Music Student Handbook 2018-2019

This Handbook is designed to provide information about Division of Music policies, degree programs, faculty and facilities. Policies are subject to change. Statements set forth are for informational purposes only and should not be construed as the basis of a contract between a student and the institution. Individuals with disabilities who need to request accommodations should contact the Disability Resource Center, Edgewater Hall #255 (678-466-5445), DisabilityResourceCenter@clayton.edu
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INTRODUCTION

“Those who wish to sing always find a song”
Swedish Proverb
MISSION STATEMENTS

College of Arts and Sciences

As the University's largest and most comprehensive academic unit, the College of Arts and Sciences serves the community through its excellence in teaching, research, and creative endeavors. In addition to providing the highest quality undergraduate education within a supportive environment, our graduate programs produce professionals with advanced technical and research skills, the tools to advance their disciplines, and a desire to improve society. Through its varied programs and dedicated faculty, the College of Arts and Sciences prepares students to:

- Think critically and communicate effectively
- Increase the breadth of their knowledge within a global context
- Participate actively in their education through collaboration with faculty in research and professional activities
- Become involved as leaders in their communities
- Pursue postgraduate and professional degrees in a variety of fields

Department of Visual and Performing Arts

Consistent with the mission statements of Clayton State University and its College of Arts and Sciences, the Department of Visual and Performing Arts serves the community through its excellence in teaching, research, and creative endeavors. The department's diverse programs are linked by their commitment to nurturing creativity and professional expertise. Working with a professionally active faculty, students learn, create, and develop skills in a supportive environment. Graduates of our programs are equipped to excel in advanced studies or professional careers.

Division of Music

Consistent with the mission of the Department of Visual and Performing Arts, the Division of Music provides:

- professional preparation for performers, educators, scholars, and creators
- broad-based liberal arts education in music
- service to the university and the public through performance and community engagement
The Clayton State University music program is accredited by the National Association of Schools of Music (NASM) and is subject to the standards set by NASM. NASM periodically reviews our course offerings, degree plans, and faculty.

The following statement is contained in the NASM Handbook, and it can serve as a general introduction to undergraduate study of music. It is also a reminder that the music program at Clayton State University has met nationally recognized standards of quality.

**Undergraduate Musicianship Studies**

1. **Purpose.** Musicianship is the body of knowledge, skills, practices, and insights that enables music-making at any level. To some extent, every musician functions regularly as performer, listener, historian, composer, theorist, and teacher. Completion of an undergraduate program in music indicates acquisition of sufficient musicianship to perform these functions appropriate to the areas of concentration and to communicate effectively across the specializations of musical practice...

2. **Content.** Musicianship begins with acquisition of fundamental competencies such as aural and rhythmic skills, the reading of notation, and the use of musical terminologies. Development then proceeds through constant use and expansion of previously acquired skills.

   The content of traditional coursework in musicianship such as sight-singing, ear-training, harmony, keyboard harmony, counterpoint, orchestration, conducting, and music literature is important...

   Consequently, as the standards for degree programs show, undergraduate musicianship studies develop or provide: (1) conceptual understanding of musical components and processes; (2) continued practice in creating, interpreting, presenting, analyzing, and evaluating music; (3) increased understanding of musical achievements from various analytical, historical, and cultural perspectives; (4) enhanced capacities to integrate musical knowledge and skills; and (5) a set of capabilities for independent work in the music professions.

“Music is my mistress, and she plays second fiddle to no one.”

Duke Ellington
## MUSIC FACULTY AND STAFF
### FULL-TIME FACULTY

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### PART-TIME FACULTY

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Music Website:  [http://www.clayton.edu/vpa/music](http://www.clayton.edu/vpa/music)

VPA Office – Phone:  **678-466-4750**

VPA Office – Fax:  **678-466-4769**

Courtesy Phone (Atrium):  **678-466-4752**
ACADEMIC PROGRAMS

IN MUSIC

“A man who works with his hands is a laborer; a man who works with his hands and his brain is a craftsman; but a man who works with his hands and his brain and his heart is an artist.”

Louis Nizer
PROGRAM OUTCOMES

Degree outcomes for all VPA performing arts degrees:

Successful students will be able to:

1. Demonstrate competence in artistic performance and interpretation
2. Apply theoretical literacy and historical scholarship in performance in the student’s field of concentration
3. Utilize critical thinking and listening skills, communicate effectively (both orally and in writing) about the performing arts.

Bachelor of Arts in Music Outcomes

Successful students will be able to:

1. Hear, identify and manipulate in sound and notation the elements of music such as rhythm, melody, harmony, structure, timbre, and texture.
2. Demonstrate proficiency in solo and collaborative performance, including technical competency, sight reading, interpretive skill and artistic self-expression.
3. Think, speak, and write clearly and effectively about music.
4. Develop teaching and coaching skills appropriate to the performance medium.

Bachelor of Music in Music Education Outcomes

Successful students will be able to:

1. Hear, identify and manipulate in sound and notation the elements of music such as rhythm, melody, harmony, structure, timbre, and texture.
2. Demonstrate proficiency in solo and collaborative performance, including technical competency, sight reading, interpretive skill and artistic self-expression.
3. Think, speak, and write clearly and effectively about music.
4. Develop teaching and coaching skills appropriate to the performance medium and in the context of the elementary and secondary classroom.
PROGRAM REQUIREMENTS^  
University Core Curriculum – Areas A-E

Guidelines for the Core Curriculum are established by the University System of Georgia in order to insure a solid general education foundation for all graduates. Courses taken within the Core are guaranteed to transfer within the University System in accordance with guidelines. To a great extent, Areas A-E of the Core are "major free," meaning that they will apply regardless of major; however, certain majors do have specific mathematics, science, and other requirements in Areas A-E. **Music is one of those "certain majors"; see the notes on specific requirements.** All baccalaureate degree graduates and all A.A. and A.S. degree graduates must complete Areas A-F of the Core Curriculum, as specified below. The areas of the Core and courses that can satisfy area requirements are as follows:

### A. Essential Skills

**A1. Two Composition Courses**
- ENGL 1101 English Composition I
- ENGL 1102 English Composition II

**A2. One Mathematics Course from among**
- MATH 1101 Mathematical Modeling
- MATH 1111 College Algebra
- MATH 1113 Precalculus
- MATH 1241 Survey of Calculus
- MATH 1501 Calculus I

### B. Critical Thinking and Communication

**B1. One Critical Thinking Course**
- CRIT 1101 Critical Thinking

**B2. One or Two Foreign Language or Communication Courses from among**
- COMM 1001 Presentational Speaking
- COMM 1002 Presentation Applications
- COMM 1110 Spoken Communication
- FREN 1002 Elementary French II
- SPAN 1002 Elementary Spanish II

### C. Humanities

**C1. One Literature, Philosophy, or Foreign Language Course from among**
- ENGL 2111 World Literature I—Pre-Modern
- ENGL 2112 World Literature II—Modern World
- ENGL 2121 British Literature I
- ENGL 2122 British Literature II
- ENGL 2131 American Literature I
- ENGL 2132 American Literature II
- FREN 2001 Intermediate French I
- FREN 2002 Intermediate French II
- PHIL 2010 Introduction to World Philosophy
- PHIL 2030 Ethics in Historical and Contemporary Perspective
- SPAN 2001 Intermediate Spanish I
- SPAN 2002 Intermediate Spanish II

**C2. One Fine Arts or Intermediate Foreign Language Course from among**
- ART 2301 Art of the Pre-Modern World
- ART 2302 Art of the Modern World
- CMS 2100 Introduction to Film
- FREN 2001 Intermediate French I
- FREN 2002 Intermediate French II
- HUMN 2111 Perspectives on the Arts and Humanities
- MUSC 2101 Music Appreciation +
- MUSC 2301 Introduction to World Music *
- PHIL 2040 Introduction to Aesthetics
- SPAN 2001 Intermediate Spanish I
- SPAN 2002 Intermediate Spanish II
- THEA 1100 Theater Appreciation

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D. Natural Sciences, Mathematics, and Technology  

D1. Two Science courses and One Lab, selected from the following:  
- ASTR 1010 Solar System Astronomy  
- ASTR 1020/L Stellar and Galactic Astronomy  
- BIOL 1111/L Introductory Biology I  
- BIOL 1112 Introductory Biology II  
- CHEM 1151/L Survey of Chemistry I  
- CHEM 1152 Survey of Chemistry II  
- PHYS 1111/L Introductory Physics I  
- PHYS 1112 Introductory Physics II  

D2. Additional Science, Math, or Technology: One Course or Sequence from among:  
- ENVS 2022 Environmental Science I  
- GEOL 1011/L Introductory Geosciences  
- MATH 1221 Finite Mathematics  
- MATH 1231 Introductory Statistics  
- MATH 1241 Survey of Calculus  
- MATH 1113 Precalculus  
- MATH 1501 Calculus I  
- MATH 2502 Calculus II  
- CSCI 1300 Computational Thinking and Coding  
- CSCI 1301 Computer Science I  
- SCI 1901 Selected Topics in Science

E. Social Sciences  

E1. One American Government Course  
- POLS 1101 American Government

E2. One World History or Social Sciences Course from among  
- HIST 1111 Survey of Pre-Modern World History  
- HIST 1112 Survey of Modern World History  
- HIST 2750 Critical Trends and Issues in Recent World History  
- POLS 2401 Introduction to Global Issues

E3. One American History Course from among  
- HIST 2111 Survey of U.S. History to 1877  
- HIST 2112 Survey of U.S. History since Reconstruction

E4. One Behavioral Sciences Course from among  
- SOCI 1101 Introduction to Sociology  
- PSYC 1101 Introduction to Psychology  
- WST 2010 Introduction to Women's Studies  
- AFAM 2010 Introduction to African American Studies  
- ECON 1101 Survey of Economics  
- ECON 2105 Principles of Macroeconomics  
- ECON 2106 Principles of Microeconomics

^Based on Fall 2018 CSU catalog (Students complete requirements according to the catalog of the semester they entered the program.)  
+MUSC 2101 does not count toward the music major  
*MUSC 2301 is required of all music majors (must be taken as an elective if not taken in Core Area C).
Bachelor of Arts in Music

Core Curriculum (Areas A-E)  

42 hours

Lower Division Core Requirements (Core Curriculum Area F)  

18 hours

- MUSC 1011 Music Theory I ........................................3 hours
- MUSC 1012 Music Theory II ........................................3 hours
- MUSC 1111 Aural Skills I ..............................................1 hour
- MUSC 1112 Aural Skills II ..............................................1 hour
- MUSC 2111 Aural Skills III ...........................................1 hour
- MUSC 2112 Aural Skills IV ...........................................1 hour
- MUSC 1710 Major Ensemble (4 semesters) ..................4 hours
- MUSC 2500 Applied Music (4 semesters) ....................4 hours

Music Requirements  

24 hours

- MUSC 0890 Recital Attendance (6 semesters) ..............6 x 0 hours
- MUSC 2011 Music Theory III ......................................3 hours
- MUSC 2012 Music Theory IV ......................................3 hours
- MUSC 2152 Class Piano IV .........................................1 hour
- MUSC 3614 Music History Survey I ...............................3 hours
- MUSC 3615 Music History Survey II .............................3 hours
- MUSC 3220 Introduction to Music Technology ...........3 hours
- MUSC 3820 Improvisation .........................................1 hour
- MUSC 3410, 3510, 3550, 3570 Ensemble .......................4 hours
- MUSC 4990 Music Capstone ........................................3 hours

Performing Arts Elective Courses  

18 hours

Students must complete 18 credit hours from MUSC, DANC or THEA courses (exclusive of MUSC 2101) beyond the requirements above to fulfill this degree requirement.

Guided Electives  

18 hours

Select 18 credit hours from courses with prefixes other than MUSC. It is recommended that students complete a non-music minor. Students may not complete more than 27 credit hours of courses in the College of Business

TOTAL:  

120 hours

Other Program-Specific Graduation Requirements

1. A minimum of 39 hours of 3000- or 4000-level courses is required for graduation.
2. MUSC 2301 (Introduction to World Music) must be taken as an elective if not taken in Area C2 of the Core Curriculum.
3. Students are encouraged, but not required, to use electives to complete a minor program.
4. No grades of D in upper-division courses are allowed in the Bachelor of Arts in Music degree program. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction. In addition, no grades of D are allowed for any DANC, MUSC or THEA course at any level.

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5. To graduate with a B.A. degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance and must attend performances and forums. Students must pass the Sophomore Barrier (usually at the end of the sophomore year) in order to enroll in upper-division applied music courses. The B.A. in Music degree requires successful completion of the music capstone.

**Bachelor of Music in Music Education**

**Core Curriculum (Areas A-E)**

42 hours

**Lower Division Core Requirements (Core Curriculum Area F)**

18 hours

- MUSC 1011 Music Theory I ................................................. 3 hours
- MUSC 1012 Music Theory II ................................................. 3 hours
- MUSC 1111 Aural Skills I ...................................................... 1 hour
- MUSC 1112 Aural Skills II ...................................................... 1 hour
- MUSC 2111 Aural Skills III ..................................................... 1 hour
- MUSC 2112 Aural Skills IV ..................................................... 1 hour
- MUSC 1710 Major Ensemble (4 semesters) ......................... 4 hours
- MUSC 2500 Applied Music (4 semesters) ......................... 4 hours

**Music Education Requirements**

51 hours

- MUSC 0890 Recital Attendance (6 semesters) ...................... 6 x 0 hours
- MUSC 2011 Music Theory III .................................................. 3 hours
- MUSC 2012 Music Theory IV ................................................... 3 hours
- MUSC 2152 Class Piano IV ..................................................... 1 hour
- MUSC 2900 Introduction to Music Education and Technology ... 2 hours
- MUSC 3410 Ensemble (3 semesters) ..................................... 3 hours
- MUSC 3431 Choral Conducting Techniques ............................ 1 hour
- MUSC 3432 Instrumental Conducting Techniques ..................... 1 hour
- MUSC 3614 Music History Survey I ....................................... 3 hours
- MUSC 3615 Music History Survey II ...................................... 3 hours
- MUSC 3820 Improvisation ..................................................... 1 hour
- MUSC 3890 Junior Recital ..................................................... 0 hours
- MUSC 3910 Elementary Music Methods ................................. 3 hours
- MUSC 4500 Applied Music (3 semesters) ............................... 3 hours
- MUSC 4930 Student Teaching ................................................. 12 hours
- EDUC 2110 Investigating Crit./Cont. Issues in Education ........ 3 hours
- EDUC 2120 Exploring Socio-Cultural Perspectives .................... 3 hours
- EDUC 2130 Exploring Learning and Teaching ......................... 3 hours
- EDUC 3030 Exploring the Exceptional Learner ......................... 3 hours

**Emphasis Area Courses**

9 hours

**CHOOSE ONE:**

*Instrumental Music Education*

- MUSC 1310 Class Voice ......................................................... 1 hour
- MUSC 3450 String Methods and Materials ......................... 1 hour
- MUSC 3451 Brass Methods and Materials ......................... 1 hour
- MUSC 3452 Percussion Methods and Materials .................. 1 hour

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MUSC 3453 Woodwind Methods and Materials........ 1 hour  
MUSC 4922 Instrumental Methods and Materials I.... 2 hours  
MUSC 4923 Instrumental Methods and Materials II... 2 hours

**Vocal Music Education**

MUSC 1771 Diction for Singers I........................................... 1 hour  
MUSC 1772 Diction for Singers II........................................... 1 hour  
MUSC 4700 Vocal Pedagogy.................................................. 3 hours  
MUSC 4910 Choral Methods and Materials..................... 2 hours  
Select **two** from among MUSC 3450, 3451, 3452, 3453... 2 hours

**TOTAL:** 120 hours

**Other Program-Specific Graduation Requirements**

1. A minimum of 39 hours of 3000- or 4000-level courses is required for graduation.  
2. MUSC 2301 (Introduction to World Music) must be taken as an elective if not taken in Area C2 of the Core Curriculum.  
3. No grades of D in upper-division courses are allowed in the Bachelor of Music in Music Education degree program. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction. In addition, in the Music Education program (or any program leading to teacher certification) no grades of D are allowed for any course.  
4. To graduate, students must demonstrate proficiency in keyboard skills, in ear training, and in performance and must attend performances and forums. Students must pass the Sophomore Barrier (usually at the end of the sophomore year) in order to enroll in upper-division applied music courses.

**Minor in Music**

**Required Courses:**

- MUSC 2011 Music Theory III.................................................. 3 hours  
- MUSC 2111 Aural Skills III.................................................. 1 hour  
- MUSC 1500 or 2400 Applied Music (4 semesters)................... 4 hours  
- MUSC 0890 Recital Attendance (4 semesters).............................. 0 hours  
- MUSC 1151 Class Piano I...................................................... 1 hour  

*MUSC 2301 Introduction to World Music (3 hours)  
*can be taken in area C2

**Choose one:**

- MUSC 3614 Music History Survey I............................................. 3 hours  
- MUSC 3615 Music History Survey II.......................................... 3 hours  

**Any upper-division music courses**  
(except: any pedagogy course or Music Technology) ................................................................. 6 hours

**TOTAL** ................................................................. 18 hours  

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Earlier Degree Programs

Students finishing out an earlier degree curriculum should consult the Division of Music’s webpage at http://www.clayton.edu/vpa/Music/Forms for graduation forms and other specifics concerning their degree curricula.

“Regret for the things we did can be tempered by time; it is regret for things we did not do that is inconsolable.”

Sydney J. Harris
Student Success, Retention, and Graduation

Student success, retention, and graduation are important priorities of Clayton State University and the Department of Visual and Performing Arts. The University and the VPA faculty work diligently to create an environment that supports student achievement, retention, and graduation and that guides students toward realizing their academic goals.

For University-wide retention information and expectations, students are encouraged to review and understand the ACADEMIC POLICIES and GRADUATION REQUIREMENTS sections of the current Clayton State University Catalog (http://www.clayton.edu/publications).

Music students should also be aware of academic policies specific to the Division of Music:

1. A minimum grade of “C” is required in all music courses. In sequential courses, the minimum grade must be met before the student can enroll in subsequent courses in the sequence.
2. A minimum grade of “C” is required in ALL courses for students in the Music Education program.
3. Successful completion of the Sophomore Barrier is a requirement for enrolling in upper-division applied music courses.
4. Admission to the Music Education Certification Program is required before students can enroll in student teaching (MUSC 4930). Requirements for admission to the Certification Program and application deadlines can be found on the program application.

Music student success—remaining in the program and making satisfactory progress toward timely graduation—depends largely on students’ willingness to work diligently toward meeting their goals. This includes, but is not limited to, the following:

1. Seeking academic assistance as soon as it is needed. Faculty, peer tutors, the First-Year Advising and Retention Center, and the Center for Academic Success are excellent resources for counsel and assistance.
2. Seeking assistance for any non-academic problems you may have. Your advisor, your applied music professor, and the Counseling and Psychological Services Office are good places to start.
3. Staying in regular contact with your academic advisor.
   a. The University will not allow you to register for classes until you have seen an advisor; make an appointment with your advisor before the beginning of registration periods.
   b. Work out a long-term graduation plan with your advisor early in your academic career.
   c. Be aware of when your required courses are offered (particularly the music courses, many of which are offered only once a year or—in some instances—once every two years) so you can plan ahead. (Also, be aware that dropping or failing a music class may postpone your graduation date!)
4. Reading and understanding the Music Student Handbook and becoming familiar with policies and deadlines as they apply to you as you move toward graduation. Practice good time management skills for both your daily planning and for reaching your longer-term goals.
5. Getting involved with the music program beyond classes, lessons, and performances. Join a student music organization. Attend concerts regularly (even beyond your MUSC 0890 requirements). Be a positive role model for newer students.
6. Staying aware of requirements for maintaining scholarship awards.
ACADEMIC POLICIES
AND INFORMATION

“Music is a safe kind of high.”
Jimi Hendrix
ACCOMPANIST

Guidelines for use of staff accompanist are as follows:

**Studio Classes:** Music must be submitted one week in advance. One rehearsal is required prior to performance.

**Convo Recitals:** Music must be submitted no later than two weeks in advance of the performance. One rehearsal prior to the Music Convo recital is required.

**Juries:** One 30-minute rehearsal. (Students performing a Sophomore Barrier may schedule a 60-minute rehearsal.) A sign-up sheet for rehearsal appointments will be posted outside room 218 two weeks prior to juries.

All music must be submitted 3 weeks prior to jury date. Place your music in staff accompanist’s mailbox, in concert order, inside a black three-ring binder with your name clearly marked on the outside of the binder. Copies should be double-sided (or taped that way; *do NOT* use staples) and 3-hole punched, avoiding punching through notes or awkward page turns. **If you fail to provide your music in the manner requested the staff accompanist will not be obligated to play for you.**

**Recitals:**

**Degree Recital:** Students will have 9 hours of rehearsal and lesson time with the accompanist.

Music for the Junior Recital must be provided to the accompanist 6 weeks prior to the recital hearing date. Place your music in staff accompanist’s mailbox, in concert order, inside a black three-ring binder with your name clearly marked on the outside of the binder. Copies should be double-sided (or taped that way; *do NOT* use staples) and 3-hole punched, avoiding punching through notes or awkward page turns. Plan to make an appointment with the staff accompanist when you drop off your music so that you can schedule dates for your rehearsals. **If you fail to provide your music in the manner requested, the staff accompanist will not be obligated to play for you.**

**Rehearsals with Staff Accompanist - Summary**

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**APPLIED MUSIC JURIES**

If you are enrolled in applied music, you must take a final exam (jury) at the end of each semester. Students who give junior recitals are exempt for that semester. No passing grade in applied music can be awarded without a jury or a jury exemption for a recital.

Jury dates will be posted approximately one month before the end of the semester. You will be required to complete a "Jury Form," which can be downloaded from the Visual and Performing Arts Department’s website (http://www.clayton.edu/arts-sciences/vpa/music) before your jury. You must also bring a single original score of each piece of repertoire to your jury. Works written with piano accompaniment (or piano transcription) should be performed with the accompaniment. **If you are in need of an accompanist, please refer to accompanist guidelines. Be sure to read all posted information regarding juries carefully.**

**Voice Jury Guidelines**

**MUSC 1500** – 25% of term grade
1. A minimum of 2 songs in 2 different styles/periods
2. All music must be memorized or grade will be lowered 10%

**MUSC 2400(a) and MUSC 2500(a)**
FIRST SEMESTER OF STUDY – 25% of term grade
1. A minimum of 3 songs in 2 different styles/periods and languages
2. 10 minutes of music
3. All music must be memorized or grade will be lowered 10%

**MUSC 2400(b) and MUSC 2500(b)**
SEMESTERS AFTER FIRST SEMESTER OF STUDY – 25% of term grade
1. A minimum of 4 songs in 3 different styles/periods and languages
2. 10-20 minutes of music
3. All music must be memorized or grade will be lowered 10%

Oratorio/chamber music may be performed with score, but should be memorized
1 chamber music piece (with score and full ensemble) may be used for one of the above

At the **SOPHOMORE BARRIER**, the student should have prepared a minimum of 20 minutes of memorized solo music that has not been offered on any previous jury.

**MUSC 4400** – 25% of term grade
1. A minimum of 5 songs/arias in 3 different styles/periods and languages
2. At least 20 minutes of music
3. All music must be memorized or grade will be lowered 10%

Oratorio/chamber music may be performed with score, but should be memorized
1 chamber music piece (with score and full ensemble) may be used for one of the above

**MUSC 4500** – 25% of term grade
1. A minimum of 6 pieces in 4 different styles/periods and languages
2. At least 20 minutes of music
3. All music must be memorized or grade will be lowered 10%

Oratorio/chamber music may be performed with score, but should be memorized
1 chamber music piece (with score and full ensemble) may be used for one of the above
In a semester in which a degree recital is presented, the grade for MUSC 3890 or MUSC 4890 will be determined by the assigned recital panel. Grading for MUSC 4500 will be determined by the applied lessons.

**Instrumental Jury Guidelines**

The applied music professor for each individual studio will determine the expectations for each jury every semester. The applied music professor will require major and minor scales appropriate to each student’s development.

At the **SOPHOMORE BARRIER**, the student will be expected to perform instructor-selected major, minor and chromatic scales:

- at a 2 octave range (**minimum**)
- at a tempo of quarter equaling 144 beats per minute

**ETUDES/METHODS BOOKS/EXCERPTS**

The applied music professor for each individual studio will determine the etudes, method books, excerpts and other auxiliary literature for each jury every semester. The inclusion or exclusion of these materials as a student’s requirement each semester may be altered by the applied music professor for each individual studio.

**SOLO(S)**

The applied music professor for each individual studio will determine the solo(s) for each jury every semester. The difficulty, length, number of varying styles, etc. should be progressing for the student each semester.

At the **SOPHOMORE BARRIER**, the student is provided 30 minutes total for the performance portion. The student should have a minimum of 20 minutes (not necessarily consecutive) dedicated to solo work that has not been offered on any previous jury.

**SIGHT READING**

The applied music professor for each individual studio will determine the sight reading literature (including length, difficulty, and other factors) for each jury every semester.

At the **SOPHOMORE BARRIER**, the student is expected to perform sight reading as determined by the applied music professor. The applied music professor will determine the length, difficulty, and other factors for the sight reading and will provide scores of the selections to the jury committee.
APPLIED TEACHER POLICIES

Studio assignments will be determined by the Director of each respective performance area.

Your applied teacher will provide you with a course syllabus at your first lesson of each semester. Discuss the syllabus with your instructor at your first lesson to be sure that you are aware of all policies concerning grading, make-up lessons, etc. If you study with a part-time instructor, *it is your responsibility* to contact the instructor during the first week of classes each semester to establish a lesson schedule.

You are entitled to a minimum of 14 lessons per semester. Any extra lessons are at the discretion of your teacher. If a lesson must be missed, you should notify your teacher as far in advance as possible. A make-up lesson policy is up to each individual instructor. Primary lessons receive 1-2 hours credit and are scheduled for no less than 50 minutes. Secondary lessons are for 1 credit and are scheduled for no less than 25 minutes—and they may not be available in some semesters.

Students cannot be guaranteed applied music study after completing 8 registrations in any combination of MUSC 2400, 2500, 4400 or 4500. Students should make every effort to complete their recital requirement (Junior Recital, Music Capstone, etc.) within 4 years of study.

Applied instruction in a second instrument or voice during any given semester is subject to Department approval. (Approval is subject to faculty availability.) Students who wish to study a second instrument or voice in the same semester may (and are encouraged to) take lessons on the second applied area through the Preparatory School of Music.

COURSE CREDIT AND TIME

Lecture courses in the music unit follow the university formula for classroom time and student preparation time per credit hour. (See University Undergraduate Catalog.)

Music courses that include a weekly “lab” component carry 1-2 hours credit. The student preparation recommendations for these courses follow the university formula.

Primary applied music courses carry 1-2 hours credit, with 50-minute weekly lessons. One-hour credit courses require a minimum of 8 hours of practice and preparation work outside the lesson; two-hour credit courses require a minimum of 12 hours of practice and preparation work outside the lesson. This is the minimum requirement for the Division of Music; individual instructors may require additional weekly preparation as indicated in their course syllabi.

Secondary applied music courses carry 1-hour credit. (The two secondary course numbers are for 25-minute lessons and for 50-minute lessons.) For secondary applied music students, the weekly practice and preparation requirements outside the lesson are 4 hours for 25-minute lessons and 6 hours for 50-minute lessons. This is the minimum requirement for the Division of Music; individual instructors may require additional weekly preparation as indicated in their course syllabi.

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Production courses (major ensembles, music drama workshop) each carry 1-hour credit. Weekly scheduled rehearsal time varies (3-5 hours), depending upon the ensemble. Students should expect additional rehearsal commitments beyond those in the university class schedule; these are typically scheduled closer to production dates.

Chamber ensembles (including accompanying) carry 1-hour credit and meet 1-2 hours weekly.

The Recital Attendance course carries no credit. (Six semesters are required.) Students attend 14 events (recitals, concerts, department convocations) each semester, as designated by the MUSC 0890 course syllabus.

**DOUBLE MAJORS**

Any student wishing to receive a second or subsequent degree from Clayton State must complete in residence at CSU a minimum of 30 semester hours for the second bachelor’s degree. All courses in the major must be completed. Credits that have been used to satisfy the requirements of a previous degree cannot be applied toward the minimum resident hours needed for the second or subsequent degrees.

**ENSEMBLE POLICIES**

All music students must participate in a major ensemble in any semester in which they are enrolled for applied music; extenuating circumstances may be considered and exceptions granted by the Music Coordinator and the VPA Department Chair. See below for further exceptions.

All music students must participate in a major ensemble in any semester in which they are receiving financial aid through the Music area, regardless of the number of credit hours completed. See below for exceptions.

"Major ensembles" are: CSU Chorale, Orchestra, or Jazz Band.

Students whose major performance area is guitar, piano, or organ, and who have completed 90 semester hours and their Junior Recital, may request permission to substitute no more than two semesters of MUSC 3510-3570 for two semesters of MUSC 3410 regardless of their scholarship status.

Students registered for 12 credit hours of MUSC 4930 Student Teaching are exempt from the ensemble requirement for financial aid during that semester.

Scholarships will be tied to ensemble performance expectations as specified in individual contracts.

Any name for a musical ensemble of Clayton State students must be approved by the full-time music faculty before the ensemble may perform in public, either on- or off-campus.

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GRADE REQUIREMENTS

A minimum grade of C is required of all music courses. Students may not continue in sequential music courses unless the minimum grade is met in pre-requisite courses.

HEALTH AND SAFETY

The Clayton State University Division of Music is committed to provide music students with basic information about the maintenance of health and safety within the contexts of practice, performance, teaching, and listening of music. This information will be in the form of written materials, online resources, and periodic presentations for faculty and students. It is the student’s responsibility to use this information to maintain general health and to prevent music-related injuries (repetitive-use injuries, hearing loss, vocal injuries, etc.). Students are strongly encouraged to discuss any music-related health concerns with their applied professor and/or their ensemble director. Please visit http://www.clayton.edu/vpa/Music/Health-and-Safety, the Division of Music’s Health and Wellness webpage, for further information and resources.

MINOR PROGRAMS

Students in the Bachelor of Arts in Music are encouraged to complete a minor program.

All students who complete a minor program must submit a Change/Addition of a Minor form (found at http://www.clayton.edu/Portals/694/docs/change-add-minor-4.pdf) and must, at the time the graduation forms are submitted, complete and submit a minor graduation form in the appropriate minor discipline. (For students pursuing the music minor, the minor graduation form is found in the Forms library of this Handbook.)

“We shall never become musicians unless we understand the ideals of temperance, fortitude, liberality and magnificence.”
Plato
MUSIC CAPSTONE (B.A. IN MUSIC)

Students in the Bachelor of Arts in Music degree program should enroll in MUSC 4990 (Music Capstone) during the semester in which they intend to graduate. However, they must expect to begin work on their Capstone project no later than the semester preceding their enrollment in MUSC 4990.

In their Capstone project, students are expected to address the interdisciplinary synthesis of different fields of music (e.g., history, theory, and performance practice) and possibly other academic disciplines (e.g., literature, literary criticism, history, sociology, business, and sciences). Multiple drafts and readings of the capstone document are expected. Students should pick up the “Capstone Package” from the VPA Office at the beginning of the semester prior to the one in which they plan to enroll in MUSC 4990.

Pre-Approval Guidelines

Students must demonstrate appropriate aptitude for their proposed project before committee members will approve the project. “Appropriate aptitude” should take into account the student's musical skills and writing ability, as demonstrated by applied music juries and their record of appropriate course work to adequately support the idea of the project. Students requesting to write a research paper should have taken at least one upper-level writing-focused course (not necessarily within the major subject). Students creating a poster presentation are advised to consult http://www.ncsu.edu/project/posters/. Dates for recitals and all other forms of public presentations must be pre-approved by the applied instructor and all committee members. All performances for Music Capstone projects will be given in MEB 157.

Project examples

The following are but a few examples of possible Capstone projects. All written material must include the phrase “in partial fulfillment of the requirements for the Bachelor of Arts in Music degree.”

- Lecture/Recital—20 to 25 minutes each of lecture and performance, with the entire presentation not exceeding 60 minutes, to be presented in MEB 157. The lecture script is required as documentation.
- Recital and Paper—Recital of 20-25 minutes (MEB 157) and paper or poster. The paper must be at least 5 pages, double spaced. Students electing this option must have been continuously enrolled in the applied music area and the major appropriate ensemble.
- Lecture and Paper—Paper or poster and presentation of 45 to 60 minutes length in MEB 157. Minimum paper length is 10 pages (double spaced).
- Research Paper—Requires pre-requisite of writing-focused course (see above). Paper length is a minimum of 15 pages (double spaced).
- Internship—Minimum of 150 hours per semester internship plus journal of activities to be submitted weekly, as well as a summary reflection (3-5 pages, double spaced) at the end of the semester. A brief written performance review of the student's activities by the internship host must be submitted as documentation in the 15th week of the semester. Students are responsible for obtaining their own internship placements. An internship is an especially serious, work-intensive Capstone option; students considering an internship should familiarize themselves with the information about internships on the Career Services website. Students may not pursue an internship with a host who is a family member or who is a current or former employer of the student. A formal Internship Learning Agreement form must be
completed and signed by the student, the site supervisor, and the Capstone chair before the student can begin the internship. See the Career Services website Forms page for a model of an internship learning agreement.

It is expected that the estimates of paper length above primarily concern length of student prose and analysis. Extensive use of musical examples, photographs, poetic excerpts, etc. will, of course, extend the page totals.

A hearing will be required for any public performance component given as part of a Capstone project. Students must satisfactorily pass the hearing at least two weeks before the public presentation of a Capstone. Any program notes for a Capstone project must be approved by the faculty committee at the time of the hearing.

**Committee**

A three-member faculty committee should be formed the semester before a student enrolls in MUSC 4990. The academic advisor typically will act as the chair of the committee. The student will request committee members after consultation with the academic advisor. The advisor of an instrumental student could designate the applied adjunct instructor as chair, if the adjunct instructor agrees. (NOTE: In the event a student postpones a Capstone or withdraws in the semester of enrollment, the student cannot assume the same committee members will serve in a subsequent semester without securing their consent.)

The faculty committee will serve as resources for the project and will offer advice and feedback on the student’s work. The committee also evaluates the completed product and determines whether the project aims have been met satisfactorily so that the student may receive a passing grade in MUSC 4990. The committee members are not to be seen as editors of the student’s writing. Papers with substandard grammar, spelling, or syntax will not be accepted and the student will be referred to the CSU Writers’ Studio for assistance. All Capstone projects involve a significant writing component; graduation may be delayed for students who do not produce writing that meets established academic standards on the timeline outlined below.

**Timeline**

- **Semester Prior to Enrollment in MUSC 4990**
  - Advisors will submit the names of any students scheduled to take Capstone in the next semester to the Music Coordinator.
  - The student will complete the Request for Capstone Committee Assignment form, secure all required signatures, and submit the form to the Music Coordinator. (The Coordinator will document receipt of all Capstone-related forms on the Capstone Check-Off Sheet and keep the completed forms in the student’s file in the VPA Office.)
  - Deadlines:
    - Fall Semester – October 1
    - Spring Semester – February 1
  - The student must complete and submit a formal proposal of the project in the form of Project Summary (a detailed description of goals, methodology, and expected outcomes, as well as a Capstone Proposal form. All committee members must approve the proposal and sign the Capstone Proposal form. The student must submit the proposal description and the signed Capstone Proposal form to the Music Coordinator by the appropriate deadline:
    - Fall Semester – November 15
• Spring Semester – April 15
If the Capstone Proposal form and abstract are not submitted by the posted deadline, the student may not enroll in MUSC 4990 the following semester.

• During the Semester of Enrollment in MUSC 4990
  o Students are expected to work regularly and systematically on their projects beginning on the first day of the semester.
  o If the Capstone is an internship, an internship learning agreement must be completed, signed by student, site supervisor, and Capstone committee chair and turned in to the Music Coordinator before the end of the Add/Drop period.
  o Students should meet with their advisor and committee members regularly
  o The following deadlines apply to written documents that are a part of the Capstone (such as a paper, lecture script, poster, program notes, etc.). Deadlines are 5:00 p.m. on the following dates:
    ▪ First draft of the entire document submitted to committee chair
      • Fall Semester – Midterm Day
      • Spring Semester – Midterm Day
    ▪ Completed paper submitted to the committee chair
      • Fall Semester – November 1
      • Spring Semester – April 1
    ▪ Final version (incorporating all revisions required by the committee chair) submitted to all committee members
      • Fall Semester – Last day of classes
      • Spring Semester – Last day of classes
  o Committee members will document the receipt of papers or other written elements on the Capstone Check-Off Sheet. The VPA Administrative Assistant will lend the form to the student temporarily for this purpose. The form must be returned immediately to the Administrative Assistant after each committee member signs it.
  o Projects that involve any public performance component must follow the Recital guidelines procedures found in the Music Student Handbook. The pre-recital hearing time and place will be determined by the committee chair in consultation with the Music Coordinator.
  o Students performing a public Capstone recital or lecture-recital must be enrolled in applied music during the semester of the recital.

Failure to comply with any of the timeline and requirements above will result in an Unsatisfactory grade for MUSC 4990 for that semester and will delay the student’s graduation. A student may apply for an extension by presenting documentation of extenuating circumstances to the committee chair, who will then consult with the Music Coordinator before determining if an extension is warranted.
PIANO PROFICIENCY

To complete the Music and Music Education curricula, all students must pass either the Class Piano IV (MUSC 2152) course with a grade of C or above or the Piano Proficiency Exam with an adequate score (see below).

PIANO PROFICIENCY EXAM

The Piano Proficiency Exam covers eight Piano Skills Categories:

1. Major scales, two octaves, hands together, with correct fingering
2. Minor scales (harmonic and melodic), two octaves, hands together, with correct fingering
3. I-IV-I-V-I in keyboard style, major and minor keys
4. Sight-read piano music
5. Sight-read a 4-part hymn
6. Sight-read open choral score
7. Harmonize a melody at sight
8. Transpose No. 7 to different keys

Students will be graded in each category on a scale of 0 to 10 as follows:

10 – Plays nearly perfectly with great ease, has solid understanding
9 – Plays well with ease, has good understanding
8 – Acceptable playing and understanding
7 – Still considerable room for improvement
6 – Minimal competence; unsuitable for professional progress
5 – Failing; but shows some achievement
4 – Failing; shows little achievement
3 – Failing; shows no achievement
2 – Failing; completely unacceptable
1 – Failing; exhibits no concept of proper goals
0 – No credit

**Students must score at least 9 in all categories to pass the Proficiency Exam**

CLASS PIANO COURSES AND PLACEMENT

All new students must either enroll in one of the Piano Classes (MUSC 1151, 1152, 2151, or 2152) or take the Proficiency Exam at the beginning of their first semester. Transfer students must meet with the Director of Keyboard Studies at the beginning of their first semester at Clayton State in order to establish a timetable for demonstrating keyboard proficiency.

- To be placed in MUSC 1152 (Class Piano II), you must score at least 9 in Categories 3 and 4 of the Piano Proficiency Exam and be able to play two-octave major scales, hands separately.
- To be placed in MUSC 2151 (Class Piano III), you must score at least 9 in Categories 1, 3, 4, 7, and 8 of the Piano Proficiency Exam.
- To be placed in MUSC 2152 (Class Piano IV), you must score at least 9 in Categories 1, 2, 3, 4, 7, and 8, and at least 7 in Categories 5 and 6 of the Piano Proficiency Exam.
SOPHOMORE BARRIER

The Sophomore Barrier is an extended performance jury in a student's primary instrument or voice; its purpose is to determine the student's readiness to continue applied music study and performance at the upper-division level. **Students must have completed both MUSC 1012 and MUSC 1112 successfully before they may attempt the Sophomore Barrier.**

The Sophomore Barrier is required of all students in the B.A. in Music and B.M. in Music Education curricula and of music minors wishing to continue elective applied music studies in MUSC 4400.

In most cases, the Sophomore Barrier should take the place of the regular jury for the student's fourth semester of primary applied music. (If a student transfers to Clayton State in his/her fourth semester of applied music, the student will take the Sophomore Barrier at the end of the second semester of applied music at Clayton State.) In exceptional cases, the student's applied teacher may request that the student's Sophomore Barrier be postponed. Requests for postponement should be made in writing to the Music Coordinator and include a justification for the request. In no case will a postponement to later than the student's sixth semester of primary applied music be granted. Students granted a postponement will remain enrolled in MUSC 2500 (or 2400, for minors) until after they have presented their Sophomore Barrier.

The Barrier will consist of repertoire performance and— for instrumentalists— scales.
- Instrumentalists must be prepared to play major/minor scales, 2 bve minimum, in any key.
- Repertoire selection is at the discretion of the applied instructor and should include a minimum of two contrasting works at a level appropriate for a rising junior in the student's degree program; the repertoire as well as the student's level of performance should demonstrate the student's readiness for successful upper-division applied music study.
- **Repertoire presented for any Sophomore Barrier (including a second attempt) may not have been presented at any earlier jury or Barrier attempt.**

The Sophomore Barrier will be adjudicated by the area faculty who typically hear the student's regular juries. Students taking the Sophomore Barrier will sign up for a "double" jury slot to allow for adequate time for the performance.

Grading of the Sophomore Barrier will be in two parts:
- For the purposes of the applied music grade, the Barrier will be scored (and applied to the final course grade) like a regular semester-end jury.
- The jury panel will make 1 of 3 decisions concerning the student's performance:
  - **Pass Unconditionally**
  - **Fail (first attempt)** – Student may enroll, on a one-semester probationary basis, in the upper-level applied course appropriate to the major. The student must retake the Sophomore Barrier at the end of the probationary semester.
    - The student should receive from the jury panel (by the beginning of the following semester) written comments that describe the deficiencies and make recommendations that will help the student better prepare for the second attempt.
  - **Fail (second attempt)** – Student will not be allowed to continue with upper-level applied music courses. Any such student will not be able to complete the Music Education curriculum.
    - The student should receive the jury's written recommendation by the beginning of the following semester.
Music Education Interview

Students pursuing the Music Education curriculum will be recommended for candidacy in the Music Education program based on successful completion of the Sophomore Barrier and the Music Education Interview.

The 10- to 15-minute interview will be scheduled during finals week at the end of the sophomore year (the same semester as the Sophomore Barrier).

The faculty interview panel will consist of four members: two members of the music education faculty, and two other full-time music faculty members. Whenever possible, one of the latter two shall be either the Department Chair or the Coordinator of the Division of Music.

Interview questions will be determined by the panel before the time of the interview. The music education faculty will help students prepare for the interview, for instance by discussing possible questions, reviewing interview techniques, and staging mock interview sessions.

Grading of the interview will be on a pass/fail basis. As with the performance section of the Barrier, students who fail the interview portion will be granted one second attempt.

Tutoring

Students who need assistance with music classes are strongly urged to seek help from a faculty member or from a student music tutor. Qualified students may be recommended by faculty to serve as tutors for the various music courses. In some cases, and at the discretion of the music faculty, scholarships may be available for tutors.

Students who need assistance with other courses are encouraged to contact the Center for Academic Success (http://www.clayton.edu/cas) or, for writing assistance, the Writers’ Studio (http://www.clayton.edu/arts-sciences/english/writersstudio).

“You can’t depend on your eyes when your imagination is out of focus.”
Mark Twain
PERFORMANCES

AND

CONCERT ATTENDANCE

“The secret in singing is found between the vibration in the singer’s voice and the throb in the hearer’s heart.”

Kahlil Gibran
Students pursuing the Bachelor of Music in Music Education degree must present a Junior Recital. (It may be presented the semester before student teaching.)

Students pursuing the Bachelor of Arts in Music degree may apply for permission to present a recital as one element of their Senior Capstone project. In such cases, most of the policies in this section will apply.

Students performing any recital must be enrolled in applied music during the semester of the recital.

**Degree Recital Guidelines**

It is important that all recital procedures be followed carefully and all materials completed accurately and submitted on schedule. Failure to do so may result in cancellation of the recital.

- **Application and Scheduling**
  - If an accompanist is needed for a recital, please refer to the accompanist guidelines. Confirm the accompanist’s availability before scheduling a recital.
  - Students must apply for a recital date by completing and submitting the Recital Date Selection form to the VPA Administrative Assistant.
  - Degree recital dates should be set the semester prior to the recital.
  - Dates for recital hearings will be determined by the date chosen for the recital; choosing a specific recital date means having the hearing on a specific date set by the department. Dates for dress rehearsals should be scheduled with Spivey Hall by your applied teacher after a successful recital hearing. Confirm availability of all performers on the program prior to scheduling recitals, hearings, and rehearsals.
  - The student must receive the following clearances before submitting the Recital Date Selection form:
    - Approval by the applied music instructor
    - Confirmation of availability of dates in Spivey Hall in consultation with the VPA Administrative Assistant
    - Approval by the staff accompanist (if applicable)
  - The Recital Date Selection form must include a complete list of proposed repertoire and timings and signatures of the applied instructor and staff accompanist.
  - After the recital date has been confirmed the applied instructor must complete a Facilities Use Request Form (FURF) for the recital and dress rehearsal. This form must be signed by the VPA Department Chair and sent to Spivey Hall no later than 30 days before the recital date. A copy should be filed with the Music Coordinator.

_N.B. Except in emergency situations, cancellation of a confirmed recital date will preclude the student from rescheduling the recital for performance in the same semester._
• **Repertoire**
  
  - Junior Recital – approximately 25 minutes of music (maximum 30-hour total performance time), incorporating an appropriate variety of styles (and, for voice, languages)
  - Capstone Recital – approximately 25 minutes of music (maximum 1-hour presentation time); see sample descriptions of Capstone projects on page 24.

• **Recital Hearings**
  
  - Students must pass the Sophomore Barrier before presenting any Degree Recital.
  - Students scheduled to give a Degree Recital will perform a pre-recital hearing at least two weeks, preferably longer, before the recital date. The hearing date will be assigned when the recital is scheduled.
  - The hearing will be performed for a panel of 3-4 faculty members and will consist of the complete recital.
  - On or before the hearing date, students must present to the faculty panel the complete program, including all dates, translations and program notes. **Program notes are required.**

• **Recital Grading**
  
  - Junior and Capstone recitals are graded by a faculty jury with a grade of “Satisfactory” or “Unsatisfactory.” Written feedback will be provided to the student by the faculty committee by the end of the semester.

• **Receptions**
  
  - Receptions for recitals are allowed in the Music Education Building, not Spivey Hall.
  - Reception guidelines are available from the VPA Administrative Assistant.
  - The student is responsible for setting up and cleaning the reception area.

• **Ushers**
  
  - The VPA Department will provide ushers.

• **Recording**
  
  - Recording will be done by Spivey Hall staff. Indicate your recording request on the FURF. Videotaping may be possible under the direction of Spivey Hall staff; confirm videotaping policy with the Spivey Hall production manager before the recital date.

• **Dress**
  
  - Conventional semi-formal to formal concert attire is expected for both day and evening programs. The VPA Department must approve anything out of the ordinary in advance.
• **Encores**
  - Encores are not allowed.

• **Staging**
  - No stage dressing, flowers, etc., allowed on the stage during the performance. Flowers may be presented after the recital if your family members wish to do so.

• **Publicity**
  - No publicity (posters, press releases, invitations, etc.) may be posted or mailed out until the student has passed the pre-recital hearing. All publicity materials must be approved by the Communications Coordinator of the university before they can be posted or mailed.

• **Programs**
  - The VPA Department will print programs. See the VPA Administrative Assistant at the beginning of the semester regarding recital program format. Students may be responsible for the costs of printing an unusually high number of programs.
  - *All complete programs (including translations and program notes) must be submitted to the VPA Administrative Assistant by email, CD, or flash drive at least two weeks prior to the recital date.* Programs will be printed in standard format. Please do not request variations.
  - The VPA Department will deliver programs to Spivey Hall.

“It is often by seeing and hearing musical works (operas and other good musical compositions), rather than by rules, that taste is formed.”

Jean-Philippe Rameau
**WEDNESDAY CONVOCATION RECITALS**

Student performances and other required events are scheduled on selected Wednesdays at 11:00 a.m. in Music Education Building 157 or Spivey Hall.

After their first semester of applied study, all B.A. in Music and B.M. in Music Education students studying applied music will perform each semester during a Music Convocation.

Consult your applied instructor's syllabus for specific additional performance requirements.

If you require an accompanist for a Music Convocation, please refer to the accompanist guidelines.

Students who wish to perform on a Music Convocation must submit a completed and signed Music Convocation Approval Form no later than 5:00 p.m. two weeks before the Music Convo date.

**DIVISION OF MUSIC CURATED STUDENT RECITAL**

Each semester, the Division of Music presents in Spivey Hall a Curated Student Recital of student performances selected by the music faculty from the most outstanding performances on Music Convos that semester. To be eligible for consideration to perform on the Curated Student Recital, students must have received a rating of 90 or higher as a mean average of all faculty evaluators using a standard form of 100 points. Should the number of eligible performances exceed the 50 minutes available for the Curated Student Recital, the highest-scoring student performances among the eligible will be selected for the Curated Student Recital, up to a total of 50 minutes of performance time.

Student whose performances on a Music Convocation achieve a rating of 90 or better from the mean average of all faculty evaluations will be notified within a few days of their performance that they are eligible for consideration for the Curated Student Recital and should be prepared in the event that they are selected. Those students who definitely will perform on the Curated Student Recital will be notified within two days of the final MusicConvocation student recital that they have been selected for the Curated Student Recital.

**RECITAL ATTENDANCE**

All students in the B.A. in Music or B.M. in Music Education degrees must enroll in and receive a “Satisfactory” grade in six semesters of enrollment in MUSC 0890 (Recital Attendance).

To receive a passing grade (“Satisfactory”) in MUSC 0890 in any given semester, the student must attend, in their entirety, a minimum of 14 events drawn from A) the Division of Music Convocation events scheduled during the Wednesday 11:00 a.m. recital hour, and/or B) concerts on the Spivey Hall series (including Division of Music concerts) or other professional performances that have been approved in advance. Events must occur and attendance must be documented before the end of classes each semester. Events occurring after the last day of classes may not be used for credit.

- Students may NOT count toward the total any events in which they perform.
• Transfer students need one semester of recital attendance for each 20 hours (or fraction thereof) of remaining coursework.

• To receive credit for attending a Music Convo performance, students must both sign in on the sheet provided and submit to the VPA Administrative Assistant the required writing prompt for the event within a week of the event.

• To receive credit for attending any other performance, students must sign and submit to the VPA Administrative Assistant a program from the event. Program must be submitted within a week of the event to be credited. Late programs will not be accepted.

**SPIVEY HALL TICKET POLICY**

All students in the B.A. in Music and B.M. in Music Education degrees have the opportunity to reserve one (1) free ticket to each Spivey Hall concert during the current semester they are enrolled, subject to availability. (So plan ahead and don’t wait until the last minute! Some concerts do sell out.) See [www.spiveyhall.org](http://www.spiveyhall.org) for concert details.

One (1) additional ticket per concert may be purchased at the CSU student rate of $10 or 50% off the full-price ticket, whichever is less.

Very occasionally, an artist’s management prohibits the practice of giving free tickets, as a contract stipulation of the artist’s appearance at Spivey Hall. In such instances, music students cannot have free tickets. (Usually, they still can get a ticket at the CSU student rate.) **In the 2018-2019 season, free tickets are not available for the concerts by The King’s Singers.**

To reserve their tickets, students should visit or telephone the Spivey Hall Box Office 24 hours in advance of the concert. In order to reserve a ticket, you will need to show your Laker ID and/or provide your Laker ID #. All free tickets will be held at Will Call to be collected, beginning one hour before the concert. Music students must present their Student IDs at the ticket window at least 15 minutes before concert time in order to receive their tickets, otherwise tickets may be released. **Students who arrive later than 15 minutes before the concert will be charged the CSU student price of $10.00.**

**NO CALL/NO SHOW Policy:** All students who do not pick up reserved tickets and fail to notify the Box Office at least 15 minutes prior to the beginning of a reserved concert that they will not use the ticket **will lose complimentary ticket privileges for the remainder of that semester.** That’s right—NO MORE FREE TICKETS!!!! (You will have to pay the CSU student rate of $10.00.) Do not let this happen to you. The opportunity to hear international-class artists at Spivey Hall is a valuable co-curricular part of your training; exercise the privilege both frequently and responsibly!

Spivey Hall ticketing policies are subject to change.
“We have to establish already in school children the belief that music belongs to everyone and is, with a little effort, available to everyone.”

Zoltán Kodály
MUSIC EDUCATION BUILDING HOURS

The Music Education Building is scheduled to be open the following hours:

- Monday through Friday 7:00 a.m. to 10:00 p.m.
- Saturday and Sunday 8:00 a.m. to 8:00 p.m.

Please advise the VPA Administrative Assistant in the event the building is not open when scheduled.

USE OF THE BUILDING AND FACILITIES

General

- Students may not remain in the Music Education Building after regular hours.
  - Campus Public Safety will be alerted to any evidence of students remaining in the building after hours, gaining access to unauthorized areas of the building, or propping doors open to gain after-hours access to the building.
- Students should show consideration of all persons who use the Music Education Building.
  - Students should refrain from making any excessive noise (including playing music, singing, or playing their instruments) in the common areas of the building.
    - (Classes—including non-music classes—and lessons are scheduled throughout the day, and there are faculty working in their offices at all day and evening hours.)
- Non-University personnel (including former students) who are in the building and are disruptive in any way will be asked to leave. Campus Public Safety will intervene if necessary.
- Students may not, under any circumstances, move any instruments or other equipment from room to room or out of the building. Additionally, students may not alter instruments or equipment in any way. Non-compliance of this rule will be considered and treated as an act of vandalism.
- **Teaching of private students, or any other activity for personal profit, in State facilities is strictly forbidden by State law.** Students may not engage in such activities in the Music Education Building.

Practice Rooms

- Practice rooms are located on the lower level in the Music Education Building.
- Empty practice rooms are available on a first-come, first-served basis.
• Practice rooms are only for the use of students currently enrolled in Division of Music and CSU Preparatory School courses, as well as such guests as the Division of Music may occasionally invite to campus (local/regional music association meetings, etc.).

• Practice rooms are for practicing! They are not to be used for sleeping, storage of personal belongings, eating, or any activities that are not practicing for performance or other music-related coursework.

• Students may practice only in designated practice rooms.
  
  o Do not practice in the common areas of the building, including the atrium.
  o Do not practice in the instrumental and choral rehearsal rooms or in the classrooms, even if you find them unlocked and unattended.
    ▪ In exceptional cases, students may receive permission to practice in these spaces. Students must have permission of their applied instructor and must see the VPA Administrative Assistant to reserve time in the requested room.

• Students may not, under any circumstances, move any instruments or equipment that are located in the practice rooms. Additionally, students may not alter instruments or equipment in any way. Non-compliance of this rule will be considered and treated as an act of vandalism.

**Lockers**

Lockers designated for student use are located on the lower level in the Music Education Building.

• There is no charge to auditioned music students for use of lockers.

• Students should see the VPA Administrative Assistant for locker assignments and lock combinations.

• All lockers must be cleaned out at the end of the spring semester.

**Use of University Musical Instruments**

The music program has a number of instruments that are available for students’ use.

The Orchestra Director handles all requests for borrowing University-owned instruments.

The *Student Musical Instrument and Equipment Usage Agreement* outlines specific policies regarding student use of University-owned instruments and other equipment.
PARKING

Students are expected to abide by all University parking regulations.

Students may not park in the Spivey Hall service entrance.

“Art is not the hood ornament of society; it’s the steering wheel.”
Al Reiss
STUDENT ORGANIZATIONS

“A schoolmaster must be able to sing; otherwise, I will regard him as no value.”
Martin Luther

40
Clayton State University sponsors a collegiate chapter of National Association for Music Education (NAfME).

NAfME ([www.nafme.org](http://www.nafme.org)) is among the world’s largest arts education organizations and is the only association in the nation that addresses all aspects of music education. Through its collegiate chapters, NAfME offers its collegiate members opportunities to discover new teaching methods and techniques, learn the latest advancements and innovations in music education, expand their network of professional contacts, discover job opportunities, enhance their professional credentials, develop leadership skills, and gain insight into the professional world.

Dr. Richard Bell is the faculty advisor for the NAfME chapter.

Clayton State University is home to the Delta Psi Chapter of Mu Phi Epsilon, an international professional fraternity for both women and men in the field of music ([www.muphiepsilon.org](http://www.muphiepsilon.org)). Membership in Mu Phi Epsilon is available to all “music majors and minors, or the equivalent thereof” who have “attained second-semester freshman standing” and met academic eligibility requirements by successfully completing one semester of music theory and achieving a minimum cumulative grade point average of “3.0 in music courses and 2.0 in academic subjects.” (International Bylaws of Mu Phi Epsilon)

The purpose of the Delta Psi Chapter of Mu Phi Epsilon is the advancement of musicianship and scholarship, with a particular emphasis on service in support of the music program on our campus. Membership in Mu Phi Epsilon provides CSU students with a link to an extensive network of music professionals throughout the United States and the world and with eligibility for many competitively awarded prizes, grants, and scholarships in performance, composition, musicology, music education, music business, and other areas of the music industry.

Dr. Kurt-Alexander Zeller is faculty advisor of the Delta Psi Chapter of Mu Phi Epsilon.

“Fear is static that prevents me from hearing my intuition.”
Hugh Prather
“We tend to forget that criticism sometimes expresses greater respect than praise. It is surely more of an honor than flattery. As a professor, you challenge a student because you consider her capable of learning. You question her premises because you think she’s game enough to re-examine them.”

Wendy Kaminer
Spivey Music Scholarship

The Spivey Music Scholarship program is funded by the Walter and Emilie Spivey Foundation. Scholarships in varying amounts are available, upon audition, to students at Clayton State University actively pursuing a major in Music or Music Education.

- Except during the semester of student teaching, all Spivey Music Scholarships carry an ensemble participation requirement, as described in the scholarship award letter. Students will be required to refund the scholarship if they do not complete the ensemble requirements.
- Scholarships typically are awarded on an annual basis and will be credited to the student’s university account, half in the fall semester, and half in the spring.
- Students who receive the Spivey Scholarship as a freshman may receive the award for a maximum of eight semesters. The number of eligible semesters for transfer students will be determined based upon the credits transferred. If students need additional semesters to complete the degree, they must petition for extension at the end of the eligible term. Extension may be considered based on student's academic performance and progress towards the degree, but is not guaranteed and should not be expected or assumed.
- Students must enroll in the appropriate Music Theory and Aural Skills and/or Music History courses in every semester until all sequences are completed. Students will be required to refund the scholarship if they are not enrolled in appropriate courses.

Eligibility
1. Enrollment in the Bachelor of Arts in Music or the Bachelor of Music in Music Education degrees and in good standing (i.e., not on academic warning, probation or suspension) at Clayton State University
2. Full-time student status* (Pro-rated scholarships are available for part-time students.)
3. Successful audition
   - New students (freshman or transfer) – at the time of the entrance audition
   - Current students – at the time of the semester-end jury. Scholarship auditions for current students typically take place in the spring; however, fall auditions may be held when funds are available.

Renewal
1. Students must apply for a scholarship renewal. The deadline for submitting the Spivey Scholarship Renewal Form is the last day of classes in the Spring Semester (5:00 p.m.).
2. Students must earn a minimum cumulative institutional GPA of 2.5 and a minimum cumulative institutional music GPA of 3.0 (based on a 4.0 scale). Students will receive a warning letter the first semester in which either of their GPAs falls below the minimum requirement. Students’ scholarships will be terminated if the GPAs do not rise above the requirement at the end of the following semester. Reinstatement may be considered if the GPAs rise above the requirement. Students must re-apply.
3. Students must earn a minimum grade of "B" in all required ensembles. A grade of "C" or below in required ensemble(s) results in immediate termination of the scholarship. Students must earn a grade of "A" in the same ensemble in which they received "C" or below and formally re-apply in order to be considered for reinstatement.
4. Students must satisfactorily complete all requirements each semester. This includes, but is not limited to, earning a grade of C or above in all music courses. Students will receive a warning letter the first semester in which they do not satisfactorily complete all requirements, and their scholarship will be terminated if they do not satisfactorily complete all requirements including a grade of C or above in all music courses attempted the following semester.

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5. Students must earn an average of 75% or above for their end of the semester jury. Students will receive a warning letter the first semester in which they do not achieve 75% or above. Students' scholarships will be terminated if they fail to achieve 75% the following semester. Reinstatement may be considered if the jury grade goes above the requirement. Students must re-apply.

6. Spivey Music Scholarship awards of students who fail the performance portion of the Sophomore Barrier exam a second time will be reviewed by the Scholarship Committee and may be subject to reduction or termination, at the discretion of the full-time Music faculty.

7. Any Student Code of Conduct violation will result in immediate termination of the scholarship. Reinstatement may be considered after a full year, following a successful written appeal. Students must re-apply and re-audition.

*A full-time student who drops to part-time status will be required to return a pro-rated portion of the scholarship award.

AWARD FOR EXCELLENCE IN MUSIC

Each year the music faculty selects one outstanding student to receive the Award for Excellence in Music, to be presented at the College of Arts and Sciences Awards Convocation. All students in the music and music education majors may be considered for this annual award.

The winning student receives a cash award, and his/her name is engraved on a perpetual plaque displayed in the Music Education Building.

Any Music faculty member may nominate students to be considered for the award. The full-time music faculty will select the winner, by majority vote, based upon the following criteria:

- Demonstrated excellence in musicianship in the respective area of emphasis throughout the academic year.
- Exhibition of outstanding leadership qualities and participation in Division of Music activities.
- A minimum GPA of 3.5 in all music courses

ALMA LILLY FARFÁN-NORTHWAY SCHOLARSHIP

For a number of years, the South Metro Atlanta Music Teachers Association awarded this now-discontinued scholarship in honor of a former SMAMTA member. 2017 was the last year it was awarded.
Guyton McLendon Memorial Scholarship

Eligibility: full-time instrumental music education student, cumulative minimum GPA of 3.0 based on at least two semesters of study;

Recipient to be selected each year by music faculty, based on scholarship criteria stated above;

Demonstration of financial need is not required;

Students may receive the scholarship more than once if selected by the music faculty.

“Time is money, if you are in the habit of making money – but to anyone in the habit of making art, money is time.”
Sallie Tisdale
2018-2019 CALENDAR

Consult this calendar frequently (online), since dates may be subject to change.

Dates listed for Spivey Hall events include only VPA events.
Contact Spivey Hall (www.spiveyhall.org) for information on the Spivey Concert Series.

August 2018

13 Classes begin
13-16 Drop/Add Period
15 11:00 a.m., Room 157 Music Convo: Meeting – All Music Students must attend
16 Tuition/fee payment deadline for Drop/Add
22 11:00 a.m., Room 157 Music Convo: CAPS—Beating Procrastination
23 9:00 a.m./ROLL CALL No-Show reporting deadline
29 11:00 a.m., Room 157 Music Convo: Success in Music Auditions

September 2018

03 LABOR DAY HOLIDAY NO CLASSES
05 11:00 a.m., Room 157 Music Convo: Topic TBA
12 11:00 a.m., Room 157 Music Convo: Project Runway: Audition! (+ Theatre Lab)
15 Last day to apply for Spring 2019 graduation
18 Begin Midterm Grade Reporting period
19 11:00 a.m., Room 157 Music Convo: The Artist as Citizen (with Theatre Lab)
21 12:15 p.m., Room 215 VPA Faculty Meeting
23 3:00 p.m., Clayton County PAC Peach State Opera: La Bohème
(Director: Dr. Zeller; Designer: Prof. Vanmeter)
26 11:00 a.m., Room 157 Music Convo: World War I & Music (Dr. Zeller)

October 2018

01 Deadline to submit Request for Capstone Committee Assignment form to Music Coordinator
(for Spring 2019 enrollment in MUSC 4990)
3-28 Academic Advising for Spring 2019
03 End of Midterm Grade Reporting period
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>11:00 a.m., Room 157</td>
<td>Music Convo: Skills Workshops (+ Theatre Lab)</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>03</td>
<td>Deadline to submit complete first draft of Capstone document to Capstone committee chair (Fall 2018 enrollment in MUSC 4990)</td>
<td></td>
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<tr>
<td>05</td>
<td></td>
<td>Last day to withdraw from a class with a grade of W</td>
<td></td>
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<tr>
<td>08-09</td>
<td>FALL BREAK</td>
<td>NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11:00 a.m., Room 157</td>
<td>Music Convo: World War I &amp; Music, continued (Dr. Zeller)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>11:00 a.m., Room 157</td>
<td>Music Convo: NO CONVO (MDW YPC in Spivey Hall)</td>
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</tr>
<tr>
<td>20</td>
<td>5:00 p.m., Spivey Hall</td>
<td>Spivey High School Honor Choir</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>3:00 p.m., Spivey Hall</td>
<td>Kurt-Alexander Zeller, tenor/Michiko Otaki, piano “Everyone Sang”</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>11:00 a.m., Room 157</td>
<td>Music Convo: Division of Music Student Recital</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>12:00 noon, Room 157</td>
<td>Recital Hearings for 13 and 15 November Student Recitals</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>11:00 a.m., Room 157</td>
<td>Music Convo: Division of Music Student Recital</td>
<td></td>
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<tr>
<td></td>
<td>01</td>
<td>November 2018</td>
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<tr>
<td></td>
<td>Deadline to submit complete Capstone document to Capstone committee chair (Fall 2018 enrollment in MUSC 4990)</td>
<td></td>
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<tr>
<td>02</td>
<td>7:30 p.m., Spivey Hall</td>
<td>VPA World War I Remembrance Concert CSU Choirs and Orchestra; Southern Crescent Symphony</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>11:00 a.m., Room 157</td>
<td>Music Convo: Talking with Audiences (+ Theatre Lab)</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>7:30 p.m., Spivey Hall</td>
<td>Spivey Honor Chamber Orchestra</td>
<td></td>
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<tr>
<td>13</td>
<td>7:30 (1) OR 7:00/8:15 (2)</td>
<td>Possible Division of Music student degree recital(s)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>11:00 a.m., Room 157</td>
<td>Music Convo: Student Recital Cancelled: Power Outage</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>7:30 (1) OR 7:00/8:15 (2)</td>
<td>Deadline to submit Capstone Proposal form and project abstract to Music Coordinator (you may submit early!) (for Spring 2019 enrollment in MUSC 4990)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>7:30 (1) OR 7:00/8:15 (2)</td>
<td>Possible Division of Music student degree recital(s)</td>
<td></td>
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<tr>
<td>16</td>
<td>12:15 p.m., Room 215</td>
<td>VPA Faculty Meeting</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>Course and Instructor Evaluation period begins</td>
<td></td>
</tr>
<tr>
<td>21-25</td>
<td>THANKSGIVING BREAK</td>
<td>NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Event</td>
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<tr>
<td>26</td>
<td>7:30 p.m.</td>
<td>Spivey Hall</td>
<td>Clayton Community Big Band</td>
</tr>
<tr>
<td>28</td>
<td>11:00 a.m.</td>
<td>Spivey Hall</td>
<td>CSU Division of Music Curated Student Recital</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room 157</td>
<td>Re-scheduled Student Recital of 14 November</td>
</tr>
<tr>
<td>30</td>
<td>7:30 p.m.</td>
<td>Spivey Hall</td>
<td>Christmas at Clayton State CSU Choirs and Orchestra</td>
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</table>

**December 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Event</th>
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<tbody>
<tr>
<td>01</td>
<td>3:00 p.m.</td>
<td>Spivey Hall</td>
<td>Christmas at Clayton State CSU Choirs and Orchestra</td>
</tr>
<tr>
<td>03</td>
<td></td>
<td></td>
<td>Last day of classes</td>
</tr>
<tr>
<td>03</td>
<td>5:00 p.m.</td>
<td></td>
<td>Deadline to submit final version of Capstone document to all Capstone committee members (Fall 2018 enrollment in MUSC 4990)</td>
</tr>
<tr>
<td>03</td>
<td></td>
<td></td>
<td>Course and Instructor Evaluation period ends</td>
</tr>
<tr>
<td>04-10</td>
<td></td>
<td></td>
<td>Final Exams and Juries</td>
</tr>
<tr>
<td>04</td>
<td>7:30 p.m.;</td>
<td>Spivey Hall</td>
<td>Clayton County Honor Orchestra/CSU Prep School</td>
</tr>
<tr>
<td>06</td>
<td></td>
<td></td>
<td>Tuition/fee payment deadline for Spring 2019</td>
</tr>
<tr>
<td>08</td>
<td></td>
<td></td>
<td>Fall Commencement</td>
</tr>
<tr>
<td>12</td>
<td>11:59 p.m.;</td>
<td>DUCK</td>
<td>Fall 2018 grades due (faculty)</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>Grades available for students who did evaluations</td>
</tr>
<tr>
<td>24-31</td>
<td></td>
<td></td>
<td>BUILDING CLOSED for winter break</td>
</tr>
</tbody>
</table>

**January 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Event</th>
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<tbody>
<tr>
<td>01</td>
<td></td>
<td></td>
<td>BUILDING CLOSED for New Year’s Day holiday</td>
</tr>
<tr>
<td>07</td>
<td></td>
<td></td>
<td>First day of classes</td>
</tr>
<tr>
<td>07-10</td>
<td></td>
<td></td>
<td>Add/drop period</td>
</tr>
<tr>
<td>09</td>
<td>11:00 a.m.</td>
<td>Room 157</td>
<td>Music Convo: Meeting—All Music Students must attend</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>Tuition/fee payment deadline for Drop/Add</td>
</tr>
<tr>
<td>16</td>
<td>11:00 a.m.</td>
<td>Room 157</td>
<td>Music Convo: “The Creative Habit” (+ Theatre Lab)</td>
</tr>
<tr>
<td>17</td>
<td>9:00 a.m.;</td>
<td>ROLL CALL</td>
<td>No-show Reporting Deadline</td>
</tr>
<tr>
<td>18</td>
<td>12:00 noon;</td>
<td>Room 215</td>
<td>VPA faculty meeting</td>
</tr>
<tr>
<td>21</td>
<td>MLK HOLIDAY</td>
<td></td>
<td>NO CLASSES</td>
</tr>
</tbody>
</table>
February 2019

01 12:00 noon, Conference Room  
Division of Music faculty meeting

01  12:00 noon, Conference Room  
Division of Music faculty meeting

06  11:00 a.m., Room 157  
Music Convo: GA Lawyers for the Arts (+ Theatre Lab)

08  12:00 noon, Room 215  
VPA faculty meeting

11  
Beginning of Midterm Grade Reporting period

12  All Day  
Clayton State High School Choral Festival

13  11:00 a.m., Room 157  
Music Convo: Art as Hospitality (+ Theatre Lab)

14-15 Athens  
GMEA All-State Chorus

16  9:00 a.m., Room 157  
New Student Auditions

20  11:00 a.m., Room 157  
Music Convo: Division of Music Student Recital #1

22  12:00 noon, Conference Room  
Division of Music faculty meeting

22-23 Athens  
GMEA Elementary

25  9:00 a.m., DUCK  
End of Midterm Grade Reporting period

25  
Advising for Summer and Fall 2019 begins

26  7:30 p.m., Spivey Hall  
Southern Crescent Symphony Orchestra Family Concert

27  11:00 a.m., Spivey Hall  
Re-scheduled Fall 2018 Music Division Curated Recital

March 2019

28 Feb-2 Mar Athens  
GMEA All-State Band and Orchestra

01  
Last day to withdraw from a class with a grade of W

01  
Deadline to submit complete first draft of Capstone document to Capstone committee chair  
(Spring 2019 enrollment in MUSC 4990)
01  12:00 noon; Room 157  Recital Hearings for 2 and 4 April Student Recitals
04-08  SPRING BREAK  NO CLASSES
13  11:00 a.m., Room 157  Music Convo: Division of Music Student Recital #2
15  12:00 noon, Room 215  VPA faculty meeting
16  9:00 a.m., Room 157  New Student Auditions
18  Registration for Fall 2019 begins
20  11:00 a.m., Baker Center  Music Convo: Arts in the Baker Center
21  7:30 p.m., Spivey Hall  Clayton State University Orchestra, with Mu Phi Epsilon International Artist Katsuya Yuasa
22  12:00 noon, Conference Room  Division of Music faculty meeting
27  11:00 a.m., Spivey Hall  Music Convo: possible NASM Visit Recital (or TBA)
29  12:00 noon, Room 157  Recital Hearing for 16 April student recitals
30  Samford University  National Opera Association Southeast Region Scene Exchange

April 2019

01  Deadline to submit complete Capstone document to Capstone committee chair (Spring 2019 enrollment in MUSC 4990)
02  7:30 (1) OR 7:00/8:15 (2)  Possible Division of Music Student Degree Recital(s)
03  11:00 a.m., Room 157  Music Convo: Dr. Carol Payne, guest presenter
04  7:30 (1) OR 7:00/8:15 (2)  Possible Division of Music Student Degree Recital(s)
10  11:00 a.m., Room 157  Music Convo: Disability and the Arts (+ Theatre Lab)
12  12:00 noon, Room 215  VPA faculty meeting
12-13  7:30 p.m., Spivey Hall  Music Drama Workshop production
15  Deadline to submit Capstone Proposal form and project abstract to Music Coordinator (for Fall 2019 enrollment in MUSC 4990)
15  Course and Instructor Evaluation period begins
16  7:30 (1) OR 7:00/8:15 (2)  Possible Division of Music Student Degree Recital(s)
17  11:00 a.m., Room 157  Music Convo: Division of Music Student Recital #3
20  9:00 a.m., Room 157  New Student Auditions
23 7:30 p.m., Spivey Hall Southern Crescent Symphony: Symphonic Sampler
24 11:00 a.m., Room 157 Music Convo: TBA
24 7:30 p.m., Spivey Hall CSU Jazz Combo concert
25 7:30 p.m., Spivey Hall Masterworks Chorus at Spivey Hall concert
26 7:30 p.m., Spivey Hall CSU Student Academic Conference
26 11:00 a.m., Spivey Hall Division of Music Curated Student Recital
28 3:00 p.m., Spivey Hall CSU Chorale
29 Course and Instructor Evaluation period ends
29 Last day of classes
29 5:00 p.m. Deadline to submit final version of Capstone document to all Capstone committee members (Spring 2019 enrollment in MUSC 4990)
29 7:30 p.m., Spivey Hall Clayton Community Big Band
30 April-06 May Final Exams and Juries

May 2019
30 April-06 May Final Exams and Juries
04 Spring Commencements
07 5:30 & 7:00 p.m.; Spivey Hall CSU Preparatory Department recitals
08 11:59 p.m.; DUCK Final Spring 2019 grades due (faculty)
09 7:30 p.m., Spivey Hall Clayton County Honor Orchestra
10 Grades available for students who did evaluations

June 2019
22 9:00 a.m., Room 157 New Student Auditions

“Determine that the thing can and shall be done, and then we shall find the way.”
Abraham Lincoln

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“Without enough sleep, we all become tall two-year-olds.”
Jojo Jensen

FORMS
Curriculum Worksheet Forms

Curricular Worksheets and Graduation Applications for all Music curricula can be found on the Division of Music website at http://www.clayton.edu/vpa/Music/Forms

Be sure to choose the correct catalogue year. If you are uncertain about which is the correct catalogue year for you, please consult your academic advisor.

“Everything comes to him who hustles while he waits.”
Thomas Edison

“Gospel says ‘yes’ and the blues say ‘no,’ but they speak in the same voice.”
Bob Hicks

(back to Table of Contents)
Minor in Music

<table>
<thead>
<tr>
<th>Minor in Music (18 hours)</th>
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</thead>
<tbody>
<tr>
<td>Required Courses (9 hours)</td>
</tr>
<tr>
<td>MUSC 2011</td>
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<tr>
<td>MUSC 2111</td>
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<tr>
<td>MUSC 1500 or 2400</td>
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<tr>
<td>MUSC 0890 (4 semesters required)</td>
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<tr>
<td>MUSC 0890</td>
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<td>MUSC 0890</td>
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<tr>
<td>MUSC 0890</td>
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<tr>
<td>MUSC 1151</td>
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<tr>
<td>Select 1 course from the following: MUSC 3614, MUSC 3615 (3 hours)</td>
</tr>
<tr>
<td>Any upper-division music courses (6 hours)</td>
</tr>
</tbody>
</table>

- This minor consists of 18 semester credit hours.
- All courses must be completed with a grade of C or better.
- In addition, MUSC 2301 (Introduction to Music) must be taken (unless taken in Area C2).
Instructions: Please print this form and return it to the appropriate department.

Change/Addition of a Minor

Name__________________________________________________________

LakerID________________________ Current Major____________________

Please select your minor from the list below:

<table>
<thead>
<tr>
<th>CHECK</th>
<th>MINOR</th>
<th>DEPARTMENT</th>
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<tbody>
<tr>
<td></td>
<td>African American Studies</td>
<td>Interdisciplinary Studies</td>
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<tr>
<td></td>
<td>Art</td>
<td>Visual and Performing Arts</td>
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<td></td>
<td>Biology</td>
<td>Natural Sciences</td>
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<td></td>
<td>Business Administration (Non-Business Majors)</td>
<td>School of Business</td>
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<td></td>
<td>Chemistry</td>
<td>Natural Sciences</td>
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<td></td>
<td>Communication &amp; Media Studies</td>
<td>Visual &amp; Performing Arts</td>
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<td>Computer Science</td>
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<td></td>
<td>Criminal Justice</td>
<td>Social Sciences</td>
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<td></td>
<td>English – Literature</td>
<td>English</td>
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<td>English – Writing</td>
<td>English</td>
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<td></td>
<td>French</td>
<td>Humanities</td>
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<td>Health &amp; Fitness Management</td>
<td>Arts and Sciences Dean's Office</td>
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<td></td>
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<td>Social Sciences</td>
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<td>Music</td>
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<td>Supply Chain Management</td>
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<tr>
<td></td>
<td>Theatre</td>
<td>Visual &amp; Performing Arts</td>
</tr>
<tr>
<td></td>
<td>Women's Studies</td>
<td>Interdisciplinary Studies</td>
</tr>
</tbody>
</table>

Please return this form to the appropriate academic department.

_________________________                    ___________ Date
Signature                                                                             Date
CLAYTON STATE UNIVERSITY

Application for Admission to the Music Education Certification Program

Important: Admission to the teacher education certification program is separate from and in addition to admission to the University and admission into the music program. Applications for the Music Education Certification program will be reviewed during two admission cycles a year. Applications for the Fall semester are due the last Friday of May. Applications for the Spring semester are due the last Friday of October.

(Incomplete or late applications will not be reviewed until the next admission cycle.)

PLEASE PRINT LEGIBLY

Full Name ________________________________ Birth Date _____ ____________

Permanent Address ______________________________________________________________________________________

City __________________________________________ State __________________ Zip ________________________

Employment (Company, City & State) ________________________________________________________________

Home Telephone __________________ Work Telephone ________________ Preferred E-Mail ________________________________

List other colleges attended ______________________________________________________________________________________

Do you have an associate’s degree? Yes ☐ No ☐

If yes, from what college? ________________________________

Portfolio Admission Checklist (Check those criteria that have been met and attach supporting documents such as transcripts, teaching observations evidence, and one-page essay.)

☐ Admission to Clayton State University

☐ Met with Music Education advisor. Advisor name: ________________________________

☐ Completion of at least 45 semester hours of college credit (minimum requirement to submit application)
   Students are required to complete all Area F courses and MUSC 2900.

☐ Grades of A, B, C, or K in all applicable Areas A-F courses.
   Students must have a grade of C or better in ALL courses required for the degree.

☐ Institutional Grade Point Average of 2.50 or higher (Overall GPA_______)

☐ Program Grade Point Average of 2.50 or higher (Program GPA ______ )

☐ Successful completion of MUSC 2900 with documentation of 35 field experience hours.

☐ Successful completion of MUSC 2301 with a grade of C or better.

☐ Successful completion of Sophomore Barrier – Music Education

☐ Documentation of teaching observations (this is satisfied in EDUC 2110, 2120, or 2130 at CSU)

☐ Passage of all sections (reading, writing and mathematics) of the GACE Basic Skills Assessment or exemption from the GACE Basic Skills Assessment through composite verbal and math scores on the ACT (43) or the SAT (1000)

☐ Attach a one-page essay on why you want to be a music teacher

☐ Background Check (complete form with CSU Public Safety Office, STC-207)
List below any specific circumstances to be considered by the Professional Education Program Committee:

_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

__________________________________________________________

Student Signature                                           Date

Return completed form and portfolio documentation to the Department of Visual and Performing Arts, Division of Music, Music Education Building, Room 202.

Clayton State University is committed to the principle of affirmative action and shall not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, physical or mental handicap, disability, or veteran’s status in its recruitment, admissions, employment, facility and program accessibility, or services.

(back to Table of Contents)
Music Education Certification Program
Information Form

Full Name: ___________________________________________ Date: ____________________

Home Address: _____________________________________________

City: __________________________ State: __________ Zip Code: ______________________

County of Residence: ____________________________________________

Home Telephone: __________________________ Work or Cell Telephone: ______________________

E-Mail: __________________________________________

High School Attended (include city): __________________________

Race*: __________________________ Gender*: ________ Birth Date*: __________

*for statistical purposes only

Category:

_____ Freshman  _____ Sophomore  _____ Junior  _____ Senior  _____ Post-baccalaureate

_____ Other (please explain): __________________________________________

Projected Admission to Certification Program (only): _____ Fall 2018  _____ Fall 2019

_____ Fall 2020  _____ Fall 2021  _____ Fall 2022

Please check your projected track:

Music (Check only one)  Vocal  Instrumental

Comments/Concerns:

Are you interested in any other teacher education fields? _____ YES  _____ NO

If so, what field(s)? __________________________________________

Please RETURN THIS FORM with your Teacher Education Certification Application. The form will be authorized and filed with your application.

_________________________________________________________  ______________________
Signature of Music Education or  Date
Teacher Education Official (Faculty/Staff Member)

(back to Table of Contents)
Facilities Use Request Form (FURF) for Spivey Hall

Submission of a completed FURF is required no later than 30 days before any performance in Spivey Hall. The form is available online and is in two parts. For recitals, your instructor should complete and submit both parts.

Part 1:  https://claytonstate.qualtrics.com/SE/?SID=SV_b1Oc7a3YMbXqrcN

Please check the next pages for policies on the use of Spivey Hall of which you should be aware before planning your recital and rehearsals

“No longer talk about the kind of man a good man ought to be, but be one.”
Marcus Aurelius
SPIVEY HALL POLICIES & PROCEDURES

To preserve the hall for all future users, it is essential that you observe these policies very carefully and comply with them. These policies and procedures are integral to your utilization of Spivey Hall.

1. The Spivey Hall Production Manager must be contacted no later than **one month prior to the event** to make all necessary final arrangements needed for the production, including but not limited to load-in and load-out times, stage requirements, performance equipment needed, special stage lighting, facilities needed, and rehearsal time needed. This includes any and all desired changes to the Facility Use Request Form (FURF).

2. Rehearsal time granted is based on availability.

3. If the organ is to be used during a performance, the organist must contact the Spivey Hall Production Manager to arrange for an orientation prior to the performance. **The interior organ casework is off-limits to all persons.**

4. Due to the expense of instruments and all other equipment owned by Spivey Hall, only the production staff may move the pianos or organ console, remove piano lids, operate the pit lift, or handle sound equipment.

5. Only Spivey Hall production staff shall operate sound, lighting, and production equipment within the hall. Only trained persons specifically authorized by Spivey Hall staff may access the Control Booth.

6. The acoustical shelf may **not** be used for performing, photographing, or recording of any kind.

7. No sets or props may be used that nail to the floor or stage or in any way mark or damage the recital hall and its backstage areas. All props or sets must be designed to fit within the limitations of the freight elevator and the stage doors of the recital hall. All plans for sets, props, makeup, and costume racks must be indicated in writing with the return of the Facilities Use Request Form (FURF) and approved by the Executive Director of Spivey Hall.

8. Stage makeup may be applied only in the dressing rooms and restrooms located backstage.

9. **NO** flames, candles, or incense may be used for any reason.

10. The backstage hallway of Spivey Hall is a fire exit and must be kept clear of personal belongings, instrument cases, percussion equipment, and other materials that might cause a hazard during an emergency evacuation. Dressing room facilities should be used for this purpose.

11. Audience members are **not** allowed on the performance stage or in the backstage area before, during, or after a performance. Audience members may meet performers in the lobby. Special allowances will be made for emergencies.
12. The call for all production staff will be at least one hour prior to the performance or rehearsal, unless otherwise specified in the scheduling process. The Spivey Hall Production Manager reserves the right to make all decisions concerning the scheduling of staff for any event.

13. All large materials brought into the hall by the user for a performance must enter through the loading dock at the rear of the building. Advance notice is required since the hall may be in use. All materials brought into the hall by the user must be removed immediately after the performance(s) unless authorization is given by the Production Manager. Absolutely nothing may be stored in the stairwells at any time. Spivey Hall will not be responsible for instruments, personal belongings, etc. left in the hall.

14. No recordings or photography of any kind is allowed in Spivey Hall without the consent of the Executive Director. Requests must be made in writing no later than one month prior to the scheduled event.

15. No food or drink is allowed inside the recital hall for any reason. Food and drink are allowed backstage; however, please be courteous by disposing of all trash in the receptacles provided.

16. No smoking is allowed in any part of the building, including the backstage hallway, Green Room, and dressing rooms.

17. No alcohol or illegal drugs are allowed on the property or inside the building. Spivey Hall is a drug free environment and strictly adheres to the safety standards set forth by Clayton State University.

18. The circle at the front entrance of Spivey Hall is a no parking area. Adequate parking is available in the lot across from the hall.

19. Users of the hall will be held responsible for any damage above and beyond normal wear caused to Spivey Hall equipment or to the building by its performers, sponsors, or patrons.

20. Due to the fragility of antique items in the Green Room, only adults are allowed use of this room.

21. All Clayton State University campus rules apply in Spivey Hall.
Student Name

Today’s Date

Recital Type (Junior/Other: ______________)

Recital Date/Time

Recital Hearing Date/Time (see Calendar for specified date of hearing for this recital date)

Studio Professor’s Approval

Staff Accompanist’s Approval

Music Coordinator’s Approval

N.B. Except in emergency situations, cancellation of a confirmed recital date will preclude the student from rescheduling the recital for performance in the same semester.

List the complete program including titles, movements, full names of composers, their dates, and length of compositions:
REQUEST FOR CAPSTONE COMMITTEE ASSIGNMENT (Music)
(Due: 1 October for Spring Capstones, 1 February for Fall Capstones)
Submit to Division of Music Coordinator

Name ____________________________________________________________________________

Date ____________________________________________________________________________

Tentative Topic _____________________________________________________________________

Project Type _______________________________________________________________________

Advisor Name (printed) ____________________________________________________________________________________
Advisor Signature and Date ________________________________________________________________________________

Attach a brief project description to this form.

Committee Members Agreeing to Serve:

Chair Name (printed) ____________________________________________________________________________________
Signature and Date ______________________________________________________________________________________

Member Name (printed) __________________________________________________________________________________
Signature and Date ______________________________________________________________________________________

Member Name (printed) __________________________________________________________________________________
Signature and Date ______________________________________________________________________________________
CAPSTONE PROPOSAL (Music)
(Due 15 November for Spring Capstones, 15 April for Fall Capstones)
Submit to Division of Music Coordinator

____________________________________________________________________________

Name ___________________________ Date __________

Project Title ____________________________________________

Project Type ____________________________________________

Research Methods ____________________________________________

Project Summary Attached:
Yes □

Committee Members Approval:

Chair Name (printed) ___________________________ Signature and Date __________

Member Name (printed) ___________________________ Signature and Date __________

Member Name (printed) ___________________________ Signature and Date __________
# CAPSTONE CHECK OFF SHEET (Music)

*(for Division of Music use)*

---

**Student Name**

---

**Semester Prior to Capstone Enrollment**

*Request for Capstone Committee Assignment Form submitted*

---

**Music Coordinator (printed)**

---

**Music Coordinator Signature and Date**

---

**Capstone Proposal Form submitted**

---

**Music Coordinator Initials and Date**

---

**Semester of Capstone Enrollment**

**First Draft to Committee Chair**

---

**Committee Chair Initials and Date**

---

**Final paper to Committee Chair**

---

**Committee Chair Initials and Date**

---

**Final paper to all members**

---

**Committee Chair Initials and Date**

---

**Committee Member Initials and Date**

---

**Committee Member Initials and Date**

---

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CAPSTONE APPROVAL (Music)

____________________________________________________________________________

Project Title

________________________________

Capstone Grade (S/U)

Committee Members:

__________________________________

Chair Name (printed)  __________________________

Signature and Date

__________________________________

Member Name (printed)  __________________________

Signature and Date

__________________________________

Member Name (printed)  __________________________

Signature and Date

The committee's decision has been received and the grade has been submitted.

__________________________________

Music Coordinator Name (printed)  __________________________

Music Coordinator Signature and Date

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WEDNESDAY CONVO RECITAL PERFORMANCE FORM

Completed forms, neatly written, must be delivered to the VPA Office by 5:00 p.m. **two weeks prior** to the requested performance date.

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<th>E-mail</th>
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<table>
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<th>Instrument or voice type</th>
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<table>
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<tr>
<th>Complete title of work to be performed</th>
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<table>
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<th>Title of movement or movements</th>
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<th>Composer's dates</th>
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<th>Duration of performance</th>
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<tr>
<th>Names of assisting performers and/or accompanist and instruments: (example: Grant Jones, piano)</th>
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</tbody>
</table>

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<thead>
<tr>
<th>Provide a description or diagram of desired stage set-up (stand placement, piano lid height, etc.). Also, for vocal selections, write in (or attach) text and/or translations for inclusion in the program (REQUIRED—will not be approved if missing)</th>
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<tr>
<th>Applied Instructor or Faculty Sponsor Signature</th>
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<tr>
<th>Staff Accompanist Signature</th>
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</tbody>
</table>

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Clayton State University

APPLIED INSTRUMENTAL JURY REPertoire SHEET

This form must be filled out by **every** student during each semester of enrollment in applied lessons. Forms must be completely filled out and signed by the instructor **before** instrumental juries occur.

Name: 

Term: 

Laker ID #

Instrument: 

Applied Instructor: 

Course Number (circle one): 1500  2400  2500  4400  4500

Degree Sought:  BA in Music  BM in Music Education  Music minor

Have you taken/passed the Sophomore Barrier?  Yes  No

If no, when will you take it?

For how many semester hours are you registered this term?

Number of hours you practiced per week this semester:

List dates of performances in Studio Classes, Music Convos, and *solos*, in ensemble concerts:

*Complete the repertoire sheet on the back side (with Instructor’s signature)*
List all repertoire studied this term. List all compositions as follows: composer, title, opus, key. List movements below title. Put an asterisk (*) by those completed and/or ready to perform for this jury:

List all technical studies (etudes, scales, etc.) that have been studied this term:

Instructor Signature: ________________________________

Date: ________________

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Clayton State University

APPLIED VOICE JURY REPERTOIRE SHEET

This form must be filled out by every student during each semester of enrollment in applied lessons. Forms must be completely filled out and signed by the instructor before vocal juries occur.

Name: Term: Laker ID #

Instrument: Applied Instructor:

Course Number (circle one):  1500 2400 2500 4400 4500

Degree Sought: B.A. in Music B.M. in Music Education Music minor

Have you taken/passed the Sophomore Barrier? Yes No

If no, when will you take it?

For how many semester hours are you registered this term?

Number of hours you practiced per week this semester:

The primary goals my instructor and I established for my progress this semester were:

List dates of performances in studio classes, Music Convos, MDW productions (list role), and solos in ensemble concerts, with brief explanation (title usually will do):

List all repertoire studied this semester. Include title, composer, and key. (If the piece is an excerpt from a larger work, give its title also, e.g., "Ich grolle nicht," from Dichterliebe, or "Porgi, amor," from Le nozze di Figaro.) Place a check mark before the titles of all works being offered for this jury exam. Place an asterisk (*) before the title of any work that you did not begin to work on new this semester.

Instructor Signature: ________________________________

Date:____________________

(back to Table of Contents)
MUSIC SCHOLARSHIP RENEWAL FORM (Returning Student)

due by 5:00 p.m. on the last day of spring semester classes

Date ______________________ Laker ID# ______________________

Name ______________________

Address ________________________________________________

Summer Address (if different) __________________________________

Email ______________________ Phone ______________________

Instrument/Voice Type __________________ Applied Teacher________

Curriculum (check one) ______ B.A. in Music ______ Music minor

____ B.M. in Music Education

Request for Next Year (check one or more)

____ I would like to renew my scholarship with no changes.

____ I would like to be considered for a scholarship increase. *

____ I would like to be considered for an ensemble requirement change.*

____ I request an extension beyond the maximum of semesters on the Scholarship.*

*Requests for a scholarship change or extension must be accompanied by a brief written statement (typed), justifying the request. The statement must include a description of the student’s musical progress and contributions to the music program this year.

--------Please do not write below this line—for Scholarship Committee use only--------

Current Scholarship Amount $______________

Ensemble Assignment for Scholarship ________________________________

Ensemble Grades: Fall _________ Spring ____________

Cumulative Institutional GPA _______ Cumulative Institutional MUSIC GPA________

Scholarship Service Activities completed: _____________________________

Recommendation: ______ Renewal with no changes

____ Renewal with increase (new amount $__________)

____ Renewal with ensemble requirement change

(new requirement: ____________________________________________)

____ Renewal with one-semester probation (no change in amount/requirements)

____ Non-renewal (reason: ________________________________)

Signatures: Scholarship Committee Chair _______________________

Division of Music Coordinator __________________________________

(back to Table of Contents)
STUDENT MUSICAL INSTRUMENT AND EQUIPMENT USAGE AGREEMENT

PLEASE PRINT CLEARLY:

Name: _______________________________ Laker ID#__________________________

Clayton State Email: __________________ Other Email: __________________________

Current mailing Address: _______________________________________________________

Phone# (h)_________________________ (cell)_______________________________

PLEASE READ THE FOLLOWING TERMS AND CONDITION CAREFULLY:

1. Students acknowledge responsibility for the return of the instrument(s)/equipment to MEB 148 during posted hours the last week of classes of the current semester. A late fee of $40.00 plus $5.00 for each working day after the scheduled return shall be assessed if the instrument is not returned in a timely fashion. Final grades, transcripts, and/or diplomas shall be held for failure to return instrument(s)/equipment and/or failure to pay any applicable late fees. In addition, Students failing to return instrument(s)/equipment may require the CSU VPA Department to refer the matter to campus security to apply the law governing illegal possession of state property.

2. Students requiring instrument(s)/equipment between semesters shall require a new contract with the CSU VPA Department. Unless approved by the CSU VPA Department in writing, Students shall not maintain possession of any instrument(s)/equipment through formal graduation proceedings. If such a request is approved by the CSU VPA Department, a rental fee shall be assessed for this additional period of time.

3. Students assume full responsibility for the care and condition of any instrument(s)/equipment in their possession during the term of this Agreement. Students shall assume full responsibility for any loss, theft, or damage that may occur during time the instrument(s)/equipment in their possession. Students shall be responsible for all repairs due to negligence and/or replacement costs incurred. Repairs and/or replacement of CSU VPA Department instrument(s)/equipment must be approved by the University.

4. Students acknowledge that all instruments and accessories are the property of the State of Georgia and must be immediately returned to an authorized University representative upon request. Authorized representatives include, but are not limited to, the Department Chair of the Visual and Performing Arts Department, a person designated by the Department Chair, and/or any other authorized University representative.

5. A $100.00 per semester refundable deposit shall be paid by Students prior to receiving the instrument(s)/equipment listed below. The deposit shall be refunded upon the return of the instrument(s)/equipment to the VPA Department, evaluated for wear and tear, and the condition of the instrument(s)/equipment approved by authorized personnel.

I have read and understand the terms and conditions set forth above and agree to comply with all these provisions, and acknowledge receipt of the state property described in this Agreement.

Student’s signature_________________________ Date________________________

For use in_______________________________________________________________

Instructor’s signature_________________________ Date________________________

Staff use only

INSTRUMENT________________________________________ BRAND____________________________________

SERIAL # Case #

ACCESSORIES_________________________________________________________________________________________________

FEES PAID$_______________________________________ DATE PAID________________________

DATE RETURNED____________________ RECEIVED/APPROVED BY_____________________________

DEPOSIT RETURNED____________________ DATE RETURNED________________________

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