs is not permitted; all programs must be approved by the Dean's Office.*

Student Recitals

A Recital Program Information Sheet, signed by the student's studio teacher, must be submitted to the Gusman Concert Hall Office, Room 104, for typesetting and reproduction at least 21 days prior to the performance. Failure to comply with the deadline will result in a late fee of \$25. This late fee will increase by \$5 for each day after the due date.

When a recital is required for a degree program, the first 70 copies of the recital program will be produced at no charge. Additional copies will be charged at a rate of \$.10 per copy and must be paid when the Recital Program Information Sheet is submitted.

Once the program has been typeset, the performer or designate will be contacted for proofreading. After changes have been typeset, additional changes may not be made.

Programs for performances held in Gusman Concert Hall and Victor E. Clarke Recital Hall will remain in the Gusman Concert Hall Office until the evening of the performance. Programs for performances held in Nancy Greene Hall, Henry Fillmore Hall, and Broby Hall will be available for pick-up the afternoon of the performance. Programs for weekend performances must be picked up no later than Friday afternoon.

Typesetting, reproduction, and distribution of program notes and acknowledgements are the responsibility of the student.

REQUEST FOR A CONCERT HALL DATE

STUDENT RECITALS

Recital Scheduling

Scheduling for required recitals begins the last two weeks of January through the last day of spring semester classes for the following fall and spring semesters. Recitals must be scheduled during times when classes are in session and may not be scheduled during Reading Days and Final Exams.

Recital Restrictions

Junior Recitals: Must be shared with another student.

Approved Recital Venues

- Maurice Gusman Concert Hall (senior recitals only)
- Clarke Recital Hall, L. Austin Weeks Center for Recording and Performance (senior recitals)
- Broby Hall* (junior recitals only)
- Nancy Greene* (junior recitals only)
- Fillmore Hall* (junior recitals only)

Elective recitals may be held in Nancy Greene Hall,* Henry Fillmore Hall,* Broby Hall,* and any outside venue.*

* *Recording/sound not available*

Register Your Recital

- Must be approved by the student's studio teacher.
- Complete the Request for Student Recital Date.
- Gusman Hall, Clarke Hall, Nancy Greene Hall, Fillmore Hall and Broby Hall must be scheduled through the Gusman Concert Hall Office.
- Require an approved Frost School of Music program (see Concert Program Policy).

Fees

- A \$60 non-refundable fee must be submitted with the Recital Request Form.

Cancellation Policy

Student recitals cancelled for any reason other than documented serious illness or death in the family may not be rescheduled in the same semester within the Frost School of Music facilities

Late Fees

Apply to both the submission of the Recital Program Information sheet and paying for sound reinforcement and/or recording less than 21 days prior to performance.

Typesetting, reproduction, and distribution of program notes and acknowledgements are the responsibility of the student.

GUSMAN CONCERT AND CLARKE RECITAL HALL RECORDING SESSION RENTAL SCHEDULE

Gusman Concert Hall: \$175 per hour *

Clarke Recital Hall: \$100 per hour *

(* two hour minimum, plus sales tax, staffing, and insurance)

Fees do not apply to currently enrolled students who provide written proof of the purpose of the recording. For example, a competition or scholarship application. Students, however, are limited to non-peak hours.

Fees apply only to non-peak hours. Peak (rental) hours are defined as weeknights (5:00 p.m. to 11:00 p.m.) and all day on weekends. Performers who wish to record during peak (rental) hours must pay the applicable rental and staffing fees.

Engineering services and/or equipment are not included in the above fees. It is the responsibility of the performer or ensemble director to arrange for such services. Frost Recording Services Engineers are required if the equipment in the Halls is to be used.

Reservations must be made at least 14 days prior to the desired date of recording.

RECORDING AND SOUND REINFORCEMENT

Recital recording, sound reinforcement and the duplication of master recordings are ordered through the Office of the Concert Hall Manager, Room 104 Gusman Hall. The charges for these services vary according to the individual requirements of each event. A current copy of the Recording Services Rates may be obtained at any time through the Office of the Concert Hall Manager.

Recital recording is only available in Gusman Concert Hall and Clarke Recital Hall.

Copyright laws prohibit the personal recording and taping of live performances without the permission of the performer. The Frost School of Music is not responsible for supervising the performers' or composers' copyright.

Recording of guest performances will not be available for purchase.

RECORDING SERVICES

Recording Services takes care of recording, sound reinforcement and duplication orders which are made through the Office of the Concert Hall Manager. The work is performed primarily by Music Engineering (MUE) and Audio Engineering (EAN) students, who receive supervision and specialized training from the Recording Services staff. Services are provided for fees that are well below those of private facilities, thus benefiting both the clients and the engineers. All monies received are directly applied towards the maintenance and upgrade of the audio equipment and towards the supplies used for these services, making Recording Services financially self-sustaining. Recording Services provides media visibility for the Frost School of Music and is a means for students to learn in a professional environment.

In order to provide the smoothest and most reliable service possible, the following policies have been established.

1. Services are available to both the University community and other organizations, but are limited to the Maurice Gusman Concert Hall and the Victor E. Clarke Recital Hall.
2. ALL recording services must be scheduled and, three days later, paid for when the recital date is confirmed. All requests are arranged through the Office of the Concert Hall Manager in Gusman Hall, Room 104.
3. Turnaround times for duplication orders are generally very fast. Because of the cyclical nature of such orders, however, it is possible that more time may be needed. Copies, therefore, may not be available for as long as two weeks after an event, but are typically ready in a few days.
4. The occasional need for faster service is provided through a process known as 100% Rush, provided that equipment is available. In such cases, a 100% surcharge will be added to the ordinary fee.
5. Recording Services clients may request an engineer other than the one assigned to them, provided that the engineer has the necessary access privileges and has agreed to do the work. In the event that a performer prefers to hire an outside engineer, the performer is responsible for ensuring that the Office of the Concert Hall Manager receives proof of adequate insurance coverage from that engineer.
6. Master recordings remain the property of the University and are kept in the archives. Copies can be made of these recordings unless specific instructions of the performer forbid it.
7. Recording Services is not responsible for supervising the performers' or composers' copyrights. All requests for recording or copies require that the client sign a statement that (s)he accepts liability.

RECITAL ATTENDANCE

1. All students taking two, three or four credit lessons on brass, woodwind, percussion instruments, voice, and keyboard are required to attend at least nine (9) approved recitals/concerts during each semester. **Failure to complete the requirement will result in the final applied lesson grade being lowered.**
2. Approved recitals/concerts will be posted in a prominent place on the music campus.
3. Students will complete a coupon (see example below) and give to a "designated" faculty member at the completion of the concert.

Concerts in which students perform DO NOT count in the total number of recitals/concerts required for the semester.

POSTING

1. Individuals who wish to post notices of events related to Frost School of Music activities may do so by having them stamped by the Dean's Office prior to posting.
2. Notices that advertise concerts, recitals, and lectures are encouraged. Posters advertising personal items and real estate are not permitted.
3. Posted notices without a required stamp are not permitted and will be taken down.
4. The Dean's Office is located in Gusman Hall.

PHOTOCOPYING

When May I Photocopy?

When can I photocopy? This question is asked every day by music educators nationwide. Most music educators *want* to respect the rights of copyright owners, but are sometimes confused as to when it is permissible to legally reproduce a copyrighted work. The following situations are based on the Copyright Law of 1976, and list what you *can* do without having secured prior permission:

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided it is replaced with a purchased copy.
2. For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.
3. Printed copies which have been purchased may be edited *or* simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
4. A single copy of recordings of performance by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
5. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

When I May NOT Photocopy!

The following are expressly prohibited:

- Copying to avoid purchase
- Copying music for any kind of performance, with the following emergency exception:
Making a copy of a lost part in an emergency, if it is replaced with a purchased part in due course.
- Copying without including copyright notice
- Copying to create anthologies or compilations

- Reproducing material designed to be consumable, such as workbooks, standardized tests and answer sheets

- Charging customers beyond the actual cost involved in making copies as permitted (as noted in "When Can I Photocopy")

For further information, please write for the informative brochure, "The United States Copyright Law - A Practical Outline," which is available from:

MUSIC PUBLISHERS' ASSOCIATION
130 West 57th Street
New York, NY 10019

**FROST SCHOOL OF MUSIC
FACULTY & STAFF LISTING
2009-2010**

<u>DEANS</u>	<u>ASSIGNMENTS</u>	<u>ROOM</u>	<u>EXT.</u>
Berg, Shelton	Dean, Frost School of Music	GCH 128F	2241
DeCarbo, Nicholas	Associate Dean, Administration	GCH 128H	2241
Asmus, Edward	Associate Dean, Graduate Studies	GCH 110B	6913
Moses, Kenneth	Assistant Dean, Undergraduate Studies	GCH 128C	2241
Castleman-Dion, Nancy	Assistant Dean, Development	GCH 300	5816

ADMINISTRATION/PROFESSIONAL

Bruno, Paul	Supervisor, Keyboard Instruments	MPC B04	3890
Dillon, William	Director, Music Operations	GCH 104A	2438
Garcia, Cecilia	Executive Assistant	GCH 128	3858
Griffith, Paul	Director, Recording Services	GCH 207	6922
Johnson, Arlene	Director, Annual Giving	G1 932B	2238
Kerr, Karen	Director, Admissions	GCH 110C	6168
Mijares, Marianne	Events Planner	G1 932A	4940
Mower, Judith	Director, Business Operations	GCH 128J	2244

STAFF

Bivins, Stephanie	Development, Festival Miami	G1 932	3941
Cecchi, Litta	Choral Studies	HMB 114	4162
Coen, Meredith	Music Admissions	GCH 110A	6168
Damon, Charles	MIP (Band)	RCM 201	4273
Del Campo, Dana	Graduate Studies	GCH 110A	6913
Irvine, Cecilia	Dean's Office	GCH 120D	6914
Jones, Patterson	MCY, MBEI, & MTY	MCK 200	8289
Lemus, Julia	MBEI, MED & MTC	MCK 200	6252
Naya, Christopher	MIP & MSJ	FMB 125	5813
Pradera, Nilda	Concert Halls	GCH 104	2438
Rodriguez, Maria	MKP & MVP	FMB 125	4886
Rosales, Luis	Desktop Support Technician	WML 132	2627
Santana, Manny	Undergraduate Studies	GCH 128	6915
Smith, Erica	Admissions & Graduate Studies	GCH 110A	6168
Swaine, Sylvia	Dean's Office	GCH 128	2241
Welton, David	Piano Tuner	MPC B04	3890
Williams, Daniel	Dean's Office	GCH 120D	6914

MUSIC LIBRARY (Weeks Music Library)

Zavac, Nancy	Faculty/Music Librarian	WML 107	9884
TBA	Faculty/Assistant Music Librarian	WML 106	9887
De La Reguera, Alberto	Circulation	WML 105	9885
Gonzalez, Myriam	Circulation & Technical Services	WML 105	9887
Hernandez, Gisela	Circulation Supervisor (<i>day</i>)	WML 105	9885
Owens, John	Circulation Supervisor (<i>evening</i>)	WML 105	9885
Vothang, Thuong	Circulation	WML 105	9885

<u>REGULAR FACULTY</u>	<u>DEPARTMENT/PROGRAM</u>	<u>ROOM</u>	<u>EXT.</u>
Basham, Glenn	MIP Violin	RCM 130	5813
Bickel, Douglas	MSJ Jazz Piano	FMB 222	5813
Coffman, Don	MSJ Jazz Bass; Assistant Chair	FMB 219	5813
Collins, Willa	MCY Musicology	MCK 202E	2824
Davis, Ivan	MKP Piano	FMB 147	4886
de l'Etoile, Shannon	MED Prog. Dir., Music Therapy	MCK 201C	3943
De Graaf, Melissa	MCY Musicology	MCK 200G	9855
Dollahon, Randall	MSJ Jazz Guitar	FMB 239A	5813
Donaghue, Margaret	MIP Clarinet	RCM 125	5813
Elton, Serona	MMI Music Business & Entertainment Industries	MCK 200C	6252
Floyd, J. Robert	MKP Piano	FMB 146	4886
Gisbert, Gregory	MSJ Jazz Trumpet	FMB 306B	5813
Gonzalez, Rene	MIP Prog. Dir., Guitar	VMB 204B	2083
Gower, Robert	MTC Theory/Composition	VMB 206B	4338
Green, Gary	MIP Chair; Prog. Dir., Band Program	RCM 201B	4273
Habermann, Joshua	MVP Prog. Dir., Choral	HMB 114B	4162
Harbaugh, Ross	MIP Cello; Prog. Dir., Strings	RCM 240	5813
Hardenbergh, Esther Jane	MVP Chair, Vocal Performance	FMB 116	4886
Johnson, Alan	MVP Dir., Opera Theater	FMB 123	4886
Jordan, Joyce	MED Chair	MCK 202C	6252
Kam, Dennis	MTC Chair	VMB 205B	6252
Kane, Trudy	MIP Flute	RCM 127	4273
Lapin, Larry	MSJ Prog. Dir., Jazz Vocal	FMB 339B	5813
Lebon, Rachel	MSJ Jazz Voice	FMB 339A	5813
Leider, Colby	MMI Acting Prog. Dir., Music Engineering	WRP 109	8221
Lesiuk, Teresa	MTY Music Therapy	MCK 201D	3650
Lindsay, Gary	MSJ Prog. Dir., Studio Jazz Writing	FMB 223	5813
Magnanini, Luciano	MIP Bassoon; Prog. Dir., Woodwind	RCM 238	5813
McConnell, Pamela	MIP Viola	RCM 101	5813
McLoskey, Lansing	MTC Theory/Composition	VMB 205A	4522
Morris, Craig	MIP Trumpet	RCM 135	5813
Oglesby, Donald	MVP Choral	HMB 114A	4162
Olah, John	MIP Tuba; Prog. Dir., Brass	RCM 137	5813
Posnak, Paul	MKP Prog. Dir., Accompanying	FMB 141	4886
Progris, James	MMI Music Media Industry	MCK 200D	6252
Rodriguez, Santiago	MKP Piano	FMB 147	4886
Stoyanov, Svetoslav	MIP Prog. Dir., Percussion	RCM 142	8271
Sanchez, Reynaldo	MMI Chair, Music Media Industry; & Prog. Dir., Music Business & Entertainment Industries	MCK 201F	5352
Schwartz-Kates, Deborah	MCY Chair	MCK 200B	6911
Sidener, Whit	MSJ Chair	FMB 306	5813
Sleeper, Thomas	MIP Prog. Dir., Orchestra	RCM 134	5813
Southern, Dean	MVP Acting Chair (Fall 2009 only)	FMB 111	4886
Todd, Richard	MIP French Horn	RCM 133	5813
Werner, Lori	MKP Prog. Dir., Keyboard Pedagogy	FMB 125B	4886
Wilson, Paul	MTC Theory/Composition	WML 121	4886
Ying, Tian	MKP Chair	FMB 140	4886
Zdzinski, Stephen	MED Music Education	MCK 202D	6252

<u>ASSOCIATED FACULTY</u>	<u>DEPARTMENT</u>	<u>ROOM</u>	<u>EXT.</u>
Abbati, Joseph	MMI	Music Engineering	WRP 104 6252
Benton, Cayce	MVP	Vocal Performance	VMB 202A 4886
Bergeron, Charles	MSJ	Jazz Bass	FMB 224 2181
Boutte, Tony	MVP	Voice	VMB 208B 6051
Bravo, Richard	MIP	Percussion	RCM 142 5813
Burks, Jo Lynn	MVP	Voice	VMB208A 4886
Chen, Huifang	MIP	Violin	RCM 234 5813
Conner, Timothy	MIP	Trombone	RCM 129 5813
Cooper, Frank	MCY	Musicology & Harpsichord	HMB 111A 6755
Crowley, William	DAN	Dance	MCK 201G 6637
Davies, Rainer	MSJ	Jazz Guitar	FMB 239A 5813
Flavin, Scott	MIP	Violin	RCM 234 5813
Fleisher, Deborah	MIP	Harp	FMB 108 2184
Galliford, Joy	MED	Music Education	MCK 202B 6252
Gomez, Felix	MSJ	Jazz Piano	FMB 222 5813
Gonzalez, Gonzalo	MTC	Theory	VMB 206 6252
Greco, Eugene	MCY	Musicology	RCM 122 2159
Hawthorne, Harry	MIP	Ensemble & Choral Librarian	RCM 140 5813
Kaminsky, Carol	DAN	Dance	MCK 201G 6637
Keck, Thomas	MIP	Associate Dir., Band of the Hour	RCM 201A 4273
Keller, Gary	MSJ	Saxophone	FMB 235 5813
Londono, Kathyanne	DAN	Coordinator, Dance	MCK 201G 2521
Luciani, Dante	MSJ	Jazz Trombone	FMB 306A 5813
Lyons, Lisanne	MVP	Voice	VMB 201A 4886
Marsh, Devin	MTC	Media Writing & Production	VMB 206 6252
Mauldin, Kevin	MIP	Double Bass	RCM 130 5813
Murciano, Raul	MTC	Prog. Dir., Media Writing & Production	RCM 122 2159
Murnak, Raina	MTC	Theory	RCM 122 2159
Orta, Nicky	MSJ	Jazz Bass	FMB 219 5813
Otis, Mollye	MVP	Prog. Dir., Musical Theatre	HMB 112 6227
Padron, Rafael	MIP	Guitar	VMB 204B 2083
Pilar, Nobleza	MVP	Voice	VM B 201B 4886
Pirkle, William	MMI	Music Engineering	VMB 204A 5995
Quivar, Florence	MVP	Voice	VMB 202B 2157
Redmond, John	MMI	Music Business & Entertainment Industries	MCK 200 6252
Remek, Robert	MKP	Organ	FMB 210 4886
Rinaldi, Elaine	MVP		FMB 125 4886
Rucker, Steve	MSJ	Jazz Percussion	PMB 101B 5813
Sackstein, Rosalina	MKP	Piano	FMB 135 4886
Saladino, Jerome	DAN	Dance	MCK 201G 2521
Stinson, Scott	MTC	Theory	VMB 206A 3110
Strange, Daniel	MSJ	Jazz Piano	FMB 222 5813
Underwood, Dale	MIP	Saxophone	RCM 130 5813
Weiner, Robert	MIP	Oboe	RCM 234 4948
Yarling, John	MSJ	Jazz Percussion	PMB 101B 5813
Yarling, Nicole	MSJ	Jazz Vocal Performance	FMB 125A 5813

UNIVERSITY OF MIAMI ACADEMIC CALENDAR

FALL 2009

Subject to Change

69 Class Days Per Semester

Aug 3	Mon	Prestigious Awards and Fellowships Due in Honors Program & Office of Academic Enhancement. For specific deadline dates on the various awards see www.miami.edu/oae .
Aug 12	Wed	Deadline for Readmission
Aug 19	Wed	International Student Orientation
Aug 19	Wed	Housing Available for Students
Aug 20	Thurs	Orientation Begins
Aug 26	Wed	CLASSES BEGIN
Aug 26	Wed	Late Registration Fees in Effect
Sep 4	Fri	Last Day for Registration and to Add a Course
Set 7	Mon	HOLIDAY (LABOR DAY)
Sep 11	Fri	Last Day to Drop a Course Without a "W"
Sep 11	Fri	Last Day to Make a Change in Credit-Only Designation
Oct 7	Wed	Academic Alert Grades Due in myUM
Oct 9	Fri	Last Day to Apply for Graduation for Fall
Oct 16	Fri	FALL RECESS
Oct 26	Mon	Registration Appointments Available on myUM
Oct 30	Fri	Last Day to Drop a Course
Nov 9	Mon	Registration for Spring 2010* (Begins)
Nov 20	Fri	Magna/Summa Theses Due in Honors Program Office
Nov 20	Fri	Graduate Students: Last day to Defend Dissertation/Thesis for Fall 2009 Graduation
Nov 26 - 29	Thurs – Sun	THANKSGIVING RECESS
Dec 4	Fri	CLASSES END (11:00 PM)
Dec 5 - 8	Sat-Tues	Reading Days
Dec 9 - 16	Wed - Wed	FINAL EXAMS
Dec 16	Wed	Graduate School Deadline for Completion of Dissertation/Thesis
Dec 16	Wed	SEMESTER ENDS (11:00 PM)
Dec 17	Thurs	FALL COMMENCEMENT EXERCISES - All Degrees
Dec 17	Thurs	Housing Closes at NOON for Non-Commencement Participants
Dec 18	Fri	Housing Closes at NOON for Commencement Participants
Dec 21	Mon	Final Grades Released by Faculty in myUM by Noon
Dec 23	Wed	Final Grades Available to Students in myUM

* As Scheduled By Appointment

Updated June 22, 2009

Most up-to-date calendars available at: <http://www.miami.edu/registrar>

SPRING 2010
Subject to Change
69 Class Days Per Semester

Jan 5	Tues	Deadline for Readmission
Jan 4 - 15	Mon-Fri	INTERSESSION
Jan 12	Tues	Housing Available for Students
Jan 12	Tues	International Student Orientation
Jan 13	Wed	Orientation Begins
Jan 18	Mon	HOLIDAY (MARTIN LUTHER KING, JR. DAY)
Jan 19	Tues	CLASSES BEGIN
Jan 19	Tues	Late Registration Fees in Effect
Jan 27	Wed	Last Day for Registration and to Add a Course
Feb 3	Wed	Last Day to Drop a Course Without a "W"
Feb 3	Wed	Last Day to Make a Change in Credit-Only Designation
Mar 1	Mon	Academic Alert Grades Due in myUM
Mar 5	Fri	Last Day to Apply for Graduation for Spring, Summer 1 and 2
Mar 13 - 21	Sat-Sun	SPRING RECESS / INTERSESSION
Mar 29	Mon	Registration Appointments Available on myUM
Apr 5	Mon	Last Day to Drop a Course
Apr 12	Mon	Registration for Fall Semester 2010 & Summer 2010* (Begins)
Apr 16	Fri	Magna/Summa Theses Due in Honors Program Office
Apr 16	Fri	Graduate Students: Last Day to Defend Dissertation/Thesis for Spring 2010 Graduation
Apr 30	Fri	CLASSES END (11:00 PM)
May 1 - 4	Sat-Tues	Reading Days
May 5 -12	Wed-Wed	FINAL EXAMS
May 12	Wed	Graduate School Deadline for Completion of Dissertation/Thesis
May 12	Wed	SEMESTER ENDS (11:00 PM)
May 13	Thurs	Honors Day Convocation
May 13	Thurs	SPRING COMMENCEMENT EXERCISES - All Graduate Degrees
May 14	Fri	SPRING COMMENCEMENT EXERCISES – All Undergraduate Degrees
May 14	Fri	Housing Closes at NOON for Commencement Participants
May 17	Mon	Final Grades Released by Faculty in myUM by Noon
May 19	Wed	Final Grades Available to Students in myUM

* As Scheduled By Appointment

Updated June 8, 2009

Most up-to-date calendars available at: <http://www.miami.edu/registrar>

SUMMER 2010
Subject to Change
25 Class Days/85 Minutes Per Class

FIRST SUMMER SESSION 2010		
Apr 12 - May 18		Registration for Summer Sessions*
May 5	Wed	Deadline for Readmission
May 18	Tues	Housing Available
May 18	Tues	Academic Advising for New Students*/Registration
May 19	Wed	CLASSES BEGIN
May 21	Fri	Last Day for Registration and to Add a Course
May 25	Tues	Last Day To Drop a Course Without a "W"
May 25	Tues	Last Day to Make a Change in Credit-Only Designation
May 31	Mon	HOLIDAY (MEMORIAL DAY)
Jun 9	Wed	Graduate Students: Last Day to Defend Dissertation/Thesis for Summer I 2010 Graduation
Jun 10	Thurs	Last Day to Drop a Course
Jun 16	Wed	Magna/Summa Theses Due in Honors Program Office
Jun 23	Wed	CLASSES END
Jun 24	Thurs	Reading Day
Jun 25	Fri	Graduate School Deadline for Completion of Dissertation/Thesis
Jun 25	Fri	FINAL EXAMS FOR ALL CLASSES - SESSION ENDS
Jun 26	Sat	Housing Closes at NOON
Jun 28	Mon	Final Grades Released by Faculty in myUM by Noon
Jun 30	Wed	Final Grades Available to Students in myUM

* As Scheduled By Appointment
Updated November 1, 2008

SECOND SUMMER SESSION 2010		
Apr 12 - Jun 29		Registration for Summer Sessions*
Jun 16	Wed	Deadline for Readmission
Jun 29	Tues	Housing Available
Jun 29	Tues	Academic Advising for New Students*/Registration
Jun 30	Wed	CLASSES BEGIN
Jul 2	Fri	Last Day for Registration and to Add a Course
Jul 5	Mon	HOLIDAY (INDEPENDENCE DAY)
Jul 8	Thurs	Last Day To Drop a Course Without a "W"
Jul 8	Thurs	Last Day to Make a Change in Credit-Only Designation
Jul 21	Wed	Graduate Students: Last Day to Defend Dissertation/Thesis for Summer II 2010 Graduation
Jul 22	Thurs	Last Day to Drop a Course
Jul 28	Wed	Magna/Summa Theses Due in Honors Program Office
Aug 4	Wed	CLASSES END
Aug 5	Thurs	Reading Day
Aug 6	Fri	Graduate School Deadline for Completion of Dissertation/Thesis
Aug 6	Fri	FINAL EXAMS FOR ALL CLASSES - SESSION ENDS
Aug 7	Sat	Housing Closes at NOON
Aug 9	Mon	Final Grades Available to Students in myUM
Aug 11	Wed	Final Grades Released by Faculty in myUM by Noon

* As Scheduled By Appointment
Updated November 11, 2008

Most up-to-date calendars available at: <http://www.miami.edu/registrar>

RELIGIOUS HOLIDAYS CALENDAR 2009-2010

Fall 2009

Friday, September 18 (<i>begins at sundown</i>)	Rosh Hashanah
Saturday, September 19	Rosh Hashanah
Sunday, September 20	Rosh Hashanah
Sunday, September 20	Eid-Alfitr
Monday, September 21	Eid-Alfitr
Tuesday, September 22	Eid-Alfitr
Sunday, September 27 (<i>begins at sundown</i>)	Yom Kippur
Monday, September 28	Yom Kippur
Friday, October 2 (<i>begins at sundown</i>)	Succoth
Saturday, October 3	Succoth
Sunday, October 4	Succoth
Friday, October 9 (<i>begins at sundown</i>)	Shemini Atzereth
Saturday, October 10	Shemini Atzereth
Sunday, October 11	Simchat Torah
Friday, November 27	Eid-Aladha
Saturday, November 28	Eid-Aladha
Sunday, November 29	Eid-Aladha
Friday, December 11 (<i>begins at sundown</i>)	Hanukkah
Saturday, December 12 to Saturday, December 19	Hanukkah
Thursday, December 24 (<i>University Closed</i>)	Christmas Eve
Friday, December 25 (<i>University Closed</i>)	Christmas Day

Spring 2010

Monday, March 29 (<i>begins at sundown</i>)	Passover
Tuesday, March 30	Passover
Wednesday, March 31	Passover
Thursday, April 1	Passover
Friday, April 2	Passover
Saturday, April 3	Passover
Sunday, April 4 (<i>sundown</i>)	Passover
Monday, April 5	Passover
Tuesday, April 6 (<i>ends at sunset</i>)	Passover
Friday, April 2	Good Friday
Sunday, April 4	Easter
Thursday, May 27 (<i>begins at sundown</i>)	Shavuoth
Wednesday, May 28	Shavuoth
Saturday, May 29	Shavuoth

*Note: The religious holidays that are in **bold print** are widely observed and are to be considered major holy days for the purposes of the university policy on attendance and absences (as described in the Bulletin).*

(2/9/2009)

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