

Bowling Green State University, College of Musical Arts Faculty Handbook

Version: October 22, 2019

Vision Statement	2
Mission Statement.....	2
Important Phone Numbers.....	2
Governing Documents	2
General references	3
Forms	3
Policies	4
Grant Opportunities	4
Policies and Procedures in Alphabetical Order.....	4
Academic Assistance.....	4
Academic Honesty	5
College Recital Hour	5
Copyright Law	5
Fees.....	6
FERPA.....	6
Health and Safety for the Musician	6
Instruction	8
Instruments and Other Equipment.....	10
MidAmerican Center for Contemporary Music (MACCM)	11
Moore Musical Arts Center Facilities.....	11
Music Library	12
NASM Code of Ethics	13
Personal Property	13
Pro Musica	13
Recital Attendance.....	13
Recital Policies and Procedures.....	14
Scheduling.....	17
Surplus	18
Textbooks	18
Time and Productivity Reporting.....	18
Title IX.....	18

This handbook outlines policies and procedures for the operations of the College of Musical Arts. In order to avoid redundancies and the potential for listing outdated information, many policies are provided as external links.

[Vision Statement](#)

At the College of Musical Arts, we believe in the transformative power of music and education, for our students, our communities, and the world. Through their dedicated musical study and practice, students in the College of Musical Arts develop their own paths and opportunities in life by expanding the boundaries of knowledge, learning, expression, and the human experience.

[Mission Statement](#)

Offering a comprehensive music curriculum featuring distinctive specialties in contemporary music and music education, our expert faculty guide students of all majors in the pursuit of artistic and scholarly excellence. By honoring traditions and embracing innovation, we prepare students for diverse musical lives and life-long career growth. The College of Musical Arts serves the University community and Northwest Ohio as a cultural and artistic resource, and serves the music profession in state, national and international communities through support and dissemination of creative works, performances, scholarship, and music teaching.

[Important Phone Numbers](#)

CMA Main number 419-372-2181

Campus Police 419-372-2346 or 911

Bowling Green City Police 419-352-2571 or 911

BGSU Counseling Center 419-372-2081 (8–5; M–F)

Falcon Health Center 419-372-7418

Office of the Dean of Students 419-372-2843

Accessibility Services 419-372-8495

BGSU Hazing Hotline 419-372-HAZE (4293)

[Outside Resources](#)

National Suicide Prevention Lifeline 1-800-273-TALK

Sexual Assault Awareness for Empowerment (SAAFE) Center 419-372-1545

The Link (Crisis Hotline) 419-352-1545

[Governing Documents](#)

[CMA Faculty Charter](#)

Describes the governing structure of the College. In the event of conflict between the College of Musical Arts Charter and the BGSU Governance Documents, the latter will take precedence.

[BGSU Academic Charter](#)

[Collective Bargaining Agreement](#)

The purpose of the Agreement is to outline the conditions of employment and dispute resolution procedures.

Comprehensive Emergency Action Plan

Due to the fact that the handbook includes personal contact information, the link to the entire document is not provided here, but is sent out to all faculty and staff once a year. Please contact the Associate Dean if you need the link. An abridged version, is available [here](#) with all the information regarding emergency procedures.

Departmental Tenure and Promotion Documents: [MUCT](#), [MUED](#), [MUSP](#)

Departmental Merit Documents: [MUCT](#), [MUED](#), [MUSP](#)

General references

[CMA Committee roster](#)

[CMA Meeting Schedule](#)

[Music Discovery Day Administrative Site](#)

[Public Event Office Policies/Resources](#)

[UAS Site \(Admissions\)](#)

Forms

[Absent from Campus Form](#). This form is to be filled out prior to any absence during the school year.

[Campus Update Submission Form](#)

[CMA Tour and Field Trip Information](#)

[Early Bravo Music Award Form](#)

[Event Usage Request Form](#)

[Graduate forms](#)

[Hansen Fellowship Nomination Form](#)

[International Travel Registry](#) The International Travel Registry allows faculty, staff and students on BGSU-sponsored travel abroad to inform the University of their international travel plans related to University purposes and activities. Those registering through the ITR will have access to International Travel Services and Insurance Program through the University's United Health Plan.

[Recital Policies and Forms](#)

[Reserve a Piano for a Recital](#)

Travel Reimbursement: log in to Chrome River through [my.bgsu.edu](#).

[Student Travel Policy](#) and [CMA Student Travel Registration webpage](#)

[University-owned Instrument Check-out form](#)

[UPS/Fed-Ex Shipment Request Form](#)

[Vendor Payment Request](#)

Policies

[Cash Handling Policy](#)

[Graphic Standards Manual](#)

[Percussion Usage Policy](#)

[Protocol for Extended Techniques Piano Performance](#)

[Recital Policies and Forms](#)

[Recording Services Policies](#)

[Travel Expense Policy](#)

Grant Opportunities

[Building Strength Grants](#)

[Ethnic Cultural Arts Program \(ECAP\) Grants](#)

[Faculty Development and Instructional Improvement Grants](#)

[MACCM Grants](#)

[Merrill McEwen Memorial Fund](#)

[Speed Grant Application](#)

Policies and Procedures in Alphabetical Order

Academic Assistance

The College of Musical Arts provides a full range of resources and makes every effort to help students.

Students are reminded that they are ultimately responsible for their own education. However, questions and concerns occasionally arise about student-faculty relationships in courses, including ensembles and studio instruction. Students may discuss these matters with the persons listed below:

- Course Instructor
- Area Coordinator
- Department Chair
- Assistant or Associate Dean
- Dean

Sources of Additional Help

[International Student Services](#)

[The Learning Commons](#), in the Jerome Library assists students with test-taking, note-taking, writing, mathematics, time management and other study tips. They also provide tutors for any university course. Meet with a tutor individually or team up with friends and classmates to get the helpful hints which may just make a “grade a” difference.

The [BGSU Counseling Center](#), 104 College Park office building, offers a variety of free services including individual and group counseling, alcohol and drug prevention, student advocacy and stress workshops. This is a great resource and students are encouraged to take advantage of this service for problems big and small.

Appeals

Grade and Absence Appeals

Questions concerning the appeals process should be directed to the chair of the department in which the student is majoring. For details, see the [Catalogue](#).

Other Appeals

Information about other appeals is contained in the [BGSU Student Code](#). Questions should be referred to the Assistant or Associate Dean.

Academic Honesty

It is the conviction of the University and its faculty that cheating and plagiarism are destructive to the central purposes of the University and are universally disapproved. Academic honesty violations as defined in [The Student Handbook](#). The policy is established to protect the integrity of the University and the rights of students. The section covers definitions, jurisdiction, procedures, penalties, due process, and appeals. Cases of academic dishonesty for undergraduate students are handled by the Associate Dean of the CMA, and for graduate students by the Associate Dean of the Graduate College and reported through [this link](#).

College Recital Hour

Friday afternoons from 2:30–3:20 p.m. are reserved for College of Musical Arts convocations. The convocation hour schedule is posted at the beginning of each semester. In order to provide varied listening opportunities as well as opportunities for performance, at least once a semester is devoted to a College Recital. Other weeks are performance seminars, organized by studio teachers or area coordinators, are held. Concurrently, seminars are also held for composition majors.

The scheduling of seminars is at the discretion of coordinators of the various areas of music performance and composition. Attendance is mandatory for those taking applied music instruction. (Note: College Recitals count for recital attendance, but seminars do not count toward the 10 attendances required for a satisfactory grade in MUS 099.)

Copyright Law

The copyright law of the United States (Title XVII, United States Code) governs the making of photocopies or other reproductions (e.g. recordings) of copyrighted material. Photocopies or other reproductions are authorized under certain conditions specified in the law. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that use may be liable for copyright infringement.

BGSU reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. Major prohibitions under the law include:

copying to create or replace or substitute for anthologies, compilations or collective works.

copying of or from works intended to be “consumable” in the course of study or teaching such as workbooks, exercises, standard tests answer sheets and like material.

copying for the purpose of performance (except for emergency copying).

copying for the purpose of substituting for the purchase of music except for emergency copying or for academic purposes other than performance.

copying without inclusion of the copyright notice on the printed copy.

charging students beyond the actual cost involved in making copies as permitted above.

[Please read more here about copyright.](#)

Fees

Please consult [this page](#) for the current instructional and equipment fees at the College of Musical Arts.

Ensemble fees over 18 Credit Hours

The College of Musical Arts offers a variety of large and small ensemble opportunities for BGSU students and community members. Elective ensembles exist for curricular, pedagogical, cultural, or enrichment opportunities and often include a required service component to the CMA and BGSU. Undergraduate students are responsible to cover the cost of their first and/or required ensemble, even if this enrollment takes them over 18 credit hours. Any additional ensemble registrations for any ensemble, (a course with “E” designation) regardless of major, that incurs an excess credit hour fee will have the fee waived or credited to their account. Registration has to be completed by the second week of classes.

FERPA

Family Educational Rights and Privacy Act is a Federal Law designed to protect the privacy of student education records. Prior to any discussion regarding any aspect of a BGSU student with a parent/guardian or anyone else, the student must sign a release form. The form is available in the main office from the appropriate departmental secretary. After completion, the form must be placed in the student’s file. Some students have FERPA release forms on file. When in doubt, check the student file first.

Health and Safety for the Musician

Musicians and health professional are finally becoming aware of appropriate ways to avoid music related injuries. Below are a few of the many basic resources for educating yourself about how to avoid problems for yourself and your students.

Statement

We encourage including the following language in the syllabus of any course that includes exposure to high sound levels, such as orchestras and bands, but also some smaller ensembles featuring loud sound levels such as the gamelan ensemble.

“Hearing health is essential to your lifelong success as a musician. Your hearing can be permanently damaged by loud sounds, including music. Noise-induced hearing loss is generally preventable. You must avoid overexposure to loud sounds, especially for long periods of time. The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms. Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of

hearing loss. The use of earplugs and earmuffs helps to protect your hearing health. Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily, even hourly basis. See the Student Handbook for further information.”

Hearing health

Hearing health is essential to your lifelong success as a musician. Your hearing can be permanently damaged by loud sounds, including music. Technically, this is called Noise-Induced Hearing Loss (NIHL). Such danger is constant. Noise-induced hearing loss is generally preventable. You must avoid overexposure to loud sounds, especially for long periods of time. The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms. Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing. Risk of hearing loss is based on a combination of sound or loudness intensity and duration. Recommended maximum daily exposure times (NIOSH) to sounds at or above 85 dB are as follows:

- 85 dB (vacuum cleaner, MP3 player at 1/3 volume) –8 hours
- 90 dB (blender, hair dryer) –2 hours
- 94 dB (MP3 player at 1/2 volume) –1 hour
- 100 dB (MP3 player at full volume, lawnmower) –15 minutes
- 110 dB (rock concert, power tools) –2 minutes
- 120 dB (jet planes at take-off) –without ear protection, sound damage is almost immediate

Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of hearing loss. Be mindful of MP3 earbuds. See chart above. The use of earplugs and earmuffs helps to protect your hearing health. Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily, even hourly basis. It is important to follow basic hearing health guidelines. It is also important to study this issue and learn more. If you are concerned about your personal hearing health, talk with a medical professional. The Health Center occasionally gives free hearing screenings. If you are concerned about your hearing health in relationship to your program of study, consult the Dean’s office.

This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA), “Protecting Your Hearing Health: Student Information Sheet on Noise Induced Hearing Loss.” NASM/PAMA: November 2011. For more information, check out the other NASM- PAMA hearing health documents, located on the NASM Website.

Musculoskeletal health

There are many sources of information about how to protect your body from the various kinds of injuries that can come from playing an instrument. Among them, you may find the following helpful books and websites helpful. The books are in the BGSU library, along with many other books on the subject.

William Dawson, *Fit as a Fiddle: The Musician’s Guide to Playing Healthy*. ML3820.D38 2008

Thomas Carlson Mark, *What Every Pianist Needs to Know About the Body*. ML3820.M37 2003

Alan H.D. Watson, *The Biology of Musical Performance and Performance-related Injury*.

Ralph A. Manchester, *The Role of Rest*.

Tamara Mitchell, A Painful Melody: Repetitive Strain Injury Among Musicians.

Gail A. Shafer-Crane, Repetitive Stress and Strain Injuries: Preventive Exercises for the Musician

Vocal health

There are also many resources about vocal health readily available, including:

www.singingforaliving.com/articles/vocal-health-tips/

www.thesingersresource.com/vocal_health.htm

www.livescience.com/4078-10-tips-healthy-voice.html

www.successfulsinging.com/free-singing-guides/guide-to-vocal-health/

Instruction

Performance Courses

Applied Music: Make-up Policy

The applied instructor has no obligation to give make-up lessons or to review other course responsibilities missed by a student as a result of absence. Although the instructor may accept a student's cause for an absence as a basis for making up lessons or course requirements, the responsibility for making up work missed during an absence rests with the student. However, if the instructor is absent from a student's scheduled lesson, the student can expect to have that lesson made up or to have an equivalent experience provided, such as a master class, or instruction from a teaching assistant to be arranged at a mutually convenient time for both the student and the instructor.

Jury Examinations

Applied performance and composition jury examinations occur each semester during examination week. The faculty for each area comprises the jury for these examinations.

All music majors studying in their principal applied medium and all composition majors are required to take jury examinations. Some applied areas have varying requirements for non-music majors and music minors, as well as music majors and minors in secondary performance media; see the performance-area coordinators.

Failure to meet expected standards in weekly applied lessons or in jury examinations will be reflected in the course grade. A grade lower than "C" will result in probationary status in applied instruction or composition for the following semester. The appropriate chair will send a letter to the student indicating the reasons for the probationary status, its duration and recommended action for its removal. If the student eliminates the identified deficiencies within the probationary period, the probationary status will be lifted and permission will be granted to continue instruction as required in the student's degree program option. If conditions for removal of the probationary status are not met, the student will be denied registration in applied instruction or composition in the student's degree program option. After one semester, the student may apply to the appropriate faculty for reinstatement.

Ensembles

Large performing ensembles are open to any University student possessing the necessary ability. An audition may be necessary. Ensemble audition requirements and procedures are [listed for each ensemble](#). Students may also contact the respective conductor for audition information. All credit earned in large ensembles is placed on the student's permanent academic record.

Large ensembles include: Wind Symphony, Concert Band, University Band, Falcon Marching Band, Jazz Lab Bands I and II, A Cappella Choir, Collegiate Chorale, University Choral Society, Men's Chorus, Women's Chorus, and Philharmonia.

Small ensembles are formed on demand and carry the same course number, MUSP or MUCT 3000/4000/5000. Small ensembles include: groups of like or mixed instruments, chamber ensembles, jazz combos, brass choir, piano accompaniment, world-music ensembles, music theater productions and others. Please consult the department office for further information.

Ensemble Participation Requirements

All music majors are required to audition for and enroll in a major ensemble each semester they are enrolled for applied lessons.

The full Ensemble Participation Policy is found in the [Undergraduate Catalog](#)

Ensemble policy for students on Bravo Music Award
Ensemble Requirements for Music Talent Awards by Major

Choose one ensemble from the relevant category:

Voice Performance (0–59 credits earned)

A Cappella Choir
Collegiate Chorale
University Choral Society

Voice Performance (60+ credits earned)

A Cappella Choir
Collegiate Chorale
University Choral Society
Opera Theater

Choral Music Education

A Cappella Choir
Collegiate Chorale
University Choral Society

Instrumental (Wind and Percussion) Performance

Wind Symphony
Concert Band
Philharmonia

Instrumental (Wind and Percussion) Music Education

Wind Symphony
Concert Band
Philharmonia

Instrumental (Strings) Performance

Philharmonia

Instrumental (Strings) Music Education

Philharmonia

Jazz Studies (Instrumental)

Jazz Lab Band I

Jazz Lab Band II

Jazz Studies (Voice)

Vocal Jazz Ensemble

Any variance from the required ensemble assignments will be reviewed through consultation with the applied instructor, ensemble directors and the appropriate department chair to determine if the student is in compliance with MTA performance requirements.

Guitar, piano and composition majors will be assigned to large ensembles or an equivalent substitution based on consultation with the applied instructor, ensemble directors and the appropriate department chair.

Students with double awards need to fulfill ensemble and applied instruction requirements in both areas.

Instruments and Other Equipment

No College-owned instruments or equipment, including music stands, are to be used outside the building without permission. Persons with legitimate musical and educational needs may use College-owned property outside the building only if it has been properly signed out. (Students in faculty-sponsored ensembles are exempted.) Sign-out is accomplished through the appropriate professor.

Piano Technician

The College of Musical Arts employs a Piano Technician for tuning, maintenance, repair and the rebuilding of its pianos. The Piano Technician's shop is located in room 2016. Requests for tuning, repairs and maintenance of specific College-owned pianos can be made through this [link](#). Request for tuning of harpsichords should be directed to the Piano Technician two weeks prior to the performance.

Piano Usage

Most of the pianos in the College of Musical Arts are available for general use by music faculty and students. However, in order to maintain the best possible instrument quality, the College's Hamburg Steinway in Kobacker Hall and the Steinways in Bryan Recital Hall have been designated as performance pianos only.

Except for approved rehearsals preceding scheduled performance, these instruments are not to be used for practice. Approved use is as follows:

- Faculty recital programs.
- Studio piano recitals, juries, College Recitals and seminars.
- Student degree recitals. (When being used for a student recital, students must request a piano key from the CMA department secretaries. A \$5 deposit is required and will be returned when the key is returned.)
- Guest recital and others by approval of the Keyboard Coordinator.

Please note that there is a separate [policy](#) for using extended piano techniques, including touching the strings.

Harpsichords

The College maintains two harpsichords for performance use, a solo instrument and a continuo instrument. See the harpsichord coordinator to arrange for use of either. Faculty and students should also arrange to move the instrument through the harpsichord coordinator.

MidAmerican Center for Contemporary Music (MACCM)

The MidAmerican Center for Contemporary Music is an award-winning national center devoted to the study, performance, creative work and promotion of new music within the College of Musical Arts at Bowling Green State University. The mission of the center is to bring the local, state, national, and international musical communities together through research, performances, compositions and outreach programs. At the heart of the Center's activities are the annual [Bowling Green New Music Festival](#) and the Music at the Forefront concert series. The Center organizes "New Music from Bowling Green" concerts featuring faculty and student performers at acclaimed venues around the country, and helps produce Living American Composers: [New Music from Bowling Green](#), a radio series, in collaboration with WGTE-FM in Toledo.

The MidAmerican Center for Contemporary Music offers competitive student grants for projects related to contemporary music. Funding is available for research, development, travel and guests. For further details and application forms, see [MACCM Grants](#).

Moore Musical Arts Center Facilities

The Moore Musical Arts Center is open from 7 a.m. to 1 a.m. daily. Please cooperate with the custodians by leaving the building promptly at 1 a.m. Building hours during holiday breaks and summer session are subject to change.

BGSU is a smoke-free campus. Smoking is only permitted at designated areas outside the building. No smoking is allowed in the courtyard of the CMA.

Housekeeping

Most classrooms in the Moore Musical Arts Center are kept unlocked so they can be used for rehearsals at times when classes are not scheduled. This open room policy can cause problems unless everyone is mindful of others. If a room is left in disarray late in the evening, those needing a room early the next day can be seriously inconvenienced, and there are no University personnel to "pick up" after the previous users. Persons using classrooms for rehearsals should, upon leaving:

- Return chairs and desks in the room to their classroom arrangement.
- Return any music stands borrowed for the rehearsal to their "home."
- Pick up any litter that might have accumulated.
- Please leave the audio-visual cabinets as you found them.

Thoughtfulness of others is always much appreciated!

Alcohol

Permission must be received from the Office of the Dean for the consumption, serving, possession or sale of alcoholic beverages in the Moore Musical Arts Center. Whenever permission is granted, it is understood that all legal responsibilities as outlined in the BGSU Student Code must be observed.

Kobacker Hall and Bryan Recital Hall

Only current Moore Musical Arts Center Technical Staff are permitted to operate or move any stage, lighting or sound equipment.

All accidents must be reported to the Technical Director immediately or as soon as possible.

It is the responsibility of users of Kobacker Hall to make sure all lights are turned off, the "ghost light" is turned on and all of the doors are closed and locked at the end of each usage (even if the hall has been opened by someone else!).

The user is responsible to make sure that halls, including stage areas, are kept clear and clean of debris.

All damaged or malfunctioning equipment must be tagged as to its problems and reported to the Technical Director as soon as possible.

Lockers

Lockers are available to all music majors and minors to store their instruments during the school year. Lockers are assigned to students for one academic year at a time and must be reassigned each year. Locker assignments are made by studio faculty and music education technique instructors during the first couple of weeks of the semester. All assignments made by faculty must be sent to the locker secretary, who will maintain the locker database. Students wanting to sign out a locker, or with issues with their current locker can see their assigning faculty or the locker secretary in the main office.

Practice Room Regulations

Use of practice facilities in the Moore Musical Arts Center is limited to persons who are registered at Bowling Green State University for a music course with a performance component requiring use of these facilities.

Several rooms are assigned to specific areas for their exclusive use: percussion, organ, piano majors, small ensembles and graduate assistants (applied teaching). These rooms are clearly marked. Other practice rooms are available for student use under conditions as specified below.

- For security and safety reasons, the practice room window must not be covered.
- Anyone leaving a room for 10 minutes automatically forfeits the room, whether or not instruments or materials are left.
- Smoking, food and beverages are not permitted in practice rooms, in the CMA building, or on campus (except for a few designated areas).
- No piano is to be moved from a practice room for any purpose unless permission has been granted by the piano technician.
- Please treat the practice rooms and equipment carefully. Before leaving, pick up your belongings and turn off the light.
- Nothing is to be placed on the practice room window blocking the view into the room. In case of an emergency, for example, visual access into the room may be important in locating you.
- Do not leave personal items such as musical instruments, wallets, purses or books unattended at any time. Thefts should be reported to Campus Police.
- Practicing is not permitted in the Center's courtyard.
- Use of the courtyard as a performance space must be scheduled through the scheduling manager.

Violations of practice room facilities may result in loss of practice room privileges.

Summer use of Facilities

Use of College facilities during summer session is subject to the following rules:

Be registered as a BGSU student during the summer session or have been registered in the previous term for a music course with performance component requiring use of these facilities.

Music Library

The Music Library, located on the third floor of the Jerome Library, contains a collection of music, books on music, sound recordings, and online resources designed to support the general and specialized studies at BGSU. The library also includes the Sound Recordings Archives, the largest collection of popular music

recordings at an academic library in North America. Included within the Music Library is a listening center with carrels for listening to recordings in all formats as well as a group viewing station. Books, music, and some sound recordings circulate outside the library; reference materials and archival sound recordings must be used within the library, but arrangements can be made to transfer content for use in class presentations. Course listening is available as streaming audio 24/7. Library orientation and assistance in using materials are services available from the library staff. Reference service is also available during the week. Hours are posted at the beginning of each semester. Inter-session, holiday and vacation hours are posted prior to the change schedules.

NASM Code of Ethics

The College of Musical Arts is an accredited member of the National Association of Schools of Music. The NASM code of ethics prohibits us from offering scholarships to students at other music schools to entice them to transfer to BGSU. If you are attempting to personally recruit a transfer student from another college, please check with the Associate Dean about how the NASM Code of Ethics applies to you.

As a matter of professional ethics, we will not demean other music programs or colleagues. We have too many points of pride in what we do at BGSU to resort to such unprofessional discourse.

Personal Property

Students are advised to safeguard personal property against possible loss or theft. For example, under no circumstances should musical instruments or other personal property be left in practice rooms, locked or unlocked. Bowling Green State University can assume no responsibility for the loss of personally owned instruments or equipment. It is suggested that individuals obtain insurance coverage for valuable personally owned musical instruments. Users of the University-owned instruments are also encouraged to obtain insurance for the period of usage. A frequently employed mechanism is a musical-instrument endorsement on a homeowner's policy.

Lost and Found

Articles lost or found may be taken to the lost and found box in the basement in the student lounge or articles of higher value may be dropped off to the receptionist in the main office and will be held at the front desk for five days, after which they may be picked up at the Campus Safety and Security Office.

Pro Musica

Pro Musica supports the College of Musical Arts by inviting the participation of alumni, friends, parents and the Bowling Green community in a wide variety of musical events and by providing financial support for music students. Further details and application forms are available on [the Pro Musica Page](#).

Recital Attendance

As a graduation requirement, all music majors must successfully complete six semesters of MUS 099, Recital Attendance. Music minors must complete MUS 099 when registered for applied music study. Successful completion of MUS 099 requires attendance at a minimum of 10 performances each semester, excluding those in which the student is a participant. The Assistant Dean is the instructor of record for this course, and can answer questions.

Recital attendance is monitored as follows: for each program attended in its entirety, the student is responsible for (a) signing the printed concert/recital program, (b) writing his/her ID number below the signature, and (c) obtaining the complete signature (not initials) of a College of Musical Arts faculty or staff member or graduate assistant. The student must sign the program and provide the ID number prior to

obtaining the faculty member's or graduate assistant's signature. The faculty signature indicates that, to the best of the faculty member's knowledge, the student was in attendance for the entire concert. For ease of recording, it is recommended that signatures be placed in the upper right-hand corner of the program. Upon collecting a minimum of 10 signed programs, the student must submit them to the recital attendance secretary in the college office on or before the required date (see syllabus).

Students are expected to display integrity in meeting recital attendance requirements. Violations will be dealt with under terms of the University Academic Honesty Policy.

Monitoring of student recital attendance is accomplished through the signing of printed recital programs. The regulations governing this monitoring are:

- Signatures are accepted only from full-time faculty or staff, part-time faculty and contracted graduate assistants.
- Students should sign programs and provide their ID number before the confirming signature is obtained.
- Signature should be provided only immediately following the conclusion of the event at the site of the event.

Freshman Year Ushering Service

All freshmen must sign up to usher at one Kobacker Hall or Donnell Theatre concert each semester. The list of concerts will be posted at the start of each semester. Usher sign-up is handled only on certain dates each semester (see syllabus). Usher duties, instructions and guidelines are available [here](#).

Recital Policies and Procedures

The policies and procedures are for scheduling in the Moore Musical Arts Center.

General Information

Please note carefully—you are ultimately responsible for all aspects of your event. Nothing happens automatically. Be sure to plan for your needs. See the [Student Recital Checklist](#).

Scheduling

Scheduling Manager is located in room 0107.

Fall Semester Recitals: The scheduling for degree recitals will begin on the first day of classes. Non-degree recital sign-ups begin the second week of classes. Spring Semester Recitals: The scheduling for degree recitals will begin in mid-November. Students presenting degree recitals will be given a two-week priority in scheduling. Those presenting non-degree recitals may schedule beginning in week three after scheduling begins for spring semester. Summer Recitals: The scheduling for any student recital, degree or non-degree, should occur in the beginning of fall semester.

According to college policy, events are not be scheduled during the last week of classes and exam week without permission from the Office of the Dean. Students must have a signed Recital Permission Form to schedule their event. In the case of a joint recital, each student must have their own signed Recital Approval Form from their respective applied teacher (one name per form) and participants must come to the same scheduling appointment.

Dress rehearsals will be scheduled at the same time to ensure space availability.

No rescheduling of events will be permitted during the semester, but canceled events may be rescheduled for the following semester. Special circumstances will be considered by the Director of Public Events by submitting a written request. This request must be signed by the student's studio teacher and area department chair before it is submitted to the Public Events Office director.

If for any reason a recital must be canceled, the student must sign an event cancellation form and return it to the Scheduling Manager. Email, voice mail and/or notes will not be accepted, nor will studio teacher's notification.

Rehearsal

Dress rehearsals may not exceed one-and-a-half hour (one hour and twenty minutes, if a class is scheduled immediately after the rehearsal) and must be scheduled when you reserve your recital date. If additional rehearsal time during the week of your event is required, see the secretaries in the College Main Office, room 1031. Rehearsal must end within the period scheduled, including time to clear stage. Rehearsal stage set-up and break-down is the performer's responsibility. Tech rehearsals are not included in the \$65 recording fee, and due to the high volume of recorded events that we manage, we generally cannot accommodate them within our schedule. However, if your recital requires a tech rehearsal, please contact Recording Services at least two in advance and we will do our best to assist.

Performance

Please arrive for stage set-up one-half hour prior to performance starting time. Warm-up must end 15 minutes prior to performance.

Performers are responsible for stage changes during performance. Use of the harpsichord requires pre-approval from the harpsichord coordinator. The studio harpsichord should be moved into the hall at least one day in advance to allow environmental acclimation. Performers also are responsible for ushers, page turners, door openers, etc.

Undergraduate students are not permitted to hold receptions in the Green Room. Any post-concert reception following a student recital must take place in the lower level Student Lounge.

Graduate students wishing to hold a reception in the Green Room should inform the Technical Director to obtain a Green Room Usage Form. No receptions can be scheduled unless this form is completed. All setup and cleanup are the responsibility of the user. User will be charged for extra cleaning time at the University rate. Trash bags are provided. No leftover food and/or beverage is to remain in the refrigerator. Trash is to be taken to the dumpster at the loading dock (located off of entrance by the first-floor elevator).

Student Programs

Students are responsible for their own recital programs, including design and printing, but they must adhere to the CMA approved format, including the CMA/BGSU Arts logo. Specific requirements and templates are available [here](#).

Not only must students adhere to the CMA approved format, they must submit a proof copy for their applied instructor for approval. Students are also required to furnish the Public Events Office (Room 1035) with 4 copies of their program for archival purposes.

Performance Lighting

If you have arranged with Recording Services to have the event recorded, the engineer will provide performance lighting. If you have not arranged with Recording Services to have the event recorded, performance lighting for events in Bryan Recital Hall is not available.

Piano Reservation

Performance pianos are tuned on a regularly scheduled basis. Specific pianos may be reserved for performance by submitting a Piano Reservation Form.

The Steinway Ds may be used for student degree recitals. It is the responsibility of the student—not the studio teacher and not the accompanist—to sign out a key for the piano. In most cases this should be done within a week of the recital, as the key will be necessary for the dress rehearsal as well. A key may be signed out from your applied instructor.

Recording Services

[Information about Student Degree Recital recording.](#)

Registration

Changes in registration should be processed through the College Office. Students must fill out a schedule change form and obtain the appropriate signatures. University deadlines for certain changes are specified in Undergraduate and Graduate Catalogs and in the Schedule of Classes for each semester.

Following is a summary:

- To add a course: within seven calendar days from the beginning of classes in fall/spring semesters and three calendar days from the beginning of classes during summer session
- To drop a course with no record on the transcript: within seven calendar days from the beginning of classes in fall/spring semesters and three calendar days from the beginning of classes during summer session.
- To drop a course with a grade of W: if a student officially drops a course between the drop deadline (above) and before the end of the 12th week of classes (fall/spring semesters) a grade of W will be assigned.

A grade of F will be assigned if:

- The student withdraws after the intervals described above;
- The student stops attending the class without processing a withdrawal;
- The student has never attended the class and has not processed an official withdrawal.

To elect a grade option of S/U: within seven calendar days from the beginning of classes in fall/spring semester and three calendar days from the beginning of classes during summer session. Tuition refunds are pro-rated, depending on the drop date.

To apply for graduation: May—end of second week of spring semester, August—end of first week of summer session and December—end of second week of fall semester

All changes should be processed and approved in the College Office.

Applied Instruction

A student who registers for one credit hour of applied instruction receives a half-hour lesson each week of a 15-week semester or equivalent experience. A student who registers for two, three or four credit hours of applied instruction receives an hour lesson each week for a 15-week semester, or equivalent experience. The student is responsible for knowing and meeting all applied instruction requirements, assignments and performance examinations (juries), as indicated by the applied instructor(s).

Scheduling

According to college policy, events are not be scheduled during the last week of classes and exam week without permission from the Office of the Dean.

Classrooms, Performance Halls and Related Facilities

Scheduling of all classroom facilities, except the Kelly Rehearsal Hall and Choral Rehearsal Hall, is coordinated in the College Office, room 1031 in the College Office. Scheduling of Kobacker Hall, Bryan Recital Hall, Kennedy Green Room, Kelly Rehearsal Hall, Choral Rehearsal Hall and dressing rooms is done through the Technical Director, room 0107. Scheduling hours are 11 a.m. to 1 p.m. Monday through Friday. Questions should be addressed to the Director of the Public Events Office, room 1037. If additional assistance is required, messages may be left in the Technical Director's mailbox.

Open weekly scheduling of Bryan Recital Hall and the Kelly and Choral Rehearsal Halls will be available in the College Office each Monday on a first-come, first-served basis.

Student Recitals

All student solo, ad hoc ensembles, composition, conducting and studio recitals must be scheduled according to the following procedures: (see Student Recital Programs and Recording Services)

Fall semester: student recitals will be scheduled beginning the first day of the fall semester. Spring semester: student recitals will be scheduled in November. To sign-up for an appointment, see the schedule posted on the Scene Shop door, room 0107, in late October.

To select a recital date students must present a signed Recital Approval Form to the Technical Director from their applied instructor. Scheduling is on a first-come, first-served basis.

Recital locations will be Bryan Recital Hall and the Choral Rehearsal Hall. Recital hours are as follows: Monday, Tuesday, Wednesday, Thursday, Friday at 8 p.m.; and Saturday and Sunday at noon, 2 p.m., 4 p.m., 6 p.m. and 8 p.m.

Rehearsal time is limited to a single one-and-a-half hour period. Students will need to know the schedules of their accompanists, collaborating artists, etc. when they meet with the Technical Director.

Final permission to perform the recital is secured through the submitting of a completed Recital Jury Approval form to the Chair of Music Performance Studies. See the appropriate area coordinators to schedule this jury. Recital juries are to be performed at least one month before the recital date.

It is the student's responsibility to notify the Technical Director in writing of any recital cancellations.

If a student is unable to present a recital at his/her chosen time, the recital will be canceled and rescheduled in the following semester.

College Recitals (Alternate Friday Afternoons at 2:30)

A student wishing to perform on a Friday afternoon College Recital must complete the online [College Recital Performance Form](#) and return it to the secretary. This must be done by 5:00 p.m. Monday before the Friday performance date. Selection of students for a specific recital and establishment of order of performance are at the discretion of the Chair of the Department of Music Performance Studies, with the advice of area coordinators.

Use of Kobacker Hall

Kobacker Hall is reserved for special guest performances, operas, large ensemble concerts, occasional faculty recitals and College Recitals. In the last case, rehearsals in the hall are not scheduled. Other rehearsals in Kobacker Hall may be scheduled only in preparation for events to be presented in that facility.

Except for conducting recitals, when ensemble space requirements might necessitate, student solo recitals or recording sessions are not to be scheduled in Kobacker Hall.

Surplus

Items you no longer wish to have in your office can be sent to surplus. Items must stay in your office and may not be placed in the hallway. To order surplus pickup, create a work order in my.bgsu.edu.

Textbooks

BGSU does not have a physical bookstore on campus and we do not source course materials for students. Students use BGSU Textbooks to find their booklist, compare prices from major retailers, and save time and money by ordering online. Students look up their courses at BGSU Textbooks. They compare prices from nine online retailers, including Amazon, Chegg, and Barnes & Noble.

In order to comply with the Higher Education Opportunity Act, instructors should register all textbooks and course materials including open access textbooks as early as possible or indicate that no materials are required. Registering course materials before students register for classes is ideal.

Time and Productivity Reporting

Faculty180 is the faculty activity reporting system used for tenure and promotion, APR and EPR reviews of TTF and QRF, merit, and accreditation. Faculty members will document their achievements in research, teaching, and service. Some data will be automatically loaded into Faculty180 from PeopleSoft. The schedule for faculty reviews, the Evergreen Calendar, is available on the [Provost's Resources](#) page.

Leave use for faculty members must be reported in the University's Time and Labor Reporting System monthly during the contract period. Reports must be submitted each month even if no time was taken.

Both systems are accessed through my.bgsu.edu.

Title IX

Bowling Green State University is committed to providing a safe learning environment for all students that is free of all forms of discrimination and harassment. Sexual misconduct and relationship violence in any form are antithetical to the university's mission and core values, violate university policies, and may also violate federal and state law. Faculty members are considered "Mandatory Reporters" and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator.

[Report an incident](#)

[Things faculty and staff can do to support BGSU's Title IX efforts](#)