UNIVERSITY OF LOUISVILLE®

SCHOOL OF MUSIC

UNDERGRADUATE HANDBOOK

2019-2020 ACADEMIC YEAR

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UNIVERSITY OF LOUISVILLE SCHOOL OF MUSIC

I. GENERAL INFORMATION

Introduction and History
The University of Louisville School of Music offers the serious student of music an opportunity to study with distinguished faculty and to participate in a wide range of musical activities, both within the School and the community. Historically and philosophically, the School has had a profound impact on the cultural life of Louisville. Its faculty and administration have provided much of the leadership and talent for such groups as the Louisville Orchestra, the Kentucky Opera Association, the Louisville Bach Society, and the Chamber Music Society of Louisville.

The School of Music, founded in 1932, has been located on the Belknap Campus since 1980 in a building designed and built specifically for music. It contains two recital halls, a 15,000 square foot music library, forty-four teaching studios, seventy-six practice rooms, seven classrooms, two rehearsal halls, and three dance studios.

Mission
The University of Louisville School of Music is committed to providing innovative musical leadership and to expanding its role as an outstanding cultural and educational resource for the university and community. Our programs reflect diversity, innovation, and creativity and a commitment to excellence throughout our artistic, educational, research, and professional activities.

Organization
The School of Music is organized into two Departments:
Department of Academic & Professional Studies
Department of Performance Studies

Administration
Dr. Teresa Reed, *Dean*
Dr. Krista Wallace-Boaz, *Associate Dean*
Prof. Gerald Tolson,
Department Chair of Academic & Professional Studies
Dr. Frederick Speck,
Department Chair of Performance Studies

Staff

Laura Angermeier, *Admissions Counselor Sr.*
Oversees the admissions process and outreach efforts for new freshmen, transfer, and international undergraduate and graduate students in the School of Music.

Penny Brodie, *Program Coordinator Sr.*
Serves as the students' front-line contact as Receptionist in the Dean's Office, serves as liaison for the Chamber Music Society, and as Director for the Community Music Program.

David Cecil, *Multimedia Production & Events Manager*
Responsible for production and house management of multimedia projects, concerts and other events, including audio and/or video recordings for social media, instructional and archival purposes, and oversight and maintenance of performance venue lighting and video equipment.

Matthew Crum, *Director of Instructional & Music Technology*
Provides technology support for students, faculty, and staff for desktop, classroom, and lab technology and software and maintains the School's website.

Kyle Dusenbury, *Piano Technician*
Responsible for tuning and maintenance of the School's keyboard instruments.

Christopher Dye, *Communications Coordinator/HR*
Responsible for publicizing the School's events, managing media relations, and branding.

Timothy Hamilton, *Academic Coordinator Sr.*
Assists with admission events, incoming student orientation, and lower divisional advisement.

Brad Jopek, *Administrative Assistant*
Provides administrative support for the Department of Academic & Professional Studies and is responsible for preparing all concert and recital programs.

Deborah Kalbfleisch, *Unit Business Manager Int.*
Oversees all activities related to the purchasing of goods and services for the School.

Angela Keene, *Facilities Coordinator Sr.*
Oversees the use and maintenance of the music facility for classes, practice, rehearsals, recitals, performance-related matters, recital hall bookings, and special events.

Kaelah McMonigle, *Administrative Specialist*
Provides administrative support for the Department of Performance Studies and band programs.

Jill Mullaney, *Director of Finance & Administration*
Provide high-level financial expertise to the Dean and administers all payroll operations. Assists the Dean in the planning and administration of operational and personnel activities of the School and provides overall management of the Dean's Office.

Kara Salsman, *Director of Development*
Fundraiser for various projects and scholarships, and maintaining excellent relationships with School of Music alumni, donors, and the Friends of the School of Music.

Michelle Williams, *Coordinator of Academic Affairs*
Oversees student academic matters including advising, student records, and Commencement.

Student Organizations

Various professional and social organizations are open to interested and qualified students, but freshmen in the School of Music are encouraged not to pledge any social or professional sorority or fraternity during their first semester of study.

Association of Student Composers (ULASC)

An organization committed to support and promote music composition and provide information concerning competitions and performance venues.

Delta Omicron

A professional music fraternity. The chapter focuses its activities on promoting professional competency and achievement in the field of music. The organization encourages high scholarship and growth in the performance and appreciation of good music. It is also a service group for the school, the university, and the community.

MTNA Collegiate Chapter

The MTNA collegiate chapter provides a connection to the larger established community of long-time music professionals, a community committed to and interested in inspiring and developing its future members and the music-teaching profession as a whole. MTNA is a foundation of educational, musical, social and professional experience for music teachers throughout their course of formal study and to help open doors through professional opportunities and career options in the field of music.

The Music Therapy Organization at UofL
The Music Therapy Organization at the University of Louisville is open to music therapy majors and others interested in the use of music in therapy. MTOUL provides information about music therapy and its uses, expands opportunities for members to hear from music therapists and related professionals, and encourages involvement in music therapy professional organizations and attendance at conferences.

NAFME/KMEA Student Chapter
Students involved in pursuing a music education major are affected by music education activities not only at the local and state levels, but at the national level as well. The best way to keep in touch with these activities is to join the Student Music Educators National Conference (SMENC). For additional information about the SMENC, contact the Music Education Faculty.

Phi Mu Alpha Sinfonia
A professional music fraternity for men to encourage and actively promote the highest standards of creativity, performance, education, and research in music in America. It also provides service to the School of Music.

Student Council
The Student Council in the School of Music is an important student organization deeply involved in representing students' concerns and opinions to the faculty and administration. The Student Council also sponsors a number of social and professional events throughout the academic year.

II. UNIVERSITY AND SCHOOL OF MUSIC POLICIES

It is the responsibility of the students to inform themselves in regard to grades, credit requirements, quality points, and regulations applying to students in the School of Music. The administrators and faculty of the School of Music do not assume the responsibility of notifying students concerning the regulations of the School of Music, the University, or the student's particular status with regard to credits, requirements, or quality points. They are more than willing to inform them at any time students request the information.

Official Notices
Any email communication with students will be on their university email only. Students must be responsible and check their university email on a daily basis. Students must respond to official notices issued on administrative boards or sent by individual letters. Failure to comply may lead to suspension from the school.

Music Fees
All School of Music majors are charged a Student Music Fee of $175 per semester, pro-rated for part-time students. This fee helps to offset expenditures exclusively related to music majors including, but not limited to accompanists, technology and infrastructure, student activities, and student tickets to concerts. Access to four, one-hour services each semester with a staff piano accompanist, the availability of half-hour, secondary instrument applied music lessons on a space available/ permission of secondary and major teachers for four semesters, and tickets to attend Louisville Ballet, Chamber Music Society, Kentucky Opera, Speed Concert Series, and Louisville Orchestra Classics events.

Music minors and non-music majors approved to take applied lessons within the School of Music will be charged a Non-Music Major Applied Lesson Fee. The fee is $200 for a 30-minute lesson and $400 for a 60-minute lesson.

Use of University-Owned Instruments
Methods Class Use
Students may use a UofL-owned instrument for a methods class at no additional cost with the provision that the instrument is signed out to the student for temporary use and, while so provided, the student is responsible for its return in the same condition. Missing instruments or repairs beyond reasonable expectation shall be assessed directly to the student's university financial obligation account for the stated value of the instrument or cost of repair, as required.

Ensemble or Secondary Applied Music Use
Students requesting to use a UofL-owned instrument for elective ensemble participation or secondary applied music study may have use of an instrument provided that such an instrument is available and not required for use in a methods class. Instruments provided must be checked out for each semester of use, with a financial hold placed on any student's account for the stated value of the instrument when the instrument is not returned or renewed for any semester. Students are responsible for securing safe storage and

conditions for the instrument and will be further responsible for replacement of the instrument if lost, stolen, or damaged at replacement cost as noted in the instrument sign-out process.

Use for Degree-Required Applied Music Study
Students requesting to use a UofL-owned instrument for required applied music study for their respective degree program may have use of an instrument tied to a set fee schedule based on the replacement value of the instrument. If available, and recommended for use by the applied music teacher, instruments may be checked out for each semester of use, with a financial hold placed on any student's account for the stated value of the instrument when the instrument is not returned or renewed for any semester. Students are responsible for securing safe storage and conditions for the instrument and will be further responsible for maintaining the instrument in playing condition while in his or her possession. Students shall be further responsible for costs up to replacement/ repair of the instrument if lost, stolen, or damaged up to the replacement cost as noted in the instrument sign-out process.

Effective Fall 2015, usage fees for degree-required applied music study will be assessed beginning with the student's second semester of applied study.

Fee schedule based on Replacement Value:
- Value less than $1000: $50 per semester
- Value up to $2000: $100 per semester
- Value up to $3000: $150 per semester
- Value up to $4000: $175 per semester
- Value up to $5000: $200 per semester
- Value between $5000 to $9,999: $300 per semester
- Value of more than $10,000: $400 per semester
- Percussion majors instrument fee: $150 per semester

If the instrument is left unattended or improperly secured, a $50 reclaiming fee will be charged to the student before the instrument may be returned to the student.

Optional Secondary Instrument Applied Music Study
Assigned by the Studio Teacher
Students required to study a secondary instrument as part of his or her applied music study may request at no cost the use of a UofL- owned instrument for secondary instrument study as part of studio instruction or as recommended/required by the studio teacher if the requested instrument is available.

Students are responsible for securing safe storage and conditions for the instrument and will be further responsible for maintaining the instrument in playing condition while in his or her possession. Students shall be further responsible for costs up to replacement/repair of the instrument if lost, stolen, or damaged as noted in the instrument sign-out process.

All instruments provided must be checked out for each semester of use. The instrument contract is found here: http://louisville.edu/music/resources/current-students/forms-for-students/instrument-contract.

Discrimination Policy
It is the policy of the University of Louisville to maintain the campus as a place of work and study for faculty, staff, and students free of any discrimination in the education environment.

Sexual Harassment Policy
Statement provided by PEACC: "The University of Louisville strives to maintain the campus free of all forms of illegal discrimination as a place of work and study for faculty, staff, and students. Sexual harassment is unacceptable and unlawful conduct will not be tolerated in the workplace and the educational environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, even when carried out through computers or other electronic communications systems.

Students and Instructors are protected from Sexual Harassment according to the Affirmative Action policy, the Student Code of Conduct, and the UofL Computer Account Usage Agreement. Anyone experiencing Sexual Harassment should refer to the links found in the Undergraduate Catalog and/or contact the PEACC Program at 502-852-2663 and an advocate will explain your choices. This is a free and confidential service.

Anyone who would like to receive more information or provide training to a classroom can contact a PEACC representative at 502-852-2663 and may use the educational modules provided by the PEACC Program."

Title IX/Clery Act Notification
Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the Sexual Misconduct Resource Guide: http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure

Academic Dishonesty
Academic dishonesty is prohibited at the University of Louisville. A faculty member should consult Section 5: Academic Dishonesty of the *Code of Student Rights and Responsibilities* found in the catalog. Before disciplinary action is taken, the faculty member should bring the problem to the attention of the Department Chair and Associate Dean. Copies of all materials related to the issue will be placed in the student's file.

Student Mental Wellness
The quality of your mental health and well-being is important to the faculty and staff in the School of Music at the University of Louisville. At times, the rigorous schedule and demanding environment of music study can contribute to significant stress, mood shifts, anxiety, and/or problems with eating and/or sleeping. If you are experiencing undue academic or personal stress at any time during the semester or need to talk with someone about a personal problem or situation, I encourage you to seek appropriate support as soon as possible. I am available to talk with you about stresses, and together we will find appropriate avenues to address them. When these complex problems interfere with mental health, additional resources can be helpful. The

University of Louisville provides mental health services to support the academic success of students. Counseling Services (http://louisville.edu/counseling/), offers free, confidential psychological services to help you manage personal challenges that may threaten impact your well-being. If a crisis or emergency occurs after Counseling Services hours students are urged to contact a crisis hotline:

The National Suicide Prevention Lifeline:
1-800-273-TALK (8255)
Crisis Text Line: Text HOME to 741741 in the USA
Centerstone Adult Crisis Line:
502-589-4313 or 800-221-0446
The Trevor Project (LGBT):
1-866-488-7386
Emergency Psychiatry at UofL Hospital:
502-562-3120
UofL Police Department:
502-852-6111

Additionally, there are other non-emergency resources:

- Dean of Students' Student Care Team
  Office: 502-852-5787
  Email: dox@louisville.edu
- PEACC (Prevention, Education and Advocacy on Campus and in the Community)
  502-852-2663
  peacc@louisville.edu
- University Career Center
  502-852-6701
  ulcareer@louisville.edu
- Campus Health Services
  502-852-6479
- Academic Advising

Getting help is a smart and courageous thing to do--for yourself and for those who care about you.

III. UNIVERSITY AND SCHOOL OF MUSIC ACADEMIC STANDARDS AND POLICIES

Catalog Year

Students pursuing an undergraduate degree shall meet the degree requirements in effect at the time of their first admission to any degree-granting unit of the University provided they have not had a break in enrollment of two or more calendar years. If a student has a break in enrollment of two or more calendar years, that student must apply for readmission to an enrollment unit and, if admitted, will be subject to catalog requirements in effect at the time of readmission. Students may elect to follow the most recent degree or program requirements established subsequent to their initial entry into a degree-granting unit.

The University reserves the right to issue and require immediate compliance with new requirements as may be needed to respond to certification, licensure, and accreditation issues. Individual units may have different catalog year requirements which supersede those indicated here. Students should consult the catalog section for their specific enrollment unit.

Academic Standards Policy

The University of Louisville communicates its expectations for undergraduate academic achievement through the Undergraduate Academic Standards Policy. The faculties of the enrollment/degree-granting units determine academic standards.

Applicable standards for continuation in a particular enrollment unit can be based upon grade point average, course specific achievement, and in some programs a professional and behavioral component. Students are encouraged to consult their enrollment unit and the catalog for the specific standards of their unit.

University Grade Point Average

The University of Louisville calculates a University Grade Point Average which becomes the standard measure of performance and the official university calculation upon which academic decisions are made. The University Grade Point Average is determined at the undergraduate level, based upon all undergraduate course work taken at the University of Louisville. Courses numbered below the 100-level (000-099) taken in the 1998 Fall semester or after will not be used in the earned hours or University Grade Point Average calculation.

Enrollment Standards
Enrollment units may establish grade point average standards that exceed the minimum grade point average requirements of the University. School of Music undergraduate students are in good standing when they have a minimum cumulative grade point average of 2.5. Should an undergraduate student fail to meet the requirements of their enrollment units, they may be subject to enrollment restrictions, course repetition requirements, other corrective interventions, and ultimately, dismissal from their enrollment unit. A student who is dismissed from their enrollment unit may seek immediate transfer to an enrollment unit for which their cumulative grade point average is acceptable.

Academic Standards
Good standing is defined as a cumulative grade point average not less than the minimum GPA set by the degree-granting unit. School of Music undergraduate students are in good standing when they have a minimum cumulative grade point average of 2.5.

1. School of Music undergraduate students who, after the first 12 degree-applicable semester hours taken at UofL, have a grade point average below 2.5 will be placed on Academic Warning. They will be notified that their achievement is below expectations and be strongly encouraged to seek assistance, but no limitation will be placed on their registration for the next term.

2. In any semester subsequent to that described above, an undergraduate student whose cumulative grade point average falls below 2.5 will be placed on Academic Probation for the next semester in which the student enrolls. Undergraduate students on Academic Probation are notified that their achievement is below expectations and are subject to course and/or credit hour limitations, and they are limited to 14 semester hours while they remain on probation, specified course registration requirements, and other intrusive advising interventions as deemed appropriate by their enrollment unit.

3. School of Music undergraduate students on Academic Probation will have their records evaluated at the end of the probationary semester with one of the following outcomes:

a. if the student has a cumulative grade point average of 2.5 or above, the student will be restored to good standing in the School of Music.
b. a student whose cumulative grade point average is still below 2.5, but who earned a semester grade point average at or above 2.5, will be maintained on academic probation.
c. a student whose cumulative grade point average is below 2.5 and who earned a semester grade point average below 2.5 may petition for continuation on academic probation. The petition describing the student's plan of action to return to good standing must be submitted to the Associate Dean of the School of Music.
d. a student whose cumulative grade point average is remains below 2.5 after a semester of continuation and who earned a semester grade point average below 2.5 will be placed on Academic Suspension and will not be allowed to register for any courses in the School of Music.
e. UofL students who are suspended or dismissed by the School of Music unit are eligible to apply for admission to another unit and may be admitted if they meet minimum admission standards of that unit. Students who apply for admission to another unit may not enroll in any School of Music courses.

4. Readmission of suspended students is not guaranteed and may require an audition. In order to be considered for readmission, a School of Music student must submit a written petition to the Associate Dean of the School of Music and an "Application for Undergraduate Admission" form to the Office of Admissions. The School of Music must receive the petition at least one month prior to the first day of classes for the semester in which the student seeks readmission. The petition should address the student's perception of the causes of poor performance, the steps the student has taken to address those causes, and a plan of action to return to good standing. Students who are granted reinstatement will be readmitted on probation.

5. No student will be reinstated more than twice; the third suspension is an Academic Dismissal. A student academically dismissed can only return through special permission from the faculty of the School of Music.

Academic Standards for Students Admitted As Conditional Admit

School of Music students who are conditionally admitted enter the university on Academic Warning and are limited during their first semester to a 14-hour credit load. Their admission letter will indicate whether they have one or two semesters to achieve academic good standing. A one-semester conditional period will require students to achieve no less than a 2.5 cumulative GPA by the end of the first semester, or they will be suspended from the School of Music. A two-semester conditional period will require students to achieve no less than a 2.5 cumulative GPA at the end of the first semester, or they will be placed on Academic Probation. If they do not achieve academic good standing by the end of the first year (i.e. end of the second semester), they will be suspended from the School of Music.

Undergraduate Dean's List

Students will be named to the Dean's list for any semester in which they complete twelve or more graded credits with a minimum 3.5 semester grade-point average, all grades "C" or above, and with no grades of "I," "X," or "U." The grade "P" has no effect on the determination for the Dean's List.

Advising and Registration

Advising is required for all music students until they have achieved Upper Division status. (See Upper Division statement in the School of Music unit section and in the music degrees outlined in the undergraduate catalog.) School of Music academic counselors assist with registration and monitor progress toward completion of Upper Division course prerequisites. Students will be blocked from registration for classes until the advising requirement has been satisfied. Registration periods can be found online at http://louisville.edu/registrar/registration-information. Once a student has achieved Upper Division status, it is their responsibility to monitor their progress toward completing the degree. Students planning to graduate should request a degree check prior to their final semester. (See Application for Graduation.)

Continued registration after non-payment of tuition

Students who have not settled tuition bills by the withdrawal deadline shall remain on the course rosters and shall be allowed to complete the work of the term and will receive a grade for each course in which they are enrolled. Until their bills are paid, however, their access to registration (including registration for subsequent terms) and transcript services

will be blocked. Students with unpaid bills who have applied to graduate in the unpaid term will be dropped from the graduation list and will have to reapply for graduation in a later term.

NOTE: This change affects only midterm cancellations. Registrations unpaid before the start of a term will still be cancelled as before.

Course Schedule Changes
If a student must drop or add a course, they should first meet with their advisor and the instructor of the course.

Transfer Grade Acceptance
The University of Louisville recognizes appropriate course work done at other accredited universities and colleges and accepts that work according to the principles set forth in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices and state law.

Transfer work that is college-level, academic in nature, and earned at appropriately accredited institutions will be accepted and posted as credit earned (i.e., with no grade) and will be accepted as credit towards a degree, consistent with policies in effect for resident students. An undergraduate student is required to complete 30 of his/her last 36 semester hours at UofL for any 120 credit hours. Additionally, if the degree is more than 120 credit hours, the university policy states that 25% of the total degree credit hours must be completed at the University of Louisville.

The School of Music does not accept undergraduate transfer grades below a "C". No credit is transferred for applied music or theory. Advanced standing for applied music may be awarded at a jury. Advanced standing for theory is awarded by examination. Music history credits are evaluated for transfer by the Music History faculty. Recital Attendance credits may be transferred. Principal ensemble credits may be transferred, but not to exceed one per semester. The Dean's Office will evaluate those with Recital Attendance transfer credits, or documented ensemble experiences or courses, on an individual basis.

Transfer Equivalency Determination
Transfer equivalencies are determined by the instructional unit or the "best fit" unit as determined by the Admissions Office in consultation with the Office of the University Provost.

Courses that meet general education requirements may be transferred under course equivalencies established in the Office of Transfer Articulation. In cases where no equivalency is established, the Office of Transfer Articulation will direct students to the university academic department, school, or college where similar courses are offered for evaluation of transfer credits.

When a transcript from an accredited institution records credit granted for 'non-traditional' education experiences (including but not limited to credit by exam, correspondence work, dual credit high school work, portfolio work), the credit will generally be accepted in transfer regardless of the hours of credit the student earned at the transferring institution(s).

No limit is placed on the number of hours students can earn from prior learning assessment. Prior learning assessment includes but is not limited to credit by exam, correspondence work, duel credit high school work, and portfolio work. The academic unit will decide how and whether the credit applies to graduation, unit, program, and residency requirements.

Advanced Standing Credit
Advanced standing credit in any applied music subject (piano, voice, organ, guitar, band, or orchestral instruments) or in music theory will be granted only by examination, and then only after the student has satisfactorily pursued advanced work in that subject for one semester.

Community College Transfer Limits Policy
For bachelor's degrees, students must present at least sixty (60) semester credit hours earned at four-year institutions. Students must also meet residency requirements.

Cardinal Core (General Education) Program
Beginning in summer 2018, all students will be required to meet the requirements of the Cardinal Core program. Students who matriculated to the university before summer 2018 should consult with their advisors about the transition from the previous general education program to Cardinal Core.

The Cardinal Core program at the University of Louisville prepares students to do the advanced work needed for their baccalaureate degrees and prepares them to contribute to society throughout their lives through their professional work and civic engagement. The program emphasizes the development of key intellectual skills relevant to any career

path: critical thinking, quantitative reasoning, effective communication, and the understanding of historical, social, and cultural diversity. Students will develop skills and acquire knowledge in the following content areas of Arts and Humanities, Historical Perspectives, Oral Communication, Quantitative Reasoning, Social and Behavioral Sciences, Natural Sciences, Written Communication, and the competency area of Diversity in the United States and Globally. Upon completion of the program, students will be prepared to analyze complex problems and evaluate possible courses of action in an environment characterized by diversity and the need for sustainable solutions.

Cardinal Core Requirements (Effective Summer 2018)

Students should demonstrate proficiency (through course work or external credit) in the three skills areas (Written Communication, Oral Communication, and Quantitative Reasoning) before completing the first 30 degree-applicable credit hours earned at UofL. Within 60 hours, the student should have completed 21 hours of Cardinal Core courses.

The Cardinal Core program requires a minimum of 31 credit hours from approved course categories as outlined below. Students must complete a minimum of 12 hours in the Skills courses, a minimum of 19 hours in the Disciplinary Perspectives courses, and within the 31 hours students must accumulate 6 hours in Diversity credit. Academic advisors can guide students in the selection of courses. All School of Music undergraduate students are required to take PAS 214 and ANTH 205. Music education majors must also take EDTP 201.

Course Loads

The minimum load for full-time undergraduate students during fall and spring semesters is 12 credit hours per semester. Students will be allowed to enroll for a maximum of 18 credit hours per semester. A student who has completed a minimum of 30 hours at UofL and maintained a cumulative grade point average of at least 3.0 may petition the Associate Dean for an overload not to exceed 20 credit hours per semester. A petition will be required for each semester of overload request. A student on probation is limited to a maximum of 14 credit hours per semester and a student admitted in conditional status to a maximum of 14 credit hours. No overloads will be approved while a student remains in such status. Summer session enrollments will be limited to a maximum of four credit hours for three weeks terms and seven credit hours for five-week terms. A student may receive credit only for courses for which he/she has

officially registered and only for the number of hours specified for such courses in the catalog.

Pass-Fail Courses
Any School of Music undergraduate student who has achieved Upper Division status and who is in good standing may take one elective course each semester outside the major field on a pass-fail basis. Forms may be obtained in the Dean's Office. Any course which is taken to fulfill the University's General Education requirements or any "MUS" course to fulfill a degree requirement may not be taken on a pass-fail basis.

Repetition of Courses
Students are allowed to repeat a course only once, with the most recent grade counting for grade point average calculation and towards degree requirements. Students are advised to weigh carefully the tradeoff between 1) possibly improving their academic standing by repeating a course and earning a higher grade, and 2) the investment of time and money in repeating courses.

Students may petition to repeat a course more than once through a process determined by each academic unit.

Although all grades are displayed on the official transcript, repeated courses cannot receive double credit in hours required for the degree and count only once toward graduation.

Students may only receive federal and state financial aid funds one time for retaking previously passed coursework. Students should speak with a financial aid advisor about the impact on financial aid before making the decision to repeat a course that was previously passed.

Incomplete Course Work
Students unable to complete course work because of conditions beyond their control may be granted the grade "I", which stands for Incomplete, so that the work can be completed after the end of the semester. Such conditions include hospitalizations, death in immediate family, and prolonged sickness. The grade "I" may not be used solely to extend the available time in a semester for students who fall behind for reasons under their control.

The grade "I" may be assigned at the discretion of the course instructor if all of the following conditions are met:

- The majority of the course work was completed prior to the end of the semester.
- The student is in good standing to pass the course upon successful completion of the remaining work.
- The final portion of the course work could not be completed for reasons beyond the student's control.

If requested to do so, the student must supply the instructor with documentation of the extenuating circumstances. The instructor is encouraged to provide to the student a written statement of the expectations and requirements for completing the course work.
Students must complete the course work no later than the last day of classes for the next regular fall or spring semester. If the work is completed by the deadline, the instructor submits a change of grade from "I" to the letter grade earned. The change of grade form must be submitted by the instructor to the registrar's office by the last day to submit grades for the semester when the student's completed coursework was due. Failure of the student to complete the work by the deadline will result in an automatic change of grade from "I" to "F" unless the dean's office grants an extension.

Students may not graduate with an "I" grade on the transcript. Students with an incomplete should not register again for the course. An "I" carries no quality points until it is changed to a letter grade.

Independent Study
Students may, with permission of the instructor, Department Chair and the Dean, register for Independent Study in a particular area. The student must have a grade point average of 3.0 and at least 30 credit hours earned. Independent Study consists of a project conducted under the direction of a faculty member. Independent Study should not duplicate courses that are regularly offered. Students obtain forms for Independent Study from the School of Music Academic Counselor, to whom the completed forms with required signatures and a course syllabus must be returned at the time of registration or no later than the Friday before classes begin. Credits earned through Independent Study are counted in the regular load.

Upper Division Assessment
All undergraduate students enrolled in a music degree program will be reviewed at the approximate midpoint of the selected program in order for students to achieve Upper Division status. Students must meet the standards of this review to register for 400-level courses in music. Both the elements and standards of the review are established by the faculty and include credit for MUS 242 Theory IV or Analysis (MUS 347 for B.A. General; MUS 349 for B.A. Jazz Studies; MUS 350 for B.A. Music & New Media); MUS 361-01 Music Literature; 4 semesters of Applied Instrument at the course numbers required for the degree; Piano Proficiency Examination; MUS 97 Recital Attendance, with "S" for 4 semesters; Ensemble Participation; cumulative 2.5 GPA (good standing); minimum of 48 credit hours completed towards the degree; pass English 101 or 105; and 3 additional Cardinal Core courses.
Additional specific elements and standards appropriate to specific degree programs in jazz studies, music composition, music education, music history, instrumental and vocal performance, pedagogy, music theory, and music therapy are required of students in order to achieve Upper Division status and to continue in the degree program. Specific degree requirements are determined by the concentration and area faculties and are outlined below.

Jazz Barrier Exam
All Bachelor of Music in Jazz Performance students must complete the Jazz Barrier Exam by the end of their fourth semester of applied study. The exam contains an extensive combination of scales, chords, patterns/phrase sections, and improvising over a selected list of common progressions and standard jazz repertoire. There will be numerous opportunities each semester to demonstrate this knowledge, including two Jazz Barrier Exam dates, juries, and events such as Jazz Combo and Jazz Area performances. Please refer to the instrument specific guidelines.

Music Education
In order to enroll in upper division coursework, music education degree students must meet the following criteria:
1. Be admitted to teacher education.
2. Successful interview for admission to teacher education.
3. Successful review of coursework to this point as indicated below.
4. No grade lower than a "C" for the first three semesters of applied study.

Admission to the teacher education program is competitive, and decisions will be made by the professional judgment of the faculty screening committee. Preference will be given to applicants who have strong academic records, positive experiences and abilities, and disposition that shows promise of a successful classroom teacher.

Admission to Teacher Education:

- Minimum 45 credit hours (completed or in progress at the time of application) with minimum 2.75 cumulative college grade point average
- Grade of "C+" or higher in MUS 116
- Successful completion of an additional two credit hours of Music Education courses
- Passing PPST PRAXIS I scores in Math, Writing, Reading
- "C" or better in ENGL 102
- "C" or better in Oral Communication course (such as COMM 111 or 115)
- Professional statement (as directed in application for admission to teacher education)
- Three letters of recommendation (as directed in application)
- Successful interview
- Agreement to Professional Code of Ethics, Statement of Understanding of Admission Guidelines, and CEHD Acceptable Use of Technology forms (as directed in application)

Music Therapy Barrier Exam

Each student must create a repertoire list of at least 20 songs chosen from a provided list to use at the assessment. There must be at least 2 songs from each genre. Students will be asked to sing and accompany four songs of his/her choice, two using piano and two using guitar and may be asked to sing and accompany additional songs selected by the faculty. Students may use music, but should know the music well enough to make eye contact while singing and playing and not focus on the music. Students should know and sing several verses of many of the songs. Students may be asked to apply one of the songs to a clinical situation/population.

Performance and Piano Pedagogy

For the Sophomore Evaluation Applied Examination, each student must perform eleven minutes of music consisting of a minimum of three pieces of varying styles. If the length of the selected works will not allow three pieces to be heard within the allotted time, the student should consult with the

applied teacher to select appropriate cuts or stopping points. If a composition has an accompaniment, it must be performed with accompaniment. At least one of the pieces on the jury must be with accompaniment (with the exception of keyboard instruments, guitar, and harp). Piano performance majors must have passed the Piano Proficiency Exam before they perform the Sophomore Evaluation.

Some applied areas may require students to be prepared to talk about the music they present, including information about the composer, stylistic period, form, etc. Further details will be provided in faculty syllabi.

Composition, Music History, Music Theory
No additional requirements beyond satisfying the requirements of course work for admission to Upper Division as stated in the Undergraduate Catalog.

Final Examinations
It is a School of Music policy that no student may be required to take more than two final examinations, including juries in the major applied area, within a 24-hour period. Students facing such conflicts should inform one or more of their instructors of the situation as early in the semester as possible. Students have a right to expect that their instructors will accommodate them by scheduling a makeup examination in one of the courses. In the event of difficulty in making such arrangements, students should consult the Associate Dean of the School of Music.

If a student fails to show for a class final exam, the student will receive a grade of "F" for the exam. It will be up to the instructor to decide whether the student will also receive a grade of "F" for the final grade, or whether the "F" exam grade will be included with the other grades for the semester.

Excused Absences Policy
The university has an Excused Absences policy that allows students to be absent from class when they participate in university- sanctioned events or activities, the definition of which is as follows: "A university sanctioned event or activity shall be one in which a student represents the university to external constituencies in academic or extra-curricular activities. These include but are not limited to student government congresses, intercollegiate athletic and debate contests, music competitions, academic meetings, and conferences…" Please refer to

http://louisville.edu/provost/policies/classroom/classroom-policies/#excused_absences.

Faculty will provide opportunities for students to make up work they miss as a result of university-excused absences. Students who provide documentation of participation in university-sanctioned events should not be penalized.

Grading System and Quality Points
At the end of each semester, instructors report the grades of each student to the Registrar for permanent record. The "+/-" grading system may be used to help students understand their performance more accurately. Grades and their corresponding quality points are:

Grade		Quality Points
A+		4.0
A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+		2.3
C		2.0
C-		1.7
D+		1.3
D		1.0
D-		0.7
F	(Failure)	0.0
S	(Satisfactory)	0.0
U	(Unsatisfactory)	0.0
I	(Incomplete)	0.0
W	(Withdrawn)	0.0

No work below a "C" (not a "C-") will apply toward a major area subject. Students in a music therapy program will also require a "C" grade (not "C-") in order to pass supportive area courses as well. The grades of "S" and "U" may be received in applied music and class piano. When such a grade is received in a course, no hours, credit, or quality points are received, and the course must be repeated.

Internal Reporting of "F" Grades
To meet federal requirements for aid management and to avoid the university's increased liability for the return of federal aid monies, the online grading process will now request additional information whenever a grade of "F" is entered on the grade sheet. In the new process, the

instructor will be asked to select "EF" (earned failure – student completed the course but did not pass), "UF" (unearned failure – student stopped attending; this entry will also request the date of last participation), or "NP" (never participated – student never attended the class). The transcript and online grade reports will show only the grade of "F," regardless of the qualified mark entered by the instructor.

Grade Status Change
Audited courses do not earn credit. The transcript will indicate that the course was taken as audit. Audit status is offered only on a space available basis. For that reason, students may not register for a class in an audit status during early registration, nor may a student change from a graded status to an audit status during that period. Students may register for classes in audit status during regular registration and then only with written approval of the instructor of the course. Students are allowed to change from audit to graded status or from graded status to audit status at any time from the beginning of regular registration through the last day to add a class so long as they have approval from the course instructor.

Students are advised that such approval is the instructor's prerogative and that audit status may have implications for financial aid eligibility. Any change of status must be submitted on the form provided in the Schedule of Courses. Forms must be turned in to the Registrar's Office by the required date. A course taken for audit may be repeated for credit.

Posting of Grades
The public posting of student grades is strictly limited by FERPA and university policy, as stated in UofL's Guidelines to Protect the Privacy of Student Records at the University of Louisville: "POSTING OF GRADES". The public posting of grades by the student's name, social security number, student ID number, or any other identifier that would make it possible to discern confidential student information is a violation of FERPA."

Please note that this provision covers interim and exam grades as well as final marks for the term. The Blackboard course management system provides a secure and confidential means of notifying students of their grades on individual assignments as well as for the term.

Academic Grievance Procedures
The School of Music follows the procedures for academic grievance in accordance with The Redbook, Chapter 6, Section 6.8.3. Any student who considers filing such a grievance may consult with the Student Academic Grievance Officer for further information or review the procedure outlined in the general information section of this catalog.

Withdrawal Procedures and Policies
The last day to withdraw from any course is in the Academic Calendar found online at http://louisville.edu/calendars/academic/undergrad-grad.html. Upon proper documentation of special circumstances, decisions for approval of late complete withdrawals may be made by submitting a Petition Form to the Director of Undergraduate Studies. Late withdrawals are those requested after the deadline to withdraw has passed and before the instructor has assigned a grade. After a grade has been assigned, the instructional unit has the authority to change the grade to a withdrawal. Please note, petitions are considered only during the Fall and Spring semesters.

Compassionate Withdrawal
Students may request and be considered for a compassionate withdrawal when extraordinary circumstances prevent students from continuing in classes or completing academic requirements. If students are gravely incapacitated, the request may come from the student's spouse, family, or legal surrogate. The office of the Dean of Students will gather necessary documentation to show that the situation is incapacitating. Such situations cover both physical and mental health issues, serious illness or injury, and extraordinary personal reasons. The Office of the Dean of Students will review and evaluate the compassionate withdrawal request and take follow up action to refer the case to the appropriate officer (e.g., unit dean) for review and decision.

The Office of the Dean of Students will coordinate the process with the unit dean's designee. An academic withdrawal does not remove a student's financial responsibility for his/her educational expenses. Students are responsible for payment of any outstanding charges including, but not limited to tuition, fees, parking, housing, and other expenses, after the academic withdrawal is granted. The Office of the Dean of Students will assist with the identification and completion of all necessary business processes.

Academic Forgiveness

Academic Forgiveness allows currently enrolled students or students who are eligible to re-enroll without seeking readmission to request the adjustment of their records for one or more continuous entire semesters of previous college work. If the appropriate committee within the students' enrollment unit or the unit in which they seek to re-enroll finds there are extenuating circumstances that warrant such action, the committee may rule the students eligible for academic forgiveness. The committee will approve petitions only if future academic success seems plausible, with the expectation that such forgiveness should typically have a positive effect on persistence toward eventual graduation.

Forgiveness will only be applied to the record after the successful completion of at least 12 hours after the last term for which forgiveness is to be requested. The 12 hours should be in degree applicable courses with the necessary semester grade point average designated by their enrollment unit. After these 12 hours have been attempted, students may petition the appropriate committee for academic forgiveness, designating the semester or consecutive sequence of semesters to which the forgiveness process is to apply. If approved, all course grades and credit hours for the forgiven semesters will be voided. Students may not be granted academic forgiveness more than once.

The voided grades and credit hours will not be considered for degree requirements or quality-point computations, but will remain on the students' transcript. Academic actions, such as probation or dismissal, recorded at the end of the voided terms, will also remain. While forgiven course grades are removed from the calculation, the course work does remain a part of the students' permanent record and the forgiven work may be considered for financial aid, NCAA purposes, and may be evaluated if applying for honors or graduate study.

Academic forgiveness is an internal policy. The University of Louisville cannot guarantee how the work will be viewed by another university should students choose to transfer. Students considering this option are strongly encouraged to consult with their academic advisor for guidance.

Academic Fresh Start Policy
Students who are re-admitted to the university after an absence of two or more years may apply for a Fresh Start. Students must take at least 30 hours of coursework at the University after readmission and before graduation for Fresh Start to be applicable. Students are eligible for only one Fresh Start. Students who have earned a baccalaureate degree from the University are not eligible for Fresh Start.

If the Fresh Start is approved by the university, students resume an academic program with no cumulative grade point average from the prior enrollment. All courses taken remain on the permanent record. Courses with passing grades are counted for credit and may be used to satisfy program requirements.

Students may be required to retake courses from academic terms covered by Fresh Start if the content-currency or major-GPA rules of a degree program, department or unit so dictate. Students will be notified at the time of readmission of any additional requirements to be fulfilled in remedying these conditions.

Although Fresh Start affects cumulative grade point average, it has no impact on earned and attempted hours. All courses taken at the university will still be used for financial aid. Financial aid recipients will still have to adhere to the Satisfactory Academic Progress (SAP) policy administered by the Student Financial Aid Office. Students who are granted a Fresh Start are not automatically cleared of any SAP issues. If interested in submitting a SAP appeal, students should contact the Student Financial Aid Office.

Courses taken under the repeat-to-replace option during the period covered by a Fresh Start will not be counted against the maximum repeats allowed under university policy. Financial aid for repeat courses is calculated according to federal regulations.

For the purposes of scholastic action and advising, students are initially assigned to the same academic standing as when they last attended the university. Thereafter, students are subject to the conditions of probation, suspension and dismissal that govern all students. GPA calculations for graduation honors follow the rules established by the students' enrollment unit.

Degree Requirements

Minimum Hours/Point Standing
To be recommended for a degree, the student must have completed the prescribed number of hours in the courses taken and must have a 2.5 cumulative grade point average for undergraduates.

Residency
For bachelor's degrees, thirty (30) of the last thirty-six (36) semester credit hours must be completed at the University of Louisville. Additionally, if the degree is more than 120 credit hours, the university policy states that 25% of the total degree credit hours must be completed at the University of Louisville. Transfer students must complete a minimum of 12 credit hours in their major at the University of Louisville. Within the University, Schools and Colleges may set minimum credit hour requirements to be completed after formal acceptance into the School, College, or Department.

Application for Graduation
Candidates must apply for graduation at the beginning of the semester in which they expect to complete all degree requirements. The date is published for each semester in the Academic Calendar found online at http://louisville.edu/calendars/academic/undergrad-grad.html. The degree application is done online at ulink.louisville.edu. The Dean's Office will conduct a degree audit following receipt of the forms; however, students are strongly urged to request a preliminary degree audit prior to their final semester so that any deficiencies in degree requirements can be identified early. To be recommended for a degree, the student must have completed the prescribed number of hours in the courses taken and must have a minimum 2.5 cumulative grade point average for undergraduates.

Graduation with College Honors
Undergraduate degree candidates may receive their degree with honors, high honors, or highest honors assuming they have met the following minimum grade point average upon completion of their final semester.

Degree with Honors	3.5
Degree with High Honors	3.75
Degree with Highest Honors	3.9

Double Degrees
Current undergraduate students requesting to be considered for double music degrees must apply in writing and be accepted for the double degree by both degree programs. An applied audition may be required. If the audition takes place at a jury, the student must make a written request to the applied area as well. The letter should be given to the Academic Advisor prior to the start of juries.

IV. MUSIC REQUIREMENTS

Attendance
Students are expected to attend all classes, lessons, Area Meetings and studio masterclasses as stated in the syllabus.

Electives
Music electives in any Bachelor of Music degree should be chosen from courses in Music History, Music Theory/Composition, Music Education, Music Literature, Music Pedagogy, Music Therapy, Jazz, a secondary applied area, or a non-required ensemble. Courses beyond the degree requirement in the student's major applied area or in the required major ensemble(s) are not appropriate. For the Bachelor of Arts degree, in addition to the electives listed for the Bachelor of Music, applied music courses beyond the required four semesters are acceptable as music electives. MUH courses will not be accepted as music electives. School of Music students may count up to two one-hour Physical Education courses toward the general elective requirement.

Applied Music
All full-time students pursuing a professional degree in music (with the exception of Music Therapy and Composition majors) will receive a one-hour private lesson per week in their major applied music subject, regardless of the number of credit hours allowed for the course. Please see catalog degree descriptions. Students enrolled in the B.A. degree program will receive a minimum of a half-hour lesson per week in applied music for four semesters. In general, applied music courses require one hour of daily practice for each hour of credit.

Applied Music Teacher Assignment
Each entering student will be assigned to an applied music instructor. If the student prefers to choose his/her own teacher, every effort will be made to accommodate those students. If, for any reason a student desires to change their

applied music teacher, the Concentration Coordinator in consultation with the Department Chair will consider the student's request. In the event that the Concentration Coordinator is the student's current applied teacher, the Department Chair will appoint another faculty member from the concentration to consider the request.

Applied Grading
Undergraduate music students who fail to receive a grade between "A+" and "C-" for applied study must repeat that level. If a grade in the aforementioned appropriate range is not received at the end of the next semester's study, the student will not be allowed to continue study in the School of Music. Exceptions to this rule must be by written notice of faculty action. If a student fails to show for their applied jury at the end of a semester, the student's jury grade will be an "F." The student's final grade for the semester will also be an "F."

Final Applied Grade
The applied instructor will set their own grading policy for the applied lesson, but the weight of the jury grade must be no less than 30% and no more than 50% of the student's final grade. Criteria for the applied lesson grade will be determined by the applied instructor and stated on the syllabus. During the semester of a degree recital, the degree recital performance will be graded by the applied instructor and the weight of that grade must also be no less than 30% and no more than 50% of the student's final grade.

Applied Juries
Students requesting credit for applied music study, with the exception of Functional Study, shall be examined by a committee of the faculty at the end of each grading period. The means of assessment for Functional Study will be determined by the applied faculty member and clearly indicated in the syllabus. During the semester of a degree recital, students are not required to perform a jury.

Jury Comment Sheets remain a permanent part of a student's academic file. They should be returned to the Dean's Office with the exam Jury Sheets. They will be copied and returned to the faculty member in order to share with students. Literature presented for examination may not be repeated in whole or in part at a subsequent examination. An exception may occur in areas that require a self- prepared work on the jury. In such cases, a self-prepared work presented at a jury may be repeated on a second jury if the

work has been studied in detail at a later date with the teacher.

For the sophomore evaluation applied examination (students registered for MUS 202, 204, 206, 212, 214), each student must perform eleven minutes of music consisting of a minimum of three pieces of varying styles. If the length of the selected works will not allow three pieces to be heard within the allotted time, the student should consult with the applied teacher to select appropriate cuts or stopping points. If a composition has an accompaniment, it must be performed with accompaniment. At least one of the pieces on the jury must be with accompaniment (with the exception of keyboard instruments, guitar, and harp).

Degree Recitals
Recital Guidelines are available online at http://louisville.edu/music/resources/current-students/recital-form-packets.
*As of Fall 2018, MUS 397 and 497 are graded Credit or No-credit.
*As of Fall 2019, the grade (Credit or No-credit) for MUS 397 and MUS 497 in the instrumental and vocal applied area will be given by the recital hearing committee at the hearing. In the composition and jazz areas, the grade for MUS 397 and MUS 497 will be given by the recital hearing committee after the recital.

Guidelines for Undergraduate Degree Recitals

1. A completed Recital Reservation Form, along with payment of recital fees, must be submitted to the Facilities Coordinator, within two weeks of the time a recital date is tentatively reserved, or the date will be released. This form must include:
    a) the applied teacher's signature.
    b) the names and signatures of all performers (except for composition recitals).
    c) the names and signatures of the recital hearing committee.
    d) the specific repertoire.
        1) Performance degree recitals are expected to show the performer's musical maturity and versatility. A degree recital program must be approved by the student's applied instructor. Minimum recital lengths will be determined by the appropriate area faculty and indicated on all applied syllabi.

2) For composition degree recitals, all works must be by the student presenting the recital. Performance time must be a minimum of 50 minutes.

2. The recital hearing committee shall consist of a minimum of three faculty members:
   a) the student's applied teacher;
   b) an additional faculty member from the student's applied area (if needed due to size of area); and
   c) a faculty member from a different concentration in either department.
3. Recital Hearing Process:
   a) For performance degree recitals, a recital hearing will be required at least three instructional weeks in advance of the recital date. The student, in consultation with the applied teacher, is responsible for arranging the hearing. The student must bring a Recital Hearing Form and a listing of the recital program to the hearing. The student must be prepared to perform the entire program, although the committee will have the option to select either entire works or portions of works. The committee will assign a pass/fail grade on the hearing date. In the case of a failing grade, the student will have the option to retake the hearing no later than one instructional week before the recital date. After the hearing, the applied teacher will immediately submit the completed form to the Academic Counselor to confirm the recital date.
   b) For composition degree recitals, the student must show all scores and parts to the private teacher and one other composition faculty member, who will verify that all necessary materials are complete and of an acceptable quality for rehearsal and performance. This review committee must sign the Composition Recital Approval Form, which must include the names of all performers, at least four weeks in advance of the recital date. The student is responsible for obtaining the necessary signatures by the designated date, and the private teacher is responsible for submitting the form to the Academic Counselor to confirm the recital date.
4. All students presenting senior performance and composition degree recitals are required to write program notes. For vocal works, the program notes must include the original texts and English

translations. Program notes must be reviewed no later than five instructional weeks before the recital date by the applied teacher and one other faculty member. The program notes must be approved by both reviewers (on the Program Information Sheet) before being submitted for printing. Students presenting Junior Performance Degree recitals may provide program notes (following the same guidelines) but are not required to do so.

5. At least three instructional weeks in advance of the recital date, the student must submit a completed Program Information Sheet, with the appropriate signatures, along with a complete recital program and approved program notes to the Publications and Media Relations Office for printing. The student must submit the recital program and program notes electronically in the format specified by the Publications and Media Relations office.
6. For the semester in which the recital is presented, the student must be enrolled in applied lessons.
7. The student is guaranteed at least three hours of rehearsal in the appropriate recital hall.

Guidelines for Non-Degree Recitals

1. A non-degree recital may be a full recital (performance time must be a minimum of 5O minutes) or a shared recital (each participant's performance time must be a minimum of 25 minutes).
2. A completed Recital Reservation Form, along with payment of recital fees, must be submitted to the Facilities Coordinator within two weeks of the time a recital date is tentatively reserved, or the date will be released. This form must include:
   a) The applied teacher's signature.
   b) The names and signatures of all performers.
   c) The names and signatures of the recital committee, if one is required. At least three weeks in advance of the recital, the student must:
3. Submit a Recital Approval Form, signed by the applied teacher, to the Academic Counselor to confirm the recital date.
4. Submit a completed Program Information Sheet with the applied teacher's signature, along with a complete recital program, to the Publications Office for printing. The student must submit the recital program electronically in the format specified by the Publications Office. If the student wishes to include program notes (not required for non-degree recitals),

they must also be submitted electronically, along with a typed hard copy at least three weeks in advance of the recital. All program notes must be approved by the applied teacher.
5. The student must be enrolled in applied lessons during the semester in which the recital is presented.
6. The student is guaranteed at least three hours of rehearsal in the appropriate recital hall.

Student Performance Requirement
Undergraduate students taking applied lessons for 2 or 4 credit hours must perform at least once per semester in a public forum after receiving credit for their first semester of applied study. Such performances may be of the following types: convocation, area recital, major opera role, full or half-solo recital, solo performance with a major ensemble, or other performance sanctioned in advance by the student's instructor. Each performance must be included on the Repertory Record Form submitted at the applied exam. School of Music students may schedule recitals any day when the recital halls are free and the building is open, provided they have the approval of their instructor and the necessary signatures of appropriate faculty for grading when applicable.

Students are encouraged to be active in public performance and should consult their applied teacher in preparing.

Soloist Opportunities
Students who appear as soloists with the University of Louisville Symphony Orchestra must participate in the Concerto or Aria Competitions. The competitions, which are held during the fall semester, are open to any full or part-time students working toward a degree. The application to compete, which is available in the Dean's Office, must be signed by the applied music teacher and submitted to the Dean's Office by the date stated on the application.

When a student is chosen to appear as soloist with the University of Louisville Symphony Orchestra, the student must perform the music offered at the audition. The work must be prepared in its entirety for the audition. Although strongly encouraged, memorization is not a requirement for the audition or the performance. The student must provide an accompanist.

Transfer of Applied Credits
As stated elsewhere in this handbook, the School of Music of the University of Louisville does not accept credits in applied music that have been earned at other institutions. At the end of the first semester in residence, however, a student may petition for advanced standing.

Accompanists
Students who have paid the Music Student Fee or the Non-Major Applied Lesson Fee have access to a maximum of four services (maximum of one hour/service) each semester with a piano accompanist subsidized by the School of Music. The four services consist of the applied examination and any combination of three services, including rehearsals, lessons, master classes, convocations (general or area), or the UofL Concerto Competition. The services may be divided between major/principal and secondary applied study, as long as the student does not exceed a total of four services per semester (not four services per instrument). Students auditing applied study may also take advantage of the accompanying services, provided they have paid the semester's Music Student Fee. In a semester where a degree or non-degree student recital replaces the applied examination, the student may substitute another service for the applied examination.

Unused services may not be carried over to another semester. For any services that an accompanist provides beyond the four (4) subsidized services, as well as fees for recitals, the accompanist will make payment arrangements directly with the student. A student must provide the accompanist with twenty-four (24) hour advance notice to cancel a lesson, rehearsal, or performance. Failure to do so will mean that the student will forfeit the service; however, the accompanist will still be paid. The student will be responsible for payment to the accompanist for any make-up service.

Participation in Ensembles
The following are the guidelines by which undergraduate music students participate in ensembles:

1. All full-time undergraduate music majors are required to participate each semester in the principal ensemble designated for their primary instrument:
   - Strings: Symphony Orchestra
   - Woodwind, brass, or percussion: Symphonic Band, Concert Band, Wind Ensemble, Wind Symphony, Marching Band, Community Band*
   - Voice: Collegiate Chorale, University Chorus*
   - Keyboard/Guitar: Any of the above dependent upon qualifications and/or interests.
   - Jazz: Jazz Ensemble, Jazz Lab, Jazz Repertory Ensemble, Vocal Jazz Ensemble*

   ** Specific ensemble assignment is dependent on the result of the ensemble audition.*

   NOTE: The principal ensemble is the only ensemble that can fulfill the ensemble requirement for each degree program.

   Full-time students who fail to register for a major ensemble each semester will be in violation of the catalog and subject to academic action. A student who fails to register for the appropriate ensemble during a semester will be placed on immediate Academic Warning. If the student has failed to resolve the ensemble registration by the end of the semester, the student will be placed on Academic Probation. A student who fails to register for the appropriate ensemble in a second consecutive semester will, if the ensemble has not been added by the end of the first week of classes, be placed on immediate Academic Suspension.

2. For all part-time students, participation in a principal ensemble must keep pace with the number of hours accumulated. For each 15 hours completed, at least one credit hour must be in ensemble.

3. Full-time non-degree (special) students must participate in an appropriate principal ensemble. Part-time non-degree students are not required to do so.

4. Music Therapy equivalency students holding a degree in music, or with a bachelor's degree in a different field, but whose transcripts indicate that they have taken eight (8) ensembles, are not required to take an ensemble.

5. Under no circumstances will participation in amateur, semiprofessional, or professional organizations outside the University be substituted for the University requirement.

6. After achieving Upper Division status, the student may petition to have a different major ensemble substituted for the designated principal ensemble. The petition must be made prior to the ensemble auditions for the semester during which the substitution will take place. Petitions for Fall semester substitutions will be due by April 21 of the preceding semester. Petitions for Spring semester substitutions will be due by October 21 of the preceding semester. The Ensemble Director's Committee will consider the petition, and the student will be notified of the committee's decision prior to ensemble auditions. The committee will consider the following criteria, among others:
   a. Student's degree program
   b. Needs of the ensembles

   NOTE: Substitution for principal ensembles is considered an exception to the guidelines for ensemble participation. Petitions must be submitted for each semester of substitution.

7. Wind/brass/percussion principals enrolled in the Bachelor of Music (Pre-Certification-Instrumental) or Bachelor in Music in Music Education degree programs are required to fulfill two years of ensemble performance in the Marching Band. Entering students will be expected to fulfill this requirement during the freshman and sophomore years. Transfer students will be required to fulfill a minimum of one year. A second year may be required based upon evaluation of the transcript. Woodwind, brass, or percussion principals are also recommended to complete one semester of a major jazz ensemble.

Major Ensembles
The following ensembles are designated as major ensembles with students eligible for one (1) hour of credit for participation. They are open to all qualified students of the University after consultation with the director.

Black Diamond Choir
Collegiate Chorale
Community Band
Concert Band
Jazz Ensemble
Jazz Lab
Jazz Repertory Ensemble
New Music Ensemble
Early Music Ensemble
Marching Band (Fall only)
Opera Theatre
Pep Band (Spring only)
Singing Cardsmen
Symphony Orchestra
Symphonic Band
University Chorus
Vocal Jazz Ensemble
Wind Ensemble
Wind Symphony
Women's Chorus

Minor Ensembles
The following ensembles are designated as minor ensembles providing students with one-half (0.5) hour of credit for participation. These are open to all qualified students of the University after consultation with the director.

Cardinal Rule
Community Band
Guitar Ensemble
Historical Brass Ensemble
Horn Ensemble
Instrumental Jazz Combo
Irish Music Ensemble
Jazz Improvisation
West African Drum Ensemble
Percussion Ensemble
Saxophone Ensemble
Steel Drum Ensemble
Techla
Trombone Ensemble
Trumpet Ensemble
Tuba/Euphonium Ensemble
Opera Workshop

Chamber Ensembles
Students register for chamber ensemble under the section number assigned to the faculty member coaching the group.

Brass
Brass Chamber Music
Clarinet
Flute
Harp
Historical Instruments
Piano
Strings
Woodwinds

Recital Attendance Requirements
All undergraduate music students must enroll in and complete six semesters of MUS 97 Recital Attendance. To receive the grade of "Satisfactory" for this required non-credit course, each undergraduate student must attend a

minimum of twelve (12) convocations or recitals for each of the six enrollments in MUS 97. Students are encouraged to attend concerts over and above the twelve required events, both on and off campus.

The grade will be determined as follows:

- Attend 12 or more = S (Satisfactory)
- Attend 9-11 = I (Incomplete)
- Attend less than 9 = U (Unsatisfactory)

The grade of "I" (Incomplete) must be made up the following semester by attending double the number of recitals/concerts missed to attain the grade of "S". If the Incomplete is not made up the following semester, the Incomplete will lapse to the grade of "U" and the entire semester of Recital Attendance must be repeated to earn the required credit. No petitions will be considered.

Designated recitals and concerts include the following:

- Thursday convocations - students may count a maximum of seven (7) Thursday convocations per semester toward their Recital Attendance requirement.
- Faculty recitals
- Senior or Master's recitals
- School of Music concerts given by the school's major ensembles (Symphony Orchestra, Symphonic Band, Early Music Ensemble, Opera Theater, Collegiate Chorale, New Music Ensemble, Jazz or Jazz Repertory Ensemble, Vocal Jazz Ensemble, Concert Band, Wind Symphony, Wind Ensemble, University Chorus)
- A maximum of four concerts given by the school's minor ensembles (Piano, String, Woodwind, Brass Chamber Ensembles; Jazz Combo; Clarinet, Flute, Guitar, Harp, Horn, Irish Music, Percussion, Historical Brass, Saxophone, TECHLA, Trombone, Trumpet, Tuba-Euphonium Ensembles; Community Band; Opera Workshop)
- Student composer concerts
- One musicale per semester sponsored by Delta Omicron
- One musicale per semester sponsored by Phi Mu Alpha
- Guest artist recitals
- New Music Festival

A minimum of two (2) and maximum of four (4) of the twelve (12) required recital attendance credits must be attained by attending live, professional concerts outside those presented exclusively by UofL faculty and students. These attendance credits may come from any of the following: Louisville Orchestra, Kentucky Opera, Louisville Ballet, Chamber Music Society of Louisville, Choral Arts Society, Kentucky Center Chamber Players, Hattie Bishop Speed Endowed Series, Ceruti Chamber Players, the Louisville Jazz Society, and all concerts for which the student music fee provides student tickets.

Students are also encouraged to attend other live professional concerts, including those outside the Louisville area, and performances given in conjunction with professional conferences such as ACDA, KMEA, CBDNA, CODA, and MTOUL. The instructor of record for MUS 97 may approve credit for such concerts upon written request by the student or a faculty member.

In order to receive credit for these concerts, a student must submit a ticket stub (except in the case of a free concert) and program to the Instructor of Record for MUS 97. The student's name and ID number must be clearly written on the ticket stub and program submitted, and the ticket stub and program must be submitted within one week of the performance date.

Students may not receive recital attendance credit for convocations or other performances in which they participate as a performer.

Scholarships
Students in the School of Music who receive scholarships, performance awards, or work grants are expected to be among the most productive and visible students in the School of Music. They are expected to promote high standards of performance, excellence in academic studies, and be highly visible students in performing ensembles.

General Criteria
A minimum of a 3.0 semester GPA in music courses, a cumulative university GPA of 2.5, and full-time student status (12 earned credit hours) in a music major is required of all students to maintain an undergraduate music scholarship. If a student changes the applied area or degree emphasis, the student must re-audition for scholarship consideration. Scholarship students will be expected to enroll for applied

lessons on their principal instrument at the principal or major level (i.e. the 101, 103, 105, 111, or 113 sequence) for a minimum of 2 credit hours during each semester that they hold a music scholarship.

Scholarship students will also be expected to enroll in the principal ensemble for their instrument during each semester they hold a music scholarship. Music Education majors will be exempt from the applied lesson and ensemble requirement during the student teaching semester. Awards will be cancelled for or during a semester if the student withdraws from classes or drops below full-time status (12 credit hours), and the student will be required to repay that money to the University.

Annual Review
Students receiving a music scholarship will be reviewed at the end of each semester. The review will include recommendations from the applied, ensemble, music theory, music history, and major area faculty as applicable to the individual student degree plan. Data based on progress toward the degree, musical progress, and general academic performance will be considered. Adjustments to scholarship awards may be made based on this joint review and recommendation. Any students with Incomplete grades will have their scholarship put on hold until the Incompletes are removed and the GPA recalculated. PLEASE NOTE: If scholarship funds have already been disbursed and your scholarship is reduced or revoked, a balance will be generated and you will be responsible for paying that money back to the University of Louisville. Violations of either the University of Louisville *Code of Student Conduct or the Code of Students Rights and Responsibilities* may result in either the reduction or loss of a scholarship.

Probationary Status/Revocation of Scholarship Awards
Undergraduate students not meeting the "General Criteria", including resolution of course incompletes in any semester, but maintaining a semester GPA in music of at least 2.75, a cumulative university GPA of at least 2.5, and earn 12 credit hours are subject to a one-semester probationary period that includes a reduction of 20% of the award. Students not meeting the "General Criteria" for two consecutive semesters shall have their scholarship revoked. Once a scholarship is revoked, any future scholarship consideration will be based on a new audition and a review by the Scholarship Committee and the Dean.

Undergraduate Scholarships for Current Students
Current students who are pursuing a music major at the University of Louisville may request consideration for a new music performance scholarship or an increase in their current award by submitting a petition to the Scholarship Committee.

Students should submit a petition to the Scholarship Committee no later than November 1 in a fall semester or April 1 in a spring semester. The petition should include a letter of request from the student and a letter of support from the student's applied teacher. Both letters should be submitted together to the Admissions Counselor.

Scholarship decisions will be made during the first week of June for fall awards and the first week of January for spring awards. Students will be notified of petition decisions by mail.

School of Music scholarships are not the only aid available to you. The University of Louisville offers several scholarships for students regardless of major and is committed to making college affordable for its students. More than 50% of UofL students receive financial aid in the form of scholarships, grants, loans, and/or work- study programs. For more information, deadlines, and to request application materials, call UofL Financial Aid at 852-5511, or visit the UofL Scholarship web site.

Acceptance of Financial Aid from the School of Music at UofL
The School of Music is a member of the National Association of Schools of Music (NASM) and observes the Association's Code of Ethics. With regard to offers of financial aid, the School of Music has adopted the following statement that governs the offering and acceptance of financial aid:

> In accepting this offer of financial aid from the University of Louisville School of Music, I understand that there is a mutual commitment on the part of myself and the institution. Therefore, I agree that after May 1 of the calendar year of matriculation into an undergraduate-level program, or after April 15 of the calendar year of matriculation into a graduate-level program, I will not consider any offer from an institutional member of NASM for the academic year 2019-2020 except with the express written consent of the music executive of the University of Louisville.

In addition, the University of Louisville operates under the following institutional guidelines as a whole:

> This award can be combined with institutional aid up to the University's total direct cost of attendance plus a stipend. Direct costs include tuition, room, board, and books. The University of Louisville is required to adhere to all federal, state, and institutional guidelines. If your aid package is adjusted as a result, you will receive notification in your University email. Policy information is available online at http://louisville.edu/financialaid.

Protecting Your Vocal and Neuromusculoskeletal Health

Adapted from recommendations by the National Association of Schools of Music (NASM) and Performing Arts Medicine Association (PAMA)

Protecting your vocal health

- Vocal health is important for all musicians and essential to lifelong success for singers.
- Understanding basic care of the voice is essential for musicians who speak, sing, and rehearse or teach others.
- Practicing, rehearsing, and performing music is physically demanding and musicians are susceptible to numerous vocal disorders.
- Many vocal disorders and conditions are preventable and/or treatable.
- Sufficient warm-up time is important. Begin warming up mid- range and then slowly work outward to vocal pitch extremes.
- Proper alignment, adequate breath support, and correct physical technique are essential.
- Regular breaks during practice and rehearsal are vital in order to prevent undue physical or vocal stress and strain.
- It is important to set a reasonable limit on the amount of time that you will practice in a day.
- Avoid sudden increases in practice times.
- Know your voice and its limits and avoid overdoing it or misusing it.
- Maintain healthy habits. Safeguard your physical and mental health.
- Drink plenty of water in order to keep your vocal folds adequately lubricated. Limit your use of alcohol and avoid smoking.

- Day-to-day decisions can impact your vocal health, both now and in the future. Since vocal strain and a myriad of other injuries can occur in and out of school, you also need to learn more and take care of your own vocal health on a daily basis. Avoid shouting, screaming, or other strenuous vocal use.
- If you are concerned about your personal vocal health, talk with a medical professional.
- If you are concerned about your vocal health in relationship to your program of study, consult the appropriate contact person at your institution.

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

Protecting Your Neuromusculoskeletal Health

- Neuromusculoskeletal health is essential to your lifelong success as a musician.
- Practicing and performing music is physically demanding and musicians are susceptible to numerous neuromusculoskeletal disorders.
- Some musculoskeletal disorders are related to behavior, others are genetic, still others are the result of trauma or injury. Some genetic conditions can increase a person's risk of developing certain behavior-related neuromusculoskeletal disorders.
- Many neuromusculoskeletal disorders and conditions are preventable and/or treatable.
- Sufficient physical and musical warm-up time is important.
- Good posture and correct physical technique are essential.
- Regular breaks during practice and rehearsal are vital in order to prevent undue physical stress and strain.
- It is important to set a reasonable limit on the amount of time that you will practice in a day.
- Avoid sudden increases in practice times.
- Know your body and its limits, and avoid "overdoing it."
- Maintain healthy habits. Safeguard your physical and mental health.
- Day-to-day decisions can impact your neuromusculoskeletal health, both now and in the future. Since muscle and joint strains and a myriad of other injuries can occur in and out of school, you also need to learn more and take care of your own

neuromusculoskeletal health on a daily basis, particularly with regard to your performing medium and area of specialization.
- If you are concerned about your personal neuromusculoskeletal health, talk with a medical professional.
- If you are concerned about your neuromusculoskeletal health in relationship to your program of study, consult the appropriate contact person at your institution.

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

Protecting Your Hearing Health

NASM-PAMA Student Information on Noise-Induced Hearing Loss

- Hearing health is essential to your lifelong success as a musician.
- Your hearing can be permanently damaged by loud sounds, including music. Technically, this is called Noise-Induced Hearing Loss (NIHL). Such danger is constant.
- Noise-induced hearing loss is generally preventable. You must avoid overexposure to loud sounds, especially for long periods of time.
- The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms.
- Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing.
- Risk of hearing loss is based on a combination of sound or loudness intensity and duration.
- Recommended maximum daily exposure times (NIOSH) to sounds at or above 85 dB are as follows:
- 85 dB (vacuum cleaner, MP3 player at 1/3 volume) – 8 hours
- 90 dB (blender, hair dryer) – 2 hours
- 94 dB (MP3 player at 1/2 volume) – 1 hour
- 100 dB (MP3 player at full volume, lawn mower) – 15 minutes
- 110 dB (rock concert, power tools) – 2 minutes
- 120 dB (jet planes at take-off) – without ear protection, sound damage is almost immediate
- Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of hearing loss. Be mindful of those MP3 earbuds. See chart above.

- The use of earplugs and earmuffs helps to protect your hearing health.
- Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily, even hourly basis.
- It is important to follow basic hearing health guidelines.
- It is also important to study this issue and learn more.
- If you are concerned about your personal hearing health, talk with a medical professional.
- If you are concerned about your hearing health in relationship to your program of study, consult the appropriate contact person at your institution.

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

V. SCHOOL OF MUSIC BUILDING POLICIES

Bad Weather Schedule
At times during the winter, bad weather may force a change in class schedules. Schedules for delayed class schedules can be found online at louisville.edu.

Building Hours
During Fall and Spring semesters, the Music Building will be open the following hours (subject to change during holidays, breaks, and final exams):

Monday-Friday	7am - 10pm
Saturday	9am - 6pm
Sunday	1pm - 10pm

DAILY CARDINAL CARD ACCESS IS PERMITTED FOR ALL MUSIC MAJORS UNTIL MIDNIGHT. Music majors are permitted to remain in the building until 2:00 AM and may enter the facility through the South Wing entrance, only until midnight. During this time, please do not open the doors for anyone to enter with your card. Everyone who needs access should receive their own card. Please make sure the doors close behind you to keep everyone safe.

Cardinal Card access for new students is programmed during the first few weeks of the semester. All returning students automatically retain access once the semester begins (nothing is needed). An email will be sent out as soon as new student programming is complete. If you have any problems after that email is received, please notify Angela Keene in Room 150B. During holidays, the School of Music will have card access only, as doors will remain locked.

Once you receive your Cardinal Card (or receive a new one after a loss/theft), please notify Angela Keene, Room 150B, to have the card entered into the system for use. During holidays, the School of Music will have card access only as the doors will remain locked.

During normal building hours, a student building guard will be available each evening and on weekends to provide information, assist with equipment, and to be available for emergency situations. In the event of an emergency and the building guard cannot be located, please notify the University Department of Public Safety at 852-6111.

Building Regulations

Student Lounge

A student lounge is located on the first floor of the South Building. It is the only area where eating and drinking are permitted. Please help keep the lounge clean and presentable for others by disposing of your refuse when you leave. This area is maintained for your use and comfort.

Smoking

The University of Louisville is a smoke-free campus. Please help keep the area around the School of Music building clean by disposing of materials in proper containers and refrain from smoking on university grounds. People who choose to smoke on sidewalks along city streets must be at least 50 feet from entrances to university buildings. For more information, please visit https://louisville.edu/smokefree/students/.

Eating and Drinking

Eating and drinking are not permitted in classrooms, rehearsal halls, practice rooms, performance halls, or hallways. Please confine this activity to the Studen*t Lounge.*

Bulletin Boards and TV Monitors
Bulletin boards and TV monitors are located in many areas around the Music Building. Several of the bulletin boards are designed for specific area or departmental notices. Learn where notices for your area will be posted. This will allow you to communicate most effectively with day-to-day changes in your department. Notices MUST NOT be posted on walls, glass, windows, elevators, doorways, painted or wood surfaces. The monitors are located in the main lobby and the vending area. Not only do they post current and upcoming events, they allow for viewing of recitals outside the recital halls.

Dwight D. Anderson Memorial Music Library
Founded in 1947, the mission of the Library is to support the curricular and research needs of School of Music students and faculty, as well as the needs of music-related studies throughout the University. The Library is housed on three floors of the School of Music building and is the largest facility of its type in the state. The library is staffed by 2 full-time music librarians and 3 full-time support staff. The Music Library's collection includes over 170,000 volumes of books, periodicals, and printed music and over 25,000 recordings and videos. In addition, the library subscribes to a large number of electronic resources, including online journals and streaming audio databases. Among the special collections housed in the Library are archival materials related to music in Kentucky, the Isidore Philipp Archive, the UofL Concert and Recital Collection, and all materials related to the Grawemeyer Award for Music Composition. A collection of eighteenth and early nineteenth- century prints and manuscripts owned by the Ricasoli family of Tuscany is also housed in the library's archives. An extensive listening area is located in the library along with computers to access online resources. Library materials can be checked out by all UofL students, faculty, and staff. The Cardinal Card serves as a library card. During regular Fall and Spring terms, the library is open 68 hours per week.

Monday-Thursday	8:00am-8:00pm
Friday	8:00am-5:00pm
Saturday	12:00pm-5:00pm
Sunday	1:00pm-7:00pm

NOTE: Schedule subject to change during holidays, breaks, and final exams.

Lockers
Lockers are available in various locations in the Music Building for a fee of $5 per academic year. Cardinal Cash is the only acceptable form of payment for this fee. Only locks supplied by the School of Music are permitted. Any other lock will be removed without notice and contents discarded. By April 30, all lockers must either be renewed for the next academic year, or cleaned out, and lock returned. For all your locker rental and renewal needs, please see Angela Keene, Facilities Coordinator (Room 150B).

Practice Rooms
Open practice rooms in the School of Music are available on a first-come, first-served basis for use by students at UofL who are enrolled as music majors or for non-majors who are enrolled in applied music courses. Open practice rooms do not require a key and include: 168, 169, 171, 172, 173, 175, 176, 180, 181, 182, 183, 184, 185, 186, 190, 191, 271, 272, 273, 275, 276, 277, 279, 280, 284, 285, 286, 287, 288, 289, 290, 294, & 295.

Piano, percussion, drum-set, harp, and organ rooms require a key. Storage of the following instruments also requires a key: tuba, euphonium, double bass, reed making, and string methods. Each key checked out requires a $20 deposit for the academic year. Cardinal Cash is the only acceptable form of payment for the deposit. All keys are required to be returned at the end of the academic year by the posted due date (typically the last day of exams). Students who fail to return the keys by the posted dates will forfeit their deposits and will have a hold placed on their account until the key is returned. Lost keys will result in the forfeit of the deposit and will require another deposit to obtain another key. For safety and security reasons, personal items must not be left in practice rooms. To make arrangements for practice or storage room keys, please see Angela Keene, Facilities Coordinator (Room 150B).

Recital Hall Usage
Students may contact the Building Manager to request recital rehearsal space use not more than five days in advance and only for one hour at a time. Final decision concerning priority rests with the Dean's Office.

Security System
The University of Louisville Department of Public Safety has installed an electronic alarm system for safety and security which will summon immediate aid should you become physically disabled or feel threatened by an intruder or

assailant while you are in the building. Emergency push button stations are installed in practice rooms, dance studios, and women's restrooms throughout the building.

Students and faculty should be aware of individuals in the Music Building who are unknown, who appear not to be students, or who have no business in the building. Do not approach them; instead report their presence immediately to the Dean's Office or, if appropriate, notify the Public Safety Office (852-6111).

NOTE: Teaching in the Music Building is strictly prohibited except under the auspices of the Community Music Program or collegiate programs of the School of Music.

NOTES