Rutgers University
Mason Gross School of the Arts
Department of Music

Undergraduate Student Handbook
2026-2027

Introduction

The Mason Gross School of the Arts was established in 1976 as the arts conservatory of Rutgers, The State University of New Jersey, and in 1981, the Department of Music joined the school. The department offers a comprehensive music program within the context of a public research university, and serves a diverse student body of approximately 400 graduate and undergraduate students from a wide range of specializations and backgrounds. The Mason Gross School of the Arts varied music degree programs share a common aim: to develop well-educated music professionals who have a thorough historical, cultural, and theoretical understanding of all aspects of music.

The purpose of this handbook is to provide basic information about the undergraduate degree programs offered through the Department of Music at the Rutgers University Mason Gross School of the Arts.

Information, policies, and procedures included in this handbook are subject to change. The handbook will be updated on a yearly basis.

Important: The degree requirements for an individual student are those that are in effect when the student begins the Bachelor of Music program or the Bachelor of Arts Music Major. Questions about information in this handbook should be directed to the Department of Music Undergraduate Advisor.

Students are responsible for:

- Knowing information, policies, and procedures included in this handbook;
- Providing the Department of Music with up-to-date contact information;
- Regularly checking his/her/their assigned mailbox in the Marryott Music Building;
- Regularly checking his/her/their Rutgers email; personal email accounts should be linked to the Rutgers email account.

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This handbook is available online at the Department of Music Website:

https://sites.rutgers.edu/mgsa-music-resources/

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Directory

Feel free to contact any of the following personnel for assistance at any time.

Department of Music

Director Amanda Eubanks Winkler	ale89@mgsa.rutgers.edu	848-932-8860
Associate Director Maureen Hurd	mlhurd@mgsa.rutgers.edu	848-932-8862
Associate Director, Creative Activities & Operations Academic Affairs & Curriculum Nicholas Chong	nchong@mgsa.rutgers.edu	848-932-1596
Coordinator of Graduate Studies Robert Grohman	rgrohman@mgsa.rutgers.edu	848-932-9272
Music Undergraduate Advisor Ellen Leibowitz	ellenlei@mgsa.rutgers.edu	848-932-9220
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Front Office Manager Jennifer Guarino	jg1762@mgsa.rutgers.edu	848-932-3848
Ensemble, Instrument, and Special Event Manager Christopher Delgado	cdelgado@mgsa.rutgers.edu	848-932-1167
Business Assistant Ximena Dilizia	xdilizia@mgsa.rutgers.edu	848-932-8788
Operations Coordinator/Concert Bureau J.J. Cooper	jjcooper@mgsa.rutgers.edu	848-932-7808
Music & Performing Arts Librarian Bret McCandless	bm885@libraries.rutgers.edu	848-932-6163
Staff Piano Technician Glen Bingham	gbingham@mgsa.rutgers.edu	
Production Stage Manager Adam Klein	ak2035@mgsa.rutgers.edu	848-932-1349
Accompanist Coordinator Karina Bruk	bruk@mgsa.rutgers.edu	848-932-8839
Orchestral/Bands Librarian Tasha Schapiro	ts1512@mgsa.rutgers.edu	

Area Heads

Director of Bands Todd Nichols	toddnj@mgsa.rutgers.edu	
Director of Choral Activities Brandon Williams	bwilliams@mgsa.rutgers.edu	848-932-1393
Head of Brass Studies Kenneth DeCarlo	kendecarlo@mac.com	848-932-1167
Head of Music Education Stephanie Cronenberg	ssc142@mgsa.rutgers.edu	848-932-1781
Head of Composition Studies Scott Ordway	sordway@mgsa.rutgers.edu	
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Administrative Director of Jazz Studies Mark Stasio	mstasio@mgsa.rutgers.edu	
Head of Keyboard Studies Min Kwon	mkkwon@mgsa.rutgers.edu	732-932-6531
Head of Music Theory Nancy Rao	ryh@mgsa.rutgers.edu	848-932-1549
Head of Musicology Douglas Johnson	djohnson@mgsa.rutgers.edu	848-932-1512
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Head of String Studies Jonathan Spitz	jspitz@mgsa.rutgers.edu	848-932-4225
Head of Voice Studies Eduardo Chama	echama@mgsa.rutgers.edu	848-932-1898
Head of Woodwind Studies Maureen Hurd	mlhurd@mgsa.rutgers.edu	848-932-8862

Mason Gross School of the Arts – Office of the Dean

Dean		
Michael Kim	mk2825@mgsa.rutgers.edu	848-932-5237
Associate Dean for Academic Affairs		
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Krista Schnatter		
Director of Operations and Events		
Maritza McGraw	mbaez@mgsa.rutgers.edu	848-932-5238
Director, Rutgers Arts Online		
Kevin Bott	kevin.bott@rutgers.edu	

University Academic Calendar

2026-2027 Academic Calendar

Fall Semester Begins	Tuesday, September 1
Regular Saturday Classes Start	Saturday, September 5
Changes in Designation of Class Days	Tuesday, September 8 (Monday Classes) *no classes on Labor Day
	Wednesday, November 25 (Friday Classes) *Thanksgiving
Thanksgiving Recess	Thursday, November 26 - Sunday, November 29
Regular Classes End	Thursday, December 10
Reading Days	Friday, December 11 & Monday, December 14
Fall Exams Begin	Tuesday, December 15
Fall Exams End	Tuesday, December 22
Winter Session Begins	Wednesday, December 23
Winter Session Ends	Friday, January 15, 2027
Spring Semester Begins	Tuesday, January 19, 2027
Spring Recess Begins	Saturday, March 13
Spring Recess Ends	Sunday, March 21
Regular Classes End	Monday, May 3
Reading Days	Tuesday, May 4 Wednesday, May 5
Spring Exams Begin	Thursday, May 6
Spring Exams End	Wednesday, May 12
University Commencement	Sunday, May 16
Summer Session Begins	Tuesday, June 1
Summer Session Ends	Wednesday, August 18

The calendar with registration deadlines can be found at:

https://nbregistrar.rutgers.edu/undergrad/calendar.htm

Useful Websites and Resources

General

Rutgers Concert Bureau

The Rutgers Concert Bureau provides students with performance-related job opportunities including engagements for Rutgers events, weddings, corporate events, library concerts, and private parties. For more information on Concert Bureau opportunities, or if interested in hiring musicians for an event, email the Concert Bureau Manager J.J. Cooper at concertbureau@mgsa.rutgers.edu

ArtData, MGSA Performance Calendar

For a complete listing of all Mason Gross School of the Arts performances and activities, the MGSA calendar can be found at:
https://airtable.com/appPgIg4Umi4ICSvz/shr95kWC8TaMTvf0b/tbliUd8iRYOhjye6Z

Piano Maintenance

Piano maintenance is overseen by the MGSA Piano Technician, Glen Bingham. Issues with pianos (tuning requirements, malfunctioning, parts replacement, moving) should be brought to his attention by either logging the issue on the Piano Maintenance Log in the Front Office or by emailing him directly at gbingham@mgsa.rutgers.edu

Online Directory

Contact information for all Rutgers University students, faculty, and staff can be searched via https://search.rutgers.edu/people.html

RUID

All students are assigned an RUID number when accepted to the University. The RUID serves as the main identification number for students. Students must know their RUID number for registration purposes and for setting up a NetID (which is used to access all electronic services at Rutgers).

In order to obtain an RUID or to retrieve a forgotten RUID number, go to:
http://nbregistrar.rutgers.edu/undergrad/ruid.htm

NetID

All faculty, staff, students, and guests are also assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available at Rutgers, the Rutgers NetID must be activated. The assigned NetID will appear on the activation screen. NetID activation and management, as well as password management and email management, is accessible at the following website:
https://netid.rutgers.edu/index.htm

Student ID Cards

The RUConnection card is the sole identification card issued to Rutgers faculty, staff, students, guests, and other individuals who have an official affiliation with Rutgers, The State University of New Jersey. This unified photo ID card serves as the primary form of identity verification throughout the University. The locations for applying for the ID card can be found at:
https://ipo.rutgers.edu/publicsafety/iam/student-id

RUHere

Students must use *RUHere* every semester to confirm their attendance at the University. Failure to complete the RUHere process will result in the cancellation of course registration and financial aid. Students can complete the process and find more information here: https://scarlethub.rutgers.edu/registrar/registration/ruhere-confirmation/

One Stop

The One Stop is an integrated and coordinated cross-functional service in the areas of financial aid, student accounts, and registration.
https://rutgers.my.site.com/OneStopPortal/s/New-Brunswick

MyRutgers

The MyRutgers portal is a homepage for computing services, academic resources, campus services and information, employee services, campus life information, and campus news. It is accessible at https://my.rutgers.edu/portal/ by logging in with the NetID.

Resources for Student Success

Success.rutgers provides information and links for a variety of academic and other support systems at Rutgers; including financial aid, health and wellness, learning and career resources and more. https://success.rutgers.edu/

ScarletMail and ScarletApps

School email, calendar, and a cloud-based word processing platform are administered through Google Apps for Education. Students are required to maintain and check their Rutgers email account regularly so that administrators and faculty can maintain active communication with all students; students should link their ScarletMail email to their personal email account. The default email address which is assigned to all students is in the form [NetID]@scarletmail.rutgers.edu. Email aliases can be set up at the following website: https://netid.rutgers.edu/index.htm

To activate ScarletMail and ScarletApps, go to: https://oit.rutgers.edu/scarletapps

Office of Information Technology – Help Desk

Issues concerning computing technology, access to electronic services, or general questions about computer access on campus should be addressed to the Office of Information Technology. The office's main website is https://it.rutgers.edu/.

To contact the Help Desk, call 848-445-4357, email help@oit.rutgers.edu, or schedule an appointment using their calendar here. Information and hours are available at: https://oit-nb.rutgers.edu/service/help-desk.

RUWireless and RUWireless Secure

Rutgers University has wireless network access in many areas of all Rutgers University campuses. All University students, faculty, staff, as well as sponsored guests, are able to use the RUWireless system throughout the campuses.

RUWireless is an open wireless network that only encrypts the login credentials (NetID and password). All other data is unencrypted. This network is used for initially connecting and configuring RUWireless Secure and for unencrypted wireless access for Rutgers guests who do NOT have a NetID and password.

RUWireless Secure is the preferred encrypted wireless network. It requires an initial one-time configuration for each device and then allows a secure, automatic connection for that device. RUWireless Secure is available anywhere RUWireless is broadcast; however, the RUWireless Secure network will not be visible if the initial configuration is not completed.

To set up a computer, smartphone, or other device for access to these wireless networks, go to: https://ruwireless.rutgers.edu/

Academic Resources & Support

Writing Support and ELL Services
The Rutgers Writing Program is a free resource available to students, offering both tutoring and courses. Students who need extra help with English language and writing skills should consult the following resources, which have a variety of services to help students with their writing courses and/or for whom English is a learned language.

Rutgers Writing Program http://wp.rutgers.edu/
Writing Centers Tutoring in the Learning Centers

Learning Center
The Learning Centers provide centralized academic support services to cultivate students' skills, strategies, and behaviors that lead to academic persistence and lasting success. Services include: peer tutoring, writing tutoring, coaching, academic workshops, and study groups.
https://rlc.rutgers.edu/

Canvas
Canvas is a cloud-based learning management system where students can access information from the Office of Advising and Student Success and share and access course-related documents, syllabi, submit assignments, and receive grades and class announcements.
https://canvas.rutgers.edu/

Student Instructional Rating Survey (SIRS)
SIRS is the principal platform where students can evaluate courses and instructors at the end of each semester. SIRS results can be accessed at https://sirs.ctaar.rutgers.edu/

Transcripts
The student unofficial transcript and grades system is accessible at:
https://sis.rutgers.edu/tags/

Official transcripts can be requested at: https://transcripts.rutgers.edu/transcripts/index.html

Office of Disability Services
The Office of Disability Services (ODS) is dedicated to ensuring that all Rutgers University students have equal opportunity for access and participation in the University's courses, programs, activities, services, and facilities. The University recognizes that diverse abilities are a source of strength, empowerment, and enrichment for the entire University community, and ODS is committed to the elimination of physical, instructional, and attitudinal barriers by promoting awareness and understanding throughout the University community.

Information about the Office of Disability Services is accessible at:
https://ods.rutgers.edu/our-office

Financial

Office of Student Accounting, Billing, and Cashier Services
Information about the Office of Student Accounting, Billing, and Cashier Services is accessible at https://studentabc.rutgers.edu/

Tuition and Fees
Information regarding tuition and fees can be found here:
https://studentabc.rutgers.edu/tuition-fees/tuition-and-fees-0

Information about Housing costs can be found here:
http://ruoncampus.rutgers.edu/rates-and-billing/

Office of Financial Aid
Information about the Office of Financial Aid is accessible at https://financialaid.rutgers.edu/

The office address and phone number are:

One Stop Student Services Center
Busch Campus — Proctor Hall
65 Davidson Road
Piscataway, NJ 08854
Phone: 848-932-7057
Hours of Operation: Monday-Thursday 8:30am-4:30pm; Friday 11am-4:30pm

Bills and Payments
Within approximately one week of registration, a student's term bill will become available electronically. Students may pay the term bill online at https://finservices.rutgers.edu/otb/. Students who do not pay their term bill by the due date listed on the term bill risk losing their places in courses.

Tuition Remission
Information for students who receive tuition remission can be found HERE.

Student Health Insurance
Full-time student tuition bills include a fee for the Rutgers University Health Services and BASIC Insurance. Part-time students may pay this fee and enjoy the same benefits.

All registered international students must either **waive or enroll** in the Student Health Insurance Plan each semester. Failure to complete an enrollment or waiver before the deadline each semester will result in the student being automatically enrolled in the Student Health Insurance Plan for the term.

For more details visit:
Health Insurance | Rutgers

In-State Residency
Because tuition varies based on in-state or out-of-state status, students may be interested in establishing New Jersey residency. It is University policy that legal residency must be established for 12 consecutive months prior to the date of enrollment. However, students have often been granted recognition of New Jersey residency despite having lived in the state for fewer than 12 months. To request a change of residency status, students must submit a request to the registrar. Information is available at:

https://financialaid.rutgers.edu/eligibility/proof-of-residency/

http://nbregistrar.rutgers.edu/undergrad/residency.htm

Registration

Online Schedule of Classes, Registration for Courses
Students may view the online schedule of classes for a given semester at https://sis.rutgers.edu/soc/

Electronic registration for courses can be completed through WebReg at http://webreg.rutgers.edu/

Undergraduate Registrar
The Office of the Registrar serves as the custodian of student academic records. The office provides and supports registration, transcripts and verifications, posting of grades and degrees, changes in residency, calendars, name and address changes, awarding of diplomas, as well as graduation and commencement information.
Information about the Office of the Registrar is accessible at https://nbregistrar.rutgers.edu/
For a list of contacts, see here: https://nbregistrar.rutgers.edu/reg-tele.htm

The Registrar office address is:

One Stop Student Services Center
Busch Campus — Proctor Hall
65 Davidson Road

Piscataway, NJ 08854
Phone: 848-932-7057
Hours of Operation: Monday-Thursday 8:30am-4:30pm; Friday 11am-4:30pm

Withdrawal and Tuition Refunds

If a student wishes to withdraw from courses or from the program entirely, it may be possible to get a full or partial tuition refund if students withdraw from registered courses by specific deadlines. Information about the registration calendar is accessible at the following website: https://nbregistrar.rutgers.edu/undergrad/f25prereg.htm

Procedures for withdrawal are outlined at the following webpage: https://finance.rutgers.edu/node/246

International Students

Information and guidance for international students regarding visa information and compliance, enrollment, and working requirements and restrictions is available at the Global Services Office and by visiting https://global.rutgers.edu/. The Global Services Office address and contact information is:

Rutgers Global—International Student Services (New Brunswick)
180 College Avenue
New Brunswick, NJ 08901
Phone: 848-932-7015
Email: globalservices@global.rutgers.edu

Questions can be directed to Maya Sarno, Associate Director for Student Support, msarno@global.rutgers.edu or 848-932-7015.

Housing & Dining Services

On-Campus Student Housing

Information about on-campus undergraduate housing is available at: Living on Campus | Residence Life - Division of Student Affairs | Rutgers University-New Brunswick

Off-Campus Student Housing

Information about off-campus life with listings of off-campus housing options is available at http://ruoffcampus.rutgers.edu/

Dining Services

Information about meal plans and dining service options is available at: http://food.rutgers.edu/

Residence Life Staff
Contact Residence Life with questions about on-campus life, roommate issues, lockout help, and/or safety concerns.
http://ruoncampus.rutgers.edu/about-us/staff-and-contacts/
Phone: (848) 932-9363
Email: cookdouglassreslife@echo.rutgers.edu

Parking & Transportation

Department of Transportation Services
Information about the Rutgers Department of Transportation services can be found at this website: https://ipo.rutgers.edu/dots

Parking
Information about parking and student permits can be found here: https://ipo.rutgers.edu/dots/student-parking-permits

Note that Lot 73 (in front and behind MMB) is for faculty and staff only. Students are not allowed to park in this lot. Students who violate this regulation are subject to ticketing or towing.

Campus Buses
The Rutgers-New Brunswick/Piscataway inter-campus bus and shuttle system is a service provided for all five campuses, and is available to all members of the University community. The routes which serve the closest stop to the Department of Music (Gibbons Hall) are the EE and F Routes. Further information can be found at the following website: https://ipo.rutgers.edu/dots/buses-shuttle

Students may download the "Rutgers Mobile" app on their smartphone for real-time ETA for nearby stops instantly, walking directions from the current location to the nearest stop, arrival times for the next three tracked buses, and more. Visit https://oss.rutgers.edu/mobile/ for more information.

Student Health, Wellness, & Safety

Mason Gross School of the Arts cares greatly about the health, welfare, and safety of everyone in the Department of Music community. Students are encouraged to take advantage of the resources listed below, not only if they are experiencing difficulty, but also as a method of avoiding issues before they begin, in order to make the time at MGSA positive and productive.

Rutgers Health Services is dedicated to health for the whole student, body, mind, and spirit. Health Services accomplishes this through a staff of qualified clinicians and support staff, and delivers services at a number of locations throughout the New Brunswick-Piscataway area. To

schedule an appointment, or learn more about available health services, contact: http://health.rutgers.edu/ or 848-932-7402.

MGSA Office for Advising and Student Success

The Mason Gross Office for Advising and Student Success is made up of a team of experienced academic advisors/student success counselors who specialize in helping students achieve their goals, understand their options, connect to resources, and identify their personal path to a successful academic and professional career.

A student's relationship with their advisor is key to their academic success and offers an opportunity to exchange ideas, discuss options and discover answers. Advisors engage students in conversations about their education and life goals and want to learn about how individual students thrive and ultimately succeed in their degree and career. Through these conversations advisors strive to empower students to make their independent decisions and claim ownership of their accomplishments.

The MGSA Office of Advising and Student Success maintains a Canvas page that provides streamlined information to make the student experience as successful as possible.

For more information, visit: https://www.masongross.rutgers.edu/resources/advising/

Equity, Diversity & Inclusion

Mason Gross School of the Arts is committed to the following ideals in its pursuit of excellence in artistry, creativity, scholarship, and teaching:

- Diversity of representation among its faculty, staff, and student body as well as its curriculum and programming
- Equitable treatment of all members of its community along with equal access to the resources and opportunities the school affords
- A genuine spirit of inclusivity in its manifold endeavors and in the quest to create a climate of belonging that not only tolerates but embraces differences of all kinds
- Adopting anti-racist measures meant to actively work against systemic and institutional racism and bias

Questions, concerns and suggestions may be brought to your instructor, advisor, and/or to the Associate Dean for Access- Prof. Marshall Jones III (mjones3@mgsa.rutgers.edu).

Counseling, Alcohol/Drug, and Psychological Services (CAPS)

Counseling, Alcohol/Drug, and Psychological Services (CAPS) is accessible to all members of the Rutgers community. Information about these services can be found at https://health.rutgers.edu/counseling-services

Counselors are available to any student seeking grief or general support. For students who need to talk, the university provides 24/7 access to trained counselors via phone.
Students can call CAPS (Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Services) at 848-932-7884 and press "1" to access a counselor immediately.

For students who prefer text over phone contact, the Crisis Text Line is available. Students can text "Knights" to 741741 to be connected via text to a trained counselor.
Students may also visit the center at 17 Senior Street in New Brunswick, and can seek support through "Let's Talk" drop-in hours, offering free and confidential consultation sessions every day across a number of campus locations (http://rhscaps.rutgers.edu/dropin/).

Rutgers Community Based Counseling
Our Community-Based Counseling is based on a model known as a "Meso Practice." It's a midpoint between a micro (individual) and a macro (public health) approach to providing mental health treatment.
In Community-Based Counseling, CAPS counselors are placed within departments, professional schools, and cultural centers throughout campus at set days and times. By embedding themselves in these spaces, counselors are able to build relationships, familiarity, comfort, and trust with the students, staff, and faculty within the community.

Our Community Based Counselors from CAPS are available:

- Reyna Dowling – Tuesday and Friday from 8:30am to 4:30pm in CSB 239;
  Let's Talk Hours are Tuesday 1:00-3:00 (in person or virtual) or Friday 8:30am to 4:30pm in Voorhees Chapel Room 004C
  Call 848-932-7884, option 2 to schedule an appointment

Students may also reach out to the following resources for support:

- Dean of Students Office: 848-932-2300
- Multifaith Council: 848-932-5500
- Crisis Text Line: Text KNIGHTS to 741741, anytime 24/7
- NJ Hopeline: 1-855-654-6735

Student Basic Needs
Basic needs include, but are not limited to, food, housing, clothing, childcare, mental health, financial resources and transportation.
https://ruoffcampus.rutgers.edu/basic-needs

Dean of Students Office
The Dean of Students Office at Rutgers University-New Brunswick provides solutions, services, and support to help students navigate Rutgers University. By focusing on students' educational, social, and personal development, staff in the Office promote academic success and student retention. The Office serves as a student support network by providing advocacy, problem resolution, and critical incident intervention for those times when additional assistance is needed. More information can be found here:
Home | Offices of the Dean of Students - Division of Student Affairs | Rutgers University-New Brunswick

Do Something!
It's not always easy to tell someone you are worried about them. Any number of issues from substance abuse or a mental health crisis to sexual assault or bias can interfere with

someone's well-being and success. The primary purpose of sharing a concern about someone is to help prevent those issues from getting worse. Regardless of the situation, if a student has concerns about the well-being of someone for any reason – Do Something! Ask for help. http://health.rutgers.edu/do-something-to-help/

Rutgers Environmental Health and Safety Office
This office serves all members of the University community and all University-owned and managed facilities and operations. The office deals with a wide variety of issues including but not limited to the following:

- Radiation Safety Guide
- Biological Safety Guide
- Lab Safety/Chemical Hygiene Guide
- All other REHS policies and procedures: https://ipo.rutgers.edu/rehs

Hearing Health
Hearing loss for a musician is an occupational problem. Musicians are exposed to a significant number of hours of high-level sound pressures each week from practicing their own instruments, rehearsing, performing with their peers, and teaching students.

In addition to annual hearing check-ups, musicians are advised to utilize musician's earplugs when in long practice sessions or rehearsals. These earplugs are specifically designed to attenuate sound equally across the frequency range to maintain the fidelity of sound, while providing hearing protection.

Fact sheets regarding appropriate ear protection and preventative measures for musicians, as well as a list of auditory dangers associated with specific instrument locations and recommended ear attenuators, can be found at: http://www.audiologyonline.com

Vocal Health
Student awareness about best practices for vocal health early in his/her/their vocal studies is the first step toward prevention. Students should use the following websites for informational purposes only, NOT for self-diagnosis. Should vocal problems persist beyond two weeks, students are strongly advised to seek the help of a qualified ENT physician by referral from an established voice teacher to avoid permanent damage.

Some of the best online resources are listed below:

- Phillip Purnell, MD, PhD. Otolaryngology - Head and Neck Surgery
  10 Plum Street New Brunswick, NJ 08901
  Ph: 732-235-5530
  rwjbh.org/medicalgroup
- The National Center for Voice and Speech (includes tutorials and much helpful information pertaining to voice usage) http://ncvs.org/
- The Bastian Voice Institute (leading ENT in the United States) http://www.bastianvoice.com

- The Voice Academy (a virtual school created for the vocal health of teachers) https://uiowa.edu/voice-academy/
- Duke Voice Care Center: http://www.dukehealth.org/services/voice_care_center/about
- Texas Voice Center: http://www.texasvoicecenter.com/advice.html

Campus Safety
University Public Safety is on the job 24 hours a day, 365 days a year to ensure a safe environment and prevent crime at Rutgers University–New Brunswick. Campus safety is of paramount importance and security depends on everyone knowing what to do in case of an emergency.

Shuttle services and on-campus walking buddies provide extra security as students, faculty, and staff get to their destinations.
- Walking Buddy: 732-932-7211 or use a campus emergency phone
- Knight Mover Shuttle: 732-932-RIDE (7433)

Police & Emergency Information

For any emergency or crime in progress, call 911

For non-emergencies, call the Rutgers Police at 732-932-7211

Text to RUPD
"Text to RUPD" (Rutgers University Police Department) services enable users to communicate concerns to the RUPD in real-time. Responses are auto-generated by the system to confirm receipt of a message. The system is monitored 24/7 by the RUPD's Dispatch and Communications Center. It has the ability to receive text and picture messages.

Students who have an emergency on the New Brunswick Campus, text "RUNB" and a message to the number 69050. If the message is successfully delivered to the RUPD, an auto-reply will be sent. For more information, go to: https://ipo.rutgers.edu/publicsafety/text.

ICE (In Case of Emergency)
Student cell phones can be set up to identify a person who should be notified in the event of an emergency. This will make it possible for public safety and/or hospital personnel to know immediately who to contact in the event of an emergency. Rutgers University encourages students to program his/her/their cell phone with one or more emergency contacts.
Students should do the following:
1. Assign the word "ICE" to the number of an emergency contact;
2. Students should save the ICE number to his/her/their cell phone directory.
3. To set up more than one emergency contact, use ICE1, ICE2, ICE3, etc.

Sexual Harassment, Domestic Violence, or Stalking
Violence Prevention and Victim Assistance:
Rutgers is committed to ending sexual violence, dating/domestic violence, and stalking on campus. The "We R Here" campaign is a response to campus violence by providing resources

on every campus and working towards greater student involvement in ending violence and supporting survivors. For more information, visit https://oasa.rbhs.rutgers.edu/violence-prevention-victim-assistance/.

For confidential assistance with sexual assault, domestic/dating violence, stalking, or sexual harassment, call the Violence Prevention and Victim Assistance (VPVA): 973-972-4636

Sex Discrimination
Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. For more information, visit https://uec.rutgers.edu/policies/title-ix/.
Title IX Compliance Officer: 848-932-1181

Student Conduct Violation
The Office of Student Conduct administers the student disciplinary system at Rutgers University–New Brunswick, investigating and adjudicating alleged incidents of student misconduct and academic dishonesty. For more information and/or to report a concern, visit http://studentconduct.rutgers.edu/
Office of Student Conduct: 848-932-9414

Rutgers University has several policies protecting members of the community. Please see the links below to access them:

Policy Prohibiting Discrimination and Harassment
Nondiscrimination Policy
Rutgers University Code of Student Conduct

Student Organizations

Student Government

The Mason Gross Student Government Association (MGSGA) is the student organization of the Mason Gross School of the Arts. Its main objectives are to enhance education and opportunity for students of MGSA, to promote the arts, to provide an open forum for cross-disciplinary collaboration and communication, and to create a unified and strong voice for the student body internally between faculty and administration and externally to Rutgers University as a whole. Meetings are held weekly on Sunday evenings! We hope you will contact us at mgstudentgov@gmail.com, and visit us at: https://www.facebook.com/MGStudentGov/

masongrossgov

Rutgers NAfME

Rutgers NAfME is the Rutgers National Association for Music Education. Its purpose is to provide professional development opportunities to its members—to advise students in seeking educational opportunities, to introduce and to maintain relationships with educators on the local, state, and national level, to encourage exploration of multiple routes in which one can provide education to another as a career, and to encourage participation in NAfME sponsored events.

We hope you will visit the Google site: https://www.facebook.com/rutgersnafme/ and/or join the Facebook page to stay up to date with announcements and events.

rutgersnafme

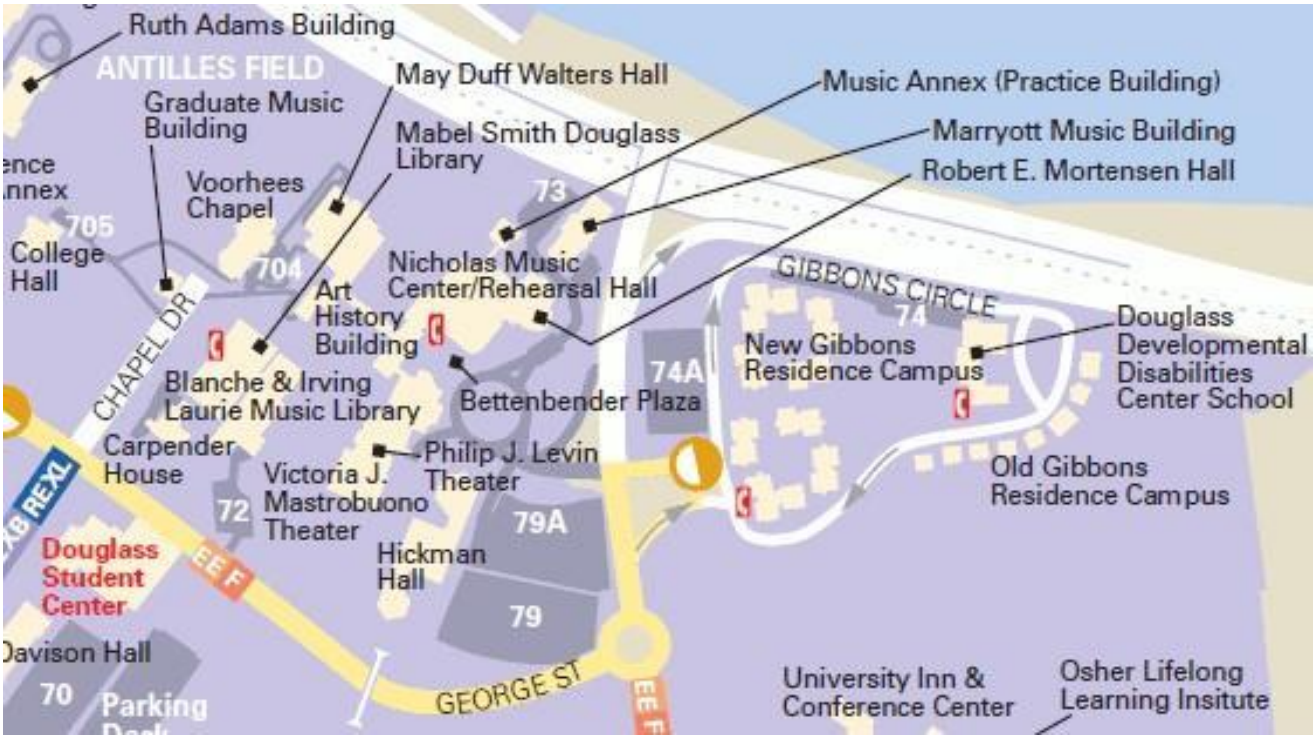
BIPOC @MGSA

This MGSA student organization stands in solidarity with Black, Indigenous, People of Color (BIPOC) and is committed to actively promoting greater inclusion, equity, and diversity in our program, our school, our field, and the nation.

See details on their Instagram bipocatmgsa

Facilities

Campus Map



Building Hours

The Buildings of the Department of Music have the following hours:

Monday to Saturday: 7:30am-10pm, with swipe-card access* from 6am-1am
Sunday: 11am-6pm, with swipe-card access* from 10am-1am

Building hours for school breaks and holidays are announced via email.

*Students must be approved for swipe-card access to after-hours entry. For access approval, student must email the Director of Facilities with his/her/their full legal name, Net ID, and request for access.

Department of Music Facilities

Marryott Music Building
Marryott Music Building (MMB) is the principal building of the Department of Music. Facilities within Marryott include:

- Schare Recital Hall: The department's primary recital venue on campus. The intimate space is on the second floor of the Marryott Music Building and seats approximately 100.
- Classrooms on the first and second floors
- Practice Rooms on the basement floor, including four rooms reserved for piano majors
- Department Front Office: Primary site to obtain keys, forms, concert programs, lost and found, etc.
- Faculty Mailboxes across the hall from the Front Office
- Student Mailboxes on the basement level of the building
- Undergraduate Advisor Office: Room 114
- Offices of the Director (Rooms 105) and the Associate Director (Room 104)
- Admissions, Scholarship Information: Room 106

Mortensen Hall
Completed in 2013, Mortensen Hall is the newest Department of Music building. Located between Marryott and Nicholas Music Center, it features:

- Shindell Choral Hall: A 3,100-square-foot choral hall opening upward over two stories provides a modern rehearsal facility for vocal ensembles of Mason Gross School of the Arts and serves as an additional recital venue.
- Technology and Recording Studio: Located in the basement, the technology studio is a high-tech recording and engineering facility.
- Practice rooms in the basement floor.

Nicholas Music Center
Newly renovated in Summer 2018, NMC is the largest concert hall of the Department of Music and includes a 740-seat open-stage theater. It is used for large-ensemble performances and rehearsals as well as guest artists, competitions, lectures, and multidisciplinary performances.

Rehearsal Hall (Room 104)
This is an additional rehearsal space and classroom connected to the Nicholas Music Center, which is used regularly for large ensemble rehearsals.

Music Annex
Located between Nicholas and Marryott, the Music Annex has over 20 additional practice rooms, including a chamber jazz ensemble room on the lower level.

Art History Building (connected to Walters Hall)
This building contains several music faculty studios and classrooms.

Library
The Blanche and Irving Laurie Music Library, located in the Mabel Smith Douglass Library and within easy walking distance of all Department of Music buildings, is a fully-integrated unit of the Rutgers University Libraries. It contains over 31,000 books, 46,000 scores, and 40,000 recordings, as well as an extensive spoken-word collection. The Media Center archives more than 22,000 recordings and has playback facilities for a variety of media formats.

The library's holdings and resources can be accessed and searched through the Rutgers University Libraries website:
https://www.libraries.rutgers.edu/

Graduate Music House
Primarily used for faculty offices, this building also contains the early keyboard instrument room. Access to this room is by permission only.

Voorhees Chapel
A Georgian Colonial chapel in the Christopher Wren tradition built in 1925 and made possible by a gift from Elizabeth Rodman Voorhees, this building is used for college ceremonies, student assemblies, weddings and religious services, musical concerts, and other programs by artists, scholars, and speakers. It features one of the few German Schuke organs in the country, installed in 1976 and recently renovated.

Kirkpatrick Chapel
Located on the College Avenue Campus near downtown New Brunswick, Kirkpatrick Chapel is an additional performance venue, and is especially used for organ and choral events.

Lucy Stone Hall
Located on the Livingston Campus, Lucy Stone Hall houses the headquarters for the Rutgers University Marching Band.

Ticket Office
Located at the MGSA Performing Arts Center, this is where students can obtain free or reduced-cost tickets. For more information, office hours, and location, call 848-932-7511.

Rutgers Community Arts Office
The office of the Rutgers Community Arts Program is located in the Civic Square Building in downtown New Brunswick and the Douglass Campus. For more information call 848-932-1500 or email: communityarts@mgsa.rutgers.edu

Practice Facilities

Practice rooms are located in The Marryott Music Building, Mortensen Hall, The Annex, and New Gibbons Basement. When the University is in session, the practice rooms are available whenever the buildings are open. This includes evenings and weekends (usually during daytime hours on Saturday and afternoons and evenings on Sunday), when the buildings can be provided with student monitors. A few additional spaces are available on a restricted basis for practice on specific instruments (harpsichord/fortepiano, percussion, etc.).

Rules for the use of practice rooms:

- Practice rooms may not be reserved in advance. If all rooms in The Marryott Music Building are in use, students should sign his/her/their name on the board in the downstairs lobby; the order of names on the board will be honored as rooms become available.
- As a general rule, practice rooms are open to anyone enrolled in a music course. Practice rooms are not to be used for socializing.
- No food or drink is permitted in any practice room.
- Students who are gone from a room for more than 10 minutes must remove their things and make the room available to someone else.
- Valuables should never be left unattended in a practice room.
- No smoking is allowed anywhere in the buildings.
- Students should close windows and turn off all lights when leaving the room.
- Practice rooms are not to be used for teaching purposes without the authorization of the Director of Operations and Events.

Rules for the use of practice room pianos:

- No items should be placed on the piano with the exception of music and a metronome.
- Students must notify the Department of Music Administrator if there is evidence of damage to a piano. Do not remove any broken parts.
- Students may not move a practice room piano.
- The pianos used for concert performances (in the Schare Recital Hall, Shindell Choral Hall, or in Nicholas Music Center) may not be used for practice, unless authorized by the Department of Music Administrator.
- Classroom pianos may not be used for practice.

The pianos are an integral component of the Music Program.
All students must take responsibility for keeping them
in the best possible condition.

Rehearsal and Classroom Reservations

Any student needing to reserve rooms for rehearsals, recordings, events, instruction, or any other purpose should check room availability and submit a Reservation Request on https://artspace.rutgers.edu/. For any questions regarding Artspace or room use, contact the Director of Facilities at scheduling@mgsa.rutgers.edu.

Lockers
Students wishing to reserve a locker for the semester should email the Front Office Manager within the first two weeks of the semester. To request a locker, please email with the following information: Last, First name, primary email address, and instrument being stored. The size of the locker is dependent upon the student's applied major lesson instrument(s). The University is not responsible for the loss or damage of instruments or personal property.

Mailboxes
Faculty mailboxes are located in the Marryott Music Building on the main floor across from the Front Office. Student mailboxes are located on the lower level of the MMB. Students should check their mailbox frequently. They are for departmental use only; please do not forward any personal mail to the Department of Music mailboxes.

Undergraduate Degree Programs in Music

The Department of Music offers the opportunity to pursue the Bachelor of Music and the Bachelor of Arts. The Bachelor of Music is for students who have successfully auditioned for and are admitted to the Mason Gross School of the Arts. The Bachelor of Arts is for students enrolled in one of the other undergraduate schools in Rutgers University, New Brunswick. It is possible, with the appropriate approval, for a student to transfer from one degree program to the other. For more information see: https://www.ugadmissions.rutgers.edu/SchoolToSchool/

The Bachelor of Music degree emphasizes coursework and achievement in the specific area of concentration along with performance study. Entrance into the B.M. program therefore requires an audition.

The Bachelor of Arts degree emphasizes the study of music as an academic discipline within the humanities; therefore, no audition is required for the declaration of the music major in the B.A. program (see Bachelor of Arts Music Major Requirement Checklist).

Although the distribution of requirements is different, both programs require success in both artistic and academic work: B.M. students must succeed in a broad range of subjects in order to complete the degree, and B.A. students must demonstrate skills in theory and musicianship before declaring the major.

Degree requirements are those that are in effect when a student *enters* the Bachelor of Music Program or the Bachelor of Arts Music Major.

The Bachelor of Music

High School Course Requirements for Admission |
Specific Requirements in English and Mathematics | Advanced Placement Credits |
Scholarships | Advising and Registration | The Four Concentrations |
Double Concentrations and Changing Concentrations |
Adding a Second Major Outside of Music | Completing a Minor |
Transferring from MGSA to Another School at Rutgers University |
Transferring to MGSA from Another College-Level Institution |
Course Load | Mason Gross School of the Arts Class Absence Policy |
Artistic Probation and Dismissal | Academic Probation and Dismissal

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High School Course Requirements for Admission

Students applying to the Bachelor of Music Program must have completed 16 academic courses in high school in order to be admitted to the program.

Specific Requirements in English and Mathematics

Every student at Rutgers must demonstrate basic competency in English and mathematics. All students entering from high school must take placement tests in both English and math to determine placement. Students transferring from another college or university must also take the placement tests in English and mathematics, unless they have already taken courses that the Mason Gross School of the Arts Dean's Office has officially recognized as the equivalents of the required courses at Rutgers.

English
Every Rutgers undergraduate student must pass *College Writing* (01:355:101) or *College Writing Extended* (01:355:104) which must be taken in the first year of study.

Students who are placed into EAP I (356:155) must pass that course *and* EAP II (356:156) before taking College Writing or College Writing Extended. Students who place into EAP II (356:156) must pass that course before taking College Writing or College Writing Extended. Once a student passes EAP I and/or II, they must take the next level of English Writing in the immediate following semester.

Students who fail any College Writing course must retake it in the immediate following semester.

Mathematics
Music Education students are required to complete one math course at the 100-level or higher; this requirement is usually satisfied by *Topics in Math for the Liberal Arts* (640:103), or *Special Topics in Math: The Mathematics of Money* (640:106). A music education student who is placed below the 100-level must first successfully complete the required pre-requisite math course(s).

Advanced Placement Credits

Degree credit for liberal arts courses is awarded for scores of 4 or 5 on the College Board Advanced Placement exams. These credits are not included in the cumulative grade-point average.

Note: AP Music Theory with a score of 4 or 5 is equivalent to *Introduction to Music Theory* (07:700:103), which does not satisfy any of the B.M. concentration requirements, but does count as degree credits.

Scholarships

All undergraduate applicants will be reviewed for scholarships after admissions decisions have been processed. Only applicants who have been assigned an award will be notified of their award. Notifications are posted after the initial admissions decision, typically in early April.

Note: Each school within Rutgers University has its own criteria for merit scholarships. If a student is admitted to multiple schools within Rutgers University, the student will receive only the award affiliated with the school in which they enroll. A student can only enroll in only one Rutgers University unit, so scholarships from different schools cannot be combined even if the student intends to double major.

Merit-based scholarships for newly admitted students to Mason Gross are final and non-negotiable. However, if additional funds become available, the Mason Gross Scholarship Committee may review appeal requests. To submit an appeal, email scholarships@masongross.rutgers.edu with the subject line "Merit Scholarship Appeal." Once your request is received, you will be asked to provide additional information to complete the appeal process.

For further information about scholarships, see:
http://www.masongross.rutgers.edu/admissions/tuition-scholarships

Advising and Registration

All incoming students in the B.M. program will attend a general orientation meeting in May or June before their first term. Registration for the first semester will be processed by the department. After the first semester of study, students will be responsible for their own registration by using WebReg: https://sims.rutgers.edu/webreg/

A listing of courses offered in the coming semester is available at the University Schedule of Classes: http://soc.ess.rutgers.edu/soc

Information about requirements and/or help with registration is available from the Music Undergraduate Advisor, Room 114, Marryott Music Building.

Requirement Checklists and Sample Schedules can be found in Degree Requirements, and on the Music Resource Site:
https://sites.rutgers.edu/mgsa-music-resources/undergraduate-info/

It is the responsibility of each student to review his/her/their progress towards completion of the requirements for graduation and to register for courses accordingly.

In the summer before the senior year, the Undergraduate Advisor reviews each student's transcript, and provides to each student a list of all remaining requirements for graduation.

The Four Concentrations

The Bachelor of Music program offers four concentrations:

- Music Education
- Performance
- Jazz Performance Studies
- Composition

Each concentration has its own entrance, curriculum, and graduation requirements. For detailed information about the degree requirements, go to Degree Requirements.

Generally, students audition for, are admitted into, and enroll in one concentration. It is, however, possible to change from one concentration to another, and/or to complete the degree requirements in a variety of other ways. See the following pages for information about procedures and possibilities.

Double Concentrations and Changing Concentrations

Students who are interested in completing two concentrations must be accepted into each concentration. This acceptance may occur at the time of admission through the application and audition process, or after the matriculation process.

The addition of a second concentration after matriculation at Rutgers must be approved by the faculty. To add a second concentration after matriculation, a student must:

1. Complete the "Change of Concentration" form, available from the Music Undergraduate Advisor.

2. As applicable, schedule a jury, a music education interview, or, for the composition concentration an interview and submit the appropriate scores. For information about the specific concentration requirements, go to https://sites.rutgers.edu/mgsa-music-resources/undergraduate-forms/

3. Meet with the Music Undergraduate Advisor to review any possible adjustments in course schedule plan and graduation date.

Procedures for Adding or Switching to Music Education

For current undergraduate music students who wish to change their degree concentration to music education OR add music education to their existing degree concentration, the following procedures must be followed. The music education program faculty will only consider students who follow these procedures.

Students must "apply" to add or switch their concentration to music education no later than **April 1st.** Students must meet with the undergraduate advisor to discuss/create their new degree plan and submit the following application materials:

1. Unofficial Rutgers Transcript
2. Evidence of appropriate SAT/ACT scores or passing Praxis Core score report
3. One short letter of recommendation from a Music Department faculty member

Once these materials are submitted, students will be scheduled for a Music Education Interview on the MEAR Interview Day in May (Reading Day). Interviews will take place with at least one music education faculty member and evaluated using the same procedure as is used for the standard audition/admissions process.

While the music education faculty will only consider students who wish to add music education at one time point per year, students may enroll in the following courses during the audition/interview semester (if appropriate to their desired music education track):

1. Brass Techniques, Percussion Techniques, String Techniques, Woodwind Techniques, Music Education Technology, or Vocal Techniques for School Choirs
2. Choral Music Education Lab (200 level)

3. Any Graduate School of Education Course on the Music Education Degree Plan

Please note the following:

- If completed coursework does not satisfy requirements in the new concentration, additional semesters may be required for completion of the program (this is almost always the case when students add a second concentration).
- A student completing two concentrations must fulfill all requirements for both concentrations, unless otherwise approved. Courses which are common to both concentrations will count towards both sets of requirements.
- Students who are pursuing Music Education and another concentration must satisfy the Music Education Liberal Arts requirements to meet Teaching Certification requirements.
- **The Music Education concentration in combination with any other concentration always requires a 5th year of study.**
- Students who wish to complete the double Music Education/Jazz Studies concentration must be able to play a classical orchestral or wind/band instrument at a college ensemble-level. In light of the above, jazz piano and jazz guitar students may not be eligible for this double concentration.

Adding a Second Major Outside of Music

A Mason Gross School of the Arts student is permitted to pursue a second major in a liberal arts discipline. (Note: A Mason Gross School of the Arts student is not permitted to pursue a second major in another MGSA department.)

Students may submit a request through the MGSA mymajor portal:
https://snap.rutgers.edu/apps/mymajor_mgsa
For more information please visit:
https://www.masongross.rutgers.edu/resources/advising/undergraduate/
Scroll down through the Course Planning section to menu item: DECLARING SECOND MAJOR/MINOR

After completing the form, students must meet with an advisor in the new department to obtain the advisor's approval for a plan to complete the second major. The student must then submit the form to MGSA Dean Lisa Sanon-Jules for review.

If the second major is approved, Dean Lisa Sanon-Jules will inform the Registrar, who will list the second major on the student's transcript.

IMPORTANT:

- Students may not pursue both the B.M. in Music and the B.A. in Music;
- Since all of the B.M. concentrations are highly structured and credit-intensive, completion of a second major often requires additional semesters;
- Specific information about the requirements for other majors can be found at the department's website.

Completing a Minor

The Department of Music does not require B.M. students to complete a minor. It is, however, possible for a student to satisfy the requirements for a minor in another Mason Gross School of the Arts department, or in a liberal arts discipline. In most departments the minor consists of a total of 18 credits (six courses).

Students completing a minor receive a B.M. degree, with the addition of a notation on the transcript indicating the completion of a minor.

All B.M. concentrations are highly structured and credit-intensive; therefore, completion of a minor sometimes requires additional semesters.

Minors that may be of particular interest to Bachelor of Music Students or BA Music Majors:

- Music Technology Minor
- Business School Minors
- Creative Expression and the Environment
- The Digital Communication, Information and Media (DCIM)
- Arts Management and Leadership Minor

For more information about declaring a minor, and to find the Declaration of Minor Form, go to: https://sites.rutgers.edu/mgsa-music-resources/undergraduate-info/

Transferring from MGSA to Another School at Rutgers University

A Mason Gross Schools of the Arts student is permitted to transfer from MGSA to another school at Rutgers, and may do so for a variety of reasons: a change of mind in terms of what they want to study; a concern about the challenges and level of commitment that is needed to pursue a professional career; and/or a re-thinking about career plans after end-of-the-semester evaluations of artistic progress, which may lead to Artistic Probation (or Dismissal).

Students who wish to transfer from MGSA to another school within Rutgers University must submit an application for a school-to-school transfer.

It is the responsibility of the student to adhere to application requirements and deadlines. Information about how to apply and application deadlines can be found here: http://admissions.rutgers.edu/schooltoschool

Transferring to MGSA from another College-Level Institution

Coursework completed at other institutions will be evaluated by the Department of Music. While some coursework may not be approved for transfer, generally liberal arts credits earned elsewhere are approved for transfer if the course in question is recognized as appropriate for University credit and if the grade is a C or higher. (See Specific Requirements in English and Mathematics)

To receive credit for academic courses taken at other accredited institutions in transfer or while matriculated at MGSA/Rutgers, such courses must be passed with a grade of C or better.

No credit is given for courses passed by examination at other institutions.

Online music courses are evaluated by the MGSA Department of Music.

Transfer credits and grades for courses taken outside Rutgers University are not included in the cumulative grade-point average.

The grades and credits for approved courses taken at other divisions of Rutgers university are included in the cumulative grade-point average.

Students applying for transfer credit must submit a course syllabus or description from the institution(s) attended, in addition to an official transcript from the institution.

Students may not transfer credit earned at other institutions during a fall or spring semester in which they are currently enrolled at Rutgers.

MGSA sets the following limits on the maximum number of degree credits transferable into the school:

- No more than 60 credits from two-year institutions;
- No more than 90 credits from four-year institutions;
- No more than 12 of the last 42 credits earned for the degree may be transfer credits; and
- A maximum of 90 credits may be transferred from any combination of two- and four-year institutions.

MGSA does not award credit for subject tests taken through the College Level Examination Program (CLEP) or Massive Open Online Courses (MOOCs), including those offered through Coursera, even when those courses are offered by units of Rutgers University.

Notes about Transferring Music Courses

- Placement in the level of applied music lessons is based on the MGSA audition, regardless of the number of semesters of lessons taken elsewhere (and/or the number of credits transferred).

- Transfer credit for, and placement in, music theory, aural skills, and music history courses is based on a review of the grade earned and the syllabi of the relevant courses, as well as on the student earning the required minimum grade in the Department of Music's placement tests. The department determines if music transfer course(s) are equivalent to the MGSA Department of Music course(s) or not. In some cases, a course may be approved for elective credit, but not for a specific Department of Music course.
- A student who has completed music history, music theory, or aural skills courses at other institutions and wishes to "place out" of the equivalent MGSA course must take the final exam of the MGSA course. Course exemptions will be determined based on the test evaluation by the appropriate music faculty.
- In a given semester, a student who wishes to take an applied lesson must also register for and participate in a large ensemble, regardless of the number of ensemble credits or courses that have been approved in transfer.
- Students must sequentially enroll in and complete required applied major lessons and large ensembles in every semester in which he/she is required to do so. Unless there is a documented and departmental approved reason for not enrolling, failing to complete this requirement may result in Artistic Probation.

To graduate, a student must reach the level of performance required by the Department of Music, regardless of previous study; also, a student must complete the full Department of Music sequence in music theory, aural skills, music history, and applied major lessons, even if some credits in these areas have been approved for elective credit.

Course Load

Full-Time and Part-Time Status
All programs in the Mason Gross School of the Arts are full-time programs. Students who are registered for 12 or more credits in a semester are considered full-time. Students who are registered for fewer than 12 credits in a semester are considered part-time.

A MGSA student is permitted to attend on a part-time basis only under extenuating circumstances and after a review by and approval of Dean Lisa Sanon-Jules.

A MGSA student in their final semester who requires less than 12 credits to complete their degree may request to be permitted to enroll as a part-time student to Dean Lisa Sanon-Jules.

Full- and part-time status is considered by the university for all statistical and billing purposes. All registered credits are counted for statistical and billing purposes. Full-time status is required for most financial aid awards; part-time status will likely result in an adjustment or cancellation of financial aid awards and/or scholarship.

Credit and Semester Limits for Completing Graduation Requirements
Full-time students carry a minimum of 12 credits per semester. In order to graduate within the standard four-year/eight semesters period, most Bachelor of Music concentrations require registration in more than 12 credits in one or more semesters.

Approval for registering for more than 20 credits must be obtained from Dean Lisa Sanon-Jules after the first day of classes during the add/drop period.

Students may not register for more than 24 credits in any semester.

MGSA students are generally not permitted to complete more than 180 credits in their MGSA program.

A maximum of 11 semesters of full-time enrollment is permitted for completion of the Bachelor of Music degree requirements. If the predicted graduation date exceeds 11 semesters, a student may be placed on academic probation.

Class Absence Policy

General Information

Rutgers students are expected to attend all scheduled class meetings and to adhere to the attendance guidelines indicated in each course syllabus. University policy excuses absences due to religious observance or participation in Rutgers-approved activities and, with the appropriate documentation, permits students to make up work missed for these circumstances.

In all cases regarding absence, it is the student's responsibility to make up any missed work and to communicate with their instructors directly to make these arrangements.

Students should also note that there is a limit to how many class meetings a student can miss and still be able to pass the course. This limit will be determined by the course instructor.

If a student has exceeded the allowed amount of absences and the instructor believes they cannot catch up, the student may be advised to either withdraw from the course or accept a temporary grade to make up the work at a later date.

Please contact advisement@mgsa.rutgers.edu for any questions regarding absence policies.

Class attendance, engagement, and participation may be requirements of a course, outlined on the syllabus. These requirements are often integral to the course format, intended learning outcomes, and grading policies. Absences, even for verified reasons, can impact grades and successful completion of course requirements. Therefore, it is important to maximize class attendance.

Before completing a request for an Absence and Verification Notice (AVN), be sure to read the guidelines and requirements for documentation.

For more information regarding: One or Two Day Absences, Extended Absences, Documentation and Absence and Verification Notice Form, Absences for Religious Obligations, and Temporary Conditions, visit Student Support Website.

Withdrawal
Students may withdraw from a course during the registration and add/drop period with no consequence. Students who withdraw from a course beyond the add/drop period will receive a "W" for that course on their transcript, which does not affect their GPA.

Leave of Absence
Students who wish to withdraw from all of their courses and/or take a leave of absence must contact Dean Lisa Sanon-Jules and submit the appropriate form, which can be found here: https://scarlethub.rutgers.edu/registrar/registration/withdrawal-from-all-courses/

Academic & Artistic Policies

University Student Conduct Related Policies
Policies regarding student conduct, including academic integrity, can be found here: http://studentconduct.rutgers.edu/?s=academic+integrity+policy

Music Undergraduate Student Professional Conduct
Music students representing Rutgers University, Mason Gross School of the Arts, and the Department of Music whether as performers, composers, researchers, student teachers, or when completing internships or field placements are expected to conduct themselves professionally, responsibly, respectfully, diligently, courteously, and with competence, skill, and maturity and to follow all polices, standards of behavior and dress of the hosting institution.

Department of Music Artistic Probation and Dismissal
The artistic progress of a student who is enrolled in the Bachelor of Music program is measured by the following criteria:

- The level of achievement in the student's performance requirements: Applied Major Lesson, end-of-semester jury, annual composition portfolio review, and ensemble;
- The level of achievement in the student's core music courses: Fundamentals of Aural Skills, Aural Skills, Music Theory, and *European Music Before 1800 & European and American Music After 1800* (700:301, 700:302);
- General progress towards the completion of the undergraduate degree in terms of grades in music courses, attendance, attitude, and effort.

The conditions of probation may include repeating Fundamentals of Aural Skills, Aural Skills, Music Theory, or *European Music Before 1800 & European and American Music After 1800* (700:301, 700:302), earning the stipulated minimum grade of C or higher in the other repeated core course(s), and limited participation in Large Ensembles and Chamber Music to only the minimum required for completion of the degree.

A student who does not meet the conditions of their probation is subject to dismissal.
A student who displays a lack of satisfactory artistic progress is subject to probation or dismissal.

A student who violates the University's Student Code of Conduct or fails to uphold the professional standards of Mason Gross School of the Arts, as stated in the Undergraduate Catalog, is subject to probation or dismissal.

Artistic dismissal is subject to review by the Dean of the School.

Specific Criteria for Artistic Probation

A student may be placed on artistic probation for failure to make satisfactory progress in their program of study as indicated by any of the following reasons:

1. A grade of C+, TC+ or lower in the performance lesson in any semester.
2. Grades of C+ or lower from any two faculty members hearing the jury or reviewing an annual composition portfolio in any semester.
3. A grade of C+, TC+ or lower in ensemble in any semester.
4. A grade of D, TD, F, TF, or TZ in Fundamentals of Aural Skills, Aural Skills, Advanced Aural Skills, Music Theory, or European Music Before 1800 and European and American Music After 1800 (700:301 or 700:302) in any semester.
5. An unsatisfactory result of the Music Education Advisory Review.
6. Failure to sequentially enroll in and complete required applied major lessons in a semester in which he/she is required to do so, unless there is a documented and departmental approved reason for not enrolling or for failing to complete the requirement.

Specific Criteria for Artistic Dismissal

A student may be dismissed from the B.M. program for any of the following reasons:

1. A grade of D, TD, F, TF, or TZ in the performance lesson in any semester, or grades of C+, TC+ or lower in any two semesters.
2. A grade of D, TD, F, TF, or TZ from any two faculty members hearing the jury or reviewing an annual composition portfolio in any one semester, or grades of C+ or lower in any two semesters.
3. A grade of F, TF, or TZ in ensemble in any semester; or grades of C+, TC+ or lower in any two consecutive semesters.
4. A grade of F, TF, or TZ in Fundamentals of Aural Skills, Aural Skills, Advanced Aural Skills, Music Theory, or European Music Before 1800 and European and American Music After 1800 (301 or 302) in any semester.
5. A grade of D, TD, or TZ in Fundamentals of Aural Skills, Aural Skills, Advanced Aural Skills, Music Theory, or European Music Before 1800 and European and American Music After 1800 (301 or 302) in any two semesters.

6. A second unsatisfactory result of the Music Education Advisory Review.

7. Failure to sequentially enroll in and complete required applied major lessons in any two semesters in which the student is required to do so, unless there is a documented and departmental approved reason for not enrolling or for failing to complete the requirement.

8. Failure to meet the conditions of the probationary semester.

Mason Gross School of the Arts Academic Probation and Dismissal
Policies concerning academic performance are established for all students in MGSA and can be found in the MGSA section of the Rutgers Undergraduate Catalog.

http://catalogs.rutgers.edu/generated/nb-ug_current/pg913.html

The academic progress of each MGSA student is monitored each semester by the MGSA Office of the Dean.

Grade Appeal Process
Students who wish to appeal their semester course grade can find information about how to do so here:
Grade Appeal Process

Performance Study and Guidelines

Applied Major Lessons | How to Register for Applied Major Lessons |
Off-Campus and Summer Lessons | Changing the Assigned Major Lesson Teacher |
Large Ensemble Requirements | Auditions for Large Ensembles |
Large Ensemble Descriptions | Chamber Music Ensembles |
Chamber Music and Small Ensemble Descriptions |
Music Assembly | The Piano Proficiency Exam

Applied Major Lessons

Listed below are the Applied Major Lesson requirements for each Bachelor of Music concentration:

- Jazz Performance Studies: 8 semesters | 2 credits/semester
- Instrumental Performance: 8 semesters | 3 credits/semester
- Vocal Performance 4 semesters | 3 credits/semester &
  4 semesters | 2 credits/semester
- Music Education: 6 semesters | 2 credits/semester &
  1 semester | 1 credit/semester
- Composition: 8 semesters | 2 credits/semester composition lessons
  4 semesters | 1 credit/semester of secondary lessons on the major instrument

All Bachelor of Music students receive a total of 12 weekly 60-minute lessons per semester. Lessons are private – that is, they involve one teacher and one student. Lessons may be observed by another student with permission of both the instructor and the student.

Attendance policies

Each set of three (3) cumulative late arrivals to lessons becomes one (1) unexcused absence. This includes not being set up to play/sing in time for the start of lessons.

With the exception of the tardiness policy stated above, faculty set their own policies regarding the definition of excused and unexcused absences as long as they accord with the University's attendance policy. The definition of excused and unexcused absences must be clearly spelled out in all applied lessons syllabi. Faculty may not ask for health-related documentation (e.g., doctor's notes, etc.) to determine whether an absence is excused, as that is a violation of HIPAA.

More than one unexcused absence will result in a failing grade for the semester of applied lessons. If a student exceeds 3 absences, excused or unexcused, the semester's work in applied lessons may be considered incomplete and will be graded according to the grading policy in the faculty member's syllabus.

Make-up Lessons

- If a faculty member needs to cancel a lesson due to illness or other emergency, the lesson time must be made up later in the same semester.
- If the university closes due to weather or other emergency, the teacher and student should make every effort to make up the missed time later the same semester.
- If a student cancels a lesson and the absence is excused, the teacher will make a minimum of one attempt to make up the missed time later the same semester.
- If the student cancels a lesson and the absence is unexcused, the student agrees to assume the loss of lesson instruction time, which may affect their final grade. As noted above, two unexcused absences will result in failure of applied lessons.

Students must fill out lessons logs to document the number and duration of lessons received.

If an instructor is not available for 12 lessons, the student should inform Dr. Amanda Eubanks Winkler, Director, MGSA Department of Music, ale89@mgsa.rutgers.edu.

Please note:

- Students who are taking a private lesson in voice or any instrument must also be enrolled in one of the large ensembles listed at Large Ensembles Requirement.
- Neither the course called Chamber Music or any of the small ensembles that count as chamber music satisfies the Large Ensemble requirement.

Other policies pertaining to applied major lessons appear in the Music Department's faculty handbook.

Please note:

- Students who are taking a private lesson in voice or any instrument must also be enrolled in one of the large ensembles listed at Large Ensembles Requirement.
- Neither the course called *Chamber Music* or any of the small ensembles that count as chamber music satisfies the Large Ensemble requirement.
- Students must sequentially enroll in and complete required applied major lessons and large ensembles in every semester in which he/she is required to do so. Unless there is a documented and departmental approved reason for not enrolling, failing to complete this requirement may result in Artistic Probation.

How to Register for Applied Major Lessons

The specific courses for applied major lessons are determined by the semester (Fall or Spring) and by the lesson level (which corresponds to the student's year in the program: 100-level for first year students, 200-level for sophomores, 300-level for juniors, and 400-level for seniors):

- Fall: 07:701:175:xx, 275:xx, 375:xx, 475:xx

- Spring: 07:701:176:xx, 276:xx, 376:xx, 476:xx

Specific sections for lessons are assigned to each individual lesson teacher.

Credit for applied major lessons is determined by concentration as follows:

- Jazz Performance Studies, Composition, and Music Education Majors: 2 credits*
- Performance Majors: 3 credits
- Vocal Performance majors: 4 semesters/3 credits and 4 semesters/2 credits

*Music Education Major lessons are 1 credit in the 7th semester.

IT IS THE STUDENT'S RESPONSIBILITY
TO REGISTER FOR THE CORRECT LEVEL, THE CORRECT SECTION,
AND THE CORRECT NUMBER OF CREDITS IN EACH SEMESTER.

Off-Campus and Summer Lessons

Students who are enrolled in Mason Gross School of the Arts may not study simultaneously with a teacher outside the University. Students found to be doing so may be dismissed from the program or lose scholarship aid.

Students who wish to study with a teacher outside of the University when school is not in session must consult with their applied lesson teacher prior to doing so. If the applied major teacher is not able to provide the extra lessons sought by the student, the student may have recommendations about an appropriate outside teacher.

Changing the Assigned Applied Major Lesson Teacher

If a problem develops between a student and their applied lesson teacher, a solution should first be sought by discussing the problem directly with the teacher. If no resolution is found, the student should approach the following individuals for help, in this order: the Area Head, the Associate Director, the Director, and then the Dean of Advising & Student Success, until the problem is resolved.

Under no circumstances should the student approach
a possible new teacher before approval
by the Director of the Department of Music.

Large Ensemble Requirements

All Bachelor of Music students are required to be registered for and participate in a large ensemble in every semester in which they are taking private lessons.

Note: This requirement remains in place even if the required number of semesters of large ensemble has already been completed.

The department determines to which ensemble the student is assigned in each semester; the assignment will be based on an audition. It is the student's responsibility to schedule their other required courses so that they can participate in the large ensemble to which the student has been assigned.

The B.M. large ensemble requirements (1 credit each) are as follows:

- Music Education Concentration: 7 semesters
- Jazz Performance Studies Concentration: 8 semesters
- Performance Concentration: 8 semesters
- Composition Concentration: 6 semesters

Placements in instrumental ensembles are determined by the Director of Wind Bands, Director of Orchestras, and Area Heads. Placements in choral ensembles are determined by the Director of Choral Studies.

The ensembles listed below are the only large ensembles that fulfill the large ensemble requirement outlined above:

Instrumental Majors: (Performance, Composition, and Music Education)
- Orchestra (strings)
- Orchestra/Wind Ensemble (woodwinds, brass, and percussion)
- Symphonic Winds
- Symphony Band
- Sinfonia (strings only)

Voice Majors: (Performance, Composition, and Music Education)
- Kirkpatrick Choir
- Voorhees Choir
- Glee Club
- University Choir

Jazz Performance Studies Majors:
- Jazz Ensemble I
- Jazz Ensemble II

The complete list of ensembles can be found here:
http://www.masongross.rutgers.edu/music/ensembles

IMPORTANT: All Jazz Performance Studies Students must be registered for and participate in Jazz Ensemble I or Jazz Ensemble II, unless placed in an alternate Large Jazz Ensemble by the Jazz Area Head.
In any given semester, a student may participate in one of the following large ensembles in addition to the large ensemble to which they have been assigned.

Instrumental Ensembles:
Sinfonia (woodwinds, brass, and percussion only)
Concert Band
Marching Band*

Vocal Ensembles (Performance, Composition, and Music Ed):
Glee Club
Kirkpatrick Choir
Voorhees Choir
University Choir

Note: All ensemble participation is through audition.

Note: Keyboard majors usually participate in a choir to fulfill their large ensemble requirement. Keyboard majors in performance are required to take a minimum of two semesters of *Art of Accompanying* (07:701:351-352) and two semesters of *Studio Accompaniment* (07:701:451-452). Once a minimum of four semesters of Large Ensemble has been fulfilled, these four semesters of accompaniment courses may be counted towards either the large ensemble requirement (see Large Ensembles Requirements) or the chamber music requirement (see Chamber Music Ensembles).

For more information about Large Ensembles, see the course syllabus for each specific ensemble.

Auditions for Large Ensembles

Admission to a Large Ensemble is by audition only. Large Ensemble audition requirements may be found here: https://sites.rutgers.edu/mgsa-music-ensemble-auditions/

Placement opportunities for keyboard majors in instrumental large ensembles are extremely limited; therefore, while pianists may audition for any large ensemble, they MUST audition for choir. Specific choir audition times are posted each semester.

**It is recommended that Music Education instrumental majors participate in Marching Band for at least two years.*

Large Ensemble Descriptions

Orchestral

Rutgers Symphony Orchestra – One of the nation's leading conservatory orchestras, the Rutgers Symphony Orchestra features some of the finest graduate and undergraduate musicians enrolled at the school. Presenting an annual concert series of four symphonic programs and a main-stage opera, the RSO aims to prepare students for professional careers as orchestral musicians through engagement with the major symphonic repertoire.

Rutgers Sinfonia – The Rutgers Sinfonia, founded in 1995 as Rutgers Philharmonia, draws its membership primarily from the Rutgers undergraduate student body, supplemented by talented players from the larger Rutgers community. The Sinfonia performs once each semester, concentrating on the central works of the orchestral repertory.

Wind Bands

Rutgers Wind Ensemble – The Rutgers Wind Ensemble, founded during the early 1960s, performs masterworks of the wind repertoire and new works, including pieces composed expressly for the group. The Wind Ensemble performs four concerts each year, emphasizing the study of performance techniques through the presentation of a variety of major works.

Rutgers Symphonic Winds – Symphonic Winds performs both standard and contemporary literature from the wind band repertoire. The ensemble is comprised of both music and non-music majors and has performed with numerous guest artists.

Rutgers Symphony Band - Rutgers Symphony Band performs both standard and contemporary literature from the wind-band repertoire while placing emphasis on the development of technical and musical skills. The group is comprised of music and non-music majors and presents at least two concerts each semester.

Rutgers Concert Band – Rutgers Concert Band is open to non-music majors, rehearses once a week in the spring semester only, and presents at least one concert during the semester. The concert band performs both standard and contemporary literature from the wind-band repertoire.

Rutgers Marching Scarlet Knights – The Rutgers University Marching Scarlet Knights, "The Pride of New Jersey," is the ultimate unity of music and motion. Founded in 1915 as a military drill band, the band has grown to become a source of pride for the University, and for the State of New Jersey. For over 100 years the band has thrilled thousands of fans with exciting performances. The Marching Scarlet Knights tradition of excellence continues as the band takes the field for all home football games and performs annually at major national and international events. The Marching Scarlet Knights are comprised of over 350 members representing nearly 100 academic majors on campus. The Marching Scarlet Knights have most recently performed in London, England, in the Macy's Thanksgiving Day Parade and on national television for the NFL's Monday Night football.

Choral

Kirkpatrick Choir – Comprised of mostly music and voice majors, Kirkpatrick Choir is the premiere choral ensemble at the Mason Gross School of the Arts at Rutgers University. The choir maintains an active presence that includes performances outside the university.

Rutgers University Choir – The Rutgers University Choir is a large mixed ensemble comprised of mostly non-music majors. The Rutgers University Choir performs standard choral repertory in two concerts a year.

Voorhees Choir – The Voorhees Choir maintains a membership of 65 students, representing soprano and alto voices of the University. The choir presents two major concerts each year and serves as the official college choir at Douglass Residential College events, such as the Yule Log, Sacred Path, and commencement ceremonies.

Glee Club – The Rutgers University Glee Club is one of the oldest and most distinguished tenor-bass choirs in the United States. Tracing its roots back to 1872, the Rutgers Glee Club has been among the nation's premier collegiate choirs for 140 years.

Jazz

Rutgers Jazz Ensembles I and II – The primary large jazz ensembles of MGSA perform two concerts each semester.

Alternate Themed Ensembles – Semi-large ensembles of about 7-12 members that focus on themes such as the Jazz Afro Caribbean Ensemble, and the Mingus Dynasty Ensemble.

Chamber Jazz Ensembles – Smaller jazz ensembles of about 4-6 members that emphasize small-group playing skills in a variety of contexts.

Chamber Music Ensembles

All Bachelor of Music students are required to participate in Chamber Music Ensembles as follows:

Concentration:

Performance:	4 semesters**
Music Education:	1 semester
Jazz Studies:	4 semesters
Composition:	2 semesters of Chamber Music & 2 semesters of Rutgers Undergraduate New Music Ensemble (RUNME)

The chamber music requirement may be satisfied by the course called *Chamber Music* (07:701:355, 356, 455, 456) or by any of the following small ensembles:

- Rutgers University String Ensemble (RUSE)
- Rutgers Baroque Players
- Latin American Chamber Music Ensemble (LACME)
- Rutgers Percussion Ensemble
- Afro-Cuban Ensemble (for one semester only)
- Art of Accompaniment
- Opera Workshop (Voice Majors)
- Rutgers New Music Workshop
- Rutgers Interactive Music Ensemble
- Helix (primarily for grad students)

Students participating in a chamber group must be registered for one of the courses listed above and must adhere to the following requirements:

- Receive 10 hours of coaching from a faculty member throughout the semester, with at least 3 hours of coaching by the midpoint of the semester. As mentioned above, the first coaching must take place within two weeks of the announcement of the chamber group roster.
- Rehearse at least once per week (in addition to coachings) through the term.
- Submitting the required online log of coachings.
- Perform at least once during the semester.

For more information about *Chamber Music*, see the course syllabus.

**Performance majors may use only 1 semester of Rutgers New Music Workshop to satisfy the chamber music requirement.

Chamber Music and Small Ensemble Descriptions

Rutgers Baroque Players – Mason Gross School of the Arts' early-music ensemble which performs on period instruments using historically-informed performance practices. The ensemble regularly works with leading professionals in the field of historical performance from the New York area.

Rutgers University String Ensemble (RUSE): A string ensemble that models the style of the Orpheus Chamber Orchestra. Students study and perform chamber orchestra repertoire without a conductor and are coached by Rutgers string faculty throughout the semester.

Rutgers Percussion Ensemble – The Rutgers Percussion Ensemble focuses on developing chamber-music sensitivity in the performance of a wide spectrum of percussion music, including recent avant-garde compositions, standard repertory, popular favorites, and Brazilian and African drumming.

Afro-Cuban Ensemble – The Afro-Cuban Ensemble is a percussion-driven group that explores folkloric African music and styles from the Cuban drumming tradition.

Opera Workshop – The Opera Institute at Rutgers prepares students for the world of professional opera. Each year the school presents one or two full productions and staged scenes. Past productions include The Marriage of Figaro, Falstaff, Dialogues of the Carmelites, and Fidelio. The Opera Workshop performs fully staged scenes programs. The Opera Institute at Rutgers hosts outreach programs and master classes with renowned artists.

Rutgers New Music Workshop: The Rutgers New Music Workshop, organizes, rehearses, and promotes the end-of-term undergraduate composers concert. The ensemble provides an opportunity for undergraduate composition majors to learn and work on various skills related to their original compositions, and for undergraduate performers to perform contemporary music and student compositions. Each composer is responsible for recruiting his/her/their own performers as needed for each composition.

Rutgers Interactive Music Ensemble: An ensemble incorporating technology including laptops, controllers, sensors, and robots with acoustic instruments.

Helix – Helix, an ensemble primarily for graduate students, was founded in 1990 and is devoted to the presentation of classical music from the 20th and 21st centuries, with an emphasis on music composed since 1950. The instrumentation of the group is typically flute (doubling piccolo and alto flute), clarinet (doubling bass clarinet), violin, cello, piano, and percussion. The group has performed at New York City's Lincoln Center and (le) Poisson Rouge, the Noyes Museum in New Jersey, and at various colleges on the East Coast.

Music Assembly

All students in the Bachelor of Music program must complete all Music Assembly requirements and enroll in Music Assembly in every semester of registration in Applied Major Lessons.

To earn a satisfactory grade in Music Assembly, a student must attend the required number of Music Assembly meetings and the required number of department-sponsored recitals or concerts, as outlined in the course syllabus. It is the responsibility of the student to obtain and be aware of the requirements outlined in the course syllabus each semester.

A grade of Unsatisfactory is assigned if the requirements have not been satisfied and must be made-up in the semester following the "U" grade. Make up requirement guidelines can be found in the course syllabus.

A student who has unresolved unsatisfactory grades in Music Assembly will not be permitted to student-teach or to schedule a senior recital until the unsatisfactory grade(s) have been successfully resolved.

A student who has unresolved unsatisfactory grades in Music Assembly will not be cleared to graduate until the "U" grade(s) is resolved. Details regarding these matters are included in the course syllabus.

Note: For registration purposes Music Assembly is a one-credit course, but the course is graded "Satisfactory" or "Unsatisfactory," and the credits do not count towards the total required for graduation.

If you have any questions about Music Assembly, contact Dr. Bruk at bruk@mgsa.rutgers.edu.

The Piano Proficiency Exam

All Bachelor of Music and Bachelor of Arts students (with the exception of classical piano majors) must pass the Piano Proficiency in order to graduate. Bachelor of Music students must take the Piano Proficiency Exam by the end of the 2nd year. A piano major that transfers from the B.M. to the B.A. program may be required to pass one or more sections of the Proficiency Examination at the discretion of the Classroom Piano Coordinator.

Four semesters of *Classroom Piano* (701:159, 160, 259, and 260) are offered for students who are beginning piano study, and the successful completion of these four semesters should prepare each student to pass the proficiency examination.

Procedures

1. The Piano Proficiency Examination is given as the final exam in *Classroom Piano IV* (701:260) each Spring semester. For students who are not enrolled in Classroom Piano, the exam is also given during the last week of classes in each semester.

2. It is the responsibility of the student to schedule the exam with the Coordinator of Classroom Piano.

3. All B.M students must complete the Piano Proficiency Examination no later than the spring semester of the second year. Students must re-take all sections of the exam that they have not passed in the following semester.

4. Music Education majors must successfully complete the examination before admission to the Music Education Professional Sequence.

5. It is highly recommended that students enroll in Classroom Piano IV during the semester in which the Proficiency Examination will be taken.

Note: Additional information about Piano Proficiency Exam Requirements may be obtained in the front office of the Marryott Music Building or Dr. Rachel Choo at yc620@mgsa.rutgers.edu.

Jury Requirements

Jury General Guidelines | Jury Grades |
General Jury Requirements | Jury Requirements by Area

All Bachelor of Music Students have applied major lesson, large ensemble, and chamber ensemble or chamber jazz ensemble requirements. In addition, all Bachelor of Music Students have a senior recital requirement. For the specific performance requirements for a concentration see Degree Requirements.

General Guidelines

- Juries are presented to the area faculty at the end of each semester prior to the semester senior recital is performed;
- Juries generally last about ten (10) minutes;
- It is the student's responsibility to be aware of the specific required repertoire and other expectations for each jury;
- Students select repertoire in consultation with their applied major lesson teacher;
- The repertoire should represent material studied during the semester leading to the jury. Students may **not** repeat repertoire that he/she has played in a previous jury;
- Performance, Music Education, and Jazz Performance Studies majors are **not** required to present a jury in the semester of his/her/their senior recital;
- Music Education Majors are **not** required to present a jury in the semester in which they are enrolled in Clinical Practice II (Student Teaching);
- A jury may **not** be postponed without the approval of the applied major lesson teacher;
- Failure to appear on time for a jury may result in a grade of F for that jury.

Make-up Juries
Students will have one opportunity to make up their jury if they have an excused absence. If the student misses the initial jury, then they will have to pay for their own accompanist. Students may apply to the MGSA Emergency Fund if they are financially unable to absorb the cost.

For more information about recitals see Recital Requirements.

Jury Grades

Juries will be heard and graded by performance faculty in the student's area of study. Students who earn grades of C+ or lower in one semester from any two faculty members hearing the jury may be placed on Artistic Probation. Students who earn grades of C+ or lower in any two semesters from any two faculty members may be dismissed from the program.

General Jury Requirements

The Bachelor of Music specific jury requirements are as follows:

- Performance and Jazz Performance Studies: 7 semesters;
- Music Education Majors: 6 semesters;
- Composition Majors: No jury required; in lieu of jury, students must complete 4 annual composition portfolio reviews.

At the end of each semester, Performance, Jazz Performance Studies, and Music Education students must complete a jury examination, which is evaluated by three or more faculty members. In lieu of the jury requirements, Composition majors must present an annual composition portfolio review to at least two (2) faculty members in the Spring semester at the end of each academic year.

In the rare case in which a student has a double concentration in composition and performance, the student must complete both a performance jury in each semester a jury is required as well as the annual composition portfolio review.

Students are **NOT** required to complete a jury in the following circumstances:

- In the semester in which they are completing a Senior Recital.
- Music Education majors in the semester in which they are registered for Clinical Practice II.
- Composition students on their secondary instruments if studying with a grad student.

Students who must delay their jury for medical or other emergency reasons are required to reschedule their jury within the first 2 weeks of the following semester. In such cases, students will receive a Temporary Grade for Applied Major Lessons pending the results of their jury. The Applied Lesson Teacher and one other faculty member in the student's area must be available to hear and evaluate the jury. Students who cannot complete their jury within this timeframe must contact their Applied Lesson Teacher, Area Chair, and the Associate Director of the Department for approval of an alternate arrangement.

Jury Requirements by Area

Voice Juries

The voice jury consists of 8 to 15 minutes of music, depending on the level of the jury. The jury must be performed by memory and must represent a variety of repertoire studied during the course of the semester and approved by the applied major lesson teacher. All repertoire presented at juries must be selected from the classical vocal genres of art song, opera, operetta, or oratorio. We encourage you to consider selecting a piece or pieces written by an underrepresented composer (composer of color, female composer, or other underrepresented group). This should also be in a classical style, including spirituals. You will not be penalized if this is not possible for your jury.

Voice performance majors are also required to perform a jury in the semester in which they are completing a Junior Recital.

Brass Juries
Brass student juries can include a major solo, accompanied by piano, and/or 3-4 major orchestral excerpts (approved by the primary applied major lesson teacher). During a student's first semester, the student must demonstrate proficiency in all major and minor scales. Students who do not demonstrate appropriate scale proficiency will be asked to repeat them in future juries.

String Juries
String players present juries consisting of ten (10) minutes of music, either from two different works or two movements from the same work. These works may be performed on future recitals. The student's applied major lesson teacher has final determination of repertoire for his/her/their juries.

Classical Piano Juries
Piano performance majors must present at least two (2) contrasting works that consist of at least 15 minutes total. All repertoire must be played by memory, except in cases of certain $20^{th}/21^{st}$ century repertoire (must be pre-approved by the Head of the Keyboard Area).
Music Education majors must present at least two contrasting works of total duration of at least ten (10) minutes, with at least 4 minutes of repertoire performed by memory.

Woodwind Juries
Woodwind students must present ten (10) minutes of repertoire. This repertoire can consist of a single work for solo instrument or solo with piano, or portions of multiple works. A selection of orchestral excerpts is also acceptable, as long as it is balanced with solo repertoire in other juries.

Percussion Juries
Repertoire for Percussion juries is selected by the faculty and provided to the students 5 weeks before the jury date.

Jazz Juries

Jazz majors are required to learn and memorize 10 jury selections each semester: 7 tune-list, 2 Mingus, and 1 Wildcard selections (Wildcard to be immediately playable without rehearsal. Lead Sheets are to be supplied to jury accompanists).

Jazz-Education double majors are required to learn and memorize only 5 jury selections each semester: 3 tune-list, 1 Mingus, and 1 Wildcard selection (Wildcard to be immediately playable without rehearsal. Lead Sheets are to be supplied to jury accompanists).

All jazz selections must be fully memorized in advance, including both melody and chords. During the jury exam, one or two selections will be chosen at random by the faculty panel to

perform. Students are also tested on sight-reading and jazz theory, including scales, chordal outlines (arpeggios), and standard progressions. Repertoire, sight-reading, and jazz theory become progressively more advanced each semester. 5th and 6th-semester undergraduate students who are not piano majors are tested on Keyboard Essentials requirements during their juries, consisting of scales, cadences, chord structures, and standard forms. Jazz drummers must demonstrate Jazz Keyboard Proficiencies EACH semester which includes semester-level scales and chords and the performance of a memorized standard tun

For more detailed information regarding jury requirements, visit: https://sites.rutgers.edu/mgsa-jazz/resources/jury-requirements/.

Recital Requirements

Bachelor of Music Solo Recital Procedures | Recital Adjudicators | Recital Programs | Recital Application Forms | Room Reservation | Recital Scheduling | Recital Parking | Keyboard Tuning/Special Requests | Recital Reception | Accompanist Services | Recital Recording | Venue Keys, Set-Up, and Clean-Up | Recital Deposits and Fees | Senior Recital | Junior Recital for Voice Performance Majors | Senior Recital for Voice Performance Majors | Non-Degree Recital Procedures

Bachelor of Music Solo Recital Procedures

Recital Adjudicators
Senior recitals for Performance, Jazz Studies, and Composition majors require two adjudicators, one of whom must be the Applied Major Lesson teacher. The first step in planning the senior recital for these majors is for the Applied Major Lesson teacher to arrange for the second adjudicator, who must be from the performance faculty and/or who has been approved by the appropriate Area Head.

Senior recitals for Music Education majors require one adjudicator—the Applied Major Lesson teacher. Music Education majors should list his/her/their *Additional Performance Faculty* on the online recital application form as "None (Bachelor of MusED)". The Applied Major Lesson teacher may choose to require a second adjudicator. In that case, the student will fill out the form accordingly.

Note: The recital adjudicators must be in place before the recital application form is submitted. Students who submit adjudicator names on the recital application form without prior approval will be fined (*$20 fine per offense*).

Recital Programs
Students must have his/her/their program approved by the Applied Major Lesson teacher and confirm the Applied Major Lesson teacher's availability prior to filling out the recital application form. Programs must be uploaded in a Word file. When the recital application is approved, the

Department of Music PR and Print Materials Specialist will create the recital program. Once the program is complete, the Front Office manager will send the completed program to both the student and Applied Lesson teacher along with the appropriate parking link via email.

Students will automatically receive 25 copies total of their recital programs. If more programs are needed, the student must indicate this in the recital application form.

Recital Application Forms
The recital application form is electronic and can be accessed here:
https://airtable.com/appP62nIPA5M2K8Oc/pag6eUQIRNRCt8jMr/form

The Recital Form cannot be submitted until your Applied Lesson Professor reserves the performance space (see Room Reservation). If you submit a form and the space is not reserved, the form will be denied and the process will start over.

Once the application form is complete, the front office manager receives an email with the recital form information and contacts the adjudicators to confirm the information on the form.

The recital application is not approved until each adjudicator sends a confirmation email to the front office manager.

Recital Application Forms must be submitted 20 business days before the date of the recital. Late forms are subject to the following fees:

- Fewer than four weeks (20 business days) before the scheduled recital date: $25 fee
- Fewer than three weeks (15 business days) before the scheduled recital date: $50 fee
- Fewer than two weeks (10 business days) before the scheduled recital date: $100 fee
- Less than one week (5 business days) before the scheduled recital date: Recital will be **cancelled** and student is still subject to the $100 late fee.

Note: Recitals cancelled fewer than 10 business days before the scheduled recital date will be subject to the $100 late fee. Recitals cancelled more than 10 business days will not receive a $100 late fee.

Room Reservation
The Applied Lesson Teacher arranges the performance venue by contacting the Mason Gross School of the Arts Director of Facilities or by booking online through Artspace (artspace.rutgers.edu).

Recital Scheduling
Recitals must be completed by one week before the last day of classes.
Fall 2026 semester deadline: December 3, 2026

Spring 2026 semester deadline: April 26, 2027

Recitals may **not** be scheduled during any of the following times:

1. During the first two weeks of the fall semester;
2. During first week of the spring semester;
3. During reading days, final exam period, or when school is not in session for holiday breaks or winter, spring, or summer breaks.

Recital Parking

Approximately one week prior to the recital date, the Front Office Manager will email parking information to the student. This email will contain a link that attendees must use to register their cars for the specified designated parking lots.

Keyboard Tuning/Special Requests

One piano tuning will be provided prior to the recital. If a student requires an additional keyboard instrument (i.e. harpsichord) and/or additional tuning, the student must contact the Department of Music Keyboard Technician at least two (2) weeks before the recital. Additional tuning is only available for recitals during the weekday (Monday-Friday).

Note: There are additional fees for additional keyboard instruments/tunings.

Recital Reception

Recital reception spaces must be reserved with the MGSA Scheduling Office (scheduling@mgsa.rutgers.edu). The student is responsible for set-up and break-down of tables (stored in MMB hallway by Room 118).

All garbage and recyclables must be bagged and taken to the appropriate dumpsters in lot 73 (adjacent to the Music Annex). A custodial fee may be imposed if the space is left in an unacceptable condition. It is the student's responsibility to pick up the uncashed reception deposit check from the Department of Music front office following the date of the recital.

Accompanist Services

The student must consult with his/her/their Applied Lesson Teacher to confirm if his/her/their studio has an assigned studio accompanist, or if the student may use one of the department staff accompanists or an outside accompanist. The fee for a department staff accompanist for a full recital (approximately one hour, including intermission) is $175.00, and a half recital (35-40 minutes, not including intermission) is $100.00. The student must pay the accompanist directly after the recital has been completed.

For all accompanist services questions, please contact the Accompanist Coordinator.

Recital Recording

The Department of Music provides audio recording services for archival purposes only; therefore, recordings may not be of professional quality. A link of the recital recording will be emailed to the student approximately one week after the recital. Recording services are provided for degree recitals and music department ensemble performances. Recording services

are not provided for non-degree recitals, instrumental studio recitals, faculty recitals or guest artist recitals.

Live Streaming
Live streaming is available only for Music Department ensemble performances that take place in Nicholas Recital Hall.

Venue Keys, Set-Up, and Clean-Up
Keys to the recital venue must be obtained from the Department of Music front office, MMB 102, one business day before the scheduled recital date. It is the student's responsibility to distribute programs, set up and break down the stage, and run lighting. The department does not provide page turners or stage crew. Any additional equipment necessary for performance (e.g., microphones, electronics, and Smart Board use) is the responsibility of the performer.

At the conclusion of the recital, it is the student's responsibility to ensure the room is in proper order, all lights and A/V equipment are powered off, and all the doors and windows are locked and secured. The key(s) for the recital venue must be returned by the student to the Department of Music front office (MMB 102) immediately, or, if after business hours, or on a weekend, placed in the key drop-box outside MMB 110.

Recital Deposits and Fees
Each individual fee (see below) should be paid by a separate check, payable to *"Rutgers, The State University of New Jersey*," and must include the recital date in the bottom memo. All checks must be submitted to the Department of Music Front Office Manager (MMB 102). All fees are due upon submitting the completed Recital Program Application.

Additional Keyboards/Additional Tuning (If applicable)	$50
Nicholas Music Center Stage (If applicable) Monday – Friday, after 4pm Weekend	 $110 $210

Senior Recital

- The senior recital for all Composition, Jazz Performance Studies and Instrumental Performance Majors should consist of at least 50-60 minutes of repertoire that reflects proficiency in a variety of styles;
- Composition majors, in addition to the senior recital, are required to present an Annual Composition Portfolio Review. The Annual Composition Portfolio Review can include compositions that were performed on the student's senior recital.
- The senior recital for all Music Education Majors should consist of at least 30 minutes of repertoire that reflects proficiency in a variety of styles. The recital may be shared with another student preparing a Music Education senior recital, in which case the two students would each perform at least 30 minutes of music and may opt to perform one
- chamber work together.

Jazz Senior Recitals

All undergraduate jazz major senior recitals must take place in the spring semester of the fourth year of study. An exception may be made for Jazz-Education majors who may need to complete the senior recital during the final fall semester.

The jazz senior recital will not be approved in any semester the student is not eligible for, and not fully registered for, Applied Major Lessons, Jazz students may not hold a senior recital without the consent and presence of the current Applied Major lesson instructor.

Rutgers teaching faculty may not participate in a jazz student's senior recital in any capacity.

Jazz senior recitals are scheduled in advance by jazz program directors on behalf of jazz majors. The recitals are scheduled on specific days and in specific rooms and are grouped together in succession. Students are given abundant advanced notice in the Fall semester prior to the assigned recital date and time, in order to prepare as needed.

Recital adjudicators, room assignments, and recital scheduling are all pre-determined each year by the jazz program on behalf of jazz majors. Jazz students are not permitted to choose custom adjudicators, performance spaces, or custom dates/times for their recitals.

Junior Recital for Voice Performance Majors

- Voice Performance majors are required to perform a Junior Recital during the sixth semester of vocal study;
- The content and length of the program is flexible, usually at least 30 minutes in length but not more than a maximum of 45 minutes of music;
- The recital may be shared with another singer or singers or with one or more instrumentalists, in which case the length of the entire program should not exceed 75 minutes;
- At least 6 pieces on the recital should be new. These 6 pieces **cannot** be used for the Senior Recital;
- The Junior Recital will **not** be evaluated by a committee of voice faculty members;
- Since the Junior Recital is not evaluated, students must perform a Junior Hearing at the sixth semester jury;
- The Applied Lesson Teacher must be present for the recital.

Note: When completing the electronic recital application form, the Vocal Junior Recital should be filed as a "Non-Degree Recital." Please see Non-Degree Recital Procedures for more information. Recording services, printed programs, and recital parking are **not** provided for the Junior Vocal Recital. To request any of these services, email the Front Office Manager.

Senior Recital for Voice Performance Majors

- The Senior Recital is usually presented during the final semester of voice study;
- The program must include a minimum of 45 minutes, no more than a maximum of 55 minutes of music, and no more than 75 minutes with pauses and intermission;
- The repertoire of the Senior recital should be completely new, with the exception of repertoire presented in the last progress jury of the semester before the recital. Repertoire previously presented in all other juries or the Junior recital is not allowed;
- Although the Senior Recital may include an opera and/or oratorio aria, the recital milieu is focused primarily on art song repertoire. We encourage you to consider selecting a piece or pieces written by an underrepresented composer (composer of color, female composer, or other underrepresented group). This should be in a classical style, including spirituals.
- The recital program should represent a variety of styles in at least 3 languages.
- Any languages that are part of the singer's culture are welcome;
- Due to time limitations, verbal introductions, personal anecdotes or acknowledgements, and oral translations are not allowed;
- Any encores must be approved in advance by the Applied Lesson teacher;
- In the semester that the Senior recital is successfully given the student is exempt from performing a jury;

Note: Although program notes are not required, written texts and translations must be provided at the student's expense.

Non-Degree Recital Procedures

Students completing a non-degree recital must submit the recital application form, however, all non-degree recitals are automatically approved as long as they are properly scheduled through Artspace or with the Director of Facilities. Although the completed recital form is required, the recital is not a graduation requirement, with the exception of the Junior Recital for Voice Performance Majors. (See Room Reservation)

See Recital Application Forms to complete the recital application form. When submitting the recital as a non-degree recital, students must submit their applied major lesson teacher's name as both the "Primary Applied Lesson Teacher" and the "Additional Performance Faculty."

Note: Recording services, printed programs, and recital parking are **not** provided for Non-Degree Recitals, including the Junior Vocal Recital. To request any of these services, email the Front Office Manager.

Music Education Policies and Guidelines

Music Ed Advisory Review | Academic Standing | Artistic Standing |
Music Ed Performance & Recital Requirements | Teaching Experiences |
New Jersey Teacher Certification

In addition to enrollment in the Mason Gross School of the Arts, students in the Music Education program must also be affiliated with the Graduate School of Education (GSE), which is the Rutgers office that recommends students for New Jersey teacher certification.

The Music Education program is different from the other education programs at Rutgers. Many of the usual policies of the Office of Academic Services (OAS) at the GSE do not apply to music students. Questions about any music education policy or procedure should be addressed with the Music Education faculty rather than with the OAS.

Music Education Advisory Review (MEAR)

The progress of each student in the Music Education program will be evaluated during the second semester of the sophomore year. The review usually takes place near the end of the semester, often during the final exam period.

Each student is evaluated in terms of commitment to the profession, professionalism, communication abilities, and teaching aptitude. The following measures are used: music faculty recommendations, the student's transcript, student essay, grades achieved in Foundations of Music Education (07:700:210), successful completion of the Piano Proficiency Exam and the evaluation report from the sophomore field experience. In addition, each student is interviewed by the Music Education faculty. Students must have a G.P.A. of 3.00 or higher. The MEAR will result in one of the following actions:

- Acceptance into the Music Education Professional Sequence (MEPS);
- Provisional acceptance into the upper division of the program, with a new evaluation to be completed at the end of the following semester;
- Dismissal from the program.

Dismissal from the program as a result of the MEAR is considered an Artistic Dismissal and is subject to review by the Dean of the School. See Academic & Artistic Policies.

Academic Standing

Music Education Majors must have a cumulative grade point average of **3.00** or higher in order to apply for and complete Clinical Practice I and II (student teaching). This requirement is established by state law and is not flexible. In addition, students must have a cumulative G.P.A. of at least 3.00 at the time of the Music Education Advisory Review (see above) in order to continue in the program without probation.

Artistic Standing

All students at the Mason Gross School of the Arts are held to the highest artistic standards of musical performance. For Music Education majors, the goal is to master performance craft first, then learn the necessary pedagogy to deliver that information to the next generation of students. Evaluation of each student's artistic progress is separate from the evaluation of academic progress. Students must successfully complete all jury and recital requirements and must achieve grades of B or higher in his/her/their lessons in order to remain in good standing; see Academic & Artistic Policies.

Music Education Performance & Recital Requirements

Although Music Education students are expected to perform regularly, the only formal requirement is that each student who enrolled in the B.M. Program Fall 2013 and thereafter, must present a 30-minute senior recital. The performance requirements for the recital must be in direct consultation with the student's applied lesson teacher.

Teaching Experiences

As part of the certification process, students are required to complete a series of observation/teaching experiences in K-12 schools. Three of these experiences occur prior to Clinical Practice I and II (student teaching). Students are usually not assigned to the same school for more than one experience. Students are not permitted to complete Clinical Practice I or II in the school system they attended.

Clinical Experience (K-12 Practicum Placements)
The clinical experience requirements are usually completed in correlation with the required courses in Music Education. The experiences include both observation of teaching and some actual teaching, to be completed in addition to the course meeting time. Policies on grading are provided prior to each experience in the relevant course. The required courses and corresponding experiences are as follows:

- Second year: *Foundations of Music Education* (07:700:210) - 18 hours, usually a rotation of experiences for exposure to K-12 music teaching.
- Third year: *Methods & Materials for General Music Education* (07:700:381) - 18 hours at the elementary level.

- Third year: *Methods & Materials for Choral Music Education* (07:700:382) or *Methods & Materials for Instrumental Music Education* (07:700:384) - 17 hours at the middle school and/or high school level.

Clinical Practice I and II (Student Teaching)
Clinical Practice I and II are the primary activities of the last two semesters of the music education program of study. During the first semester, students work full-time two days per week in the assigned school(s). In the second semester, students work full-time in the assigned schools during the entire semester, including during Rutgers Final Exam Period. In the second semester, students are required to resume work when the school district resumes classes NOT when Rutgers' semester begins. An orientation session is held prior to the beginning of the school year.

Because music teachers receive certification to teach K-12, student teachers at Rutgers are required to complete Clinical Practice I and II in a variety of different situations and levels of instruction. Typically, student teachers in music are assigned to two different grade levels and/or musical content areas in the fall and spring semester resulting in at least two different cooperating teachers.

Students must apply for Student Teaching during the year prior to the experience. The application is usually made in the first semester of the junior year, in early December. The procedure is as follows:

1. Verification of grade point average before student teaching of 3.0;
2. Verification of course requirements and implementation of "action plan" to fulfill remaining requirements;
3. Verification of passing all sections of the piano proficiency exam;
4. Clearing of all "U" grades in Music Assembly;
5. Verification of recital requirement;
6. Obtaining and completing the application from the Director of Clinical Experience and Practice;
7. Attending a scheduled interview (usually in January/February) with an assigned music education faculty member; and
8. Director of Clinical Experience and Practice attains and verifies placement(s).

Note:

- All other degree requirements must be complete before the Clinical Practice II semester;
- Students should complete the required courses in writing and mathematics during the first year;
- Students may not be registered for any other courses during the semester in which they complete Clinical Practice II.

New Jersey Teacher Certification

Students who graduate from the Rutgers University Music Education Program (BM degree), will be prepared to complete or have already completed all of the requirements to receive a New Jersey Certificate of Eligibility with Advanced Standing (CEAS) (vocal & instrumental; PreK-12) teacher certification. While Rutgers' music education students complete either an instrumental or vocal degree track in music education, all students are prepared for the same Music CEAS offered by the state of New Jersey.

The content of some of the final courses in the Music Education degree program will include an explanation of all certification requirements as well as guidance about how to submit the requirements to the appropriate authorities. Some requirements for certification involve fees paid to the appropriate authorities.

Once the Bachelor of Music degree requirements are complete, the Rutgers Graduate School of Education will process the certification application with the state of New Jersey. May graduates can expect to receive the official teaching certificate by late summer. The GSE will process certification applications only within one year of graduation.

Because New Jersey is part of the NASDTEC Interstate Agreement and Interstate Reciprocity program, once the New Jersey license is received, students can choose to seek a teaching license in another state.

Details about transferring a license to another state can be found here: https://www.teachercertificationdegrees.com/reciprocity/

For information about specific music education certification requirements in each state and Washington, DC, please review this annually updated post from the National Association for Music Education: https://nafme.org/music-education-certification-licensure/

Degree Requirements

B.M. Concentrations | B.M. Double Concentrations |
Requirement Checklists & Sample 8-Semester Schedule Notes

Bachelor of Music Concentrations

For the degree requirements for the Bachelor of Music degree concentrations, go to:

- Performance Concentration: Instrumental
  - Requirement Checklist
  - Sample 8-Semester Schedule
- Performance Concentration: Vocal
  - Requirement Checklist
  - Sample 8-Semester Schedule
- Jazz Performance Studies Concentration
  - Requirement Checklist
  - Sample 8-Semester Schedule
- Music Education Concentration: Instrumental
  - Requirement Checklist
  - Sample 8-Semester Schedule
- Music Education Concentration: Vocal/General
  - Requirement Checklist
  - Sample 8-Semester Schedule
- Composition Concentration
  - Requirement Checklist
  - Sample 8-Semester Schedule

For the Bachelor of Music Undergraduate Liberal Arts Course Requirements, see the "Liberal Arts Information and Requirements" header at https://sites.rutgers.edu/mgsa-music-resources/undergraduate-forms/.

Students who transfer to Rutgers from another college or university should consult with the Music Undergraduate Advisor to establish which Rutgers requirements are satisfied by any courses that have been transferred (See Transferring to MGSA from Another College or University.)

Student degree requirements are those that are in effect when a student begins the Bachelor of Music Program or the Bachelor of Arts Music Major. If required courses are no longer offered, the faculty will identify acceptable substitutions.

Bachelor of Music Double Concentrations

For the degree requirements for Bachelor of Music double concentrations, go to:

- Music Education – Performance: Instrumental Double Concentration
  - Requirement Checklist
  - Sample 8-Semester Schedule
- Music Education – Performance: Vocal/General Double Concentration
  - Requirement Checklist
  - Sample 8-Semester Schedule
- Jazz Performance Studies - Music Education: Instrumental Double Concentration
  - Requirement Checklist
  - Sample 8-Semester Schedule
- Jazz Performance Studies - Music Education: Vocal/General Double Concentration
  - Requirement Checklist
  - Sample 8-Semester Schedule

Note: A student who is interested in completing a double concentration or changing concentrations must consult the Music Undergraduate Advisor.

Requirement Checklists and Sample 8-Semester Schedule Notes

The following pages include the requirement checklists and sample 8-semester schedules for all of the Bachelor of Music concentrations and double concentrations. The notes immediately below pertain to the requirements and sample schedules for all concentrations. Information that pertains to each specific concentration can be found in the notes immediately following each requirement checklist.

1. *College Writing* (01:355:101) is required, and must be taken in the Fall semester of the first year of enrollment. The initial writing placement is determined by a Basic Skills test. Students who are placed in a lower-level writing course **must** take that course in the Fall semester of the first year. Students who do not pass a level of the writing course(s) must complete that level in the immediate next semester of enrollment.

2. Depending on the specific concentration, the required liberal arts courses are shown in the sample 8-semester schedules as either ten or eleven 3-credit courses, distributed for balance among the eight semesters. Other distributions are possible.

3. Some of the music courses in the sample 8-semester schedules may be taken in other semesters; however, the distribution that is shown in these schedules is one that works. Not every course is offered in every semester or in every year. Before a student makes a change to the suggested distribution, he/she must consult with the Music Undergraduate Advisor to make sure an adjusted distribution will work.

4. Students enrolled in *Theory I-IV* must be concurrently enrolled in the same or a lower level of *Aural Skills*. Students enrolled in *Aural Skills I-IV* must be concurrently enrolled in the same or a higher level of *Theory* or have previously completed all *Theory* requirements.

5. *European Music Before 1800 (700:301) and European & American Music after 1800* (700:302) must be taken in sequence. (Jazz majors are not required to take these courses).

6. *Musics and Cultures* (700:203) is usually offered in every Fall semester.

7. One or more sections of *Special Studies in Music History* will be offered every semester, as 700:419 in the fall and 700:420 in the spring; either course satisfies the requirement. The specific topic will change from semester to semester. For Music Education Majors, this course satisfies the *Music in Historical & Cultural Context Elective* Area Liberal Arts requirement (see Music Ed checklist for additional courses that may satisfy this requirement).

8. One or more semesters of *Chamber Music* or *Chamber Jazz Ensemble* (for Jazz majors) is required for every concentration. The requirement may be satisfied by *Chamber Music* (701:355, 356, 455 or 456) (or by one of the small ensembles listed at Chamber Music Ensembles), or for Jazz Majors by *Chamber Jazz Ensemble* (07:701:319, 320,

419, or 420). Only 1 semester of *RUNME* (07:701:307) may be used to satisfy the classical chamber music requirement.

9. *Conducting I* (700:329) is required for all concentrations, and both *Conducting I & II* (700:329 & 330) is required for some concentrations. *Conducting I* may be taken in the fall semester of either the third or fourth year.
   Note: *Conducting II* may not be used as a substitute for *Conducting I* since *Conducting I* is a pre-requisite for *Conducting II*. Those concentrations that do not require *Conducting II* may not enroll in *Conducting II* (700:330) unless they have taken *Conducting I*.

10. A Senior Recital is required for graduation. The senior recital cannot be scheduled if a student has a grade of Unsatisfactory in any semester of Music Assembly. Information about Recital Scheduling and Requirements for each concentration can be found at Recital Requirements.

11. All Bachelor of Music students (with the exception of classical piano performance majors) must take the Piano Proficiency Exam by the end of the 2nd year and must pass the exam in order to graduate.

12. Most students will need instruction in piano in order to pass the Piano Proficiency Examination. If a student has not had formal instruction in piano, this instruction will usually include *Classroom Piano I-IV* (07:701:159, 160, 259, and 260).

13. Because the eight semesters of *Music Assembly* do not count towards graduation, and the four semesters of Classroom Piano are not required, the courses listed in the requirements checklists and/or sample 8-semester schedules may add up to more than the required number of credits for graduation.

14. Some of the concentrations require elective credits to earn the 120 total credits required for graduation:
    - To fulfill the music electives, courses may be selected from any 300 or 400-level music courses not being used to satisfy the music major requirements, or 200-level courses pending approval by the Music Undergraduate Advisor;
    - Students may use Classroom Piano to satisfy 4 of the music elective credits;
    - To fulfill free elective credits, courses may be selected from any music or non-music cours

Additional Resources

The following resources are available at:
https://sites.rutgers.edu/mgsa-music-resources/

- Recital information
- Piano accompanist information
- Undergraduate & Graduate information & forms
- Ensemble audition information (choral & instrumental)
- Recording studio reservation

Forms

- Artistic Probation and Dismissal–Effective Sept 2024
- Declaration of a Second Major or Minor
- Independent Study Form
- Instrumental Vocal Techniques Courses
- Outside-Course-Approval
- Piano Proficiency Packet*
- Reduced_Credit_Course_Load_UGGrad
- Re-enrollment Information
- Request-for-Deletion-of-Failing-Grade
- Request for Part-Time Status
- Transfer-Course-Departmental-Evaluation
- Transfer Credit Guide
- Undergraduate-Leave-of-Absence_Withdrawal
- Withdrawal-from-a-course-after-the-12th-week
- Ensemble Leave Request Form

*The Piano Proficiency Packet is also available in the Marryott Music Building Front Office.

For more information contact Ellen Leibowitz:
ellenlei@mgsa.rutgers.edu