



UNIVERSITY OF NORTH CAROLINA
SCHOOL *of the* ARTS

Graduate Bulletin 2013-2014

University of North Carolina School of the Arts

Graduate Bulletin 2013-2014

Design & Production

Filmmaking

Music

Graduate education for careers in the arts. One of the 17 constituent institutions of the University of North Carolina

Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Master of Fine Arts in Design and Production, the Master of Fine Arts in Film Music Composition,; and the Master of Music.

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This bulletin is published annually and provides the basic information you will need to know about the University of North Carolina School of the Arts. It includes admission standards and requirements, tuition and other costs, sources of financial aid, the rules and regulations that govern student life, and the School's matriculation requirements. It is your responsibility to know this information and to follow the rules and regulations as they are published in this bulletin. The School reserves the right to make changes in tuition, curriculum, rules and regulations and in other areas as deemed necessary.

The University of North Carolina School of the Arts is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, disability or sexual orientation.

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Academic Calendar - 2013-2014: Fall Semester

Friday-Sunday, August 16-18	High School Orientation Dates
Friday, August 16	New High School Students Arrive
Saturday, August 17	Returning High School Students Arrive
Monday, August 19	High School Academic Classes Begin
Tuesday-Sunday, August 20-25	College Orientation Dates
Tuesday, August 20	New College Students Arrive
Wednesday, August 21	High School Academic Classes Held
Friday, August 23	Clearance and Registration; Add/Drop Begins
Monday, August 26	Liberal Arts, Performing & Visual Arts Classes Begin; Special Student Registration
Friday, August 30	Last Day to Add or Drop a Class Without a Grade
Monday, September 2	Labor Day Holiday- No Classes Held; Offices Closed
Friday, October 4	Last Day to Withdraw from Classes
Saturday-Tuesday, October 5-8	Fall Break-No Classes Held; Offices Remain Open. HS Residence halls close at Noon, October 5, and reopen at Noon, October 8.
Wednesday, October 9	Classes Resume -High School Academic Classes Held
Monday-Friday, October 14-18	Spring Semester Course Planning and Preregistration
Wednesday-Sunday, November 27 – December 1	Thanksgiving Holiday, No Classes Held; Offices open Wednesday HS Residence Halls close at Noon, Nov. 27 & reopen at Noon, Dec. 1
Monday, December 2	Classes Resume
Friday, December 6	High School Classes End
Monday, December 9	Liberal Arts, Performing Arts, & Visual Arts Classes End
Monday-Thursday, Dec. 9-12	High School Examination Period
Tuesday-Friday, Dec. 10-13	College Examination Period
Saturday-Saturday, Dec. 14-21	Intensive Arts
Sunday, December 22	Fall Semester Ends; All Residence Halls Close at Noon (apartments remain open)

Academic Calendar - 2013-2014: Spring Semester

Sunday, January 12	All Residence Halls Reopen at Noon
Monday, January 13	Performing and Visual Arts Classes being; Special Student Registration; Add/Drop Begins
Monday, January 13	High School Academic Classes Begin
Tuesday, January 17	Last Day to Add or Drop a Class Without a Grade
Monday, January 20	Martin Luther King Jr. Day; No Classes Held; Offices Closed
Tuesday, January 21	Liberal Arts Classes Begin
Saturday-Sunday, March 8-16	Spring Break-No Classes Held-Offices Remain Open. All Residence Halls Close at Noon, Saturday March 8 & Reopen at Noon, Sunday March 16. Apartments Remain Open.
Monday, March 17	Classes Resume
Monday-Friday, March 31-April 4	Fall Semester Course Planning & Preregistration
Monday, May 5	Performing, Visual, and Liberal Arts Courses End
Tuesday-Friday, May 6-9	College Examination Period
Wednesday, May 7	High School Classes Held
Friday, May 9	High School Academic Classes End
Saturday, May 10	Undergraduate and Graduate Commencement at 2:00 pm. College Residence Halls & Apartments close at 6:00 pm (non-graduating students only)
Sunday, May 11	College Residence Halls and Apartments Close at Noon (Graduating Seniors Only)
Friday, May 10	Last Day of High School Classes
Monday-Wednesday, May 12-14	High School Final Examination Period
Thursday, May 15	High School Examination Makeup Day
Thursday, May 15	High School Residence Halls close at 6:00 p.m. for all 9 th , 10 th , & 11 th grade students
Saturday, May 17	High School Commencement at 10:00 a.m. High School Residence Halls Close at 4:00 p.m. (Graduating Students Only); Spring Semester Ends

Mission Statement

The University of North Carolina School of the Arts is the University of North Carolina's conservatory for the arts, dedicated entirely to the professional training of students possessing exceptional talents in the performing, visual, and moving image arts. Students enter UNCSA when they are ready for focused, intense professional development at the baccalaureate level and select programs at the master and high school levels in the Schools of Dance, Design and Production, Drama, Filmmaking, and Music.

Committed to an idea of art that combines craft, imagination, passion and intellect, the faculty work with students in a residential setting to create an educational community that is intimate, demanding and performance-centered. Learning is enriched by access to an academic program responsive to a conservatory curriculum, research and creative opportunities in the arts, student life programs and support, dedicated staff, outstanding facilities, community service activities, guest artists and teachers, and distinguished alumni. Students emerge transformed, poised to become leaders and creators in their chosen fields.

Founded by an act of the North Carolina legislature to be both an educational institution and a resource enhancing the cultural life of the State of North Carolina and the region, UNCSA offers numerous public performances, both on and off campus, community education in the arts, and faculty and student lectures and workshops. The School collaborates with educational, cultural, civic, business, and other partners to promote the universal importance and innovative impact of the arts to our society.

(The above text has been approved by the Board of Governors as a consequence of the review of the University of North Carolina mission statements initiated by the President of the University in 1991. Revised and approved by the [UNCSA Board of Trustees, December 2004](#), and the [UNC Board of Governors, November 2005](#))

The History of the University of North Carolina School of the Arts

The University of North Carolina School of the Arts is a free-standing campus within the University of North Carolina, and is quite different from its 16 sister institutions. Truly a cluster of conservatories, the School is a complex institution with a single, bold mission: to train talented young people for professional careers in dance, drama, music, filmmaking, and theatrical design and production. This training, coupled with the requisite liberal arts education, enables the School to offer undergraduate degrees as well as master's degrees. In addition, the School offers the high school diploma with arts concentration in dance, drama, music, and visual arts. While courses are offered that give students an historic perspective and context in each of the arts disciplines, the primary emphasis in all programs is on performance and production with more than 200 performances each year in campus facilities and on tour. International programs established in the early years in music and dance have provided unique performance experience for students. The School strives to foster an environment akin to that of an artistic colony where students are encouraged to develop their artistic abilities to the fullest. The School also provides a professional training ground where students actively and realistically are involved in preparing for the practical aspects of making a living as artists.

The premise upon which the School was founded in 1963 was indeed unique. Many good ideas, including the establishment of this special conservatory, coalesced during the tenure of Gov. Terry Sanford. State funds were appropriated to begin a performing arts school and a North Carolina Conservatory Committee was established to recommend to the governor a site for the School. In preliminary reports, the committee recommended that "the host city should obligate itself to support the school." In return, "the school must serve the city as an arts center." Not surprisingly, there was considerable rivalry among the major cities of the state to be the site of the new school. The citizens of Winston-Salem, home of the first arts council in the nation, vied for the School with particular zeal. In a two-day telephone campaign, volunteers raised nearly a million dollars in private funds to renovate the old Gray High School building – the city's contribution to the effort. An enticing incentive to the final host city was a challenge grant from the Ford Foundation to prompt the Legislature to appropriate public dollars to support the operation of the arts school.

Dr. Vittorio Giannini, a Juilliard composer, served as the founding president of the North Carolina School of the Arts. Giannini's vision of arts education shaped the School at its beginning and continues to make the School unique among its peers. During its formative years, the School also was guided by people of vision, particularly its Board of Trustees, which was chaired by Dr. James H. Semans and included Smith Bagley, Hugh Cannon, Wallace Carroll, James McClure Clarke and R. Philip Hanes, among others. Robert Ward, Pulitzer Prize-winning composer and former member of the faculty of Juilliard, succeeded Dr. Giannini as the second president after Giannini's untimely death in November 1966. Ward led the School through its first decade, when policies and programs were still being developed. During his tenure, the School more than doubled its faculty and enrollment; established a School of Design & Production, separate from the School of Drama; and

created a high school Visual Arts Program. Ward also presided over the incorporation of the School into the University of North Carolina in the early 1970s, when the 16 public colleges and universities became constituent institutions of the University of North Carolina. The title of "President" at the School was subsequently changed to "Chancellor."

A third composer, Dr. Robert Suderburg, became Chancellor of the School in 1974, following Martin Sokoloff, the Administrative Director, who served as Interim Chancellor from 1973-1974. Suderburg's tenure was marked by major capital improvements at the School, financed through increased contributions from the state and private sources. Among these improvements were the completion of the Workplace and the opening of the Semans Library; the partial renovation of the old Gray High School building; the acquisition of the former Mack Truck facility; and the renovation of the old Carolina Theatre, now the Stevens Center.

Dr. Jane E. Milley, a pianist and former Dean of the School of Fine Arts at California State University at Long Beach, assumed her post as Chancellor at the School of the Arts in September 1984, following Lawrence Hart, former Dean of Music at the University of North Carolina at Greensboro, who was Interim Chancellor during the 1983-84 school year. During her tenure, faculty salaries were increased; the School received funding from the North Carolina General Assembly for construction of Performance Place and renovation of the Gray Building and Design & Production facilities. She secured increased state funding to operate the Stevens Center; acquired additional student housing; enhanced the visiting artists program; and received approval to develop a Master of Music program and to begin planning for a new School of Film.

In the spring of 1990, Alex C. Ewing was appointed Chancellor. He assumed the position in July 1990, following Philip R. Nelson, former Dean of music at Yale University, who served as Interim Chancellor during the 1989-90 school year. Ewing had been associated with NCSA since 1985, when he became chairman of the Board of Visitors. In 1988 he established the Lucia Chase Endowed Fellowship for Dance at the School, in memory of his mother, a co-founder and principal dancer with American Ballet Theatre. A man of diverse talents, Ewing almost single-handedly revitalized the Joffrey Ballet during his tenure as general director in the 1960s; he also owned one of the largest herds of champion Hereford cattle in the country. As Chancellor, Ewing oversaw the success of the School's \$25 million campaign for endowment and scholarships. He also orchestrated a combination of local, state and national support to secure the establishment of NCSA's fifth arts school, the School of Filmmaking, in 1993. Ewing took a special interest in NCSA's campus plan, successfully lobbying for the rerouting of Waughtown Street (a major city thoroughfare that divided the campus) and establishing a new main entrance to the campus, at 1533 S. Main Street. Other capital projects he spearheaded included a new Sculpture Studio, a new Fitness Center, and the start of the Student Commons renovation. Ewing also established fully staffed alumni and career services offices.

After Ewing's retirement, Wade Hobgood, Dean of the College of the Arts at California State University at Long Beach since 1993, was named Chancellor in February 2000, assuming the position on July 1, 2000. A native of Wilson, NC, Hobgood attended East Carolina

University, where he earned a Bachelor of Fine Arts and Master of Fine Arts in Communication Arts. During his five years at NCSA, he worked to secure passage of \$42.5 million in higher education bonds – approved by NC voters in the fall of 2000 – that allowed the School to build a new School of Music Complex, a new Welcome Center, a new “connector building” between the two high school residence halls, a new School of Filmmaking Archives, an addition to Performance Place, and a new wig and makeup studio and costume shop, as well as renovations to the Stevens Center (including the Community Music School), Workplace Building and Gray Building. Hobgood initiated a proposal to provide free tuition, room and board for North Carolina high school students accepted to NCSA; the initiative was approved by the NC Legislature in the fall of 2001. In addition, he spearheaded the creation of the new Center for Design Innovation, a collaborative digital design project originally recommended by the regional Angelou Economics Report, and led the effort to secure \$12 million in funding. He also initiated the realignment of the Thomas S. Kenan Institute for the Arts as a privately funded, affiliate program of the North Carolina School of the Arts.

On May 12, 2006, UNC President Erskine Bowles and the UNC Board of Governors named John Mauceri as the Chancellor of the North Carolina School of the Arts. He assumed the position on July 1, 2006, following Dr. Gretchen Bataille, the former Vice President of Academic Affairs at UNC General Administration, who served as Interim Chancellor during the 2005-2006 school year. Mr. Mauceri earned Bachelor of Science and Master of Philosophy in music theory degrees from Yale University, where he was also a member of the faculty for fifteen years. An internationally known conductor, arranger and music director, Mr. Mauceri was the first American to hold the post of music director in both British and Italian opera houses, and previously served for fifteen years as the Director of the Hollywood Bowl Orchestra in Los Angeles, California. He increased the school’s focus on increased alumni giving, resulting in endowment growth of more than \$14 million and secured the largest one-time private gift in the school’s history of the School of the Arts - \$6 million from the William R. Kenan Jr. Charitable Trust to endow the William R. Kenan Jr. Excellence Scholarship Awards. Under Chancellor Mauceri’s tutelage, the School of the Arts was listed for the first time in Kiplinger’s 100 Best Values in Public Education, and subsequently during his tenure the School’s ranking rose from 61st to 41st, based upon academic achievement. Among many improvements, Chancellor Mauceri successfully secured much needed capital funds to upgrade campus facilities, including a library and a new film production design building, currently under construction.

On August 8, 2008, North Carolina Governor Michael Easley signed into law a bill (Senate Bill 2015) that changed the school’s name from “North Carolina School of the Arts” to “University of North Carolina School of the Arts.” Chancellor Mauceri retired at the end of the 2013 academic year, after serving as Chancellor for seven years.

Dr. James Moeser, Chancellor Emeritus and Professor of Music at the University of North Carolina at Chapel Hill, was named Interim Chancellor of UNCSA effective August 1, 2013. A native of Lubbock, Tex., Moeser earned a bachelor of music degree in organ performance and a master’s of music in musicology from the University of Texas at Austin, completed advanced study in Berlin and Paris as a Fulbright scholar, and holds a doctorate in musical

arts from the University of Michigan. Dr. Moeser served as chancellor of UNC-Chapel Hill from 2000 until 2008. During his eight-year tenure at Carolina, he established the Carolina Covenant, a program to provide a debt-free education to talented students from low-income families. He was also credited with defending the University against attacks on academic freedom, overseeing the most successful capital campaign in the university's history, supporting critical investments in scientific research, expanding globalization efforts, and creating the Carolina Performing Arts program. Dr. Moeser previously served as chancellor of the University of Nebraska-Lincoln, provost and vice president for academic affairs of the University of South Carolina system, dean of the College of Arts and Architecture at Pennsylvania State University, and served at the University of Kansas as chair of the Department of Organ and dean of the School of Fine Arts.

The School of the Arts has seen its enrollment grow to more than 1,150 students from more than 40 states and 20 foreign countries. Its faculty number more than 170 full- and part-time. While its well-known graduates have won critical and public acclaim in concert halls, in films and on stages around the world, others have contributed to the quality of life in Winston-Salem and in large cities and small communities throughout North Carolina, the Southeast and the nation. For more information, visit www.uncsa.edu.

The Office of Admissions

Sheeler Lawson, Director

Programs of Study

The UNCSA graduate division is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Master of Fine Arts and Master of Music degrees and a Professional Artist Certificate. UNCSA is one of the 17 constituent campuses of the University of North Carolina.

The School of Design and Production and the School of Filmmaking offer a Master of Fine Arts degree, and the School of Music offers a Master of Music degree and a Professional Artist Certificate. Applicants must audition and/or interview or, where appropriate, present a portfolio of visual arts/design works for admission consideration. Applicants for the graduate division of the School of Design and Production or the School of Filmmaking must show completion of an undergraduate degree from an accredited conservatory, college or university. Applicants for the graduate division in the School of Music must show completion of a Bachelor of Music or Bachelor of Arts degree from an accredited conservatory, college or university (or the equivalent if the institution is located outside of the United States). Applicants to the Professional Artist Certificate program must show completion of a Master of Music or Master of Arts from an accredited conservatory, college or university (or the equivalent if the institution is located outside of the United States).

Degrees

The Master of Fine Arts program in Design and Production is a three-year graduate program offering specialization in costume design, costume technology, performing arts management, scene design, scenic art, sound design, stage properties, stage automation, technical direction, or wig and makeup design. For specific course information, please refer to the Design and Production graduate section of this Bulletin.

The Master of Fine Arts program in Film Music Composition is a two-year graduate program in the School of Filmmaking.

The Master of Music program is a two-year graduate program offering specialization in music performance in bassoon, violoncello, clarinet, collaborative piano composition, double bass, flute, guitar, horn, oboe, organ, percussion, piano, saxophone, trombone, orchestral conducting, organ, trumpet, tuba and euphonium, viola, violin, and voice.

The Professional Artist Certificate and the Fletcher Institute Professional Artist Certification program offer specialization in brass, composition, guitar, strings and woodwinds (including saxophone).

International Students

International applicants should plan on applying no later than March 1 of the year they intend to enroll in the University of North Carolina School of the Arts.

- Applicants must submit the application and application fee along with the documentation outlined by each department.
- Applicants must audition and/or interview.
- Transcripts must be received from each high school/secondary and post-secondary schools attended and bear a seal of validation or signature by a school official. Each original transcript must be translated into English by a certified translator and the translation notarized.
- Courses in which the applicant is enrolled at the time of application must accompany the application.
- College applicants for whom English is not the primary language must submit an official TOEFL (Test of English as a Foreign Language) test score.
- Undergraduate applicants currently enrolled in American schools may substitute the SAT or ACT score; however, if the verbal score is insufficient, the Admissions Committee may request that the applicant submit an official TOEFL score.
- Applicants must fill out the Financial Statement Form found on the UNCSA website at www.uncsa.edu/forms/admissions/InternationalFinancialStatement.pdf and supply a bank statement or a certificate of finance proving sufficient funds to cover all educational and personal expenses while studying at the University of North Carolina School of the Arts. The statement must be translated into English and detail the amount of U.S. dollars on account. A bank official must notarize the certificate
- The Office of Admissions completes the I-20 paperwork only after an applicant has been accepted and paid his or her advanced tuition and housing deposit. I-20 paperwork will show the anticipated length of study of the applicant's chosen program of study.
- Applicants who are transferring from a college or university in the United States must supply a copy of his or her current I-20 and visa to the Office of Admissions at the time of application.
- All international applicants must obtain a visa prior to enrollment.
- International applicants are not eligible for state or federal financial aid
- A special health insurance policy is required of every international student except applicants from Canada. This policy is obtained through the University of North Carolina School of the Arts and the premium will be billed on the student's tuition bill. The coverage is required even if the student carries health insurance in his or her home country. United States federal law mandates this particular coverage.

Application and Admission Procedures

Guidelines for applying to the graduate program vary. Applicants should follow the guidelines provided with the application. Applicants must submit the following:

- A fully completed application signed by the applicant, along with the nonrefundable application fee.
- Two letters of recommendation, preferably one from an arts instructor and one from an academic instructor.

- Official transcript(s) or previous college work. The documents must bear the school seal or signature of a school official.
- A resumé.
- Mandatory Information
- Artistic Statement

Auditions/Interviews

Admission to the University of North Carolina School of the Arts is based on demonstrated talent, achievement and career potential. Faculty members of the school to which the applicant is applying assess these areas at the audition and/or interview. The dean and faculty of each school set performance standards and levels of achievement for their professional training program.

Specific audition/interview dates, instructions and information are provided with the Application for Admission and are available from the Office of Admissions. Auditions and interviews are scheduled on the University of North Carolina School of the Arts campus in Winston-Salem and at selected locations throughout the United States.

Acceptance Procedure

Applicants who pass the audition and have been accepted by the Admissions Review Committee into the graduate program will be notified by letter of their acceptance.

Office of the Registrar

Erin Morin, Registrar

Registration

Registration takes place at the beginning of each semester. All graduate students must register at the appointed time and show evidence of payment of tuition and fees prior to enrolling in classes. Students will not be granted entry to classes without having completed registration. New students will receive instructions regarding times and places of registration, orientation and placement testing during the summer before their arrival at the School.

Academic Calendar

UNCSA has transitioned from trimesters to semesters. The academic calendar is divided into two semesters, Fall and Spring. Prior to Fall 2011, the academic year was divided into three terms.

Class Designation

A student's status is officially determined on the basis of progress in the major arts area. Level designations are, therefore, based upon a combination of the number of arts course requirements which have been met and the level of artistic proficiency that has been achieved. Designations are G1 for first-year graduate, G2 for second-year graduate, G3 for third-year graduate.

Credit Definitions

Graduate credit is awarded in semester hours.

Course Numbering

UNCSA has changed to a 4-digit numbering system. 3-digit courses that continue to be offered have been renumbered with a 4-digit number. A chart showing the 4-digit equivalents is available in the office of the registrar. In most instances, courses are numbered by level:

0000-0999 – High School Courses

1000-1999 – Intended primarily for first-year undergraduates

2000-2999 – Intended primarily for second-year undergraduates

3000-3999 – Intended primarily for third-year undergraduates

4000-4999 – Intended primarily for fourth-year undergraduates

5000-5999 – Courses for which it is likely that undergraduate and graduate students would enroll

6000-6999 – Graduate level course work in a degree program

7000-8999 – Advanced graduate-level course work

Course Requirements

It is the responsibility of the student to know the requirements for his or her particular program. Individual program requirements are outlined in the appropriate sections of this Bulletin.

Independent Study

Only full-time faculty members may offer independent study courses. Each faculty member may supervise up to three (3) students per semester or summer session. The Dean of the appropriate Art School or Division of Liberal Arts may approve an exception to the limit for a compelling reason.

Transition Students

Continuing students who began their degree program prior to Fall 2011 are affected by the change from trimesters to semesters, and are considered “transition” students for purpose of advising. Each transition student has been given a revised curriculum model to follow. UNCSA is committed to making sure transition students are not disadvantaged by the conversion from trimesters to semesters, and to ensuring that any student who is making acceptable progress will be able to graduate on time. Advisors have copies of the transition models for their advisees.

Residency Requirements

Graduate residency requirements are determined by the individual Art Schools. Please confer with the Art School Dean and handbook for additional information.

All graduate students must carry at least nine credit hours per semester to be classified as a full-time student.

Transfer Students

Graduate transfer students will be placed according to ability and experience at the discretion of the appropriate dean and faculty following review of prior courses and interviews with faculty members. Where applicable, placement tests will be administered and appropriate advanced institutional credit is awarded.

Part-time Degree Students

Under certain circumstances, a matriculated graduate student may enroll as a part-time student for a given semester. This status is only granted by special permission of the appropriate dean, at his or her discretion. Part-time graduate students may carry fewer than nine credits and are charged by the credit, according to the schedule of fees for special and part-time students. Students who have been granted part-time status must submit the appropriate form to the Registrar.

Course Audit

A regularly registered student may, with the consent of the appropriate dean and the instructor, audit one or more courses outside the major area in addition to his or her

regular program. Attendance must be regular. Students may not audit a class without being registered by the appropriate Art School. No credit is given.

Course Planning and Program Advising

Each student is assigned an advisor when he or she enters the School. The advising system varies from one arts school to another. In some schools the dean or assistant dean acts as the student advisor; in others, members of the faculty are assigned as advisors.

Students meet with their advisors during designated weeks at the midpoint of each semester to plan their programs for the following semester. The courses each student selects must be approved by the advisor.

Add/Drop and Course Withdrawal

Students may add or drop courses during the first week of classes. Changes during this week do not appear on the student's permanent record. Students who have cleared all holds and wish to add or drop courses during this period shall do so at their arts school. Beginning with the second week of classes, students must officially "withdraw" from a course. Unlike dropped courses, withdrawn courses remain on the student's class schedule and will appear on the transcript with a letter grade of "W." Students are advised to withdraw from courses when successful completion appears impossible. Although "W" grades do not impact a student's GPA, they do count in attempted hours.

Students have through the seventh week of classes to withdraw from courses by using the Change of Schedule form, available from the registrar. Course withdrawal without processing the appropriate form will result in an automatic grade of "F" for the course.

Attendance

Students are expected to attend all their class meetings, rehearsals and performances, and to arrive on time, prepared to participate fully. Attendance regulations for each program and for individual courses within the program are communicated to students and kept on file in the appropriate school or dean's office. Students who violate the attendance regulations will be referred to the appropriate dean or director, who will counsel or discipline the students. Students who miss class frequently must be prepared to receive a low or failing grade or be advised to withdraw from that course.

Early Departure from School

While early departure before the end of the semester is discouraged, UNCSA recognizes that, from time to time, extenuating circumstances will necessitate approval of such early departure. Students seeking permission to leave school early should meet with their Arts Dean to obtain a permission form and to discuss early departure. (NOTE: Travel or vacation plans are NOT acceptable reasons for early departure. Students should carefully consult the academic calendar and plan accordingly.)

For approval of early departure from graduate classes, an Early Departure Form must be signed by the appropriate instructor, and advisor (if appropriate), and returned to the relevant Dean no less than three weeks prior to the end of the semester.

Students who leave campus before the end of the semester without having been granted the appropriate permission will be considered to have unexcused absences.

Withdrawal from School

Students who wish to withdraw from UNCSA during a semester must file the appropriate form, which is available through the registrar's office. Students who withdraw from school during a given semester receive no credit for courses taken during that semester, and may not carry a grade of incomplete in any course for which they have not completed. Students who leave school without officially withdrawing will receive grades of "F" for all courses for which they are registered and will forfeit eligibility for refund of tuition or fees. Students who have terminated their enrollment for any reason must apply for readmission before registering for another semester.

Reenrollment

Former students who reenroll at UNCSA after an interruption of two years or more will follow the new curriculum in place upon returning. Students who enroll within two years of their last enrollment will take a prescribed transition plan of courses. Students will be asked to sign a memo of understanding so that both advisor and student are aware of the appropriate curricular changes.

Delayed Graduation

A student who does not graduate on schedule may seek permission from the faculty of his/her school to complete his/her requirements at a later date. These requirements must be successfully completed within five years after the student's last enrollment at UNCSA.

Leave of Absence

A leave of absence may be granted for a specific period of time for a valid educational purpose. Permission for such a leave must be sought by processing the appropriate form, available in the registrar's office. Such permission may be granted by the appropriate arts dean, with the understanding that no credit can be given for studies or projects undertaken by the student while not officially enrolled in school. No tuition is paid for a semester during which a leave of absence has been granted and no application fee for readmission is required if the student reenrolls for the semester immediately following the leave period.

Grading System

UNCSA's grading scale is based on a 4.0 scale. The highest grade awarded for coursework at UNCSA is the grade of "A" with a quality point award of 4.0. Quality point average is determined by dividing the sum of quality points by the sum of semester hours. Prior to Fall 2011, a grade of "A+" could be given, carrying 4.5 quality points. Final grades for courses are available at the end of each semester on [E-Z Arts](#). The new grading scale is as follows: (Quality points are awarded per semester hour).

A = 4.0 A- = 3.7
B+ = 3.3 B = 3.0 B- = 2.7
C+ = 2.3 C = 2.0 C- = 1.7
D+ = 1.3 D = 1.0 D- = 0.7
F = 0 P = Pass I = Incomplete
W = Withdrew S=Satisfactory U=Unsatisfactory

Probation and Continuance

Students should consult the Bulletin section for Institutional Policies where probation and continuance are concerned, and to learn the specific grade and quality point requirements for continuance in their programs and for graduation. (See the [Probation and Discontinuance policy](#) located in the institutional policies section of the Bulletin.)

Incomplete Coursework

Occasionally, because of personal, medical or other emergencies that may arise, a student may be unable to take final examinations or quizzes or complete the final assignments for a course. In such cases, a grade of “Incomplete” may be requested for one semester so that the student may complete the courses in which satisfactory progress was being made at the time of the request. The normal time limit to complete the work for a course in which a grade of “Incomplete” has been given is the end of the semester immediately following the semester in which the “Incomplete” was given. However, an individual faculty member, with the permission of the appropriate dean, may designate an earlier deadline for making up the incomplete work. Failure to complete the coursework by the end of following semester will result in a grade of “F” for the course.

Academic Integrity Policy

UNCSA is committed to fostering an intellectual, artistic, and ethical environment based on the principles of academic integrity as a critical part of educating artists and citizens. Academic integrity is essential to the success of the University’s mission and violations of academic integrity constitute offenses against the entire UNCSA community.

Students who violate University rules on academic integrity are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such academic integrity violations harm the individual, all students, and the integrity of the University, policies on academic integrity will be strictly enforced. For further information please visit the [College Handbook Web site](#).

Student Records

All educational records for students are maintained in the registrar’s office and are available for student examination, as outlined by the Family Educational Rights and Privacy Act (FERPA). Students are informed at regular intervals of their current grade point

averages and credits by logging onto [E-Z Arts](#). Students having questions about their progress are encouraged to address these questions to the registrar.

Transcripts

Transcripts are released only at the written request of the student, except in cases as outlined by the Family Educational Rights and Privacy Act. Requests should be sent directly to the Office of the Registrar.

Official transcripts bear the signature of the registrar and the School seal and are normally sent directly to other institutions or agencies in sealed envelopes. Unofficial transcripts may be requested for students' personal use or may be downloaded from [E-Z Arts](#) Web Services.

Transcripts will not be released for students who have an outstanding financial obligation to the School or for students who have been declared in default of institutional, state or federal loans or who have failed to complete the federally required exit interview for National Direct Student/Perkins Loan borrowers. The charge for transcripts is \$7 each.

Definition of In-State Residency

The University of North Carolina School of the Arts defines "In-State Residency," when referring to an academic program and/or tuition rate, as outlined and defined in North Carolina General Statute 116-143.1. The term is defined in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." This manual may be found in most North Carolina libraries and/or any admissions or financial aid offices at any of the 17 constituent campuses of the University of North Carolina. Staff from the admissions or registrar's offices can answer basic questions. (*Please see [full policy](#) in the institutional policies section of the Bulletin*).

Course Substitution

Students may need to seek course substitutions on the basis of a documented disability which inhibits the ability to learn certain subjects. For example, students with certain types of learning disabilities may find it next to impossible to learn foreign languages or mathematics. While tutoring and accommodations may help some students succeed in these courses, others may be unable to succeed even with the use of academic adjustments and accommodations. In such situations, students may request a substitution for the course in question. *If the course in question is considered to be an essential part of the student's program, a substitution cannot be granted.*

The process established by the UNCSCA for requesting a substitution is as follows:

- Student *must* have a diagnosed disability that would prohibit his/her ability to learn the subject matter in question. Only those students who are registered with a disability may make a request for a course substitution.
- The student writes a letter to the Director of Counseling and Testing Services requesting the substitution. This letter should contain details of past attempts to

- take the course (or related courses), information about the disability, and a specific request to substitute the course.
- The Learning Support Coordinator will review the disability documentation, transcripts and the student's letter. If documentation verifies the presence of a disability that would warrant a course substitution, the director will contact the appropriate art school or academic program and ask a dean to recommend a logical course for substitution best suited for the student's major.
 - The Director of Counseling and Testing Services will rely solely on the respective faculty to determine if the course in question is "essential" to the program. The Director of Counseling and Testing Services will submit findings, including the recommendation of the dean (or designate) from the appropriate art school or academic program, to the Provost, who either approves or rejects the request for substitution. The registrar and the respective dean are informed if the substitution is approved so that the student's records can be credited with the substitution. The student will be notified of the decision either by phone, e-mail, letter, or in person.

COUNSELING AND TESTING SERVICES
TELEPHONE (336) 770-3277 FAX (336) 770-1492 WWW.UNCSA.EDU

Office of Student Financial Aid

Jane C. Kamiab, Director

The mission of the Office of Student Financial Aid is to serve prospective students and currently enrolled students by providing information, assistance and guidance on ways to plan for and meet the costs of education at the University of North Carolina School of the Arts. The office administers a full range of federal, state, university, and private aid programs.

Financial aid is provided to supplement the amount the student can contribute toward the costs of the student's education. The federal government and UNCSA believe the primary responsibility for paying for education rests with the student, who is expected to meet as much of the cost as possible.

Instructions for Applying for Financial Aid

Graduate students wishing to be considered for student loans should complete and submit the Free Application for Federal Student Aid (FAFSA) each year.

Types of Financial Aid

Loans (Self Help)

The financial aid program at UNCSA offers Federal Direct Loans for graduate students.

The Federal Direct Loan Program provides loans directly from the U.S. Department of Education to college students. Students may qualify with at least half-time enrollment. Federal Direct Unsubsidized student loans and Federal Direct PLUS loans for Graduate Students are available regardless of need. Grace periods and interest rates, will be provided at the time the student receives his or her award notification.

Unsubsidized Federal Direct Loans require the student to be responsible for paying the interest, which begins accruing from the date of the first disbursement. Quarterly interest statements will be sent from the Federal Direct Loan Program. Any unpaid interest will be capitalized when the student goes into repayment. Interest is currently fixed at 6.8 percent. The maximum annual loan limit for Unsubsidized loans is \$20,500.

The Federal Direct PLUS Loan is available to provide additional funds for educational expenses for graduate students, currently at a fixed 7.9 percent interest rate. A graduate student may borrow up to the Cost of Attendance Budget minus estimated financial aid per academic year. No demonstration of need is necessary to borrow under this program. However, a credit check will be performed, and the borrower must be creditworthy.

First-time student-loan borrowers of Federal Direct Loans at the University of North Carolina School of the Arts are required to complete Entrance Counseling.

Students who borrow under any of the loan programs offered at UNCSA are also required to complete Exit Counseling before leaving campus at the time of graduation or withdrawal from the institution. Any student who fails to complete Exit Counseling can expect to have a “hold” placed on his or her academic record, pending completion of this federal requirement.

Scholarships (Gift Aid)

Graduate students may be awarded scholarships by their arts dean, based on talent determined at the time of audition or evaluations. Students who want to apply for talent-based scholarships may wish to complete the FAFSA, since the arts dean may use this information in combination with talent qualifications to determine scholarship awards. All scholarships are included as part of a student’s financial aid award by the Office of Student Financial Aid.

Outside Scholarships

Information about scholarships from private foundations, professional organizations, religious organizations, community organizations, and civic groups may be available in your community or over the Internet. The Internet offers a wide range of free information and resource listings for students and prospective students in all areas of study. In addition, students can find free information in the reference section of local libraries (usually under “student aid” or “financial aid”) which may include information about private scholarships.

NOTE: Students awarded any scholarships from sources outside of UNCSA are required to report the amount and source to the Office of Student Financial Aid. If your financial aid package includes need-based aid, it is possible that a reduction in previously-awarded aid may be necessary.

Other Resources

- **Department of Veterans Affairs**
 - A student who is a veteran or a dependent of a deceased or disabled veteran may be eligible for benefits. Students should contact the Department of Veterans Affairs for more information.
- **Vocational Rehabilitation**
 - Students with a handicap may wish to contact the Vocational Rehabilitation Office in their state for more information.

Financial Aid Determination and Award

Awards are made to students who are enrolled or accepted for enrollment for the purpose of obtaining a degree or “Professional Artist Certificate” during the regular academic year. (Special students are not eligible for need-based aid.)

In general, students enrolled in courses that do not count toward the specific program to which they have been admitted cannot use enrollment in those courses toward their enrollment status for financial aid purposes. (Examples of various enrollment statuses

include full time, three-quarter time, half time and less-than-half time.) The financial aid award must be based on a student's enrollment in required courses only, and this enrollment status will be the basis of determining the cost of attendance budget for financial aid purposes. This enrollment status will also be used to determine eligibility for awards including student loans or any aid based on a specific enrollment status. A student's school bill, however, will be based on their actual course enrollment, rather than their enrollment status for financial aid purposes.

Students wishing to be considered for federal financial aid must be U.S. citizens or "eligible" non-citizens (see FAFSA instructions for an explanation). Financial aid is awarded without discrimination against a student's race, color, national origin, religion, sex, age, handicap, or sexual orientation.

It is important that students understand that all financial aid awards are dependent upon institutional, private, state and/or federal funding. Although UNCSA fully intends to be able to adequately fund offers made and provide accurate information, there is always a possibility that a program may be discontinued, funds may not be appropriated to UNCSA, or a computational error may be made. If this happens, students will be notified immediately regarding any change in an award.

Renewal of Financial Aid

Applicants must file a new FAFSA each year of enrollment. Applicants can complete the FAFSA online at the following Internet address: <http://www.fafsa.ed.gov>.

Awards may vary from year to year based on changes in family circumstances and availability of funds. To be eligible for ongoing assistance, a student must be maintaining satisfactory academic progress at UNCSA. A student is not eligible for financial assistance if he/she owes a refund of federal grant aid or is in default on a federal loan.

Satisfactory Academic Progress

To be eligible for federal aid programs, a returning college student must maintain "satisfactory academic progress." Satisfactory academic progress is determined using the three areas listed below:

Qualitative (Grade Point Average)

Students must meet UNCSA's Minimum Grade Point Average (GPA) Requirements consistent with the academic standard for graduation in the program in which they are enrolled. The achievement of acceptable GPAs will be monitored and administered by the arts schools and the Division of Liberal Arts, in conjunction with the University Registrar. GPAs include all course work at UNCSA.

Note: If students are continued in their program but temporarily placed in a Probationary Status for reasons that may include GPA, they may retain financial aid eligibility if their cumulative GPA is at least 2.0, and they meet both of the Quantitative Measures outlined below, when SAP

is reviewed. The UNCSA Office of Student Financial Aid will monitor for this GPA “floor” of 2.0.

Students dismissed, suspended, expelled or otherwise not continued in their program will not be eligible to receive financial aid.

Quantitative

To be progressing satisfactorily, a student must meet two types of quantitative measures.

Completion Ratio

Students must achieve and maintain a cumulative Completion Ratio of at least **67%** to remain eligible for financial aid.

The Completion Ratio will be calculated by dividing the cumulative number of total credit hours **completed** by the cumulative number of total credit hours **attempted**. Credit hours successfully **completed** at UNCSA are for all courses in which a student receives a non-failing letter grade (A – D), S (Satisfactory), or P (Passing). Credit hours **attempted** at UNCSA include credit hours for all courses in which a student was enrolled on the tenth day of class each semester (or the second day of class each summer session). Credit hours from other institution(s) accepted toward a student’s program at UNCSA are added to both **attempted** and **completed** hours.

A student who does not maintain the minimum Completion Ratio of 67% will be placed on Satisfactory Academic Progress Suspension for the next academic year. The student will not be reinstated for aid until satisfactory academic progress is established. A student has the right to appeal Satisfactory Academic Progress Suspension using the appeal process discussed later in this policy.

Maximum Timeframe

Students must complete their program within the maximum timeframes outlined below.

Normal Length of Program:

Maximum Time-Frame:

	<i>Full-Time</i>	<i>Part-Time</i>
Undergraduate 4-year program	5 years (10 semesters)	8 years (16 semesters)
Graduate program 3-year program	4 years (8 semesters)	6 years (12 semesters)
Graduate program 2-year program	3 years (6 semesters)	4 years (8 semesters)
Graduate program 1-year program	2 years (4 semesters)	3 years (6 semesters)

At UNCSA, successful completion of the core arts curriculum is the basis by which students progress toward completion of their program. The arts curriculum requires a mastery of topics acquired through successful completion of a prescribed set of courses in a specified order, in order to obtain and demonstrate proficiency in the art form. Due to the strict structure of the UNCSA arts curriculum, transfer work must demonstrate proficiencies equal to a certain level in the arts curriculum to allow the student to be classified higher than C1 for undergraduates or G1

for graduate students when they enter the program. Therefore, Maximum Timeframe begins with the level assigned at the time the student enters UNCSA.

A complete copy of the “UNCSA Satisfactory Academic Progress Policy — College Title IV Financial Aid Recipients Only” is available at the following link:

<http://www.uncsa.edu/financialaid/policies.htm> or from the Office of Student Financial Aid upon request.

Student Responsibilities

Students have the responsibility to:

- Apply for admission;
- Complete all financial aid forms accurately and submit them in a timely manner;
- Reapply for financial aid each academic year;
- Provide any additional information as requested by the Office of Student Financial Aid or any other UNCSA office;
- Inform the Office of Student Financial Aid of any personal changes (increase or decrease in your financial resources, change in name, address and/or Social Security number, withdrawal or transfer from UNCSA);
- Enroll for the necessary number of credit hours;
- Maintain satisfactory academic progress;
- Honor the policies and procedures set forth in the UNCSA Bulletin and the College Life Handbook;
- Request any information you feel is necessary;
- Perform the work that is agreed upon in accepting work-study; and
- Attend required loan counseling and repay your loans in accordance with your repayment schedule.

Student Rights

Students have the right to:

- Obtain information about the student aid programs available at UNCSA;
- Apply and be considered for assistance;
- Request an explanation of any phase of the financial aid process;
- Request special consideration if your family's financial circumstances change significantly (Students/families must take the initiative to notify the Office of Student Financial Aid of these changes);
- Request an appointment with the Director of Student Financial Aid concerning financing your education;
- Request information concerning academic programs, costs and refunds, physical facilities, student retention, etc.; and
- Appeal financial aid awards or denials based upon academic progress.

Refunds of Charges and Return of Financial Aid Due to Withdrawal from UNCSA

If a student withdraws from UNCSA during a term, a refund is calculated according to UNCSA policies. These policies vary according to whether or not the student is a recipient of Title IV Federal Aid such as Federal Direct Loans (Unsubsidized and PLUS). A determination is then made as to whether any aid must be returned to the Title IV Federal Aid Program, any state program or any institutional fund. Required return of funds to all financial aid programs must be made prior to the refund to the student.

Therefore, if a student withdraws or stops attending UNCSA after receiving funds from a Federal Direct Loan (Unsubsidized, and PLUS), the student may be required to repay all or a portion of the financial aid provided to the student from a credit balance on the student's account. The repayment amount will be calculated on the basis of the calendar days remaining in the semester at the time of the student's withdrawal from or failure to attend UNCSA. The student will be notified of any repayments for which the student is responsible, if the student withdraws or leaves during a semester at UNCSA.

A copy of the "Withdrawal from UNCSA – Refund of Charges and Return of Financial Aid" is available at the following link: <http://www.uncsa.edu/financialaid/policies.htm> or from the Office of Student Financial Aid upon request.

Office of Student Accounts, Loan Collections, & Cashiering

LaToya Wiley, Interim Director

Tuition and Fees

Tuition and fees must be paid before the beginning of each semester for which the student is enrolled. Students may not attend classes until such payment is received.

The University of North Carolina School of the Arts reserves the right, with the approval of the proper authorities, to make changes in tuition and other fees at any time.

Questions concerning payment of tuition and fees should be directed to the Student Accounts office/Financial Services located in the Welcome Center/second floor.

View 2013-2014 tuition and fees (subject to change):

<http://www.uncsa.edu/studentaccounts/tuitionandfees.htm>

Withdrawal and Refund Policy

Students who officially withdraw from UNCSA may be entitled to a proportionate refund of tuition and fees. To receive the refund to which a student is entitled, if any, the student must submit the appropriate withdrawal form, available from the registrar. In order for the student to be eligible for consideration for a refund, the student must be in good standing at the time of withdrawal.

Withdrawal Time Frame (for Non-Title IV Federal Aid Recipients)

Percentage of total tuition, fees, room and meal plan to be refunded (minus nonrefundable advance payments) (excluding in-state high school students)

Through 1st week	90 percent
Through 2nd week	80 percent
Through 3rd week	60 percent
Through 4th week	40 percent
After 4th week	0 percent

Attendance is counted from the first day of required attendance in a semester. Fractions of a week count as a full week. No refunds will be made following the fourth week. Exceptions to the policy may be reviewed by the Tuition and Fees Appeals Committee. Refunds of less than \$1 will not be issued. If a student withdraws or cancels registration before the first day of classes, no financial aid will be disbursed, and the student will be responsible for any charges he/she may owe.

UNCSA will prorate institutional charges for Federal Title IV aid recipients based on the percentage of the semester completed, calculated by dividing the number of calendar days the student attended in the semester by the total number of calendar days in the semester.

Title IV financial aid recipients will be charged for a percentage of the semester equal to the percentage of aid they “earned.” After completing more than 60 percent of the semester as calculated above, the student will have “earned” 100 percent of his/her institutional charges, as well as his/her Title IV financial aid.

If a student withdraws or cancels registration before the first day of classes, no financial aid will be disbursed, and the student will be responsible for any charges he/she may owe.

The following exception to the refund policy will be applicable to students receiving funds from the Veterans Administration under the provisions of Title 38, United States Code. The amount charged to such persons for tuition, fees, and other charges for a portion of the course will not exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to its total length.

Suspension or Unofficial Withdrawal

Students who are suspended for disciplinary reasons or who do not formally withdraw is not eligible for a refund of tuition, fees, room, or meal plan.

Advance Tuition Deposit - New Students

New students accepted for admission to UNCSA are required to submit an advance tuition deposit of \$200, which is applied as a partial payment of the student’s tuition and fees for the academic semester for which the student is accepted. This advance tuition deposit must be paid within three weeks of the student’s letter of acceptance. If the advance tuition deposit is not paid within this period, UNCSA reserves the right to withdraw the offer of admission and offer the space to another qualified applicant. In addition, any scholarship or financial aid may be forfeited if the advance tuition deposit is not paid within the specified period of time.

If an applicant for the fall semester pays the required advance tuition deposit and then decides not to enroll, the applicant shall be afforded a full refund, providing the applicant notifies the Office of Admissions by May 1. If a student has paid an advance tuition deposit and decides not to enroll and fails to notify the admissions office by the specified deadline, the student shall forfeit any advance tuition deposit paid.

Students accepted after May 1 must pay their tuition and housing deposit within three weeks of receipt of the letter of acceptance. No refunds are offered after May 1.

Advance Housing Deposit - New and Returning Students

All students are required to pay a \$300 advance housing deposit to reserve a space in an on-campus residence hall.

New students are required to pay the \$300 advance housing deposit at the same time the advance tuition deposit is paid. When a new student is fully accepted for admission to UNCSA, he or she is notified by the Office of Admissions that the tuition and housing deposit are due and payable. The advance housing deposit shall be applied against the

student's housing fee. Procedures for refund are the same as for the advance tuition deposit.

Returning students are required to pay the \$300 advance housing deposit during the spring semester in order to reserve a residence hall space for the following fall semester. This advance deposit shall be applied against the student's fall housing fee. Procedures for refunds are the same as for the advance tuition deposit.

The School of Design & Production

Joseph P. Tilford, Dean

I. Overview of Graduate Programs

In recognition of the primary importance of designers, craftsmen, and managers as full collaborators in the performing arts, the School of Design and Production offers a unique and comprehensive program of instruction and practice in ten different concentrations at the master's degree level in theatrical design, production, management, and theatre crafts.

At UNCSA, students design and execute the sets, properties, costumes, lighting, wigs, makeup, and sound, and manage all production aspects for more than twenty productions each year. The School of Design and Production works hand-in-hand with the schools of Dance, Drama, Filmmaking, and Music in mounting productions and projects, including operas, musicals, plays, films, ballets and contemporary dance performances.

The Master of Fine Arts (MFA) is a terminal degree professional training program consisting of three years of advanced study. This program is open to college graduates holding an undergraduate degree who wish to specialize in one of four design concentrations, one of five production concentrations, or the management concentration. Studio, coursework and production assignments escalate in scale and complexity to prepare students to take full responsibility for productions as professional designers, managers and technicians.

Design and Production Concentrations

Classes are small and the resident faculty members are both working professionals and full-time participants in the training program. The faculty regularly gives guidance and evaluation to each student throughout the three-year program.

Design Concentrations:

- Costume Design
- Scene Design
- Sound Design
- Wig and Makeup Design

Production Concentrations:

- Costume Technology
- Scenic Art
- Stage Automation
- Stage Properties
- Technical Direction

Management Concentration

The Master of Fine Arts (MFA) in the Performing Arts Management concentration is earned in a three-year program consisting of five semesters of coursework and practical

experience, enhanced by one semester of professional internship. The internship assignment is identified by the program director in consultation with each student, based on that student's particular abilities, interests and needs. The internship is full-time for one semester.

Management Concentration:
Performing Arts Management

II. Specific Admissions and Transfer Requirements:

The Master of Fine Arts (MFA) program in Design and Production is a three-year graduate program offering specialization in costume design, costume technology, performing arts management, scene design, scenic art, sound design, stage properties, stage automation, technical direction, and wig and makeup design.

Admission to the MFA Programs in the School of Design and Production is by application, interview, and portfolio assessment. Candidates must have completed an undergraduate degree from an accredited college or university (or the equivalent if the institution is located outside the United States). To apply, candidates must submit the following: a completed application form and application fee, two letters of recommendation, an official transcript with a seal or registrar's signature from each college attended (copies are unacceptable and international students must submit a certified English translation for each transcript), a résumé detailing the applicant's artistic experience and educational objectives, and a TOEFL test (if the candidate is an international student.)

The following must occur before a student is officially admitted to the program: The applicant must attend an interview and portfolio evaluation with faculty from the School of Design and Production. A "take-away" of portfolio samples (usually in the form of a disc, but other forms are acceptable) must accompany the interview. The faculty submits a written evaluation of the applicant's interview. The application is then be sent to the Dean of the School of Design and Production for final approval. To assure a safe and collegial campus, background checks of applicants may be required.

All students in the School of Design and Production must be able to physically, artistically and intellectually, and physically participate in all phases and activities of the program area in which they are enrolled. In general, students in the School of Design and Production must possess the ability to communicate clearly with faculty and other students in classes and production activities; and must be able to watch and hear theatrical productions and possess the ability to analyze and discuss them. The various professional fields of design and production have specific physical demands. The School of Design and Production embraces inclusiveness and will make reasonable accommodations for students showing professional promise and the ability to handle the rigorous work of the program and of the field. It is important to note that not all disabilities can be accommodated.

Transfer Credit or Advanced Placement: Transfer and/or advanced placement credits will be considered on a case-by-case basis.

III. Specific standards of Achievement, evaluation, and continuation

A. Portfolio Review

All students are required to present their work to the entire faculty at the Portfolio Review at the end of the Spring Semester each year. The faculty uses this presentation to further develop an understanding of the student's progress and steer the student's future in the program.

B. Production Evaluations

Students enrolled in Production must participate in the Production Evaluation process at the end of each semester of enrollment. More specific information concerning the Production Evaluation process is available from the faculty of each concentration. All work covered in the course entitled Production will be graded and evaluated at the end of each semester by the entire D&P faculty.

C. Residency and Placement

The residency requirement for the MFA is a minimum of two years as a full time student at UNCSA. A full time student is one who is enrolled for a minimum of nine graduate credits per semester. The MFA degree must be completed within five years of the graduate student's initial enrollment in the program.

Placement in the program is based on the faculty's assessment of a student's prior training, abilities, and proficiency.

D. MFA Thesis Requirement

As a terminal degree, the MFA requires a rigorous thesis. Each MFA concentration in Design and Production has thesis requirements and guidelines specific to the concentration and field. For further information, consult the director of the specific MFA concentration. The MFA thesis must be successfully completed within five years of the student's initial enrollment in the program.

E. Continuation

Graduate students in the School of Design and Production MFA programs must maintain a Grade Point Average of 3.0 each semester. Earning less than a 3.0 grounds for dismissal. Students may not carry more than six credit hours of C on their transcript. Exceeding the limit of six credit hours of C will be grounds for dismissal from the program. Graduate students receiving the grade of D or F in any course will be subject to dismissal from the program. In some cases, MFA students earning a grade of D or F may petition the Dean of Design and Production for continuation in the program as a student under Probation. The decision of the Dean as to continuation under Probation or Dismissal from the program is final.

Continuation from one academic year to the next in all concentrations in the School of Design and Production is not automatic, and is based on several factors. Among these are: faculty assessment of professional potential, class grades, production

assignment evaluations, growth in artistic and/or technical abilities as applicable, academic growth, professional demeanor and creative discipline. If a student is found to have interacted inappropriately with the UNCSCA or School of Design and Production community, or to have failed to follow UNCSCA or School of Design and Production policies and procedures, he or she will be dismissed from the program. Please see the Graduate Policy on [Student Probation and Continuation](#).

An Invitation to Return from the School of Design and Production is required each year. Students exhibiting satisfactory grades, growth and performance will be invited to return to the program. Students who do not exhibit satisfactory grades, growth and performance will be dismissed.

F. Additional School of Design and Production Policies

Students must read and comply with all policies and procedures in the School of Design and Production [Student Handbook](#). Students must sign a Student Agreement at the beginning of each school year verifying that they have read the Design and Production Student Handbook and affirm they accept the policies and procedures contained therein.

IV. Supplies and Materials

Students are personally responsible for obtaining the supplies and equipment required by their MFA concentration, such as drafting equipment, shop hand tools, drawing and design supplies, as well as required (or recommended) textbooks for courses. Expenditures will be heaviest during the first year, as students make major investments that they will use for the rest of their professional careers. Students not already owning some of the necessary major equipment and supplies needed should be prepared to spend \$750 or more during the early part of their first year. Computer and software requirements and recommendations are specific to each program and field. Please see the director of the specific MFA concentration for further information.

V. Courses, Concentrations, & Curriculum Models

Graduate Costume Design

MFA Degree Total 63 credits

		Credits per Semester		Total Credits
Year One				
DEP 6000	Production	4	4	8
DEP 6126	Life Drawing	3	-	3
DEP 6113	Costume Rendering	-	1	1
DEP 6601,6602	Graduate Costume Design IA & IB	3	3	6
DEP 6651,6652	Graduate Costume Technology IA & IB	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year One Total		14	11	25
Year Two				
DEP 7000	Production	5	5	10
DEP 6115	Digital Rendering	-	2	2
DEP 6143	Wet Media	1	-	1
DEP 7601,7602	Graduate Costume Design IIA & IIB	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year Two Total		10	10	20
Year Three				
DEP 8000	Production	4	-	4
DEP 8601,8602	Graduate Costume Design IIIA & IIIB	3	3	6
DEP 8909	Thesis	-	3	3
DEP 6XXX	Arts Elective	1	2	3
DEP 6133	Portraiture	-	1	1
DEP 5599	Intensive Arts	1	-	1
Year Three Total		9	9	18

Graduate Costume Technology

MFA Degree Total

65 credits

		Credits per Semester		Total Credits
Year One				
DEP 6000	Production	4	4	8
DEP 6602	Graduate Costume Design IB	-	3	3
DEP 6603	Graduate Shop Practice	1	-	1
DEP 6651,6652	Graduate Costume Technology IA & IB	3	3	6
DEP XXXX	Arts Elective	-	2	2
DEP 5599	Intensive Arts	1	-	1
Year One Total		9	12	21
Year Two				
DEP 7000	Production	5	5	10
DEP 6661	Shop Management	1	-	1
DEP 7651,7652	Graduate Costume Technology IIA & IIB	3	3	6
DEP 7662	Costume Shop Management	-	3	3
DEP 5599	Intensive Arts	1	-	1
Year Two Total		10	11	21
Year Three				
DEP 8000	Production	6	6	12
DEP 8651,8652	Graduate Costume Technology IIIA & IIIB	3	3	6
DEP 8909	Thesis	-	3	3
DEP 5599	Intensive Arts	1	-	1
Year Three Total		10	12	22

Graduate Performing Arts Management

MFA Degree Total

70 credits

		Credits per Semester		Total Credits
Year One				
DEP 6900	Performing Arts Management Practicum	3	3	6
DEP 6911,6912	Accounting and Financial Management I & II	3	3	6
DEP 6917	Technology in the Arts	3	-	3
DEP 6921	Arts Marketing Practice	3	-	3
DEP 6922	Principles of Marketing	-	3	3
DEP 6931	Introduction to Performing Arts Management	3	-	3
DEP 6932	Development and Public Policy	-	3	3
DEP 6962	Cultural Literacy	-	3	3
DEP 5599	Intensive Arts	1	-	1
Year One Total		16	15	31
Year Two				
DEP 7900	Performing Arts Management Practicum	3	3	6
DEP 7923	Marketing Strategy (AY)*	3	-	3
DEP 7951	Negotiation	2	-	2
DEP 7952	Strategic Planning and Leadership	-	3	3
DEP 7953	Producing for the Commercial Theatre (AY)*	3	-	3
DEP 7962	Managing the Production Process and Budgeting	-	3	3
DEP 5599	Intensive Arts	1	-	1
Year Two Total		12	9	21
Year Three				
DEP 8900	Performing Arts Management Practicum	3	-	3
DEP 7945	Law and the Arts (AY)*	3	-	3
DEP 7955	Human Resources (AY)*	3	-	3
DEP 8981	Thesis Project	-	3	3
DEP 8992	Internship	-	6	6
Year Three Total		9	9	18

(AY)* - Offered Alternate years.

Graduate Scenic Art

MFA Degree Total

63 credits

		Credits per Semester		Total Credits
Year One				
DEP 6000	Production	4	4	8
DEP 6103	Scenic Rendering	-	1	1
DEP 6153	Model Building	1	-	1
DEP 6211,6212	Foundations of Scene Painting I & II	3	3	6
DEP 6511,6512	Graduate Scene Design IA & IB	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year One Total		12	11	23
Year Two				
DEP 7000	Production	5	5	10
DEP 6114	Studio (Architecture)	1	-	1
DEP 6183	Advanced Mechanical/Perspective Drawing	-	1	1
DEP 7211	Trompe l'oeil and Scenic Sculpture	3	-	3
DEP 7212	Translucency: Interaction of Light and Paint	-	3	3
DEP 5599	Intensive Arts	1	-	1
Year Two Total		10	9	19
Year Three				
DEP 8000	Production	3	3	6
DEP 6104	Studio (Figure)	-	1	1
DEP 6143	Wet Media	1	-	1
DEP 8211	Advanced Trompe l'oeil	3	-	3
DEP 8212	Scene Painting Studio	-	3	3
DEP 8909	Thesis	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year Three Total		11	10	21

Graduate Scene Design

MFA Degree Total

66 credits

		Credits per Semester		Total Credits
Year One				
DEP 6000	Production	4	4	8
DEP 6103	Scenic Rendering	-	1	1
DEP 6153	Model Building	1	-	1
DEP 6211,6212	Foundations of Scene Painting I & II	3	3	6
DEP 6511,6512	Graduate Scene Design IA & IB	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year One Total		12	11	23
Year Two				
DEP 7000	Production	5	5	10
DEP 6114	Studio (Architecture)	1	-	1
DEP 6173	Advanced Drafting	-	1	1
DEP 7212	Translucency: Interaction of Light and Paint	-	3	3
DEP 7511,7512	Graduate Scene Design IIA & IIB	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year Two Total		10	12	22
Year Three				
DEP 8000	Production	3	3	6
DEP 6143	Wet Media	1	-	1
DEP 6163	Advanced Model Building	-	1	1
DEP 8511,8512	Graduate Scene Design III & IIIB	3	3	6
DEP 8909	Thesis	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year Three Total		11	10	21

Graduate Sound Design

MFA Degree Total

69 credits

		Credits per Semester		Total Credits
Year One				
DEP 6000	Production	4	4	8
DEP 6111	Graduate Technical Graphics I ¹	3	-	3
DEP 6811	Graduate Theatre Sound Design I	3	-	3
DEP 6812	Graduate Sound System Design	-	3	3
DEP 6822	Theatre Electronics	-	2	2
DEP 7431	Graduate Theatrical Rigging	-	3	3
DEP 5599	Intensive Arts	1	-	1
Year One Total		11	12	23
Year Two				
DEP 7000	Production	5	5	10
DEP 6821	Graduate Sound System Engineering	3	-	3
DEP 7811	Graduate Theatre Sound Design II	3	-	3
DEP 7812	Graduate Sound Design Technology	-	3	3
DEP 8822	Audio Electronics	-	2	2
DEP 5599	Intensive Arts	1	-	1
Year Two Total		12	10	22
Year Three				
DEP 8000	Production	6	6	12
DEP 8811	Graduate Sound Seminar	2	-	2
DEP 8909	Thesis	3	3	6
DEP 6014	Creativity and Innovation	-	3	3
DEP 5599	Intensive Arts	1	-	1
Year Three Total		12	14	26

¹Graduate Sound Design students should show proficiency in:

DEP 1153: Technical Graphics I before enrolling in DEP 6111: Graduate Technical Graphics I

Graduate Stage Automation

MFA Degree Total

70 credits

		Credits per Semester		Total Credits
Year One				
DEP 6000	Production	4	4	8
DEP 6431, 6432	Motion Control IA & IB	3	3	6
DEP 5462	Advanced Computer Techniques	-	2	2
DEP 6111	Graduate Technical Graphics I ¹	3	-	3
DEP 6421,6422	Graduate Theatrical Structures and Stage Dynamics I & II	3	3	6
DEP 6442	Graduate Welding and Metalworking ¹	-	2	2
DEP 5599	Intensive Arts	1	-	1
Year One Total		14	14	28
Year Two				
DEP 7000	Production	5	5	10
DEP 6411	Graduate Technical Direction I	3	-	3
DEP 6451,6452	Motion Control IIA & IIB	3	3	6
DEP 7431	Graduate Theatrical Rigging	-	3	3
DEP 7442	Graduate Research Topics	1	-	1
DEP 5599	Intensive Arts	1	-	1
Year Two Total		13	11	24
Year Three				
DEP 8000	Production	3	3	6
DEP 7451,7452	Motion Control IIIA & IIIB	3	3	6
DEP 8411	Machining and Fabricating for the Theatre	2	-	2
DEP 8909	Thesis	-	3	3
DEP 5599	Intensive Arts	1	-	1
Year Three Total		9	9	18

¹Graduate Technical Direction students should show proficiency in:

DEP 1153: Technical Graphics I before enrolling in DEP 6111: Graduate Technical Graphics I

DEP 1422: Welding and Metalworking I before enrolling in DEP 6442: Graduate Welding and Metalworking

Graduate Stage Properties

MFA Degree Total 63 credits

		Credits per Semester		Total Credits
Year One				
DEP 6000	Production	4	4	8
DEP 6211,6212	Foundations of Scene Painting I & II	3	3	6
DEP 6267,6268	Graduate Stage Properties I & II (AY)*	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year One Total		11	10	21
Year Two				
DEP 7000	Production	5	5	10
DEP 7275,7276	Graduate Furniture and Woodworking I & II (AY)*	3	3	6
	Arts Elective ¹	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year Two Total		12	11	23
Year Three				
DEP 8000	Production	3	3	6
DEP 8909	Thesis	3	3	6
	Arts Elective ¹	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year Three Total		10	9	19

(AY)* - Offered Alternate years.

¹ Arts elective credits may be fulfilled using any course (3000 and above) offered through the School of Design & Production or School of Filmmaking with arts advisor's approval.

Graduate Technical Direction

MFA Degree Total

70 credits

		Credits per Semester		Total Credits
Year One				
DEP 6000	Production	4	4	8
DEP 6462	Advanced Computer Techniques	-	2	2
DEP 6111	Graduate Technical Graphics I ²	3	-	3
DEP 6411,6412	Graduate Technical Direction I & II	3	3	6
DEP 6421,6422	Graduate Theatrical Structures and Stage Dynamics I & II	3	3	6
DEP 6442	Graduate Welding and Metalworking ²	-	2	2
DEP 5599	Intensive Arts	1	-	1
Year One Total		14	14	28
Year Two				
DEP 7000	Production	5	5	10
DEP 6432, 6432	Motion Control I & II	3	3	6
DEP 7431	Graduate Theatrical Rigging	-	3	3
DEP 7432	Graduate Shop Practice and Technique	2	-	2
DEP 7442	Graduate Research Topics	1	-	1
DEP 5599	Intensive Arts	1	-	1
Year Two Total		12	11	23
Year Three				
DEP 6211	Foundations of Scene Painting I	3	-	3
DEP 8000	Production	3	3	6
DEP 7962	Managing Production and Budgeting Process	-	3	3
DEP 8909	Thesis	-	3	3
	Arts Elective ¹	3	-	3
DEP 5599	Intensive Arts	1	-	1
Year Three Total		10	9	19

¹ Arts elective credits may be fulfilled using any graduate level course offered through the School of Design & Production or School of Filmmaking with arts advisor's approval.

²Graduate Technical Direction students should show proficiency in:

DEP 1153: Technical Graphics I before enrolling in DEP 6111: Graduate Technical Graphics I

DEP 1422: Welding and Metalworking I before enrolling in DEP 6442: Graduate Welding and Metalworking

Graduate Wig and Make-up Design

MFA Degree Total

61 credits

		Credits per Semester		Total Credits
Year One				
DEP 6000	Production	4	4	8
DEP 6126	Life Drawing	3	-	3
DEP 6711,6712	Graduate Wig and Make-up Technology IA & IB	3	3	6
	Arts Elective ¹	-	2	2
DEP 5599	Intensive Arts	1	-	1
Year One Total		11	9	20
Year Two				
DEP 7000	Production	5	5	10
DEP 6133	Portraiture	-	1	1
DEP 6143	Wet Media	1	-	1
DEP 7711,7712	Graduate Wig and Make-up Design IA & IB	3	3	6
DEP 5599	Intensive Arts	1	-	1
Year Two Total		10	9	19
Year Three				
DEP 8000	Production	6	6	12
DEP 8711,8712	Graduate Wig and Make-up Design IIA & IIB	3	3	6
DEP 8909	Thesis	-	3	3
DEP 5599	Intensive Arts	1	-	1
Year Three Total		10	12	22

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1 Arts elective credits may be fulfilled using any graduate level course offered through the School of Design & Production or School of Filmmaking with arts advisor's approval.

Course Descriptions

Not all courses listed may be offered each year. Courses that are listed with (AY) will be offered alternate years. Lists of courses offered in a given semester may be obtained from the School of Design and Production office.

DEP 5599: Intensive Arts (1 credit)

A period for intense production and seminars in specialties in areas that are normally outside the planned curriculum utilizing guest artist and exploring new materials and techniques. Graded Pass/Fail

DEP 6000: Production (4 credits per semester)

This is a practical laboratory class that is required for all Design and Production graduate students. Specific assignments vary according to each student's abilities and the production to which they are assigned. It is intended to serve as an opportunity to practice skills learned in the studio or laboratory classes. By applying these skills to actual productions that are performed for the public, students will experience a variety of situations that will prepare them for the professional workplace. Advanced students will be assigned to the areas of their concentration.

DEP 6014: Innovation & Creativity (3 credits)

In this course we will introduce students to some of the diverse processes of innovation and creativity that are practiced in other fields and art forms. A few core texts will be chosen that explain the design process as practiced by different industries and different individuals. To this will be added additional materials, concepts and practices from other artists and designers in the form of papers, DVDs and individual presentations to further expand the student's understanding of the different fields of design/innovation/creativity around them and the different methods and processes they employ. Students will then select some of these design processes and methods to integrate into their own process so as to increase their own individual design abilities. Graduate students will be required to complete projects appropriate to a graduate level of study.

DEP 6088: Independent Study (1 to 3 credits)

This course is a rigorous independent study by one student in a topic, skill, or process within the areas covered by the School of Design and Production, under the supervision of an appropriate faculty member. An Independent Study Contract detailing the readings, study materials, projects and/or activities and the methods of evaluation is required. This course can be repeated for credit.

Prerequisite(s): Permission of instructor and permission of the Assistant Dean of Academics of School of D&P

**DEP 6099: Tutorials and Contracts
(variable credit)**

Credit is given for apprenticeships and tutorials, originated by the graduate student with faculty approval, for special projects which will significantly enrich the student's growth and development in areas not regularly covered in established courses.

**DEP 6103: Scenic Rendering
(1 credit)**

An exploration of techniques and media used in rendering scenic elements for theatre and film. Projects in a variety of media include grid perspective, furniture, décor, columns, architectural detail and a variety of landscapes. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6104: Studio: Figure
(1 credit)**

This course builds on the foundation laid in Life Drawing with the student continuing to drawing from a live model in a variety of mediums. This course maybe taken twice for credit. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6111: Graduate Technical Graphics I
(3 Credits)**

The graduate student will build upon 2D and 3D graphics skills with AutoCAD by producing more complex projects and will begin to focus on specific applications. Graduate students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): Proficiency to DEP 1153 or permission of Instructor.

**DEP 6113: Costume Rendering
(1 credit)**

This fast paced course focuses on creating effective, refined and versatile costume renderings. Emphasizing the selection of rendering "style" which best suits the mood and intentions of the character and the play, the student will work in many mediums, including watercolor, gouache, acrylic, markers and colored pencils. The course includes projects specifically designed to focus on color, texture, weight and pattern as well as projects that involve working in the style of "the masters." Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6114: Studio: Architecture
(1 credit)**

This course focuses on developing skilled perspective and architectural sketch techniques for the design and painting student. Both "in class" and "on site" projects will be included. This course maybe taken twice for credit. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6115: Digital Rendering
(1 credit)**

This one-semester course will introduce the student to rendering in a digital environment. The use of cutting-edge hardware and software for illustration will be employed. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6123: Digital Portfolio
(2 credits)**

In this course students will learn to create a digital portfolio on the world wide web. The course will cover traditional web development technology with a focus on techniques for presenting portfolio materials effectively in a digital medium. Students will be required to have their own computer with internet access. The course material will be presented on the Mac OS system. Students will also need to purchase a web hosting service and development software. Graduate students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): DEP 3193: Digital Graphics or permission of instructor.

**DEP 6126: Life Drawing
(3 credits)**

The class is structured in the classical format, and includes a basic study of anatomy. Working from nude artists' models, the course focuses on developing graphic abilities in many mediums, including graphite, charcoal, conté, chalk/pastel, colored pencil, watercolor and ink. Through exercises and skill building techniques the artist will learn to draw the human form. By focusing on eye-hand coordination, the student will learn to draw what they see while reinforcing issues of line, form, proportion, highlight and shadow, composition and gesture.

**DEP 6133: Portraiture
(1 credit)**

The course is an in-depth study of the human head and face, focusing on expression and character. The artist will work in several mediums including graphite, charcoal, conté, and color mediums. Course content will include: Anatomy, Plasticity, Form, Value, Understanding Planes, and Drawing sculpturally. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6143: Wet Media
(1 credit)**

This course explores traditional and contemporary painting techniques and aesthetics. The study focuses on but is not limited to watercolor and acrylic. By exploring the possibilities of wet mediums the student will gain an understanding of the inherent qualities and capabilities of the mediums potential as a means of personal expression. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6153: Model Building
(1 credit)**

This course explores model building techniques in paper, wood and brass. For the students to effectively progress in the design classes, the course focuses on precision and speed. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6163: Advanced Model Building
(1 credit)**

This course continues to introduce more sophisticated methods of model building techniques in paper, wood and brass. The course focuses on completely finished and painted model pieces with precision. Graduate students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): Permission of Instructor

**DEP 6173: Advanced Drafting
(1 credit)**

This course reinforces a student's speed and accuracy in design drafting. Page layout, lettering, labeling and package content are addressed. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6183: Advanced Mechanical/Perspective Drawing
(1 credit)**

This course covers full scale layout of architecture detail, the basic principles of perspective and the relationship of plan geometry to perspective layout. Drop point and trompe l'oeil perspective techniques will be thoroughly explored. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6193: Digital Graphics
(1 credit)**

This course explores digital graphics for the designer using the computer rendering and mixed media skills. Focus will be on producing quick skillful works of art to illustrate a design. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6198: Special Topics in Technology
(1 to 3 credits)**

A one-semester special topics course taught in Design and Production that focuses on a specific issue or issues in the study of technology. This course may be taken 4 times for credit.

Prerequisite(s): Permission of the instructor.

**DEP 6211: Foundations of Scene Painting I
(3 credits)**

A review of the basic techniques employed by the scenic artist. Emphasis is placed on equipment, procedure and practical application to framed scenery and flat painted drops.

Projects will include wood grain, simple trompe l'oeil techniques and a textural landscape. Students will be required to complete projects appropriate to a graduate level of study.

**DEP 6212: Foundations of Scene Painting II
(3 credits)**

A continuing review of the basic techniques employed by the scenic artist. Emphasis is placed on equipment, procedure and practical application to framed scenery and flat painted drops. Projects will include architectural moldings, columns and spray techniques. Students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): DEP 6211.

**DEP 6267, 6268: Graduate Stage Properties I & II
(3 credits per semester)**

A two semester study of new procedures and materials, combined with advanced techniques for use in the construction of stage properties by the Artisan or Property Director. A demonstrated background in stage properties is a prerequisite. Offered alternate years.

**DEP 6298: Special Topics in Design
(1 to 3 credits)**

A one-semester special topics course taught in Design and Production that focuses on a specific issue or issues in the study of design. This course may be taken 4 times for credit.

Prerequisite(s): Permission of the instructor.

**DEP 6398: Special Topics in Management
(1 to 3 credits)**

A one-semester special topics course taught in Design and Production that focuses on a specific issue or issues in the study of management. This course may be taken 4 times for credit.

Prerequisite(s): Permission of the instructor.

**DEP 6431, 6432: Motion Control IA & IB
(3 credits per semester)**

Motion control for the stage. In-depth two semester study of the use of control systems and equipment in relation to moving scenery. Computer and other control systems will be covered. Graduate students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): DEP 6431 for DEP 6432.

**DEP 6411, 6412: Graduate Technical Direction I & II
(3 credits per semester)**

This two semester class will explore the role of the Technical Director as a problem solver, manager, leader, and collaborator in the production process. Development of skills in critical thinking, communication, graphics, leadership, collaboration and practical applications will be emphasized.

Prerequisite(s): DEP 6411 for DEP 6412 or permission of instructor.

**DEP 6421, 6422: Theatrical Structures and Stage Dynamics I & II
(3 credits per semester)**

An advanced two semester course in scenery construction techniques and material technology with an emphasis on mathematical problem-solving. A brief study of structural engineering is included, with concentration on its application to stage machinery and scenic units. Graduate students will be expected to complete projects at a graduate level of study.

Prerequisite(s): DEP 6421 for DEP 6422.

**DEP 6442: Graduate Welding and Metalworking
(2 credits)**

A honing of welding and fabrication skills. Basic shop operations will be covered including general tool and shop maintenance. Emphasis will be on different welding techniques and equipment.

Prerequisite(s): Permission of instructor.

**DEP 6451, 6452: Motion Control IIA & IIB
(3 credits per semester)**

A two semester continuation of the skills and knowledge from Motion Control I. More in-depth study in design and programming of complete systems.

Prerequisite(s): DEP 5452 for DEP 6451 and DEP 6451 for DEP 6452

**DEP 6462: Advanced Computer Techniques
(2 credits)**

In-depth study of advanced software applications being used in the theatrical field and associated industries. Graduate students will be required to complete projects appropriate to a graduate level of study.

**DEP 6511, 6512: Graduate Scene Design IA & IB
(3 credits per semester)**

A two-semester review and analysis of the principles of scene design for the stage, with emphasis on the use of various stage spaces, research, visual presentation, and integration with costumes and lighting.

Prerequisite(s): DEP 6511 for DEP 6512.

**DEP 6601, 6602: Graduate Costume Design IA & IB
(3 credits per semester)**

A two semester review and analysis of the principles of costume design for the stage, with special emphasis on research, style and character, including organizational techniques such as budgeting and the appropriate use of resources.

Prerequisite(s): Permission of Instructor.

**DEP 6603: Graduate Shop Practice
(1 credit)**

A combination of review and new material to acquaint incoming graduate students, with variable degrees of experience, with standard industry practices in the costume workroom

such as: machine operation (domestic and industrial sewing machines, sergers, and steam irons), construction techniques, organizational and leadership skills, and safety in the dye and crafts studios. A series of small projects will lead to a notebook with examples of closures, seam styles and edge finishes.

**DEP 6634: Graduate Costume Design Practicum I
(3 credits)**

To be taken once in whichever semester of a student's first year he or she is assigned a realized design project, the class will include all responsibilities for that design from concept to shopping to opening night. Some work will be done in meetings with the director, some in the designer's studio, and some in the shop during conferences and fittings with drapers and craftsmen. As the production schedule permits, a separate Assistant Designer assignment may occur. Conferences will be held with the instructor as needed throughout the process.

**DEP 6651, 6652: Graduate Costume Technology IA & IB
(3 credits per semester)**

Advanced two-semester study of theatrical patterning and construction through realized projects made for live models with an emphasis on demonstrating problem-solving and leadership skills. Possible topics include: semi-tailored menswear (vests, trousers) and women's period undergarments (corsets, petticoats). Graduate students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): Permission of Instructor.

**DEP 6661: Shop Management
(1 credit)**

A study of the skills needed for successful management of a working professional shop. Topics include personal time management, supervision, leadership, and stress management. Graduate students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): Permission of instructor.

**DEP 6711, 6712: Graduate Wig and Make-up Technology IA & IB
(3 credits per semester)**

A two-semester exploration in make-up, wig making and styling technique. This course introduces students to a wider variety of materials and techniques including commonly used 3- dimensional applications to create complete characters. Graduate students will be expected to complete projects to a graduate level of study.

Prerequisite(s): DEP 6711 for DEP 6712 or permission of Instructor.

**DEP 6727: Puppetry, Design and Fabrication
(2 credits)**

This course will concentrate on complex mold making and castings designed to bridge costume crafts, prosthetics, and stage properties using the creation of puppets. This course uses varying materials which may include, but are not limited to, silicones, latex, and

urethanes. Graduate students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): Permission of instructor.

**DEP 6811: Graduate Theatre Sound Design I
(3 credits)**

This course will instruct graduate students in the process of developing a sound design starting with the text. Graduate students will learn to analyze a script. Building on that analysis, students will learn a process to help them develop valid sound effects and music choices. Finally students will learn how to refine their choices into a unified sound design that helps tell the story. At each stage students will be expected to present their work in front of the whole class for discussion and critique.

**DEP 6812: Graduate Sound System Design
(3 credits)**

This course is graduate-level study of the science of sound as it relates to live theatre, and its behavior in acoustic space and electronic systems. Mathematical calculations, software, and tools used to predict and manipulate this behavior will be taught and used to influence the process of designing sound systems.

Prerequisites: DEP 6811 or permission of instructor.

**DEP 6821: Graduate Sound System Engineering
(3 credits)**

This course is an in-depth study of the technology and engineering of sound systems for theatre. Junior students will learn how to install, troubleshoot, analyze, and operate sound systems and their various components. Graduate students will be expected to complete projects at a graduate level of study.

Prerequisite: DEP 6812 or permission of instructor.

**DEP 6822: Theatre Electronics
(2 Credits)**

This practical course will introduce students to basic electronic components and simple electronic circuits, and will acquaint students with the elementary electronic principles behind the use of both. During the course the students will use what they have learned to design and construct useful small electronic devices necessary for use in theatre. Students will also learn how to adapt and connect some basic electronic theatre practicals, and be introduced to the process of troubleshooting. Graduate students will be expected to complete projects at a graduate level of work.

**DEP 6900: Performing Arts Management Practicum
(3 credits per semester)**

Practical laboratory application of all phases of performing arts management. Required each term for all first-year and second-year performing arts management students. Required for all third-year performing arts management students when in residence.

**DEP 6911, 6912: Accounting and Financial Management I & II
(3 credits per semester)**

This course is designed to introduce students to the concepts, tools and techniques of managing the financial resources of an organization. In this year-long course, students will learn the fundamental principles of accounting, including the preparation and analysis of financial statements, in both a for-profit and non-profit environment. Additional topics will include endowment management, budgeting and cash flow planning.

**DEP 6917: Technology in the Arts
(3 credits)**

This course will help students to develop proficiency with specific computer applications, which will help them to increase their effectiveness as managers of arts organizations. The focus of this course will be on developing skills primarily in the Microsoft Office suite of programs, including Excel, PowerPoint, Word, Access, and basics of web page development. Emphasis will be placed on using these programs as both communication and decision making tools.

**DEP 6918: Personal Finance for the Artist
(2 credits)**

This course will help prepare students that are entering the workforce to better understand the importance of sound personal financial management. Topics to be covered include an introduction to basic business and economic principles, fundamentals of investing (including risk vs. return), preparation of an artist's personal income tax return, understanding employee benefits, insurance basics, independent contractor status, and retirement planning. Graduate students will be required to complete projects appropriate to a graduate level of study. Graded Pass/Fail.

**DEP 6921: Arts Marketing Practice
(3 credits)**

An examination of arts marketing and public relations practices. This includes working with the media, writing press releases and promotional copy, pitching feature stories, and managing photo calls. The course is also intended to strengthen students' professional written communication and oral presentation skills in preparation for a career which may involve writing memos, letters and reports, public relations and marketing materials; and speaking to various constituencies (staff, trustees, audiences, funders).

**DEP 6922: Principles of Marketing
(3 credits)**

The purpose of this course is to introduce students to the fundamental principles and concepts associated with the field of marketing. Major topic areas will consist of an analysis of the 4-P's (product, place, promotion and price), consumer behavior, market segmentation, positioning, differentiation, consumer value, market research and social media.

**DEP 6931: Introduction to Arts Management
(3 credits)**

The history of organizational practice in the arts in America, focusing on the challenges facing non-profit theatre, music, and dance institutions through a case study approach. Managing organizations in transition (artistic, administrative and/or facility), and balancing the needs of artists, staff, boards, and funders will be central considerations.

**DEP 6932: Development and Public Policy
(3 credits)**

How to generate contributed income by working with government agencies, corporations, foundations and private individuals. Trends in arts philanthropy and fund raising. Methods of research into developing donor prospects and finding support, including grant proposals, direct mail, personal solicitation, special events, capital campaigns and corporate sponsorships. Creating constructive government cultural policy to strengthen the arts. The role of advocacy in working with public entities – federal, state and local. Developing channels to broaden public access.

Prerequisite(s): DMT 6931 or permission of instructor.

**DEP 6962: Cultural Literacy
(3 credits)**

Where is the art in arts management programs? This course will present opportunities for students to learn about and discuss the performing arts, an overview of the history of various arts forms, and the seminal leaders in each art form.

**DEP 6998: Special Topics in Performance Arts Management
(1 to 3 credits)**

A one-semester course devoted to techniques, methods and issues in Performing Arts Management.

**DEP 7000: Production
(5 credits per semester)**

This is a practical laboratory class that is required for all Design and Production graduate students. Specific assignments vary according to each student's abilities and the production to which they are assigned. It is intended to serve as an opportunity to practice skills learned in the studio or laboratory classes. By applying these skills to actual productions that are performed for the public, students will experience a variety of situations that will prepare them for the professional workplace. Advanced students will be assigned to the areas of their concentration.

**DEP 7211: Trompe l'oeil and Scenic Sculpture
(3 credits)**

A review of basic processes and techniques will be the foundation for development of more complex assignments in trompe l'oeil. Specialized applicators, bas-relief carving, assemblage and complex multi-step processes will be introduced. Students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): DEP 6212 or permission of instructor.

**DEP 7212: Translucency: The Interaction of Light and Paint
(3 credits)**

Projects in translucent, transparent and opaque media will be explored on a variety of surfaces. Issues of interaction of color in paint and color in light will be a focus of the final project. Students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): DEP 6212 or permission of instructor.

**DEP 7275, 7276: Graduate Furniture and Woodworking I & II
(3 credits per semester)**

A two semester practical study of the construction, upholstery, repair and refinishing of furniture, and the art of fine woodworking. A comprehensive study of furniture history, style recognition, and furniture design applications. Offered alternate years.

**DEP 7431: Graduate Theatrical Rigging
(3 credits)**

This class will explore the design and use of theatre rigging systems, hardware selection and limitations, and rigging techniques. Emphasis will be placed on proper selection and use of rigging hardware and equipment, safety factors and industry best practice. Graduate students will be expected to complete projects to a graduate level of study.

**DEP 7432: Graduate Shop Practice and Technique
(2 credits)**

The exploration of typical shop organization and methodology, including techniques to improve craftsmanship and productivity.

**DEP 7442: Graduate Research Topics
(1 credit)**

Students undertake self-directed study in technical projects or topics of their choosing, with the consent and supervision of the faculty.

**DEP 7451, 7452: Motion Control IIIA & IIIB
(3 credits per semester)**

Advanced study of Motion Control in a seminar setting. This two semester course includes investigations in equipment, software and procedures for control of effects on stage and in the entertainment industry.

Prerequisite(s): DEP 6452 for DEP 7451 and DEP 7451 for DEP 7452.

**DEP 7511, 7512: Graduate Scene Design IIA & IIB
(3 credits per semester)**

A two semester development of skills in conceptualizing the scenic design and preparing a design for execution. Emphasis is placed on developing facility and speed with the designer's graphic skills and solving the design problems of multi-set productions in theatre, opera, dance and musical theatre through lecture/discussion/critique sessions.

Prerequisite(s): DEP 6512 for DEP 7511 and DEP 7511 for DEP 7512.

**DEP 7601, 7602: Graduate Costume Design IIA & IIB
(3 credits per semester)**

Continued two semester development of skills needed to produce larger and more complex costume design projects. Exploration of source material other than traditional play scripts (film, dance, opera, musicals). In depth involvement with production concepts and solutions through lecture and critique.

Prerequisite(s): DEP 6602 or permission of instructor.

**DEP 7634: Graduate Costume Design Practicum II
(4 credits)**

To be taken in whichever semester of a student's second year he or she is assigned a realized design project, the class will include all responsibilities for that design from concept to shopping to opening night. The level of difficulty of the project will be significantly higher than any previous assignment. Some work will be done in meetings with the director, some in the designer's studio, and some in the shop during conferences and fittings with drapers and craftsmen. As the production schedule permits, a separate Assistant Designer assignment may occur. Conferences will be held with the instructor as needed throughout the process.

**DEP 7651, 7652: Graduate Costume Technology IIA & IIB
(3 credits per semester)**

Intensive study of patterning and construction techniques emphasizing advanced problem-solving skills and time management with a dual emphasis on both flat-patterning and draping. Demonstrations and discussion will lead to methods suitable for modern theatrical productions. Possible topics include tailored men's wear and fluid 20th century women's wear.

Prerequisite(s): DEP 6652 or permission of instructor.

**DEP 7662: Costume Shop Management
(3 credits)**

A study of the skills needed for successful management of a professional costume shop. Topics include team time management, team supervision, leadership, stress management, space management, conflict resolution, hiring and interviewing, negotiating, and health and safety.

**DEP 7711, 7712: Graduate Wig and Make-up Design & Technology IA & IB
(3 credits per semester)**

An in-depth two semester exploration of wig construction, make-up, and prosthetics techniques. Students will design and build advanced characters using a variety of industry standard materials. Resources to be explored may include, but are not limited to, latex, foam latex, and urethanes.

Prerequisite(s): DEP 6712 for DEP 7711 and DEP 7711 for DEP 7712 or permission of instructor.

**DEP 7811: Graduate Theatre Sound Design II
(3 credits)**

This graduate level course will introduce sound design students to the advanced skills necessary to better tailor prerecorded music cues to fit the transitional needs of a production. It will also introduce graduate sound design students to composing their own music cues for theatre.

Prerequisite(s): DEP 6812 or permission of instructor.

**DEP 7812: Graduate Sound Design Technology
(3 credits)**

This course is a graduate-level study of the technology used by sound designers to create the sound content for theatrical productions. In this course students will learn to record and edit sound digitally on a computer, create MIDI sequences, prepare audio files for digital sound playback systems, and program digital sound playback systems.

Prerequisite(s): DEP 7811 or permission of instructor.

**DEP 7900: Performing Arts Management Practicum
(3 credits per semester)**

Practical laboratory application of all phases of performing arts management. Required each term for all first-year and second-year performing arts management students. Required for all third-year performing arts management students when in residence.

**DEP 7923: Marketing Strategy
(3 credits)**

This course will teach students to develop a full understanding of the strategy and implementation necessary to market and sell a season of performing arts events for a non-profit or commercial performing arts entity. Students will put that strategy and implementation into action by creating a marketing plan that can be used in a real-time environment. The course will cover new technology and social media marketing, creating marketing budgets and subscription plans, creating marketing partnerships, audience development, group sales and arts-in-education, advertising and media planning, market research, press and publications, ticketing and information technology. Offered alternate years in the fall.

Prerequisite(s): DEP 6921 (Arts Mktg. Practice), DEP 6922 (Principles of Mktg.), or permission of instructor.

**DEP 7945: Law and the Arts
(2 credits)**

An examination of the legal rights and responsibilities of artists and artistic institutions. Topics include the law of intellectual property (copyright and trademark), moral rights, personality rights (defamation, publicity, and privacy), and freedom of expression. The course also provides an introduction to basic contract law and to the structure and language of contracts, including commissioning, performance rights, and music licensing agreements. Other legal issues that arise in the management of arts organizations may also be discussed. Offered alternate years in the fall. Prerequisite: Second-year graduate standing or instructor's approval.

**DEP 7951: Negotiation
(2 credits)**

This course is designed to introduce students to the fundamental principles of business negotiations. Major concepts to be covered include BATNA (Best Alternative to a Negotiated Agreement), Reservation Price, ZOPA (Zone of Possible Agreement), value creation, framing, identifying interests, win-win vs. win-lose outcomes, and maintaining of long-term relationships. The course will include regular readings, videos and class discussions. Students will also participate in the negotiation of case studies outside of class each week.

**DEP 7952: Strategic Management and Leadership
(3 credits)**

This course will focus on the management of the strategic aspects of a performing arts organization from a senior leadership perspective. Course material will cover three separate, yet interrelated topics: Strategic planning, strategic decision-making, and leadership. In the strategic planning phase, students will develop the tools to establish a business plan, including establishing and executing an institutional vision, and identifying organizational goals and objectives. The strategic management phase will help students to develop decision-making skills based on real-world case studies in the field of arts management. In the leadership phase, students will study key aspects of dynamic organizational leadership, including topics such as power and persuasion, motivation, change management and leading in a diverse society.

**DEP 7953: Producing for the Commercial Theatre
(3 credits)**

This seminar is an overview of the business of producing, with focus on Broadway, Off-Broadway and touring. The class will examine the role of the commercial producer and the relationships with creative & production team members, labor unions, theatre owners and agents, paying particular attention to the “deals” with these individuals (both in terms of compensation & creative control), as well as financing, budgets, marketing & advertising. Offered alternate years in the fall.

Prerequisite(s): Second-year graduate standing or permission of instructor.

**DEP 7955: Human Resources
(3 credits)**

This course explores the HR function within organizations. An emphasis is placed on the role that human resource management plays as an organization focuses on enhancing organizational performance. This course covers the relevant functional areas of human resources, including recruiting and hiring, rewards systems with a focus on compensation and benefits, performance management, diversity and applicable laws which govern HR practices. All areas will be considered from a global and ethical perspective. Offered alternate years in the fall.

Prerequisite(s): Second-year graduate standing or permission of instructor.

**DEP 7962: Managing Production and Budgeting Processes
(3 credits)**

An investigation of the role of a manager in the production process, including season planning, artistic budgeting, contract negotiations, artist relationships, and production partnering. Bringing together various subjects studied and skills developed in other courses, students will develop and present a realistic, balanced organizational operating budget based on solid, reasonable operating and business assumptions.

Prerequisite(s): Second-year graduate standing or permission of instructor.

**DEP 7967: Arts in Education
(2 credits)**

This course will educate performing arts managers in the psychology of the educational system and how it relates to the teaching of students; the different methodologies (CRISS, Cooperative Learning, etc.) used to teach new material to students; and how to construct valuable, relevant and fun curricula in visual art, dance, drama, and music. By participating in class, managers will learn how they can effectively support and assist schools, teachers and students through their work in non-profit organizations.

**DEP 8000: Production
(3 to 6 credits per semester)**

This is a practical laboratory class that is required for all Design and Production graduate students. Specific assignments vary according to each student's abilities and the production to which they are assigned. It is intended to serve as an opportunity to practice skills learned in the studio or laboratory classes. By applying these skills to actual productions that are performed for the public, students will experience a variety of situations that will prepare them for the professional workplace. Advanced students will be assigned to the areas of their concentration.

**DEP 8211: Advanced Trompe l'oeil
(3 credits)**

An advanced course in trompe l'oeil concentrating on careful, accurate mechanical drawing and skillful rendering of real surfaces for the ultimate effect in large scale. The business of murals, mural location, site planning, local permits and commissions and grants, will be covered. Students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): DEP 7212 or permission of instructor.

**DEP 8212: Scene Painting Studio
(3 credits)**

This course will be concentrated on individual focus in the areas of trompe l'oeil, paint chemistry, decorative finishes, film techniques or 3-D textural applications. Students will be required to complete projects appropriate to a graduate level of study.

Prerequisite(s): DEP 8211 or permission of instructor.

**DEP 8411: Machining and Fabricating for the Theatre
(2 credits)**

Basic machine shop operations will be covered including general tool and shop maintenance. Emphasis will be on different fabricating techniques and equipment for theatrical machinery.

Prerequisite(s): Permission of instructor.

**DEP 8511, 8512: Graduate Scene Design IIIA & IIIB
(3 credits per semester)**

A two semester directed study in scenic design for theatre, opera, ballet and musical theatre for the most advanced student culminating in a professional portfolio.

Prerequisite(s): DEP 7512 for DEP 8511 and DEP 8511 for DEP 8512.

**DEP 8601, 8602: Graduate Costume Design IIIA & IIIB
(3 credits per semester)**

Directed two semester study in costume design for large scale, avant garde, or otherwise non-traditional theatre for the most advanced student. Preparation for USA 829 union exam interview and portfolio presentation.

Prerequisite(s): DEP 7602.

**DEP 8624: Graduate Costume Design Internship
(4 credits)**

To be taken the final semester of residence. Student will spend 4 weeks with a reputable professional costume designer (preferably in New York City) working in areas such as: shopping for fabrics, trim, etc; assisting the designer as a liaison to professional costume shops; assisting the designer in dress rehearsals; assisting the designer in his/her studio. The choice of designer will be made in consultation with the student's arts advisor and must be scheduled in accordance with all Design and Production regulations regarding internships.

**DEP 8634: Graduate Costume Design Practicum III
(4 credits)**

To be taken the semester in which the third year student has a realized design project (usually fall) the class will include all responsibilities related to that design from concept through shopping and fittings to opening night. The level of accomplishment for this assignment will be of professional quality. Some work will be done in meetings with the director, some in the designer's studio, and some in the shop during conferences and fittings with drapers and craftsmen. Conferences will be held with the instructor as needed throughout the process.

**DEP 8651, 8652: Graduate Costume Technology IIIA & IIIB
(3 credits per semester)**

Wide-ranging two semester study of advanced costume construction techniques requiring highly developed problem-solving skills and independent thinking. Possible topics include extremely structured period men's and women's wear; stretch dancewear; women's and

men's classical and romantic ballet costume; costume crafts (dyeing/painting, millinery, accessories/armor).

Prerequisite(s): DEP 7652 or permission of instructor.

**DEP 8711, 8712: Graduate Wig and Make-up Design & Technology IIA & IIB
(3 credits per semester)**

An advanced course in altering the human form exploring the most complex make-up and prosthetic techniques with materials such as gelatins and silicones. This two semester course includes a heavily emphasized exploration of period wig styling.

Prerequisite(s): DEP 7712 for DEP 8711 and DEP 8711 for DEP 8712 or permission of instructor.

**DEP 8811: Graduate Sound Design Seminar
(2 credits)**

This course will look into the challenges and opportunities that individual graduate sound designers are facing in their productions and attempt to share the learning experience with all the other sound design students. This course will look into some advanced concepts and strategies in theatre sound design related to aesthetics and audience cognition. Graduate students will be expected to complete projects at a graduate level of study.

Prerequisite(s): DEP 7812 or permission of instructor. Graded Pass/Fail.

**DEP 8821: Applied Digital Projects
(2 credits)**

This course is a practical exploration of modern technology used to develop advanced solutions for control and synchronization of digital audiovisual systems. Graduate students will be expected to complete projects at a graduate level of study.

Prerequisite(s): DEP 6812 or permission of instructor.

DEP 8822: Audio Electronics (2 credits)

Using and further developing the skills of troubleshooting faulty equipment, this course will introduce students to a practical in-depth knowledge of power, grounding, shielding and signal interconnection. This course will take an in-depth practical look at what is happening in powering and interconnection systems on an electrical and electronic scale. Students will build the useful adaptors and devices to test, measure and help them control these aspects and optimize their sound systems. Graduate students will be expected to complete projects as a graduate level of work.

Prerequisite(s): DEP 6822

**DEP 8900: Performing Arts Management Practicum
(3 credits)**

Practical laboratory application of all phases of performing arts management. Required each term for all first-year and second-year performing arts management students. Required for all third-year performing arts management students when in residence.

**DEP 8909: Thesis
(3 credits)**

Preparation and submission of a fully documented production thesis for a student's area of concentration in costume technology, technical direction or wig and makeup design. The production will be fully produced and presented before the public. Documentation will include design concepts, research material, renderings, fabric/paint samples, elevations, complete construction and mechanical drawings, cost estimates, schedules, and photographs of the completed production as appropriate. Scene painting, stage automation, stage properties and sound design students will complete a research project conducted under the close supervision of the thesis advisor. Costume design and scene design students will present a professional gallery presentation showing the body of their work, which will be fully documented as the thesis document. See DEP Web pages for more concentration specific requirements. Graded Pass/Fail.

**DEP 8981: Thesis Project
(3 credits)**

Preparation, submission, and presentation of a graduate thesis project, which represents the culmination of the student's experience in the Performing Arts Management program. The intent of the thesis project is for the student to demonstrate clear evidence of mastery of some aspect of the student's particular area of interest or expertise, on a subject within the discipline of Performing Arts Management. The thesis project is to be completed during the final term of the student's third year. A public presentation of the student's findings is required for graduation. Graded Pass/Fail.

**DEP 8992: Internship
(6 credits per semester)**

A full-time work experience at a professional performing arts organization, or an organization serving the performing arts, outside of UNCSA. Graded Pass/Fail.

The School of Filmmaking

Susan Ruskin, Dean

I. Overview of the Graduate Program

The School of Filmmaking offers a two-year Master of Fine Arts degree in Film Music Composition. The faculty consists of film and television artists-in-residence as well as professional scholars committed to nurturing our graduate students' creative potential by exposing them to an educational environment that mirrors the professional world's collaborative process.

Our MFA program offers a unique opportunity for the nascent film composer to work with student filmmakers during production and postproduction, while honing their musical and compositional creativity. Film Music Composition students take courses in digital recording; orchestration; conducting; scoring for short films, commercials, and new media; film music history and analysis; American and international film history and aesthetics; as well as a capstone course that focuses on the skills necessary to transition effectively into the industry. Students score a variety of formats (commercials, live-action and animated shorts, documentaries, and experimental works) of various lengths, ranging from 90-second main titles in various genres to 12-minute student productions. The depth and intensity of the training, along with the curricular diversity offered by a specialized faculty, prepare the student to function successfully within the extremely competitive world of film music composition.

II. Specific Admissions and Transfer Requirements

A. Physical and cognitive abilities

Students must, at a minimum, possess functional use of the somatic senses, have adequate motor capabilities to manage situations in which these senses would be employed, and be able to integrate data acquired via these senses.

B. Prerequisites

Qualified applicants must have an undergraduate degree, preferably with a concentration or major in music composition. If asked to interview, applicants will be required to take a proficiency exam in musicianship.

C. Composition and Performance requirements

Applicants must submit a portfolio of no less than three compositions in the following formats: fully notated scores and either recorded performances on audio CD or scored film(s) on DVD. In addition, applicants must demonstrate the ability to perform on an instrument.

D. Transfer Credit or Advanced Placement

Transfer and/or advanced placement credits will be considered on a case-by-case basis, and may constitute no more than 49% of the credit hours required for the degree.

III. Standards of Achievement, Evaluation and Continuation

Graduate students in the MFA program must earn a grade of 2.7 (B-) or higher in each of their required courses. Earning less than a 2.7 is grounds for dismissal from the program.

Continuation from one academic year to the next in the Film Music Composition MFA program is based on several factors in addition to course grades. Among these are: evidence of growth in artistic and/or technical abilities as applicable, faculty assessment of professional potential, professional demeanor, and creative discipline. Evidence of a student's inability to interact appropriately and productively within UNCSA and School of Filmmaking policies, procedures and expectations will result in dismissal from the program.

IV. Curriculum Model & Course Descriptions

MFA in Film Music Composition

		MFA Degree Total		50 credits
		Credits per Semester		Total Credits
Year One				
FMU 5599	Intensive Arts	1	-	1
FMU 6001, 6002	Film Music Composition Lessons I & II	3	3	6
FMU 6101, 6102	Film Music Composition Seminar I & II	2	2	4
FMU 6201, 6202	Film Music Analysis I & II: Historical Composers	2	2	4
FMU 6401, 6402	Electronic Technology I & II	2	2	4
FMU 6501, 6502	Orchestration I & II	2	2	4
FMU 7301, 7302	Classics of World Cinema I & II	3	3	6
Year One Total		15	14	29
Year Two				
FMU 5599	Intensive Arts	1	-	1
FMU 7001	Film Music Composition Lessons III	3	-	3
FMU 7101, 7102	Film Music Composition Seminar III & IV	2	2	4
FMU 7182	Film Scoring Thesis	-	3	3
FMU 7201, 7202	Adv.Film Music Anal. I & II: Contemporary Composers	2	2	4
FMU 7601	Conducting	1	-	1
FMU 7702	Transition to the Profession	-	1	1
FMU 7801, 7802	Jazz Harmony & Arranging I & II	2	2	4
Year Two Total		11	10	21

IV. Course Descriptions

FMU 5599: Intensive Arts (1 credit)

Offered at the end of the Fall Semester, Intensive Arts is a focused series of screenings, workshops and seminars featuring prominent guest artists in the motion picture field. Students will have an opportunity to discuss their own compositional work with visiting filmmakers, gaining critical feedback, as well as learning through example from the insights and creative work for the visiting guests. Intensive Arts is graded on a Pass/Fail basis.

FMU 6001, 6002: Film Music Composition Lessons I & II (3 credits each semester)

One hour per week of film music composition lessons.

FMU 6088: Independent Study (variable credit)

In order to register for an Independent Study, you must receive written permission from the faculty member with whom you will be working, as well as your mentor. Said permission must be emailed to the office of the Academic Programs Manager in the School of Filmmaking *before* the end of the add/drop period.

FMU 6101, 6102: Film Music Composition Seminar I & II (2 credits each semester)

In the Fall Semester, this class will explore the language of music and how it is used to enhance the dramatic intentions of the filmmaker: how music affects story through the use of instrumentation, style, motives, and rhythm. Each week, Year One Film Music Composition students will be assigned a cue to score, which they will then present during the following class. In the Spring Semester, the Year One graduate student composers will submit demos to the Year Three undergraduate filmmakers. Composers will then meet with the Year Three students to spot and compose music for the undergraduate films; they will also continue to present their music to their peers.

FMU 6201, 6202: Film Music Analysis I & II: Historical Composers (2 credits each semester)

This two-semester course will focus on major film composers who worked between 1930 and 1990. Students will be assigned individual composers to research and then will present to the class a brief lecture on the composer's biography, the films and related music that best represent that composer's collected works, and an analysis of the composer's style (his or her tendencies in terms of melody, harmony, rhythm, counterpoint, texture, and orchestration). Each week a film will be screened in its entirety and analyzed from the point of view of that composer's score.

FMU 6401, 6402: Electronic Technology I & II
(2 credits each semester)

These two semesters are spent learning state-of-the-art composition and recording software.

FMU 6501, 6502: Orchestration I & II
(2 credits each semester)

Learning to write effectively for orchestral instruments is the goal of this course. Students will study each instrument of the orchestra and have their assignments played by visiting musicians.

FMU 6798: Special Topics in Film Music
(variable credit)

A one-semester course devoted to techniques, methods, and issues related to film music.

FMU 7001: Film Music Composition Lessons III
(3 credits)

One hour per week of film music composition lessons, which continues and builds upon the techniques studied in FMU 6001, 6002.

FMU 7101, 7102: Film Music Composition Seminar III & IV
(2 credits each semester)

In the Fall Semester, students will compose 90-second main-title cues for various styles and genres, including silent film, classical Hollywood drama, romantic drama, romantic comedy, *film noir*, TV comedy and drama, action/adventure, sci-fi, horror, cartoon/slapstick animation, suspense/thriller, the western, as well as cues influenced by the study of ethnomusicology and sound design. During the Spring Semester, composers will present their own work and critique each other's progress toward the completion of their MFA thesis.

FMU 7182: Film Scoring Thesis
(3 credits)

For their master's thesis, composers will be required to spot, score, and, if appropriate, conduct a recording of their music for a Year Four undergraduate film. During the scoring process, each composer will work in collaboration with student directors, producers, and editors, and be expected to effectively support the dramatic intention, tone, and character of the film, thus demonstrating advanced scoring skills in satisfaction of the requirements of the Master of Fine Arts degree.

FMU 7201, 7202: Advanced Film Music Analysis I & II: Contemporary Composers
(2 credits each semester)

This two-semester course will focus on major film composers who have worked between 1990 and the present day. Students will be assigned individual composers to research and then will present to the class a brief lecture on the composer's biography, the films and related music that best represent that composer's collected works, and an analysis of the composer's style (his or her tendencies in terms of melody, harmony, rhythm,

counterpoint, texture, and orchestration). Each week a film will be screened in its entirety and analyzed from the point of view of that composer's score.

FMU 7301, 7302: Classics of World Cinema I & II
(3 credits each semester)

As a two-semester survey of touchstone motion pictures from around the globe, this course will introduce you to a wide range of narrative fiction feature and experimental filmmaking styles: in the Fall Semester, works from the silent era to the middle of the 20th century; in the Spring Semester, films produced during the latter half of the 20th century and into the new millennium. The goals of this course are multi-fold, not the least of which is to broaden your viewing experience beyond contemporary Hollywood product, with which you are so familiar, and thereby helping you to become more well-informed composers. Each semester, Film Music Composition students will be required to analyze the source music and score of two of the feature films screened in class.

FMU 7601: Conducting
(1 credit)

This course will introduce the basic techniques of conducting. Year Two graduate students will learn to lead musicians in the preparation of the music, how to cue entrances, maintain a beat pattern while reading a score and giving performance direction. The ensemble will consist of all the students within the Film Music Composition Program.

FMU 7702: Transition to the Profession
(1 credit)

This course will focus on the practical aspects of a career in film music composition and will instruct students in the various skills needed to function as a working professional in the film industry. Lectures will cover a diverse body of information, such as hiring musicians, preparing contracts, payroll, dealing with unions, agents, lawyers, contractors, studio booking, where to live, how to make a professional phone call, how to dress and properly function in a meeting, how to function in a spotting session, and demo preparation.

FMU 7801, 7802: Jazz Harmony and Arranging I & II
(2 credits each semester)

This course will introduce the vocabulary of jazz and writing/arranging techniques in the jazz/commercial style to film music composition students. Topics will include chord symbols, instrumentation and transposition, multiple part writing, harmonization of melody, jazz counterpoint, harmonic substitutions, and scoring techniques for small group to big band. Students may also have the opportunity to compose for, conduct, and record a live jazz ensemble.

Graduate Level Cinema Studies Elective Course Options

FMU 7310: The History of American Animation (3 credits)

This course will introduce the student to the history and variety of animated films made in the United States from the beginning of the 20th century through to the present day, from hand-drawn cels through computer and digital animation, in traditional, experimental and stop motion forms. We will watch the evolution of animation stylists, particularly Walt Disney, the Fleischers, Walter Lantz and the Van Beuren Studio. Special attention will be paid to the competing styles exhibited by Warner Bros. legendary cartoonists Tex Avery, Robert Clampett and Chuck Jones, the MGM cartoonists Bill Hannah and Joe Barbera, and the other 1950s styles of Paramount/Famous Studios and UPA. Experimental and stop-motion works will be examined; the rise of digital animation and the ascendancy of Pixar, DreamWorks Animation and other digital animation studios will also be explored. This Cinema Studies class may fulfill “Arts Elective” credit for Film Music Composition graduate students, who will be required to do advanced work.

FMU 7320: The History of International Animation (3 credits)

This course will introduce the student to the history and variety of animated films made outside of the United States from the beginning of the 20th century through to the present day. Starting with the silent era, we will explore the earliest work of pioneers such as Lotte Reiniger and others, followed by the talented animators from Russia and Eastern Europe. We will watch the evolution of animation stylists, particularly Jan Svankmajer, the Brothers Quay, Norman McLaren, George Dunning and Hiyao Miyazaki. Much of the course will focus on the differences between Hollywood and these more artistically and socially driven cartoons. By the conclusion of this class, students will have a clear understanding of the artistic evolution in international cel and digital animation. This Cinema Studies class may fulfill “Arts Elective” credit for Film Music Composition graduate students, who will be required to do advanced work.

FMU 7330: The History of Experimental & Stop-Motion Animation (3 credits)

Some of the most experimental work ever done in the film medium has originated in animation. This class will look at experimental animation, and its successor, stop-motion animation, from the earliest beginnings of cinema to current practitioners like Aardman Studios and Henry Selick, and will include both American and international work. This Cinema Studies class may fulfill “Arts Elective” credit for Film Music Composition graduate students, who will be required to do advanced work.

FMU 7333: Visual Nonfiction (3 credits)

This Cinema Studies course will explore the evolution of documentary motion pictures from the birth of the film medium to the present day explosion of nonfiction programming, thanks to cable television. Over the course of the semester, we will screen and discuss a variety of nonfiction styles, the many varied purposes to which documentary can be put,

and the ethical issues raised by this mode of production. This Cinema Studies class may fulfill “Arts Elective” credit for Film Music Composition graduate students, who will be required to do advanced work.

**FMU 7334: Let’s Get Real: Realism and the Cinema
(3 credits)**

In this class, we will screen diverse narrative features that exhibit a variety of realist approaches: some that focus on an external reality, others that attribute a level of reality to the realm of the fantastic, and still others that present the inner-reality of dreams. At the same time, we will read essays by various film historians and critics, as well as a number of essays about visual art and literature, since narrative cinema necessarily borrows techniques of visual representation and storytelling from these other art forms. This Cinema Studies class may fulfill “Arts Elective” credit for Film Music Composition graduate students, who will be required to do advanced work.

**FMU 7335: Adaptation and Reflexivity
(3 credits)**

This course will focus on two extremely popular approaches to cinematic storytelling: adaptations and reflexive films. We will read the source material upon which various film adaptations were based, screen these films, and discuss the various theoretical and practical issues surrounding screen adaptation from other media; we will also screen diverse reflexive films, and discuss the literary as well as filmic techniques of reflexivity. This Cinema Studies class may fulfill “Arts Elective” credit for Film Music Composition graduate students, who will be required to do advanced work.

**FMU 7336: The French New Wave
(3 credits)**

During the late 1950s and early ’60s, a number of French film critics and other artists turned to filmmaking, with enormously creative and widely influential results. This class will survey the historical context, films, and filmmakers of the movement aptly called the “French New Wave.” Over the course of the term, we will look closely at the aesthetic and cultural context of this break-through film movement, and how these filmmakers expressed their artistic as well as political concerns via the medium of film. This Cinema Studies class may fulfill “Arts Elective” credit for Film Music Composition graduate students, who will be required to do advanced work.

**FMU 7337: Practical Aesthetics
(3 credits)**

In this class, we will screen films that exhibit a diverse range of cinematic styles. At the same time, we’ll read a number of essays by a variety of filmmakers, film historians, and aestheticians, which will not only provide you with various analytical “lenses” through which to look at and discuss these films, but also furnish you with multiple ways of thinking about your own filmmaking practice; hence the course title “Practical Aesthetics” – theories about film that are relevant to creative film production practice. This Cinema Studies class may fulfill “Arts Elective” credit for Film Music Composition graduate students, who will be required to do advanced work.

FMU 7343: Film Ethics

(3 credits)

Do ethics and filmmaking have to be an oxymoron? Can we find a path to ethical behavior and values in a competitive, sometimes morally questionable business? The philosophical background, social context and pragmatic impact of making sound ethical choices will be explored, on both a personal level and using professional examples. Among the films to be screened to illustrate ethical dilemmas and choices will be *Set it Off*, *JFK*, *Hurricane*, *Thank You For Smoking* and *Saw*, along with other illuminating works that will help students establish their own ethical boundaries. This Cinema Studies class may fulfill "Arts Elective" credit for Film Music Composition graduate students, who will be required to do advanced work.

FMU 7344: New Perspectives on Film Noir

(3 credits)

This course examines a style of American filmmaking of the 1940s and '50s that relied on high contrast cinematography, postwar confusion on gender roles, and the prominence of the urban environment. To understand both the roots and the evolution of the genre, films made in the United States and Great Britain from 1945-1955 will be screened and analyzed, as will Neo-Noir movies made by subsequent generations of filmmakers. This Cinema Studies class may fulfill "Arts Elective" credit for Film Music Composition graduate students, who will be required to do advanced work.

FMU 7345: Black & White: Race and Image in American Cinema

(3 credits)

This course consists of an examination of the depiction of African-Americans in American films from the industry's inception to present day, as well as an examination of films made by black filmmakers for the African-American audience, and ultimately, a global marketplace. The depiction of blacks in Hollywood films from 1914 until the late 1960s, and especially in culturally significant films such as *Gone with the Wind*, was marked by radical racial stereotyping and objectification into familiar cultural categories, such as the Big Buck, the Uncle Tom, the Mammy, the Hot Mama and Pickaninny Children. The search for authentic black expression of genuine black experience led to the first films by mainstream African-American filmmakers in the early 1970s, followed by the blaxploitation era and then the rise of African-American *auteurs* such as Spike Lee and Tyler Perry, who resonantly explore contemporary and historical black life. This Cinema Studies class may fulfill "Arts Elective" credit for Film Music Composition graduate students, who will be required to do advanced work.

FMU 7346: Groundbreaking 1970s Cinema

(3 credits)

All too often, the decade of the 1970s is characterized by three films and three filmmakers: *The Godfather* and Francis Coppola, *Jaws* and Steven Spielberg, *Star Wars* and George Lucas. The 1970s as a distinct period represented a renaissance in American filmmaking, the rise of the "New Hollywood," and the emergence of exciting directors such as Martin Scorsese, Terrence Malick, Brian DePalma, Gordon Parks, Jr., John Cassavetes, and Robert Altman, among others. Among the films to be screened and analyzed are *Mean Streets*, *Badlands*,

Superfly, *Nashville* and *A Woman Under The Influence*, along with other significant and lesser-known works of the period. This Cinema Studies class may fulfill “Arts Elective” credit for Film Music Composition graduate students, who will be required to do advanced work.

**FMU 7347: The Coen Brothers and their Forerunners
(3 credits)**

The content of this course consists in an in-depth study of the cinematic work of writer-producer-directors Ethan and Joel Coen, viewed within the context of the key influences on their work by other films and filmmakers ranging from Billy Wilder and Ernst Lubitsch to Carol Reed and Akira Kurosawa. This Cinema Studies class may fulfill “Arts Elective” credit for Film Music Composition graduate students, who will be required to do advanced work.

The School of Music

Wade Weast, Dean

I. Overview of School

The School of Music of the University of North Carolina School of the Arts prepares students for professional careers. Our goal is twofold: to enable students to attain their highest musical aspirations and to meet the challenge of succeeding in a highly competitive profession. With this in mind, we have designed a unique program of study.

In its conservatory setting, UNCSA provides an artistic environment in which each student pursues personal musical development. But the School of Music is also a professional training ground in which the student actively and realistically prepares for the practical aspects of making a living as a musician.

Each student pursues a course of musical study with an outstanding artist-faculty. As professionals in their own areas, faculty members are committed to continuing their own careers while sharing a wealth of experience and knowledge with their students.

The Graduate Program represents the School of Music at its highest level of artistry and education. The two-year Master of Music degree's goals and objectives are to prepare and train students for careers as professional classical musicians in the following areas of study: brass, composition, guitar performance and pedagogy, voice, orchestral conducting, organ, percussion, piano, strings and woodwinds (including saxophone).

II. Specific Admissions Requirements and Transfer Information

A. Admissions Requirements

Admission to the graduate program is by application and audition. Candidates must have completed a Bachelor of Music or a Bachelor of Arts from an accredited conservatory, college or university (or the equivalent if the institution is located outside the United States). To apply, graduate candidates must submit the following: a completed application form and application fee, two letters of recommendation, an official transcript with a seal or registrar's signature from each college attended (copies are unacceptable and international students must submit a certified English translation for each transcript), a résumé detailing the applicant's artistic experience and educational objectives, a repertoire list, and a TOEFL test (if the candidate is an international student).

The following must occur before a graduate student is officially admitted to the program: a recommendation in writing from the audition panel will be made and sent to the Assistant Dean of Graduate Programs. With their approval, a recommendation to that effect will be signed by the Assistant Dean of Graduate Programs and the application will then be sent to the Dean of the School of Music for final approval.

To be admissible to any graduate program in the School of Music, applicants must possess the following essential qualifications:

- Aural ability to discriminate discrete pitches;
- Visual ability sufficient to read standard notated music;
- Visual ability sufficient to recognize and interpret gestures of a conductor for concentrations requiring ensemble participation;
- Fine motor skills sufficient to play a keyboard instrument regardless of area of concentration;
- Ability to participate in group instruction.

B. Transfer Information

The School of Music accepts transfer credit from accredited graduate programs. Transfer credit may account for up to 50 percent of the degree requirements. Transfer credit will be determined by the Assistant Dean of the Graduate Program in consultation with the appropriate faculty and approval by the Dean of the School of Music. To receive transfer credit a student must make a formal request by letter to the Assistant Dean of the Graduate Program.

III. Standards of Achievement and Evaluation

A. Proficiency Requirements

All incoming graduate students will be required to take theory, ear training and music history proficiency examinations.

B. Graduate Jury Requirements

Graduate students are expected to perform for all departmental juries.

C. Graduate Recital Requirements

Graduate students, with the exception of composition and voice, are required to perform two recitals. All required graduate recitals must be approved in advance. This approval includes the contents of the program as well as the student's preparation.

The studio teacher must approve the first recital program in advance. The second recital must be approved in advance at a recital hearing at least one month before the scheduled recital date. The recital hearing jury will be composed of at least two faculty members from the department. The student will be required to perform a significant portion of the scheduled program. A majority of the recital hearing jury must approve the recital request in writing by signing a Recital Authorization Form.

Graduate composition students are required to produce one recital of their works. Composers will follow the second recital guidelines listed above for their recital approval. Composers must submit the following for their recital hearing: copies of all scores and parts, personnel list, rehearsal schedule, program, biography, texts (when appropriate), and program notes.

Graduate voice students are required to perform one major opera role and one recital. Voice students will follow the second recital guidelines listed above for their recital approval.

D. Progression Towards Degree

The residency requirement for the Master of Music is one year (two consecutive semesters) as a full-time student. A full-time student is one who is enrolled for a minimum of nine graduate credits per semester. The degree of Master of Music must be completed within five years of the initial enrollment in the program.

IV. Courses, Concentrations, & Curriculum Models

Brass: Trumpet, Horn, Trombone, Tuba and Euphonium

MM Degree Total 38 credits

Year One		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6080	Recital	-	1	1
MUS 6891	Career Strategies: Portfolio	2	-	2
MUS 6892 / 6893 / 6894	Career Strategies: Audition / Entrepreneurship / Recording ²	-	4	4
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		10	10	20
Year Two		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6080	Recital	-	1	1
MUS 6665, 6666 / 6691, 6692 / 6791, 6792	Research Topics: Opera Studies / Musicology / Analysis ³	2	2	4
MUS 6XXX	Graduate Music Elective	1	1	2
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		9	9	18

¹All music students are required to perform in ensembles as assigned, even beyond the minimum. Any combination of MUS 61XX may be used to fulfill the minimum requirement. Large Ensemble assignments are made by the ensemble directors in consultation with the major teacher; Chamber Ensemble assignments are approved by the major teacher.

²Students are required to take two of the three Career Strategies courses (Audition, Entrepreneurship, and/or Recording) to complete their degree requirements.

³Students are required to take one of the three Research Topics courses (Opera Studies, Musicology, or Analysis) to complete their degree requirements.

Collaborative Piano

MM Degree Total 45 credits

Year One		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6240	Support Skills for Collaborative Pianists	1	1	2
MUS 6445, 6446	Instrumental Literature for Collaborative Pianists I & II ²	1	1	2
MUS 6461, 6462	Diction I & II	1	1	2
MUS 6891	Career Strategies: Portfolio	2	-	2
MUS 6892 / 6893 / 6894	Career Strategies: Audition / Entrepreneurship / Recording ³	-	4	4
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		13	13	26
Year Two		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6447, 6448	Vocal Literature for Collaborative Pianists I & II ²	1	1	2
MUS 6542	Quick-Study Examination	-	1	1
MUS 6665, 6666 / 6691, 6692 / 6791, 6792	Research Topics: Opera Studies / Musicology / Analysis ⁴	2	2	4
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		9	10	19

¹All music students are required to perform in ensembles as assigned, even beyond the minimum. Any combination of MUS 61XX may be used to fulfill the minimum requirement. Large Ensemble assignments are made by the ensemble directors in consultation with the major teacher; Chamber Ensemble assignments are approved by the major teacher.

²Instrumental Literature for Collaborative Pianists and Vocal Literature for Collaborative Pianists courses rotate every other year. Depending upon the year students begin their course of study, they may take Vocal Literature for Collaborative Pianists in their first year and Instrumental Literature for Collaborative Pianists in their second year.

³Students are required to take two of the three Career Strategies courses (Audition, Entrepreneurship, and/or Recording) to complete their degree requirements.

⁴Students are required to take one of the three Research Topics courses (Opera Studies, Musicology, or Analysis) to complete their degree requirements.

Foreign Language: Entering collaborative piano students are expected to have a minimum of one year of college-level language instruction in one of the following: French, German or Italian. Students who do not meet this requirement upon entering the program must take the appropriate course (FRE 1101, 1102 for French; GER 1101, 1102 for German; ITA 1101, 1102 for Italian) or its equivalent to fulfill the requirement before the degree can be granted.

Composition

MM Degree Total 40 credits

Year One		Credits per Semester		Total Credits
MUS 6070	Composition Lessons	3	3	6
MUS 6071	Composition Seminar	1	1	2
MUS 6670 or MUS 6888	Music Theory and Composition Pedagogy / Music Technology Research	2	2	4
MUS 6891	Career Strategies: Portfolio	2	-	2
MUS 6892 / 6893 / 6894	Career Strategies: Audition / Entrepreneurship / Recording ¹	-	4	4
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		11	10	21
Year Two				
MUS 6070	Composition Lessons	3	3	6
MUS 6071	Composition Seminar	1	1	2
MUS 6080	Recital	-	1	1
MUS 6883	Composition Thesis Defense	-	1	1
MUS 6665, 6666 / 6691, 6692 / 6791, 6792	Research Topics: Opera Studies / Musicology / Analysis ²	4	4	8
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		9	10	19

¹ Students are required to take two of the three Career Strategies courses (Audition, Entrepreneurship, and/or Recording) to complete their degree requirements.

² Students are required to take one of the three Research Topics courses (Opera Studies, Musicology, or Analysis) to complete their degree requirements.

Conducting

MM Degree Total 40 credits

Year One		Credits per Semester		Total Credits
MUS 6081	Orchestral Conducting Lessons	3	3	6
MUS 6082	Orchestral Conducting Seminar	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble ¹	1	1	2
MUS 6891	Career Strategies: Portfolio	2	-	2
MUS 6892 / 6893 / 6894	Career Strategies: Audition / Entrepreneurship / Recording ²	-	4	4
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		10	10	20
Year Two				
MUS 6081	Orchestral Conducting Lessons	3	3	6
MUS 6083	Orchestral Conducting Seminar	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble ¹	1	1	2
MUS 6665, 6666 / 6691, 6692 / 6791, 6792	Research Topics: Opera Studies / Musicology / Analysis ³	4	4	8
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		10	10	20

¹All music students are required to perform in ensembles as assigned, even beyond the minimum. Any combination of MUS 61XX may be used to fulfill the minimum requirement.

² Students are required to take two of the three Career Strategies courses (Audition, Entrepreneurship, and/or Recording) to complete their degree requirements.

³ Students are required to take one of the three Research Topics courses (Opera Studies, Musicology, or Analysis) to complete their degree requirements.

Guitar

MM Degree Total 40 credits

Year One		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6483, 6484	Guitar Pedagogy Projects I & II	1	1	2
MUS 6891	Career Strategies: Portfolio	2	-	2
MUS 6892 / 6893 / 6894	Career Strategies: Audition / Entrepreneurship / Recording ²	-	4	4
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		11	11	22
Year Two				
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6481, 6482	Guitar History and Literature I & II	1	1	2
MUS 6665, 6666 / 6691, 6692 / 6791, 6792	Research Topics: Opera Studies / Musicology / Analysis ³	2	2	4
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		9	9	18

¹All music students are required to perform in ensembles as assigned, even beyond the minimum. Any combination of MUS 61XX may be used to fulfill the minimum requirement. Large Ensemble assignments are made by the ensemble directors in consultation with the major teacher; Chamber Ensemble assignments are approved by the major teacher.

² Students are required to take two of the three Career Strategies courses (Audition, Entrepreneurship, and/or Recording) to complete their degree requirements.

³ Students are required to take one of the three Research Topics courses (Opera Studies, Musicology, or Analysis) to complete their degree requirements.

Organ

MM Degree Total 40 credits

Year One		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6443, 6444	Sacred Music Skills I & II	1	1	2
MUS 6891	Career Strategies: Portfolio	2	-	2
MUS 6892 / 6893 / 6894	Career Strategies: Audition / Entrepreneurship / Recording ²	-	4	4
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		11	11	22
Year Two		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6441, 6442	Organ History and Literature I & II	1	1	2
MUS 6665, 6666 / 6691, 6692 / 6791, 6792	Research Topics: Opera Studies / Musicology / Analysis ³	2	2	4
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		9	9	18

¹All music students are required to perform in ensembles as assigned, even beyond the minimum. Any combination of MUS 61XX may be used to fulfill the minimum requirement. Large Ensemble assignments are made by the ensemble directors in consultation with the major teacher; Chamber Ensemble assignments are approved by the major teacher.

² Students are required to take two of the three Career Strategies courses (Audition, Entrepreneurship, and/or Recording) to complete their degree requirements.

³ Students are required to take one of the three Research Topics courses (Opera Studies, Musicology, or Analysis) to complete their degree requirements.

MUS 6240 Support Skills for Collaborative Pianists may be substituted for 1 year of ensemble credit at the teacher's discretion.

Percussion

MM Degree Total 38 credits

Year One		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 6233	Ensembles for Percussion	1	1	2
MUS 6891	Career Strategies: Portfolio	2	-	2
MUS 6892 / 6893 / 6894	Career Strategies: Audition / Entrepreneurship / Recording ¹	-	4	4
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		10	10	20
Year Two				
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 6233	Ensembles for Percussion	1	1	2
MUS 6235, 6236	Percussion Pedagogy	1	1	2
MUS 6665, 6666 / 6691, 6692 / 6791, 6792	Research Topics: Opera Studies / Musicology / Analysis ²	2	2	4
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		9	9	18

¹ Students are required to take two of the three Career Strategies courses (Audition, Entrepreneurship, and/or Recording) to complete their degree requirements.

² Students are required to take one of the three Research Topics courses (Opera Studies, Musicology, or Analysis) to complete their degree requirements.

Piano

MM Degree Total 38 credits

Year One		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6891	Career Strategies: Portfolio	2	-	2
MUS 6892 / 6893 / 6894	Career Strategies: Audition / Entrepreneurship / Recording ²	-	4	4
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		10	10	20
Year Two		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6665, 6666 / 6691, 6692 / 6791, 6792	Research Topics: Opera Studies / Musicology / Analysis ³	2	2	4
MUS 6XXX	Graduate Music Elective	1	1	2
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		9	9	18

¹All music students are required to perform in ensembles as assigned, even beyond the minimum. Any combination of MUS 61XX may be used to fulfill the minimum requirement. Large Ensemble assignments are made by the ensemble directors in consultation with the major teacher; Chamber Ensemble assignments are approved by the major teacher.

²Students are required to take two of the three Career Strategies courses (Audition, Entrepreneurship, and/or Recording) to complete their degree requirements.

³Students are required to take one of the three Research Topics courses (Opera Studies, Musicology, or Analysis) to complete their degree requirements.

MUS 6240 Support Skills for Collaborative Pianists may be substituted for 1 year of ensemble credit at the teacher's discretion.

Strings: Violin, Viola, Violoncello and Double Bass
MM Degree Total 38 credits

Year One		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6891	Career Strategies: Portfolio	2	-	2
MUS 6892 / 6893 / 6894	Career Strategies: Audition / Entrepreneurship / Recording ²	-	4	4
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		10	10	20
Year Two				
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6340 / 6350 / 6360 / 6370	Symphonic Repertoire	1	1	2
MUS 6665, 6666 / 6691, 6692 / 6791, 6792	Research Topics: Opera Studies / Musicology / Analysis ³	2	2	4
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		9	9	18

¹All music students are required to perform in ensembles as assigned, even beyond the minimum. Any combination of MUS 61XX may be used to fulfill the minimum requirement. Large Ensemble assignments are made by the ensemble directors in consultation with the major teacher; Chamber Ensemble assignments are approved by the major teacher.

²Students are required to take two of the three Career Strategies courses (Audition, Entrepreneurship, and/or Recording) to complete their degree requirements.

³Students are required to take one of the three Research Topics courses (Opera Studies, Musicology, or Analysis) to complete their degree requirements.

Voice

MM Degree Total 37 credits

Year One		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 6460	Fletcher Institute Workshop	1	1	2
MUS 6660	Fletcher Institute Language Enrichment Italian/German/French	1	1	2
MUS 6664	Stage Makeup for Singers	-	1	1
MUS 6893	Career Strategies: Entrepreneurship	-	2	2
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		9	10	19
Year Two		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6084	Major Opera Role	-	1	1
MUS 6460	Fletcher Institute Workshop	1	1	2
MUS 6660	Fletcher Institute Language Enrichment Italian/German/French	1	1	2
MUS 6665-6666	Research Topics: Opera Studies	2	2	4
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		9	9	18

Entering voice students are expected to have a minimum of one year of college-level language instruction with a grade of C or better in French, German and Italian. Students who do not meet this requirement upon entering the program must take the appropriate course or its equivalent to fulfill the requirement before the degree can be granted. Cantata Singers (MUS 5260) may be required at the discretion of the studio teacher and the conductor of the Cantata Singers.

Woodwinds: Flute, Oboe, Clarinet, Bassoon and Saxophone

MM Degree Total 39 credits

Year One		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6891	Career Strategies: Portfolio	2	-	2
MUS 6892 / 6893 / 6894	Career Strategies: Audition / Entrepreneurship / Recording ²	-	4	4
MUS 6895	Library and Internet Research	2	-	2
MUS 5599	Intensive Arts Projects	1	-	1
Year One Total		10	10	20
Year Two		Credits per Semester		Total Credits
MUS 6010	Lessons	3	3	6
MUS 6011	Master Class	1	1	2
MUS 6080	Recital	-	1	1
MUS 6083	Recital Presentation	-	1	1
MUS 61XX	Large Ensemble or Chamber Ensemble ¹	1	1	2
MUS 6665, 6666 / 6691, 6692 / 6791, 6792	Research Topics: Opera Studies / Musicology / Analysis ³	2	2	4
MUS 6XXX	Graduate Music Elective	1	1	2
MUS 5599	Intensive Arts Projects	1	-	1
Year Two Total		9	10	19

¹All music students are required to perform in ensembles as assigned, even beyond the minimum. Any combination of MUS 61XX may be used to fulfill the minimum requirement. Large Ensemble assignments are made by the ensemble directors in consultation with the major teacher; Chamber Ensemble assignments are approved by the major teacher.

² Students are required to take two of the three Career Strategies courses (Audition, Entrepreneurship, and/or Recording) to complete their degree requirements.

³ Students are required to take one of the three Research Topics courses (Opera Studies, Musicology, or Analysis) to complete their degree requirements.

V. Course Descriptions

The following courses are available for Graduate Students. Not all courses are offered every semester. Consult the current course schedule for availability.

MUS 5599: Intensive Arts Projects

(1 credit)

During the period immediately following Fall Semester exams, students participate in special projects, classes, seminars and performances. Students are encouraged to pursue musical studies; however, interdisciplinary interests may be considered. Graded pass/fail.

MUS 6010: Lessons

(3 credits)

One hour per week of individual performance instruction at an advanced level.

MUS 6011: Master Class

(1 credit)

Weekly performance class for the purpose of refining performance skills. Included are in-class performance and critique, as well as specialized studies related to the particular concentration of study.

MUS 6070: Composition Lessons

(3 credits)

One hour per week of composition lessons at an advanced level.

MUS 6071: Composition Seminar

(1 credit)

This seminar will include presentations by guests, faculty and student composers on a variety of topics.

MUS 6080: Recital

(1 credit)

Performance project by the student with permission from the area of study and the assistant dean for graduate programs. It may include specific requirements as dictated by the studio teacher.

MUS 6081: Orchestral Conducting Lessons

(3 credits)

One hour per week lesson of orchestral conducting at an advanced level.

MUS 6082: Orchestral Conducting Seminar

(1 credit)

Weekly performance class for the purpose of refining performance skills. Course will also engage in issues of instrumental techniques and score reading.

MUS 6083: Recital Presentation**(1 credit)**

Students prepare and perform a recital/lecture program.

MUS 6084: Major Opera Role**(1 credit)**

Students prepare and perform a major opera role.

MUS 6088: Independent Study**(1-4 credits)**

Independent study in the form of performance, research or composition under the supervision of a member of the faculty. The number of hours and credits will vary according to the nature and the scope of the project.

Prerequisite(s): Permission of the instructor and approval of the School of Music Assistant Dean of Graduate Studies.

MUS 6110: Orchestra**(1 credit)**

Preparation and public performance of representative works from the symphonic literature, including opera and dance. Performances on- and off-campus.

Prerequisite(s): Audition/assignment by ensemble director in consultation with the studio teacher.

MUS 6120: Wind Ensemble**(1 credit)**

Preparation and public performance of representative works for wind ensemble. Performances on- and off-campus.

Prerequisite(s): Audition/assignment by ensemble director in consultation with the studio teacher.

MUS 6130: Jazz Ensemble**(1 credit)**

Preparation and public performance of works for jazz ensemble using arrangements and improvisation. Performances on- and off-campus.

Prerequisite(s): Audition/assignment by ensemble director in consultation with the studio teacher.

MUS 6140: Contemporary Music Ensemble**(1 credit)**

Preparation and public performance of contemporary music. Instrumental and/or vocal combinations vary from piece to piece.

Prerequisite(s): Audition/assignment by ensemble director in consultation with the studio teacher.

MUS 6150: Guitar Ensemble

(1 credit)

Preparation and public performance of works for more than one guitar or guitar with other instruments.

MUS 6180: Chamber Ensemble

(1 credit)

Duets, trios, quartets, quintets and small mixed ensembles as assigned by the studio teacher.

MUS 6220: Trombone Choir

(1 credit)

This course is designed to complement the student's weekly trombone lessons, to strengthen ensemble skills, and to build good teamwork skills within the discipline. Emphasis is placed on sightreading. Performances on- and off-campus.

Prerequisite(s): Audition/assignment.

MUS 6230: Percussion Ensemble

(1 credit)

Preparation and public performance of a wide variety of contemporary percussion music. Performances on- and off-campus.

Prerequisite(s): Audition/assignment.

MUS 6233: Ensembles for Percussion

(1 credit)

Preparation and public performance of representative works from the symphonic, wind ensemble, and new music repertoire. Performances on- and off-campus with the Orchestra, Wind Ensemble, and the Contemporary Music Ensemble.

Prerequisite(s): Audition/assignment by the percussion teacher.

MUS 6235, 6236: Percussion Pedagogy I & II

(1 credit per semester)

In-depth study of the psychological, physical and creative aspects of teaching percussion. Survey of important percussion methods, materials and repertoire.

MUS 6240: Support Skills for Collaborative Pianists

(1 credit)

Practical training in collaborative piano including the following topics: quick study skills, the piano as orchestra, keyboard skills, and professional issues.

MUS 6340: Symphonic Repertoire: Violin

(1 credit)

An advanced study of the orchestral repertoire for violin with emphasis on style and technical problems.

**MUS 6350: Symphonic Repertoire: Viola
(1 credit)**

An advanced study of the orchestral repertoire for viola with emphasis on style and technical problems.

**MUS 6360: Symphonic Repertoire: Violoncello
(1 credit)**

An advanced study of the orchestral repertoire for violoncello with emphasis on style and technical problems.

**MUS 6370: Symphonic Repertoire: Double Bass
(1 credit)**

An advanced study of the orchestral repertoire for double bass with emphasis on style and technical problems.

**MUS 6441, 6442: Organ History and Literature I & II
(1 credit per semester)**

Principles of organ design and construction and the history of the development of the organ. A survey of organ literature from the Robertsbridge Codex (1325) to present composition will be covered in two semesters. Each semester will include research and performance projects focusing on the performance practices of each period.

**MUS 6443, 6444: Sacred Music Skills I & II
(1 credit per semester)**

Emphasis on skills necessary to become a successful church musician. Improvisation will be an integral part of the course each semester. Units in hymnology, liturgy and worship styles, creative hymn-playing, accompanying, sight-reading, transposition, conducting from the console, rehearsal techniques, and church music administration.

**MUS 6445, 6446: Instrumental Literature for Collaborative Pianists I & II
(1 credit per semester)**

A survey for pianist and instrumental partner, including sonatas, short pieces, and concertos. Open to students in partnering areas.

**MUS 6447, 6448: Vocal Literature for Collaborative Pianists I & II
(1 credit per semester)**

A survey for pianist and vocal partner, including song, oratorio, and operatic literature. Open to students in voice.

**MUS 6460: Fletcher Institute Workshop
(1 credit)**

Preparation and public performance of opera scenes. Emphasis on movement, acting, character development and exposure to a variety of operatic and musical theatre roles.

MUS 6461, 6462: Diction I & II
(1 credit per semester)

Introduction to Italian, German, French phonetics, mastery of international phonetic alphabet as it applies to Italian, German and French. The study of principles of diction, phonetics and sound production as applied to singing in Italian, German and French.

MUS 6481, 6482: Guitar History and Literature Projects I & II
(1 credit per semester)

Survey of literature for guitar and lute from Renaissance through Contemporary periods, social history and physical development of the guitar. Transcriptions of early tablatures. Study of contemporary notation and techniques. Participation in MUS 3481 and MUS 3482.

MUS 6483, 6484: Guitar Pedagogy Projects I & II
(1 credit per semester)

In-depth study of the psychological, physical and creative aspects of teaching the guitar. Survey of important guitar methods, materials and didactic repertoire. Supervised classroom and studio teaching. Creation of lesson plans and course syllabi. Participation in MUS 3483 and MUS 3484.

MUS 6542: Quick-Study Examination
(1 credit)

A course leading to a juried performance of a previously unstudied work prepared for performance within seven days without coaching. A student will be given two chances to pass this exam before the degree can be granted.

MUS 6621: Graduate Review: Ear Training
(1 credit)

A review of fundamental aural skills including sight singing, ear training and dictation.

MUS 6660: Fletcher Institute Language Enrichment
(1 credit)

Enrichment and practical application of Italian, German and French through conversation, literature and poetry with emphasis on the historical, cultural and artistic aspects of each language as it relates to opera.

MUS 6664: Stage Makeup for Singers
(1 credit)

An introduction to stage makeup with an emphasis placed on the needs of the operatic singer. Graduate students will have a special project assigned by the instructor.

MUS 6665, 6666: Research Topics in Opera Studies I & II
(2 credits per semester)

A new opera studies research topic is offered each year. The topics offered engage issues of history, analysis, performance practice and interpretation as appropriate.

**MUS 6670: Music Theory and Composition Pedagogy
(1 credit)**

Students attend undergraduate theory and composition classes as assigned by the teacher. Meetings are scheduled to discuss strategies for teaching basic compositional and theoretical concepts. Assignments may include teaching projects in the undergraduate curriculum under the observation of the theory/composition faculty.

**MUS 6691, 6692: Research Topics in Musicology I & II
(2 credit per semester)**

A new musicology research topic is offered each year. The topics offered also engage issues of analysis, performance practice and interpretation as appropriate.

**MUS 6693: Graduate Review: Theory
(1 credit)**

A review of music theory from the Common Practice to 20th and 21st century theory and analysis.

**MUS 6712: Graduate Review: History
(1 credit)**

A review of Western music history from ancient Greece to the 21st century.

**MUS 6791, 6792: Research Topics in Analysis I & II
(2 credits per semester)**

A new analysis research topic is offered each year. The topics offered also engage issues of history, performance practice and interpretation as appropriate.

**MUS 6883: Composition Thesis Defense
(1 credit)**

An oral presentation before a faculty jury on an original composition.

**MUS 6888: Music Technology Research Project
(1 credit)**

A supervised research project in the use of new technology in creating music.

**MUS 6891: Career Strategies: Portfolio
(2 credits)**

A seminar on career path perspectives and developing materials for a professional portfolio. Topics including résumés, cover letters, printed program writing, royalties, copyrights and intellectual properties.

**MUS 6892: Career Strategies: Audition
(2 credits)**

A seminar/workshop on taking successful professional orchestra auditions. The course includes topics on the application process, preparation, audition and etiquette, contracts and contract negotiations.

**MUS 6893: Career Strategies: Entrepreneurship
(2 credits)**

A seminar/workshop on working as a musician in the free enterprise market and creating a promotional website. The course includes topics on agencies, grant writing, networking, financial issues and taxes, contracting other musicians, promotional website design and creation.

**MUS 6894: Career Strategies: Recording
(2 credits)**

A seminar/workshop on creating recordings for commercial release. Course topics include acoustics, microphones, digital audio editing and signal processing, mastering a compact disc recording, marketing and distribution.

**MUS 6895: Library and Internet Research
(2 credits)**

Introduction to the tools of bibliographic research including new technology, fair use of published material and copyright law, proper form in writing, annotating and presenting information on musical subjects.

The Professional Artist Certificate (One- or Two-Year Program)

I. Overview of Program

The Professional Artist Certificate and the Fletcher Institute Professional Artist Certificate programs represent the School of Music at its highest level of artistry and education. The goals and objectives of each are to prepare and train students for careers as professional classical musicians in the following areas of study: brass, composition, guitar performance and pedagogy, vocal performance, orchestral conducting, organ, percussion, piano, strings and woodwinds (including saxophone).

II. Specific Admissions Requirements

Admission to the post-master's program is by application and audition. Candidates must have completed a Master of Music or a Master of Arts from an accredited conservatory, college or university (or the equivalent if the institution is located outside the United States). To apply, candidates must submit the following: a completed application form and application fee, two letters of recommendation, an official transcript with a seal or registrar's signature from each college attended (copies are unacceptable and international students must submit a certified English translation for each transcript), a résumé detailing the applicant's artistic experience and educational objectives, a repertoire list, a project proposal, and a TOEFL test (if the candidate is an international student).

The following must occur before a student is officially admitted to the program: a recommendation in writing from the audition panel will be made and sent to the Assistant Dean of Graduate Programs. With their approval, a recommendation to that effect will be signed by the Assistant Dean of Graduate Programs and the application will then be sent to the Dean of the School of Music for final approval.

To be admissible to any graduate program in the School of Music, applicants must possess the following essential qualifications:

- Aural ability to discriminate discrete pitches;
- Visual ability sufficient to read standard notated music;
- Visual ability sufficient to recognize and interpret gestures of a conductor for concentrations requiring ensemble participation;
- Fine motor skills sufficient to play a keyboard instrument regardless of area of concentration;
- Ability to participate in group instruction.

III. Standards of Achievement and Evaluation

A. Graduate Jury Requirements

Graduate students are expected to perform for all departmental juries.

B. Progression Towards Degree

The residency requirement for the Professional Artist Certificate and the Fletcher Institute Professional Artist Certificate is one year (two consecutive semesters) as a

full-time student. A full-time student is one who is enrolled for a minimum of nine graduate credits per term.

IV. Concentrations

Professional Artist Certificate

PAC Total 19/38 credits

Year One		Credits per Semester		Total Credits
MUS 8010	Lessons	3	3	6
MUS 8011	Master Class	1	1	2
MUS 6XXX	Large Ensemble or Chamber Ensemble ¹ /Graduate Elective ²	1	1	2
MUS 8899	Professional Artist Certificate Project	4	4	8
MUS 5599	Intensive Arts Projects	1	-	1
Total		10	9	19

Year Two (optional)		Credits per Semester		Total Credits
MUS 8010	Lessons	3	3	6
MUS 8011	Master Class	1	1	2
MUS 6XXX	Large Ensemble or Chamber Ensemble ¹ /Graduate Elective ²	1	1	2
MUS 8899	Professional Artist Certificate Project	4	4	8
MUS 5599	Intensive Arts Projects	1	-	1
Total		10	9	19

¹All music students are required to perform in ensembles as assigned, even beyond the minimum. Any combination of MUS 61XX may be used to fulfill the minimum requirement. Large Ensemble assignments are made by the ensemble directors in consultation with the major teacher; Chamber Ensemble assignments are approved by the major teacher.

²Composition students may take a graduate music elective in place of the Large Ensemble or Chamber Ensemble requirement.

Fletcher Institute Professional Artist Certificate
FIPAC Total 19/38 credits

Year One		Credits per Semester		Total Credits
MUS 8010	Lessons	3	3	6
MUS 8011	Master Class	1	1	2
MUS 8460	Fletcher Institute Workshop	1	1	2
MUS 8869	Fletcher Opera Institute Project	4	4	8
MUS 5599	Intensive Arts Projects	1	-	1
Total		10	9	19

Year Two (optional)		Credits per Semester		Total Credits
MUS 8010	Lessons	3	3	6
MUS 8011	Master Class	1	1	2
MUS 8460	Fletcher Institute Workshop	1	1	2
MUS 8869	Fletcher Opera Institute Project	4	4	8
MUS 5599	Intensive Arts Projects	1	-	1
Total		10	9	19

V. Course Descriptions

MUS 5599: Intensive Arts Projects

(1 credit)

During the two-week period immediately following Fall Semester exams, students participate in special projects, classes, seminars and performances. Students are encouraged to pursue musical studies; however, interdisciplinary interests may be considered. Graded pass/fail.

MUS 8010: Lessons

(3 credits)

One hour per week of individual performance instruction at an advanced level.

MUS 8011: Master Class

(1 credit)

Weekly performance class for the purpose of refining performance skills. Included are in-class performance and critique, as well as specialized studies related to the particular concentration of study.

MUS 8460: Fletcher Institute Workshop

(1 credit)

Preparation and public performance of opera scenes by Fletcher Opera Institute fellows. Emphasis on movement, acting, character development and exposure to a variety of operatic and musical theatre roles.

MUS 8869: Fletcher Institute Project

(4 credit)

An advanced course of study in all aspects of opera performance. The project will include participation in two productions each year, workshops, master classes, coaching sessions, performances and tours.

MUS 8899: Professional Artist Project

(4 credits)

A significant project devoted to the performance of a specialized repertoire or area of artistic interest that will bridge the student's entry into his/her professional career.

The Professional Artist Certificate (One- or Two-Year Program)

VI. Overview of Program

The Professional Artist Certificate and the Fletcher Institute Professional Artist Certificate programs represent the School of Music at its highest level of artistry and education. The goals and objectives of each are to prepare and train students for careers as professional classical musicians in the following areas of study: brass, composition, guitar performance and pedagogy, vocal performance, orchestral conducting, organ, percussion, piano, strings and woodwinds (including saxophone).

VII. Specific Admissions Requirements

Admission to the post-master's program is by application and audition. Candidates must have completed a Master of Music or a Master of Arts from an accredited conservatory, college or university (or the equivalent if the institution is located outside the United States). To apply, candidates must submit the following: a completed application form and application fee, two letters of recommendation, an official transcript with a seal or registrar's signature from each college attended (copies are unacceptable and international students must submit a certified English translation for each transcript), a résumé detailing the applicant's artistic experience and educational objectives, a repertoire list, a project proposal, and a TOEFL test (if the candidate is an international student).

The following must occur before a student is officially admitted to the program: a recommendation in writing from the audition panel will be made and sent to the Assistant Dean of Graduate Programs. With their approval, a recommendation to that effect will be signed by the Assistant Dean of Graduate Programs and the application will then be sent to the Dean of the School of Music for final approval.

To be admissible to any graduate program in the School of Music, applicants must possess the following essential qualifications:

- Aural ability to discriminate discrete pitches;
- Visual ability sufficient to read standard notated music;
- Visual ability sufficient to recognize and interpret gestures of a conductor for concentrations requiring ensemble participation;
- Fine motor skills sufficient to play a keyboard instrument regardless of area of concentration;
- Ability to participate in group instruction.

VIII. Standards of Achievement and Evaluation

C. Graduate Jury Requirements

Graduate students are expected to perform for all departmental juries.

D. Progression Towards Degree

The residency requirement for the Professional Artist Certificate and the Fletcher Institute Professional Artist Certificate is one year (two consecutive semesters) as a

full-time student. A full-time student is one who is enrolled for a minimum of nine graduate credits per term.

IX. Concentrations

Professional Artist Certificate

PAC Total 19/38 credits

Year One		Credits per Semester		Total Credits
MUS 8010	Lessons	3	3	6
MUS 8011	Master Class	1	1	2
MUS 6XXX	Large Ensemble or Chamber Ensemble ¹ /Graduate Elective ²	1	1	2
MUS 8899	Professional Artist Certificate Project	4	4	8
MUS 5599	Intensive Arts Projects	1	-	1
Total		10	9	19

Year Two (optional)		Credits per Semester		Total Credits
MUS 8010	Lessons	3	3	6
MUS 8011	Master Class	1	1	2
MUS 6XXX	Large Ensemble or Chamber Ensemble ¹ /Graduate Elective ²	1	1	2
MUS 8899	Professional Artist Certificate Project	4	4	8
MUS 5599	Intensive Arts Projects	1	-	1
Total		10	9	19

¹All music students are required to perform in ensembles as assigned, even beyond the minimum. Any combination of MUS 61XX may be used to fulfill the minimum requirement. Large Ensemble assignments are made by the ensemble directors in consultation with the major teacher; Chamber Ensemble assignments are approved by the major teacher.

²Composition students may take a graduate music elective in place of the Large Ensemble or Chamber Ensemble requirement.

Fletcher Institute Professional Artist Certificate
FIPAC Total 19/38 credits

Year One		Credits per Semester		Total Credits
MUS 8010	Lessons	3	3	6
MUS 8011	Master Class	1	1	2
MUS 8460	Fletcher Institute Workshop	1	1	2
MUS 8869	Fletcher Opera Institute Project	4	4	8
MUS 5599	Intensive Arts Projects	1	-	1
Total		10	9	19

Year Two (optional)		Credits per Semester		Total Credits
MUS 8010	Lessons	3	3	6
MUS 8011	Master Class	1	1	2
MUS 8460	Fletcher Institute Workshop	1	1	2
MUS 8869	Fletcher Opera Institute Project	4	4	8
MUS 5599	Intensive Arts Projects	1	-	1
Total		10	9	19

X. Course Descriptions

MUS 5599: Intensive Arts Projects

(1 credit)

During the two-week period immediately following Fall Semester exams, students participate in special projects, classes, seminars and performances. Students are encouraged to pursue musical studies; however, interdisciplinary interests may be considered. Graded pass/fail.

MUS 8010: Lessons

(3 credits)

One hour per week of individual performance instruction at an advanced level.

MUS 8011: Master Class

(1 credit)

Weekly performance class for the purpose of refining performance skills. Included are in-class performance and critique, as well as specialized studies related to the particular concentration of study.

MUS 8460: Fletcher Institute Workshop

(1 credit)

Preparation and public performance of opera scenes by Fletcher Opera Institute fellows. Emphasis on movement, acting, character development and exposure to a variety of operatic and musical theatre roles.

MUS 8869: Fletcher Institute Project

(4 credit)

An advanced course of study in all aspects of opera performance. The project will include participation in two productions each year, workshops, master classes, coaching sessions, performances and tours.

MUS 8899: Professional Artist Project

(4 credits)

A significant project devoted to the performance of a specialized repertoire or area of artistic interest that will bridge the student's entry into his/her professional career.

Institutional Policies

Academic Integrity Policy

UNCSA is committed to fostering an intellectual, artistic, and ethical environment based on the principles of academic integrity as a critical part of educating artists and citizens. Academic integrity is essential to the success of the University's mission and violations of academic integrity constitute offenses against the entire UNCSA community.

Students who violate University rules on academic integrity are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such academic integrity violations harm the individual, all students, and the integrity of the University, policies on academic integrity will be strictly enforced. For further information please visit the [College Handbook Web site](#).

Probation

The faculty evaluates students each semester for professional growth in their major. Any student not demonstrating sufficient progress may be placed on probation. Students, who, at the end of the probation period, have not improved, may not be invited to continue in the program. Individual standards for each area are as follows:

School of Design & Production

Graduate students are required to maintain cumulative 3.0 or higher averages in arts classes. A graduate student may accumulate only a maximum of eight credit hours of the grade of "C" (including "C+" and "C-") and remain enrolled in the graduate program. A graduate student who receives a "D" or "F" is subject to probation or dismissal. Students who fail to maintain these levels for a given term are placed on Arts Probation for the following term. Students who, in the judgment of the faculty, fail to demonstrate sufficient professional development in the arts may receive a Letter of Warning and be placed on Arts Probation.

School of Filmmaking

There is no allowance of Arts Probation in the MFA program for Film Music Composition. Graduate students in the MFA program must maintain a grade of 2.8 (B-) or higher in each of their Film Music Composition courses. Earning less than a 2.8 is grounds for dismissal from the program.

School of Music

Failure or a pattern of poor performance or behavior in any required course leads to a recommendation of Arts Warning.

The Dean of Music, in consultation with the School of Music faculty, determines if a student is to be placed on Arts Warning based on but not limited to the following criteria:

- Repeated failure to comply with School of Music attendance policies and/or to complete assignments as assigned.

- Behaviors which indicate that the student is engaging in activities that prevent the student from being productive in their work in the School of Music.

A student under Arts Warning is given specific information about the area(s) of concern, a list of what the student must accomplish to be removed from Arts Warning status, and a 7-week timeline to satisfactorily resolve the concerns in order to be removed from Arts Warning status. The student will be notified at the beginning of the Arts Warning period that failure to resolve the stated concerns will result in placement on Arts Probation.

At the conclusion of the Arts Warning timeline, if the student has not resolved the concerns stated in the Arts Warning period the student will be placed on Arts Probation. The student will receive a letter restating the area(s) of concern and the list of what the student must accomplish in order to satisfactorily resolve the concerns. The timeline for Arts Probation is 7 weeks. Failure to resolve the stated concerns will result in non-invitation for continued study in the School of Music.

The Dean of Music has the discretion to lengthen the timeline for Arts Warning and Arts Probation.

The Dean of Music has the discretion to put a student on Arts Probation at any time in accordance with the "Suspension Policy: Administrative Committee," as stated in the UNCSA Bulletin.

Invitations to Return

All students in all arts programs must be invited to continue in their programs periodically. Students who, in the judgment of the faculty, fail to demonstrate sufficient progress toward professional standards in the arts will not be invited to return.

Readmission

Students who have terminated their enrollment at UNCSA for any reason, including failure to be invited to continue in a program, must apply for readmission prior to being allowed to reenroll. Such students must meet admission standards outlined for all entering students. A student whose enrollment has been interrupted for two years or more will, upon reentry, be responsible for the program requirements outlined in the Bulletin in effect at the time of reentry.

Suspension Policy: Administrative Committee

In certain highly unusual situations and in cases related to disorderly or disruptive conduct that do not fall within the student Code of Conduct, the Dean of Students or the dean of an arts school may initiate an administrative committee to convene and hear the allegations. A few examples of conduct which might result in such a hearing are:

1. Repeated failure to comply with arts school and/or academic attendance policies and/or to complete assignment as assigned; or

2. Any other behaviors which indicate that the student is engaging in activities that prevents the student from being productive in the art or academic work.

The administrator initiating the committee meeting shall chair the hearing of the administrative committee. The committee members shall be: (1) the dean of the school in which the student is currently enrolled; (2) the Associate Provost and; (3) any other individuals whose involvement is germane to the situation under consideration and whose presence would be in the best interest of the student involved as well as the overall campus community, as deemed appropriate by the convener.

The purpose and procedures of the administrative committee shall include (1) listening to the allegations involving the student, (2) hearing from the student about his/her experience in the situation, (3) hearing from any others who may be relevant to the student, (4) deliberating on what actions are called for in the situation, and (5) following through with the conclusions reached through deliberations.

Committee decisions regarding outcomes shall be determined by the information presented in the hearing regardless of whether the student has any College Code of Conduct violations on his/her social rules record. If the committee decides that the allegations against the student are unwarranted, it will be reported to the student and other school staff on a need-to-know basis. If the committee decides that the evidence supports the allegations, then the committee may recommend outcomes to correct the situation, including separating the student from UNCSA or determining that the student will not be invited to return to UNCSA the next term.

Appeal of Final Course Grades

The student's appeal must present facts showing that by the preponderance of the evidence that the course grade was based on:

1. the students' race, color, religion, national origin, disability, sexual orientation, gender, age, creed; or
2. some other arbitrary or impermissible reason unrelated to the faculty member's exercise of his or her professional judgment in the evaluation of the student's academic or artistic performance; or
3. different standards and procedures than those the faculty member established in the course syllabus or in other written or oral measures directed to the class as a whole; or
4. a clear and material mistake in calculating or recording grades.

Allegations that *sexual harassment* was the reason a final course grade was impermissibly or arbitrarily assigned by the faculty member must be addressed according to procedures set forth in the UNCSA Bias-Related Sexual Harassment Policy rather than from the following procedures.

That the student simply disagrees with the assigned grade does not constitute a basis for a review.

CAUTION: Falsification or fabrication of information by the student in support of a final course grade appeal may cause the student to be subject to disciplinary action under the Student Code of Conduct.

Procedures

1. When a student receives a final grade for which the student believes an appeal is justified, the student shall discuss the contested grounds (see four factors above) with the instructor within twenty calendar days.
2. The instructor must inform the student of the instructor's final decision (in light of the information the student presents) within 10 calendar days of receiving the information.
3. The student may file a written appeal of the instructor's decision (no more than 10 calendar days after the instructor sends the decision to the student) with the dean, presenting evidence of one or more of the above grounds for appeal.
4. The dean will inform the student of the final decision within 30 calendar days of receiving the student's appeal.

Appeals of the Decision Not To Be Invited To Return

Under the following conditions, students at UNCSA have the right to appeal the decision not to be invited to return. To submit an appeal, the student must present compelling evidence that one or more of the following conditions occurred:

1. The policy and procedures for such decisions were not followed.
2. The decision was based upon arbitrary or personal reasons unrelated to faculty members' exercise of professional judgment in the evaluation of academic/artistic performance of the student.
3. The decision was based upon discrimination of harassment regarding gender, race, color, religion, national origin, disability or sexual orientation.
4. There was a recent material or substantive change of circumstances that resulted in a change in the student's performance.

Procedures

1. Upon receipt of official notice that a student is not going to be invited to return, the student has 10 calendar days to file a written notice of appeal clearly stating the grounds for the appeal. The appeal is to be signed by the student and delivered to the relevant dean.
2. The dean has 30 calendar days to respond to the appeal in writing.
3. If the student is not satisfied with the outcome of the appeal to the dean, the student may, within 10 calendar days of the date of the written decision, submit final notice of appeal to the dean requesting that the original appeal and its record be forwarded to the Provost or his/her designee.
4. The Provost or designee will review the appeal to ensure that proper procedure was followed and respond with a final institutional decision within 10 calendar days of receipt of the appeal.

Annual Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day UNCSA receives a request for access. Students should submit to the Registrar, dean, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The UNCSA official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students may ask UNCSA to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights. They should write the UNCSA official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If UNCSA decides not to amend the records as requested by the student, UNCSA will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by UNCSA in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personal and health staff); outside contractors or volunteers if UNCSA would otherwise hire someone to perform that individual's job, UNCSA directly controls that individual's use of education records, and UNCSA subjects that individual to the requirements of FERPA; a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, UNCSA discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department Education concerning alleged failures by UNCSEA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC 20202-4605

Notice of Directory Information

In accordance with the Family Educational Rights and Privacy Act (FERPA), “directory information” at the University of North Carolina School of the Arts is defined to include: the student’s name, parents’ names, addresses, telephone listings, date and place of birth, major field of study, class level, participation in officially recognized activities, performance brochures, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, e-mail address, and full- or part-time status. Some of this information, including name, mailing address, field of study, class level, telephone number and e-mail address may be included on UNCSEA’s website.

Directory information is considered public information and will be released unless the student requests a “privacy hold.” All other information is considered private, and will not be released outside the School without the written permission of the student, unless a specific exception under FERPA applies. Students may request a Privacy Hold by submitting a letter or appropriate form to the Registrar by the end of the first week of the school year or initial period of enrollment. Such requests must be filed annually.

Questions concerning student records and FERPA should be addressed to the Office of the Registrar.

Non-exclusive License Agreement for Student Works and Intellectual Property

The performances and creative products of UNCSEA students are growing in popularity, and our chances to showcase you and your works have increased significantly in recent years. Because what we “do” here is to train performing artists in the disciplines of Design and Production, Dance, Drama, Music, and Filmmaking, we would like to be able to promote our students and their talents, as well as our school, in TV and other venues as the opportunity presents itself. Past opportunities have included us being fortunate enough to be able to broadcast “The Nutcracker” across the State.

The most efficient and effective way of accomplishing this, we believe, is to enter into non-exclusive license agreements with you, our students. Our goal is to be able to promote and publicize our students’ intellectual property while protecting the students’ ownership and rights in that property. This agreement has been designed to enable you to retain your rights to grant current and future licenses in your intellectual property while allowing

UNCSA to share your creative works with the broadest audience possible. Please know that the agreement does not permit us to exploit your works commercially, but does allow us to recoup our costs in creating the work. Please also know that should you happen upon an opportunity to exploit your work which requires UNCSA to relinquish its non-exclusive license in your work, we will freely do such.

In that vein, you are required to abide by UNCSA's Intellectual Property Policy and sign a "Non-Exclusive Licensing Agreement for UNCSA Student Works" as a condition of your enrollment at UNCSA. By requiring you to sign this Agreement as a condition of your enrollment, UNCSA will be able to use your work in productions to showcase our students' talents without having to have every student sign a form for every production.

Non-Exclusive Licensing Agreement for UNCSA Student Works

The University of North Carolina School of the Arts (“UNCSA”) and _____ (“Student”) agree to the following terms concerning rights in works created or performed by the Student in connection with his/her enrollment and study at UNCSA.

In consideration of the mutual promises set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the parties agree to the following:

- 1. Likeness License.** In consideration for the opportunity to participate in any manner as a part of any UNCSA production or performance, Student agrees to permit UNCSA and/or any of its respective licensees, assigns, or affiliated entities to make royalty free and fully paid-up still, motion, and audiovisual recordings of Student’s participation, to use and reuse Student’s recorded voice, actions, performance, designs, likeness, name, and appearance (“Likeness”) in any and all forms of media now known or later developed, throughout the Universe in perpetuity (in any form of media now known or later developed) with respect to (a) the exploitation and promotion of the Student’s works, (b) another work embodying the Student’s works, and/or (c) the University itself. Student expressly grants UNCSA permission to use all or any part of Student’s Likeness, to alter or modify it regardless of whether or not Student is recognizable.
- 2. IP Rights License.** The Student retains full ownership of all intellectual property rights in any creative work Student creates, performs, displays, etc., during the course of his/her enrollment and study at UNCSA (the “Student’s works”). The Student grants to UNCSA a non-exclusive, royalty-free, fully-paid up, irrevocable, perpetual license encompassing any and all rights necessary to reproduce, prepare derivative works based upon, distribute, perform, display publically, and, in the case of sound recordings perform publically via a digital audio transmission, the Student’s works. These rights include, but are not limited to, the right to: create audiovisual recordings of the Student’s works, to reproduce these audiovisual recordings as necessary to transmit and display the works, to modify the original audiovisual recordings as necessary, and to display the works in any form or medium now known or subsequently developed. Student explicitly grants UNCSA the right to license any or all of its rights under this Agreement to any other third party as necessary for educational purposes, to further UNCSA’s mission, and/or the non-commercial exploitation and/or promotion of the Student’s works, another work embodying the Student’s works, and/or the University itself. The prohibition on commercial exploitation of the Student’s works does not prevent UNCSA from recouping its financial, capital, and/or “sweat equity” investment in the Student’s works. This license does not convey any rights to UNCSA concerning film screenplays which are not produced as a film while the student is enrolled at UNCSA
- 3.** This Agreement, and all claims arising under and related to this Agreement, will be governed by, construed, and interpreted in accordance with laws of North Carolina without reference to principles of conflict of laws and Federal Copyright Law when applicable. Furthermore, the determination of any claim, dispute, or disagreement that may arise out of the interpretation, performance, or breach of this Agreement will be

subject to enforcement and interpretation solely in a court of competent jurisdiction sitting in Forsyth County, North Carolina.

4. This Agreement expresses the entire understanding between the parties concerning Student's works and supersedes any and all prior and contemporaneous agreements, understandings or representations between UNCSA and Student, except for the UNC Patent & Copyright Policy and UNCSA's Intellectual Property Policy. No modification, alteration or amendment of this Agreement will be valid or binding unless in writing and signed by both UNCSA and Student.
5. UNCSA may freely assign, in whole or in part, any of their rights or obligations under this Agreement.
6. UNCSA will freely relinquish the license(s) and/or rights granted to it under this Agreement on the good faith written request of the Student or the Student's agent.
7. The Student and UNCSA understand that this Agreement neither pertains to nor purports to license the rights of any third parties who may also have rights in the Student's works or Likeness.

Student's Signature: _____ Date: _____

Student's Name (Print): _____

Parent/Guardian's Signature and Printed Name (for Minor Students):

Intellectual Property

UNCSA Policy #115, Intellectual Property, provides that, while students retain copyright in their works, all enrolled students grant to UNCSA, as a condition of enrollment, a non-exclusive license in student works.

8. Student Works

a. **Ownership & Use.** Students by default own the copyright in all of their own work, unless they have, prior to the creation of such work, waived this right through a formal, signed, contract or waiver.

b. **Grant of License.** As a condition of enrollment and in consideration for such enrollment, each Student will grant UNCSA a perpetual, non-exclusive license to exploit all of the Student's rights in the work under the law. This license will be effectuated by a signed agreement between the Student and UNCSA executed before the student attends his or her first Arts class. Except in the case of compilations where the work produced involves the contributions of numerous students or works of joint-authorship among students, UNCSA agrees not to pursue commercial gain from the license granted under this provision.

c. Exceptions to Student Ownership

- i. A contract or waiver, signed personally by the Student, must be in place prior to the creation of any Student Work in order for such work(s) to be deemed a Sponsored, Externally Contracted, or Directed Work.
- ii. Under such a waiver or contract, UNCSA shall own a Student Work that is a Sponsored, Externally Contracted, or Directed Work, and ownership and use of such works shall be as specified in this policy.
- iii. Student Works created in the course of the Student's hourly employment by UNCSA shall be considered Works Made for Hire, and ownership and use of such works shall be as specified in this policy
- iv. Student Works that constitute notes of classroom and laboratory lectures and exercises may be used for educational purposes only and may not be used for commercial gain. Using, allowing or making available class or lab notes to be used for commercial gain is not permitted unless student is given specific authorization from a UNCSA faculty member.
- v. As provided by this policy or as agreed to mutually, rights in Student Works may be transferred between the Student and UNCSA

Residence Status for Tuition Purposes

Definition of In-State Residency

The University of North Carolina School of the Arts defines "in-state residency" when referring to an academic program and/or tuition rate, as outlined and defined in North Carolina General Statute 116-143.1. The term is defined in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." This manual may be found in most North Carolina libraries and/or any admissions or financial aid offices at any of the 16 constituent campuses of the University of North Carolina. In the unlikely event of any inconsistency between this Bulletin and the statute and manual, the statute and manual are controlling. The basis for determining the appropriate tuition charge rests upon whether a student is a resident or nonresident for tuition purposes. Each student must make a statement as to the length of his or her residency in North Carolina, with assessment by the institution of that statement to be conditioned by the following.

Residence

To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least 12 months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, 12 months legal residence means more than simple abode in North Carolina. In particular it means "maintaining a domicile (permanent home of indefinite duration) as

opposed to maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.” The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification, who must show his or her entitlement by the preponderance (the greater part) of the residency information.

Initiative

Being classified a resident for tuition purposes is contingent on the students seeking such status and providing all information that the institution may require in making the determination. Admissions office staff members are eager to assist students who desire to discuss and/or initiate action which may allow an applicant to be considered for “in-state status for tuition purposes.”

Parents’ Domicile

If an individual, irrespective of age, has living parent(s) or court-appointed guardian of the person, the domicile of such parent(s) or guardian is, prima facie, the domicile of the individual; but this prima facie evidence of the individual’s domicile may or may not be sustained by other information. Further non-domiciliary status of parents is not deemed prima facie evidence of the applicant child’s status if the applicant has lived (though not necessarily legally resided) in North Carolina for the five years preceding enrollment or re-registration.

Effect of Marriage

Marriage alone does not prevent a person from becoming or continuing to be a resident for tuition purposes, nor does marriage in any circumstance ensure that a person will become or continue to be a resident for tuition purposes. Marriage and the legal residence of one’s spouse are, however, relevant information in determining residency intent.

Furthermore, if both a husband and his wife are legal residents of North Carolina and if one of them has been a legal resident longer than the other, then the longer duration may be claimed by either spouse in meeting the 12-month requirement for in-state tuition status.

Military Personnel

A North Carolinian who serves outside the state in the armed forces does not lose North Carolina domicile simply by reason of such service. Students from the military may prove retention or establishment of residence by reference, as in other cases, to residency acts accompanied by residential intent.

In addition, a separate North Carolina statute affords tuition rate benefits to certain military personnel and their dependents even though not qualifying for the in-state tuition rate by reason of 12 months legal residence in North Carolina. Members of the armed services, while stationed in and concurrently living in North Carolina, may be charged a tuition rate lower than the out-of-state tuition rate to the extent that the total of entitlements for applicable tuition costs available from the federal government, plus certain amounts based under a statutory formula upon the in-state tuition rate, is a sum less than the out-of-state tuition rate for the pertinent enrollment. A dependent relative of a service member stationed in North Carolina is eligible to be charged the in-state tuition

rate while the dependent relative is living in North Carolina with the service member and if the dependent relative has met any requirement of the Selective Service System applicable to the dependent relative. These tuition benefits may be enjoyed only if the applicable requirements for admission have been met; these benefits alone do not provide the basis for receiving those derivative benefits under the provisions of the residence classification statute reviewed elsewhere in this summary.

Grace Period

If a person (1) has been a bona fide legal resident, (2) has consequently been classified a resident for tuition purposes, and (3) has subsequently lost North Carolina legal residence while enrolled at a public institution of higher education, that person may continue to enjoy the in-state tuition rate for a grace period of 12 months measured from the date on which North Carolina legal residence was lost. If the 12 months ends during an academic term for which the person is enrolled at a state institution of higher education, the grace period extends, in addition, to the end of that term. The fact of marriage to one who continues domiciled outside North Carolina does not by itself cause loss of legal residence, marking the beginning of the grace period.

Minors

Minors (persons under 18 years of age) usually have the domicile of their parents, but certain special cases are recognized by the residence classification statute in determining residence for tuition purposes.

(a) If a minor's parents live apart, the minor's domicile is deemed to be North Carolina for the time period(s) that either parent, as a North Carolina legal resident, may claim and does claim the minor as a tax dependent, even if other law or judicial act assigns the minor's domicile outside North Carolina. A minor thus deemed to be a legal resident will not, upon achieving majority before enrolling at an institution of higher education, lose North Carolina legal residence if that person (1) upon becoming an adult "acts, to the extent that the person's degree of actual emancipation permits, in a manner consistent with bona fide legal residence in North Carolina" and (2) "begins enrollment at an institution of higher education not later than the fall academic term next following completion of education prerequisite to admission at such institution."

(b) If a minor has lived for five or more consecutive years with relatives (other than parents) who are domiciled in North Carolina and if the relatives have functioned during this time as if they were personal guardians, the minor will be deemed a resident for tuition purposes for an enrolled term commencing immediately after at least five years in which these circumstances have existed. If under this consideration a minor is deemed to be a resident for tuition purposes immediately prior to his or her 18th birthday, that person on achieving majority will be deemed a legal resident of North Carolina of at least 12 months duration. This provision acts to confer in-state tuition status even in the face of other provisions of law to the contrary; however, a person deemed a resident of 12 months duration

pursuant to this provision continues to be a legal resident of the state only so long as he or she does not abandon North Carolina domicile.

Lost but Regained Domicile

If a student ceases enrollment at or graduates from an institution of higher education while classified a resident for tuition purposes and then both abandons and reacquires North Carolina domicile within a 12-month period, that person, if he or she continues to maintain the reacquired domicile into reenrollment at an institution of higher education, may reenroll at the in-state tuition rate without having to meet the usual 12-month durational requirement. However, any one person may receive the benefit of this provision only once.

Change of Status

A student admitted to initial enrollment in an institution (or permitted to reenroll following an absence from the institutional program which involved a formal withdrawal from enrollment) must be classified by the admitting institution either as a resident or as a nonresident for tuition purposes prior to actual enrollment. A residence status classification once assigned (and finalized pursuant to any appeal properly taken) may be changed thereafter (with corresponding change in billing rates) only at intervals corresponding with the established primary divisions of the academic year.

Transfer Students

When a student transfers from one North Carolina public institution of higher education to another, he or she is treated as a new student by the institution to which he or she is transferring and must be assigned an initial residence status classification for tuition purposes.

Additional Information

For additional information contact the Offices of Admissions, Registrar or Student Financial Aid at the University of North Carolina School of the Arts or refer to North Carolina General Statute 116-143.1.

Illegal Drugs

I. Purpose

The University of North Carolina School of the Arts is a residential educational community dedicated to the artistic, personal and intellectual growth of students interested in training for careers in the performing arts. The UNCSEA Board of Trustees is committed to the maintenance and protection of an environment in which students and faculty members may responsibly pursue these goals. It is the obligation of all members of the School community – students, faculty, administrators and other employees – to help maintain an environment where academic and artistic freedom flourish and in which the rights of each member of the community are respected. Illegal drugs endanger the health and safety of members of this community and hinder the pursuit of learning. Success in combating the threat posed by illegal drugs depends ultimately on the cooperative efforts of members of governing boards, students, faculty members, administrators and all other employees.

This policy seeks to address the problem of illegal drugs by establishing a properly balanced program of educational efforts and punitive sanctions.

II. Definitions:

A. Alcohol or Drug Probation (“AOD Probation”) means the period of probation imposed for a violation of this policy or for alcohol offenses. AOD Probation may be the only sanction imposed, or it may be imposed following a suspension. Only conduct related to alcohol or drug violations or which violates the terms and conditions of the AOD Probation (for example, submitting to drug tests or attending counseling) constitutes a violation of AOD Probation. Other violations of the Code of Conduct or university workplace rules will not establish a violation of AOD Probation.

B. In-school suspension means suspension from arts classes and judicial confinement or exclusion from campus outside of certain hours, depending on the student’s residential status. While serving in-school suspension, the student may attend academic classes only. Only to students in the secondary school program may be placed on this status.

III. Program Coordination

The Chancellor shall designate a Coordinator of Drug Education on campus. The Coordinator shall be responsible for coordinating, supervising, and recording all programs relating to this policy, including drug abuse prevention and education programs.

IV. Education, Counseling, and Rehabilitation

The School’s drug prevention program will emphasize education, counseling, and rehabilitation. Specifically, these techniques will include information concerning:

- a) the incompatibility of illegal drug use or sale with the School’s educational goals;
- b) legal consequences of involvement with illegal drugs;
- c) medical implications of the use of illegal drugs; and
- d) ways in which illegal drugs jeopardize an individual’s present accomplishments and future opportunities. The Coordinator shall ensure that the university community receives information about drug counseling and rehabilitation services available through campus-based programs or through community-based organizations. Persons who voluntarily avail themselves of University services shall be assured that applicable professional standards of confidentiality are observed.

The Coordinator will be responsible for working with a committee of interested members of the University community to develop the primary education methods designed specifically to prevent illegal drug use and abuse. Those methods may include the following:

a. Students

- 1) Statements in the Campus Life Handbook;
- 2) Drug information sessions during the academic year;
- 3) Distribution of drug information literature,

- 4) Special mini-lectures and discussions by residence hall groups and counselors;
- 5) Annual training program for Residence Life staff and resident assistants, and others who could profit from such training; and
- 6) Referral to drug counseling services on campus and in the Winston-Salem community.

b. Employees

- 1) This policy shall be discussed in employee orientation programs and shall be posted on the web.
- 2) Supervisors at least once a year will remind faculty and staff of the School's education programs. Human resources office will work with the Coordinator to present on-going education and information to employees

c. Referrals

The community mechanisms mentioned above will include information regarding community counseling, medical and rehabilitation resources dealing with substance abuse and information on health insurance benefits associated with substance abuse. The Coordinator, the Chief Academic Officer, and Human Resources will ensure that faculty and supervisors receive training and information about recognizing signs of potential illegal drug use and substance abuse in the early stages. An employee or student with a possible substance abuse problem will be encouraged to seek confidential diagnosis and treatment. Seeking such help should not, in and of itself, interfere with enrollment, job status or promotional opportunities. Persons who voluntarily seek counseling shall be assured that applicable professional standards of confidentiality will be observed.

V. Enforcement and Penalties

A. Students, faculty members, administrators and other employees are responsible for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Chapter 90 of the North Carolina General Statutes. Any member of the School community violating the law is subject both to criminal prosecution and to School disciplinary proceedings. It is not "double jeopardy" for both the District Attorney and the School to proceed and punish a person for the same specified conduct. The School will initiate its own disciplinary proceeding against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interests of the School.

B. The School will impose penalties, adhering to procedural safeguards for disciplinary actions against students, faculty members, administrators, and other employees. The relevant safeguards are those required by *The Code* (including Sections 502(D), 603, and 608), by Board of Governors policies applicable to employees exempt from the State Personnel Act, and by regulations of the State Personnel Commission.

C. Minimum penalties: The penalties for illegal drugs may range from probationary status to expulsion from enrollment and discharge from employment, in accordance with the minimum sanctions listed below. These penalties apply to on-campus violations and may apply to off-campus violations as provided by the Student Code of Conduct.

1. Possession of Illegal Drugs:

- a. Schedule I and II drugs: For a first offense involving illegal possession of any controlled substance identified in Schedule I or Schedule 11 (N.C.G.S. § 90-89 and 90), the minimum penalty shall be **suspension from employment or enrollment for a period of at least one semester or its equivalent**. For students enrolled in the secondary school program, the minimum penalty shall be **long term suspension for a period of one year beyond the conclusion of the current academic year**. (Examples of Schedule I and II drugs include but are not limited to: heroin, mescaline, lysergic acid diethylamide, opium, cocaine, and amphetamines.)
- b. Schedule III – VI drugs: For a first offense involving illegal possession of any controlled substance identified in Schedules III through VI (N.C.G.S. § 90-91 through 90-94) (including, but not limited to, marijuana, Phenobarbital, and codeine) for employees and undergraduate and graduate students, the minimum penalty shall be AOD Probation for a semester or its equivalent. For students enrolled in the secondary school program, the minimum penalty shall be in-school suspension for seven calendar days (under the terms imposed by the Student Handbook and the Associate Director of High School Residence Life).
- c. Penalties in excess of these minimum sanctions shall be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or Chancellor's designee deems appropriate. Refusal or failure to abide by the terms of AOD Probation shall result in suspension from enrollment or from employment for a minimum of the unexpired balance of the prescribed period of probation.
- d. For second or other subsequent offenses involving illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators or other employees.
- e. After completing the prescribed period of suspension from enrollment or employment imposed pursuant to subsection (a) or (b) above, students, faculty or other employees who return to enrollment or employment may be subject to AOD Probation for a minimum period of one semester. During any AOD Probation, terms of probation shall include drug education and counseling, at a minimum, and may include such other conditions and restrictions

(including community service) as the Chancellor or the Chancellor's designee deems appropriate.

f. For students enrolled in the secondary school program, this AOD Probation shall continue for the remainder of the student's enrollment in the secondary school program. The student shall be subject to mandatory drug testing for the remainder of AOD Probation and must attend substance abuse counseling for one academic year or its equivalent.

g. Only conduct related to the conditions of probation and future alcohol or drug violations will be considered a violation of AOD probation

2. Trafficking in Illegal Drugs

a. Schedule I and II: For the illegal manufacture, sale or delivery or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I or Schedule II (N.C.G. S. §. 90 – 89 and 90) 0 (examples include heroin, mescaline, lysergic acid diethylamide, opium, cocaine, and amphetamines), any student shall be **expelled** and any faculty member, administrator or other employee shall be **discharged**.

b. Schedules III – VI: For a first offense involving illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI (N.C.G.S. §. 90-91 through 90-94) (examples include marijuana, Phenobarbital, and codeine); the minimum penalty shall be suspension from employment or enrollment for a period of at least one semester. For students enrolled in the secondary school program, the minimum penalty shall be long term suspension for a period of one year beyond the current academic year. Penalties in excess of this minimum sanction shall be determined on a case-by-case basis. After completing the prescribed period of suspension from enrollment or employment imposed, students, faculty or other employees who return to enrollment or employment may be subject to AOD Probation for a minimum period of one semester. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions (including community service) as the Chancellor or Chancellor's designee deems appropriate. Refusal or failure to abide by the terms of AOD Probation shall result in suspension from enrollment or from employment for at least the remainder of the probation period. For a second offense, any faculty member, administrator, or other employee shall be discharged and any student shall be expelled.

E. Suspension Pending Final Disposition

In certain circumstances, any student or employee who has been charged with violating this policy may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings. If, assuming the truth of the charges, the Chancellor or the Chancellor's designee, in consultation with the General Counsel, concludes that the person's continued presence within the School community would constitute a clear and immediate danger to the health or welfare of other members of the School community, such a suspension may be imposed. If

such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

VI. Uniform Compliance

A. Compliance with the drug policy is a condition of employment.

B. Anyone compensated by proceeds from a federal grant must report a conviction involving illegal drugs within five working days (as well as comply with the “Criminal Background and Credit Check and Criminal Conviction Reporting” policy).

VII. Implementation and Reporting

A. The policy on illegal drugs shall be publicized in catalogues and other materials prepared for all enrolled and prospective students and in materials distributed to faculty members, administrators and other employees.

B. The Chancellor shall include information concerning illegal drug activity on campus in the annual report the Cleary Act requires.

Student Code of Conduct and Discipline

I. Purpose

This policy is intended to inform all members of the UNCSCA of the responsibility for establishing guidelines for conduct and for overseeing the administration of student discipline and the limited scope of the Board of Trustees in such matters.

Faculty and students share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected. Students, specifically, must conduct themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected.

Balancing these freedoms and responsibilities can be challenging. The UNCSCA Board of Trustees is committed to preserving and protecting these freedoms, while recognizing that certain conduct which intentionally targets a person or identifiable group of persons based upon the person’s or identifiable group’s race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status may interfere with the University’s core mission of advancing knowledge and understanding. This policy is not intended to expand the legal rights of any person or identifiable group of persons under state or federal law.

The first goal of this institution is to educate the students admitted to its programs. The freedom of students to learn is an integral and necessary part of the academic freedom to which the University and its constituent institutions are dedicated. UNCSCA shall not abridge the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance.

II. Policy

A. All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Students at UNCSCA shall comply with the applicable Student Code of Conduct.

B. In applying regulations in the area of student discipline, UNCSCA shall adhere to the requirements of due process as set forth in Section 502 D (3) of the University Code and Section 700.4.1 of the UNC Policy Manual.

C. The following statements shall be included in any UNCSCA Student Code of Conduct:

1. The University embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution. The University has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights.

2. All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected.

3. Violations of campus or University policies, rules or regulations, or federal, state, or local law may result in a violation of the student code of conduct and imposition of student discipline.

D. The following provisions addressing specific student conduct that could lead to disciplinary action shall be included in any UNCSCA code of student conduct:

1. No student shall threaten, coerce, harass or intimidate another person or identifiable group of persons, in a manner that is unlawful or in violation of a constitutionally valid University policy, while on University premises or at University-sponsored activities based upon the person's race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status.

2. No student shall engage in unlawful harassment leading to a hostile environment. Unlawful harassment includes conduct that creates a hostile environment by meeting the following criteria: It is:

- a. Directed toward a particular person or persons;

- b. Based upon the person's race, color, religion, national origin, gender, sexual orientation, gender-identify, creed, disability, or veteran status;

- c. Unwelcome;

- d. Severe or pervasive;

- e. Objectively offensive; and

- f. So unreasonably interferes with the target person's employment, academic pursuits, or participation in University-sponsored activities as to effectively deny equal access to the University's resources and opportunities.

3. In determining whether student conduct violates these provisions, all relevant facts and circumstances shall be considered. Care must be exercised in order to preserve freedoms of speech and expression, as articulated in

current legal standards. Advice should be sought from UNCSCA's General Counsel as appropriate.

E. Education and Advancement

University attorneys, student affairs personnel, and campus law enforcement shall familiarize themselves and remain current regarding legal standards applicable to targeting individuals based upon race, color, religion, national origin, gender, sexual orientation, gender-identify, creed, disability, or veteran status through:

1. Unlawful threats; or
2. Unlawful harassment creating a hostile environment as defined in this policy

III. Procedures

A. Disciplinary measures and/or penalties shall be in accordance with procedural and substantive due process safeguards applicable to disciplinary actions as required by Section 502D(3) of *The Code* and the UNC Policy Manual Section 700.4.1, which are incorporated by reference in this policy.

B. Notice Requirements: The applicable Student Code of Conduct must define prohibited conduct and specify the sanctions that may be imposed for each category of prohibited conduct. Ranges of violations and ranges of sanctions are permissible. Progressive sanctions for multiple violations are also permitted.

C. The Chancellor is responsible for ensuring that the Student Code of Conduct and sanctions are reviewed at least annually to ensure that the Code, rules, and regulations are up to date and that the students have notice of any changes. The Conduct Policy Committee will review the Code, rules, regulations, and sanction provisions and approve any changes. The Conduct Policy Committee will be composed of a representative from each school, high school and college academic programs, campus police, and student life, with non-voting input from the Student Artist Association and High School Advisory Council.

D. The Conduct Policy Committee shall provide an annual report to the Educational Planning and Policies/Student Life Committee of the Board of Trustees summarizing actions and changes.

IV. Effective date: This policy is effective upon passage.

Student Grievance and Complaints

UNCSA provides several means which a student may address complaints and grievances. Students are advised to put their concerns in writing and carefully document the events that led to the complaint or grievance. As it is sometimes confusing as to which of the routes listed below should be followed, students are advised to contact the Vice Provost and Dean of Student Affairs Office for advice on which procedure to follow. Concerns should be expressed as soon as possible after the event occurs; some of the procedures have specific deadlines for filing grievances and/or complaints.

Additional information concerning student grievances and complaints can be found on the following website:

<http://www.uncsa.edu/students/StudentGrievanceandPoliciesandProcedures.pdf>