



CLEVELAND  
INSTITUTE OF MUSIC  
2023-24 Catalog



WELCOME TO CIM

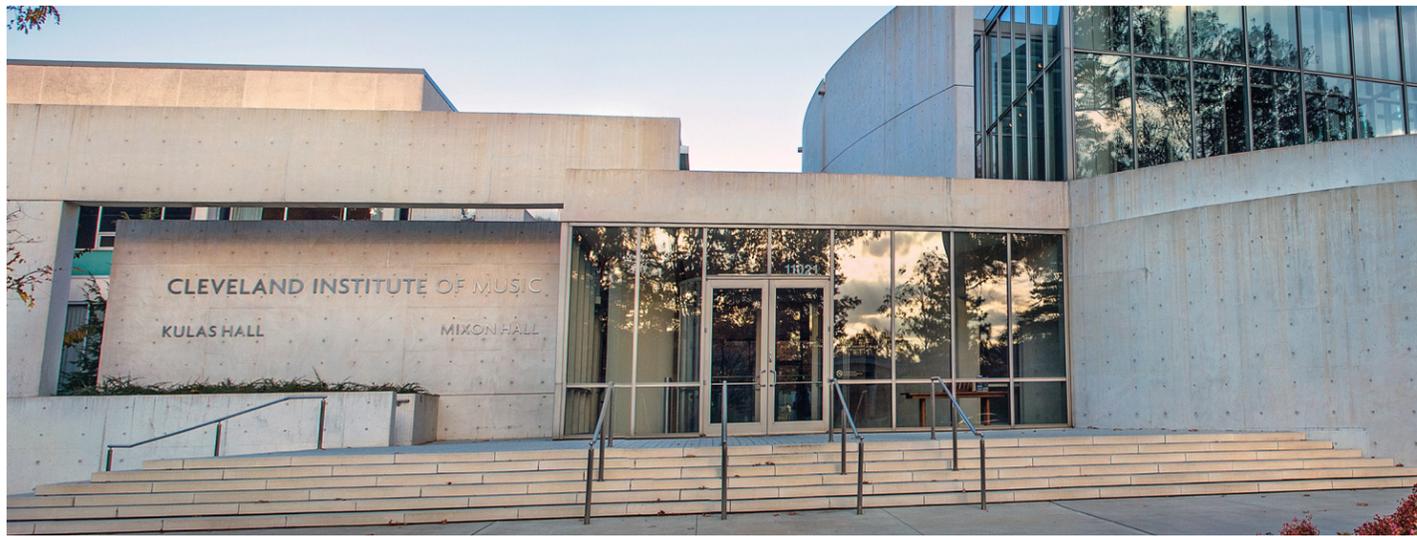




# TABLE OF CONTENTS

<b>WELCOME TO CIM</b>	<b>4</b>	Orchestral Conducting	11
Vision	4	Composition	11
Mission	4	Graduation Requirements	11
Institutional Learning Goals	4	Graduate Diploma	12
Accreditation	4	Artist Diploma	12
History	4	Doctor of Musical Arts	12
Administrative Staff	5	Residence Requirements	12
Faculty	5	Degree Requirements	12
Trustees	7	<b>Study Abroad</b>	<b>13</b>
<b>CIM ACADEMICS</b>	<b>8</b>	<b>Regulations</b>	<b>14</b>
<b>Regulations</b>	<b>8</b>	Statutes of Limitation	14
<b>CIM/CWRU Joint Music Program</b>	<b>8</b>	Attendance	14
<b>Undergraduate Programs</b>	<b>9</b>	Grading System	14
Bachelor of Music Degree	9	Credit Hour Assessment	15
<b>Double Major Programs</b>	<b>9</b>	Credit Hour Procedures	15
Double Major with Eurhythmics	9	Transfer of Credit	15
Double Major with Music Theory	9	Veterans	16
Five-Year Dual-Degree Programs	10	<b>Academic Standing and Academic Progress</b>	<b>16</b>
Graduation Requirements for All Undergraduate Programs	10	Advanced Standing	17
Artist Certificate Program	10	Artistic Probation and Separation	17
<b>Graduate Programs</b>	<b>10</b>	Academic Probation and Separation	17
<b>Master of Music Degree</b>	<b>10</b>	Recital and Lesson Requirement	18
Comprehensive Examination	10	<b>Academic Honesty and Integrity</b>	<b>18</b>
<b>Major Requirements</b>	<b>11</b>	<b>ADMISSION POLICY</b>	<b>20</b>
Performance	11	<b>SATISFACTORY ACADEMIC PROGRESS POLICY</b>	<b>22</b>

<b>Requirements of SAP Policy</b>	<b>22</b>	Guitar Performance / Bachelor of Music	58
<b>Cumulative GPA</b>	<b>22</b>	Guitar Performance / Master of Music	58
<b>Qualitative and Quantitative Measures</b>	<b>23</b>	Voice Performance / Bachelor of Music	59
<b>Maximum Timeframe</b>	<b>25</b>	Voice Performance / Master of Music	60
Review Period	26	Conducting Performance / Master of Music	61
Financial Aid Warning	26	Composition / Bachelor of Music	62
Financial Aid Suspension	26	Composition / Master of Music	63
Financial Aid Probation	26	<b>COURSE INFORMATION</b>	<b>64</b>
Eligibility for Reinstatement	27	<b>Principal Performance Study</b>	<b>64</b>
Progress Appeal Procedures	27	<b>Secondary Performance Study</b>	<b>64</b>
<b>Conservatory Refund Policy</b>	<b>30</b>	<b>General Education</b>	<b>65</b>
How Withdrawal Date is Determined	30	Music Diversity Requirement	65
<b>Treatment of Title IV (Federal) Aid When a Student Withdraws</b>	<b>33</b>	Applied Lessons, Juries & Recitals	65
How Withdrawal Date is Determined	34	Audio Recording	65
Order in Which Title IV Funds are Returned	36	Composition	65
Time Frame for Return of Title IV Funds	36	Eurhythmics	66
Academic Calendar for Return of Title IV Funds (R2T4)	37	Ensembles	66
<b>CIM CURRICULA</b>	<b>38</b>	General	66
Flute Performance / Bachelor of Music	39	Music History	67
Flute Performance / Master of Music	39	Music Literature	68
Oboe Performance / Bachelor of Music	40	Pedagogy	69
Oboe Performance / Master of Music	40	Repertoire Classes	69
Clarinet Performance / Bachelor of Music	41	Secondary Performance/Keyboard Skills	70
Clarinet Performance / Master of Music	41	Music Theory	70
Bassoon Performance / Bachelor of Music	42	General Education	71
Bassoon Performance / Master of Music	42	English as a Second Language	71
Horn Performance / Bachelor of Music	43	<b>STUDENT LIFE</b>	<b>72</b>
Horn Performance / Master of Music	43	<b>Residence Life</b>	<b>72</b>
Trumpet Performance / Bachelor of Music	44	Meal Plans	72
Trumpet Performance / Master of Music	44	Off-Campus Housing	72
Trombone Performance / Bachelor of Music	45	Student Health	72
Trombone Performance / Master of Music	45	Health and Wellness	72
Tuba Performance / Bachelor of Music	46	Student Workers: Health & Safety Training	72
Tuba Performance / Master of Music	46	Student Health Program	73
Timpani and Percussion Performance / Bachelor of Music	47	Health Requirements	73
Timpani and Percussion Performance / Master of Music	47	Student Medical Plan	73
Collaborative Piano Performance / Master of Music	48	<b>Academic Accommodations</b>	<b>73</b>
Piano Performance / Bachelor of Music	49	Temporary Disabilities	73
Piano Performance / Master of Music	49	Documentation	73
Organ Performance / Bachelor of Music	50	Determining Eligibility and Accommodations	73
Organ Performance / Master of Music	50	Notification to CIM Faculty of Accommodations	74
Violin Performance / Bachelor of Music	51	Student and CIM Faculty Member Meeting	74
Violin Performance / Master of Music	51	Notification to CWRU Support Services	74
Violin Performance and Suzuki Pedagogy	52	<b>Code of Conduct</b>	<b>75</b>
Viola Performance / Bachelor of Music	53	Substance Abuse & Sexual Misconduct Policies	75
Viola Performance / Master of Music	53	Disciplinary Probation	75
Cello Performance / Bachelor of Music	54	Student Appeals	75
Cello Performance / Master of Music	54	Grievance and Judicial Process	75
Cello Performance and Suzuki Pedagogy	55	Suspension	75
Double Bass Performance / Bachelor of Music	56	Sanctions and Penalties	76
Double Bass Performance / Master of Music	56	<b>Additional Important Information</b>	<b>87</b>
Harp Performance / Bachelor of Music	57	Legislation	87
Harp Performance / Master of Music	57	FERPA	87
		Student Right-to-Know & Campus Security	87
		Performance and Composition Media Rights Policy	87
		Title IX Equal Opportunity Policy	87



# WELCOME TO CIM

## Vision

Be the future of classical music.

## Mission

To empower the world's most talented classical music students to fulfill their dreams and potential.

## Institutional Learning Goals

By the time you graduate from CIM, you will:

Perform, create and share music with technical prowess and informed, compelling artistry in the relentless quest for the highest level of excellence. That means you will:

- Take a broad array of music courses in addition to private lessons
- Work closely with some of the finest musicians in the world today
- Play in groups of all sizes, from duos to full orchestras
- Develop comfort in diverse musical genres, periods and styles
- Master the art of collaboration in all its forms
- Assume your role as a musical citizen with confidence, generosity and self-awareness

Exhibit the professional skills of the 21st-century musician through coursework, co-curricular and experiential activities. That means you will:

- Communicate meaningfully in the musical, verbal, written and digital realms
- Think like an entrepreneur and demonstrate business acumen
- Actively and fearlessly cross musical boundaries and engage with other art forms
- Advocate for the relevance and potential impact of classical music

Evaluate, reason and make decisions in your personal and professional life using broad-based knowledge. That means you will:

- Apply your musical skills in the real world with empathy, courage and curiosity
- Be one of the world's most discerning listeners
- Understand how the music you make stands to affect others locally and globally
- Seek out and welcome collaboration with a diversity of people and musical cultures

When you leave CIM, you will be equipped for a journey of high musical distinction and community impact. You will be prepared to demonstrate leadership, compassion, perseverance, drive and creativity in all aspects of life.

## Accreditation

CIM is accredited by the Higher Learning Commission. CIM is a Charter Member of and accredited by the National Association of Schools of Music.

## History

CIM is one of just seven independent conservatories of music in the United States and one of three devoted exclusively to classical music performance. Its graduates command the most celebrated and revered stages in the world as soloists, chamber musicians and ensemble members; compose meaningful, award-winning new repertoire; and are highly sought-after teaching artists, administrators and thought leaders. More than half of the members of The Cleveland Orchestra are connected to CIM as members of the faculty, alumni or both, and CIM alumni occupy hundreds of chairs in major orchestras worldwide. The school's increasingly diverse student body benefits from access to world-renowned visiting artists, intensive study with CIM's stellar faculty and the rich curriculum offered by CIM's partner, Case Western Reserve University. A leader among its peers, CIM is the largest presenter of free performances, master classes and community concerts in the Midwest, hosting hundreds of events each year on campus and at locations region wide, including Severance Music Center. Explore [cim.edu](http://cim.edu) to learn more.

## ADMINISTRATIVE STAFF

Paul W. Hogle, President and Chief Executive Officer,  
Mary Elizabeth Callahan Chair

Scott Harrison, Executive Vice President and Provost

Brian J. Foss, Chief Financial Officer

Dean Southern, Vice President of Academic and Student Affairs  
& Dean of the Institute

Tammie Belton, Vice President of People and Culture

Cassandra Goldbach, Assistant Vice President of Artistic  
Administration and Operations

Devina Hogan, Assistant Vice President of Student Affairs and  
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Jennifer Call, Associate Dean of Preparatory and Public Programs

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Mark Litzler, Chief Development Officer

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### DIVISION HEADS

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Marc Damoulakis\*, Percussion

Keith Fitch, Specialized Studies

Jeffrey Irvine, Strings, Co-Head

Mary Schiller, Voice and Opera

Afendi Yusuf\*, Woodwinds

### FLUTE

Mary Kay Fink\*, Flute and Piccolo, Head

Jessica Sindell\*

Joshua Smith\*

### OBOE

Frank Rosenwein\*, Head

Jeffrey Rathbun\*

### CLARINET

Franklin Cohen\*\*, Head, Frank K. Griesigner Chair

Afendi Yusuf\*

### BASSOON

John Clouser\*, Head

Barrick Stees\*

### HORN

Richard King\*, Head

Nathaniel Silberschlag\*

### TRUMPET

Michael Miller\*

## TROMBONE

Randall Hawes, Head

Peter Sullivan

## TUBA

Yasuhito Sugiyama\*, Head

## PERCUSSION

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Paul Yancich\*\*, Co-Head

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Alicja Basinska

Elizabeth DeMio

Christine Hill

Daniel Overly

## HARPSICHORD

Peter Bennett, Head

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Joela Jones\*\*

## ORGAN

Todd Wilson, Head

## PIANO

Antonio Pompa-Baldi, Head

Kathryn Brown

Sergei Babayan, Mr. and Mrs. John D. Gilliam Artist-in-Residence

Daniel Shapiro

## VIOLIN

Jessica Lee\*, Head

Ilya Kaler

Olga Dubossarskaya Kaler

Jaime Laredo

Malcolm Lowe

Kimberly Meier-Sims, Violin and Suzuki Pedagogy

Stephen Rose\*

Philip Setzer

## VIOLA

Jeffrey Irvine, Head, Fynette H. Kulas Professor of Viola

Wesley Collins\*

Mark Jackobs\*

Stanley Konopka\*

Lynne Ramsey\*

## CELLO

Richard Weiss\*, Head

Abbey Hansen, Cello and Suzuki Pedagogy

Melissa Kraut

Sharon Robinson

## DOUBLE BASS

Scott Dixon\*, Head

Maximilian Dimoff\*

Derek Zadinsky\*

\*Cleveland Orchestra Member

\*\*Retired Cleveland Orchestra Member

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Trina Bourne\*

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Jason Vieaux, Head

## VOICE

Mary Schiller, Head  
Clifford Billions  
Dina Kuznetsova  
Dean Southern

## VOCAL COACHING

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François Germain  
Dina Kuznetsova  
John Simmons

## CHORAL CONDUCTING

Todd Wilson

## ENGLISH AS A SECOND LANGUAGE

Mia O'Riordan

## EURHYTHMICS

Brian Sweigart, Head  
Xinyuan Sonia Hu

## FELDENKRAIS METHOD

Samantha Damoulakis  
Russell Hall

## LIBERAL ARTS STUDIES

Alexander Cooke  
Afa Dworkin  
Noa Kageyama  
Mary Le Rouge, Director of Writing

## MUSIC LITERATURE

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Erik Mann  
Brian MacGilvray  
Carol Ruzicka  
Sean Schulze  
John Simmons

## MUSIC THEORY

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Samuel Bivens  
Alexander Cooke  
Alan Elkins  
Scott Hanenberg  
John Hughes  
Caitlin Martinkus  
Allen Yueh

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## RECORDING ARTS AND SERVICES

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## COMPOSITION

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Edith H. Smith Chair

Alexander Cooke, Electronic Music  
Production

## ORCHESTRAL CONDUCTING

Carlos Kalmar

## ENSEMBLES/ CHAMBER MUSIC

Si-Yan Li, Associate Dean of Ensembles

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Franklin Cohen\*\*

John Clouser\*

Richard King\*

Michael Sachs\*

Joshua Smith\*

Richard Solis\*\*

Barrick Stees\*

Yasuhito Sugiyama\*

Afendi Yusuf\*

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## OPERA THEATER

Harry Davidson, Music Director and  
Conductor

François Germain, Managing Director  
and Coach

John Simmons, Assistant Music Director  
and Coach

## ORCHESTRA

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## PERCUSSION ENSEMBLE

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## STRING/PIANO CHAMBER MUSIC

Philip Setzer, Artistic Director

Si-Yan Li, Program Director

Kathryn Brown

Scott Dixon\*

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Stanley Konopka\*

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Daniel Shapiro

Carolyn Gadiel Warner\*

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Lisa Boyko\*, Viola

David Brockett, Horn

Alexander Cooke, Composition

Mark DeMio, Bassoon

Bryan Dumm\*, Cello

Paul Ferguson, Trombone

Daniel Gilbert, Clarinet

Jack Harel, Oboe

Jody Guinn, Harp

Kathleen Horvath, Double Bass

Denise Milner Howell, Voice

Matthew Larson, Percussion

Erik Mann, Guitar

Derek Rikio Nishimura, Piano

Andrew Poxon, Guitar

Heidi Ruby-Kushious, Flute

Carol Ruzicka, Violin

Sean Schulze, Piano

Stephen Sims, Violin

Ryan Scherber, Tuba

Gerardo Teissonnière, Piano

Loren Topf, Trumpet

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## HISTORICAL PERFORMANCE

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Peter Bennett, Harpsichord and Keyboard

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Brian Kay, Lute

Jaap ter Linden, Viola de Gamba

Debra Nagy, Baroque Oboe

Rene Schiffer, Baroque Cello

## MUSIC HISTORY

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Daniel Goldmark

Nathan Kruse

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## POPULAR MUSIC

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Matthew Larson, Drum Set

\*Cleveland Orchestra Member

\*\*Retired Cleveland Orchestra Member

# BOARD OF TRUSTEES

## LIFE TRUSTEES

*CIM's highest honor bestowed on an individual who has made historically significant, unique or exemplary contributions and has played a defining role.*

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*The Board of Trustees is responsible for maintaining a culture of high engagement, accountability and strategic thinking. As fiduciaries, Trustees oversee all CIM financial activities and assure that resources are aligned with the CIM mission.*

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As of October 5, 2023



# CIM ACADEMICS

## Regulations

Students are responsible for familiarity with CIM's published regulations both in the CIM Catalog as well as online policies and procedures and for knowing their individual scholastic standing through reference to these regulations. Failure to read the CIM Catalog or **CIM Student Handbook**, does not excuse students from the rules and procedures described therein. Personal factors, illness, or contradictory advice from other sources are not acceptable grounds for seeking exemption from the published rules and procedures. Students do, however, have the right to petition for exceptions to regulations, and such requests should be addressed to the Vice President of Academic and Student Affairs.

## CIM/CWRU Joint Music Program

Started in 1969, the Joint Music Program between CIM and CWRU represents one of the strongest and most successful academic alliances of its kind in the US. It is a formal cooperative agreement for degree study at both the undergraduate and graduate levels. Each institution focuses on its strengths which complement those of the partner institution. CIM concentrates on the education and training of aspiring musicians in the art of performance, music theory, eurhythmics, composition and other related disciplines. CWRU concentrates on the fields of music history, musicology, music education, early music performance and popular music.

Campuses for each institution are adjacent, allowing for easy access to classes and lessons and providing opportunities for regular exchanges of ideas and joint projects.

At its simplest level, the Joint Music Program provides CWRU music majors with instrumental, vocal and composition lessons, as well as music theory and eurhythmics classes at CIM. It provides

CIM students with music history and general education classes at CWRU. The program also provides:

- A dual-degree option for CIM students
- Bachelor of Science in Music Education
- A partnership between CIM's Robinson Music Library and CWRU's Kulas Music Library, with each collection complementing the other
- Academic advisement for DMA candidates

The program is overseen by the Joint Music Program Committee. The committee meets at least once each semester, with faculty from each institution serving as committee members. The Joint Music Program Committee is co-chaired by the Vice President of Academic and Student Affairs at CIM and the Chair of the Music Department at CWRU. The Associate Dean of Academic Partnerships at CIM and the Associate Dean for Interdisciplinary Initiatives and International Affairs at CWRU are also members of the committee.

## Undergraduate Programs

### Bachelor of Music Degree

The Bachelor of Music degree is a professional baccalaureate degree. Students enrolled are expected to develop the knowledge, skills, concepts and sensitivities essential to the professional life of the musician. To fulfill various professional responsibilities, a musician must exhibit not only technical competence, but also broad knowledge of music and music literature, the ability to integrate musical knowledge and skills, sensitivity to musical styles, and an insight into the role of music in intellectual and cultural life.

The Bachelor of Music program offers an intensive and comprehensive preparation for a professional career in music. An applicant should already have achieved a sufficient academic and musical background that demonstrates potential for successful completion of the intended course of study. All courses revolve around a core of studies in music theory, eurhythmics, music history and literature, designed to provide a thorough musical education, with the additional educational breadth afforded by selected general education subjects. Performance and academic requirements are demanding, but ample hours are available for lessons, practice and performance experience. Normal time to complete the Bachelor of Music degree is four years.

CIM offers several majors within the Bachelor of Music degree, most of which can be combined into double majors:

- Performance
- Composition
- Composition and Music Theory
- Performance and Music Theory
- Performance and Eurhythmics
- Composition and Eurhythmics

The distribution of courses may vary for individual students. Credit hours indicated are for the semester. After completion of MUHI 201 and MUHI 202, other music history and literature courses are selected with relevance to the major field of study.

Participation in ensembles is required of all majors. Yearly distribution of credits varies according to the major field and is flexible during the four-year undergraduate program. Keyboard majors with appropriate facility usually earn ensemble credits through accompanying. Others may earn credits through appropriate instrumental or vocal ensemble participation.

CIM purposefully limits enrollment in most areas to ensure maximum performance opportunities in preparation for professional life. This policy creates for the student a responsibility to provide performance services that may go beyond the minimum amounts indicated in the curricular requirements of this catalog.

Students may elect to add a minor at CIM. Minors are available in performance, composition, music theory and eurhythmics. Students should speak with the Registrar for information and process.

Minors are also available in academic subjects through Case Western Reserve University. Most minors are a sequence of five courses that are determined by the department. Please see the Registrar's Office for more information.

## Double Major Programs

Applicants may be admitted as double majors or add a second major by the end of their second year. All requirements must be completed for both majors as outlined by this catalog. Double majors can impact time to degree, so it is important for students interested in pursuing this work closely with the Registrar to put together a plan. Double majors do incur a tuition surcharge as listed on the annual schedule of fees found at: [cim.edu/admissions/financialaid/coa](http://cim.edu/admissions/financialaid/coa).

### Double Major with Eurhythmics

This major prepares students to pursue teaching appointments in the field of eurhythmics. Students must have a minimum 3.0 cumulative GPA and the permission of the eurhythmics department. Students must declare the double major in eurhythmics prior to the beginning of their junior year; students cannot major solely in eurhythmics. The yearly Double Major Fee will be charged for the junior and senior year.

### Additional requirements for eurhythmics double majors:

#### Third Year

MUDE 310 Advanced Eurhythmics: Complex Rhythm (2)  
 MUD 312 Advanced Eurhythmics: Integrated Movement (2)  
 MUSP 201 Secondary Piano V (2)  
 MUSP 202 Secondary Piano VI (2)  
 DANC 103 First Year Modern Dance Techniques I (3)  
 DANC 104 First Year Modern Dance Techniques II (3)

#### Fourth Year

MUDE 350 Eurhythmics Keyboard Practicum (1)  
 MUDE 351 Eurhythmics Teaching Practicum (1)  
 MUSP 203 Secondary Piano VII (2)  
 MUSP 204 Secondary Piano VIII (2)  
 DANC 203 Second Year Modern Dance Techniques I (3)  
 DANC 204 Second Year Modern Dance Techniques II (3)

#### Notes:

(1) DANC courses satisfy General Education/Humanities credits  
 (2) MUDE courses satisfy Music Elective credits

### Double Major with Music Theory

This program prepares students for graduate (PhD) study and for careers as professional music theorists. Students must have a minimum 3.0 cumulative GPA and permission of the music theory department. Students must declare the double major in music theory at the end of their sophomore year and no later than the beginning of their junior year; students cannot major solely in music theory. The yearly Double Major Fee will be charged for the junior and senior year.

### Additional requirements for music theory double majors:

MUTH 424 Schenkarian Analysis (3)  
 MUTH 395/495 theory elective (3)  
 OR  
 MUTH 361 Theory Pedagogy (3)  
 MUTH 390 Theory Major Literature Review (2)  
 MUTH 399 Senior Thesis – Independent Study  
 (2GRMN 101 & 102 Elementary German (8)  
 OR  
 FRCH 101 & 102 Elementary French (8)

### Five-Year Dual-Degree Programs

Under the CIM/CWRU Joint Music Program, qualified CIM undergraduate applicants may undertake one of several dual-degree programs, at the completion of which the student receives two baccalaureate degrees. Students may also pursue dual-degree programs with the additional major in a non-music subject offered at CWRU.

Dual-degree programs require a five-year distribution of course work. Early declaration of intent to undertake such a program is important to ensure a balanced distribution of courses.

Please note: Anyone who wishes to apply for a dual-degree program with the Bachelor of Music degree at CIM as one of the components should apply to CIM rather than to CWRU.

### Graduation Requirements for all Undergraduate Programs

Candidates for the degree must complete the total number of credits as prescribed for their respective programs with a minimum of 120 credits and a cumulative GPA of 2.00; complete eight semesters of principal performance study; meet all requirements of repertoire, performance and curriculum; and complete all graduation requirements within six consecutive years from the date of initial enrollment. Students should refer to their degree audits provided by the Registrar's Office through Populi, updated each semester during academic advising. Transfer students are subject to a minimum two-year, full-time residency requirement.

A recital performed in fulfillment of degree requirements cannot be considered retroactively as a recital requirement for any other degree or program. Students should work closely with faculty in advance to ensure that recital content aligns appropriately with degree expectations.

### Artist Certificate Program

The Artist Certificate is a special undergraduate credential granted upon demonstration of an extraordinary level of performance skills. Candidates may major in bassoon, cello, clarinet, double bass, flute, classical guitar, harp, harpsichord, horn, oboe, organ, piano, timpani and percussion, trombone, bass trombone, trumpet, tuba, viola, violin and voice.

Audition procedures exercise the highest degree of selectivity and a live audition is required. Application procedures, admission examinations and admission requirements are the same as for all other undergraduate programs.

This full-time program typically includes the following each semester: major studies (6 credits), intensive ensemble participation, including orchestra for orchestral instrument majors (3 credits), and a minimum of one course in music theory, eurhythmics, or music literature, or electives taken at CWRU through the Joint Music Program. Students may elect to take additional course work beyond the full-time minimum of 12 credits per semester. In addition, ESL is an academic course option for the first year. Additionally, each student annually presents a recital or other approved performance event and completes all jury requirements as published for the Bachelor of Music program. A recital performed in fulfillment of program requirements cannot be considered retroactively as a recital requirement for any other degree or program. Students should work closely with faculty in advance to ensure that recital content aligns appropriately with program expectations.

Candidates must complete at least three years (six consecutive regular semesters) in full-time residence. The normal maximum time allotted for completion of requirements is considered to be nine consecutive semesters from the date of initial enrollment. Candidates apply for graduation through the Registrar's Office and submit project and recital materials, along with a portfolio of artistic achievements for evaluation by the Dean and the major department.

It should be noted that the Artist Certificate is not an undergraduate degree but rather a credential awarded in recognition of outstanding musical achievement. This program is not intended for students anticipating the pursuit of graduate degree studies though it could lead to graduate diploma study at CIM. Normal time to complete the Artist Certificate is three years.

### Graduate Programs

#### Master of Music Degree

CIM offers several majors within the Master of Music degree:

- Performance
- Composition
- Orchestral Conducting
- Collaborative Piano
- Performance and Suzuki Pedagogy

This program provides an opportunity for the student who has acquired a solid undergraduate foundation in the major area to work intensively for continued professional growth. The degree develops advanced capacities to work independently and make effective artistic and intellectual judgments and professional decisions in the area of specialization. Students demonstrate professional competence in the area of specialization before peers and faculty, and produce a final project or its equivalent reviewed by faculty. Normal time to complete the Master of Music degree is two years.

Applicants must demonstrate knowledge and skills equivalent to those who have completed CIM undergraduate programs. Audition and admission examinations are evaluated on that basis and help to shape the overall construction of an individual's program of study. The program may also include deficiency course work, the credit for which is not applicable toward fulfillment of degree requirements. Overall individual program requirements, including those courses that are applicable to the degree and deficiency courses that are not, are determined by means of audition, admission examinations and transcript evaluation.

Candidates must complete a minimum of two academic years (four consecutive regular semesters) in residence as a full-time student at CIM.

#### Comprehensive Examination

All Master of Music candidates take written comprehensive examinations in music theory during the semester enrolled in MUTH 407. It covers seven core areas (rudiments, voice leading, tonal analysis, aural skills, form, counterpoint and post-tonal techniques). A study guide is available to new students upon matriculation to assist in focusing study throughout the program. A score of 70% is required to pass the exam. Students who do not pass the music theory exam can retake the test the following spring. If they do not pass a second time, they can petition to retake the exam before graduation.

All Master of Music candidates take written comprehensive examinations in music history. The candidate must demonstrate knowledge of the principal area of study with particular emphasis on the interrelationship of performance, music history and literature. The exam may be taken either in the fall or spring semester of the second year of study.

The evaluating faculty determines if the candidate:

- a. passes with no further examination required;
- b. conditional passes with partial written re-examination required; or
- c. fails, with full re-examination required in the next regular semester.

In the historical essay (one hour), the selected work should be described in its historical context:

- a. A copy of the recital program you will be writing on and an annotated bibliography will be provided to the faculty prior to the comprehensive exam.
- b. Briefly note the circumstances under which the work was composed (if these can be determined): commissioned work? For specific performers? Fulfilling the terms of the composer's employment? etc. Do these circumstances help explain some of the work's characteristics?
- c. Place the work in the history of musical styles: To what extent does the work exist within a tradition established by the preceding generation(s) and by its contemporaries? To what other works (by the same composer or others) may the work most fruitfully be compared or contrasted? How does the work make use of (or depart from) the style and/or structure assumptions of its time and genre?

#### Concentrations

CIM also offers concentrations in several disciplines. Students are able to add:

- Eurhythmics
- Piano Pedagogy
- Early Music (in cooperation with Case Western Reserve University)

Students who are interested in one of the above concentrations should speak with the Registrar for further details.

The course outlines in this catalog show the usual distribution of credits, but are flexible. Admission examination results may necessitate the addition of deficiency course work. Students demonstrating either proficiency or comparable graduate study in specified areas may elect other courses toward the fulfillment of requirements. Elective credits are restricted to offerings within the field of music; non-music electives are possible only when they are germane to the particular course of study and are approved by the Dean. Students intending to seek approval for non-music electives must petition the Dean in writing during the drop/add period at the beginning of each semester. Any student may be able to complete one or more semesters of off-campus internship (MUGN 450) if deemed necessary for professional and artistic growth in consultation with the faculty.

CIM purposefully limits enrollment in most areas to ensure maximum performance opportunities in preparation for professional life. This policy creates for the student a responsibility

to provide performance services that may go beyond the minimum amounts indicated in the curricular requirements of this catalog.

### Major Requirements

#### Performance

Two solo recitals are required of all performance majors. Graduate students do not perform jury examinations, though all new graduate brass students are scheduled for a hearing in their first semester and the piano department conducts performance hearings for all piano majors at the end of every fall semester. Required recitals constitute examination.

A recital performed in fulfillment of degree requirements cannot be considered retroactively as a recital requirement for any other degree or program. Students should work closely with faculty in advance to ensure that recital content aligns appropriately with degree expectations.

#### Orchestral Conducting

In addition to working with the Repertory Orchestra, students are required to assist in management of the CIM orchestral program, to attend all CIM orchestra rehearsals, to understudy when it is appropriate, to assist with sectional rehearsals as needed and to help with the orchestra library. Students are encouraged to attend sectional rehearsals, Cleveland Orchestra rehearsals, and CIM opera music and staging rehearsals. Students present two concerts separated by at least five months. Each program must include a work for soloist with orchestra, and students are expected to do research in preparation of commentary to the audience. Performance in ensembles is permitted only if the major instructor determines that it would be practical or necessary. Students confer with the major instructor regarding course selection in history and literature, language, music theory, analysis and other electives.

#### Composition

Composition students must complete the following: a thesis, which may be a composition in a form approved by the major teacher, and a full-length recital of original chamber music, written subsequent to matriculation at CIM, in which the composer participates as a performer or conductor.

### Graduation Requirements for Master of Music

Applicants for graduation must: complete a minimum of 35 semester hours, not including deficiency course work; meet all academic standards and requirements (see Regulations: Academic Standing and Academic Progress); achieve a minimum cumulative GPA of 2.75; fulfill the two-year residency requirement; meet all performance requirements; successfully complete the comprehensive examinations and complete all graduation requirements within three years from the date of initial enrollment. Additionally, voice majors must show proficiency\* in French, German and Italian; orchestral conducting majors must attain piano proficiency at the level of MUAP 314 and show proficiency\* in two of the following languages: French, German or Italian. Composition majors must deposit a properly titled, duplicated and bound copy of the Master of Music composition thesis in the CIM Library. (The Library copy must follow published format standards, available from the composition department).

\*Language proficiency is demonstrated either by one semester of collegiate-level study or by departmental examination.

## Graduate Diploma

The Graduate Diploma program is a special graduate, non-degree course of study that addresses the needs of individuals preparing for performance careers. In this program, ongoing development of technique and musicianship is accomplished in a non-degree context, with emphasis placed on private lessons, practice, ensemble participation and preparation for professional auditions. Candidates may pursue study in performance, composition and orchestral conducting. Application procedures, audition repertoire, admission examinations and admission requirements are the same as for all other graduate programs.

The program consists of three performance projects, at least one of which takes the form of a full recital that can include both solo and chamber music. Other projects might include an opera role, a mock audition that would simulate professional audition conditions, or other form of presentation approved by the individual department. A recital performed in fulfillment of program requirements cannot be considered retroactively as a recital requirement for any other degree or program. Students should work closely with faculty in advance to ensure that recital content aligns appropriately with degree expectations.

Candidates must complete at least two years (four consecutive regular semesters) in full-time residence at CIM and are required to participate routinely in ensembles, as assigned. Candidates in collaborative piano are required to undertake secondary keyboard studies; piano candidates are required to complete two semesters of MURP 407 Piano Practicum. Graduate Diploma students must maintain full-time status for the duration of the program and the maximum time allotted for completion of all requirements is three consecutive years from the date of initial enrollment. It should be noted that the Graduate Diploma is not an academic degree. Normal time to complete the Graduate Diploma is two years.

## Artist Diploma

The Artist Diploma is a special graduate, non-degree certificate granted upon demonstration of an extraordinary level of performance skills in recognition of outstanding musical achievement. This program often functions as a terminal program of study centered on the art of performance. In some cases, it can function as a program that prepares students for further study at the doctoral level; in some cases, it is a program that can follow completion of study in CIM's Graduate Diploma. Normal time to complete the Artist Diploma is two years. Candidates may pursue study in performance and composition.

Performance requirements for the Artist Diploma consist of the presentation of three full recitals that include solo repertoire only. A recital performed in fulfillment of program requirements cannot be considered retroactively as a recital requirement for any other degree or program. Students should work closely with faculty in advance to ensure that recital content aligns appropriately with degree expectations. Candidates must complete at least four consecutive regular semesters in full-time residence at CIM and participate routinely in ensembles, as assigned; candidates in collaborative piano are required to undertake secondary keyboard. Artist Diploma students must maintain full-time status for the normal duration of the program (four semesters) and the maximum time allotted for completion of all requirements is three

consecutive years from the date of initial enrollment. It should be noted that the Artist Diploma is not an academic degree. Financial aid is not guaranteed beyond the normal duration of program.

The Robinson Orchestral Career Fellowship, a program designed to remove all obstacles from the pursuit of an orchestral career of the highest distinction, is a special subset of the Artist Diploma with its own unique expectations, opportunities, and requirements. Students interested in the Robinson Fellowship should consult the CIM website for further details.

## Doctor of Musical Arts

The degree of Doctor of Musical Arts in performance or composition is intended for candidates with outstanding ability as performers or composers who demonstrate deep and detailed knowledge of their major fields as well as comprehensive, the program is highly flexible, adapted to, and reflective of the needs of individual students. An applicant for admission to the DMA program must possess a Master of Music degree or its equivalent, with a major in the same principal area in which admission is being sought. Normal time to complete the Doctor of Musical Arts is three years.

### Residence Requirements

Although a minimum of one academic year in residence (two consecutive regular semesters) is required as a full-time student, applicants should expect to spend three years of full-time study in this program.

### Degree Requirements

CIM purposefully limits enrollment in most areas to ensure maximum performance opportunities in preparation for professional life. This policy creates for the student a responsibility to provide performance services that may go beyond the minimum amounts indicated in the curricular requirements. Along with performance requirements, a minimum of 33 credits (typically 11 three-credit courses) of academic course work must be completed. Course work typically includes music theory, history and literature in the student's principal area, and related non-musical subjects. Students are required to enroll in ensembles, secondary performance areas and other focused areas as appropriate to their fields. Any student may be able to complete one or more semesters of MUGN 450 if deemed necessary for professional and artistic growth in consultation with the faculty. Additionally, voice majors must show proficiency in French, German and Italian. Language proficiency is demonstrated either by semester of collegiate-level study or by departmental examination.

The entering DMA student, during his or her first year of study, has qualifying status. During this period, the student must demonstrate the capability to balance successfully the myriad components entailed in pursuing doctoral study. Through close interaction with the major teacher, the DMA Coordinator and academic faculty (particularly CWRU music history faculty), the student must demonstrate superior time-management skills, scholarly writing skills, the ability to undertake graduate research and, most importantly, measurable progress in his or her applied performance area.

To remain in satisfactory academic standing and avoid being placed on academic probation, DMA students must maintain a 3.0 grade-point average, receiving no grades below "B" in applied lessons and no grade below "B" in all other courses. A student receiving a grade lower than "B" in any class is placed on academic probation

until he or she regains satisfactory academic standing.

Students must remain enrolled in their major area for the duration of full-time study. For all DMA students, the maximum time between enrollment as a DMA student and the completion of all degree requirements is not to exceed six consecutive years. Note that DMA students are not eligible for Leaves of Absence except in extraordinary circumstances, as determined by the Dean of the Institute. Students must be continually enrolled for a minimum of one credit hour until all degree requirements have been met.

Students in performance must present four solo recitals, one of which may be supported by a scholarly research document. Students are assigned a document advisor for this project. Advisors are assigned from appropriate CWRU Music Department faculty or CIM music theory Department faculty.

In order to maintain correct sequencing, students may not give the fourth performance recital until the document is completed. In certain instances, and with approval of the major department, a lecture-recital may be substituted for one of the recitals. A recital performed in fulfillment of degree requirements cannot be considered retroactively as a recital requirement for any other degree or program. Students should work closely with faculty in advance to ensure that recital content aligns appropriately with degree expectations.

Students in composition must present a chamber music recital, in which the composer participates as performer or conductor, consisting of no less than 60 minutes of original music. Students must submit a substantial research/analytical document, under the supervision of an appointed document advisor, dealing with some aspect of Twentieth-Century music, typically focusing on one or several works by a single composer. The composition thesis must be a major orchestral work of at least 15 minutes duration. A thesis written for another large genre (such as opera or wind ensemble) might be approved in lieu of an orchestral work, at the discretion of the major teacher.

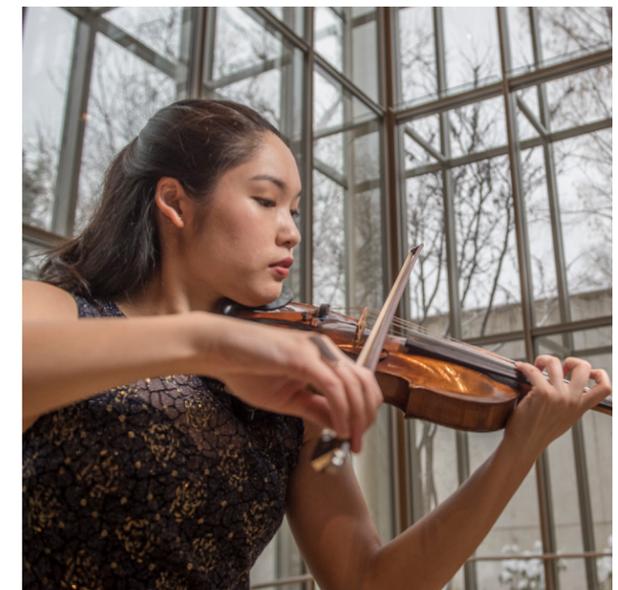
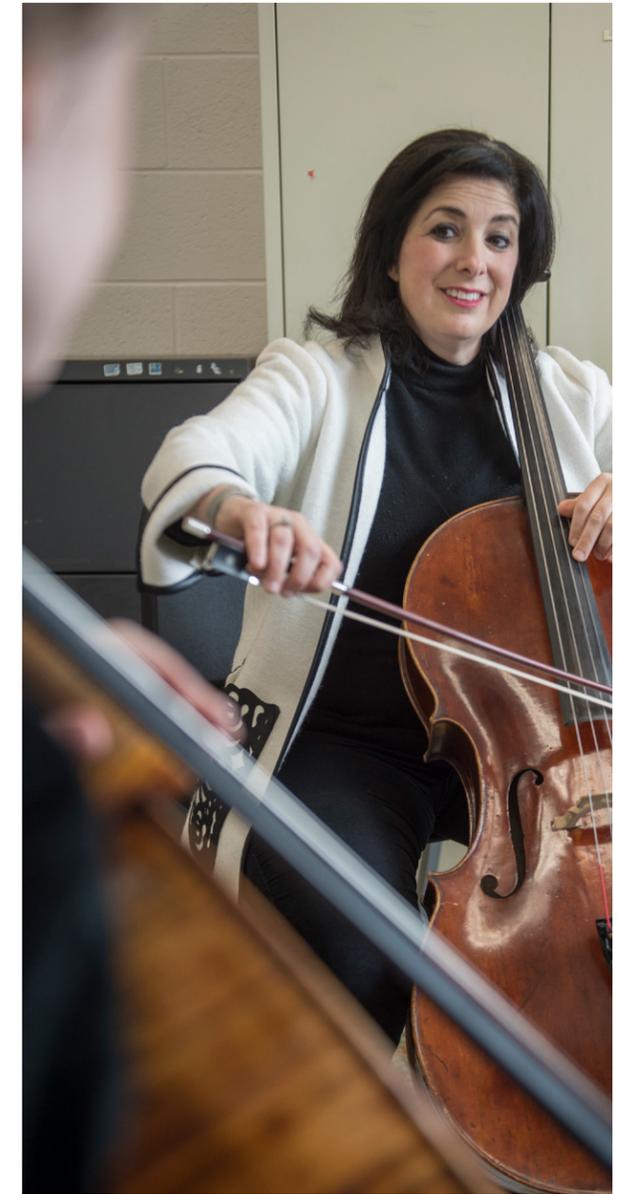
All students must pass the comprehensive written examinations in music theory and music history. Once the written examination requirements in both areas have been met, the candidate is scheduled for the oral examination. Additional information is available in the DMA Handbook.

## Study Abroad

CIM has exchange agreements with the following institutions abroad:

- Budapest: Liszt Ferenc Academy of Music
- Copenhagen: Royal Danish Academy of Music
- Glasgow: Royal Conservatoire of Scotland
- London: Royal Academy of Music
- Manchester: Royal Northern College of Music
- Paris: Conservatoire National Supérieur de Musique et de Danse de Paris

These programs are highly selective and can accommodate only a few students each year. Applicants are subject to faculty and dean approval, and the approval of the host institution. The exchanges usually take place in an undergraduate student's third year and last for one semester. All exchanges are expected to be reciprocal,



ideally with CIM and the overseas institution exchanging students within the same major (e.g., flute for flute, or cello for cello, etc.).

Candidates must be in good academic standing and may need to meet language requirements in order to be considered for certain institutions. Students who undertake this program may have to delay their graduation date if they are unable to complete CIM requirements on time. The CIM Registrar will advise on the transferability of overseas credits as well as the possibility of graduation delay. All participating students continue to pay tuition to their home institutions and receive tuition waivers at the exchange institution.

Please see the Associate Dean of Academic Partnerships for more information about the possibility of participating in an exchange to study abroad.

## Regulations

### Statutes of Limitation

The statutes of limitation for the various programs offered by CIM are as follows: undergraduate programs – 12 consecutive regular semesters; Artist Diploma – 6 consecutive regular semesters; Master of Music – 6 consecutive regular semesters; Graduate Diploma – 6 consecutive regular semesters; Doctor of Musical Arts – 12 consecutive regular semesters, **at quality levels not warranting academic probation.** Continuous enrollment is mandatory, unless an official Leave of Absence has been granted.

### Attendance

Students are expected to attend all class sessions beginning with and including the first class session. Students must have begun attendance, with documentation, in their classes in order to meet the eligibility requirements for financial aid disbursement. As it is CIM policy for all students to be present and in attendance no later than the end of the first week of classes, this is how CIM will review and document this regulation. In very limited cases, exceptions to allow a late arrival may be made, only with specific advance notice and prior approval by the Registrar. For more details about the attendance policy as it relates to financial aid disbursement and eligibility, please refer to the Financial Aid Student Attendance Policy at [cim.edu/sites/default/files/inline-files/attendance\\_policy.pdf](http://cim.edu/sites/default/files/inline-files/attendance_policy.pdf).

The CIM environment provides learning opportunities that may from time to time conflict with regularly scheduled classes. Students have the responsibility of managing their own time so that maximum educational benefit can be derived from such events without unduly impacting curricular studies. The student is required to be familiar with the attendance policies of each class and department and to make arrangements with professors should an absence for musical reasons be anticipated.

In the unusual circumstance that a student must miss an ensemble rehearsal or performance, all necessary arrangements for a substitute must be made by the student with the approval of the Ensembles Coordinator and with adequate preparation time for the substitute.

Students who wish to undertake non-CIM performance engagements must in all cases obtain prior approval from the instructor when they conflict with attendance. An instructor is not obligated to grant an excused absence.

### Grading System

CIM uses the following grading system:

Grade	Explanation	Quality Points
A+ / A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Fair	2.33
C	Fair	2.00
C-	Fair	1.67
D+	Poor	1.33
D	Poor	1.00
D-	Poor	.67
F	Failing	0.00
NP	Failing grade for deficiency course - does not affect the GPA	0.00
P	Passing (pass/fail)	0.00
R	Undergraduate course which extends for more than one semester	0.00
PC	Pass with concern (jury/recital only)	0.00
W	Withdrew	N/A
I	Incomplete	N/A
S	Satisfactory - acceptable DMA document work; may require continued enrollment	N/A
U	Unsatisfactory - unacceptable DMA document work	N/A
AD	Satisfactory Audit	N/A
NG	Unsatisfactory Audit	N/A

- Academic averages are computed by dividing quality points earned by the number of credit hours attempted, excluding transfer credits and any courses with grades of "P," "PC," "R," or "S."
- The grade of "I" (incomplete) is given at the discretion of the instructor, provided:
  - there are extenuating circumstances, explained to the instructor before the assignment of the grade, that justify an extension of time beyond the requirements established for other students in the class, and the student is doing acceptable work at the time of the request.
  - there is only a small segment of the course to be completed, such as a term paper, for which the extenuating circumstances justify an exception. An incomplete grade may not be given if a student is absent from a final examination, unless the Dean's Office has authorized the absence. Unauthorized absence from a final examination may result in a grade of "F"
  - that the student completes all work, in which case the "I" is changed to a letter grade. All work for the incomplete must be made up and the grade change recorded in the Registrar's Office. In certain cases, such as students on academic probation or graduating students, the Registrar may prescribe an earlier date for completion of courses with "I" grades. Failure to meet these deadlines results in a permanent grade of "F". See CIM academic calendar for dates to resolve incomplete grade.

University incomplete regulations apply for CWRU courses.

- The grade of "W" (withdrawal) is given to students withdrawing from courses after the drop/add period and by the end of the tenth week. Students withdrawing from courses later than the eleventh week normally receive a grade of

"F." In unusual circumstances, the Dean's Office may permit a student to withdraw from a course after the deadline and receive a "W." Withdrawal from a course is possible only with the signature of the course instructor. Failing to attend class or merely giving notice to the instructor does not constitute formal withdrawal and results in the grade of "F."

- Courses for which failing grades are given remain on the student's record, even though such courses may be repeated with passing grades.
- The pass/fail option is available under the following conditions:
  - Undergraduates in good standing may elect to take one course each semester on a pass/fail basis. Credit is earned only when such a course is passed.
  - The pass/fail option is available to undergraduate students only in the areas of general education, and any course taken beyond the requirements of the degree program.
  - Students must declare intent to elect the pass/fail option by the end of the tenth week. The appropriate forms are available in the academic affairs page in Studio.
  - Under this option, any passing grade earned from "A+" to "D-" appears on the student's record as "P" (pass). Courses passed in this manner may apply toward fulfillment of degree requirements but are not a part of grade-point calculation. A failing grade appears as such and counts as a part of the grade point average.
  - Graduate students may elect the pass/fail option only in those courses that are in excess of the degree requirements.

### Credit Hour Assessment

At CIM, one credit hour normally equates to 50 minutes of instruction time; accordingly, a two-credit course normally involves 100 minutes of instruction and a three-credit course normally involves 150 minutes of instruction. It is generally expected that a work load outside of class would involve approximately 2-3 hours of study per credit hour for each week of the semester; the semesters at CIM last for 15 weeks of instruction, in addition to exam and performance jury periods.

There are variances in this general principle, based on certain emphases within programs. Some examples of these variances can be seen as follows:

- in the undergraduate degree program (BM), primary lessons carry three credits each semester for the first two years; in the junior and senior year, primary lessons carry four credits each semester. The junior and senior recital requirement carries with it the expectation of a higher level of work on the part of the student outside of the teaching portion of the class, in the form of recitals and juries. In the performance diploma programs (Artist Certificate, Graduate Diploma and Artist Diploma), primary lessons carry six credits, based on the expectation that not only is the performance level at a significantly higher level, but the work outside of the teaching time should be greater, given the higher-level performance requirements for these programs.
- An independent study may be assigned a credit load of one or two credits, based on the nature of the independent study proposal. The assignment of credit for an independent study is made by the Associate Dean of the Conservatory, in consultation with the Registrar and the faculty member overseeing the proposal.
- In the eurhythmics sequence, the first two semesters of study meets twice a week for two 50-minute sessions for one credit; subsequent to

this first year of study, courses meet once a week for one 50-minute session for one credit.

(iv) In the undergraduate music theory sequence, the first four semesters of coursework carry four credits per semester, meeting five times per week for 50 minutes, equating to 62.5 minutes of instruction per credit hour; after the fourth semester, class credit is three credits, meeting three times a week for 50 minutes, equating to 50 minutes of instruction per credit hour.

Credit hour calculation is found online at:

[cim.edu/conservatory/credit\\_calculation.php](http://cim.edu/conservatory/credit_calculation.php)

CIM's metrics for measuring Satisfactory Academic Progress (SAP), which includes calculations of minimum credits earned and minimum academic benchmarks to be attained are found in the SAP policy, located at: [cim.edu/file/satisfactory-academic-progress](http://cim.edu/file/satisfactory-academic-progress)

### Credit Hour Procedures

Curricular requirements are housed in the Registrar's Office. Changes in any curricular requirements to degree or diploma programs are first submitted to the Curriculum Committee. The Curriculum Committee will vet and approve all changes. The Curriculum Committee will examine the merits of new course proposals and approve all credit hour assignments prior to sending to Faculty Senate for final approval.

CIM's credit hour assessment procedure is found online at:

[cim.edu/conservatory/credit\\_calculation.php](http://cim.edu/conservatory/credit_calculation.php)

### Transfer of Credit

At the time of admission to the CIM and upon presentation of an official transcript from each institution previously attended, credit will be awarded for courses equivalent or comparable to those offered by the university and completed with a grade of C or better. Any such courses taken prior to the student's graduation from high school must be listed in the college's catalog among courses offered for degree credit to the college's undergraduates, taken in the company of matriculated college students, and organized and taught by college faculty. In addition, to be considered for transfer credit, such courses must not have been used to fulfill high school graduation requirements. The awarding of transfer credit is determined by the Registrar in consultation with the appropriate department.

Transfer applicants and current CIM students may have earned credits from other accredited institutions transferred to CIM. Such transfer credits are applicable toward fulfillment of CIM program requirements, under the following conditions:

- The student must request that an official transcript of transfer work be forwarded to the CIM Registrar.
- Credits are transferable only if the course grade is a "C" or higher. Therefore, courses completed on a pass/fail basis do not transfer unless the school where such courses were taken has a published policy stipulating that pass is equivalent to at least a grade of "C."
- In placing approved transfer courses on the CIM permanent record, only credit appears. Grades in transfer courses do not appear and do not affect the CIM grade-point average.
- Transfer credit earned in music theory, music history/literature and performance courses is subject to CIM faculty evaluation as a prerequisite for transfer. CIM equivalency examinations may be required to determine transferability of credits in these areas. Advanced standing credit in core music



subjects is awarded by placement examination. The number of credits awarded is determined by the demonstrated skill level of the incoming student, not by the number of previously earned credits at another institution.

- Transfer credits for additional nonelective course work are based upon evaluation of a student's transcript and required CIM equivalency examinations, which must be completed during the first semester of study at CIM.
- Course work intended to fulfill CWRU major or minor program requirements is transferable only with the approval of the appropriate CWRU department. Such approval must be sought additionally before undertaking study at another institution.
- Credits earned at schools operating on a quarter system are reduced by one-third when converted to CIM's semester-credit equivalency.
- Graduate students are limited to a maximum of six transfer credits. Though undergraduate transfer applicants have no such credit limitation, all transfer students, except DMA applicants, are subject to a minimum two-year, full-time residency requirement.
- Current CIM students must obtain prior approval from the CIM Registrar for transfer course work and receive a letter of approval for transient study, which is required by the host institution.

Final determination of transfer status cannot be made until final transcripts from all previously attended schools have been received, all appropriate admission testing has been completed and all necessary examinations for non-elective course work have been evaluated. Each transfer student meets with the CIM Registrar to confirm final status. All transferred credits are applicable toward fulfillment of CIM diploma or degree requirements.

#### Veterans

Veterans of US Armed Forces and their dependents who are entitled to benefits under government regulations are responsible for notifying the Registrar of required forms to be supplied. Students receiving assistance from the Veterans Administration (VA) are subject to the following regulations:

- Federal regulations stipulate that in order for eligible students to receive veterans' benefits they must pursue degree programs.
- Students eligible for VA educational allowance who do not increase their grade-point average to that required at the end of the first probationary period are terminated for VA payment purposes. At CIM, therefore, such a student may not remain on probation for more than one semester.
- Courses from which a student has withdrawn (except during the official drop/add period) are included as 0 (zero) credit earned when determining the cumulative grade-point average for VA payment purposes, unless that withdrawal is due to extenuating circumstances.

#### Academic Standing and Academic Progress

Students must maintain good academic standing and make [Satisfactory Academic Progress \(SAP\)](#) toward completion of their programs of study. Study is available only on a full-time basis and students must maintain full-time status by continuously carrying a minimum of 12 credits per semester (undergraduates) or 9 credits per semester (graduates). In unusual circumstances, part-time enrollment may be permissible, but only in the final semester of degree study, if residency requirements have been fulfilled. Scholarship funds are available only for full-time students.

There is formal monitoring of academic standing and satisfactory

progress at fixed intervals — at mid-semester, at the close of each semester, and at the end of each student's academic year (a two-semester cycle). Mid-semester Unsatisfactory Progress Reports, issued by the Registrar upon the advice of the faculty at the mid-point of each term, serve to officially alert students to unsatisfactory or failing status. The intent of the mid-semester report is to provide an early warning that allows time for the student to take appropriate corrective action. At the close of each semester, the student's cumulative grade-point average (GPA) is reviewed. The following minimum standards guide GPA qualitative assessment and are necessary for the maintenance of good academic standing:

- Undergraduate students must achieve and maintain a minimum cumulative Academic GPA of 2.00 out of a possible 4.00. Academic GPA is calculated from all non-applied course work (applied courses carry the MUAP, MUEN or MURP prefix). Achievement of a 2.00 minimum cumulative GPA (including applied courses) is prerequisite for conferral of an undergraduate degree or diploma.
- Graduate students must achieve and maintain a cumulative GPA of 2.75. Achievement of a 2.75 minimum cumulative GPA is prerequisite for conferral of a graduate degree or diploma.
- DMA students must maintain a cumulative GPA of 3.00 and maintain a 3.00 GPA in the principal area of study, defined as the CIM major subject, for each semester of study. At the close of each DMA student's school year (a two-semester cycle), a determination is made by the Dean of the Institute as to the student's satisfactory progress towards the degree. Achievement of a 3.00 minimum cumulative GPA is prerequisite for conferral of the degree.
- A student who fails any course is given one additional opportunity to pass that course. If the course is not passed on the second attempt, that student is placed on Academic Probation. A student who fails MUTH 101i (Music Theory I Intensive) is placed on Academic Probation. A student who fails MUTH 400 A/B is placed on Academic Warning. If unable to pass on the second attempt, program change is required.
- A student's academic progress toward completion of a program of study is monitored continuously. To maintain satisfactory academic progress, undergraduates must earn the necessary minimum number of credits and appropriate advancement in all required areas. The following guidelines for advancement in undergraduate class standing assume maintenance of full-time status each semester:

**Second-year Standing:** 24 credits earned, placement at the sophomore level in the principal area of study, completion with passing grades of two semesters of music theory and satisfactory completion of two semesters of applied lessons.

**Third-year Standing:** 48 credits earned, placement at the junior level in the principal area of study, successful completion of MUHI 202 and satisfactory completion of four semesters of applied lessons.

**Fourth-year Standing:** 72 credits earned, placement at the senior level in the principal area of study, successful completion of MUTH 202 and MUTH 312 or MUTH 320, and satisfactory completion of six semesters of applied lessons.

Full-time course loads for individual students in excess of 18 semester hours are subject to surcharge.

In determining credits earned, only completed credits are applicable; those associated with incomplete, withdrawal, audit or unsatisfactory/failing grades are not considered for purposes of class standing.

Lack of satisfactory progress can result from failure to complete in a timely fashion the recommended sequence of curricular requirements as outlined in the catalog. Since the distribution of curricular requirements is flexible to some degree, at the end of each semester the Office of Financial Aid provides notice of failure to make Satisfactory Academic Progress, based upon a review of student records. The student's advisor also monitors curricular progress. It is the student's responsibility to meet with the advisor and discuss current standing during each of the pre-scheduling periods that occur while the student is enrolled.

Maintenance of appropriate artistic levels in the major field constitutes the final criterion by which satisfactory progress is measured (see: Artistic Probation and Separation). Artistic progress is monitored by the major instructor in weekly lessons, and by departmental committees, during performance juries at the end of first, second and third years of undergraduate study.

#### Advanced Standing

Advanced Standing Credit by Examination is awarded upon successful completion of an appropriate CIM/CWRU examination. Students may petition for consideration of such credit through appropriate departmental or divisional channels.

#### Artistic Probation and Separation

A student is placed on Artistic Probation upon receipt of a grade lower than "B-" in the major subject. The student's transcript will reflect the probationary status.

A student placed on Artistic Probation has one regular semester in which to restore the minimum standards for maintenance of good standing and satisfactory progress. Students placed on Artistic Probation who fail to regain good artistic standing are separated from CIM and transcripts of such students then reflect separation. A separated student may reapply for admission one year after the date of separation.

A student may be separated without a period of probation if, in the opinion of the major instructor, the department head, the division chairperson and the Dean, the student's progress has not been sufficient to warrant retention in the program.

CIM considers it part of its educational function to provide career guidance to those who may discover, after a sufficient period of study and evaluation, that they have limited potential for success in their desired fields. To this end, at the undergraduate level, the sophomore jury examination in the principal area of study serves as a determination point. At that time the appropriate faculty examination committee evaluates the student's potential for career success (in keeping with the objectives of CIM and its various departments) and makes a recommendation regarding advancement to the junior-senior levels. If the faculty feels the student would benefit by discontinuing study in the CIM program, then that student, at any level, would be counseled accordingly. A recommendation subsequently would be forwarded to the Dean for official transmittal to the student.

#### Academic Probation and Separation

The Dean has the authority to place on probation, or to remove

from probation, at any time, a student whose academic standing and progress so warrants. Students are placed on Academic Probation when they are unable to maintain good standing and satisfactory progress in the academic aspects of their programs of study. Such students receive written notice from the Associate Dean before the beginning of the following school session and transcripts then reflect probationary status. A student placed on Academic Probation has one semester in which to restore the minimum standards for maintenance of good standing and satisfactory progress.

Students placed on Academic Probation who fail to regain good academic standing and satisfactory academic progress have one final semester in which to restore the minimum standards. Such students receive written notice from the Dean before the beginning of the following school session.

Students who have not achieved good academic standing after the second semester of Academic Probation are separated from CIM. Such students receive written notice from the Dean before the beginning of the following school session and transcripts then reflect separation. A separated student may reapply for admission one year after the date of separation.

A student may be separated without a period of probation for the following reasons:

- A full-time student's academic GPA for the semester is less than 1.00.
- A full-time undergraduate student has earned a total of less than 18 credits in the two consecutive semesters that constitute that student's academic year.
- A full-time graduate or DMA student has earned a total of less than 15 credits in the two consecutive semesters that constitute that student's academic year.

#### Recital and Lesson Requirement

Students are required to be enrolled in lessons in their major area, according to the requirements of their degree or diploma program. If a student successfully petitions to extend their program of study beyond the normal time for completion, the student must be enrolled in lessons unless the degree or diploma recital requirement has been successfully completed prior to the end of the drop/add period.

#### Academic Honesty and Integrity

CIM is committed to the pursuit of excellence and professionalism, to musical and academic integrity, freedom of expression and the pursuit of truth in teaching and learning. As demonstration of this commitment, CIM strives to foster a safe and healthy creative, learning and work environment for all members of our community, and maintains that academic honesty and integrity are at the core of the education at CIM.

CIM's community is built on and committed to this principle of truth in teaching and learning — something that is essential for the integrity of our entire educational process. As members of this learning community, students and faculty have a responsibility to uphold this principle, by respecting the integrity of another's work, by taking responsibility for their own work and by acknowledging the importance of the ideas and opinions of others. CIM's community has a shared responsibility in upholding standards of academic integrity.

For students, the importance of academic integrity begins during the admission process, when applicants verify that all materials submitted for admission consideration are valid, accurate and a true

representation of the individual's work and abilities. Admission to CIM is based, in part, on the integrity of these materials presented, and may subsequently be revoked if found not to be true.

The importance of academic integrity is reinforced during new student orientation, and faculty may include additional course-specific guidelines regarding integrity in classes. Students enrolled at CIM are expected to complete their academic and practical work at CIM and in all work through the Joint Music Program with the highest degree of academic integrity. Any work submitted by a student must represent his or her own efforts. All forms of academic dishonesty including cheating, plagiarism, misrepresentation and obstruction are violations of academic integrity standards. Any student suspected of an act of academic dishonesty is subject to disciplinary action. Students enrolled in university classes, are also bound by the Academic Integrity Policy of CWRU. Any alleged violation of university policy will be acted upon accordingly, with findings shared with and disciplinary action taken by CIM.

Faculty members have specific responsibility to address suspected or reported violations, and should seek counsel from the Associate Dean of the Conservatory about the basis for suspicion and an appropriate course of action. If the demonstrated infraction is a first offense, the Associate Dean and faculty member may agree to have the faculty member address the issue directly with the student, with an appropriate recommendation for action, or to defer such decision until the student meets with the Associate Dean. Students suspected of academic integrity issues may also seek counsel from the Dean of the Institute or from another academic advocate.

While CIM hopes that such issues may themselves become learning opportunities, CIM reserves the right to impose sanctions, if appropriate, should issues of academic integrity be demonstrated. Sanctions may include, but are not limited to the following:

- Letter of documentation for the student file
- Formal warning
- Reduced or failing grade for the assignment in question
- Reduced or failing grade for the course in question
- Reduction or loss of CIM's institutional merit-based aid
- Restrictions on leadership activities or opportunities
- Academic probation
- Suspension
- Separation from the Institute

In the case of a second offense, or at anytime at the request of the student, the Associate Dean will have the case heard by an Academic Integrity Review board. This group will be comprised of faculty representatives from the student's applied division and the core curriculum division, as well as a student representative from the Student Government Association. The determination of the Academic Integrity Review board can be appealed by the student to the Dean of the Institute, whose decision is final.

Students may consult with their individual faculty for advice and guidance on this issue as it pertains to a particular class, so that instructors can explain their particular expectations for ethical academic conduct. In support of an understanding of plagiarism, CIM has a reference section concerning this issue at [libguides.cim.edu/plagiarism](http://libguides.cim.edu/plagiarism).



## Admission Policy

Admission to the Cleveland Institute of Music is based primarily upon demonstrated ability in area of study which is determined by audition for a faculty panel.

### In addition, the following are required of all undergraduate applicants before a final review:

- Official transcripts from every previously attended high school/secondary school or home school
  - *Prior to the first day of enrollment, an official High School diploma or recognized equivalent (GED or Home School Transcript) must be on file with the CIM Registrar*
  - *Transcripts must be received directly from the issuing institution via postal or electronic service. Transcripts received from any other source will be considered unofficial.*
    - If concerns arise regarding the validity or content of a high school or college transcript, including but not limited to the graduation or conferral date, the CIM Registrar will reach out to that school's Registrar directly for verification or clarification that all program and/or degree requirements have been completed by the applicant. Until CIM's Registrar is assured the document provided to CIM is legitimate and fulfills our Admission requirements, the applicant will not proceed to full matriculation status which is required prior enrolling at CIM. If the program requirements have been met but the conferral date has not yet occurred, CIM will require written clarification from an applicable administrative official at the previous school.
- Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) for international applicants
- Two letters of recommendation, confidentially submitted, by people able to attest to musical ability
- Theory assessment exam

### All graduate applicants, in addition to the audition must submit:

- Official transcripts from any current and previous college attended
  - *Prior to the first day of enrollment in a graduate program, an official completed Bachelor's Degree transcript must be on file with the CIM Registrar. An official completed Master's Degree transcript required for Doctor of Musical Arts applicants*
  - *Transcripts must be received directly from the issuing institution via postal or electronic service. Transcripts received from any other source will be considered unofficial.*
    - If concerns arise regarding the validity or content of a high school or college transcript, including but not limited to the graduation or conferral date, the CIM Registrar will reach out to that school's Registrar directly for verification or clarification that all program and/or degree requirements have been completed by the applicant. Until CIM's Registrar is assured the document provided to CIM is legitimate and fulfills our Admission requirements, the applicant will not

proceed to full matriculation status which is required prior enrolling at CIM. If the program requirements have been met but the conferral date has not yet occurred, CIM will require written clarification from an applicable administrative official at the previous school.

- Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) for international applicants
- Two letters of recommendation, confidentially submitted, by people able to attest to musical ability
- Theory assessment exam for Master of Music and Doctor of Musical Arts applicants



## Satisfactory Academic Progress (SAP) Policy

This updated policy goes into effect for the Fall 2018 semester (beginning with review of Fall 2018 semester enrollment) and replaces any previous version of the CIM Satisfactory Academic Progress Policy. The applicable federal regulations are in 34 CFR 668.16(e), 668.32(f) and 668.34. Previous CIM SAP policies are no longer valid.

This policy is applicable to eligibility for all federal, state and institutional aid funds at CIM.

CIM will evaluate all Satisfactory Academic Progress (SAP) components at the conclusion of each term. Students at CIM must meet all of the requirements stated in the Satisfactory Academic Progress Policy regardless of whether or not they previously received financial aid.

### REQUIREMENTS OF SAP POLICY

The following components are measured to determine whether the student is meeting SAP standards: Qualitative (Grade Point Average), Quantitative (credits earned) and Maximum Timeframe.

### CUMULATIVE GRADE POINT AVERAGE (GPA) and SEMESTER AND CUMULATIVE MINIMUM EARNED CREDITS (vs attempted credits)

Students must maintain a minimum cumulative grade point average, per semester credits earned, and cumulative credits earned (of those attempted) for satisfactory progress toward graduation requirements. Credits accepted from other schools that may be applied to a CIM degree are not counted in the calculation of the student's GPA but are counted in the calculation as both attempted and completed cumulative hours (not in semester-earned hours), and are therefore included in the quantitative measure. These standards are consistent with academic standards required for graduation.

#### Special Grades:

**I (Incomplete):** An incomplete grade does not earn credit or influence the grade point average in the semester in which the course work was taken. However, an incomplete grade will count toward your total credits attempted. Once the incomplete has been resolved and a passing grade has been earned, the credits and the grade will then be counted toward satisfying the minimum cumulative credit hours and the grade point average requirements.

Example: If an undergraduate student enrolls for 12 credits in their second semester of study, but has an incomplete at the end of that semester for 5 credits worth of classes, the student would NOT be making SAP, as they only earned 7 of 12 credits or 58.33%, short of the 66.67% minimum. If the incomplete is completed with a passing grade by the due date to resolve an incomplete grade, the incomplete credits are earned at that time. But SAP status cannot be made retroactively. The student would still be on warning the whole 3<sup>rd</sup> semester. **It is important not to repeatedly have incompletes**, unless you are still completing enough credits without that class to meet the per semester minimum. If that same student was already on a SAP warning at the beginning of that second semester, they would have aid suspended/revoked for the 3<sup>rd</sup> semester.

**Important timing:** If an incomplete course is completed with a passing grade prior to the first day of classes in the next semester\*, those completed hours and grade may still be counted for the prior term where the incomplete originated. If not completed for a passing grade by the first day of

classes, the prior semester's final credits earned and GPA are fixed and will not change your Satisfactory Academic Progress review for the term where the incomplete was started. It will count towards your cumulative totals, but will not count as completed in the second term (the term in progress when you finish the incomplete). \*The student must request a follow-up SAP review when a passing grade is obtained for a previous incomplete before the next semester begins. This request must be made in writing to the CIM Financial Aid Office before the first day of classes of the next term.

**W (Withdrawal):** All withdrawal categories do not earn credit toward graduation or toward satisfying the minimum credit hours requirement of the SAP policy. However, these credits will count toward your total attempted credits and could possibly affect the Maximum Time Frame requirement. It is important to ensure (when considering a withdrawal) that you will still earn the minimum number of credits both that semester and cumulatively, based on how many semesters you have been enrolled at CIM. Excessive withdrawals, especially for students enrolling in the minimum credits to be full time, can cause SAP issues quickly.

**P (Pass):** If this grade is given, the credits will apply toward graduation and will also be counted toward satisfying the minimum earned credit hours standard but it will not affect the student's grade point average. Alternatively, an F grade from a Pass/Fail course will count negatively in the grade point average as well as being counted as credit(s) attempted but not earned. All ESL classes are deficiency classes and do not count toward the GPA.

**AD (Audit):** Courses enrolled in as an audit do not count towards the metrics of GPA, hours attempted or hours earned.

**Repeated Courses:** For a course that has been failed and repeated, both grades are used in calculating the student's grade point average with the credits being counted only for the semester in which it was passed. However, each time a student registers for a course, those credits are counted toward the student's Maximum Time Frame/attempted hours. Any class passed may only be retaken for audit for no earned credit and no new grade.

**Transfer, Advanced Placement Credits and International Baccalaureate:** Transfer, AP and IB credits count towards both attempted and earned credits but do not count into the CIM cumulative GPA.

### QUALITATIVE (GPA) & QUANTITATIVE (Credits Earned) MEASURES

For every program at CIM, to meet SAP, a student must successfully earn a passing grade in at least 66.67% of the credits they attempted for the semester, based on credits enrolled at the end of drop/add for that term. Alternatively, if a student earns a passing grade in the full time minimum class load of 12 credits undergraduates or 9 credits graduates, they will be considered to have met this SAP component, even if less than 66.67% of credits attempted were earned (i.e. undergraduate student is registered for 20 credits and earns 12. Only 60% of attempted credits were earned, but since 12 credits is the minimum needed to be full time, they have met this SAP component).

Cumulatively, 66.67% of credits attempted must be earned. Incomplete grades will not count as a passing grade and may negatively impact this calculation. If an incomplete grade is earned

prior to the first day of classes in the subsequent semester, the student may make a written request to [financialaid@cim.edu](mailto:financialaid@cim.edu) to have their SAP calculation reviewed; such reviews of prior incompletes will not happen automatically.

**Leave of Absence (LOA):** Semester(s) in LOA status prior to the first day of classes do not count towards the number of semesters enrolled in the charts below. They DO count towards credits attempted and maximum timeframe, if the LOA status happened mid-semester and credits ended in a withdrawal status.

### Undergraduate: Bachelor of Music

Normal program duration is 4 years (8 semesters) and 120 credits; 150% of duration is 6 years (12 semesters) excluding any LOA semester(s); 150% of allowed attempted credit hours is 180 for most majors. The minimum enrolled credit hours by the end of drop/add to be full time is 12 hours; half time is 6 credits (part time study requires pre-approval by Dean).

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum % of credits attempted that must be earned
1-2	1.75	66.67% (or 12 credits, whichever is less)
3 or more	2.0	66.67% (or 12 credits, whichever is less)

### Undergraduate: Artist Certificate

Normal program duration is 3 years (6 semesters) and 72 credits; 150% of duration is 4.5 years (9 semesters) excluding any LOA semester(s); 150% of allowed attempted credit hours is 108 for most majors. The minimum enrolled credit hours by the end of drop/add to be full time is 12 hours; half time is 6 credits (part time study requires pre-approval by Dean).

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum % of credits attempted that must be earned
1 or 2	1.75	66.67% (or 12 credits, whichever is less)
3 or more	2.0	66.67% (or 12 credits, whichever is less)

### Graduate: Master of Music, Graduate Diploma & Artist Diploma

Minimum Cumulative Grade Point Average (GPA) is 2.75. Normal program duration is 2 years (4 semesters); 150% allowed maximum timeframe is 3 years (6 semesters). Minimum enrolled credit hours by the end of drop/add to be full time is 9 hours; half time is 5 credits (part time study requires pre-approval by Dean).

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum % of credits attempted that must be earned
all	2.75	66.67% (or 9 credits, whichever is less)

### Graduate: Doctor of Musical Arts

Minimum Cumulative Grade Point Average (GPA) is 3.00. Normal program duration is 3 years (6 semesters). Number of required credits varies by major. The minimum enrolled credit hours by the end of drop/add to be full time is 9 hours; full time status is required for the first two semesters of the program; half time is 5 credits.

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum % of credits attempted that must be earned
all	3.0	66.67% (or 9 credits, whichever is less)

## MAXIMUM TIME FRAME

Maximum Time Frame is defined as the required length of time it will take a student to complete their degree/program.

For all programs, any semester on Leave of Absence or enrolled Part Time does count towards your maximum time frame number of semesters. Within the DMA degree, any half time enrollment will require completion of the midpoint amount of credits per semester and cumulative credits earned.

Deficiency, remedial and ESL courses do not count towards the maximum time frame.

All credits transferred to CIM as well as Advanced Placement credits will be counted toward the Maximum Time Frame requirement for academic purposes as attempted and earned credits.

### Undergraduate students:

For a student to meet SAP time frame standards, they must be able to complete the program while attempting no more than 150% of the required credits to graduate. For example, if you are pursuing a degree which requires 120 semester hours, you may not receive financial aid after you have attempted 180 hours. This includes transfer credits. Most undergraduate majors at CIM require 120 credits for graduation.

Please see the chart below for your maximum time frame number of credits as determined by multiplying the required number of credits by 1.5 (for 150%). If at any time in your enrollment, it becomes mathematically impossible to complete your program requirements in the 150% timeframe, you are not making SAP minimum standards. If a student has met the 150% time frame credits attempted toward their degree, the only action available is to appeal their limit; there is no warning semester.

	Artist Certificate		Bachelors Degree	
	REQ Credits	150%	REQ Credits	150%
Audio Recording	n/a	n/a	126	189
Bassoon	72	108	120	180
Cello	72	108	120	180
Clarinet	72	108	120	180
Composition	n/a	n/a	124	186
Double Bass	72	108	120	180
Flute	72	108	120	180
Guitar	72	108	123	185
Harp	72	108	120	180
Harpsichord	72	108	120	180
Horn	72	108	120	180
Oboe	72	108	120	180
Organ	72	108	122	183
Percussion	72	108	120	180
Piano	72	108	120	180

Trombone & Bass Trombone	72	108	122	183
Trumpet	72	108	120	180
Tuba	72	108	120	180
Viola	72	108	120	180
Violin	72	108	120	180
Voice	72	108	136	204
Voice (matriculating Fall, 2016 and going forward)	72	108	124	185

**Graduate Students:**

Normal time frame for graduate programs (MM, AD, & PS) is based on number of semesters. Four semesters is the normal duration and six semesters is considered 150% or maximum timeframe. As all three of these programs have a three year (six semester) statute of limitations to complete the program, there could never be an instance a student did not graduate within the six semester limit and continue to be enrolled, let alone have any financial aid.

**REVIEW PERIOD**

Each student is reviewed at the end of each semester (and summer for those who enroll) to ensure that SAP has been achieved. A student who does not meet SAP requirements will be placed on **Financial Aid Warning** status. Students who are placed on Financial Aid Warning will be sent a SAP status message to their cim.edu email, copied to the Registrar and Dean, as soon as the reviews have been completed, prior to the start of the subsequent term.

**FINANCIAL AID WARNING**

Financial Aid Warning is a status assigned to a student who fails to make SAP at the end of any semester and who was not already in a warning status. This warning period allows the student to continue to receive financial aid for one semester. If a student has met the 150% time frame limit for credits attempted toward their degree, the only action available is to appeal their limit; there is no warning semester.

**FINANCIAL AID SUSPENSION**

If a student fails to achieve SAP while on **Financial Aid Warning** status, he/she will be placed on **Financial Aid Suspension** for the following semester. These students **will not** be eligible for any financial aid until all requirements for SAP have been met. Students who are placed on Financial Aid Suspension will be sent a SAP status message to their cim.edu email, copied to the Registrar and Dean, as soon as the reviews have been completed, prior to the start of the subsequent term.

**FINANCIAL AID PROBATION**

Financial Aid Probation is a status assigned to a student who fails to make SAP and who has appealed and has had eligibility for aid reinstated. During the probationary period, students are given one semester to satisfactorily either raise their cumulative GPA or cumulative earned credits, as needed. If the GPA or number of credits earned is successful, the probation is removed. Financial Aid denial and suspension will result if the student's GPA or credits earned is not successfully raised. Students who have successfully appealed their SAP status are placed on Financial Aid Probation will be sent a SAP status message to their cim.edu email, copied to the Registrar and Dean, as soon as the reviews have been completed, prior to the start of the subsequent term.

**ELIGIBILITY FOR REINSTATEMENT**

In order to regain financial aid eligibility, a student must successfully meet all requirements for SAP. Students may use any semester(s) of the academic year to eliminate his/her deficiency. However, he/she is financially responsible for all expenses incurred during the time it takes to regain eligibility. Coursework taken at another college or university may be used to resolve the minimum credit hours earned requirement. However, credits taken elsewhere will not resolve the GPA component of the SAP Policy.

**PROGRESS APPEAL PROCEDURES**

All Title IV (federal) aid recipients have the right to appeal a Financial Aid Suspension decision by submitting a **Satisfactory Academic Progress Appeal Form** (last page of this document) to the Financial Aid Office for review by the CIM Financial Aid Committee. The student will be required to submit, as part of the appeal, information regarding why he/she failed to make SAP. The student must also explain what has changed in his/her situation that would allow the student to fulfill all SAP standards at the next evaluation.

A student may file an appeal if there is an unusual and/or mitigating circumstance that affected their academic progress for consideration by the Financial Aid Committee / Office of the Dean. Such circumstances may be injury or illness of the student, illness or death of immediate family member or any other unexpected hardship.

Appeal forms with all supporting documentation must be submitted prior to the first day of classes for the semester in which aid has been revoked. Students will be notified in writing within 2 weeks after filing the appeal.

When reviewing an appeal, it will be determined if the student will be able to meet the SAP standards after the subsequent semester, or if the student can meet SAP standards by following a detailed Academic Plan established and approved by the Registrar and Office of the Dean. An Academic Plan may allow for adjusted SAP minimum thresholds for the student to meet per semester which will allow the student to improve outcomes over time with end result being a completed program within the normal timeframe, whenever possible. If the student does not meet the goals as defined in the Academic Plan, they will be considered to not be making SAP. In some cases a student may need to extend their program which may or may not include extension of CIM aid.

Students who have their Financial Aid reinstated through an appeal will be placed on **Financial Aid Probation**. All SAP appeal outcome responses will be communicated to the student's cim.edu email account once the review is complete.

**Appeals for Excessive Aggregate Time Frame or Hours Attempted (150% limit)** must include an explanation from you of the need for additional hours, a degree completion plan, which includes courses remaining by semester, and an expected graduation date. These documents and an unofficial copy of the current transcript must be furnished with the appeal.

**Additional degrees:** Students seeking additional degrees are limited as follows:

- 2<sup>nd</sup> Bachelors..... 60 credit hours beyond prior degree
- 2<sup>nd</sup> Masters..... 45 credit hours beyond prior degree

Any student seeking a third Bachelors or Masters Degree is not eligible for federal financial aid. Doctorates are considered terminal degrees; thus no federal aid is available for a second doctoral program.

**Double Majors, Dual Degrees, Change in Program and Multiple Minors:** Students seeking double majors or a dual degree with CWRU must complete their degree program for the primary major/degree within the limits set for that major/program. A prorated, manual calculation will need to take place at the beginning of the combined or changed programs with the Registrar to take into account the additional credits needed to complete all requirements of your program as it relates to the maximum timeframe component of the SAP policy. Additional hours will not be allowed for multiple minors.

**Additional criteria, above and beyond the SAP standards detailed above, applicable for CIM Institutional Scholarship/Grant renewal**

The following additional standards apply to any scholarship that is not funded by Federal or State funds, and for which CIM selects the recipient and determines the initial award amount. These include, but are not limited to, CIM Scholarship, CIM Merit Scholarship, CIM Institutional Scholarship, CIM Grant, Starling, SPHINX and any endowed/named awards offered by CIM.

If a graduate student fails the same remedial class twice, they may be offered enrollment in a non-degree program.

If a student receives a grade below a B- in their primary applied music lesson course for a second semester in a row, the student will be separated from CIM.

Any other artistic or disciplinary warning or probation, or academic integrity probation may result in immediately reduction or loss of CIM Scholarship aid, as determined by the Dean, regardless of whether or not the student may be meeting the Satisfactory Academic Progress standards detailed above. Students are directed to the current CIM catalogue for details of additional academic policy.

## Satisfactory Academic Progress (SAP) Appeal Form

This form is to be used to determine Federal Financial Aid eligibility in the event all Satisfactory Academic Progress GPA and Credits Earned deficiencies were not cleared at the end of the automatic Warning semester. There is no Warning semester for 150% Timeframe criteria. You will be notified in writing of the outcome of your appeal.

Student Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

CIM Email: \_\_\_\_\_@cim.edu

A student may submit a SAP appeal if there is an unusual and/or mitigating circumstance that affected their academic progress. Such circumstances may include a severe illness or injury to the student, spouse or family member, death of relative, activation to military service or other events deemed appropriate for consideration by the Financial Aid Committee. Students who have aid reinstated via a successful appeal will be placed on **Financial Aid Probation** for one semester. All previously deficient SAP standards must be met by the end of the Probation semester for eligibility to continue in the following semester.

**Please check the SAP issue(s) your appeal addresses:**

- Cumulative GPA below minimum
- Credits Earned in semester or cumulatively are below the 66.67% minimum
- 150% Timeframe exceeded to complete program (more than 150% of the credits needed to complete program have been attempted). Note, there is no Warning semester eligible for this issue.

**The following MUST BE INCLUDED before your appeal will be considered:**

- A typed explanation of why you have failed to meet the Satisfactory Academic Progress requirement(s). Please be specific with your explanation. Outline the steps you plan to take to ensure future success at CIM, including expected coursework for upcoming semester.
- Attach any supporting documentation to help substantiate your appeal, if applicable, such as doctor's note, medical records, etc.

**The deadline for an appeal to be submitted is the Wednesday of drop/add week (third day of the semester) for the affected semester.**

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(requires real signature, not typed)

Return to: CIM Financial Aid Office, 11021 East Blvd., Cleveland, OH 44106  
Or email: financialaid@cim.edu

**Office use only:**

Approved  Denied:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Conservatory Refund Policy 2023-2024

As of the first day of classes, but before the end of the semester, if a student takes a Leave of Absence or Withdraws from all courses for any reason, the following policy dictates how tuition, fees and any institutional financial aid is adjusted, if at all, on the student's billing statement for that term.

**Federal Student Aid** has a separate policy regarding withdrawals from study, as is governed by Department of Education regulations. The **CIM 2023-2024 Return to Title IV Policy** is found [here](#).

### How Withdrawal Date is Determined

The official withdrawal date is determined by the CIM Registrar ([registrar@cim.edu](mailto:registrar@cim.edu)).

- **Official Withdrawal:** The student begins the CIM withdrawal process, or the student otherwise provides official notification to CIM of intent to withdraw. CIM requests the student submit the Withdrawal Form or Leave of Absence Form, as applicable. These forms are available from the Registrar's Office.

The *Withdrawal Date* will be the date the student begins the withdrawal process, or the date that the student otherwise provides the notification (if both circumstances occur, the **earlier** is used as the withdrawal date). \*

The *Date of CIM's Determination the Student has Withdrawn* is the student's withdrawal date or the date of the notification, whichever is **later**.

- **Unofficial Withdrawal:** If official notification is not provided by the student due to circumstances beyond the student's control, OR all other instances where the student withdraws without providing official notification.

The *Withdrawal Date* is the date that CIM determines is related to the circumstance beyond the student's control. For all other instances, it is the midpoint of the payment period. \*

The *Date of CIM's Determination the Student has Withdrawn* is date that CIM has become aware that the student has ceased attendance.

If, at the end of a semester, a student has earned zero credits, CIM will attempt to verify if the student attended any class(s) or not. If no date of attendance may be documented, CIM must assume the student never attended.

*\*In place of the Withdrawal Date determinations listed above, CIM may always use the student's last date of attendance at an academically related activity if the school can document such activity.*

When a student completely withdraws from all enrolled courses during the Fall or Spring semester, the tuition\* is refunded based upon a percentage of the semester's total tuition. The amount is prorated per week per the schedule below. There is no refund of the tuition as of October 2 for Fall 2023 or February 19 for Spring 2024. CIM Scholarship, as applicable, also has the same percentage per week formula:

FALL 2023	SPRING 2024		
Withdrawal Date	Withdrawal Date	Tuition Fee* % Refunded	CIM Scholarship % Canceled
AUG 28 - SEP 3	JAN 16- JAN 21	100%**	100%
SEP 4 - SEP 10	JAN 22 - JAN 28	80%	80%
SEP 11- SEP 17	JAN 19 - FEB 4	70%	70%
SEP 18 - SEP 24	FEB 5 - FEB 11	60%	60%
SEP 25 - OCT 1	FEB 12 - FEB 18	50%	50%
OCT 2 or later	FEB 19 or later	0%	0%

### \*Fees applicable to the above refund policy include only these specific line items:

- Full-Time or Part-Time Tuition
- **\*\*if any private lessons were received, they will be billed on a per-case basis, regardless of date of withdrawal at the rate of \$250 per lesson.**
- Double Major Surcharge
- Dual Degree Surcharge
- Secondary Study Surcharge
- Over 18 Credit Hour Surcharge
- CWRU Excess Credits Surcharge
- Performance Service Fee

### Fees that are non-refundable as of September 4, 2023 for fall or January 22, 2024 for spring are:

- Student Service Fee
- Health Service Fee (CWRU)
- CIM Wellness Fee
- Health Insurance (waiver may be applied up to the published waiver deadline)
- Any other miscellaneous charges or late fees

**Summer Session Tuition 2024** is fully non-refundable as of first day of Summer Term, June 3, 2024.

**On Campus Housing at 1609 Hazel** is non-refundable per the first day of the applicable semester.

**The CASE meal plan** is prorated on a daily basis and is calculated according to the official withdrawal/leave of absence date, or the last day of activity on the meal plan, whichever is **later**. No refunds are offered

after the 10th week of the semester. For students with CaseCash, the amount refunded includes the daily pro-rated amount of the meal plan plus all remaining CaseCash.

**Orientation Fees are non-refundable** as of the first day of scheduled orientation. Orientation begins August 20. As participation is mandatory for all students starting (or transferring into) a new program, this fee is non-refundable unless a written withdrawal or deferral petition (if applicable) is received at CIM prior to the first date of orientation. Understand that Graduate orientation is required for prior CIM students starting a new program as well as first time students.

If there are any adjustments to the semester term dates, the above schedule will be updated as applicable.

### Tuition Insurance

Considering the potential billing and aid adjustments that may occur (both CIM and/or Federal, as applicable), we urge students to research and consider purchasing **tuition insurance**, which may be very useful in the case of unexpected mid-semester withdrawals or leaves of absence, per both this CIM refund Policy and the Return to Title IV Policy.



Revised July 2023

## Return to Title IV Policy 2023-24

### Treatment of Title IV (Federal) Aid When a Student Withdraws

The law specifies how the Cleveland Institute of Music (CIM) must determine the amount of Title IV (Federal) program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each payment period (semester), you earn the funds as you complete the period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or CIM or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by CIM and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, CIM must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. CIM may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with CIM). CIM needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow CIM to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or CIM or parent receives on your behalf) excess Title IV program funds that must be returned, CIM must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds

CIM must return this amount even if it didn't keep this amount of your Title IV program funds.

If CIM is not required to return all the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with CIM or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from the [Refund Policy](#) that CIM has for billed charges and institutional aid. Therefore, you may still owe funds to CIM to cover unpaid institutional charges. CIM may also charge you for any Title IV program funds that CIM was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on [Federal Student Aid on the Web](#).

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As of the first day of classes, but before the end of the semester (payment period), if a student takes a Leave of Absence or Withdraws for any reason, the following policy dictates how Federal Student Aid must be adjusted, if applicable, on the student's billing statement for that term.

**Withdrawal prior to completing 60% of days of the semester, may result in a significant amount of federal student aid to be unearned (ineligible), and returned to the Dept. of Education. This may create a balance owed to CIM, even if the student had a zero balance prior to the withdrawal. Students may wish to consider purchasing private Tuition Insurance for this reason.**

## How Withdrawal Date is Determined

The official withdrawal date is determined by the CIM Registrar ([registrarweb@cim.edu](mailto:registrarweb@cim.edu)).

- **Official Withdrawal:** The student begins the CIM withdrawal process, or the student otherwise provides official notification to CIM of intent to withdraw. CIM requests the student submit the Withdrawal Form or Leave of Absence Form, as applicable. These forms are available from the Registrar's Office.

The *Withdrawal Date* will be the date the student begins the withdrawal process, or the date that the student otherwise provides the notification (if both circumstances occur, the **earlier** is used as the withdrawal date). \*

The *Date of CIM's Determination the Student has Withdrawn* is the student's withdrawal date or the date of the notification, whichever is **later**.

- **Unofficial Withdrawal:** If official notification is not provided by the student due to circumstances beyond the student's control, OR all other instances where the student withdraws without providing official notification.

The *Withdrawal Date* is the date that CIM determines is related to the circumstance beyond the student's control. For all other instances, it is the midpoint of the payment period. \*

The *Date of CIM's Determination the Student has Withdrawn* is date that CIM has become aware that the student has ceased attendance.

If, at the end of a semester, a student has earned zero credits, CIM will attempt to verify if the student attended any class(es) or not. If no date of attendance may be documented, CIM must assume the student never attended.

*\*In place of the Withdrawal Date determinations listed above, CIM may always use the student's last date of attendance at an academically related activity if the school documents that the activity is academically-related and that the student attended the activity.*

The Return to Title IV Refund Policy is governed by the Department of Education. To view the Worksheet and formula used to calculate all Federal Student Aid adjustments due to mid-semester withdrawal, click [here](#). This calculation is completed by the CIM Financial Aid Director upon receiving the official withdrawal date from the CIM Registrar's Office. A copy of the completed Worksheet and detailed list of what, if any, federal aid must be adjusted will be sent to the student as soon as possible.

See the calendar later in this policy, **2023-2024 Academic Calendar for Federal Aid Refund Calculation (R2T4)**, for dates where a federal calculation is required each semester. The effective date of Withdrawal or Leave of Absence, as verified by the CIM Registrar, may create a significant balance owed to CIM.

The Federal Student Aid Refund calendar takes into account all days from the first day of classes through the last day of CWRU finals. Spring break in the spring semester does NOT count as days attended or in total days of the semester. Once a student has attended 60% of the actual days of the semester, there is no federal calculation and no federal aid needs to be returned. The 60% date is indicated for each semester. These federal aid review dates are significantly later than any tuition and/or scholarship adjustment would be made. If a withdrawal occurs prior to the aid disbursement date of a semester, there may be eligibility for some federal aid to be disbursed as a "post-withdrawal disbursement." This will be explained as an option if it is applicable.

In addition, Federal Loan Exit Counseling instructions will be sent to the student within 30 days of the withdrawal date, if applicable.

## Order in Which Title IV Funds are Returned

Per the mandatory Department of Education [Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program” Worksheet](#), CIM must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
4. Direct PLUS (Graduate Student)
5. Direct PLUS (Parent)
6. Pell Grant
7. FSEO Grant

## Time Frame for Return of Title IV Funds

Funds that are to be returned to the Department of Education must be sent as soon as possible, but no later than 45 days after the date CIM determined the student withdrew.

If the student is eligible for a post-withdrawal disbursement, such notification will be provided to the student within 30 days of the date the school determined the student had withdrawn. If a post-withdrawal disbursement is applicable to the student’s account, such payment must be made as soon as possible, but no later than 180 days after the date CIM determined the student withdrew, in accordance with requirements for disbursing Title IV funds 34 CFR 668.164.

Similarly, if there is a grant overpayment to report, the student will be notified within 30 days of the date the school determined the student withdrew.

## Credit Balances When a Student Withdraws

The school must determine the correct Title IV credit balance, taking into account the results from the Return to Title IV calculation, the institutional refund calculation, and state aid refund calculations, as applicable. If after those adjustments, if applicable, are posted to the student’s account and a credit balance results, the credit balance will be disbursed via a check to the student as soon as possible but no later than 14 days after the date of the Return to Title IV calculation is performed. If the credit balance is the result of a Direct PLUS Parent Loan, the refund check is issued to the parent, unless they had designated the student to be the recipient of any excess funds on the PLUS Loan application. The check will be mailed to the student or parent permanent address if the student is no longer in Cleveland.

## Clarification of dates

Per the calendar below, each semester’s detail needed to “earn” the awarded federal aid (60% of days of the term) is as follows:

**Fall** classes begin 8/28/23. End date of term is last date of CWRU finals, 12/20/23. To “earn” all aid for the semester, the student must attend at least 60% of the semester, which is through November 6, 2023.

**Spring** classes begin 1/16/24. End date of term is last date of CWRU finals, 5/09/24. March 9-17 is Spring Break and those days do not count as days of the term. To “earn” all aid for the semester, the student must attend at least 60% of the semester, which is through March 28, 2024.

## 2023-24 Academic Calendar for Return of Title IV Funds (R2T4)

August 2023						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	<b>28</b>	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	<b>6</b>	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	<b>20</b>	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	<b>16</b>	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	<b>28</b>	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	<b>9</b>	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Blue = Fall 2023 term; 115 days total (60% of days to fully earn all federal aid = 69 days attended)

Green = Spring 2024 term (orange is spring break); 106 days total (60% of days to fully earn all federal aid = 64 days attended)

If for any reason the dates of a semester or scheduled breaks change, this policy will be updated, as applicable.

Credit hour totals are based on standard residency requirements for degree programs.



## Flute Performance

### Bachelor of Music – 126 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar – Capstone	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Elective	1

### Master of Music – 39 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 366	Woodwind Chamber, required 6 semesters	6
MURP 317	Flute Rep Class	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Ensembles/Rep Classes		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 4__	Ensemble elective, 2 credits required	2
MURP 417	Flute Rep Class	4

## Oboe Performance

Bachelor of Music – 126 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Elective	1

Master of Music – 39 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles/Rep Classes		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 4__	Ensemble Elective, 2 required	2
MURP 416	Oboe Rep Class	4

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboards/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboards/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboards/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/ MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 366	Woodwind Chamber, required 6 semesters	6
MURP 316	Oboe Rep class	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Clarinet Performance

Bachelor of Music – 126 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Elective	1

Master of Music – 39 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Ensembles/Rep Classes		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 4__	Ensemble elective, 2 credits required	2
MURP 415	Clarinet Rep Class	4

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboards/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboards/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboards/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/ MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 366	Woodwind Chamber, required 6 semesters	6
MURP 315	Clarinet Rep Class	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Bassoon Performance

Bachelor of Music – 126 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar - Capstone	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Elective	1

Master of Music – 39 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles/Rep Classes		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 4__	Ensemble elective, 2 credits required	2
MURP 416	Bassoon Rep Class	4

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboards/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboards/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboards/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 366	Woodwind Chamber – 6 semesters required	6
MURP 316	Bassoon Rep Class	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI/MULI	Music History or Literature Elective – taken at the 400 or higher level	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Horn Performance

Bachelor of Music – 126 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar - Capstone	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Elective	1

Master of Music – 39 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles/Rep Classes		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 4__	Ensemble Elective, 2 required	2
MURP 411	Horn Rep Class	4

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboards/Sightsinging-Eartraining I- by placement exam	4
MUTH 102	Harmony-Keyboards/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboards/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 366 or MUEN 368	Woodwind Chamber or Brass Chamber, required 6 semesters	6
MURP 311	Horn Rep Class	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Post-tonal	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Trumpet Performance

Bachelor of Music – 126 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Elective	1

Master of Music – 39 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles/Rep Classes		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 4__	Ensemble Elective, 2 required	2
MURP 410	Trumpet Rep Class	4

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 368	Brass Chamber, required 6 semesters	6
MURP 310	Trumpet Rep Class	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Trombone Performance – Tenor or Bass

Bachelor of Music – 126 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar - Capstone	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Elective	1

Master of Music – 39 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles/Rep Classes		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 4__	Ensemble Elective, 2 required	2
MURP 412	Trombone/Low Brass Rep	4

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 368	Brass Chamber, required 6 semesters	6
MURP 312	Trombone/Low Brass Rep	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Tuba Performance

Bachelor of Music – 126 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar - Capstone	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Elective	1

Master of Music – 39 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles/Rep Classes		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 4__	Ensemble Elective, 2 required	2
MURP 419	Tuba Rep Class	4

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 368	Brass Chamber, required 6 semesters	6
MURP 319	Tuba Rep Class	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Timpani and Percussion Performance

Bachelor of Music – 120 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Elective	1

Master of Music – 37 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles/Rep Classes		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 421	Percussion ensemble, required every semester	4

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 321	Percussion ensemble, required every semester	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Collaborative Piano

Master of Music – 41 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Secondary Performance		credits
MUSP 501	Secondary Performance I	2
MUSP 502	Secondary Performance II	2
MUSP 503	Secondary Performance III	2
MUSP 504	Secondary Performance IV	2

Ensembles/Rep		credits
MUEN 4__	Ensemble	4

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	1

Specific to Major		credits
MURP 461	Vocal Inter for AC	1
MURP 462	Vocal Inter for AC	1
MUGN 461	Accompany Seminar, 2 semesters required	2

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

## Piano Performance

Bachelor of Music – 120 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373 or MUGN 371	Orchestral or Choral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 332	Piano Literature I	2
MULI 333	Piano Literature II	2
MUHI/MULI	History/Literature Elective	2/3
MUPD 340	Piano Pedagogy I	2
MUPD 341	Piano Pedagogy II	2
MU__	Open Music Electives	5

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Master of Music – 35 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Ensembles/Rep		credits
MUEN 400	Grad Collab Ensemble	2
MUEN 4__	Ensemble Elective, 2 credits required	2
MURP 407	Piano Practicum, 2 credits required	2

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Ensembles/Repertoire		credits
MUEN 100	Sightreading Seminar	1
MUEN 300	Sonata Seminar	6
MUEN__	Ensemble elective, 2 credits required	2
MURP 307	Piano Practicum, 4 semesters required	4

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Organ Performance

Bachelor of Music – 125 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 201	Secondary Lessons	2
MUSP 202	Secondary Lessons	2
MUSP 203	Secondary Lessons	2
MUSP 204	Secondary Lessons	2
MUSP 101	Secondary instrument: voice	1
MUSP 102	Secondary instrument: voice	1

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Repertoire		credits
MUEN 325	Organ Ensemble, required every semester	8
MURP 306	Organ Rep, 4 credits required	4
MURP 371	Sacred Choral Rep I	1
MURP 372	Sacred Choral Rep II	1

Master of Music – 37 credit hours

Principle		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Music Theory		credits
MUTH 101 or MUTH 101 I	Music Theory 1	4
MUTH 102	Music Theory 2	4
MUTH 201	Music Theory 3	4
MUTH 202	Music Theory 4	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Other Music Courses		credits
Diversity Requirement		2
MUGN 315	Intro to Harpsichord	2
MUGN 371	Choral Conducting I	1
MUGN 372	Choral Conducting II	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MUHI/MULI	History/Literature Elective	6

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as exemption (EX)		
MUSP 501	5 <sup>th</sup> semester of piano	2
MUSP 502	6 <sup>th</sup> semester of piano	2
MUSP 503	7 <sup>th</sup> semester of piano	2
MUSP 504	8 <sup>th</sup> semester of piano	2

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

Ensembles/Repertoire		credits
MUEN 4__	Ensemble elective, 4 credits required	4
MURP 406	Organ Repertoire, 4 semesters required	4

## Violin Performance

Bachelor of Music – 120 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
Diversity Requirement		2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 321 or 322	Chamber Music or Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Electives	3

Master of Music – 35 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music ensemble	0/2
MUEN 458	Chamber Music, 2 credits required	2

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 358	Chamber Music, required 4 semesters	4
MUEN __	Ensemble Elective, 2 credits required	2

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Violin Performance and Suzuki Pedagogy

### Master of Music – 40 Credit Hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Music History/Electives		credits
MUGN 401	Master's Seminar	3
MUHI ___	Music History Elective	3
MUGN 471 or 473	Conducting (exempt if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2

Specific to Major		credits
MUPD 445	Suzuki Pedagogy I	2
MUPD 445 A	Suzuki Pedagogy Practicum	1
MUPD 446	Suzuki Pedagogy II	2
MUPD 446 A	Suzuki Pedagogy Practicum	1
MUPD 447	Suzuki Pedagogy III	3
MUPD 448	Suzuki Pedagogy VI	3

Ensembles		credits
MUEN 481	Orchestra, required two semesters	1/2
MUEN 457	New Music Ensemble	0/1
MUEN 458	Chamber Music, 2 credits required	2

## Viola Performance

### Bachelor of Music – 120 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 321 or 322	Chamber Music or Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU___	Open Music Electives	3

### Master of Music – 35 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 458	Chamber Music, 2 credits required	2

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/ MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 358	Chamber Music, required 4 semesters	4
MUEN ___	Ensemble Elective, 2 credits required	2

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4 ___	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU___	Music Elective (nonperformance)	5

## Cello Performance

Bachelor of Music – 120 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 321 or 322	Chamber Music or Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU_____	Open Music Electives	3

Master of Music – 35 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 458	Chamber Music, 2 credits required	2

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 358	Chamber Music, required 4 semesters	4
MUEN _____	Ensemble Elective, 2 credits required	2

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term (Required)	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI/MULI _____	Music History/Literature Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU_____	Music Elective (nonperformance)	5

## Cello Performance and Suzuki Pedagogy

Master of Music – 40 Credit Hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Music History/Electives		credits
MUGN 401	Master's Seminar	3
MUHI _____	Music History Elective	3
MUGN 471 or 473	Conducting (other class can be subbed if done in undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2

Specific to Major		credits
MUPD 445	Suzuki Pedagogy I	2
MUPD 445 A	Suzuki Pedagogy Practicum	1
MUPD 446	Suzuki Pedagogy II	2
MUPD 446	Suzuki Pedagogy Practicum	1
MUPD 447	Suzuki Pedagogy III	3
MUPD 448	Suzuki Pedagogy VI	3

Ensembles		credits
MUEN 481	Orchestra, required two semesters	1/2
MUEN 457	New Music Ensemble	0/1
MUEN 458	Chamber Music, 2 credits required	2

## Double Bass Performance

Bachelor of Music – 122 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		credits
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Electives	3

Master of Music – 39 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Ensembles/Repertoire		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MURP 403	DB Repertoire, required every semester	4
MUEN 458	Chamber Music	2

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MURP 303	Double Bass Rep, 6 semesters required	6
MUEN 358	Chamber Music	2

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining ( if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

## Harp Performance

Bachelor of Music – 122 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		credits
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 322	Symphonic Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 395	Pedagogy	1
MU__	Open Music Elective	3

Master of Music – 37 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles/Rep Classes		credits
MUEN 481	Orchestra, required every semester	2/4
MUEN 457	New Music Ensemble	0/2
MUEN 420	Harp Ensemble, required every semester	4

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 381	Orchestra, required every semester	6/8
MUEN 357	New Music Ensemble	0/2
MUEN 320	Harp Ensemble, required every semester	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining ( if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4__	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU__	Music Elective (nonperformance)	5

## Guitar Performance

Bachelor of Music – 125 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 325	Guitar Literature	3
MUHI/MULI	History/Literature Elective	3
MUPD 350	Guitar Pedagogy I	2
MUPD351	Guitar Pedagogy II	2
MUGN 345	Guitar Studio Music	1
MUGN 318	Professional Skills for Guitar	2

Master of Music – 37 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles		credits
MUEN 463	Guitar Ensemble, required every semester	4
MURP 405	Guitar Rep, required every semester	4

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN 363	Guitar Ensemble, required every semester	8
MURP 305	Guitar Rep, required every semester	8

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU	Music Elective (nonperformance)	5

## Vocal Performance

Bachelor of Music – 126 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 101	1 <sup>st</sup> Semester Secondary Piano	1
MUSP 102	2 <sup>nd</sup> Semester Secondary Piano	1
MUSP 103	3 <sup>rd</sup> Semester Secondary Piano	1
MUSP 104	4 <sup>th</sup> Semester Secondary Piano	1

Other Music Courses		credits
MU	Music Diversity	2
MUGN 371 or 373	Choral or Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MULI 330	Song Literature 1	2
MULI 331	Song Literature 2	2
MUHI/MULI	History/Literature Elective	2
MUPD 330	Introduction to Voice Pedagogy	2
MUGN 326	Expression of Language: Italian	2
MUGN 327	Expression of Language: French	2
MUGN 328	Expression of Language: German	2
MUGH 321	English Diction	1

Music Theory		credits
MUTH 101 or MUTH 101 I	Music Theory 1 – by placement exam	4
MUTH 102	Music Theory 2	4
MUTH 201	Music Theory 3	4
MUTH 202	Music Theory 4	4
MUTH 320	Form and Analysis	3
MUTH/MUCP/MUDE	Theory, Composition, Eurhythmics elective	2

Specific to Major		credits
MUEN 330	Opera Production, required every semester	8
MUGN 294	Stage Movement 1	1
MUGN 295	Stage Movement 2	1
MUGN 296	Acting Techniques 1	1
MUGN 297	Acting Techniques 2	1
MUGN 298	Opera Role Prep	1

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 201	Eurhythmics III	1
MUDE 202	Eurhythmics IV	1

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	3
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
ITAL 101	Elementary Italian I	4
FRCH 101	Elementary French I	4
GRMN 101	Elementary German I	4
Electives	See Chart in General Education Section	3

## Vocal Performance

### Master of Music – 38 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3

Music History/Electives		credits
MUGN 401	Master's Seminar	3
MUHI ____	Music History Elective	3
MUGN 471 or 473	Conducting (other class to be subbed if done in undergrad)	1
MUDE 402	Eurhythmics for Grad Students	2
MU	Music Elective	5

Language Requirements		credits
FRCH 101	May be exempted by past transcript review, placement testing or enrollment	(3 or 4)
GRMN 101	May be exempted by past transcript review, placement testing or enrollment	(3 or 4)
ITAL 101	Can be exempted by past transcript review, placement testing or enrollment	(3 or 4)

Specific to Major		credits
MUEN 430	Opera Production required every semester	4
MUGN 494	Stage Movement I	1
MUGN 495	Stage Movement II	1
MUGN 496	Acting Techniques I	1
MUGN 497	Acting Techniques II	1
MUGN 498	Opera Role Prep	1

## Conducting

### Master of Music – 45 credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUAP 552	Second Master Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as exemption (EX)		
MUSP 501	5 <sup>th</sup> semester of piano	2
MUSP 502	6 <sup>th</sup> semester of piano	2
MUSP 503	7 <sup>th</sup> semester of piano	2
MUSP 504	8 <sup>th</sup> semester of piano	2

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

Ensembles/Rep Classes		credits
MUEN ____	Ensemble Elective, 4 required	4

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (if needed)	2
MUTH 407	Analytical Tech & Term	3
MUTH 425	Analysis for Conductors I	2
MUTH 426	Analysis for Conductors II	2

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4 ____	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU ____	Music Elective (nonperformance)	5

Language Requirement		credits
by placement, if any level is not needed, the credits will be added as Exemption (EX)		
FRCH 101	Can be exempted by past transcript review, placement testing or enrollment	3 or 4
GRMN 101	Can be exempted by past transcript review, placement testing or enrollment	3 or 4
ITAL 101	Can be exempted by past transcript review, placement testing or enrollment	3 or 4
FRCH, ITAL, or GERM 102	Can be exempted by past transcript review, placement testing or enrollment	3 or 4

## Composition

Bachelor of Music – 126 credit hours

Principal Performance		credits
MUAP 101	1 <sup>st</sup> Semester Performance	3
MUAP 102	2 <sup>nd</sup> Semester Performance	3
MUAP 150	Freshman Jury	0
MUAP 201	3 <sup>rd</sup> Semester Performance	3
MUAP 202	4 <sup>th</sup> Semester Performance	3
MUAP 250	Sophomore Jury	0
MUAP 301	5 <sup>th</sup> Semester Performance	4
MUAP 302	6 <sup>th</sup> Semester Performance	4
MUAP 350	Junior Jury	0
MUAP 360	Junior Recital	0
MUAP 303	7 <sup>th</sup> Semester Performance	4
MUAP 304	8 <sup>th</sup> Semester Performance	4
MUAP 390	Senior Recital	0

Secondary Piano		credits
by placement, if any level is not needed, the credits will be added as Advanced Standing (AS)		
MUSP 201	5 <sup>th</sup> semester of piano or 1 <sup>st</sup> of other instrument	2
MUSP 202	6 <sup>th</sup> semester of piano or 2 <sup>nd</sup> of other instrument	2
MUSP 203	7 <sup>th</sup> semester of piano or 3 <sup>rd</sup> of other instrument	2
MUSP 204	8 <sup>th</sup> semester of piano or 4 <sup>th</sup> of other instrument	2

Other Music Courses		credits
	Diversity Requirement	2
MUGN 373	Orchestral Conducting	1
MUGN 398	Senior Seminar	1
MUHI 201	Music History I	3
MUHI 202	Music History II	3
MUHI/MULI	History/Literature Elective	6
MU ____	Open Music Elective	1

Music Theory		credits
MUTH 101 or MUTH 101 I	Harmony-Keyboard/Sightsinging-Eartraining I – by placement exam	4
MUTH 102	Harmony-Keyboard/Sightsinging-Eartraining II	4
MUTH 201	Harmony-Keyboard/Sightsinging-Eartraining III	4
MUTH 202	Chromatic & Post-Tonal Theory	4
MUTH 311	16 <sup>th</sup> Century Counterpoint	2
MUTH 312	18 <sup>th</sup> Century Counterpoint	3
MUTH 320	Form and Analysis	3

Eurhythmics		credits
MUDE 100	First Year Eurhythmics Lab (if needed)	0
MUDE 101	Eurhythmics I	1
MUDE 102	Eurhythmics II	1
MUDE 203	Eurhythmics III	1
MUDE 204	Eurhythmics IV	1

Ensembles/Rep Classes		credits
MUEN ____	Ensemble Elective, 4 required	4

Specific to Major		credits
MUCP 200	Composition Seminar, required every semester	0
MUCP 310	Orchestration I	2
MUCP 311	Orchestration II	2
MUCP 320	Electronic Music Production I	2
MUCP 321	Electronic Music Production II	2
MUCP 380	Junior Composition Theses	0
MUCP 395	Comp/Performer Partnership	0

General Education		credits
MUGN 121	First Year Experience I	2
MUGN 122	First Year Experience II	2
Contextualizing	See Chart in General Education Section	6
Reason/Logic	See Chart in General Education Section	3
Business/Technology	See Chart in General Education Section	3
Engaging Communities	See Chart in General Education Section	3
Electives	See Chart in General Education Section	6

## Composition

Master of Music – 40 Credit hours

Principal Performance		credits
MUAP 501	1 <sup>st</sup> Semester Performance	3
MUAP 502	2 <sup>nd</sup> Semester Performance	3
MUAP 503	3 <sup>rd</sup> Semester Performance	3
MUAP 504	4 <sup>th</sup> Semester Performance	3
MUAP 551	First Master Recital	0
MUCP 551	Composition Thesis	0

Music Theory		credits
MUTH 400 A	Harmony (if needed)	1
MUTH 400 A	Form (if needed)	1
MUTH 400 A	Counterpoint (if needed)	1
MUTH 400 B	Sightsinging/Eartraining (in needed)	2
MUTH 407	Analytical Tech & Term (Required)	3

Required Classes/Electives		credits
MUGN 401	Master's Seminar	3
MUHI 4 ____	Music History Elective	3
MUGN 471 or 473	Conducting (another class to be taken if completed in Undergrad)	1
MUDE 402	Eurhythmics for Graduate Students	2
MU ____	Music Elective (nonperformance)	5
MUTH ____	Electives in Music Theory	8

Ensembles/Rep Classes		credits
MUEN ____	Ensemble elective, 2 required	2

Specific to Major		credits
MUCP 400	Composition Seminar, 4 required	0

Comprehensive Exam		credits
MUTH 598	Music Theory Exam	0
MUHI 598	Music History Exam	0

# COURSE INFORMATION

## Principal Performance Study

During the four-year undergraduate program, all performance majors must fulfill the following minimum requirements:

- Principal performance study consists of 15 one hour lessons each semester.
- Third year: a solo Junior Recital comprising one-half of a full program.
- A jury examination at the end of each of the first three years.
- Fourth year: a full solo Senior Recital.

## Secondary Performance Study

Secondary performance study not only serves to enhance musicianship but also can provide very practical training in areas essential to career maintenance. CIM provides secondary performance study to all students whose curricula deems it required. Undergraduate composition majors whose primary instrument is not piano are required to complete eight credit hours (four semesters) of secondary study on that primary instrument.

Keyboard skills proficiency is mandatory for all undergraduate students, except piano majors. Placement examinations are given during orientation or during the first week of classes each semester. Proficiency can be demonstrated at the time of the placement examination or later attained through regular study and satisfactory completion of a jury examination.

Placement beyond the beginning level can result in the awarding of advanced standing credit by examination. Such credit is applicable toward fulfillment of program requirements for the undergraduate student.

Master of Music candidates who did not graduate with a BM from a NASM accredited music program will also need to complete the keyboard skills placement exam. If required, students will need to complete the keyboard skills sequence, which is considered a deficiency and will not count as credits toward their degree.

Completion of keyboard skills level MUSP 104 is required of all undergraduate degree candidates. Completion of secondary piano level MUSP 204/504 is required of conducting, organ and harpsichord as well as composition majors whose primary instrument is piano.

Keyboard skills through level MUSP 104, which is accomplished in a one-hour, weekly class setting earning one credit per semester, focuses on the development of piano technique and musicianship, using appropriate graded solo repertoire and accompaniments related to the student's principal field. All other secondary performance study takes the form of a one-half hour, private, weekly lesson earning two credits per semester.

Transfer students must meet CIM requirements for keyboard skills proficiency. CIM placement examinations determine the level of advanced standing credit, if any.



Once keyboard skills proficiency has been attained, elective secondary study may also be taken for an additional fee. Students should consult this catalog and seek the advice of their principal teacher and the CIM Registrar to determine the availability, cost and appropriateness of additional secondary performance study.

## General Education

CIM is committed to providing access to rich and diverse coursework at and CWRU in order to build its students ability to situate their work in the context of the world of knowledge, and for students to have the ability to communicate those connections. By going through the general education curriculum, students will be able to:

- Clearly and effectively **communicate** through writing, speaking and digital mediums.
- Think and act with awareness of their own **values and reasoning**, as well as an appreciation of the perspectives of others.
- Place their specialty in the **context** of other arts and domains of knowledge.
- Utilize multiple methods of **artistic and academic inquiry**.
- Professionally **collaborate** in artistic and academic inquiry.
- Navigate the landscape of opportunity through **entrepreneurship** and professional development.

Bachelor of Music degree students must complete a minimum of 32 hours of credit in general education course work, six of which are represented by the music history (MUHI 201 and MUHI 202) course sequence. Most general education courses carry three credits. Current general education course offerings are found in the CWRU Roster of Courses published before the beginning of each semester. The CWRU general catalog provides detailed course descriptions as well as other helpful departmental information and is available on the CWRU website.

## Music Diversity Requirement

Undergraduate students are required to take at least two credit hours of course work in a diverse music area that is not Western classical music, such as:

- MUHI 309 Christian Music – Historical and Global Perspectives**
- MUHI 310 Survey in World Music**
- MUHI 312 History of Rock for Music Majors**
- MUHI 313 American Popular Song to 1950**
- MUHI 314 Blues Cultures**
- MUHI 315 History of Jazz and American Popular Music**
- MUHI 316 Religion, Race, Sex, and Black Music**
- MUHI 320 Global Pop**
- MUGN 330 Contemporary Issues in Music**
- MUGN 340 Music and Culture**
- MUEN 370 Pop Ensemble**
- MUEN 371b Klezmer Ensemble**
- MUEN 373-374 Jazz Ensemble I and II**
- Other courses approved by the Dean**

\*Note: if the course exceeds two credit hours, any additional credits will count towards open music electives.

## Applied Lessons, Juries & Recitals

All principal performance areas receive 15 one hour lessons each semester culminating in either a Jury or Recital based on level of the student. Repertoire is based on level of student in conjunction with faculty and department goals.

- MUAP 101-102 Principal Performance Area (3,3)**
- MUAP 101 AC - 302 AC Principal Performance Area Artist Certificate (6)**
- MUAP 150 Freshman Performance Jury (0)**
- MUAP 201-202 Principal Performance Area (3,3)**
- MUAP 250 Sophomore Performance Jury (0)**
- MUAP 255 Secondary Piano Performance Jury (0)**
- MUAP 301-302 Principal Performance Area (4,4)**
- MUAP 303-304 Principal Performance Area (4,4)**
- MUAP 350 Junior Performance Jury (0)**
- MUAP 355 Secondary Performance Jury (0)**
- MUAP 360 Junior Recital (0)**
- MUAP 390 Senior Recital (0)**
- MUAP 501-504 Principal Performance Area M.M. (3)**
- MUAP 501A-504A Principal Performance Area P.S. and A.D. (6)**
- MUAP 551 Graduate Recital I (0)**
- MUAP 552 Graduate Recital II (0)**
- MUAP 553 Graduate Recital III (0)**
- MUAP 601-606 Principal Performance Area DMA (3)**
- MUAP 751 DMA Recital I (0)** Prerequisite: Concurrent registration for MUAP required. (Fall/Spring)
- MUAP 752 DMA Recital II (0)** Prerequisite: Concurrent registration for MUAP required. (Fall/Spring)
- MUAP 753 DMA Recital III (0)** Prerequisite: Concurrent registration for MUAP required. (Fall/Spring)

## Audio Recording

**MUAR 250/450 Audio Recording for Non-Majors (2)** This is a hands-on course for musicians who wish to understand the processes for recording music and speech that will be beneficial to their musical careers. Topics include microphone techniques, signal processing, delivering audio masters, computer workstations, audio software and the business of music. (Fall/Spring)

## Composition

- MUCP 200/400 Composition Seminar (1)** Weekly meeting of all composition majors for master classes with visiting composers and performers; presentation of special class composition projects; investigation of recent compositional trends. (Fall/Spring)
- MUCP 301 Composition for Performers (2,2)** Techniques of motive development and composition in small forms. Prerequisite: consent of instructor. (Every other year)
- MUCP 310/410-311/411 Orchestration I, II (2)** Introduction to the problems and techniques of scoring for strings, woodwinds, brasses and percussion. Transcriptions and scoring for diverse combinations from chamber groups to full orchestra.
- MUCP 320/420-321/421 Electronic Music Production I, II (2, 2)** A practical study of computer assisted electronic music composition covering traditional concepts, analog and digital synthesis, MIDI, sequencing, sampling techniques and video soundtrack production. Prerequisite: open to composition majors or others with consent of instructor. (Fall/Spring)
- MUCP 380 Junior Composition Thesis (0)** (Fall/Spring)
- MUCP 390 Senior Composition Thesis (0)**
- MUCP 395 Composer/Performer Partnership (1)** (Fall/Spring)
- MUCP 551 Master of Music Thesis, Composition (0)** (Fall/Spring)
- MUCP 751 Composition Document DMA (3)** (Fall/Spring)
- MUCP 752 Final Composition DMA (3)** A substantial composition for orchestra to be performed by the CIM Orchestra. Prerequisite: Concurrent registration in 600-level MUAP study is required. (Fall/Spring)

## Eurhythmics

**MUDE 100 First Year Eurhythmics Lab (0)** First-Year Eurhythmics Lab is an experience designed to provide additional support for students as they take Eurhythmics I as first-year students. This class will allow students to review for Eurhythmics I assessments and seek clarification as needed. Materials will be presented aurally, visually and kinesthetically to provide an immersive rhythmic experience. (Fall)

**MUDE 101-102 Eurhythmics I, II (1, 1)** The physical expression of rhythm in which large bodily movements form the reference for rhythmic analysis. Study of pulse, meter, patterns, cross rhythms, improvisation, rhythmic canons and bodily coordination emphasizing proper tension and relaxation. Prerequisite: previous or concurrent registration in MUTH 101 and 105. (Fall, Spring)

**MUDE 203-204 Eurhythmics III, IV (1, 1)** Continuation of MUDE 101, 102, with materials of increased difficulty, as well as study of syncopation, rhythmic counterpoint and conducting movements. Prerequisite: MUDE 101, 102. (Fall/Spring)

**MUDE 310/410 Advanced Eurhythmics: Complex Rhythm (2)** Advanced Eurhythmics uses the materials and methods from Eurhythmics I-IV to explore advanced rhythmic topics: development of tempo memory/relative tempo, cross-rhythms with rests or ties, and augmentation/diminution in both duple (simple) meters and triple (compound) meters. Instrumental activities will also be included to integrate concepts on a practical level. (Fall)

**MUDE 312/412 Advanced Eurhythmics: Integrated Movement (2,2)** Advanced Eurhythmics further explores physical expression through repertoire association. The course also focuses on the development of tempo memory in relation to repertoire and physical movement, cross-rhythms in one pulse utilizing micro-beats and swing, and polymetric relationships among different meters using dictation and canon. Instrumental activities will also be included to integrate concepts on a practical level. (Spring)

**MUDE 325/425 Eurhythmics Pedagogy I (3)** This course serves as an introduction to teaching eurhythmics to students of all ages, including: keyboard improvisation, class engagement and integration, defining goals for students and assessing their progress towards those goals. (Fall)

**MUDE 326/426 Eurhythmics Pedagogy II (3)** This course continues the exploration of teaching eurhythmics including: keyboard improvisation, planning, class engagement and integration, defining goals for students and assessing their progress towards those goals. Students in the course will choose to focus on the teaching of eurhythmics to young children or young adults. (Spring)

**MUDE 351 Practicum in Adult Education (1)** Teaching various levels of conservatory course work and examination of curriculum development. Permission of the instructor is required. (Periodically)

**MUDE 402, 404 Eurhythmics for Graduate Students I, II (2, 2)** Emphasis on the development and stabilizing of an inner pulse. The use of the body as a reference for the experience and development of rhythmic skills and perceptions. Areas covered: meter, rhythmic patterns, cross-rhythms, canons, polyrhythms and unequal pulse meters. (Fall/Spring)

## Ensembles

**MUEN 100 Sightreading Seminar (1)** Practical application of sightreading techniques at the keyboard with emphasis on sonata and chamber music literature. Training in orchestral reductions. Discussion of interpretation and selection of editions. Classroom study of scores involving other instrumentalists. (Fall)

**MUEN 300 Sonata Seminar (1)** The art of learning collaboration between two soloists. Enrollment open to all strings, woodwinds and pianists. (Fall/Spring)

**MUEN 315/415 Accompanying at the Harpsichord (2)** A practical introduction to accompanying a variety of Baroque vocal and instrumental works in a stylistically appropriate manner. Particular emphasis on the Bach sonatas for flute, violin and viola da gamba. Students who are accompanying on recitals are encouraged to perform in class and receive coaching. Limited to six students. Prerequisite: MUGN 315 and consent of instructor. (Spring)

**MUEN 320/420 Harp Ensemble (1)** (Fall/Spring)

**MUEN 321/421 Percussion Ensemble (1)** (Fall/Spring)

**MUEN 330/430 Opera Performance (1)** Prerequisite: assignment by Director of the Opera Program. (Fall/Spring)

**MUEN 355 Miscellaneous Ensembles (1)**

**MUEN 356 University Circle Wind Ensemble (1)** Designed for the most advanced woodwind, brass and percussion players. Stresses the single-performance concept utilizing only players needed for a given piece. Audition required. Undergraduate woodwind, brass and percussion students are required to play in one wind ensemble concert per semester. Additional participation is encouraged on a volunteer basis (Fall/Spring).

**MUEN 357/457 New Music Ensemble (1)** Focuses on music since 1980 although earlier, important works of contemporary music are occasionally programmed. Prerequisite: MUAP 202 or equivalent. (Fall/Spring)

**MUEN 358/458 String/Piano Chamber Music (1)** A minimum of ten hours of coaching and a public performance is required. (Fall/Spring)

**MUEN 359/459 Advanced String Quartet Seminar (2)**

A minimum of ten hours of coaching and a public performance is required (Fall/Spring).

**MUEN 360/460 Apprentice Quartet (2)** A minimum of ten hours of coaching and a public performance is required (Fall/Spring).

**MUEN 361/461 Advanced Piano Trio Program (2)** With faculty guidance, student will select a complete trio to learn in depth. Students are required to absorb and utilize the works of their colleagues as well (Fall/Spring).

**MUEN 363/463 Guitar Ensemble (1)** (Fall/Spring)

**MUEN 364/464 Intensive Sonata Duo (1)** (Fall/Spring)

**MUEN 366/466 Woodwind Chamber Music (1)** (Fall/Spring)

**MUEN 368/468 Brass Chamber Music (1)** A minimum of ten hours of coaching and a public performance is required (Fall/Spring).

**MUEN 373, 374 CWRU Jazz Ensemble I, II (0-1)**

**MUEN 381/481 CIM Orchestra (1-2)** (Fall/Spring)

**MUEN 382 CWRU Concert Choir (1)** (Fall/Spring)

**MUEN 383 CWRU Bands, Symphonic Wind Ensemble (0-1)**

**MUEN 384 CWRU Bands, Spartan Marching Band (0-1)**

**MUEN 385 CWRU/University Circle Chamber Orchestra (0-1)**

**MUEN 393 Baroque Chamber Ensemble (1)**

**MUEN 395 Collegium Musicum (1)**

**MUEN 396 Early Music Singers (1)**

**MUEN 397 Baroque Orchestra (1)**

**MUEN 400 Sonata Seminar (1)** The art of learning collaboration between two soloists. Enrollment open to all strings, woodwinds and pianists. (Fall/Spring)

## General

**MUGN 294/494 Stage Movement for Opera I (1)** An examination of dramatic interpretation, stage technique, and recitative for opera performance appropriate for graduate and emerging professional singers.

**MUGN 295/495 Stage Movement for Opera II (1)**

An introduction to practical applications of body movement for the opera stage, including physical awareness and Alexander Technique, movement to express a character, and emphasis on developing ability in various styles of dance.

**MUGN 296/496 Acting Techniques for Singers I (1)**

An introduction to acting and singing-acting techniques—including fundamentals of acting, improvisation, text analysis, character study and stage technique—for opera and art song repertoire appropriate for the undergraduate singer.

**MUGN 297/497 Acting Techniques for Singers (1)** A continuation of Acting Techniques for Singers I. Further study of acting and singing-acting techniques including fundamentals of acting, improvisation, text analysis, character study and stage technique.

**MUGN 298 Opera Role Preparation (1)** An introduction to strategies for learning and preparing opera roles with particular attention to various styles of recitatives.

**MUGN 299 Artist Certificate Special Project (1)** (Fall/Spring)

**MUGN 315/415 Introduction to the Harpsichord (2)**

Introduction to harpsichord technique and the interpretation of 17th- and 18th-Century Baroque keyboard music. Study of national styles, ornamentation, articulation, tempi, dynamics, fingering and registration. Focus is on short representative works of Byrd, Couperin, Rameau, Duphy, Bach, Scarlatti and Soler; as well as other works chosen by participating students. Limited to six students. Prerequisite: open to CIM and CWRU music majors with keyboard background; consent of instructor. Not open to harpsichord majors. (Fall)

**MUGN 316/416 Introduction to the Organ (2)** Practical introduction to the pipe organ and the skills required to play the organ for church services, with a view particularly toward pianists who would like to acquire the ability to hold a church music job. (Spring)

**MUGN 318/418 – 361/461 Professional Skills for the Modern Guitarist (1)** Focus on the essential skills for professional success as a modern classical guitarist. Through written and performance projects, student will develop an understanding of fretboard harmony; arranging and transcription; sight reading and improvisation. (Fall/Spring EOY)

**MUGN 321/422 Applied Diction: English (1,1)** Intended for undergraduate/graduate voice and collaborative piano majors with insufficient background in the fundamental rules of English pronunciation and the International Phonetic Alphabet. (Fall EOY)

**MUGN 326/426 Expression of Italian (2)** This course gives students the tools they need to perform vocal repertoire in Italian in an idiomatic and expressive manner. It is articulated around two main components: the study of the sounds of the Italian language in singing through a survey of spelling and IPA rules; the development of the tools required to perform in Italian, including an understanding of grammatical structure, principles of translation and the idiomatic delivery of poetic texts. (Fall EOY)

**MUGN 327/427 Expression of German (2)** This course gives students the tools they need to perform vocal repertoire in German in an idiomatic and expressive manner. It is articulated around two main components: the study of the sounds of the German language in singing through a survey of spelling and IPA rules; the development of the tools required to perform in German, including an understanding of grammatical structure, principles of translation and the idiomatic delivery of poetic texts. (Spring EOY)

**MUGN 328/428 Expression of French (2)** This course gives students the tools they need to perform vocal repertoire in French in an idiomatic and expressive manner. It is articulated around two main components: the study of the sounds of the French language in singing through a survey of spelling and IPA rules; the development of the tools required to perform in French, including an understanding of grammatical structure, principles of translation and the idiomatic delivery of poetic texts. (Fall EOY)

**MUGN 340 Practicum in Baroque Ornamentation (1)** Discussion of current theories of ornamentation and improvisation for instrumentalists and singers interested in historically informed interpretation of Baroque music. Students are encouraged to bring works of their choice to class for performance and discussion. (Periodically)

**MUGN 345/445 Studio Music: Practical Skills (1)**

**MUGN 350/450 Off-Campus Internship (0)** Off-campus employment in the major field. All undergraduate and graduate students who participate in an off-campus activity in the major field for employment are required to register for this course. Prerequisite: written permission from the major instructor, Dean of the Conservatory and other appropriate faculty. (Fall/Spring)

**MUGN 370/470 Introduction to Improvisation (1)** This is a lab course and attendance is required. No prior experience in improvisation is required. This course deals with the basic concepts of improvisation. We will be studying basic scales used in improvisation and their chord structures. Students will put into practice basic major, minor and pentatonic scales. We will also cover triad pairing and other alternative scale options. (Fall/Spring).

**MUGN 371/471 Choral Conducting I (1)** Study of the techniques of choral conducting and a general survey of choral literature. (Fall)

**MUGN 372/472 Choral Conducting II: Conducting for Organists/Church Musicians (1)** Advanced study of choral conducting and rehearsal techniques using varied repertoire of all styles. (Offered every other year in the Spring semester)

**MUGN 373/473 Orchestral Conducting I, II (1, 1)** Study of orchestral scores, covering elements of style, form and interpretation. Development of baton technique through conducting of small instrumental ensembles. (Fall/Spring)

**MUGN 380/480 Feldenkrais Method: Awareness/Movement (1)**

**MUGN 398 Senior Seminar (1)** A one-credit seminar required of all BM students. The seminar is geared to help seniors plan for the business of a life in music. Preparation of a portfolio including photo, repertoire lists, biography, resume, curriculum vitae and sample cover letters. Issues of management, marketing, taxes, financial planning and auditioning are discussed with professionals. In addition, a review and assessment of theoretical skills is covered to help with preparation for graduate school auditions. (Fall)

**MUGN 401 Master's Seminar (3)** Classical musicians must often act as communicators, educators, advocates and researchers in order to advance their musical goals and visions. This course will provide opportunities to develop your research, writing and public speaking skills, and will help prepare you for the music history portion of your comprehensive exams, which involves submitting a recital program and annotated bibliography of resources consulted, in preparation for writing essays to assess your ability to integrate your knowledge of music history and literature. (Fall/Spring)

**MUGN 461 Collaborative Piano Seminar (1)**

**MUGN 751 Recital Document I DMA (3)** (Fall/Spring)

**MUGN 753 Recital Document II: Lecture-Recital DMA (3)** (Fall/Spring)

**MUGN 790 DMA Continuing Study (1)**

**MUGN 360 Physics of Music (3)** Fulfills an elective or the general education requirement for math/science/reasoning. Examine the fundamental physics of sound, acoustics and human hearing and how to apply these ideas to musical topics. (Fall/Spring)

**MUGN 365 Performance Psychology (3)** Fulfills an elective or the general education requirement for social science. Learn how to use research-based psychological practice in performance. (Fall/Spring)

**MUGN 373/473 Orchestral Conducting I (1)**

## Music History

**MUHI 201 History of Western Music I (3)** Covers the origins of Western music to ca. 1800. Prerequisite: MUTH 102 (Fall/Spring)

**MUHI 202 History of Western Music II (3)** Covers from ca. 1800 to present. Prerequisites: MUHI 201, MUTH 102 (Fall/Spring)

**MUHI 310-311 Music Cultures of the World I, II (3, 3)** Musical comprehension, instruments and role of music in society. MUHI 310 – cultures of Europe, Africa and the Americas. MUHI 311 – cultures of the Pacific, Near East and Asia. Prerequisite: MUHI 201 or consent of instructor. (Periodically)

**MUHI 315 History of Jazz and American Popular Music (3)**

Musical styles and structures of jazz and American popular music with emphasis on music since 1900. Prerequisite: MUTH 202, MUHI 201. (Periodically)

**MUHI 341 Introduction to Early Music Performance Practices (3)**

Summary and perspective of the problems and issues associated with the field of early music performance practices. Prerequisite: MUHI 201. (Fall)

**MUHI 342 Seminar in Early Music Performance Practices (3)**

Seminar in a specific instrumental and/or vocal area of performance practices, such as Baroque vocal, or instrumental, or keyboard practices. Prerequisite: MUHI 341/441 or consent of instructor. (Spring)

**MUHI 390 Undergraduate Research Seminar (3)** Special projects appropriate to individual interests and needs. Prerequisite: consent of instructor.

**MUHI 431 Medieval Music: Early Christian to 1425 (3)** The Mass, liturgical drama, early polyphony through Ars Nova. Secular movements in music. (Offered every other year)



**MUHI 432 Music of the Renaissance, 1425-1600 (3)**

Vocal polyphonic music from the Burgundian School through Elizabethan madrigal. (Offered every other year)

**MUHI 433 Music of the Baroque Period, 1600-1750 (3)**

Musical developments from Monteverdi to Bach and Handel. (Offered every other year)

**MUHI 434 Viennese Classicism, 1750-1830 (3)**

Development of the symphony, concerto, chamber music and opera in the works of the Mannheim composers, Haydn, Mozart and Beethoven. (Offered every other year)

**MUHI 435 Nineteenth-Century Music, 1830-1900 (3)**

Romanticism and other 19th-Century trends in music up to Impressionism. (Offered every other year)

**MUHI 436 Twentieth-Century Music (3)**

Critical and analytical study of music since 1900. Examination and discussion of style characteristics and aesthetic aims of Contemporary composers. (Offered every other year)

**MUHI 441 Introduction to Early Music Performance Practices (3)**

(See MUHI 341)

**MUHI 442 Seminar in Early Music Performance Practices (3)**

(See MUHI 342)

**MUHI 443 Medieval and Renaissance Notation (3)**

Theory of chant, modal, mensural and tablature notations. Practice in making literal transcriptions, editing, and preparing scores for performance. (Periodically)

**MUHI 598 Music History Comprehensive Exams (0)**

**MUHI 590 Seminar in Music (3)** Problems in musical criticism, aesthetics and analysis, as well as historical style. (Spring)

**MUHI 610 Bibliography and Research Methods in Music (3)**

Seminar in research methods and techniques stressing the analytic and functional approaches to bibliography. (Fall)

**MUHI 611 Doctor of Musical Arts Seminar (3)**

Prerequisite: MUHI 610 (Spring)

**MUHI 798 DMA Written History Comprehensive Examination (0)**

The music history component is administered through CWRU. (Fall/Spring)

**MUHI 799 DMA Oral History Comprehensive Examination (0)**

Administered through CWRU. (Fall/Spring)

**Music Literature**

**MULI 321/421 Chamber Music Literature (3)** Chronological survey of important chamber music literature. Analysis of representative sonatas, trios, quartets and larger ensembles. Prerequisite: MUTH 202 and MUHI 201 or the equivalent. (Fall/Spring)

**MULI 322 /422 Symphonic Literature (3)** Representative masterworks of symphonic literature. Analysis and discussion of essential details, form, style and instrumentation. Prerequisite: MUTH 202 and MUHI 201 or the equivalent. (Fall/Spring)

**MULI 325/425 Guitar Literature (3)** Study of the uses, technique, notation, tuning, construction, repertoire, improvisation, interpretation and national styles of lute and guitar in the 15th through 18th Centuries. Emphasis is on actual utilization of studied material in performance of transcriptions for modern guitar. (Offered every other year)

**MULI 330/430 Song Literature I (2)** This course traces the history of the art song genre, including its precursors, major figures trends, representative works, musical style and poetry. Primary focus will be on German Lieder. Prerequisite: MUHI 201 (Fall EOY)

**MULI 331/431 Song Literature II (2)** The course traces the history of the art song genre, including its precursors, major figures, trends, representative works, musical style and poetry. Primary focus will be on national trends in France and other countries, which may include Russia, Spain, England, the US and those in Latin America and Scandinavia. (Spring EOY)

**MULI 332/432 – 333/433 Piano Literature I, II (2,2)** Chronological survey of keyboard literature from the 17th Century to the present. Detailed analysis of representative works; study and comparison of keyboard styles. Prerequisite: MUTH 320 and

MUHI 201 or the equivalent. (Fall/Spring)

**MULI 334/434 – 335/436 Opera Literature I, II (2,2)** Historical development of opera from the 17th Century to the present tracing its development and contrasting the various schools and nationalistic with detailed analysis of representative works. Prerequisite: MUHI 201 (Fall/Spring EOY)

**MULI 450 Topics in Music Literature (3)** Close study of a theme or aspect of music based on issues or topics of interest and importance as determined by the department. (Fall/Spring periodically)

**Pedagogy**

**MUPD 330/430 Introduction to Vocal Pedagogy (2)** The goal of this course is to help the student acquire a basic methodology for teaching the art of singing. This will be accomplished through a study and observation of teaching methods with an emphasis on practical applications for both performers and teachers. (Fall)

**MUPD 331/431 Practicum in Vocal Pedagogy (2)** The goal of this course is to help the student acquire a basic methodology for teaching the art of singing. This will be accomplished through a study and observation of teaching methods with an emphasis on practical applications for both performers and teachers. (Spring)

**MUPD 340/440 Piano Pedagogy I (2)** Introduction to the problems and psychology of teaching the beginning pupil, emphasizing practical application of pedagogical principles. The class meets one hour weekly: 30 minutes with a beginning pupil and 30 minutes in discussions of appropriate beginning material, adaptation of the child to the instrument, and development of technique and musicianship. Class members teach pupils throughout the year and observe private lessons within the CIM Preparatory Division. (Fall, Spring)

**MUPD 341/441 Piano Pedagogy II (2)** Organizing piano literature into levels of difficulty; appropriate use of published materials; in-depth study of psychological/developmental differences in the various age groups; problems pertaining to the adult pupil and the pupil who has had inadequate previous training; teaching of secondary piano at the collegiate level. The class meets one hour weekly. Class members observe instruction within the CIM Conservatory and Preparatory Divisions. (Fall, Spring)

**MUPD 350/450-351/451 Guitar Pedagogy I, II (2, 2)** The art and science of teaching the classical guitar. An overview of classical guitar technique from beginning through advanced levels. A survey of various current methods and materials of studio teaching. Different learning styles and practice methods are also discussed. (Every other year)

**MUPD 345/445 Suzuki Pedagogy I (2)** Exploration and application of the philosophies and principles of playing and teaching the violin using the Suzuki method. In-depth study and performance of the Suzuki Violin School Volumes 1-5. Supplemental scales, arpeggios, etudes and works from the standard repertoire are also included. (Fall)

**MUPD 345A/445A Practicum in Suzuki Pedagogy I (1)** Fulfills Suzuki Association of the Americas requirements for registration of Unit I through observation of private and group lessons. The course also provides trainees with hands-on experience working with students and parents. (Fall)

**MUPD 445B Practicum in Suzuki Pedagogy (1)** For overlap students who have completed the minor in Suzuki pedagogy during their undergraduate. Fulfills Suzuki Association of the Americas requirements for registration of Unit I through observation of private and group lessons. The course also provides trainees with hands-on experience working with students and parents. (Fall)

**MUPD 346/446 Suzuki Pedagogy II (2)** Exploration and application of the philosophies and principles of playing and teaching the violin using the Suzuki method. In-depth study and performance of the Suzuki Violin School advanced repertoire. Prerequisite: Suzuki Pedagogy I (Spring)

**MUPD 346/446A Practicum in Suzuki Pedagogy II (1)** Fulfills Suzuki Association of the Americas requirements for registration of Unit 2, 3 and 4 through observation of private and group lessons. The course also provides trainees with hands-on experience working with students and parents. (Spring)

**MUPD 347/447 Suzuki Pedagogy III (3)** Apprentice teaching; class members teach private lessons under supervision of instructor. Directed observation of children's private and group lessons within the CIM Preparatory Suzuki String Program. Prerequisite: Suzuki Pedagogy I and II (Fall)

**MUPD 348/448 Suzuki Pedagogy IV (3)** Apprentice teaching continued; class members teach private lessons under supervision of instructor and assist with teaching of Suzuki group lessons and string orchestras within the CIM Preparatory Division. Prerequisite: Suzuki Pedagogy I, II and III (Spring)

**MUPD 348B/448B Practicum in Suzuki Pedagogy (1)**

For overlap students who have completed the minor in Suzuki pedagogy during their undergraduate) Fulfills Suzuki Association of the Americas requirements for registration of Unit I through observation of private and group lessons. The course also provides trainees with hands-on experience working with students and parents. (Fall)

**MUPD 395 Undergraduate Pedagogy (1)** (Fall)

**Repertoire Classes**

**MURP 300/400 Repertoire Class: Violin Orchestral Repertoire Class (1)** (Fall/Spring)

**MURP 301/401 Repertoire Class: Viola Repertoire Class (1)** (Fall/Spring)

**MURP 302/402 Repertoire Class: Cello Orchestral Repertoire Class (1)** (Fall/Spring)

**MURP 303/403 Repertoire Class: Double Bass Orchestral Repertoire Class (1)** (Fall/Spring)

**MURP 304/404 Excerpt and Viola Class (1)** The Excerpt and Viola Class is a two-year course that helps viola students to develop the knowledge and skills necessary to play and teach orchestral excerpts and to prepare for orchestral auditions.

**MURP 305/405 Repertoire Class: Guitar Seminar (1)** (Fall/Spring)

**MURP 306/407 Repertoire Class: Organ Practicum (1)** A two-year course cycle that in the first year covers keyboard skills (transposition, score reading, arranging piano reductions for the organ, etc.), improvisation, and all fundamentals of service playing (hymns, accompanying, etc.). The second year includes a semester of study each in organ history/design and organ pedagogy. (Fall/Spring)

**MURP 307/407 Repertoire Class: Piano Practicum (1)** (Fall/Spring)

**MURP 308/408 Repertoire Class: Orchestral Keyboard (1)** Study of numerous keyboard parts in orchestra scores: mostly piano and celesta parts. (Fall)

**MURP 310/410 Repertoire Class: Trumpet Repertoire Class (1)** (Fall/Spring)

**MURP 311/411 Repertoire Class: Horn (1)** (Fall/Spring)

**MURP 312/412 Repertoire Class: Trombone Low Brass (1)** (Fall/Spring)

**MURP 314/414 Repertoire Class: Bassoon (1)** A performance class devoted to repertoire for the bassoon. Material consists of etudes, excerpts and solo pieces. (Fall /Spring)

**MURP 315/415 Repertoire Class: Clarinet (1)** (Fall/Spring)

**MURP 316/416 Repertoire Class: Oboe (1)** (Fall/Spring)

**MURP 317/417 Repertoire Class: Flute (1)** (Fall/Spring)

**MURP 318/418 Repertoire Class: Tuba (1)** (Fall/Spring)

**MURP 321/421 Repertoire Coaching for Singers: Russian and Czech (1)** Vocal Repertoire addresses multiple aspects of musical performance, such as presentation, interpretation, diction, musical line, style and other components of a complete musical performance. Vocal Repertoire is a performance-centric class. Additionally, we will examine the performance tradition of the repertoire presented, concentrating on style and diction. (Fall/Spring)

**MURP 322/422 Repertoire Coaching for Singers: French (1)**

Vocal Repertoire addresses multiple aspects of musical performance, such as presentation, interpretation, diction, musical line, style and other components of a complete musical performance. Vocal Repertoire is a performance-centric class. Additionally, we will examine the performance tradition of the repertoire presented, concentrating on style and diction. (Fall/Spring)

**MURP 323/423 Repertoire Coaching for Singers: German (1)**

Vocal Repertoire addresses multiple aspects of musical performance, such as presentation, interpretation, diction, musical line, style and other components of a complete musical performance. Vocal Repertoire is a performance-centric class. Additionally, we will examine the performance tradition of the repertoire presented, concentrating on style and diction. (Fall/Spring)

**MURP 324/424 Repertoire Coaching for Singers: Mozart and the Classical Period (1)**

Vocal Repertoire addresses multiple aspects of musical performance, such as presentation, interpretation, diction, musical line, style and other components of a complete musical performance. Vocal Repertoire is a performance-centric class. Additionally, we will examine the performance tradition of the repertoire presented, concentrating on style and diction. (Fall/Spring)

**MURP 325/425 Repertoire Coaching for Singers: Oratorio (1)**

Vocal Repertoire addresses multiple aspects of musical performance, such as presentation, interpretation, diction, musical line, style and other components of a complete musical performance. Vocal Repertoire is a performance-centric class. Additionally, we will examine the performance tradition of the repertoire presented, concentrating on style and diction. (Fall/Spring)

**MURP 461-462 Vocal Interpretation for Collaborative Pianists I, II (1)**

(Fall/Spring) (Offered every other year)

**MURP 371/471 Sacred Choral Repertoire I (1)** A survey of shorter, anthem-length choral repertoire from the 16th Century to the present, including reading, listening and planning music for special occasions. (Offered every other year in the fall semester)

**MURP 372/472 Sacred Choral Repertoire II (1)** A survey of major sacred choral works from the Baroque to the present (i.e., Bach Passions, the B-minor Mass, Requiems of Mozart, Berlioz, Verdi, Brahms and others). (Offered every other year in the spring semester)

**Secondary Performance/Keyboard Skills**

**MUSP 101-104 Keyboard Skills: Class Piano (1,1)** Four semester sequence designed to build basic keyboard skills and musicianship and to provide the necessary skills for using the keyboard as a tool within one's musical studies and profession. Emphasis on reading, technique and study of solo and ensemble repertoire. (Fall/Spring)

**MUSP 201-204 and MUSP 501-504 Secondary Performance (2,2)** Private lessons for the non-piano performance major. (Fall/Spring)

**MUSP 250/550 Secondary Performance (2,2)** Private lessons for non-degree requirements. Incurs a fee. (Fall/Spring)

**Music Theory**

**MUTH 101 I Music Theory I Intensive (4)** An investigation of common-practice tonality through written exercises, keyboard work, ear training and sight singing. This course includes a required lab component. (Fall)

**MUTH 101 Music Theory I (4)** Study of fundamental diatonic topics, including scales, intervals and harmonic analysis, through written work, keyboard exercises, sight singing and dictation.

**MUTH 102 Music Theory 2 (4)** Study of advanced diatonic and basic chromatic topics, including tonicization, through written work, keyboard exercises, sight singing and dictation.

**MUTH 201 Music Theory 3 (4)** Study of chromatic materials, including modulation, mixture and Neapolitan and augmented sixth harmonies, through written work, keyboard exercises, sight singing and dictation.

**MUTH 202 Music Theory 4 (4)** This course has two components

(1) Study of advanced chromatic techniques, including chromatic and enharmonic modulation, through written work, keyboard exercises, sight singing and dictation; and (2) study of post-tonal topics, including set theory and serial techniques. Prerequisite: MUTH 201 or placement examination; limited to CIM and CWRU music majors. (Spring)

**MUTH 301/401 Harmony-Keyboard V (2)** Keyboard study emphasizing improvisation, transposition, score reading and modulation; harmonization of complex melodic lines. Prerequisite: MUTH 202 (Offered periodically)

**MUTH 305/405 Sightsinging-Eartraining V (3)** Continuing emphasis on the development of aural and vocal skills in all clefs, with particular attention to contemporary music, and increased emphasis on performance at sight of a wide range of literature. Prerequisite: MUTH 202 (Offered periodically)

**MUTH 310 Instrumentation and Choral Arranging (3)**

**MUTH 311 Sixteenth-Century Counterpoint (2)** Exercises in the five species. Writing of short compositions and motets in two, three and four voices. (Offered every other year)

**MUTH 312 Eighteenth-Century Counterpoint (3)** Analysis and writing of inventions in two parts and fugues in three and four parts. Prerequisite: MUTH 202 or placement examination. (Fall/Spring)

**MUTH 320 Form and Analysis (3)** Aural and visual analysis of structural and stylistic features of 16th- through 20th-Century music. Prerequisite: MUTH 202 (Fall/Spring)

**MUTH 361/461 Theory Pedagogy (3)** Principles of the teaching of theory at all levels, with examination and appraisal of teaching methods, textbooks, recent concepts, etc. (Spring)

**MUTH 390 Theory Major Literature Review (2)** Overview of theoretical literature and training in analytical writing. Prerequisite: MUTH 312 and MUTH 320; music theory double major only. (Fall)

**MUTH 399 Music Theory Thesis (2)** Includes developing a research paper and defending thesis to faculty. (Fall/Spring)

**MUTH 400A General Theory: Review of Musical Structure (3)** Provides review in fundamentals of form, post-tonal and four-part harmony. Course designed for graduate students; credit is not applicable toward degree requirements. If not successfully passed in the first semester, students will have one more opportunity to pass the exam in the following semester. Prerequisite: assignment by placement testing. (Fall)

**MUTH 400B General Theory: Sightsinging-Eartraining Review (2)** Provides review in fundamentals of sightsinging in four clefs, and melodic and harmonic dictation including chromatic harmony and modulation. Course designed for graduate students; credit is not applicable toward degree requirements. Either the sightsinging OR the dictation portion must be satisfactorily completed within the first two semesters of study at CIM. Prerequisite: assignment by placement testing. (Fall)

**MUTH 407 Analytical Techniques and Terminology (3)** The course explores analysis as a tool which helps to bring about informed performance, and serves to help prepare the student for the MM comprehensive examination in music theory. Works from Baroque, Classical, and 19th- and 20th-Century repertoire form the basis of study. Prerequisite: placement examination. (Fall/Spring)

**MUTH 423 Analysis of Musical Styles (3)** Analysis of selected musical compositions from various periods of the common practice era. Emphasis on traditional structures, stylistic features and the relationship of analysis and performance. (Spring)

**MUTH 424 Schenkerian Analysis (3)** Introduction to the theories of Heinrich Schenker and their application to the analysis of tonal music. Intensive analytical work and selected readings. Prerequisite: MUTH 400A competency. (Fall)

**MUTH 425-426 Analysis for Conductors I, II (2, 2)** Development of in-depth analytical procedures for conductors. Analysis of works, with emphasis on selected compositions currently in preparation by CIM Orchestra, Cleveland Orchestra, etc. Prerequisite: Conducting majors or consent of instructor. (Offered every other year)

**MUTH 461 Theory Pedagogy (3)** Principles of the teaching of theory at all levels, with examination and appraisal of teaching methods,

textbooks, recent concepts, etc. (Spring)

**MUTH 495 Seminar in Music Theory (2-3)** Special topics; course may be repeated. (Fall/Spring)

**MUTH 598 MM Music Theory Comprehensive Exam (0)**

**MUTH 798 DMA Written Theory Comprehensive Examination (0)** The music theory component is administered through CIM. (Fall/Spring)

**MUTH 799 DMA Oral Theory Comprehensive Examination (0)** Administered through CIM. (Fall/Spring)

**General Education**

**MUGN 121 First-Year Experience (2)** First-Year Experience establishes and strengthens college-level writing and communication skills through foundational subject areas of CIM's general education curriculum. The common element of shared learning is vital and the best class discussions extend into 1609 Hazel and CIM's hallways. This two-semester course provides a base of skills you will use and cultivate further throughout your CIM experience. Topics covered will include community engagement, entrepreneurship, teaching artistry and music from outside the Western European vein. (Fall)

**MUGN 122 First Year Experience (2)** First-Year Experience establishes and strengthens college-level writing and communication skills through foundational subject areas of CIM's general education curriculum. The common element of shared learning is vital and the best class discussions extend into 1609 Hazel and CIM's hallways. This two-semester course provides a base of skills you will use and cultivate further throughout your CIM experience. Topics covered will include community engagement, entrepreneurship, teaching artistry and music from outside the Western European vein. (Spring)

**MUGN 330 Contemporary Issues in Music (3)** This class examines issues that classical music and the classical musician face within society and culture. Topics such as sexism, racism, "cancel culture," repertoire choices by major orchestras, government funding, activism and social media will be discussed, including their impact, how the modern musician navigates them and how musicians can leverage their skills to create a better world. (Fall/Spring)

**MUGN 335 Music and Science Frontiers (3)** Researchers are discovering more connections between science and music every day. This class examines some of the most groundbreaking and interesting research on music's broader connections, including how musical temperament relates to the physics of temperature and entropy; the psychology of music and its effects on learning, mood, personality and executive function; the mathematics of harmonic motion; and music's use in medicine as therapy. (Fall/Spring)

**MUGN 340 Music in Culture (3)** We most often focus on music digested through concert performance. However, music is sought out, heard and understood in a variety of ways outside concerts and as such, it integrates itself much more deeply into culture. In this class, we will examine landmark cultural events and traditions in which music plays a pivotal role, including classical music's ties to patriotism, film music, use of music in sporting events, its association with social causes and more. We will examine why music is a pivotal aspect of these things and how it serves as a means of connection for individuals engaging with these various faces of culture. (Fall/Spring)

**MUGN 360 Physics of Music (3)** This course will examine the fundamental physics of sound, acoustics and human hearing, and apply these ideas to musical topics, including music theory, intonation, timbre, concert hall design and performance considerations. This course will employ basic algebra and trigonometry. (Fall/Spring)

**MUGN 365 Performance Psychology (3)** Students will learn how to use research-based psychological practice in performance, including a literature review of the research, implementation of established techniques, creation of new techniques and the pedagogy of these principles. (Fall/Spring)

**MUGN 375/475 Engaging and Serving our Communities (3)** Through texts, discussions and practicum, we will explore issues of contemporary society and the roles artists can play in the communities in which they work. Students will be introduced to a range of topics

including service learning, outreach, teaching artistry and methods for partnering with a community organization. Together as a class we will uncover and hone possibilities for our own artistry in serving the needs of today's world. This course examines models and approaches of community engagement for musicians, as well as the relevant professional development topics involved in this field. (Fall/Spring)

**MUGN 385 The Experience of Hearing and Performance (3)** Music engages the brain in a multitude of ways, and our relationship with it, both as listeners and performers, is tremendously complex. In this class, we will examine the auditory, visual, motor and cognitive components of musical listening and performance. This will be approached from psychological, cultural, aesthetic, social and historical perspectives. (Fall/Spring)

**English as a Second Language**

**ESL 100 English Language Development (2)** A course designed for ESL (English as a Second Language) students who need to improve English communication skills and improve their TOEFL Speaking scores. Must be passed within the first two semesters of study at CIM by completing the TOEFL examination with a score equal to or greater than iBT 79. (Fall/Spring)

**ESL 101/401 English Language Development (5)** An intensive course that prepares students to increase their scores on the Test of English as a Foreign Language (TOEFL iBT). The course will concentrate on four core areas: reading, listening, speaking and writing. It will familiarize students with the structure of the test, basic concepts and test-taking strategies, as well as provide practice on full-length practice tests. Designed to meet the particular needs of international music conservatory students. Must be passed within the first two semesters of study at CIM by completing the TOEFL examination with a score equal to or greater than iBT 79. (Fall/Spring)

**ESL 102 English for Academic Purposes (1)** This course is designed for CIM undergraduate students who are non-native speakers of English in order to help them refine and expand their academic reading and composition skills to help them transition seamlessly to college-level composition courses (e.g. ENGL 148 at CWRU).

# STUDENT LIFE



## Residence Life

CIM's state-of-the-art student housing complex is located at 1609 Hazel Drive, just steps from CIM's main building. The facility includes 22 acoustically isolated practice rooms on the main floor, residence space for first- and second-year CIM undergraduates as well as limited rental units targeted at upper-class and graduate students on the second and third floors. In general, first-year students will live in four-person suites with double bedrooms, and second years will live in four-person suites with single bedrooms.

## Meal Plans

The conveniently situated board facilities of Case Western Reserve University are available to all CIM students. Purchasing a meal plan is not required, but CIM students can elect to participate. The plans offer all students the opportunity to choose a set number of meals per week, which are available everyday during normal hours at Leutner Commons and Fribley Dining Commons, as well as other grab-and-go locations.

## Off-Campus Housing

Graduate students as well as most upper level undergraduates live off campus. CIM provides, on the Student Life pages of the [website](#), access to off-campus housing bulletins which contain advertisements for the following: rental of apartments, rooms in private homes, third floors in houses, single and multifamily homes, condominiums, and roommates wanted. Most of the vacancies are near CIM or in the suburban communities close to University Circle. Many are within walking distance.

## Student Health

CIM recognizes an obligation to support the physical and mental wellbeing of its students. All full-time students participate in CWRU's University Health & Counseling Service. Students are automatically enrolled in the Student Medical Plan. Students who are covered by other insurance plans may complete a waiver process.

## Health and Wellness

The Office of Student Affairs coordinates general health and wellness programs for the benefit of the CIM community, in coordination with the Institute's partners University Health & Counseling Services at CWRU, and as needed, with local health and wellness providers in the Cleveland area.

CIM is committed to ensuring that all music students will be provided basic information regarding the maintenance of hearing, vocal, and musculoskeletal health and injury prevention. General information on this topic is found at [cim.edu/students/wellness.php](http://cim.edu/students/wellness.php); additionally, CIM's Robinson Music Library has developed an online resource tool specifically for this area of knowledge, found at [libguides.cim.edu/wellness](http://libguides.cim.edu/wellness).

Detailed information about health and wellness at CIM, including resources and referrals to local health and wellness practitioners are found on the [wellness page](#). Details about an earplug purchase program and a chart on average decibel levels in different types of musical environments and the relationship to aural health are found on the wellness as well.

## Student Workers: Health & Safety Training

CIM maintains a thorough departmental training program for students who may be employed to work in student work study positions. In particular, students in the Library, Mail Room, Recording Arts and Services, Concert Hall Stage Managers, Set-up Crew and the stage crew for opera productions are all given instruction in proper use of materials and equipment. In addition students in specific majors who are required to use potentially dangerous equipment are all trained appropriately; students working for Concert and Events are trained in moving stage equipment and instruments, etc. Only students trained in the process for moving equipment are allowed to do so.

## Student Health Program

The program includes care provided by the [University Health & Counseling Services](#) and coverage under the CWRU Medical Plan. All students who have paid the Health Service Fee are eligible to make use of the services offered within the Health Service.

## Health Requirements

All new full-time students should complete an Immunization History and submit it to [University Health & Counseling Services](#). This is particularly important for CIM students who may be traveling internationally. A copy of this history should be kept with the passport.

Ohio Revised Code Section 1713.55 requires all students *living in on-campus housing* to submit a statement on their vaccination status for meningitis and hepatitis B before they can live on campus. (Students need not be vaccinated to comply with this Ohio law. They simply must be informed that the vaccines are available, though they may be declined, if desired.) More information about the vaccines can be found on the Health Service website (go to the search engine at [case.edu](http://case.edu) and type in "health service").

## Student Medical Plan

The [Student Medical Plan](#) provides coverage, within the benefit guidelines, for medical services provided outside the Health Service. This includes such things as laboratory tests, x-rays, emergency room treatment and hospitalization.

## Academic Accommodations

Students are never obligated to self-disclose issues which may impact their studies to Disability Resources, other staff members or faculty. However, students who require accommodations to course expectations, testing, or require auxiliary aids and/or services, must self-disclose and document their issues with the office of Disability Resources in the Office of Student Affairs at CIM. An appointment can be made with the Assistant Vice President of Student Affairs.

In order to proceed with a determination of eligibility for services and the provision of applicable and reasonable accommodations, students must disclose their disability. Newly admitted students are also encouraged to disclose any accommodation needs as early as possible in order to ensure that resources are in place as early in the student's tenure at CIM as possible.

While students can disclose a disability and request an accommodation at any time during their enrollment, students are encouraged to disclose the need for accommodation(s) as soon as possible. Time for documentation review and arrangement of accommodation(s) may take up to four weeks (perhaps longer for CWRU course accommodation) and accommodations may not be granted retroactively for work already completed.

## Temporary Disabilities

CIM is not obligated to provide accommodations for students with temporary disabilities, but attempts to do so when feasible.

As a courtesy, CIM attempts to provide services to students who experience acute illness or injury that will allow them to continue to access the physical campus as well as the academic curriculum. For instance, if a student breaks the wrist of his/her dominant hand, CIM may be able to provide a scribe for a test, or make arrangements for notes to be taken in class for the student. However, as is the case for permanently disabled students, the student would be responsible for all out of class work product.

## Documentation

In order to seek appropriate accommodations for a disability, students are required to provide written documentation of their disability. Documentation must be from a qualified professional who has knowledge of the disability and of the specific student. The professional must be trained and qualified to render a diagnosis and to recommend accommodations for that particular disability.

Complete documentation should include as much of the following as possible:

- A diagnosis of the root cause(s) of the issues facing the student and a prognosis indicating the current status of the disorder/disability as well as the expectation for the stability of the condition.
- Information should also include an explanation of the nature of the physical or mental impairment and its impact on any major life activity.
- Any psychological or physical test data relevant to the diagnosis.
- Any history and/or recommendations for accommodations should be part of the documentation.

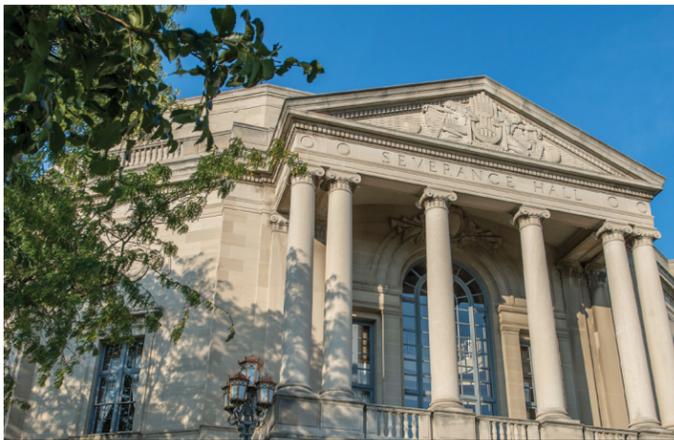
Students are responsible for obtaining and providing CIM with the documentation from a qualified professional. In addition, students may be asked to sign a release of information form, authorizing the qualified professional to disclose information to the Assistant Vice President of Student Affairs.

## Determining Eligibility and Accommodations

Upon receipt of the documentation, the Assistant Vice President of Student Affairs will review it to determine:

- that the source of the documentation is appropriate,
- that the documentation is complete,
- that the information in the documentation is current,
- that the student is a qualified person with a disability, and
- that the documentation supports the requested accommodations.

The Assistant Vice President of Student Affairs will ordinarily have an initial meeting with the student to obtain complete information on the disability and the requested accommodations. If the documentation is incomplete or insufficient to make a determination, the staff member will either request that the student obtain and submit additional documentation or contact the student's health care provider for additional information. The Assistant Vice President may consult with appropriate University or health care professionals when considering eligibility and reasonable accommodations. The Assistant Vice President will then determine the student's eligibility and interact with the student as outlined in the following section to determine any necessary and reasonable accommodations.



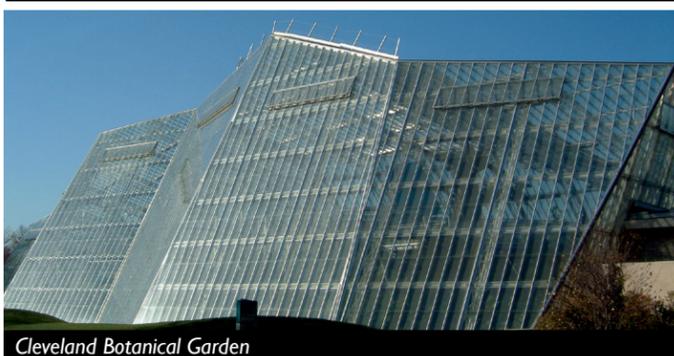
Severance Music Center, home of The Cleveland Orchestra



Cleveland Museum of Natural History



Cleveland Museum of Art



Cleveland Botanical Garden

### Notification to CIM Faculty of Accommodations

Within two business days of the determination that accommodations are warranted, the Assistant Vice President will create a Notice of Accommodation for the student.

Once a student is registered for accommodations at CIM, the student is to schedule a meeting with the Assistant Vice President of Student Affairs upon completion of pre-registration for all subsequent semesters. At such time the student will notify the Assistant Vice President of Student Affairs of all faculty to whom they wish the Notice of Accommodations to be sent for the subsequent term of enrollment.

### Student and CIM Faculty Member Meeting

- In circumstances where the student is seeking accommodation in a currently enrolled class, the faculty member should schedule a meeting with the student within three business days of receipt of notification in order to discuss the manner in which the accommodation may best be realized and which meet the expectations set forth in the Notice of Accommodations.
- If notification is being provided to a faculty member for a course in which the student is pre-registered, and the course has yet to meet, the faculty member is expected to communicate with the student prior to the first day of classes and arrange a meeting within the first week of the new semester.
- Should the faculty member have questions as to whether their proposed method of accommodation for the student is consistent with the documentation, the faculty member may confer with the Assistant Vice President of Student Affairs.
- Accommodation must be offered for any form of graded assessment as soon as notification has been presented to the faculty member.

Please note: The faculty member is in the best position to understand the nature of the course material and the learning modes required by the student to gain functional ability with the material. The faculty member is charged with defining for the student the level of accommodation which will be considered "reasonable." [i.e. if the student is permitted flexible attendance as one form of accommodation, the faculty member is advised to clearly define the degree of flexibility of attendance which is reasonable. This is then documented in the Class Flexible Attendance Agreement signed by both student and faculty member.]

### Notification to CWRU Support Services

If the student is seeking accommodation for classes at CWRU in which they are currently enrolled, or for which they are pre-registering:

- The student meets with the Assistant Vice President of Student Affairs who will send a copy of all documentation to the Office of Disability Services at CWRU.
- The student will set an appointment to meet with a professional staff member at the university's Office of Disability Services and complete all necessary processes to be registered for accommodation at CWRU. An appointment can be made by calling the office at 216.368.5230 or emailing [disability@case.edu](mailto:disability@case.edu).

- CWRU will communicate accommodation notices to all faculty of university courses in which the student is seeking accommodation in accord with university procedures.

### Code of Conduct

The following code of conduct is intended to preserve freedom of expression and association at the CIM, while protecting the civil, personal and property rights of CIM and its constituents. Conduct which may be subject to disciplinary action includes:

- Conduct unbecoming of a CIM student
- Intentional disruption or obstruction, by interference with the freedom of movement of people or by any other means, of teaching, performance, administration or other CIM functions.
- Physical abuse of, or threat of physical abuse to, any person on CIM premises or at CIM-sponsored or supervised functions.
- Illegal possession, distribution, or use of drugs or violation of the alcohol policy.
- Refusal to comply with directions of CIM instructional and administrative staff acting in performance of their duties.
- Theft of or intentional damage to property of CIM or property of a member of CIM community or campus visitor.
- All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to CIM, forgery, alteration or misuse of CIM documents, records or instruments of identification.
- Action constituting violation of law.
- Unauthorized and improper use of computers, network facilities, information services and resources.

All students must maintain a professional attitude toward their CIM performance and classroom commitments. Regular, punctual attendance and preparation for rehearsals and classes are crucial to the attainment of professional artistic goals. CIM activities take precedence over all non-CIM activities, rehearsals and performances. Interference with attendance at CIM functions by such outside events is cause for disciplinary action.

Occasions may arise when an individual student or student ensemble is called upon to perform at special CIM community, cultural or fundraising events. Such performance venues engender opportunities that are wholly consistent with the mission of the Institute. Invitation to participate in such an event is considered an honor and such services are provided without payment.

### Substance Abuse & Sexual Misconduct Policies

In accordance with governmental regulations, CIM publishes detailed policies regarding substance abuse and sexual misconduct. These are annually included in CIM's Faculty/Staff Handbook and **Student Handbook**.

### Disciplinary Probation & Separation

Students in violation of the CIM Code of Conduct or attendance policies may be placed on Disciplinary Probation at any time by the Office of the Dean. Students placed on Disciplinary Probation may be ineligible for CIM scholarship aid. Further violation of the CIM Code of Conduct while on Disciplinary Probation may result in separation and the transcripts of such students then reflect separation. Separated students may reapply for admission one year after the date of separation. Students living in residence halls

are subject to Disciplinary Probation or separation for infraction of housing rules and regulations.

### Student Appeals

Students who have been placed on disciplinary probation may appeal the decision in writing to the Dean of the Institute. Students who are separated for any reason may appeal in writing.

### Grievance and Judicial Process

**Academic Grievance Process:** A student wishing to register a complaint about course instruction or evaluation should first discuss the matter with the course instructor. If the matter is not resolved, the student may address the complaint to the head of the department or chairperson of the division.

If neither step resolves the complaint, the student may make a formal statement, in writing, to the Assistant Vice President of Student Affairs for review and decision. At his/her discretion, the Associate Dean may refer the matter to the Associate Dean of the Conservatory for deliberation. The student may appeal, in writing, the decision.

**Non-Academic Grievance Process:** A student wishing to register a complaint about a non-academic matter prepares a written statement including a) the nature of the problem(s), b) the name of the individual(s) involved, and c) the result of any previous effort made to resolve the matter informally. The written statement is sent to the Assistant Vice President of Student Affairs for review. The Assistant Vice President may request a written statement from all individuals involved in the matter and, if appropriate, convene a meeting of the Student Affairs Tribunal, Executive Staff, or other administrative or faculty body as appropriate. The student initiating the procedure is notified by the Assistant Vice President about the issue's resolution.

Students may seek guidance from appropriate administrative officers or faculty on how to resolve minor issues that may arise, but are not grievances.

After exhausting the grievance/complaint process above, current, former and prospective students may initiate a complaint with the Ohio Department of Higher Education on their website or by calling 614.728.3093.

### Suspension

In unusual circumstances, a student may be suspended for a defined or undefined period of time. In such cases, the student will be notified in writing of the terms of the suspension.

## GROUNDS FOR DISCIPLINARY SANCTIONS and PENALTIES (Code of Conduct) -

### 1. ACADEMIC DISHONESTY

Academic dishonesty is defined as misconduct, dishonesty, misrepresentation, or immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance. Cheating and plagiarism will not be tolerated in any form. Examinations and assignments are employed to encourage learning and judge its quality. To evaluate this with justice and fairness, it is necessary that they be executed with complete honesty. Persons, who are guilty of cheating or plagiarism, as defined below, will be subject to probation, suspension, or expulsion.

a. CHEATING. Dishonesty of any kind with respect to examination, course assignments, alterations of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat will be considered as guilty of cheating as the student he/she assists. The student should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class.

b. PLAGIARISM. Honesty requires that any ideas or materials taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs, to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials that he takes from another is guilty of plagiarism.

*PENALTY: Academic Sanctions; Probation; Suspension; Expulsion*

### 2. AIDING, ABETTING OR INCITING

Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the CIM community or environment; the persuading or aiding of another person to breach the peace on Institute premises or at functions sponsored, approved by, or participated in by any member of the Institute. A gathering of groups of students on or off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the Institute.

*PENALTY: Fine \$50-\$225 + Probation; Campus Service; Suspension*

### 3. ALCOHOL (ALCOHOLIC BEVERAGES) OR INTOXICATION

The possession, use, consumption, purchase, sale, and/or distribution of alcoholic beverages or illicit drugs on CIM property, in any vehicle, or at any of the Institute's activities (on or off campus) are prohibited. This regulation also applies to social functions, on or off campus, which CIM has approved.

*PENALTY: Fine \$50-\$225 + Probation; Campus Service; Suspension*

### 4. ARSON

The malicious, fraudulent, and/or intentional burning of property on CIM premises is prohibited. Acts of arson include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials. The willful starting of a fire in CIM buildings or on CIM property, which includes but is not limited to bonfires and cookouts, without the proper authorization of the campus safety and the Assistant Vice President of Student Affairs is prohibited. Compliance with local and state fire codes must be verified and followed.

*PENALTY: Suspension; Indefinite Suspension; Expulsion*

### 5. ASSAULT

Assault is the intentional harassment, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.

*PENALTY: Fine \$50-\$225 + Probation + Restitution (if required); Counseling; Campus Service; Suspension*

### 6. BATTERY/AGGRAVATED BATTERY

The unlawful application of force to the person of another is strictly prohibited; an unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon.

*PENALTY: Fine \$50-\$225 + Probation + Campus Service + Counseling + Restitution (if required); Suspension; Indefinite Suspension*

### 7. COMPUTER ABUSE

Students shall not abuse Institute computer time or equipment. Abuse includes but is not limited to unauthorized entry or transfer of a file, unauthorized downloading of copyrighted information, unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of a student, faculty members or Institute officials; or use of computing facilities to interfere with normal operation of the Institute.

*PENALTY: Fine \$50-\$150 + Probation; Suspension*

### 8. CONTEMPT OF HEARING

Contempt of hearing violation includes: (1) the failure to appear before the Institute Disciplinary Committee after receiving the proper notification of a scheduled disciplinary hearing, (2) willful disobedience to, or displaying open disrespect for a Institute Disciplinary Committee member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, (3) the failure to comply with disciplinary conditions as sanctions imposed by a Institute Disciplinary Committee or disciplinary administrative officer or staff person. Students who are found guilty of contempt of hearing charges will be required to pay a disciplinary fine in addition to other sanctions imposed.

*PENALTY: Fine \$100-\$250; Reschedule of Hearing; Interim Suspension*

#### 9. CYBER-BULLYING OR SOCIAL MEDIA ABUSE

Cyber-bullying is the use of cell phone or other devices to send or post emails, text messages or images that constitute harassment (See Code of Conduct definition of Harassment).

*PENALTY: Fine \$250-\$500 + Probation; Suspension; Indefinite Suspension; Expulsion*

#### 10. DAMAGE OR DESTRUCTION OF PROPERTY

Damage, vandalism or destruction to property owned or leased by the Institute or personal property belonging to an individual, including but not limited to, car vandalism, defacing structures and facilities, littering, marking, egging, painting, spraying, painting residence hall rooms, hallways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited.

*PENALTY: Restitution and/or Replacement of Property + Probation; Suspension; Indefinite Suspension*

#### 11. DANGEROUS, THREATENING, OR UNSAFE BEHAVIOR

This includes any conduct or behavior that threatens or endangers the health or safety of any person in the Institute environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, and practical jokes.

*PENALTY: Fine \$50-\$100 + Probation; Campus Service; Counseling; Removal of Privileges; Suspension*

#### 12. DISRUPTION, DISORDERLY CONDUCT, OR OBSTRUCTION

Intentionally disrupting the orderly operation of the Institute, intentionally obstructing services or facilities by those entitled to use such services or facilities, or willful interfering with any member of the Institute community in carrying out his or her normal functions or duties is strictly prohibited. Acts of disruption, disorderly conduct, or obstruction includes but is not limited to, excessive noise, noise after quiet hours, misuse of musical instruments, noise producing devices, shouting, loud stereo or radio sets, throwing any dangerous objects in a facility or from the window of a Institute facility, or onto the premises of the campus.

*PENALTY: Fine \$50-\$250 + Probation; Suspension; Indefinite Suspension*

#### 13. DRUGS (ILLEGAL) OR DRUG PARAPHERNALIA

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the Institute according to all local, state, and federal laws. Drug paraphernalia is strictly prohibited at the Institute. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body.

The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the Institute and/or at events and activities sponsored by

CIM and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to, roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances.

*PENALTY: Fine \$250-\$750 + Probation; Counseling; Campus Service; Suspension; Indefinite Suspension; Expulsion*

#### 14. FAILURE TO COMPLY

Students are required to comply with Institute personnel upon request. Examples of authorized Institute personnel include, but are not limited to, the following: Police Officers, security officials, faculty, staff, and residence hall staff. Failure or refusal to comply with any Institute official may result in disciplinary action.

*PENALTY: Fine \$100-\$250 + Probation; Campus Service; Suspension; Indefinite Suspension*

#### 15. FALSIFICATION OR FORGERY

Falsification, forgery, or misuse of Institute records (e.g. transcript, health records) is prohibited. Forgery of negotiable instruments (such as checks and money orders) is considered a criminal offense. Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. PERJURY is the voluntary violation of a statement or testimony that was previously provided and accepted as truth or fact; making a false statement or falsely reporting a crime or institute violation; furnishing false information with intent to deceive.

*PENALTY: Fine \$100-\$250 + Probation; Campus Service; Indefinite Suspension*

#### 16. FIGHTING

Students are forbidden from engaging in fights, especially where weapons are used or where there is attempted use. The use of weapons is also a violation of civil laws. Persons are also held responsible for damages or injuries received or given in horseplay or other potentially dangerous activities.

*PENALTY: Fine \$250-\$500 + Probation; Campus Service; Suspension; Expulsion; Indefinite Suspension*

#### 17. FIREARMS, WEAPONS, CHEMICALS, OR EXPLOSIVES

Cleveland Institute of Music prohibits the possession of pistols, firearms or other weapons in any form by any person other than duly authorized law enforcement officials, institutional security officials and other authorized persons regardless of whether such person possesses a valid permit to carry such pistols, firearms or weapons.

Ohio Revised Code 2923.126 prohibits concealed carry on educational campuses in Ohio, unless the weapon is in a locked motor vehicle. Students found in possession of a weapon will be subject to arrest

and confiscation of the weapon. Additionally, students shall receive an interim suspension from classes pending a disciplinary hearing.

A weapon is any dangerous instrument if it is used, attempted or threatened to be used, or is readily capable of being used to cause death or serious physical injury. It shall be a felony for a student to possess or carry, whether openly or concealed any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, mace, grenade, mine, or powerful explosive on educational property. It shall be a misdemeanor for a student to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property.

Failure to comply with the Institute's policy or state law may subject one to criminal liability, removal from campus or campus events or facilities, and/or disciplinary sanctions under the Institute's conduct system.

*PENALTY: Suspension; Probation; Indefinite Suspension; Expulsion*

#### 18. FIRE SAFETY EQUIPMENT

Fire safety equipment is provided for the safety and protection of lives and property at the Institute. Tampering with such equipment places lives and property in danger. Anyone charged with tampering with fire equipment will be considered an eminent danger and as such will be immediately suspended from the Institute. Anyone found guilty of tampering with fire safety equipment will be suspended for at least one semester, subject to termination, expulsion and/or criminal prosecution. The following items are considered fire safety equipment: fire alarms, fire extinguishers, smoke detectors, fire hoses, fire hydrants, fire trucks, fire sprinklers, security vehicles, posted fire instructions, exit signs, and security cameras.

*PENALTY: Fine \$250-\$500 + Probation; Suspension; Indefinite Suspension; Expulsion; Restitution (if required)*

#### 19. HARASSMENT (PHYSICAL OR VERBAL)

Harassment: (physical, verbal, graphic, written or electronic) that is (1) unwelcome; (2) discriminatory on the basis of race, color, religion, sex, national origin, age disability, genetic information, sexual orientation, or veteran status; (3) directed at an individual; and (4) so severe, pervasive, and objectively offensive that a reasonable person with the same characteristics of the victim would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, opportunity, or resource.

*PENALTY: Fine \$50-\$225 + Probation; Campus Service; Suspension*

#### 20. HAZING

Hazing is defined as physical or mental discomforts which cause a student to behave in an unnatural manner. Hazing in any form by clubs, organizations, individuals and groups is forbidden.

*PENALTY: Fine \$250-\$500 + Probation; Suspension; Indefinite Suspension; Expulsion*

#### 21. HEALTH AND SAFETY VIOLATIONS

This means any behavior that creates a danger or risk to others of the Institute community. This includes but is not limited to propping open doors to residence halls, throwing objects from windows, failure to keep one's room in a condition that is sanitary and safe, or failure to maintain reasonable standards of cleanliness and safety as defined by the Institute.

*PENALTY: Fine \$50-\$250 + Probation; Suspension; Indefinite Suspension*

#### 22. IDENTIFICATION CARD

IDENTITY DISCLOSURE – Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing, attempting, or intending to misuse one's or another's identification card is prohibited. Misrepresentation of a person's identity with the intent to receive some undeserved advantage or willful furnishing false information to institute officials while in the performance of their duties is prohibited.

*PENALTY: Fine \$100-225 + Probation; Removal of Privileges; Counseling; Suspension; Indefinite Suspension*

STUDENT IDENTIFICATION CARD – CIM ID Card must be validated and carried at all times. Failure or refusal to present the ID upon request to any official of the Institute may result in disciplinary action. If the card is lost, a duplicate card may be secured from Case Western Reserve University, Access Services – Crawford Hall. There is a (\$25?) fee to replace your CIM ID card.

*PENALTY: Fine \$100-\$225 + Probation; Campus Service; Counseling; Suspension; Indefinite Suspension*

#### 23. KIDNAPPING OR ABDUCTION

Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or Institute official from one place to another without that person's consent.

*PENALTY: Suspension; Indefinite Suspension; Expulsion*

#### 24. OFF-CAMPUS GUESTS' BEHAVIOR

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

*PENALTY: Fine \$50-225 + Restitution (if required) + Probation; Removal of Privileges*

#### 25. PETS

Pets or other animals are prohibited on campus. Service animals accompanied by disabled persons are permitted on campus and in buildings with proper authorization (documentation).

Unlike service animals, an assistance or emotional support animal does not perform ADA – defined “work” or “tasks” and thus is not generally permitted to accompany a person with a disability at all times. Therefore, although assistance animals may be considered for access to CIM housing, they are generally not permitted in other campus areas.

*PENALTY: Fine \$150-\$225 + Removal of animal(s) + Probation; Campus Service; Counseling; Suspension; Indefinite Suspension*

#### 26. RAPE

Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the Institute to engage in the act of sexual intercourse without that person’s consent, or when the sexual intercourse is deemed without the person’s consent because the person is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.

*PENALTY: Suspension; Indefinite Suspension; Expulsion*

#### CRITICAL POINT:

Consent: Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence in and of itself cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent must be actively given for each sexual act. Consent can never be given by minors or by those who are mentally and/or physically incapacitated.

#### 27. SEXUAL OFFENSES

SEXUAL ASSAULT - The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the Institute, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated.

*PENALTY: Fine \$225-\$500 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension; Expulsion*

SEXUAL BATTERY - The forcing or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain, toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the Institute, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by the Institute.

*PENALTY: Suspension; Indefinite Suspension; Expulsion*

SEXUAL HARASSMENT - Regardless of sexual gender, personal affiliation, and/or affiliation with the Institute, sexual harassment is defined as conduct that is so severe, pervasive, and objectively offensive that the individual is effectively denied equal access to institutional resources and opportunities (See Student Conduct definition of Harassment).

*PENALTY: Suspension; Indefinite Suspension; Expulsion*

#### 28. SOLICITATION

Unauthorized selling, collection of monies, and promotion on campus or within Institute buildings is not permitted without permission of the Business Office. Acting as agents for business firms that entail solicitation or the receiving of business offers or goods on Institute property is prohibited. Students may not solicit on behalf of the Institute without the written permission of the Assistant Vice President of Student Affairs.

*PENALTY: Fine \$50-\$350 + Probation; Campus Service; Counseling; Suspension*

#### 29. THEFT

Theft of Institute property or property belonging to another member of the Institute, the selling of stolen property, or the use of property belonging to another individual without proper consent is prohibited. Violators may be required to return property or its equivalent value, and in addition may be liable to probation, suspension, or expulsion, as well as action by civil authorities.

*PENALTY: Fine \$50-\$225 + Restitution (if required) + Probation; Counseling; Suspension*

#### 30. VANDALISM

The destroying, defacing, or damaging of Institute, state, federal, public or private property will not be tolerated and is prohibited.

*PENALTY: Restitution and/or Replacement of Property + Probation; Suspension; Indefinite Suspension*

### UNCLASSIFIED VIOLATION

#### CONDUCT UNBECOMING OF A STUDENT

Including but not limited to conduct that is disorderly, lewd or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on CIM premises or at other locations where classes, activities, or functions sponsored or participated in by the Institute may be held.

*PENALTY: Fine \$100-\$225; + Probation; Suspension; Indefinite Suspension*

## DISCIPLINARY SANCTIONS' TERMS AND DEFINITIONS

### 1. ADMONISHMENT

Admonishment is a warning to the student to refrain from any and all action that may result in disciplinary action. A fine of \$25.00 may be imposed. No sanctions are given unless the student violates the institute's rules and regulations or the Codes of Conduct.

### 2. COMMUNITY SERVICE

Community service is a disciplinary sanction imposed upon a student as a result of a violation of the Codes of Conduct. Service is provided by the student to a specific on-campus department for a specific amount of hours as imposed by the Institute Disciplinary Committee. The student will not receive any monetary compensation.

NOTE: Failure to complete required community service will result in the student being placed on disciplinary hold, fined and/or suspension from the Institute. The number of hours will range between ten (10) and forty (40) to be completed within one semester. Depending on the circumstances, the hours may be completed through the following semester.

### 3. EXONERATE

Exonerate is to clear the accused of any and all blame, with all charges being dismissed or dropped.

### 4. FINE

Fine is a monetary payment imposed as punishment for an offense. Payment must be made to the Institute for violation of the Codes of Conduct.

NOTE: A disciplinary fine may range from twenty-five dollars (\$25) to seven hundred-fifty dollars (\$750), depending upon the severity of the offense(s). All disciplinary fines are DOUBLED for repeat offenses.

### 5. INTERIM SUSPENSION

Interim suspension is the suspension of a student, by the Vice President for Academic & Student Affairs, from the Institute pending a scheduled disciplinary hearing depending upon the severity of the infraction.

### 6. LOSS OF PRIVILEGES

A student who has a disciplinary sanction will receive written notification of the specific privileges(s) which he/she/they have lost. The privileges may include removal and/or eviction from on-campus housing and restrictions from affiliation and or representing the Institute. The written notification shall include the time period for which the student has lost certain privileges.

### 7. PROBATION

Probation is a specified amount of time, involving restrictions, after which CIM authorities will determine if the student's behavior has improved. During this time period, the student may receive additional disciplinary measures resulting in suspension, if he/she is involved in violations of any type of Codes of Conduct. The types of probation are Regular and Indefinite.

NOTE: Probationary statuses range from one (1) semester through matriculation. A violation of a probationary status may result in the student being immediately suspended from the University. A fine of not less than \$75.00 and not more than \$100.00 is imposed.

### 8. RESEARCH ASSIGNMENTS

Depending upon the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be scholarly, comprehensive, thorough, and submitted in accordance with the guidelines set by the Institute Disciplinary Committee (see Committee Chair).

NOTE: Failure to comply with the terms of this sanction will result in temporary suspension from the Institute until all matters are agreed upon by the student and the appropriate official or all requirements have been completed.

### 9. RESTITUTION

Restitution includes compensation, reimbursement, or a required replacement of loss, injury, or property (personal or private) by the student in violation. Restitution may be made within a specified time period. Failure to pay full restitution to the appropriate party will result in the student being placed on disciplinary hold and/or suspension.

NOTE: Restitution is due in full, prior to or no later than thirty (30) days from official notification to the offender, unless otherwise approved by Assistant Vice President for Student Affairs or designee.

### 10. SEMINAR/WORKSHOP PARTICIPATION

Depending upon the circumstance of the violation, some students may be required to assist in developing, coordinating, and evaluating workshops related to the nature of the offense the student has committed. The student may also be required to attend and participate in seminars or workshops to enhance their knowledge and understanding of a particular topic related to the committed offense. Students are required to be prompt, attentive, and to present a well developed essay of the activity according the guidelines set by the Institute Disciplinary Committee (see Committee Chair). NOTE: Failure to comply with this sanction may result in Interim Suspension from the Institute.

### 11. SUSPENSION

Suspension means dismissal from the Institute for a specific time period following severe acts of violation of the CODES OF CONDUCT or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the Institute are required to return their CIM ID Card and room keys. The student's name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignments, papers, projects, make-up work, or other course-related work during the period of suspension and may not return to campus for the duration of his/her/their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Assistant Vice President for Student Affairs.

If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to the Institute will be threatened and he/she will be subject to arrest. During the

period of suspension, the student is not eligible or entitled to receive any Institute services, thus his/her relationship with the Institute is terminated.

When a student has been suspended from the Institute and has not removed his/her personal belongings as stated in the Notice of Suspension, CIM will not be held liable for loss or damage during the packaging, transporting, or temporary storage of the student's property.

“Admission to the Institute is a privilege, not a right.” Upon completion of a fully served suspension period, a student who desires to return to the Institute must submit a written request to the Vice President for Academic & Student Affairs no later than thirty (30) days prior to the beginning of the semester the student wishes to return. The Vice President for Academic & Student Affairs will review the student's file to determine the student's eligibility to return to the Institute. The types of disciplinary suspensions are as follows:

#### A. SUSPENSION

Suspension period begins with an existing semester and continues through that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones.

#### B. INTERIM SUSPENSION

Interim suspension is immediately put into effect when charges are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found guilty of the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.

#### C. INDEFINITE SUSPENSION

Indefinite suspension means dismissal or suspension from the Institute to be served for a period of not less than one (1) school year.

#### D. EXPULSION

Expulsion is permanent dismissal from the Institute. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the Institute. When a student is expelled from the Institute, the student's relationship with the Institute is permanently severed.

### Additional Important Information

#### Legislation

Two pieces of legislation are of particular importance to students — The Family Educational Rights and Privacy Act of 1974 (FERPA) and the Student Right-To-Know and Campus Security Act of 1990.

#### FERPA

Provisions of this act protect the privacy of student educational records and require schools to notify students of their rights under FERPA. While the act gives parents certain rights with respect to their children's education records, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.” Accordingly, the records of eligible students may not be shared with parents/guardians without the consent of the student. CIM requires students to update the FERPA Release Form annually.

#### Student Right-To-Know & Campus Security

Provisions of this act require CIM to publish statistics related to campus crime. This information is available to all new, returning and prospective students and parents at [cim.edu/admissions/financialaid/consumerinformation/safety](http://cim.edu/admissions/financialaid/consumerinformation/safety).

#### Performance and Composition Media Rights Policy Students

By attending the CIM each student hereby agrees to be bound by this intellectual-property policy pertaining to performances and compositions. All performances (excluding underlying compositions) by a student while enrolled at CIM are the exclusive property of CIM. These include, but are not limited to, student performances incorporated in sound recordings, audio-video recordings, and student performances that are broadcast or transmitted in any medium now known or hereafter devised. CIM owns worldwide rights to student performances, including associated copyrights and subsidiary rights in audio and/or audio-video recordings in which students' performances are embodied. CIM, at its discretion may register such rights with the Copyright Office or any other agency. CIM has the right to use a student's name, image and likeness in connection with such performances and the promotion of the school. CIM may, at its sole discretion, use a student's performances for commercial, promotional, recruiting or educational purposes in any medium now known or hereafter devised in perpetuity, including on CIM's website and/or on any of its affiliates' or broadcast partners' websites. These affiliates include, but are not limited to, live web streaming, YouTube, WCLV/WVIZ/Ideastream, Vimeo and Instant Encore. CIM will be responsible for obtaining any licenses related to the use of any compositions embodied in such performances, if necessary.

Students in good standing with CIM have the right to use degree-recital audio or audio-video recordings for non-commercial, promotional purposes, e.g., on a personal website, social networking websites and/or in a demonstration or audition medium. CIM will notify those who are not in good standing. Students may use excerpt(s) of degree-recital audio or audio-video recordings to apply for summer festivals or other educational institutions at any time. Upon written request to CIM, students may acquire the right to use recordings in which their performances are embodied for any other purposes. At its discretion, CIM may grant or deny such requests. Concert Series performances (including orchestra, opera, ensembles, etc.) may not be made public in any way. Students are responsible for obtaining

any licenses necessary for the use of musical compositions embodied in those performances.

All student compositions created in fulfillment of degree requirements remain the property of the student, except that if CIM makes, or causes to be made, any sound recordings or audio-video recordings containing student compositions while the student attends CIM, then CIM will have the right to use those recordings for commercial, promotional, recruiting or educational purposes as set forth above. Accordingly, by pursuing a degree at CIM, each student grants to CIM all licenses, including, but not limited to, all mechanical, public performance and synchronization licenses, necessary for CIM to use the student's compositions in sound recordings or audio-video recordings produced in any medium now known or hereafter devised in perpetuity while the student is an active CIM student.

Students in good standing with CIM have the right to use CIM-produced audio or audio-video recordings containing their compositions for non-commercial, promotional purposes, e.g., on a personal website, social networking websites and/or in a demonstration or audition medium. CIM will notify those who are not in good standing. Students may use at any time excerpt(s) of degree-recital audio or audio-video recordings that contain student compositions to apply for summer festivals or other educational institutions. Upon written request to CIM, students may acquire the right to use CIM-produced recordings in which their compositions are embodied for any other purposes. At its discretion, CIM may grant or deny such requests. If CIM desires to produce, or cause to be produced, a recording containing a former CIM student's composition(s) after the student graduates from CIM, then CIM will be required to seek and obtain the appropriate licenses from the student.

#### Equal Opportunity Policy & Title IX

In the administration of its educational and admission policies, scholarship, loan and other school-administered programs, CIM is committed to nondiscrimination and equal opportunity. The Institute admits students to all the rights, privileges, programs and activities generally accorded or made available to students at the school regardless of race, color, national or ethnic origin, citizenship, religion, age, sex, sexual orientation or disability.

CIM is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Complaints regarding alleged institutional discrimination, harassment and misconduct should be addressed to either of the Title IX Officers, Sarah Hopfe, Director of Title IX Compliance, or Tammie Belton, Vice President of People & Culture, 216.795.3121. 11021 East Boulevard, Cleveland, OH 44106.



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