

Key Policies For Faculty 2016 - 2017

- Faculty “Heads of Area” are responsible for writing and issuing Gateway Letters and must use the templates found on the Shared Drive.
- Presidential Scholars must maintain a 3.4 GPA. Could we include - be studying privately and be in two ensembles, one of which must be a major ensemble. (Wind Symphony, Orchestra, Choir only)
- Music Scholars must maintain a 3.00 GPA and be studying privately and be in two ensembles, one of which must be a major ensemble. (Wind Symphony, Orchestra, Choir only)
- Vocal Juries during Fall term are held on Study Day and Instrumental Juries take place the first day of Finals. In the Spring Instrumental Juries are held on Study Day and Vocal Juries take place the first day of Finals. Gateway and BFA Juries are typically held on the Saturday before Finals.
- In April, during the last week of classes, we alternate events by year. Even years the Percussion Festival is the Friday/Saturday of the last week of classes. Odd years it is 1 week earlier and then the Wind Symphony concert goes earlier too.
- Commencement alternation is Band/Orchestra and Concert Choir/Opus
- All **scholarship** auditions, even specially scheduled ones, must be completed before the last audition date on our music calendar.
- Degree recitals (Junior/Senior) should not be scheduled during the last week of classes or during finals week.
- For Music, the Capstone Project is the Recital, the EDGE project is something different.
- Faculty must send these documents to Donna always for the student’s file:
 - Every semester’s jury forms
 - Gateway Letter
 - Recital Preview Form
 - Actual Recital Form
 - Piano Proficiency Proof of Pass (handled by piano faculty)