Academic Policy Handbook

Description

Sections:

01.00 Calendars & Schedules

02.00 Academic Policy – All Students

03.00 Academic Integrity – All Students

04.00 Undergraduate Academic Policy & Curriculum

05.00 Graduate Academic Policy

06.00 Graduate Professional Curricula (MM, DMA)

07.00 Graduate Research Curricula (MA, PhD)

08.00 Graduate Concurrent Degrees and Double Majors

09.00 Non-Matriculated Programs

01.00 Calendars & Schedules

01.01 Academic Calendars

[back to top]

02.00 Academic Policy – All Students

02.01 General Information

02.01.01 Mission Statement

02.02 Accreditation

02.03 List of Degree Programs and Codes

02.04 Diversity
02.05 **Registration and Enrollment**

02.05.01 **Registration and Late Fees**

02.05.02 **Immunization Requirements**

02.05.03 **Drop/Add Period**

02.05.04 **Withdrawing from Courses**

02.05.05 **Auditing a Course**

02.05.06 **Status by Division and Class**

02.05.07 **Time Status**

02.05.08 **Changes to Enrollment Status**

02.05.08.01 **Inactive Status**

02.05.08.02 **Withdrawal From the Eastman School**

02.05.09 **Enrollment Verification**

02.05.09.01 **Degree Verifications**

02.05.10 **Considerations for International Students**

02.05.10.01 **English Language Requirements**
02.06 Academics

02.06.01 Academic Advising

02.06.02 Attendance

02.06.03 Independent Studies

02.06.04 Secondary Lessons for Eastman Students

02.06.05 Change of Major

02.06.06 Courses at Other Schools within the University of Rochester

02.06.07 Special Accommodations for Students with Disabilities

02.06.08 Assessments and Grading

02.06.08.01 Juries and Recitals

02.06.08.02 Examinations

02.06.09 Incomplete Grades

02.06.10 Academic Transcripts, Grade Reports, Diplomas

02.06.11 Degree Audits for BM, MM, and MA students

02.07 Confidentiality, Directory Information and Email

02.07.01 Confidentiality of Student Records
02.07.02 Directory Information

02.07.03 Email as Official Means of Communication with Students

02.08 Instruction for Non-Eastman University of Rochester Students

02.08.01 Private Lesson Instruction

02.08.01.01 Eligibility

02.08.01.02 Registration Process

02.08.01.03 Student Responsibilities

02.08.02 Other Courses

02.09 Non-Matriculated Students

02.09.01 Eligibility and Application Procedures

02.09.02 Visiting Student Program

02.10 Student Financial Aid

02.10.01 Minimum Requirements for Merit-Based Financial Aid

02.10.02 Change of Registration Status (and Impact on Financial Aid)

02.10.03 Requests for Additional Financial Assistance

02.12 Diploma Programs of Study
02.12.01 Orchestral Studies Program in Strings

02.12.02 Sacred Music Diploma

02.12.03 Ethnomusicology Diploma

02.14 Mandatory Health Fee

02.15 Health Insurance

02.16 Student Health Insurance Options Process

02.17 Teacher Certification in New York State

02.18 Grievance Policy

02.19 Guidelines for Physical Contact During Lessons and Other Instructional Activities

[back to top]

03.00 Academic Integrity – All Students

03.01 Academic Integrity at Eastman – Introduction

03.01.01 Student Responsibilities

03.01.02 Faculty Responsibilities

03.02 Academic Integrity Committee

03.03 Process and Procedures

03.04 Records

[back to top]

04.00 Undergraduate Academic Policy & Curriculum
04.00 General

04.00.01 Residency requirements

04.00.02 Continuous Undergraduate Registration

04.00.03 Re-admission to the Undergraduate Degree Program

04.01 Curriculum

04.01.01 Core curriculum

04.01.01.01 Performance component

04.01.01.02 Music academic component

04.01.01.03 Colloquium (EIC101)

04.01.01.04 Humanities/Science elective component

04.01.01.05 Humanities/Science: Non-English Language Requirement for Music Education Majors

04.01.02 Departmental requirements

04.01.02.01

04.01.02.02 Composition

04.01.02.03 Jazz Performance

04.01.02.04 Jazz Writing

04.01.02.05 Music Education – General

04.01.02.06 Music Education – Instrumental

04.01.02.07 Music Education – Vocal

04.01.02.08 Musical Arts

04.01.02.09 Theory

04.01.03 Variations from the prescribed programs of study

04.02 Course Load

04.03 Transfer credit for matriculated students who enter as first-time freshmen

04.04 Advanced standing
04.04.01 **Theory**

04.04.02 **Humanities/science electives**

04.04.03 **Advanced placement (AP)**

04.04.04 **Double majors**

04.05 **Set-aside Credit towards Graduate Study**

04.06 **Double majors**

04.06.01 **FORTE program**

04.07 **Minors and certificates (non-music)**

04.08 **Transfer students**

04.08.01 **Minimum residency requirement**

04.08.02 **Determination of class standing**

04.08.03 **Transfer credit for transfer students**

04.09 **Dual degree program**

04.09.01 **General guidelines**

04.09.02 **Satisfactory progress for dual degree students**

04.09.03 **Special academic arrangements**

04.09.04 **Requirements for graduation/Degree conferral**

04.10 **Special programs**
04.10.01 Take Five Scholars Program

04.10.02 Kauffman Entrepreneurial Year (KEY) Program

04.10.03 Study Abroad Transfer Credit

04.10.04 Eastman Initiatives Curriculum Internship

04.11 Absence policy

04.12 Grading policies and procedures

04.12.01 Grades, points and credit

04.12.02 Repeating Courses for Credit

04.12.03 Dean’s List

04.13 Progress towards degree completion

04.13.01 Minimum standards for satisfactory academic progress

04.13.02 Financial Aid and Academic Warning

04.13.03 Suspension

04.13.04 Appeals

04.13.05 Financial Aid and Academic Probation

04.13.06 Academic Action Plans

04.13.07 Impact on merit-based aid

04.13.08 Other Forms of Academic Probation

04.13.08.01 Departmental Probation
04.13.08.02 Performance Probation
04.13.08.03 Music Teaching and Learning Probation
04.13.08.04 Theory Probation
04.13.08.05 English As A Second Language Probation

04.13.09 Dismissal
04.13.10 Scholarship Aid Eligibility
04.13.11 Academic Progress Requirements for State Aid Programs

04.14 Graduation/Commencement
04.14.01 Marching on completion
04.14.02 Graduation Honors

[back to top]

05.00 Graduate Academic Policy

05.01 Residency
05.02 Continuous Graduate Registration
05.03 Orientation, Placement Examinations, and Remediation
05.04 Graduate Transfer Credit
05.05 Graduate Credit and Grading
05.06 Satisfactory Academic Progress
   05.06.01 Financial Aid Warning
05.06.02 Appeals
05.06.03 Financial Aid Probation
05.06.04 Dismissal
05.07 Eligibility for Graduate Scholarships and Stipends
05.08 Graduate Scholarships and Stipends Benefits
05.09 Graduation
05.10 Graduate Calendar
05.11 Graduate Student Association
05.12 Resolving Problems
05.13 Reinstatement into Graduate Degree Program

06.00 Graduate Professional Curricula (MM, DMA)

06.01 General Information

06.01.01 Graduate Professional Division
06.01.02 Ensemble Participation
06.01.03 Graduate Juries
06.01.04 Graduate Recitals

06.02 The Master of Music Degree

06.02.01 List of Majors offered within the MM Degree
06.02.02 Residency & Time Limits for MM Degrees
06.02.03
Placement Examinations, Listening Exam, and Remedial Courses (MM)

06.02.04 MM Elective Course Restrictions

06.02.05 MM – Major in Composition

06.02.06 MM – Major in Conducting

06.02.07 MM – Major in Early Music (Emphasis in Historical Plucked Instruments)

06.02.08 MM – Major in Jazz Studies & Contemporary Media

06.02.09 MM – Major in Music Education

06.02.09.01 MM – Major in Music Education (leading to New York State Initial plus Professional Certification in Music)

06.02.10 MM – Major in Opera (Stage Directing)

06.02.11 MM – Major in Performance and Literature

06.02.12 MM – Major in Piano Accompanying and Chamber Music

06.03 The Doctor of Musical Arts Degree

06.03.01 Continuation from MM to DMA Degree

06.03.02 List of Majors within the DMA Degree

06.03.03 Residency & Time Limits (DMA)

06.03.04 Remedial Courses (DMA)
06.03.05 Program of Study – General Information (DMA)

06.03.06 Lecture Recital (DMA)

06.03.07 Comprehensive Exam & Candidacy (DMA)

06.03.08 Dissertation/Doctoral Research Project

06.03.09 DMA – Major in Composition

06.03.10 DMA – Major in Conducting

06.03.11 DMA – Major in Early Music (Emphasis in Historical Plucked Instruments)

06.03.12 DMA – Major in Jazz Studies & Contemporary Media

06.03.13 DMA – Major in Music Education

06.03.14 DMA – Major in Performance & Literature

06.03.15 DMA – Major in Piano Accompanying & Chamber Music

[back to top]

07.00 Graduate Research Curricula (MA, PhD)

07.01 General Information – MA and PhD degrees

07.02 The Master of Arts Degree

07.02.01 List of Majors – MA
07.02.02  Residency & Time Limit – MA

07.02.03  Applied Music Study – MA

07.02.04  MA – Major in Composition

07.02.05  MA – Major in Music Education

07.02.05.01  MA – Major in Music Education (leading to New York State Initial plus Professional Certification in Music)

07.02.06  MA – Major in Musicology

07.02.07  MA – Major in Ethnomusicology

07.02.08  MA – Major in Music Theory

07.02.09  MA – Major in Pedagogy of Music Theory

07.02.10  MA â€“ Major in Music Leadership

07.03  The Doctor of Philosophy Degree

07.03.01  List of Majors – PhD

07.03.02  Residency & Time Limit – PhD

07.03.03  Foreign Language Requirements – PhD

07.03.04  Transcripts

07.03.05  Program of Study – PhD
07.03.06 Candidacy & Qualifying Exam – PhD

07.03.07 Dissertation & Final Examination – PhD

07.03.07.01 Dissertation Proposal Procedures – PhD

07.03.08 PhD – Major in Composition

07.03.09 PhD – Major in Music Education

07.03.10 PhD – Major in Musicology

07.03.11 PhD – Major in Music Theory

08.00 Graduate Dual Degrees and Double Majors

08.01 General Information

08.02 PhD and DMA Major Combinations

09.00 Non-Matriculated Programs

09.01 Advanced Diploma in Performance

09.01.01 Emphasis

09.01.02 Prerequisites

09.01.03 Curriculum