

STEPHEN F. AUSTIN STATE UNIVERSITY
 SCHOOL *of* MUSIC



Graduate Handbook
2021-2022

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Welcome

Welcome to graduate studies in the School of Music at Stephen F. Austin State University. Our desire is to make your experience here exciting, successful, and academically challenging. We are very proud of the quality of our facilities, the accomplishments of our students, and the dedication and diversity of our faculty. We take the responsibility of educating our students very seriously, and you will find the faculty supportive and eager to help you reach your goals.

Though graduate students are expected to display a high level of self-sufficiency, the *Graduate Handbook* is designed to answer many of the most commonly asked questions about our programs. You will find information about our facilities, services, ensembles, and applied music study, as well as academic policies and procedures that will impact you as a student.

Many graduate students at SFASU take some, or even all, of their coursework online. The online offerings allow flexibility for those active in the workforce, yet they are substantive and challenging courses that require the same diligence as face-to-face classes. Students enrolled in online coursework must be particularly self-motivated to stay on pace with assignments. Both local students and online students should remain in contact with their advisors on a regular basis.

Please know that our faculty and staff are here to help you. We want you to call on us any time you have a problem or a question about the school or one of our music programs. Do let us know if there is anything we can do to help you as a member of the SFA family.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott LaGriff", written over a large, stylized flourish.

Dr. Scott LaGriff
Associate Director for Graduate Studies
School of Music

Mission

The School of Music at SFA is committed to providing graduate curricula with a wide variety of musical experiences designed to prepare students to confidently begin or continue careers in music education, performance, conducting, theory, composition, and music production. Its goal is to graduate persons who are highly competent musicians, accomplished performers, sensitive artists, and articulate musical leaders who clearly understand the value and role of music as part of our cultural heritage and welfare and also as part of the very essence of human existence.

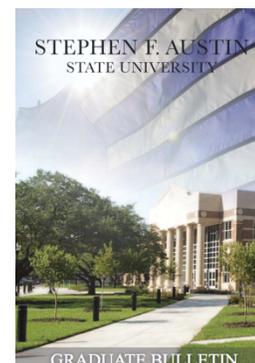
1. Introduction

1.1. Sources of Information

This handbook describes policies and procedures that can be modified at any time, and does not constitute a contract between Stephen F. Austin State University and a graduate student. The information in this handbook comes from two principal sources:

- The [Graduate Bulletin](#) for SFASU.
- The rules, regulations and working procedures of the School of Music and SFASU as presented on the university [website](#).

This does not preclude the possibility of subsequent changes, including programs, course titles and descriptions, university policies, and/or other subsequent changes which may result through action by the School of Music faculty, the SFA Board of Regents or the Texas Higher Education Coordinating Board. Information concerning changes will be made available through the School of Music office.



1.2 Using the Graduate Handbook

The *Graduate Handbook* is to be used to enhance the information found in the [Graduate Bulletin](#), and to clarify procedures and policies of the School of Music not covered in the *Graduate Bulletin*. The *Graduate Handbook* does not replace or supersede the *Graduate Bulletin*.

The *Graduate Handbook* can aid in keeping track of the requirements you need to fulfill for your particular degree program. You must meet all requirements specified for your degree program as announced in the *Graduate Bulletin* for the year you entered the University. **Each student is personally responsible for meeting degree requirements. Advisors will assist, but accountability and liability belong to each student.**

1.3 Administration and Faculty

<p>Dr. Gary Wurtz Interim Dean College of Fine Arts</p>	
<p>Dr. Nathan Nabb Interim Director School of Music</p>	
<p>Dr. Scott LaGriff Associate Director for Graduate Studies School of Music</p>	
<p>Courtney Beavers Academic Advisor College of Fine Arts</p>	
<p>Florence Lunsford Administrative Assistant to the Dean</p>	
<p>Missy Devine Administrative Assistant to the Director of the School of Music</p>	
<p>Melissa Nabb Administrative Assistant for Graduate Studies</p>	

A list of graduate faculty members can be found in the current Graduate Bulletin.

1.4 Graduate Student Records

All official records are maintained by the University Registrar. In addition, students may access certain information online through MySFA or through the music office. When questions arise as to where to locate records, transcripts, or other data, contact your advisor or the Associate Director for Graduate Studies.

2. Admission Requirements

2.1 Application for Admission

All admission requirements, deadlines, and instructions can be found at: <https://app.getacceptd.com/sfasumusic>. Select a program to see specific requirements.

2.2 Deadlines

PRIORITY CONSIDERATION FOR FALL ADMISSION:

- **January 15 - PRIORITY DEADLINE FOR DOCUMENTS**
Applicants who submit all required documents, tests, and recordings by this date will receive priority consideration for audition scheduling, scholarship awards, assistantships, and admission placement.
- **March 31 – PRIORITY DEADLINE FOR AUDITIONS/INTERVIEWS**
All auditions/interviews must be complete for priority consideration. Priority admission and assistantship decisions are usually made by early April.

CUTOFF DATE FOR FALL ADMISSION:

- Although applications are accepted through July 15th, there is no guarantee that spots will still be available. Applications that are not complete by **July 15** will not be considered for fall admission.
- Students wishing to enter the Master of Music degree at times other than the fall semester should apply as early as possible, but no later than December 1 (for spring) or May 1 (all summer terms).

PLEASE NOTE:

- All application materials must be complete prior to any audition or interview.

2.3 Admission Requirements for Music

Applicants from the USA must have an undergraduate degree in music from a NASM-accredited institution. International students with music degrees are welcome and can submit transcripts for evaluation as part of the application process. For additional requirements, see the School of Music [application portal](#). Select a program to see specific requirements. Students who do not meet these requirements may petition the [Associate Director for Graduate Studies](#) for consideration. Additional screening by the Graduate Committee may be required. Students without a completed bachelor's degree will not be considered.

2.4 Audition/Interview Requirements

Students wishing to enter the Master of Music Degree must contact the major professor for that area regarding audition requirements. See the [faculty listing](#) on the School of Music web site to locate contact information for the professor for your concentration. Audition preparation information can also be found on the School of Music [webpage](#) and [application portal](#), but it is still recommended that the applied professor be consulted.

2.5 International Students

Applicants from outside the US should contact [Rebekah Raney](#), International Admissions Coordinator in the [Office of International Programs](#). More information, including English language requirements, can be found here.

3. Academic Policies and Procedures

3.1 Credit Load for Graduate Students

- Full-Time Status (Applies to all students, both domestic and international):
 - A full load for a graduate student during a semester is **nine semester hours**, and the maximum load is 15 semester hours. A full load during the summer session is six semester hours.
 - A student with a graduate assistantship (of any size) must be enrolled for **at least six semester credit hours** of graduate courses in a fall or spring semester, or three semester credit hours during the summer, to be considered full time (see bullet below on student loans).
 - A limited number of exceptions to this are outlined on the [Graduate School website](#).
 - A graduate assistant that falls below the minimum requirements for a semester will not be eligible for an assistantship the following semester.

- Course Loads and Student Loans:
 - A Texas resident student who is enrolled for 6-8 credit hours is eligible for up to approximately \$19,944 per year depending on qualifications. (Note that these students ARE eligible for financial aid, but are NOT full time.)
 - A Texas resident student who is enrolled for 9 credit hours (full time) is eligible for up to approximately \$22,102 per year depending on qualifications.
 - **Financial aid amounts are subject to change. Consult with the financial aid office for the most up-to-date amounts.**
 - The regulations and policies regarding financial aid for non-resident students in border states, other states, as well as other countries, are more complex. Consult with the financial aid office for answers.
- There are some scholarships and loans (from both internal and external entities) that require that a student maintain full-time status. When choosing to take fewer than 9 hours, it is very important to consider the effect this may have on such scholarships. Similarly, students may be required to begin repayment of prior loan debt if they fall below the official designation of full time.

3.2 Graduate Assistants

The School of Music offers graduate assistantships to carefully selected students. The stipends vary according to the major and extent of the assignment. Unless otherwise stipulated, these appointments are for two years (four long semesters beginning in the fall – graduate assistants do not generally work in the summer). To be eligible for an assistantship, a student must have clear admission to the Graduate School and be in good academic standing. All applicants for on-campus study starting in the fall semester will be considered for any available assistantships in their area.

A graduate assistant may be assigned to teaching, research, or administrative projects. While each assignment is different, generally speaking, graduate students assigned a full assistantship (50% of a faculty workload) are required to serve 20 clock hours per week in the department to which they are assigned. Those assigned to other percentages are required to work a proportionate number of clock hours per week. These standards are in place to ensure that graduate students have sufficient time to devote to studies, and that their duties do not impede their ability to progress through their degree in a timely manner.

For clarification in assessing what constitutes a load:

- A full load of clerical work is 20 hours (half of a 40-hour work week).
- A full load of applied instruction is 9 hours (half of an 18-hour applied load).
- A full load of classroom instruction is 6 hours (half of a 12-hour teaching load).

A graduate assistant must be enrolled for at least six hours of graduate course work in the fall or spring semesters and three semester hours in the summer in the event the position requires summer employment (this is not common). Should a graduate

assistant fall below the six or three semester hour minimum for a semester or summer session, he or she will not be eligible for an assistantship the following semester. Further, graduate assistantships are usually limited to four semesters, as stated above.

If the student accepts, he or she will then contact Human Resources to set up an appointment for a new employee orientation and complete the appropriate paperwork. A graduate assistant orientation program is offered to all new graduate assistants at the beginning of the fall semester each year. Details as to time and place for the orientation session will be provided through the academic departments. They also are available through the Graduate Office upon request.

Information regarding responsibilities of graduate assistants, assignment of duties, training, evaluation, and reappointment can be found at the [Graduate School](#) under [Assistantships and Employment](#). Graduate assistantships are considered security sensitive positions by the university and criminal histories will be checked.

University Policy 6.12 stipulates the following guidelines regarding assistantships:

To be eligible for a GA, a student must have clear or provisional admission to the graduate school and the academic unit, and be in good academic standing. GAs assigned at the 50% rate (50% = full GA) are obligated to the academic unit to which they are assigned for approximately 320 hours per semester or twenty (20) clock hours per week. Those assigned to other percentages are obligated for a proportionate number of clock hours. GA work times and schedules are determined by the needs of the academic unit or department. The academic unit or department head is responsible for the selection, training, assignment of duties, and supervision of the GAs.

A GA must be enrolled for at least six semester credit hours (SCH) of graduate courses in a fall or spring semester, or three SCH in the summer. Should a GA fall below the required SCH minimum, the GA will not be eligible for an assistantship the following semester. A GA who receives veteran's benefits or other resources may be required to take nine hours in a fall or spring semester in order to receive the additional benefits. A student eligible for additional benefits should consult the source of the additional funding to determine the number of hours he/she must be enrolled to receive the benefits.

A student must be approved for an assistantship by the academic unit head, dean, director of human resources, and dean of the office of research and graduate studies (ORGS). The compensation for an assistantship should follow the guidelines established by the dean of ORGS. Appointment as a GA requires a clear background check and is completed only after the candidate has attended a mandatory new employee orientation session in the Department of Human Resources. All GAs must also complete an online GA Orientation module which is maintained by ORGS within their first month of employment. Except for students in the Ed.D., Ph.D. and M.F.A. programs, or externally funded grant programs, a student normally may receive an assistantship for no more than four long semesters and two full summers.

3.3 Grade-point Average, Probation, and Suspension

To remain in good standing in graduate school and to graduate, a student must maintain a 3.0 on a 4.0 scale (B average). During any semester or summer session that the grade point average falls below a B, the student with clear admission to graduate study will be placed on academic probation; the student with probationary admission will be placed on academic suspension. A student placed on academic probation who fails to restore an overall 3.0 (B) average the following semester or summer sessions will be placed on academic suspension. A student placed on academic suspension is denied the continuation of an academic program as well as the privilege of registering for course work. This suspension period is for one semester or one summer session, whichever follows the period after which the suspension occurred. Thereafter, the student will revert to post-baccalaureate admission status and will be permitted to take course work not applicable toward a degree program. To be reinstated to a degree program, the student must be recommended by the appropriate academic department and approved by the academic dean, the University Graduate Council, and the Dean of Graduate School.

In the case of repeated courses (a student may repeat a maximum of six semester hours of work to raise the GPA), the grade earned in the most recent enrollment will be used to calculate GPA as per university policy. **No course with a grade below C can be used to satisfy degree requirements.**

IMPORTANT: Only grades of C or higher count toward a graduate degree.

3.4 Withheld Grades (WH)

A grade of WH is assigned only when the completion of the work is not possible because of circumstances beyond the control of the student. A grade of QF is assigned only when the student quits attending classes without officially dropping the course. Once a WH grade has been awarded, the work must be completed within a calendar year or the grade automatically becomes an F. Exceptions to that regulation are thesis research and writing courses (MUSI 5389, 5*90) in which the work is permanently awarded a WH grade until the thesis is completed. A student may not receive a grade of WH upon dropping a course.

3.5 Transfer Credit Towards the Master's Degree

With the approval of the School of Music and the academic advisor, a student may transfer from another accredited graduate school up to 6 semester hours of graduate work toward a master's degree with a thesis and up to 12 semester hours toward a non-thesis master's degree. Transferred work must be completed with a grade of B or higher and will be accepted only for credit toward a graduate degree at SFA and not for purposes of raising the grade point averages earned at SFA. The work must have been taken not earlier than six years prior to the student's first graduate enrollment at SFA. Moreover, if the student fails to complete work on the graduate degree at SFA before the expiration of the six years, the work will not be applicable toward a degree here.

The transcript must clearly show the course(s) to be transferred was (were) taken for graduate credit.

NOTE: Coursework used to satisfy requirements for a previous master's degree (whether taken at SFA or elsewhere) may **NOT** be used to satisfy requirements for a second master's degree at SFA. The university is very strict in adherence to this policy.

3.6 Comprehensive Examinations

For non-thesis candidates, the comprehensive examination will take place midway through the final semester and is administered by an online proctoring service.

The Comprehensive Examination Committee shall consist of:

- (1) A member from the major area of study. This will normally be the student's advisor/applied instructor. In special circumstances, the advisor/applied instructor may appoint a designee with whom the student has worked closely. It is also possible (with the major professor's support) to have two members from the major area serve in this role.
- (2) A member from musicology.
- (3) A member from theory.

Except in rare cases with extenuating circumstances, the degree candidates must have had graduate courses from each of the comprehensive committee members.

The committee will be determined (following the guidelines above) by the degree candidate in consultation with their advisor. In order to ensure the exam can be taken on time, the candidate must deliver the proper form containing signatures of the members of the examination committee to the Associate Director for Graduate Studies by the published deadline or risk being moved to a later commencement.

The three areas of the exam are weighted as follows:

- a) Major area 50%
- b) Theory 25%
- c) History 25%

The test will be offered in two 3-hour sessions. The first will cover the major area, and the second will cover theory and history. Students can schedule the two sessions on different days.

Exam questions should be based on graduate degree course work taken or on topics outlined by committee members in a pre-comprehensive conference. The candidate is responsible for scheduling this conference no later than the time the signature of the committee member is obtained on the appropriate form.

“Three Attempts” Grading Policy for Comps:

- A. 1st attempt – This is the initial test. If the student passes all three sections, they are done.
- B. 2nd attempt – If any of the portions are not passed in the first attempt, the student will be assigned a second attempt for that portion. The supervising committee member must provide specific instructions detailing the parameters of the second attempt (including deadline). If the student passes a second attempt, then they are done with that portion of the test.
- C. 3rd attempt – If any of the portions are not passed in the second attempt, the student will be assigned a third (and final) attempt for that portion. The supervising committee member must provide specific instructions detailing the parameters of the third attempt (including deadline). If the student passes a third attempt, then they are done with that portion of the test.
- D. Assuming that all three portions of the exam are passed on the first, second or third attempt, then the student passes the exam.
- E. If, after the third attempt, a section of the exam still fails to receive a passing grade, the committee must reach a unanimous decision as to the overall outcome of all parts of the exam. Once the committee comes to a consensus, that decision stands.
- F. In the event that the committee reaches a decision of “failure,” the student may no longer pursue graduate studies in the School of Music. The academic appeals process is outlined in [University Policy 6.3](#).

Only non-thesis candidates will take the written comprehensive examination. Thesis candidates will sit for an oral examination on their thesis.

3.7 Plan of Study Checklist by Degree Track

All current graduate degree tracks have check-sheets on the School of Music website that detail the courses required. Students should study these carefully and consult with their advisor with any questions.

3.8 Style Manual

When writing scholarly documents such as essays, research papers, or theses at the graduate level, it is crucial that students understand the importance of following the appropriate style guide for the task. Correct citations and document formatting do more than ensure clarity and compatibility within the discipline – they protect the student from the appearance of plagiarism and guarantee that correct credit is given to the originators of the ideas cited.

While many students learn MLA in their general undergraduate classes, this is generally not the style guide used in the field of music. While in all cases the instructor is free to assign the style guide of his/her choice, the guidelines below provide a good reference.

- *The Chicago Manual of Style* (17th Edition) - Used for general writing in the field of music. Some instructors may opt to use *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian, which is roughly an abridged version of Chicago. Please note that these two are related but not interchangeable. Use whichever your professor indicates.
- APA – Used in music education research and many other sciences.

For further information about the university's policy on academic integrity, please consult: <http://docs.sfasu.edu/gradbulletin-2014/policies/integrity>.

3.9 First Year Classes

All graduate students, regardless of their degree track, are strongly encouraged to enroll in the following courses within the first year of their studies:

- MUMH 5331 – Music Bibliography (this must be taken before or concurrently with the student's first MUMH class)
- MUTC 5361 – Introduction to Graduate Music Theory (prerequisite to MUTC 5365)
- One course from MUMH 5321, 5322, 5323, 5324, or 5325

Also, any remediation that was required upon admission must be completed within the prescribed time.

3.10 Advising and Holds

Academic advising holds are placed on all students' accounts **every** semester and can only be lifted at the request of the advisor once the student has been properly advised.

3.11 Timeline for Graduation/Lead Times and Sequences

Details regarding specific requirements for graduation differ somewhat depending on the area of study, and whether the degree includes a thesis or not. Students should consult with their advisor *every* semester to ensure that they are fulfilling all expectations for a timely completion.

3.12 Applying to Graduate

In the penultimate semester of study, students must [apply to graduate](#) using the electronic form found on mySFA. This will trigger a Graduation Audit. A \$50 fee is required with the completed form. The application dates are determined by the date of the intended commencement.

- May Commencement – Applications are taken September 15 through November 15 of the prior calendar year.
- August Commencement – Applications are taken January 2 through March 2 of the same calendar year.

- December Commencement – Applications are taken April 1 through June 1 of the same calendar year.

Failure to apply in time for graduation will incur an additional \$50 penalty or disqualify a student from graduating in the intended semester.

3.13 Graduate Recitals

For those degree tracks that require recitals, students must enroll in MUP 595. Students substituting an opera role for a recital still must register for MUP 595 (or MUP 596; check with advisor for the appropriate course number) the semester of the opera production. A recital committee form must also be completed and returned to the music office.

Reserving a performance venue ([Cole Concert Hall](#) or the [Music Recital Hall](#))

- Select a date in conjunction with your applied instructor and collaborative pianist. Hall reservation, (using one of the forms linked above) and payment must be made through the School of Music's Administrative Assistant.
- The reservation fee is \$75 for either Cole Concert Hall or the Music Recital Hall. The fee covers the use of the hall, rehearsal time, a digital copy of the performance, and recital swiper(s).
- Payment must be made at the time of reservation; reservations must be made at least two weeks in advance of the scheduled date.
- Scheduling of student degree recitals has priority in the first twelve class days of each semester.
- Students are allowed three hours of rehearsal in the selected hall. These times should be selected in conjunction with your applied instructor and collaborative pianist, and scheduled through the School Administrative Assistant.
- Graduate students must assemble a recital committee of three faculty members consisting of the student's applied teacher, one other person within the area, and one person from outside the area. This committee has full authority to accept or reject a recital for degree credit, and their decision must be documented by signing an approved recital form.

Standard Performance Times

- Evening hours Monday-Friday: 6:00 and 7:30
- Saturday and Sunday times: 2:30; 4:00; 6:00; 7:30
- Please note that voice recitals may only be scheduled Monday – Thursday
- As a general rule, graduate students should avoid scheduling a recital during the 2:00 and 6:00 windows. Due to the required length of most graduate recitals, performances usually run longer than an hour and infringe upon the designated setup time for recitals being given in the following time slot.

Student Responsibilities

Recital committee: It is the responsibility of the student to secure committee members. The committee must consist of two faculty members within the student's applied area and one other faculty member outside the area.

Recital workers: A stage manager and usher/recital swipers(s) will be supplied by the School.

Programs: The student is responsible for the printing of programs. The applied instructor will guide the student in the format and proofreading of the program. The program should be submitted to the printer and then proofed by the applied instructor at least ten days prior to the program. There are several sources for printing the programs both on campus and locally. It is suggested that the student order 100 programs.

Faculty Hearings for Student Recitals - Instrumental, String and Keyboard Areas Recital hearing requirements vary from area to area. Consult with your applied instructor regarding this policy.

VOICE RECITALS: Graduate performance majors perform 50-60 minutes of music. Required repertoire: a variety of styles/periods sung in four languages. Graduate students may substitute an opera role for one of the two required degree recitals. If the voice faculty determine that said role is not of sufficient length to warrant the replacement of a full recital, the student may be required to perform an additional recital, the length and format of which shall be specified by the voice faculty.

4. Graduate Thesis

Students who are pursuing a thesis degree will need to comply with the following requirements in cooperation with their thesis director. The basic process is outlined below, but students should also consult the [guidelines](#) listed on the Graduate School website as well as the [Thesis Survival Guide](#) available on the School of Music website.

1. Determine a director for the thesis. This is usually done in the second or third semester of graduate study. A student's advisor and/or major professor normally serves as the thesis director. Other thesis committee members are selected in consultation with the thesis director based on relevant experience and availability.
2. Define a preliminary topic for the thesis. This is done in consultation with the thesis director.

3. Enroll in MUSI 5389 (Thesis Research). During this course, the student will do the bulk of the research for the thesis, hone the topic as appropriate, assemble a thesis committee, and write and revise the thesis proposal. The proposal must first be approved by the committee and then filed with the graduate office. Enroll in MUSI 5190 (Thesis Writing). Once the thesis proposal has been approved, the student must enroll in MUSI 5190 every semester in which university resources are used until the thesis is successfully defended. As the thesis nears completion, the candidate should circulate drafts first to the thesis director and later to the other committee members to obtain feedback regarding needed additions and revisions. NOTE: assistantships are not extended beyond two years for those students who are not completed with their thesis. Plan accordingly.
4. Schedule a Thesis Defense. Consult the current Graduate Bulletin and/or the Graduate School website for deadlines regarding the defense. Typically lasting two hours, his session entails a short presentation by the student followed by questions from and conversations with all members of the committee.
5. Prepare the final version for Graduate School. Once the thesis has been successfully defended, the final document will need to be provided to the Graduate School. There are stringent guidelines provided on the Graduate School website, and the candidate should use meticulous care to ensure that their submission fulfills all the requirements.

5. Facilities and Services

5.1 Guidelines for use of the Tom & Peggy Wright Music Building

The School of Music is very proud of its facilities and of the equipment provided for student use. It is vital to your education and that of the students who will follow you at SFA to respect and maintain the building and equipment at all times. Therefore, students, faculty, and guests in the School are expected to use the facilities and equipment with the utmost care so that they endure normal wear and tear only.

The School follows a “zero-tolerance” policy concerning persons who abuse or misuse School facilities or equipment. Students not following this policy will be asked to assume the costs for any repairs that may be involved. Furthermore, failure to comply with this policy may result in university fines being assessed and/or the placement of holds on a student’s record, hindering the ability to register for classes or secure transcripts from the University.

5.2 Practice Room Policy

Practice rooms are located on the second floor of the music building and in the practice room annex on the first floor of the east side of the building. Most practice rooms are available on a first-come, first-served basis. Practice Rooms with grand pianos on the

2nd floor of the music building are reserved for piano majors and are to remain locked. Keys may be checked out from the music office upon paying a \$5 fee each semester. Several practice rooms contain digital pianos for use by all students but should be turned off when not in use. Three practice rooms dedicated for use by percussionists are found in the percussion suite.

Food and beverages are prohibited in the practice rooms or any other room in the music building. Do not leave books, music, or any other personal items in the practice rooms. If a student leaves a practice room for more than 10 minutes, that room shall be considered vacant and available to other students. Leaving one's possessions in the room WILL NOT "hold" the room longer than 10 minutes.

Students are asked not to rehearse in Cole Concert Hall, the Recital Hall, classrooms, or stairways and hallways without specific permission from the Music Office.

5.3 University-owned instruments

SFA owns many instruments that can be rented each semester. These instruments are intended for use in SFA Ensembles, methods classes and lessons. Instruments may be checked out through the Band Managers' Office, MUS 121A.

Students checking out an instrument owned by SFA will be assessed a nominal maintenance fee for each semester they check out a given instrument. In cases where a student needs two separate instruments in a given semester (such as a sousaphone player who also wants to play tuba in one of the concert bands), the faculty member in charge of fee assessment (currently the Director of Bands) may waive the fee for the second instrument.

Students who check out an instrument owned by SFA are expected to take care of the instrument to a standard deemed satisfactory by the instrumental faculty or their student designate(s). Though a maintenance fee is assessed for these instruments, students may be asked to pay for damages that appear to be beyond normal usage.

5.4 Instrument Storage Lockers/Book Lockers

The Tom and Peggy Wright Music Building has numerous lockers available for student instrument storage. Virtually all the instruments owned by the university are assigned a locker. Students are expected to keep the instrument in the locker assigned to that instrument when not in use. There are also several "book lockers" available for student use. All lockers are provided for student use, free of charge.

- Instrument lockers may be checked out from the Band Managers' Office, MUS 121A.
- String students may check out lockers from the Orchestra Manager in MUS 173.
- Book lockers may be checked out from the Music Office, MUS 150.

- Lockers should be checked in at the end of each semester. Students may not put a different lock on an SFA School of Music locker without permission from the supervisory faculty member of that area (usually the Band or Orchestra Director).

5.5 Collaborative Pianists

Faculty and student collaborative pianists are provided for the following activities in the School of Music: choral ensembles, large instrumental ensembles, opera productions, instrumental studio recitals, convocations, small and collective vocal seminars, and instrumental and vocal barriers. Students performing degree recitals must secure their own collaborative pianist. All other requests for collaborative pianists should be submitted to the [Director of Collaborative Piano](#).

6. University Policies

There are many other practical, procedural, and academic issues outlined in the [Graduate Bulletin](#). Students should proactively consult with their advisor and the *Graduate Bulletin* under which they entered the degree to make sure they are in full compliance. Remember that it is the advisor's job to assist, but the ultimate responsibility for all matters lies with the student.