

CRANE

School of Music at SUNY Potsdam

Student Handbook

Spring 2025

Revised April 2025

Preface

All students enrolled in The Crane School of Music are responsible for being fully aware of and understanding the information in the Crane Student Handbook.

This Handbook constitutes a formal agreement between you and The Crane School.

The information contained in this document is updated as needed and is considered official school policy. Additional information about the College can be found in the College catalog (<https://www.potsdam.edu/academics/catalog>). The Crane School of Music and SUNY Potsdam reserve the right to make changes, including programs, course descriptions, faculty, tuition and fees, and college policies, or other subsequent changes which may result through action by the State University of New York. Information concerning changes will be transmitted through the Office of the Dean of Music.

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Overview

Since 1886, when Julia Etta Crane offered for the first time a two-year course of study to prepare public school music teachers, graduates of The Crane School of Music at SUNY Potsdam have brought music to America.

Under the leadership of Julia Crane (1886 - 1923), her successors, Marie Schuette (1923 - 1930), Helen M. Hosmer (1930 - 1966), Ralph Wakefield (1967 - 1976), Robert Thayer (1977 - 1982), Robert Washburn (1982 - 1985), Thomas Tyra (1985 - 1989), James Stoltie (1989 - 2000), Alan Solomon (2000 - 2009), Michael Sitton (2009 - 2020), Jill Rubio (2020, Interim), Lonel Woods (2021), Willim Gibbons (2022-2024), and David Heuser (2021-2022; 2024-present, Interim). The Crane School of Music has embraced the philosophy that music enables us to uplift the human spirit and brings the dreams of hope and freedom to all Americans. For its efforts and its successes, The Crane School of Music has been cited as one of the most progressive music schools in the country.

Crane graduates have made their impact on American society in many areas of music, but most prominently in music education. With quiet force, Crane alumni have engraved their beliefs that music is a necessary part of human existence. And although it has never abandoned its dedication to its original mission The Crane School of Music, in recent years, has recognized the multitude of opportunities for musicians in our society beyond education. Professional music performers, composers, church musicians, conductors, music administrators, leaders in music business and others have received their undergraduate and graduate training at this institution.

In addition to music performance, traditional scholarship in music history, literature, theory, composition and pedagogy also define the Crane experience. Crane graduates are professionals in whatever careers they choose; they are conscientious citizens because they have learned the responsibilities of freedom and the freedom of discipline.

SUNY Potsdam is an accredited institutional member of the National Association of Schools of Music (NASM), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248; Telephone: 703-437-0700.

Mission Statement

The Crane School of Music is a community of musician/educators committed to fostering a vital musical society. Thriving programs in performance, composition, music business and the academic disciplines of music history and theory enrich our long-standing heritage of leadership in music education. Our undergraduate programs are designed to provide a strong and comprehensive foundation across all areas of study, whereas our graduate programs bring greater depth and focus within these areas. In keeping with SUNY-Potsdam's mission as a student-centered institution, Crane students and faculty collaborate in pursuing a broad range of opportunities for artistic, personal, and professional growth. Blending proven traditional approaches and promising educational innovations in a uniquely supportive and cooperative learning community, the Crane School equips students with both the foundations and flexibility needed for the challenges of the 21st Century.

I. Responsibilities/Who to See

The main Crane School of Music office is in Bishop Hall C133, 315-267-2812, crane@potsteam.edu.

For specific faculty/staff/administrative offices, phone numbers, and emails, see the online Crane Directory at <https://bit.ly/2W4fbgG>.

Crane School of Music Administration

Dr. David Heuser, Interim Dean of The Crane School of Music

Dean's office matters include the following.

- Crane School of Music personnel
- Crane School of Music budget and purchasing
- Approval for off-campus appearances of college-sponsored performing groups
- Graduate Program Coordinator
- Development activities
- Community College articulation agreements
- Curriculum development
- Alumni relations
- Facilities
- NASM accreditation
- Liaison with Crane Student Association
- Advertising/marketing/website oversight
- Curriculum management
- Crane handbooks, and related publications

Dr. Charles Guy, Interim Assistant Dean of The Crane School of Music

- Advising, BearDEN waivers, degree audits, and graduation clearances
- Student records
- Crane School of Music policy

Crane School of Music Administrative Assistant Staff

Karen Miller

Specific areas include travel, budget/purchasing, personnel processes, academic schedule build, Strand instrument loan program, and scheduling meetings with the Dean.

Sarah Burgess

Specific areas include academic related matters (records, degree changes, levels).

Jamie Niles

Specific areas include any matters related to auditions, admissions, and orientation.

Sandra Larock

Specific areas include printing, facilities usage (EMS room requests), and digital concert programs

Crane School of Music Department Chairs

Dr. Casey Grev and Dr. Carol Lowe, Co-Chairs of the Instrumental Performance Department

See for matters related to instrumental performance degrees, instrumental studio instruction, instrumental ensembles, and the like.

Dr. Kathleen Miller, Chair of the Vocal Performance Department

See for matters related to vocal performance degrees, vocal studio instruction, vocal ensembles, the musical theatre minor, and the like.

Dr. Tracy Lipke-Perry, Chair of the Music Education Department

See for matters related to music education degrees, music technology concentration, student teaching, music teacher certification, pre-registration of music education courses, and the like.

Dr. Michael Vitalino, Chair of the Theory, History, & Composition Department

See for matters related to the musical studies degrees (composition, music theory, music history), the B.A. in Music degree, the composition minor, pre-registration of music theory and history courses, and the like.

Other Program Coordinators

Dr. Timothy Yip, Coordinator, Music Business

Dr. Jonathan Schaller, Graduate Program Coordinator

Dr. SeungYoung Hong, Coordinator, Jazz Studies

Dr. Kathryn Sherman, Coordinator, Piano Pedagogy

Heather Wheeler, Keyboard Coordinator

Tracy Wanamaker, Coordinator, Special Education Music

Crane School of Music Professional Staff

Dr. Matthew Gatti, Facilities Manager

See for matters related to the Crane Complex physical space (including third party usage), Crane performance halls, arrangements for staging recitals, concerts and other events, and the like.

Joshua Barkley, Assistant Facilities Manager

See for matters related to the Performance Arts Center physical space (including third party usage and PAC performance spaces).

Douglas McKinnie, Audio/Video Engineer

See for matters related to audio/visual equipment, concert/recital recording and video web-streaming, and the like.

Donald Cannamela, Assistant Audio Engineer

Miles DeCastro, Instrument Technician

See for matters related to instrument repair of Crane-owned instruments, techniques course and other Crane instrument sign-out, Crane lockers, and the like.

Ryan Mix, Piano Technician

See for matters related to piano tuning, repair, relocation of pianos, or matters related to harpsichords.

Other Administrative Personnel

Dr. Kathryn Sherman, Dean's Fellow for Assessment

Dr. Julianne Kirk Doyle, Auditions/Admissions Coordinator

Dr. Charles Guy, Faculty Development Coordinator

Dr. Luke Spence, Social Media Coordinator

Brianne Sterling, Coordinator of Music Education Field Experience

Michael Struzik Director, Director, Crane Youth Music

Edward Komara, Associate Librarian, Crane Music Library

Vanessa Vaverchak, Executive Director, Community Performance Series (CPS)

Crane Performance Area Coordinators

Brass: Christopher Hernacki

Guitar/Harp: Jessica Suchy-Pilalis

Piano: Young-Ah Tak

Percussion: Emma Gierszal

Strings: Marie-Élaine Gagnon

Voice: Margaret Chalker

Woodwinds: Anna Hendrickson

Performance Ensemble Coordinators

Coordinator of Choral Ensembles: Meghan Dissinger

Director of Bands: Brian Doyle

Director of Orchestras: Michael Colburn

II. General Information

Crane Student Fees

The Music Fee (\$185.00 per sem.)

The music fee is a mandatory charge for all music majors. It supports the maintenance of pianos, performance, and music education technique instruments as well as other music services. This fee has been pro-rated per semester and is assessed during each of the eight semesters a student is enrolled in classes at Crane even if this includes the semester of student teaching, regardless of the types of courses for which a student is registered.

Field Experience Fee (\$35.00 per sem.)

This is a mandatory fee that supports activities to the development and implementation of field-based teacher and music education programs.

Concert Ticket Fee (\$200.00 per sem.)

This is a student-assessed mandatory charge for all music majors. It provides tickets to Community Performance Series concerts.

Applied Music Fee (\$285.00 per sem.)

This is a course fee that is paid by all music majors enrolled in applied music (private studio lessons, MUCS courses).

Building Hours

Public building hours are as follows.

- Monday through Friday when classes are in sessions (fall and spring semesters): 7:00 a.m. to 10:00 p.m.
- Monday through Friday during breaks, including summer recess: 7:00 a.m. to 5:00 p.m.
- Saturday and Sunday: closed unless there is a scheduled event.

Students and faculty can access the Crane School of Music complex through ID card swipe when the facilities are closed to the public. Students should not be in the facility between 11:30 p.m. and 6:00 a.m.

Building Regulations

- Consumption of food and beverages is not allowed in classrooms, rehearsal halls or theaters.
- Students are not permitted in the basement areas. Unauthorized students found in the area will be subject to disciplinary action.
- Animals are not permitted in any campus building.
- Shoes must be worn at all times in the Crane Center.

- Rollerblading, skateboarding and bicycles are not allowed in the Crane Center.

Requesting Use of School Equipment Outside of the Crane Complex

Students and faculty who wish to use school equipment outside of the Crane Complex must make the request through email to the facilities manager. Requests should include a detailed list of the equipment being requested. "Equipment" includes things such as instruments, including percussion instruments, music stands, and chairs. If assistance is required in moving equipment, and as physical plant typically requires two weeks' notice, requests which require this assistance must email the facilities manager at least four weeks prior to the event. Student groups and ensembles should not assume they will be permitted to use school equipment outside of the building prior to approval being given.

Recital Posters and Other Posted Items

Posted items may not exceed a size of 11" x 17". Signs, posters, and similar forms of announcements may not be posted anywhere in classrooms, bathrooms, walls, doors, or columns, and are permitted only on approved bulletin boards and non-painted surfaces (for example, at the ends of lockers). Individuals or groups are limited to five posters throughout the Crane Complex on designated bulletin boards. Students can only post recital announcements two weeks in advance of their event. Violations of these policies might include the removal of excess advertisements and/or refusal to allow future postings.

Banners are not permitted anywhere within the perimeter of the Crane school unless approved by the Dean.

Any signs, posters, banners, or similar forms of announcements that are posted other than on approved bulletin boards or in approved locations will be taken down or otherwise removed. Posters that do not comply with college policies and procedures will also be removed.

Signs, posters, banners, and similar forms of announcements that are posted on approved bulletin boards or in approved locations must be taken down or removed 24 hours after the event.

Booking Rooms

Students requesting the use of performance halls or classrooms in the Crane complex for purposes other than regularly scheduled classes and rehearsals must book those through EMS, using Virtual EMS (VEMS) at <https://ems-web.potsdam.edu/emswebapp/>. Details about how to do this are in the document *Virtual EMS Quick Reference Guide for Students*: <http://www.potsdam.edu/sites/default/files/vems.pdf>. Reservation requests

must be made one working day in advance with a 4pm cutoff time; weekend & Monday reservations must be made by Friday at noon, at the latest. All requests are subject to approval. Do NOT use VEMS to schedule concerts; direct requests to the Crane Facilities Manager.

- Most rooms in the Crane Complex are approved through Virtual EMS by Crane staff. Please note that not all rooms are available at all times.
- Snell Theatre and Hosmer Hall reservations are approved by the Crane Facilities Manager through email, not Virtual EMS.

When it is necessary to access a key to a booked room, the key will be available from the Crane Library. Students must leave their current College I.D. and show Building Use Application Form. When in need of a key, be aware what hours the Crane Library is open.

Room Policies

- No rooms may be signed out when school is not in session or during breaks.
- Rooms must be vacated 10 minutes prior to the end of the reservation time if a class is using the space directly afterwards, so as to allow passing and set-up time for the class.
- Furniture or equipment in a classroom or rehearsal room which is rearranged for a special purpose must be returned to proper position or place at the conclusion of a period.
- No equipment, including music stands, should be removed from any classroom without prior approval from the Facilities Manager.

Use of Snell Theater and Hosmer Hall

- No food or drink is allowed in either hall.
- All rehearsal reservations are made by emailing the Facilities Manager.
- Pianos located in performance halls are available for practice by individuals for a limited amount of time for each concert appearance (See Applied Music Section for specific information).

Use of Wakefield Recital Hall

- The Ralph Wakefield Lecture and Recital Hall is to be used for scheduled classes, performances, rehearsals for upcoming performances and special events scheduled by the faculty only.
- Use of the room must be scheduled according to building policies through Virtual EMS.
- It is never to be used as a practice facility.
- No food or drink is permitted in Wakefield Recital Hall.

Reservation of Facilities for Non-Crane Student Ensembles: Faculty and Non-Faculty Directed

A spokesperson of the ensemble must register the group with the Facilities Manager. This registration consists of supplying the names of all members of the ensemble and one ensemble member who agrees to be responsible for protection of the room and all equipment therein. The responsible ensemble member must sign an agreement concerning the use of college facilities.

Following registration of the ensemble, the person responsible may request the reservation of a room for rehearsal through Virtual EMS. Only rooms, not equipment, may be reserved. Due to space limitations, instruments and equipment may not be stored in the building.

Use of the Potsdam Electronic Music Studios (PoEMS)

Use of this room (Schuette Hall A158) is regulated by the Electronic Music Studio Director and is used under his supervision. See Dr. Jerod Sommerfeldt if you have any questions.

Music Education Curriculum and Sound Labs (Schuette Hall A320)

The Music Education Curriculum Lab and Sound Lab are located on the third floor of Schuette Hall and are resources for all music education students. Operation and maintenance of these labs are the responsibilities of the music education faculty and the assigned student workers. A schedule of hours that the labs are available for use is posted each semester on the lab doors.

Keys

Keys are requested by emailing the Crane Facilities Manager. Keys must be picked up in the Physical Plant Complex office. Students found with unauthorized keys are subject to prosecution. Students are notified by the Crane Facilities Manager when keys are to be returned to the Physical Plant Complex. If you fail to return your keys, you could be subject to fines and/or holds.

General Practice and Practice Room Policies

The Crane Center has 71 practice rooms for individual use. Several of the rooms contain grand pianos and are reserved for piano majors, some of the rooms are designated for percussion majors' use and three are for organ students and harp majors. Unless specifically assigned to use one of these rooms, students should not enter them.

Any of the remaining practice rooms may be used by any student at any hour the building is open. A room may be considered unoccupied if left vacant for ten minutes regardless of personal equipment left therein.

Classrooms, rehearsal rooms, stairwells, lobbies, other common areas, and performance halls are not considered open practice areas.

Crane Music Library

Typical Hours (Spring and Fall Semesters)

- Monday - Thursday: 7:45 a.m. - 10:00 p.m.
- Friday: 7:45 a.m. – 6:00 p.m.
- Saturday: 12:00 p.m. – 4:00 p.m.
- Sunday: 12:45 p.m. – 10:00 p.m.

Circulation Rules

Most books and music may be signed out for 28 days. Records, periodicals, and most reserve books do not circulate.

A reference librarian is available from 1:00 – 3:00 p.m. on weekdays or by special appointment. The reference librarian responds to requests for immediate assistance in finding answers to specific questions, in finding information on any subject, in locating and using library tools and materials, and in requesting materials not owned by the library. Upon request and via appointment the librarian will provide individual or group instruction in library research and will compile research guides and bibliographies for specific subjects and courses.

Crane Music Center: Housekeeping

No food, beverages, or smoking are permitted in practice areas, classrooms, rehearsal rooms, performance halls, or Crane Library. Trash receptacles are located at convenient points in the building. It is expected that all students will have sufficient pride in our buildings to keep all areas neat. Pianos may not be moved without permission from the Facilities Manager. All lights should be turned off by the last person leaving any room. All requests for moving of equipment (excluding audio-visual equipment) or extra janitorial service may be submitted via email to the Facilities Manager at least three days in advance.

Crane Student Communication

Email

All SUNY Potsdam students are assigned a college email address and those addresses are available to all members of the college community. Students are *strongly encouraged* to check their college email *at least once a day* for messages from faculty, staff and other students even if they maintain a private email address.

Bulletin Boards

Call slips for Crane students are placed on the bulletin board across from the Commons by members of the faculty, staff and administration. Please check this board often.

Messages

Notes and other materials from students to be placed in faculty mailboxes can be left with the Crane Receptionist in Bishop Hall C133.

Ensemble Announcements

Watch the ensemble bulletin boards on the first floor of Bishop Hall for performance ensemble notices.

Printing and Photocopying of Materials

Photocopy machines for student use are located throughout the campus, including Bishop Hall between C321 and C323 and Schuette Hall A318. These machines are for **small** copying jobs. Your College ID card includes your copy privileges. If it does not work, contact the CTS helpdesk.

Requests for duplication of class materials must come to the Crane staff directly from faculty.

Social Media Guidelines

There are many social media pages associated with the Crane School of Music. The main Crane School of Music social media sites are all “TheCraneSchool,” and include Facebook and Instagram; at YouTube, we are “TheCraneSchool Live.” Questions regarding these should be directed to the Social Media Coordinator. Below are guidelines concerning social media sites associated with Crane.

- Students may consider creating Crane-related social media sites for student-run organizations or for other areas of interest (jazz studies or tenors, for example). Before creating a new social media site associated with Crane, make sure a page for the entity does not already exist, or consider using the main Crane social media page or another page that already exists. For events, it is particularly inadvisable to create a new page/identity for a single event as these will quickly go out-of-date. In addition, any new social media site will suffer from having to start from scratch in regard to likes/friends/followers. By using existing pages, students can take advantage of the connections already present on these sites.
- All social media sites associated with Crane should include links to the main Crane and SUNY Potsdam sites in that medium (assuming they

exist) via “liking,” “following,” etc. Additionally, if you tag Crane as a location, make sure you are tagging the official Crane site. A link to the Crane website may also be appropriate.

- Plan to hand the site off to someone else on leaving the institution. Students should consider this a normal activity, like handing in your keys on leaving the college. For student organizations or clubs, leaders in the organization should include social media passwords and access to social media sites for the organizations as part of the normal transition from one set of officers to the new ones (site addresses, usernames, passwords, etc.). Student organization leaders should share social media log-in information with their faculty advisors as this can also assist with transitions. If a student is not sure who the appropriate person to hand this information to is, it can be given to the Crane Social Media Coordinator or Dean, who will ensure the information gets to the appropriate person(s).

Use of Crane Instruments

School-owned musical instruments are to be used by students only in connection with academic offerings of The Crane School (courses, ensembles, studio) in which they are officially enrolled. Other uses of school inventory instruments are permitted only when authorized by formal agreements consistent with school and campus policy related to state-owned property. School instruments may not be used by students for off-campus professional engagements or personal financial gain.

Students assigned the use of school-owned instruments are responsible for the safety of all instruments assigned to them and the replacement of any instruments lost or stolen. If an instrument is lost, a replacement will be provided only after the payment of a security deposit determined by the Instrument Technician.

Students who return instruments late (see below for deadlines) will incur a \$1-per-day late fee.

Note that Professors cannot:

- Store Crane-owned instruments in their office
- Store Crane-owned instruments in any auxiliary storage area the Instrument Technician might not be able to access
- Assign instruments (assignment requests to the Instrument Technician are acceptable, but having the student make the request is preferable)
- Perform repairs or “pre-repairs” on a Crane-owned instrument
- Have students switch instruments within the class (rotation of instruments in Wind Practices, Orchestra Tech, Band Tech, etc.)

Performance Grade Instruments

Students requiring the use of a school-owned performance grade instrument will be issued an instrument upon approval of the appropriate studio teacher or ensemble conductor. Use of performance-grade instruments will require the completion of a contract to be signed by the student and the appropriate faculty member. Performance instruments may not be taken out of the Crane Complex unless they are being used for an official Crane-related performance.

The Crane Instrument Technician is charged with the ongoing maintenance of school-owned instruments only; repairs or adjustments to student-owned instruments are strictly limited to legitimate emergencies.

- **Students cannot** use a Crane-owned instrument as their primary instrument.
- **Students cannot** use Crane-owned instruments that haven't been assigned to them for the current semester. Being assigned an instrument for the prior semester does not confer approval for the following semester.
- **Students must** own a proper maintenance kit for any Crane-owned performance instrument they are using (swabs, lubricants, etc.). The Instrument Technician may do a surprise inspection of the performance instruments at any time to ensure they are being maintained properly. Any instrument that doesn't pass inspection will be taken away.
- **Students must** keep the instrument in one of three approved places at all times:
 - the student's hands,
 - an instrument stand made specifically for the instrument, or
 - the instrument's case.
 - The floor, the Hosmer stage, leaning against a wall, a music stand, and a chair are just some of the examples of places instruments may not be kept.
- **Students must** obtain their own mouthpiece for performance instruments. Performance instruments will be issued without mouthpieces. All mouthpieces currently in performance instrument cases will be given to studio professors, at which point professors may choose to lend them out or require students to obtain their own mouthpiece.

Instruments for Techniques Courses

Students requiring the use of a school-owned student grade instrument for a techniques course will be issued an instrument at class time. **Techniques instruments may not be taken out of the Crane Complex.** They should only be in the following locations:

- In the locker in which they were assigned to the student in or (for smaller instruments which do not get assigned a locker) in the student's personal locker.
- With the student in a practice room or in class.
- With the student traveling between these locations within the Crane Complex.

It will be assumed that the following techniques instruments come with the following items. If an item is missing when the instrument is issued, it is the student's responsibility to inform the technician by the end of the first week of class. If the technician is informed after that, it will be assumed that the student lost the item, and the student will be charged for the replacement cost of the item.

- Flutes: Case, cleaning rod
- Oboe: Case, cork grease
- Clarinets: Case, mouthpiece, ligature, mouthpiece cap, cork grease
- Saxophones: Case, mouthpiece, ligature, mouthpiece cap, cork grease, neck strap
- Bassoons: Case, cork grease, crutch, seat strap
- Trumpets: Case, mouthpiece, valve oil, tuning slide grease
- Trombones: Case, mouthpiece, hand slide lubricant, tuning slide grease
- French horns: Case, mouthpiece, rotor lubricant, tuning slide grease
- Tubas: Mouthpiece, valve oil, tuning slide grease
- Violin/Viola/Cello- Case/Bag, bow, rosin
- Basses: One or two bows, rosin

Should the student not return the instrument, they will be charged for the replacement cost for entire instrument outfit.

Winter Instrument Use

Students cannot take Crane-owned instruments home over winter break unless they have specific approval from the appropriate studio professor and the Instrument Technician. Requests for winter instrument use must be submitted to the Instrument Technician via e-mail no later than the Friday one week before the last day of classes.

Students must also meet the following criteria

- Acceptable Academic Standing as a Crane Music Major, no outstanding holds, no previous holds related to instruments or issues with returning instruments in the past. This information will be checked and must be cleared by both the Instrument Technician and the Dean's Office.
- Registered as a full-time on-campus music major for the following spring semester at the time of the request. Students who are registered for student teaching or the music business internship in the coming spring

semester are generally not permitted to borrow instruments over a break.

Summer Instrument Use

Student cannot take Crane-owned instruments home over the summer unless they have specific approval from the appropriate studio professor, the Instrument Technician, and the Dean. Requests for summer instrument use must be submitted to the Instrument Technician via e-mail no later than the Friday one week before the last day of classes.

To be approved, a student must meet the following criteria:

Must meet all of the following criteria:

- Acceptable Academic Standing as a Crane Music Major, no outstanding holds, no previous holds related to instruments or issues with returning instruments in the past. This information will be checked and must be cleared by both the Instrument Technician and the Dean's Office.
- Registered as a full-time on-campus music major for the following fall semester at the time of the request. Students who registered for student teaching or the music business internship are generally not permitted to borrow instruments over a break.
- Approval of studio professor(s), if borrowing primary instrument, or approval of primary studio professor(s) and applicable secondary professor, if borrowing secondary instrument
- Approval of instrument technician
- One instrument per student, per summer
- Instrument is performance level (no techniques instruments will be issued for summer use)
- Instrument is available and is not in need of critical maintenance
- Students also must meet one of the following criteria:
 - The student needs the instrument to prepare for graduate school audition(s),
 - The student is performing in a summer event(s) that will promote or represent The Crane School of Music, or
 - The student has a studio and/or ensemble curricular demand for which the instrument is necessary.

Any instrument borrowed for the summer must be repaired and/or cleaned at a professional repair shop before the start of the fall semester. Student must present a receipt for the repairs/cleaning at the beginning of the fall semester. At the repair shop, string and woodwind instruments should get a "playing condition" job, brass instruments should get an "ultrasonic cleaning."

The instrument is due back on the first day of classes of the subsequent fall semester. Before returning the instrument,

- **Woodwind** and **string** instruments are to be put into good playing condition by a professional repair technician, who is a current member of The National Association of Professional Band Instrument Repair Technicians (NAPBIRT).
- **Brass** instruments are to be put into good playing condition and ultrasonically cleaned by a professional repair technician, who is a current member of The National Association of Professional Band Instrument Repair Technicians (NAPBIRT).
- Repairs performed by a non-NAPBIRT technician MAY be acceptable, pending approval by the Crane instrument technician. Approval must be obtained BEFORE repairs are performed by a non-NAPBIRT technician.

Student must present a receipt for the repairs/cleaning at the beginning of the fall semester. Student should not wait until the last second to bring the instrument to a shop, as many shops get very busy in August.

Any student who violates any of the above policies regarding summer instrument use will be charged a \$300 summer rental fee for use of the instrument. If the instrument is returned in need of repairs, the student will be charged the \$300 rental fee, plus the cost of repairs, at a rate of \$105/hour, plus parts and supplies. Students will also lose the privilege of making such a request in the future.

Lockers

Locker assignments are made through the Instrument Technician. Students are responsible for keeping their assigned personal, technique, and ensemble instrument lockers clean and free of garbage.

- Personal locker assignments are for the entire school year, and all items need to be removed from personal lockers by the Monday following May graduation or following the end of the fall semester finals for those who will not have a locker in the spring semester.
- Technique instrument locker assignments are by semester. All personal items need to be removed, and the instrument and all of its components and accessories need to be returned by one day after the final exam for that class.
- Performance instrument locker assignments are by semester. All personal items need to be removed from ensemble instrument lockers by one day after the final performance or rehearsal on the instrument.

Students with lockers that are left with garbage or other items in them, requiring extra cleaning, will be charged a cleaning fee. Any items left behind in lockers will be thrown

away, recycled, or placed in the lost and found, at the technician's discretion. Special requests to salvage left behind items will not be honored.

Locks are specific to the locker that they are on. Lockers should always be locked when not in use, even if the locker is empty. Locks should never be switched or traded. Students must use the lock they are issued on Crane lockers. Students may not replace the Crane lock with a different lock. A charge of \$25 will be assessed to students with missing or damaged locks.

Students cannot use Crane lockers over the summer unless the student receives specific approval from the Instrument Technician, or if the student is enrolled in an in-person (non-online) Crane summer class.

Insurance on Personal Property

It is strongly advised that any musical instrument brought to the College be adequately insured against fire, theft, and accident. Although an attempt is made to provide lockers in Crane, the College cannot assume responsibility for private property.

Use of Electronic Equipment

Specialized equipment provided for the complex can only be used for music curricular activities. All equipment must be used with faculty supervision.

Recording/Streaming Services

All officially scheduled concerts in the Crane Center are routinely audio-recorded for archival purposes. Many events, including major student ensembles, are also made available via live video-streaming on the Crane website.

Student Recitals

All student recitals on the official Crane calendar are recorded on CD-Rs provided by the school. Students should see the recording technician immediately following their recital to pick up their recording. In Snell and Hosmer, the recording technicians work in the backstage area. In Wakefield, the recording technician works in the recording room located on the 3rd floor of Bishop Hall (Room C312). Undergraduate student recital recordings are *not* placed in the Crane Library and are *not* web streamed.

All Other Concerts

CDs of all other concerts on the official Crane concert calendar are placed in the Crane Library.

Major Ensembles

All Crane ensembles are automatically recorded. CD copies are placed in the Crane Library and may be signed out overnight by students.

Other Technical Support

If technical support beyond recording is required for a recital, including playback of electronic sounds (CD or tape) or amplification, the Audio/Video Engineer must be notified at least two weeks prior to the event. The hall should be reserved on the day of the event for a sound check (see the Facilities Manager to reserve the hall for this rehearsal).

NOTE: We do not record, or provide any other support, for concerts or recitals which are not part of the official calendar of The Crane School of Music. We cannot provide video recordings of concerts and recitals, whether web-streamed or otherwise.

See the Audio/Video Engineer for further information concerning concert and recital recording.

Recording and Publicity Policy

From time to time, organizations at the College make performance recordings and have them distributed for sale or other promotional purposes. The proceeds of any sale of this kind are always used for educational purposes and for the advancement of the College. A student's enrollment in the course or ensemble implies consent for any such activities.

Copyright Policy

Students may not distribute, upload to websites, or otherwise publicly disseminate any audio or video recordings of Crane concerts or recitals, other than those of their own student recital(s), without the express written consent of the Dean. Unauthorized distribution or sharing of such recordings may constitute a violation of copyright law and may open the student to potential legal action by the relevant copyright holders.

The following concert attire rules must be adhered to by students in Crane bands, orchestras, or choral ensembles. For all other ensembles (except those noted below) these concert attire rules are permissible, but other options may be allowed. If there are other options, the ensemble director will inform students in the course syllabus.

Concert Attire

Exceptions to this policy include stage productions (Crane Opera Ensemble, Musical Theatre Workshop) where performers wear costumes, and West African Drumming and Dance Ensemble, where students will be provided with attire for the ensemble. Ensembles may also periodically engage in less formal concerts for which the concert attire below would not be appropriate, and in those cases, faculty may elect to require alternative concert dress such as t-shirts/jeans, etc.

Students should be mindful that the purpose of this concert attire policy is to create a generally uniform and professional look on stage that is both inclusive and accessible of and for all students who attend The Crane School of Music.

Concert Attire: Concert Black

<u>Tops</u>	<p>Solid black long-sleeve dress shirt, blouse or dress. Blouses and dresses with a $\frac{3}{4}$ sleeve are permissible, but short sleeves are not.</p> <ul style="list-style-type: none">• Collared shirts should be buttoned to the top button and must be accompanied by a solid black necktie or solid black bowtie AND a solid black suit jacket or solid black blazer.• For other tops, necklines may be rounded or V-neck, but must not be plunging, and a solid black suit jacket or solid black blazer is optional. <p>Notes:</p> <ul style="list-style-type: none">• No white undershirt should be visible.• Backs must be covered (no open back)• No tuxedo jackets or ruffled tuxedo shirts• No turtlenecks• It is not permitted to use a black t-shirt, even if long-sleeve, as your visible top.• Midsection must be covered completely when standing or seated. No skin should show between top and bottom.• Black sheer is permitted only if there is black opaque material underneath it.
<u>Bottoms</u>	<p>Solid black dress pants, pantsuit, dress, or skirt that reaches fully down to the ankles.</p> <p>Notes:</p> <ul style="list-style-type: none">• Dresses and skirts must have no slit above the knee.• Black leggings are not permitted.
<u>Hosiery/Socks</u>	<p>Solid black dress socks mid-calf (no ankle socks) or black stockings. Knee-high stockings may be worn as tops will be completely covered by skirts, dresses, or pants.</p>
<u>Footwear</u>	<p>Solid black dress shoes. Shoes must be closed-toed, but may be slip-on or tied, flat or heeled. Strappy sandals, flip flops, and athletic shoes are not permitted.</p>
<u>Accessories</u>	<p>Silver, gold, or pearly jewelry may be worn.</p> <p>Necklaces should not contain easily visible displays of colors other than these.</p> <p>Earrings should be studs or no more than 1 inch in length.</p> <p>Wrist watches are permitted. Smart watches should be silenced and set to airplane mode</p>

III. General Policies

College-wide academic policies and procedures (exclusive of those specifically for Crane) can be found in the SUNY Potsdam Catalog

(<https://www.potsdam.edu/academics/catalog>), and/or on the SUNY Potsdam website.

Student Credit Load

Policies on student credit load can be found in the SUNY Potsdam Catalog.

Grade Requirements

A grade of 2.0 or higher is required in each music course in order for it to count toward a major in music. In courses that are sequential, a grade of 2.0 or higher is required for the student to advance to the next course in the sequence.

S/P/U Policy for Music Students

Crane students may only elect S/P/U grading for music courses that are **not** being used to fulfill degree requirements. Students may S/P/U non-music courses as per the college policies. These can be found in the Catalog and on the Registrar's webpage.

Dismissal from a Major for Academic Reasons

General Requirements

General academic dismissal policies are found in the SUNY Potsdam Catalog.

Sophomore Barriers and GPA Requirements

Students who are denied entry into the Music Education Professional sequence due to failing to successfully complete the Sophomore Evaluation will be dropped from the major. More information is available in the documents related to the Sophomore Evaluation at <https://www.potsdam.edu/academics/crane-school-music/forms/music-education-forms>.

Other majors which have sophomore barriers can use those processes to place students on probationary status within their major, or to dismiss students from that major, if students are not fulfilling the requirements of the major. Some majors also have GPA requirements which must be met to remain in the major (see specific majors later on in this section of the handbook).

Levels

Students who do not complete the Level requirements according to the timeline for their degree (see section V, below) can be dismissed from their major.

Grade Appeal Procedures for the College

The official Grade Appeal Procedures (or for appeals of other kinds) are found in the SUNY Potsdam Catalog (<https://catalog.potsdam.edu/content.php?catoid=7&navoid=576>).

Procedure for Readmission

Students who were accepted to Crane and who have matriculated but have taken an official Leave of Absence or Withdrawal from the College, or – for any reason – have not attended for at least one fall or spring semester, will need to apply for readmission if they wish to return to SUNY Potsdam as a student. Students may apply for readmission by submitting the Application for Readmission form available on the Registrar’s Webpage <https://www.potsdam.edu/about/offices/registrar>. (This site also includes deadlines for requesting readmission.)

When a music student applies for readmission to the school, the Assistant Dean, in consultation with the appropriate Department Chair and/or others will consider the student’s general academic success, as well as their progress towards completing degree requirements.

Additional Information

In addition to the requirements above, the Dean may require, in specific circumstances, one or all of the following steps.

- An interview with the appropriate chairperson(s) and the Associate Dean.
- When deemed advisable by the interviewers, recommendations will be requested from members of performance, basic musicianship and Music Education faculties who have had contact with the student; in regard to the probability of success should the student be readmitted.
- A new audition may be required in the student’s performance medium.

Keyboard Area Accommodations Policy

Every keyboard exam must be performed within a finite amount of time. For exam items being assessed in a one-on-one testing format, instructors will provide 1.5x or 2x the total exam time for any students requiring accommodations. For exam items where interactive functional keyboard skills, performance skills, and/or ensemble skills are being assessed in a public performance or interactive classroom environment format, extra time cannot be provided due to the essential performative nature of the skills being tested.

For all types of exam items, due to the essential performative nature of the skills being tested, distraction free environments during testing cannot be granted.

Keyboard Placement Exams and Credit by Exam

Keyboard Placement Exams for Incoming Transfer Students

Incoming students will have an opportunity to place out of keyboard courses on the day before classes begin. Details about the placement procedure will be sent to incoming students as part of summer orientation. Keyboard Placement Exam procedures and materials can be found online at <https://www.potsdam.edu/crane-keyboard-placement-exam>. Any questions concerning the placement process can be directed to the Keyboard Coordinator.

Students who fail to make consistent progress in testing out of keyboard classes after declaring their intention to test out (during the on-boarding process or through non-registration in Keyboard I in their first semester), will lose the opportunity to test out and must register for the appropriate keyboard class in the next semester. "Consistent progress" is defined as testing out of at least one keyboard class each semester.

Credit by Examination for Keyboard Skills and Functional Keyboard Courses

Students who have already been placed in the keyboard skills sequence and who wish to apply for credit by examination for a keyboard skills course must first contact the Keyboard Coordinator.

- These students must prepare and perform a brief preliminary exam of materials to be learned quickly (24-hour quick study exam).
- The quick study exam will be heard by a jury of no less than two people; all faculty in the area will be informed and invited.
- All quick study exams must take place during the spring or fall semesters.
- The last opportunity to request a quick study exam is by the end of the day (11:59 PM) on Monday during Week 12 of classes.

Those students who pass the quick study exam will be granted permission to attempt credit by examination at the beginning of the following academic semester.

- Credit by exams will take place on the day before classes begin in front of a jury of no less than two keyboard faculty
- Credit by exam is designed for students who exhibit outstanding ability and preparation.
- Students are allowed only one credit by exam attempt per course. Each skill performed must earn a passing grade (75) and students must earn an overall grade of a 92 or above (A) in order to earn credit by exam.
- Students cannot attempt a credit by exam for a course they have attempted and received a non-passing grade for (W, W*, U, P, or number grade below 2.0).

More details about Keyboard Credit by Exam procedures, including the timeline and specific deadlines, can be found online at <https://www.potsdam.edu/crane-keyboard-placement-exam>, at the bottom of the page. Any questions concerning the Credit by Exam process can be directed to the Crane Keyboard Coordinator.

Credit by Examination for all Other Courses

Any music major who wishes to apply for credit by examination for a music course must first contact the appropriate chairperson or area coordinator as appropriate. Credit by examination is designed for students who exhibit outstanding ability and preparation. In no instance can a student who has failed a course or received less than a 2.0 in a course subsequently be granted credit by examination for that course. For information about credit by exam for Applied Studio, below. For information about credit by exam for Keyboard courses, see section directly above this one.

Faculty and/or Department Chairs have the right to refuse students the opportunity to receive credit by examination, as some courses are not appropriate candidates for credit by examination. As a general rule, upper-level courses (courses numbered 300 and up) are not permitted to be taken through credit by exam. Note that the grade for "Credit by Examination" is recorded as CR (credit) and is not employed in computing the student's cumulative grade point average.

Accommodative Services and Aural Skills Courses

Information about Accommodative Services may be found on the website of that office (<https://www.potsdam.edu/studentlife/support/accommodative-services>). Because of the skill-based nature of some music courses, there can be reasonable disagreement about the ADA's "reasonable accommodations" provision. After thoughtful discussion and consultation with the SUNY Potsdam Office of Accommodative Services, the music theory faculty agreed to the following statement concerning Aural Skills courses: *Generally, aural skills exams will not be permitted extra repetitions or extra time due to the essential nature of the skill being tested. Exceptions to this departmental policy must be worked out in advance with the faculty member.*

Procedures for Change of Major/Minor/Concentration/Instrument

From One Music Major to Another or to Add a Second Major within Music

- Discuss the change of major and any related career and schedule issues with your academic advisor, studio teacher, the appropriate chairperson(s), and/or the Assistant Dean as appropriate.
- Obtain a Degree Major Change Form from the Crane forms website <https://www.potsdam.edu/academics/crane-school-music/forms>
- Follow the instructions on the form.
- Changes will be made on the student's official record in the college database.

To a Major Other Than Music or to Another College

- Discuss change with your academic advisor, studio teacher and any other appropriate person(s).
- When transferring to another major within the college, consult the chairperson of the particular department or major.
- To drop your music major, obtain a Degree Major Change Form from the Crane forms website <https://www.potsdam.edu/academics/crane-school-music/forms> and schedule an exit interview with the Assistant Dean of Music.
- If you are leaving SUNY Potsdam, for any reason, complete the college's Leave of Absence or Withdrawal form at <https://www.potsdam.edu/academics/resources/leave-absence-withdrawal-college/leave-absence-withdrawal-information>

Regarding double majors with a Bachelor of Music major in music and a major outside of music

- Students will begin in one degree (Bachelor of Music) with two majors (for example, BM Performance with a second major in Psychology).
- Students who wish to pursue two degrees (for example, BM in Performance and BA in Psychology) need to complete appropriate paperwork through the Onestop or Registrar's Office. Students in two degrees must complete all requirements of both degrees as well as both majors.

To add or drop a Minor, Concentration, Track, or Instrument

- Discuss change with your academic advisor, studio teacher, the appropriate chairperson(s) or program coordinator, and/or the Assistant Dean as appropriate.
- Obtain a Minor/Concentration Change form from the Crane forms website <https://www.potsdam.edu/academics/crane-school-music/forms>
- Follow the instructions on the form.
- Changes will be made on the student's official record in the college database.

IV. Information for Transfer Students

Determination of Transfer Credit

Music Credits

The decision on whether and how transferred music credits apply toward completion of a music major at SUNY Potsdam rests with The Crane School of Music.

Non-Music Credits

Consult the Office of Academic Transfer Services for transferring non-music course work.

Additional Information

Students planning any off-campus (e.g., summer session) course work which is to be applied to their program at this college should check in advance regarding the acceptability of the credits.

For music courses, submit a published description of the course to the Assistant Dean. Students will not be permitted to transfer in credit for a required music course which they earlier took at SUNY Potsdam, but which they did not pass with at least a 2.0.

For non-music courses, submit the same to the Office of Academic Transfer Services or use the online Course Equivalency Tables (https://bearpaws.potsdam.edu/pls/prod/yhwwkwags.P_Web_Artic_Guide).

Undergraduate Transfer Credit in Applied Music

During a transfer student's entrance audition, the studio faculty will place the student in the appropriate studio course number. This placement is based on the student's achievement in relation to Crane requirements and may be below the number of semesters the student has already completed. Normally, credit exceeding semester limits of this school will be recorded as free electives.

Students wishing to avoid extra semesters of applied study based solely on studio requirements have the following options:

- If the student has additional credits of studio which did not initially transfer, the student can request to apply some or all of those credits using the Waiver for applied Music Credit form. Typically, this is done no sooner than the semester before the student plans to graduate.
- Students also have the option of applying for a waiver or Credit by Examination in Applied Music (refer to the appropriate section of this document) using the Waiver for Applied Music Credit form.
- Private study at another institution. This option would still require the student to request the application of these transfer credits. Transfer is not automatic.

Transfer Credit in Basic Musicianship Courses

A Theory/Aural Skills transfer placement exam will be given only twice a year on the Sunday preceding the beginning of classes for the fall and spring semesters. Students who do not opt to take the placement exam on that date will be placed into Theory and Aural Skills classes as per the following table.

Semesters of Theory/Aural Skills Completed at Other Institutions with a Grade of 2.0 or Higher:	Crane Placement
1	MUCT 103/104: Theory/Aural Skills I
2-3	MUCT 105/106: Theory/Aural Skills II
4	MUCT 203/204: Theory/Aural Skills III

All results of the Theory/Aural Skills Transfer Placement Exam supersede this default placement.

Students who wish to be placed higher in the sequence may appeal their placement to the Chair of Theory, History and Composition. Students can be placed earlier in the sequence at their request.

Students who have not yet taken music major theory courses at the college level but have passed the Crane course MULT 102 Accelerated Music Theory for Non-Music Majors with a grade of 4.0 are permitted to take the transfer placement exam in order to attempt to place into Theory and Aural Skills II.

Keyboard Skills and Functional Keyboard Courses

For information about Keyboard placement exams, see <https://www.potsdam.edu/crane-keyboard-placement-exam>. Additional information is above, in the Keyboard Placement Exams and Credit by Exam section, starting on p 27. Any questions concerning the placement process can be directed to the Keyboard Coordinator.

Students must complete all required keyboard classes at Crane. No previous keyboard classes will automatically fulfill keyboard requirements. Students must earn credit by exam for any previous keyboard classes or equivalent keyboard experience. Once matriculated, only keyboard classes taken and passed at Crane, or credit by exam earned at Crane may fulfill keyboard requirements.

Advanced Placement or Other Pre-College College Coursework

Questions concerning advanced placement credits and college-level proficiency examinations for non-music courses should be directed to Transfer Services

(transfer@potsteam.edu) or see the Catalog (<https://catalog.potsteam.edu/content.php?catoid=7&navoid=580#most-common-transfer-credit-sources>) for details about how these courses transfer into the General Education program. For students in a Bachelor of Music degree, many such courses or exam results may not count for degree requirements and end up as fall through courses. As excessive 'credits attempted' can create issues with financial aid in some situations (when credits attempted exceeds 180), it is recommended that students only supply the college with scores which will count toward degree requirements. The Assistant Dean can assist with this information as it pertains to specific degrees, but the following kinds of courses/tests will count towards Bachelor of Music degree requirements:

- 1 math (TM)
- 1 science (NW)
- 1 language other than English (CL)
- 1 US history (TH) – for those in the fall 2023 catalog or later only
- 1 world history or anthropology (CG) – for those in the spring 2023 catalog or earlier only
- 1 social world course (economics, psychology, sociology, etc.) (SW) – those in majors other than Music Education or Music Business
- For some majors, 1 to 3 non-music courses can fulfill non-music liberal arts electives: Performance (1 course); Composition (2 courses); Theory or History (3 courses)

Note the information is specific to the Bachelor of Music degree, not the Bachelor of Arts Music degree and not the Bachelor of Science in Music Business degree.

AP Music Theory

Incoming freshmen who have earned the score of "5" on both subsections of the AP Music Theory exam can, upon request, be placed directly into Theory/Aural Skills II (MUCT 105/106). Students considering this option are advised that, even with the AP score of "5", it is in their best interest to enroll in Theory/Aural Skills I to ensure that all necessary skills are firmly in place (since some skills may not have been covered by the AP course) and so that they begin the sequence with their peer group.

V. Undergraduate Applied Music and Performance Information and Policies

General Information

To earn applied music credit each semester, the undergraduate student typically attends one (1) private lesson and one (1) performance class each week. Simultaneous study for credit in more than one (1) applied studio is permitted under special circumstances and with special permission of the Dean (see *Adding a Second Applied Studio*, below).

Requirements

Applied music instruction for music majors includes a combination of private and class study leading to evaluations known as Levels A, B and C (with Pre-A Auditions required in some areas). Level requirements vary according to degree program, are listed by degree program below and are evaluated by a jury of studio faculty qualified from the performance area concerned. The requirements for each level are determined by the appropriate performance area (e.g., voice, strings, brass, etc.). In most cases, the successful completion of the required level leads to a required recital performance (also listed below).

Applied Music Requirements by Degree Program

Applied music instruction requirements, and the related juries, levels and recitals, vary for each of the music degrees.

Bachelor of Music (B.M.) Degrees

Music Education

- Satisfactory completion of the Level A audition
- The performance of a Thirty-Minute Recital is typically during one of the last two semesters in which the student is registered for courses offered on campus and enrolled in studio
- Applied Music Requirements for Student Teaching: Music education majors must complete at least eight hours (normally four semesters) or the equivalent in their applied area with a grade of 2.0 or higher each semester and satisfactorily complete the Level A audition before being allowed to student teach.

Musical Studies, Music Theory or Music History Tracks

- Satisfactory completion of the Level A audition
- Thirty-Minute Recital

Musical Studies, Composition Track

- Satisfactory completion of the Level A audition

- Ten or Thirty-Minute Recital
- The six semesters of applied studio should be taken during the first six semesters of residence at Crane.

Performance

- Satisfactory completion of the Level A audition by the end of the freshman year
- Satisfactory completion of the Level B audition by the end of the sophomore year
- Satisfactory completion of the Level C audition by the end of the junior year
- Presentation of a Thirty-Minute Recital for 0 credit during the junior year
- Presentation of a Sixty-Minute Recital for 1 credit during the senior year (register for MUCP 499)

Music Business

- Satisfactory completion of the Level A audition
- Ten or Thirty-Minute Recital

Bachelor of Arts (B.A.) Degree

- Satisfactory completion of the Level A audition
- No recital performance is required.
- The four semesters of applied studio should be taken during the first four semesters of residence at Crane. Students seeking an exemption to this policy must appeal to the appropriate Performance Department Chair for such an exemption prior to the start of the semester in which they wish to not take studio. Failure to gain such permission may result in removal from the degree program.

Levels Requirements for Scheduling a Recital

Students will not be allowed to schedule a recital until the required Level audition has been passed.

- Ten-minute Recital: Level A audition for instrumentalists and vocalists in the appropriate degree programs
- Thirty-minute Recital: Level B audition for Performance majors; Level A audition for all others. Performance majors and students wishing to complete the Performance Certificate who successfully complete the Level A *may* be allowed to perform a thirty-minute recital with approval from the studio area.
- Sixty-minute Recital: Level C audition

Requesting Additional Semesters of Applied Studio

Students who have completed the required semesters of applied study for their degree program but who wish to enroll in additional semester(s) of studio must first receive

permission from the Dean prior to registering. Students should seek the recommendation of the individual studio teacher and use the form “Petition for Additional Semesters of Studio” to make this request. Petitions will be considered on the basis of the student’s record as well as the availability of space in the studio. Students may additionally be required to concurrently enroll in an ensemble.

Adding a Second Applied Studio Area

Music majors wishing to study applied music on a second instrument (area) may do so in one of two ways:

- Students may audition for formal acceptance into the studio or area, and if accepted, must complete all performance requirements of the major on both instruments. Students in two studios should consult with both studio instructors and the Chair of Performance to formulate a plan to complete both sets of ensemble requirements.
- Students may, on a semesterly basis, request permission through the appropriate Chair of the Performance Department, to study with a faculty member when there is space available in the faculty member’s load and the faculty member is willing. Students may additionally be required to concurrently enroll in an ensemble. Typically, these students will register for MUCS 210 Secondary Applied Studio.

Non-music Major Applied Studio

Non-music majors may only study applied music with a faculty member on a space-available basis and with both the faculty member’s and the appropriate Performance Department Chair’s approval. Students may additionally be required to concurrently enroll in an ensemble. These students will register for MUCS 210 Secondary Applied Studio.

Waivers and Credit by Examination for Applied Music Credit

Students who will have outstanding studio credits remaining (up to 3 for the performance degree and 2 for all others) after completing all other degree requirements may petition for a waiver of one semester of studio. The written recommendation for the studio teacher and chair of performance will be forwarded to the Dean of Music for final approval. Such petitions will typically be considered for students who have satisfactorily completed all performance requirements for their degree (i.e. level(s) and recital(s)), and who have acceptable academic standing. This will permit a student who has completed all other requirements for graduation to finish his/her program without remaining on campus an extra semester. Additional outstanding studio credits (no more than 3 for performance and 2 for all others) must be earned through Credit by Examination. Students who have a semester of studio waived may also have one semester of ensemble waived at the discretion of the Dean of Music.

Completing Credit by Examination:

- Students must perform the required material for a majority of the faculty in their applied area, preferably during juries and levels at the end of each semester.
- Required material will be specified well in advance of the audition by the studio teacher in the applied area.
- The student must prepare for the audition for credit by examination in addition to completing regular work for the semester.
- A majority of the faculty in each applied area will constitute a jury, but all faculty in the area should be informed and invited.
- The major teacher is responsible for filing the appropriate form with the Chair of Performance to document the activity.
- Credit by examination cannot be used to meet any recital requirement for graduation. Performance majors must register for MUCP 499: Senior Recital, but no credit by examination can be given for this course.
- A student may not exceed the maximum number of semester hours listed for applied music in his/her degree program, whether these hours are credited by registered study or by examination.

Procedures for Change of Applied Area

Conditions

Students can apply for permission to change to a new applied instrument or voice under the following circumstances and conditions.

- If all graduation performance requirements (including levels and recitals) of the student's major performance medium have been met to the satisfaction of the faculty before the completion of the required credits in the applied area. Required recital appearances can only be scheduled if the student is receiving instruction from a Crane School of Music faculty member during the semester of the recital in the medium in which the recital is given.
- Upon recommendation of the studio teacher of the performance medium for which the student was originally admitted and acceptance by the faculty of the new area.

Procedure

Students in either of the above categories who wish to apply for change of applied instrument or voice should proceed as follows.

- Inform studio teacher of desire to change.
- Consult head teacher in medium for which the student is requesting the change.

- Complete a Request for a Change of Studio Teacher form and submit to Chair of Performance by December 1, for spring semester, and May 1, for fall semester. Failure to submit by deadline will not allow change until the next semester.
- Consult Chair of Performance regarding approval for requested change.
- If the requested change is approved by all concerned, an assignment of an applied teacher in the new medium will be made by the Chair of Performance in consultation with the Head Teacher.

Additional Information

- An audition before faculty of the new applied area may be required before a change can be approved.
- Graduation performance requirements must be met in only one performance medium.
- Applied study for credit cannot exceed the number of credit hours listed for each curricular major.
- For further details regarding performance concentration requirements, see section on Applied Music Study.

Procedures for Change of Applied Music Teacher

A change in applied music teacher will be only made when personal or musical incompatibility between the student and the teacher is seriously limiting the student's musical and educational progress, and only after attempts between student and teacher have been made to resolve such concerns. All procedures must be completed, and the Request for Change of Studio Teacher form filed with the Chair of Performance, by December 1 for a change to be made for the following spring semester, and by May 1 for a change for the following fall semester.

Students seeking a change of studio should:

- Discuss and seek to resolve any concerns with their current studio teacher. If student and current teacher are unable to resolve concerns after sincere communication and effort, the student may proceed to the next step.
- Fill out the top portion of the Request for Change of Studio Teacher form and obtain the current studio teacher's signature.
- After obtaining the current studio teacher's approval, the student may contact other studio teachers to request consultations and/or observe lessons.
- Bring the completed form, listing preferred studio teacher(s) to a meeting with the Chair of Performance by the deadline listed above for the request to be considered.

The Chair of Performance will consult with the studio teachers involved about the best interests of the student and will make a recommendation to the Dean. The

recommendation will take into account the preference(s) expressed by the student as well as other factors, such as availability in requested studios and other studio transfer requests received in the area. Students will be notified of the final decision by the Dean's office.

Levels

The Crane School of Music has long held that in order to be successful in any career in music, one must strive to be the best musician possible. Because of this belief, the study of a specific performance medium with a master teacher and participation in a variety of large and chamber music ensembles under the guidance of expert conductors is a cornerstone of a Crane education.

Musicianship is acquired through private study of a performance medium and frequent opportunities to perform as a soloist and in ensembles. As one of the culminating studio experiences, students are required to pass various performance levels depending on their degree program. Levels are a list of specific performance goals a student performs on their major performance medium in front of a faculty jury.

Levels Scheduling Information

Levels are generally scheduled during the last week of classes and finals week of each semester. Check with the Area Coordinator for the appropriate area for more exact information.

When Levels Should Be Attempted

Performance majors should attempt Level A by the end of the second semester of applied study. If the student fails the first Level A, they must pass it by the end of the third semester of applied study or change major out of performance.

Performance majors must satisfactorily complete the Level B by the end of the fourth semester in residence as a music major, and the Level C by the end of the sixth semester in residence as a music major. Performance majors who fail to complete these requirements will be required to confer with the faculty of their performance area who may recommend to the Chair of Performance and Dean that the student be dismissed from the curriculum.

Students majoring in Music Education, Music Business, Music Studies, or the BA in Music must attempt the Level A no later than the end of the fourth semester of applied study.

Transfer Students

All transfer students who, upon entering Crane, are placed in their studios at the junior level or above are required to take the Level A audition at the end of their first semester at Crane (unless they have been given credit for the Level A as part of their admission, based on their audition.)

Transfer students of freshman or sophomore standing must successfully complete level A according to their curriculum sequence (see above).

Levels Information by Performance Area

The following descriptions of the levels requirements and procedures are in general terms, by area only. For specific level requirements and appropriate literature for each instrument or voice, please consult the respective studio syllabus and teacher.

Brass General Levels

Brass Policies

- All levels will be offered on Monday through Thursday of the last week of classes each semester.
- Retakes of level exams will only be offered at the subsequent semester's level time.
- All levels are to include piano accompaniment for solos involving accompaniment.
- For all degree programs other than performance, Level B and C auditions require the permission of the instructor.

Additional or make up credit in performance may be taken from an approved teacher outside the college. This work will be evaluated by the brass faculty in a credit by exam.

Brass Requirements

Level A

- One (1) representative solo
- Two (2) contrasting etudes
- Technical requirements

Level B

- One (1) representative solo
- Two (2) contrasting etudes
- Orchestral excerpts
- Technical requirements

Level C

- Three (3) solo works in contrasting styles
- Orchestral excerpts

For specific level requirements and appropriate literature for each brass instrument, please consult the respective studio syllabus and teacher.

Electronic Digital Instruments (EDI) Requirements

EDI Juries

All EDI students must present a juried performance at the end of each semester, up to the successful completion of their Level A.

Each student must prepare a five-minute live performance jury on their EDI. The requirements of the performance will be outlined on a case-by-case basis with your instructor, as appropriate for the student's level of performance, instrument, and skills covered in lessons. The jury performance will include both live and pre-composed elements.

EDI Levels

Level A

The Level A is a ten-minute live performance that covers a variety of skills gained on the student's EDI. While the specific requirements of an individual's Level A will be unique to each (and agreed upon in consultation with your instructor), students can anticipate that the performance will demonstrate the following skills - coordination and live triggering of multiple musical elements on their EDI; dexterity (such as finger-drumming on control surfaces or sequencing on modular synthesizers); as well as balancing improvisation with pre-composed materials.

Guitar Requirements

Guitar Juries

All guitar students must play either a jury or a level, or they must perform a degree recital in every semester of study. Juries and levels take place during finals week. For juries, guitarists must perform one etude and one other solo.

Guitar Levels

Level A

Level A exams are 20 minutes and consist of the following.

- Basic right hand arpeggio patterns (triplet patterns at quarter note = 120; 16th-note patterns at quarter note = 92).
- Five major scale forms, with both rest strokes and free strokes, and with all pairs of right hand fingers, in 16th notes at quarter note = 72.
- An etude by Carcassi, Sor, or Giuliani. The etude must be memorized.
- Two works from contrasting periods. These works must be memorized and must not have been performed on a previous jury.
- Sight reading a single-line melody with a range up to 7th position, and a key signature of up to 4 sharps or flats, chosen from Hite *Melodious and Progressive Studies, Book 1*.

Level B

Level B exams are 30 minutes and consist of the following.

- Segovia G major and E minor scale forms in every possible position, with both rest strokes and free strokes in 16th notes at quarter note = 92.
- Giuliani right hand exercises, nos. 91-100 at quarter note = 80.
- Two etudes by Sor or Pujol. The etude must be memorized.
- Three (3) substantial works in contrasting styles, one of which must be a chamber piece with at least one non-guitar instrument. These works must not have been performed on a previous jury. The solos must be memorized.
- Sight reading a homophonic or polyphonic work with a range up to 5th position, and up to 4 sharps or flats, at a difficulty level roughly comparable to the works found in Album 3 of the *Royal Conservatory Guitar Repertoire Series*.

Level C

Level C exams are 30 minutes and consist of the following.

- An etude by Pujol or Villa-Lobos, or another composer of a comparable difficulty. The etude must be memorized.
- Three substantial works in contrasting styles, one of which must be a chamber piece with at least one non-guitar instrument. These works must not have been performed on a previous jury. The solos must be memorized.

Completions

Students who pass significant portions of the level but are deficient in one or more areas may, at the faculty's discretion, be granted a "completion" that will indicate the specific component(s) that must be re-attempted. Such "completions" must be taken at the end of the next semester during the regular levels week. Exceptions to this timetable will be granted only for compelling reasons. Per departmental policy, failure of a "completion" will be considered a second failure of that level.

Harp Requirements

Harp majors are required to perform a jury any semester they are not performing a level or a degree recital. A jury performance must include two (2) compositions in contrasting styles.

Level A

- Technique: Two (2) contrasting etudes such as those by Bochsa (intermediate level) or Damase. Arpeggios in four octaves.
- Two (2) works (or movements of works) from contrasting periods performed from memory. Suggested repertoire: Chertok, *Around the Clock Suite*; Rosetti, *Sonatas*; Glinka, *Variations on a Theme of Mozart*;

Handel, *Theme and Variations*; Ibert, *Six Pieces (any one)*; Hovhannes, *Sonata*; Natra, *Sonatina* or *Prayer*; Tournier, *Theme and Variations* or *Au Matin*; Watkins, *Petite Suite*; Zabel, *La Source*.

- One (1) orchestral excerpt such as the cadenza from *Capriccio Espagnol* or Mahler, *Symphony #5* (Adagietto)

Level B

- Technique: Two (2) contrasting etudes such as those by Bach-Grandjany or Bochsá (advanced). Scales in four octaves.
- Three (3) works from contrasting periods performed from memory such as: Grandjany, *Fantasie on a Theme of Haydn*; Hindemith, *Sonata*; Pierné, *Impromptu Caprice*; Renié, *Contemplation*; Saint-Saëns *Fantasie, Op. 95*; Roussel, *Impromptu*; Spohr, *Variations*; Tournier, *Images (Books III and IV)*.
- Sight reading.
- One (1) orchestral excerpt such as Mascagni, *Cavalleria Rusticana* or a cadenza from a Tchaikovsky ballet.

Level C

- Technique: A concert etude such as Salzedo, *Five Poetical Studies*, or Wilhelm Posse, *Concert Etudes*, or Bach-Grandjany *Etude #2, Fugue*. The concert etude is to be performed from memory.
- Two (2) works from contrasting periods such as C.P.E. Bach, *Sonata*; Britten, *Suite for Harp*; Casella, *Sonata*; Cras, *Deux Impromptus*; Glanville-Hicks, *Sonata*; Grandjany, *Rhapsodie*; Krenek, *Sonata*; Parish-Alvars, *Serenade*; Renie, *Legende* or *Ballade Fantastique*; Salzedo, *Variations sur un theme dans un style ancien* or *Scintillation*; Spohr, *Fantasie*; Tailleferre, *Sonata*; Tournier, *Sonatine*.
- One concerto or chamber work that features the harp prominently.
- One (1) substantial work written after 1960—memorization required at instructor's discretion. A "substantial work" is defined as being at least eight minutes in duration and of appropriate technical difficulty.
- Two (2) orchestral excerpts such as Britten, *Young Person's Guide* or Berlioz, *Symphonie fantastique*.
- Sight reading

Completions

Students who pass significant portions of the level but are deficient in one or more areas may, at the faculty's discretion, be granted a "completion" that will indicate the specific component(s) that must be re-attempted. Such "completions" must be taken at the end of the next semester during the regular levels week. Exceptions to this timetable will be granted only for compelling reasons. Per departmental policy, failure of a "completion" will be considered a second failure of that level.

Piano Requirements

Jury Examinations

Students enrolled in piano studio and not performing a complete Level A examination or degree recital must present 10 minutes of memorized music to the piano faculty in a jury examination to take place at the conclusion of every semester.

Level A and Pre-A Examinations—Music Education, Music Business, and Musical Studies Majors

All students will play before the piano faculty in a live audition consisting of scales, arpeggios, an etude and selected repertoire. Scales are to be played for four octaves at the interval of an octave, in 16th notes with the quarter note at mm. 120. Arpeggios are to be played for four octaves at the interval of an octave, in triplets with the quarter note at mm. 120.

Pre-A 1 Examination (Dec. of 1st semester)

- All major scales and arpeggios, plus an etude of choice.

Pre-A 2 Examination (May of 2nd semester)

- All minor scales and arpeggios, plus an etude of choice.

Level A Examination (Dec. of 3rd semester)

- All major and minor scales and arpeggios; all diminished and dominant 7th arpeggios; chromatic scale; an etude of choice; and 10 minutes of repertoire.

Level A and Pre-A Examinations—Performance Majors

- All students will play before the piano faculty in a live audition consisting of scales, arpeggios, an etude and selected repertoire. Scales are to be played for four octaves, in 16th notes with the quarter note at mm. 120. Arpeggios are to be played for four octaves, in triplets with the quarter note at mm. 120.

Performance Pre-A Examination (Dec. of 1st semester)

- All major and minor scales and arpeggios; chromatic scale; all diminished and dominant 7th arpeggios; an etude of choice. Scales and arpeggios are to be performed at the interval of an octave only.

Performance Level A Examination (May of 2nd semester)

- All major and minor scales and arpeggios; chromatic scale; all diminished and dominant 7th arpeggios; an etude of choice; and 10 minutes of repertoire. Scales and arpeggios are to be performed at intervals of an octave, sixth and tenth.

Level B Examination

- Students attempting a Level B examination shall perform 25 minutes of memorized, substantial repertoire before the piano faculty. Thirty days prior to the exam, candidates will be assigned a five-minute contemporary work, to be prepared entirely by the student. Required for Performance Majors. Optional for all other degrees.

Level C Examination

- Students attempting a Level C examination shall prepare 60 minutes of memorized, substantial repertoire. Thirty days prior to the scheduled 60-minute recital, candidates will be asked to play their program before the piano faculty. Required for Performance majors. Optional for all other degrees.

Percussion Requirements

For specific level requirements and appropriate literature for this studio, please consult the respective studio syllabus and teacher.

String Requirements

Juries

All string students are required to present a ten-minute jury every semester they are enrolled in studio except for those semesters in which a level is performed. At the discretion of the studio teacher, students may be exempt from juries their last semester at Crane or if a substantial recital was given a few weeks before Juries and Levels.

Pre-Level

In their first semester of study, most string students will perform a Pre-Level, comprising three scale series chosen at random. The content of the scale series will be determined by the student's instructor and may differ between students and studios. The Pre-Level exam is a prerequisite to the Level A, and must be passed in the semester before attempting the Level A.

Level A*

The Level A is a 20-minute presentation that includes two contrasting etudes and any two contrasting movements or pieces from the Baroque period to the present, at least one of which should be accompanied.

Level B*

The Level B is a 10-minute presentation of repertoire that will take place in the semester before the student's 30-minute recital. Please consult with your studio teacher

regarding technical assignments that must be completed before attempting the Level B.

Level C

The Level C is a 10-minute presentation of repertoire that will take place in the semester before the student's senior recital. Please consult with your studio teacher regarding technical assignments that must be completed before attempting the Level C.

***A Note About All Levels:**

For all levels, repertoire and technical components such as etudes, scales, or orchestral excerpts will be determined by consultation with the student's studio teacher. Requirements may differ between studios. Please note that repertoire for levels must, in most cases, be different from repertoire performed in recitals and in other levels.

Completions

Students who pass certain portions of the level but are unsuccessful in one or two components may, at the faculty's discretion, be granted a "completion" that will indicate the specific components that must be attempted. The completion must be attempted the following semester and must comprise different repertoire. Per departmental policy, failure of the "completion" will be considered a second failure of that level.

Voice Area Requirements

Study of the fundamentals of vocal technique occurs throughout the entire program of applied vocal study. This includes attention to alignment, breath, resonance, intonation, diction and all elements of musicianship. Courses focusing on Italian, French, German and English lyric diction are offered every academic year on an on-going basis. The diction sequence, beginning with Introduction to Diction, should start in the Freshman year.

General Voice Policies

- The student will work on exercises and repertoire as assigned by the studio teacher, based on the pedagogical needs, career goals, and musical interests of the individual student.
- The number of pieces assigned each semester may vary, based on the above considerations and the length and difficulty of each piece.
 - "Piece" is intended to refer to any solo vocal work, such as song in any style, an aria, a chamber work, etc.
- Over the course of a degree program, a student's repertoire list should consist of a variety of genres, styles, time periods, and languages.
 - Students must learn some art song/arias (could include opera, operetta, oratorio, solo cantatas, concert arias, etc.)/chamber music in English, French, German, and Italian.

- In addition to the repertoire referenced above, students are encouraged to work on vocal repertoire of varied styles, in consultation with their studio teacher.
 - Genres could include but are not limited to: Blues, Cabaret, Country, Disney, Film Scores, Folk, Gospel, Jazz, Latin, Musical Theater, Original compositions, Pop, Rock, R&B, Soul, Spirituals, World Music, and Worship Music of any origin. If appropriate, can be sung with or without accompaniment, or can be self-accompanied on any instrument.
- If a student's native language is not English, repertoire in their native language should be included.
- Repertoire should include pieces by composers and poets/librettists of underrepresented groups, such as BIPOC, LGBTQ+, and women.

Voice Levels: Guidelines and Requirements

Level A

- All voice majors must successfully complete level A.
- Students must prepare five (5) contrasting memorized pieces.
- Repertoire must include pieces in English and at least three (3) other languages.
- Repertoire must include at least three (3) pieces from art song/arias (could include opera, operetta, oratorio, solo cantatas, concert arias, etc.)/chamber music.
- In addition to the repertoire listed above, students may present (optional but not required) music of other styles and genres (see list of genres at the beginning of this section).
- Repertoire may include (optional but not required) one (1) aria.
- Students will be allotted 10-minutes to complete their level A.
 - Faculty will randomly choose three pieces in addition to a piece of the student's choice

Level B

- Level B must be taken by voice performance majors and those students wishing to complete a Performance Certificate. Performance majors and those wishing to complete a Performance Certificate must pass level B to receive permission to present the 30-minute recital.
- Students must prepare five (5) contrasting pieces of intermediate to advanced difficulty.
- Repertoire must include at least three (3) pieces from art song/arias (could include opera, operetta, oratorio, solo cantatas, concert arias, etc.)/chamber music.

- Repertoire must include pieces in English and at least three (3) other languages.
- Repertoire must include one (1) aria and may include two (2) arias of contrasting styles.
- In addition to the repertoire listed above, students may present (optional but not required) music of other styles and genres (see list of genres at the beginning of this section).
- Repertoire must be memorized apart from one (1) piece for which standard performance practice is to use music.
- Performance majors and students pursuing a Performance Certificate who have not yet performed a thirty-minute recital must do so after the successful completion of level B and before attempting level C.
- Students will be allotted 20-minutes to perform all five (5) pieces on the level B program.

Level C

- Level C must be taken by voice performance majors and those students wishing to complete a Performance Certificate. Any voice student needs to pass level C to receive permission to present a one-hour recital.
- Students must prepare five (5) contrasting pieces of intermediate to advanced difficulty.
- Repertoire must include at least three (3) pieces from art song/arias (could include opera, operetta, oratorio, solo cantatas, concert arias, etc.)/chamber music.
- Repertoire must include pieces in English and at least three (3) other languages.
- Repertoire must include one (1) aria and may include two (2) arias of contrasting styles.
- In addition to the repertoire listed above, students may present (optional but not required) music of other styles and genres (see list of genres at the beginning of this section).
- Repertoire must be memorized apart from one (1) piece for which standard performance practice is to use music.
- Students will be allotted 20 minutes to perform all five (5) pieces on the level C program.

Minimum Performance Requirements

End of Semester Jury

- All students are required to perform a minimum of one (1) memorized vocal piece in front of the voice faculty at the end of each semester. The Voice Area and/or studio teacher reserve the right to increase the repertoire requirements for a jury in a given semester provided that the

student is informed of the requirements by the second week of that semester.

- The jury is usually NOT required if the student meets any of the following requirements. Note: a student's studio teacher may still require that a student meeting one or more of these conditions perform a jury.
 - Student has performed a major solo or operatic/musical theater lead in a publicly scheduled, faculty-directed performance during that semester.
 - Student has sung a Level A, B or C during that semester.
 - Student has performed a required 10-minute, 30-minute or 60 minute recital during that semester.

Music Education, Music Business, Musical Studies and B.A. Music

- A minimum of five (5) works is required for freshman in Applied Voice. This requirement is increased each semester to a maximum of ten (10) works by the senior year.
- Assigned repertoire must be memorized.
- Performances of assigned repertoire occur in Major Class and/or Area recitals according to the requirements of the studio teacher.
- Students must successfully complete level A.
- A scheduled, public, thirty-minute vocal recital must be performed during the Junior and Senior year after the successful completion of Level A.
- Music Business and Music Studies majors may perform a ten-minute recital in lieu of the thirty-minute recital at the studio teacher's discretion.
- B.A. Music Voice majors follow these requirements through their two (2) years of required Applied Voice.

Performance Majors

- A minimum of eight (8) works is required for study and performance for the first semester course. This requirement is increased each semester to a maximum of fifteen (15) works by the junior year.
- Performances of assigned repertoire occur in Major Class, Area recitals and other venues, as required by the studio teacher.
- A thirty-minute public recital is required by the junior year after the successful completion of level A or level B, depending on the decision of the studio teacher.
- A sixty-minute public recital is required in the senior year after the successful completion of level C.

Woodwind Requirements

Juries

All woodwind majors are required to perform a jury every semester until they pass their level A audition. After the A audition is passed, they must perform a jury once a year unless they have performed a recital, level, performed as a winner of the concerto program or as directed by the studio teacher.

Woodwinds General Levels Requirements

Pre Level A: Scales Video

Due to WW Faculty no later than noon last day of exams in semester PRIOR to first attempt of Level A

All major, harmonic and melodic minor scales

- Memorization is allowed but not required
- Scales are to be in consistent played in 16th notes slurred ascending and descending
- Do not repeat or sustain top note
- Minimum tempo is 50 bpm (quarter note pulse)
- Scales must be performed **with** metronome
- 3 unedited recording takes are permitted
- Recordings must be approved by studio teacher prior to submission to WW faculty
- Record so both hands and face are visible

For students who entered Crane prior to Fall 2021:

If scales will be submitted in the same semester as the Level A, they must be submitted by **November 1/April 1**

Level A: 10-minute audition (8 to 9-minute performance)

Solos/Multiple Movements (At least one selection must be with piano accompaniment)

Level A performance must demonstrate competency in the following skills:

- Ensemble Skills
- Control of Intonation
- Consistency of sound across range and technique
- Ability to play expressively through technical passages
- Demonstrate lyricism and expressive playing
- Clarity and control of musically appropriate articulation
- Vibrato (if typically associated with the instrument)
- Flutes – ability to double tongue

*If the Level A will only be attempted after passing the scales pre-A, and the A is only solos, there will no longer be a need for completions.

Level B: 20-minute audition (18-minute performance)

Three (3) contrasting works from the appropriate repertoire for the instrument: Students are encouraged to explore a wide variety of composers and styles including works by living, female, BIPOC composers. Solo and chamber music is acceptable, at least one work must be performed with piano or other fixed pitch instrument. The difficulty of music and level of performance should indicate significant growth from the previous level.

Level C: 20-minute audition (18-minute performance)

Three (3) contrasting works from the appropriate repertoire for the instrument. One of the works must be prepared independently from the studio teacher (Self-prepared)

Students are encouraged to explore a wide variety of composers and styles including works by living, female, BIPOC composers. Solo and chamber music is acceptable, at least one work must be performed with piano or other fixed pitch instrument. The difficulty of music and level of performance should indicate significant growth from the previous level.

For specific level requirements and appropriate repertoire for each instrument, please consult the respective studio teacher and syllabus.

Recitals

Recitals are scheduled at the beginning of each semester. All policies and deadlines are contained in the Crane publication Student Recital Guide published at the beginning of each semester and is available in the office of the Facilities Manager.

It is the student's responsibility to obtain a recital request form, to be familiar with all requirements in the guide and on all forms, and to acquire the studio teacher's signature.

During the semester in which a recital is scheduled, the student must be enrolled for instruction with a Crane faculty member in the performance medium in which the recital is to be given.

As of Fall 2023, concert programs are no longer printed, instead they are distributed on "Live in Concert" webpage (<https://www.potsdam.edu/academics/crane-school-music/crane-school-music-live-concert>).

Event coordinators are responsible for constructing their concert programs using templates provided on the Quad. Completed programs are emailed as docx word documents to craneevents@potsdam.edu and **must be received no later than two weeks before the scheduled event.**

No Events Week and Academic Preparation Days

No Events Week is set aside by the Crane School to allow for scheduling of levels and juries, and to provide students with uninterrupted time for examination, level, and jury preparation. Therefore, the School does not schedule public performance during this week. This is typically the last full week of classes (prior to final exam week) each semester.

During no events week, public performances, ensemble rehearsals outside of scheduled meeting times, guest events (such as masterclasses or talks), etc. are not normally scheduled. Students will not normally be able to book space in the Crane Complex during this week for concerts or other events. Faculty who wish to offer such events or opportunities during this week need to request permission of the Dean and the appropriate Department Chair as early as possible using the **No Events Week Activity Notification form** available online on the Crane forms webpage in the Quad (<https://www.potsdam.edu/sites/default/files//NoEventWeekActivityNotificationForm.pdf>). Students who wish to hold events of any kind in the Crane Complex should make the request to the Dean as early as possible.

If approved, events and activities will be placed, for information purposes only, on the Crane Outlook calendar, but will generally not be publicized.

Academic Preparation Days are typically the Saturday and Sunday between the last day of the classes and the first day of final exam week. Campus policy does not allow any activity requiring student participation or attendance to be scheduled during these two days without the permission of the Provost (which would only be obtained on recommendation of the Dean). The scheduling of any activity involving students on these two days, whether on- or off-campus, and even if attendance is not required, is strongly discouraged, out of respect for our students' needs to have appropriate exam preparation time. Students and faculty will not be able to book space in the Crane Complex for any purposes during Academic Preparation Days.

30-minute Recitals

These are reserved for Performance majors who have passed Level B, Music Education and Musical Studies: Music Theory or Music History majors who have passed Level A, and any other major who has passed Level B and is trying to obtain a Performer's Certificate. Musical Studies: Composition and Music Business students who opt to play a 30-minute recital must have passed Level A. Students have a limit of 30 minutes of stage time. This includes performing, applause, tuning, set-up/tear-down, and walking on and off stage. There is to be no more than 25 minutes of actual playing time and even less if there are changes in stage set up in the program. Students should receive up to two hours of rehearsal time in the performance hall for 30-minute recitals.

30-minute Recital Policy

- Music education and Musical Studies: Music Theory or Music History majors must perform their required 30-minute recitals in either their junior or senior year.
- Students pursuing a Performer's Certificate must also wait until their junior year to perform a 30-minute recital.
- "Elective" 30-min. recitals (i.e., those not required by the degree, or those given before the junior year) cannot be allowed due to lack of resources.
- Performance majors and double majors in any combination with performance must pass Level B before they can play a 30-min. recital. They, too, must wait until their junior year to play the recital.
- Students in the Music Business or Musical Studies: Composition majors are required to play a 10-minute recital to graduate. However, a 30-minute recital may be played instead, at the studio teacher's discretion.

10-Minute Recitals

A 10-minute recital is an option in the B.M. Music Business and B.M. Musical Studies: Composition programs at the discretion of the studio teacher. Successful completion of Level A is a prerequisite. Students have a strict ten (10) minute time limit of stage time. This includes all performing, applause, tuning, set-up/tear-down, and walking on and off stage. There is to be no more than eight (8) minutes of actual playing time, and even less if there are changes in stage set up in the program. Students performing 10-minute recitals are entitled to one hour of rehearsal time in the performance hall.

60-Minute Recitals

These are reserved for performance majors who have passed Level C, and any other major who has passed Level C and is trying to obtain a Performer's Certificate. Students have a strict limit of 60 minutes of stage time. This includes all performing, applause, tuning, set-up/tear-down, and walking on and off stage. There is to be no more than 50 minutes of actual playing time, and even less if there are changes in stage set up or an intermission in the program. Students should receive up to three hours of rehearsal time in the performance hall for 60-minute recitals.

Note that only Performance majors register for MUCP 499 Senior Recital in conjunction with this requirement.

Informal Student Recitals

Student recitals that are not scheduled as part of the official student recital program and are not presented to fulfill performance/degree requirements are referred to as "Informal Recitals." Informal Recitals may only be scheduled in Wakefield Recital Hall or one of the large rehearsal rooms (C101, C107, C119, C123, C143) and may not be

scheduled in either of the main concert halls (Snell Music Theater or Hosmer Concert Hall). In addition, Crane will not provide Informal Recitals with any support including concert programs, recording services, or instrument tuning.

Rehearsal Time and Recital Programs

Students are entitled to two hours of practice time in the performance hall, excluding rehearsal time with the orchestra.

Technical Support

If technical support in the form of sound reinforcement is required for a recital, such as a sound system for a piece requiring a pre-recorded tape, you must inform the Audio Engineer of your requirements at least two weeks prior to the event. Due to the large number of recitals which must be scheduled, we cannot provide such support for your performance without two weeks advance notification.

NOTE: We do not provide technical support for concerts or recitals which are not part of the official calendar of The Crane School of Music.

Recital Programs

See the Crane Concert Program Information at <https://www.potsdam.edu/the-quad/resources/crane-student-resources> for detailed information.

Piano, Organ, and Harpsichord Use

There is a concert grand piano in each hall which must remain in its respective hall. Special requirements such as prepared piano or use of two pianos must be cleared with the Crane Office at least two weeks prior to the recital date.

Use of Harpsichord

Use, tuning and moving of a school harpsichord for a performance must be scheduled at least two weeks in advance. To reserve the use of a harpsichord, contact the Crane Facilities Manager with your request.

A harpsichord can only be moved to a performance space for final rehearsals and performances arranged through the Crane Facilities Manager and will be tuned the day before a performance.

Use of Organ

Use of a school organ for a performance must be scheduled at least two weeks in advance. To reserve the use of a harpsichord, contact the Crane Facilities Manager with your request.

Scheduling of Extra Rehearsals

Extra rehearsals of organizations or sections of organizations are not to be scheduled without permission of the Dean of Music. Permission may be granted for the following exceptional circumstances.

- Immediately before a tour.
- When a group is joining with another group for a joint concert.
- When there are soloists and/or guest conductors performing.

All requests for desired extra rehearsals in a given semester must be filed by conductors in the office of the Dean prior to the end of the third week of classes in that semester.

Requests for such rehearsals which are received following this time will be honored only in cases of emergency or unusual circumstances.

The Crane Certificate in Performance

Any instrumental student in a degree program that does not require the completion of the Level B and C Audition is eligible to attempt the Certificate in Performance. The Certificate is not available to students whose primary instrument is voice.

- Any student who completes the B and C Auditions and performs a half-hour and hour recital will be issued this certificate recognizing their accomplishment.
- Students need to complete these additional requirements in the same timeline as Performance majors (see When Levels Should Be Attempted, p 39)
- Students are responsible for submitting a completed “Crane Certificate in Performance” form by March 1, indicating that all requirements for this award have been met.
- There is no coursework associated with the Certificate. Students register for non-performance major studio lessons (MUCS 420) and do not register for MUCP 499 Senior Recital when performing the hour recital.

The Annual Crane School of Music Concerto Competition

Every spring The Crane School holds its annual Concerto Competition. Full-time Crane students have the opportunity to perform a work for solo performer and orchestra in front of a 12-member faculty jury. The winners of this competition are scheduled to perform their work with the Crane Symphony Orchestra or Crane Wind Ensemble on one of the group’s regularly scheduled ensemble concerts during the following school year. The competition and the performances by the winners showcase the finest performers and musicians in the school and has become one of the highlights of a student’s performance experience and of the annual concert season.

Students auditioning for the concerto program must:

- have passed the Level B audition
- have the permission of their studio instructor
- be a full-time Crane student
- not have won before

Winners of the Competition must be enrolled for instruction with a Crane faculty member in the semester that the concerto will be performed.

Accompanists

This section is under revision.

Crane students who need an accompanist may contract with another student or with an outside accompanist. Any payment for these services are the student's responsibility. Students are encouraged, but not required, to use the Crane Accompanying Contract (https://www.potsdam.edu/sites/default/files/documents/academics/Crane/current/forms/Contract_F06.pdf), or create a similar contract. If a contract is not used, the student will be required to sign a form outlining the responsibilities of the student to the accompanist.

Some students will be assigned a staff accompanist (that is, someone employed by SUNY Potsdam) usually for semesters in which they are performing a required recital. Staff accompanist hours are paid for through the staff accompanist contract with the college. There is no cost to the student. However, the staff accompanist will have a specific number of hours they will be able to work with each student. These cannot be exceeded, so need to be managed and carefully attended to.

Provide your accompanist with complete and accurate scores. Make sure your name is clearly marked on the music and all pages (and even measures) are clearly numbered. Have your music prepared before you go to a rehearsal with your accompanist - do not expect your accompanist to teach you the music.

Inform your accompanist well in advance of any performance commitments (lessons, major class, levels, recitals). Lack of planning on your part does not constitute an emergency on their part.

Major Ensembles

Only one major ensemble credit counts toward the major ensemble requirement per semester. For students in multiple tracks or majors, this requirement may apply per track or per major if the tracks or major require different ensembles. Performance majors in voice can receive credit for both a major choral ensemble and opera in the same semester.

College-Sponsored Ensembles

A college-sponsored ensemble is defined as a performance group which carries an MUAP or MUCP designation.

Arrangements for any off-campus appearance of a college-sponsored ensemble (e.g., logistics/finance/class absences) must be administered through the Dean of Music.

Any group not so designated which appears and performs at off-campus locations may not use the name of The Crane School of Music or SUNY Potsdam in advertisements.

State-owned equipment will not be made available to a group not so designated.

SUNY Potsdam disclaims responsibly, support, sponsorship and liability for any group that does not meet specifications listed in the first item in this category.

Student-Run Ensembles

Student-run Ensembles wishing to use Crane facilities for rehearsals and concerts must follow guidelines set up by the Performance Departments. See the appropriate Chair of Performance for more information.

Ensemble Auditions

Participation in most ensembles (with the exception of Hosmer Choir, Campus Community Chorus, and Campus/Community Band) is by audition only. For ensembles not listed below, please contact the faculty director or watch for posted announcements for more information on auditioning.

Students are responsible for registering for their assigned ensemble(s) by the end of the second week of classes (during the third week of classes, students may register, but must pay a late-add penalty). Students not enrolled in their assigned ensembles after this time will not be added and will not receive academic credit toward their degree requirements for the ensemble.

Choral Ensembles

All first-semester students (except transfer students) in a choral/vocal track are automatically assigned to Hosmer Choir. All other students should audition at the end of the Spring semester for choral placement for the following academic year. Students not on campus in the spring semester (e.g., transfer students, student teachers) must audition at the start of the fall semester. Only students with legitimate course conflicts are eligible to seek approval from the Choral Area Coordinator to audition for a specific ensemble(s). Please note that participation in Crane Chorus, as a co-requisite, is required for each of the major choral ensembles.

Instrumental Major Ensembles

All wind, brass, and percussion students, as well as any non-major students seeking placement in an auditioned major ensemble, must play a placement audition during the first week of classes for the studio teacher. Students will be assigned by the studio teacher to one or more instrumental ensembles (i.e. Crane Symphony Orchestra, Wind Ensemble, Concert Band, Symphonic Band, Chamber Orchestra and/or Opera Orchestra). Repertoire and information about placement auditions is distributed by the studio teacher for each instrument.

String students must audition during the first week of classes for seating placements within Crane Symphony Orchestra (CSO). Repertoire for seating placement auditions is distributed by the director of the CSO, and auditions held by the string studio faculty.

Jazz Ensembles

Auditions for Jazz Ensemble and Jazz Band are held during the first week of classes. Contact the Director of Jazz Studies for more information.

Ensemble Requirements by Instrument

Note: For all instruments, only one **major ensemble** credit counts per semester.

Instrument	Degree	Major Ensemble (semesters)	Other Ensemble Requirements
Woodwinds, Brass and Percussion	Music Ed – Band	7 semesters of instrumental	
	Music Ed – Gen Music	5 semesters of instrumental	2 choral ensembles plus 1 Non-Western or Non-traditional ensemble
	Performance	8 semesters of instrumental	2 semesters of chamber, like, or other ensembles (<u>cannot</u> be Campus/Community Band or Campus Community Chorus)
	Music Business	4 semesters of instrumental taken during the student's first two years (see note, below)	3 semesters of other ensembles.
	Musical Studies – Music Theory or Music History	6 semesters of instrumental taken during the student's first three years (see note, below)	2 elective ensembles (at least 1 non-Western ensemble)
	Musical Studies - Composition		6 ensembles, as assigned by advisor. At least four of the ensembles must be conducted ensembles, not necessarily a major ensemble. Participation in a variety of ensemble types is encouraged, including instrumental, vocal, chamber, jazz, world musics, etc. Studio Teacher must also be consulted.
	BA in Music	4 semesters of instrumental taken during the student's first two years (see note, below)	

Instrument	Degree	Major Ensemble (semesters)	Other Ensemble Requirements
Strings	Music Ed - Orchestra	7 semesters of instrumental	
	Music Ed – Gen Music	5 semesters of instrumental	2 choral ensembles plus 1 Non-Western or Non-traditional ensemble
	Performance	8 semesters of instrumental	2 semesters of chamber, like, or other ensembles (<u>cannot</u> be Campus/Community Band or Campus Community Chorus)
	Music Business	4 semesters of instrumental taken during the student's first two years (see note, below)	3 semesters of other ensembles.
	Musical Studies – Music Theory or Music History	6 semesters of instrumental taken during the student's first three years (see note, below)	2 elective ensembles (at least 1 non-Western ensemble)
	Musical Studies - Composition		6 ensembles, as assigned by advisor. At least four of the ensembles must be conducted ensembles, not necessarily a major ensemble. Participation in a variety of ensemble types is encouraged, including instrumental, vocal, chamber, jazz, world musics, etc. Studio Teacher must also be consulted.
	BA in Music	4 semesters of instrumental taken during the student's first 2 years (see note, below)	

Instrument	Degree	Major Ensemble (semesters)	Other Ensemble Requirements
Voice	Music Ed – Choral	7 semesters of choral One substitution of Opera for a choral ensemble is allowed for students in a major role. ¹	
	Music Ed- Gen Music	5 semesters of choral	2 choral ensembles plus 1 Non-Western or Non-traditional ensemble
	Performance	6 semesters of choral 3 semesters of opera Note: choral ensemble and opera can be taken concurrently.	
	Music Business	4 semesters of choral taken during the student's first two years (see note, below)	3 semesters of other ensembles.
	Musical Studies – Music Theory or Music History	7 semesters of choral	1 non-Western ensemble
	Musical Studies - Composition		6 ensembles, as assigned by advisor. At least four of the ensembles must be conducted ensembles, not necessarily a major ensemble. Participation in a variety of ensemble types is encouraged, including instrumental, vocal, chamber, jazz, world musics, etc. Studio Teacher must also be consulted.
	BA in Music	4 semesters of choral taken during the student's first two years (see note, below)	

¹ This is on a case-by-case basis and must be approved by the Music Education Department Chair, in consultation with the Opera Ensemble Director *ahead of time*. Approval must be given before the end of the third week of classes in the semester in question. The Music Education Department Chair will communicate the substitution to the Assistant Dean for the student's record and a BearDen substitution.

Instrument	Degree	Major Ensemble (semesters)	Other Ensemble Requirements
Piano	Music Ed – Choral	6 semesters of choral	3 elective ensembles <i>and</i> MUCP 343 (Art of Accp. Seminar) or MUCP 430 (Art Song Rep.)
	Music Ed – Gen Music	2 semesters of choral	5 elective ensembles plus 1 Non-Western or Non-traditional ensemble
	Music Ed – Band or Orchestra	7 semesters instrumental	
	Performance	4 semesters	2 semesters of MUAP 366 (Chamber Music with Piano) <i>and</i> MUCP 343 (Art of Accp. Seminar) or MUCP 430 (Art Song Rep.)
	Music Business	4 semesters taken during the student's first two years (<i>see note, below</i>)	3 semesters of other ensembles.
	Musical Studies – Music Theory or Music History	3 semesters (any) <i>and</i> 1 semester choral taken during the student's first two years (<i>see note, below</i>)	3 elective ensembles (at least 1 non-Western ensemble) <i>and</i> MUCP 343 (Art of Accp. Seminar) or MUCP 430 (Art Song Rep.)
	Musical Studies - Composition		6 ensembles, as assigned by advisor. At least four of the ensembles must be conducted ensembles, not necessarily a major ensemble. Participation in a variety of ensemble types is encouraged, including instrumental, vocal, chamber, jazz, world musics, etc. Studio Teacher must also be consulted.
	BA in Music	4 semesters taken during the student's first two years (<i>see note, below</i>)	

Instrument	Degree	Major Ensemble (semesters)	Other Ensemble Requirements
Guitar	Music Ed – Choral	7 semesters of choral	3 semesters of guitar ensemble
	Music Ed – Gen Music	2 semesters of choral	3 semesters of guitar ensemble <i>and</i> 2 other ensembles plus 1 Non-Western or Non-traditional ensemble
	Music Ed – Band or Orchestra	7 semesters instrumental	3 semesters of guitar ensemble
	Performance	2 semesters	4 semesters of guitar ensemble or guitar quartet <i>and</i> 2 semesters of chamber, like, or other ensembles (<u>cannot</u> be Campus/Community Band)
	Music Business	3 semesters taken during the student's first two years (see note, below)	4 semesters of guitar ensemble
	Musical Studies – Music Theory or Music History	3 semesters (any) <i>and</i> 1 semester choral taken during the student's first two years (see note, below)	3 semesters of guitar ensemble or guitar quartet <i>and</i> 1 non-Western ensemble
	Musical Studies - Composition		6 ensembles, as assigned by advisor. At least four of the ensembles must be conducted ensembles, not necessarily a major ensemble. Participation in a variety of ensemble types is encouraged, including instrumental, vocal, chamber, jazz, world musics, etc. Studio Teacher must also be consulted.
	BA in Music		4 semesters of guitar ensemble taken during the student's first two years (see note, below)

Instrument	Degree	Major Ensemble (semesters)	Other Ensemble Requirements
Harp	Music Ed – Choral	4 semesters of choral <i>and</i> 4 semesters of instrumental Note: choral and instrumental major ensembles can be taken concurrently	2 semesters of harp ensemble
	Music Ed – Gen Music	3 semesters of instrumental <i>and</i> 2 semesters of choral Note: instrumental and choral major ensembles can be taken concurrently.	2 semesters of harp ensemble plus 1 Non-Western or Non-traditional ensemble
	Music Ed – Band or Orchestra	5 semesters of instrumental	2 semesters of harp ensemble
	Performance	8 semesters	2 semesters of harp ensemble
	Music Business	4 semesters taken during the student's first two years (see note, below)	3 semesters of other ensembles.
	Musical Studies – Music Theory or Music History	3 semesters (any) <i>and</i> 1 semester choral taken during the student's first two years (see note, below)	3 semesters of harp ensemble <i>and</i> 1 non-Western ensemble
	Musical Studies - Composition		6 ensembles, as assigned by advisor. At least four of the ensembles must be conducted ensembles, not necessarily a major ensemble. Participation in a variety of ensemble types is encouraged, including instrumental, vocal, chamber, jazz, world musics, etc. Studio Teacher must also be consulted.
	BA in Music	4 semesters taken during the student's first two years (see note, below)	

Note: For degree programs which require students to take their ensemble requirements in the first two years or three years, students seeking an exemption to this policy must appeal to the program head and the appropriate Performance Department Chair for such an exception prior to the start of the semester in which they wish to not take a major ensemble. Failure to gain such permission may result in the student being denied studio instruction for the semester in question, or other penalties, up to and including removal from the degree program.

Ensemble Definitions

Not all ensembles are offered every semester. Check the course schedule.

<u>Major Ensembles</u> 1BInstrumental (220 minutes/week) <ul style="list-style-type: none"> • Concert Band • Symphonic Band • Wind Ensemble • Symphony Orchestra • Chamber Orchestra (for bowed string students only) • up to two (2) semesters of Jazz Ensemble 2BChoral (150 minutes/week) <ul style="list-style-type: none"> • Concert Choir • Hosmer Choir • Eclectic Ensemble • Phoenix Club 3BVocal (non-choral) <ul style="list-style-type: none"> • Opera Ensemble 	
<u>Jazz & Latin Ensembles</u> <ul style="list-style-type: none"> • Jazz Ensemble (also see above) • Jazz Band • Small Jazz Groups (also see below) • Latin Ensemble ² 	<u>Mixed Ensembles</u> <ul style="list-style-type: none"> • Irish Ensemble ² • West African Drum & Dance Ens.² • Contemporary Music Ensemble ² • Opera Orchestra • Early Music Ensemble • Mariachi Ensemble ²
<u>Chamber Ensembles</u> <ul style="list-style-type: none"> • Brass Quintets • Chamber Music • Guitar Quartets • Small Jazz Groups • Woodwind Quintets • Chamber Music with Piano • Saxophone Quartets • String Quartets • Vocal Chamber Music 	
<u>Like Ensembles</u> <ul style="list-style-type: none"> • Flute Ensemble • Clarinet Choir • Saxophone Choir • Horn Choir • Trombone Ensemble • Tuba-Euphonium Ensemble • Brass Ensemble • Guitar Ensemble • Viola Ensemble • Cello Ensemble • Harp Ensemble • Percussion Ensemble • Marimba Ensemble • Repertory Percussion Ensemble • Laptop Ensemble ² 	
<u>Musical Theatre/Opera Workshop</u> <ul style="list-style-type: none"> • Musical Theatre Workshop ³ • Opera Workshop ³ 	<u>Campus/Community Ensembles</u> <ul style="list-style-type: none"> • Campus/Community Band ³ • Campus/Community Chorus ⁴

² These ensembles can fulfill the non-Western/non-traditional ensemble requirement for Music Education: General Music track students. The non-Western ensemble requirement in the Musical Studies: Music Theory or Music History tracks can only be fulfilled by Latin Ensemble, Irish Ensemble, West African Drum & Dance Ensemble, or Mariachi Ensemble.

³ These ensembles cannot normally be used to fulfill any ensemble requirement for music majors.

⁴ Campus Community Chorus cannot be used to fulfill the “Chamber, Like or Other” ensemble requirement for string, wind and percussion performance majors, nor can it be used to fulfill the major ensemble requirement for any music major.

VI. Class/Course Information and Policies

Music Course Subject Codes

All music courses are identified by a course reference number (CRN), a course subject code and course number. The subject code has the following meaning:

- The first two letters “MU” indicate it is a music course.
- The third letter indicates who is eligible to take the course (e.g., “C” is for music majors only; “L” is for students in disciplines other than music; “A” is for all students of the College.).
- The fourth letter indicates the area or department of music in which the course is located:
 - C – Music Education Techniques courses
 - E – Music Education courses
 - H – Music History courses
 - I – Music Business courses (I is for “Industry”)
 - P – Music Performance courses
 - Note: All Ensembles are coded MUAP
 - R – Music Research courses
 - S – Studio courses (private lessons)
 - T – Music Theory courses

Course Enrollment Policies

Registration in the appropriate courses is each student’s responsibility. This includes registration for studio and ensembles, and students not properly enrolled in these courses will not be eligible to receive lessons and participate in ensembles.

Registration instructions and rules can be found on the SUNY Potsdam Registrar’s website at <http://www.potsdam.edu/offices/registrar/registration>. Students can also find information about late registration, add/drop procedures, and withdrawal policies using the links on this site. Please keep in mind that late registration ends at the end of the third week of classes. ***Students cannot add a course after the third week of classes.***

Also note: dropping below 12 hours of non-“W” courses may have an effect on financial aid eligibility. Students should check with the Financial Aid Office **prior** to withdrawing from a course if the rest of their course-load is less than 12 credit hours. However, “withdrawing” and “dropping” are not identical. Withdrawn courses remain on the student’s schedule and a grade (“W”) will be reported for them.

Withdrawing from a course for medical or emergency reasons is possible up until the final day of classes (but prior to final exams). See <http://www.potsdam.edu/support/services/emergencywd.cfm>.

Tutorial Study/Independent Study

Tutorial study (also known as Independent Study) in music is available, with approval of the Department Chair and the Dean. Tutorial courses are for individual cases in which an area of study is not covered by catalog/scheduled courses, often in work advanced beyond course offerings. Tutorial requests will not be considered for subject matter covered by courses which are in the catalog. Procedures for requesting tutorial study are as follows:

- The student should procure an application form for a music tutorial study project (available on the Crane forms webpage <https://www.potsdam.edu/academics/crane-school-music/forms>).
- After completing the form with the faculty member, and acquiring the appropriate signatures, the faculty member should submit the proposal, including a syllabus, to the appropriate Department Chair and the Assistant Dean.
- Forms should be submitted before the end of the semester prior to when the class will be offered. Late tutorial requests will have to include an appeal and may not be approved.

Auditing Courses

Information on Auditing Courses is available in the Academic Catalog. A request to allow a student to audit must come from the instructor and the department chair or the Dean. Students may not audit any course that is part of a sequence beyond the level they have already passed.

The link to the SUNY Potsdam audit form can be found online at <https://www.potsdam.edu/community/course-auditing>.

Creation of Courses Not Listed In the Schedule

Courses that are offered infrequently or for a small number of students such as the Research Project course for the musical studies degree, special chamber music groups, or secondary studio lessons are created by filling out the form "Request to Create a Course" available in the Crane forms rack and online on the Crane forms webpage (<http://www.potsdam.edu/academics/Crane/current/forms>). This form should be submitted as early as possible but MUST be submitted by the end of the second week of classes (by 4:00pm Friday).

Undergraduates Taking Graduate Level Courses

See the Academic Catalog for the college policy on undergraduates taking graduate courses for either undergraduate or graduate credit.

Seniors who meet the criteria in the Catalog, and who wish to enroll in graduate courses for graduate credit, must submit an application to the Crane Graduate Program

Coordinator. Application forms, entitled *Request to Take Graduate Courses for Graduate Credit During Final Semester of Undergraduate Study*, online on the Crane forms webpage (<http://www.potsdam.edu/academics/Crane/current/forms>) or through the SUNY Potsdam Graduate Office.

Internships

Internships, including the Music Business Practicum (MUAI 450) and Internship (MUAI 470) have to be approved through the college's internship office. Students will need to submit their internship proposal through Handshake. Details of this process may be found at <https://www.potsdam.edu/academics/appliedlearning/eo/internship-workflow>. Regardless of when the workdays for the internship occur, registration deadlines are the same for internships as they are for other semester-long courses.

Credit and Time Requirements for Instructional Types

Instructional type	Course examples	Instructional time (in 15 week semester)	Academic credit associated
Lecture	MUCT 103, Theory I; MUCH 201, Music History I	Per 50 minutes of lecture time	1
Technique	MUCC 314, Choral Techniques; MUCC 342, Orchestra Techniques	Per 50 minutes of class meeting time	1
Lab	MUCT 111, Keyboard I; MUCC 201, Functional Keyboard	Per 100 minutes of class meeting time	1
Studio	MUCS 420 (non-performance), Instrumental or Vocal Studio	Weekly minimum ½ hour lesson and 1-hour studio class, with appropriately proportional practice time	2
	MUCS 430 (performance), Instrumental or Vocal Studio	Weekly minimum 1-hour lesson and 1-hour studio class, with appropriately proportional practice time	3

Recital	MUCP 499, Senior Recital	Appropriate to preparation of the recital	1
Ensembles	MUCP 370, Crane Wind Ensemble; MUCP 374, Crane Jazz Ensemble	Varies by ensemble	1
Student Teaching	MUCE 467, Student Teaching in Music	Full-time, semester-long assignment to two public school placements in sequence, with additional required seminar sessions	15
Music Business Internship/Practicum	MUAI 470 Internship in Music Business; MUAI 450 Practicum in Music Business	Per 40 work hours	1
Teaching Practicum	MUCE 342, Practicum in String Teaching; MUCE 446, Practicum in Special Music Education	Per 45 minutes to 1 hour of practicum, plus weekly class meeting of similar length	1
Practicum/Lecture Hybrid	MUCE 461 Piano Pedagogy and Practicum II	2 credit per 100 minutes of lecture time per week + 1 credit per 1 hour of practicum (teaching/observation time) per week	3
Tutorial (Independent Study)	MUCP 398, Tutorial in Conducting; MUAI 498, Tutorial in Music Business	Per one instructional hour per week during a 15-week term, assuming normal outside preparation by the student of two hours for every hour in class (total credit and time evaluated/approved on per-case basis by Chair and Assistant Dean)	1

Musical Studies research or composition senior project	MUCR 488, Research Project in Musical Studies	Appropriate to completion of project, with Tutorial parameters given above as general guideline	2
Thesis	MUCE 699, Thesis/Graduate Research Project in Music Education	Appropriate to completion of the thesis, with Tutorial parameters given above as general guideline	3

VII. Undergraduate Music Education/Student Teaching Information and Policies

Much of the information below may also be found in Music Education Department documentation, available through the Department and on the Crane Forms webpage. In cases where there are discrepancies between this document and a Music Education Department document, it can usually be assumed the Music Education Department is correct, but the final decision on which policy is accurate is solely the decision of the Music Education Department Chair.

Track Placement, Change of Track

Students admitted to Crane majoring in music education will automatically be placed into the following tracks based on their applied studio:

- Voice, Piano, Guitar: Choral Track
- Bowed Strings, Harp: Orchestra Track
- Wind and Percussion: Band Track

As of the 2025 spring semester, students cannot select or change tracks to the General Music track, which is under review for revision or deletion.

Procedure to change or add tracks

Students seeking to change the track in which they are placed must consult with faculty members designated to oversee such changes for each track. The Music Education Department Office maintains a current list of designated faculty for band, orchestra, and choral tracks respectively. The appropriate faculty member (for the track to be added or changed into) will set up an audition and interview for any student seeking to change tracks, also offering to relevant studio faculty the option to participate in this audition/interview. Based on the audition and interview, the faculty member evaluates the student's potential for success in the proposed track, and recommends approval of the track change/addition, recommends that the request be denied, or recommends approval with conditions (e.g., additional applied study on secondary instrument/voice). The recommendation is then forwarded to Chair of Music Education and either the Chair of the Instrumental Performance Department, the Chair of the Vocal Performance Department, or both, as appropriate.

If the Chairs approve the track change or addition, the appropriate Chair(s) of Performance develop an ensemble plan for the student, not listing specific ensembles but rather ensemble areas (e.g., "five semesters of band and three semesters of chorus"). The Chair(s) of Performance must also approve any recommended conditions for further applied study, depending on studio faculty availability. The track addition or change approval, the ensemble plan, and any other conditions, are sent in writing by the appropriate Performance Chair to the student and to the Assistant Dean's Office, where a copy is placed in the student's file.

Instrumental students must sign up with appropriate studio faculty each semester to audition for ensembles; the studio faculty then assigns students to specific ensembles each semester. This ensures an appropriate role for studio faculty members in managing numbers within their ensemble responsibilities.

Sophomore Evaluation

Each student pursuing a Music Education degree must successfully complete the Sophomore Evaluation process before admission into the Crane Music Education Professional sequence. The Sophomore Evaluation will take place during the student's sophomore year, the semester following successful completion of MUCE 205: Principles of Music Education. This comprehensive review will be completed by the Music Education faculty to evaluate the student's progress in relation to academic and musical growth and the feasibility of successful completion of the Music Education degree. Detailed information about this process will be distributed to students pursuing a Music Education degree in the Principles of Music Education course.

Student Teaching in Music

Introduction

Student teaching is a college-supervised experience in participating public schools located in several areas of New York State. See the Crane Student Teaching Handbook for complete information regarding student teaching.

Since the student teaching experience is considered a full-time commitment, the following regulations will apply.

- NO simultaneous course work is permitted during the student teaching semester.
- ANY employment during the student teaching assignment must be approved by the Sponsor Teacher and the Student Teaching Supervisor and notification must be given to the Chair of Music Education.
- Any volunteer activities which could interfere with the student teaching assignment must be approved by the Sponsor Teacher and the Student Teaching Supervisor and notification must be given to the Chair of Music Education.

Participation in the following activities at The Crane School of Music during the student teaching semester requires the permission (in advance) of the Chair of Music Education, the Sponsor Teacher and the Student Teaching Supervisor:

- Ensembles
- Performances
- Lessons
- Competitions

Student Teaching in Music is a full semester experience consisting, in most cases, of two distinctly different teaching experiences. One grade is issued for the semester's work.

Prerequisites to Student Teaching in Music

The student must have accomplished the following:

- A cumulative grade point average of 2.0 or higher completed at the conclusion of the fall or spring semester preceding student teaching.
- An academic standing unaffected by academic warning or academic probation at the end of the fall or spring semester preceding student teaching.
- The completion of at least eight credit hours (normally four semesters) or equivalent in applied area with a grade of 2.0 or higher each semester and satisfactory completion of Level A.
- The completion of the following courses with 2.0 or higher grade:
 - Basic musicianship courses, including Conducting I and II
 - Music Education core sequence (PME, MTL, all Practicum courses, all Practices courses)
- Completion of 100 clock hours of classroom observation.
- Competence in oral expression and satisfactory completion of the College's stipulated writing requirement.
- Competencies may be demonstrated by:
- Satisfactory completion of required course work, or credit by examination administered by the chairperson of the area to be tested, or his/her designee.

In addition, the student must possess social, emotional, and professional qualities that, in the opinion of the faculty, are predictive of success in the teaching of music.

Assessment of these qualifications will be conducted through systematic review of each student's performance called Sophomore Evaluation. In the case of transfer students who have completed more than two semesters in music education at another college, this review will take place after one semester of study at The Crane School of Music. Based on this review, students may be admitted to the Music Education professional sequence, required to remediate deficiencies or denied admission.

Semester Placement

In the beginning of the fifth semester of study, students will be placed in a specific student teaching semester. This decision is made after consideration of remaining requirements and faculty studio loads. At that time, students will be informed of all requirements that remain to be completed prior to student teaching. It is extremely important that students and their advisors check carefully the prerequisites for student teaching as listed above. Any student requesting a change in their student teaching

semester assignment must make the request in writing to the Chair of Music Education upon receipt of their Student Teaching Semester Assignment letter.

Interviews for Student Teaching

During the semester prior to student teaching each prospective student teacher will be assigned to an area for student teaching and be interviewed by the supervisor from that area. Placement in the schools involves arrangements that are complex and cannot be attempted until each student has been interviewed. Opportunities for placement are limited to those areas in which there is a resident Crane faculty supervisor (Capital District, Hudson Valley, Syracuse, Long Island and the North Country). Students should not expect to student teach in their hometown. In addition, students are not guaranteed placements that will allow them to live at home.

Responsibilities of Student Teachers

- Download and read the Crane Student Teaching Handbook.
- Complete copies of Information Sheets and Area Request forms as requested.
- Contact and observe both sponsor teachers prior to the start of their student teaching semester.
- Arrange for housing in their student teaching areas and provide the Chair of Music Education's secretary with addresses and telephone numbers. (Limited housing information is available from the Off-Campus Supervisors)
- Attend and participate in all orientation and seminar sessions regarding student teaching.
- Fulfill the requirements set up by the College supervisors and the public school sponsor teachers.

Advising/Course Registration for Student Teachers

Crane students who are student teaching and need to register for courses for the semester following student teaching will receive an email reminding them to contact their advisor and register for courses.

Grading Procedures in Student Teaching

Student Teaching is graded S/P/U. A grade of "S" is required to pass the course. Every effort will be made to ensure that students have multi-level experiences in their major area of emphasis and interest along with a general music experience. If a student is unable to successfully fulfill the first half of the student teaching semester, the student is removed from student teaching and the grade is either "W" or "U". When possible, students who fail during the first half of the student teaching semester are encouraged to return to the campus and complete as much coursework as possible; (this work must

often be completed through tutorial study). In the case of students who satisfactorily complete the first half of the student teaching course but fail to satisfactorily complete the second half, a grade of "U" is issued.

Placement of student teachers who are repeating student teaching will be regulated by:

- Completion of additional coursework and/or other requirements
- Availability of openings

Those required to repeat student teaching are typically reassigned to a new geographic region of the state. Exceptions to this policy are very rare and must be approved by the Chair of Music Education.

Application for Teacher Certification

All applicants for teacher certification are required to file an official State application for teacher certification before being recommended by the College for either an initial or professional certificate. Students apply for certification on the NYS Education Department website (<http://www.highered.nysed.gov/tcert>). See the instructions for TEACH online service for creating a TEACH account.

The fee for either an initial or professional certificate is \$50.00 payable to the New York State Education Department.

In addition to successful completion of the Bachelor of Music Degree in Music Education, the New York State Education Department requires that applicants for initial teaching certification submit evidence of having passed the following NYS Teacher Certification Exams: Liberal Arts and Sciences Test, Assessment of Teaching Skills – Written, and the Content Specialty Test in Music in addition to completion of the fingerprinting clearance process. In addition to successful completion of a Master's Degree, applicants for professional certification must have three years of teaching experience.

Music Education majors must have a 2.0 or 'S' in the following courses in order to receive an institutional recommendation for certification.

- HLTH 230, School Health
- PSYC 220, Child Development
- EDLS 307, Literacy

In order to be eligible for initial or professional certification in New York State, the individual must be a citizen of the United States.

Music Education students who hope to qualify for teaching certification in states other than New York are advised to:

- Obtain specific information about certification requirements in music through the state education department in the state(s) in which certification will be sought; and/or

- Take at least one course in mathematics, science, and American history.

Music Education Career and Job Information

Career service information and job vacancy notices for positions in Music Education are posted on the third floor of Schuette Hall.

All students are strongly encouraged to attend career-planning sessions sponsored by NAFME. Students should take an active role in career determination.

VIII. Other Major-Specific Information

B.M. Musical Studies – All Tracks

Criteria for Admission and Continuation in the Program

The Bachelor of Music in Musical Studies degree is intended for students who plan to continue study at the graduate level in the academic areas of Music History, Theory or Composition, often with the idea of pursuing an academic career in higher education. Applicants to the Musical Studies: Music Theory or Music History programs should possess a strong commitment to writing and musical analysis. Applicants to the Musical Studies: Composition program must submit a portfolio of three recent compositions along with recordings of those works (if available).

Declaring a Musical Studies Major

To declare a Musical Studies major before the completion of the Musicianship Core sequence and to remain in the program, it is necessary to maintain a minimum cumulative grade point average of 3.0 and an average GPA of 3.0 in the following courses in the Basic Musicianship sequence as they are completed: MUCT 103, 104, 105, 106, 203, 204, 205, & 206; MUCH 201, 202, & 323; MUCC 111 & 112; and MUCP 209 & 309.

Transferring into a Musical Studies Major

To transfer into this degree program from another major or from another institution and to remain in the program beyond the sophomore year, it is necessary to possess a minimum overall cumulative grade point average of 3.0 and an average of 3.0 in the Basic Musicianship sequence listed above.

Grade Requirements

A student who falls below 3.0 in either the cumulative or core GPA will be placed on probation for one semester. Failure to bring both GPAs to 3.0 or above by the end of the probationary semester will result in dismissal from the Musical Studies program.

B.M. Musical Studies – Music Theory and Music History Tracks

Research Project in Musical Studies for Musical Studies – Music Theory and Music History Majors

In addition to the prescribed course work, an important aspect of this degree is the Research Project in Musical Studies, a substantial research project for those in the Music Theory or Music History concentration. The Research Project will represent the student's academic/creative potential when applying to graduate schools. This project should be completed by the end of the fall semester of the senior year so that it can accompany graduate applications. For this to happen in a timely manner, it is essential that students in the Music Theory or Music History concentration take Music Bibliography during the fall semester of the junior year and use the spring semester of

the junior year to write an acceptable project proposal and secure a faculty project advisor.

The Research Project is registered via a Request for Course/Section Creation form, which can be found on the Crane forms pages in the Quad (<http://www.potsdam.edu/academics/Crane/current/forms>). Forms should be submitted before the end of the semester prior to when students are taking the course. (The deadline for form submission is the end of the second week of classes, and late forms cannot be approved.) It is the student's responsibility to submit this form. Students should approach appropriate faculty members about being their supervisor for the Research Project in their Junior year.

B.M. Musical Studies – Composition Track

Sophomore Evaluation for Musical Studies – Composition Majors

The sophomore evaluation for Musical Studies - Composition will occur at the end of the sophomore year. The student will submit a cumulative portfolio of scores, recordings and programs, and meet with at least two members of the composition faculty for a jury. The faculty will provide feedback and a recommendation to the student that they should continue in the composition track or pursue other options.

Studio Composition Lessons for Musical Studies – Composition Majors

Students will be assigned to Composition Studio teachers on a case-by-case basis, decided jointly by the composition faculty in consultation with the students. Reasonable allowances for individual circumstances will be considered.

Students who transfer into the Composition major after their freshman year will be considered for exemptions of some of the required composition studio credits as they approach the end of their program, in the same manner the performance studios offer exemptions via credit-by-exam or waivers in certain situations.

Composition Genre Requirements for Musical Studies – Composition Majors

During the course of their eight semesters in the composition program, students are required to compose original works whose combined duration totals no fewer than sixty minutes. At least one work must be composed in each of the following six genres:

- Instrumental solo (not piano)
- Piano solo, or piano with one instrument
- Vocal (art song, vocal chamber music, or choral)
- Electronic media (with or without instruments)
- Chamber music (3 – 9 parts)
- Large ensemble (10+ parts)

In addition, at least one of the pieces included in the portfolio must demonstrate a "collaborative experience," i.e. collaborating with at least one other person in the creative and/or production process. This experience can be broadly interpreted. For

example: collaborating with performers to create a structured group improvisation; collaborating with a visual or video artist to create a multi-media piece; collaborating with a choreographer to create a piece for dance; collaborating with a theater director to create a sound design for a production; collaborating with a poet/librettist (that goes beyond just simply setting an extant work); collaborating with a performance to create a piece that features specialized extended playing techniques, etc.

All scores will be included in the student's Capstone Portfolio. Each composition studio teacher will work with their students over the course of their program to ensure that they compose something in each of these groups.

Capstone Portfolio and Performance Requirement for Musical Studies – Composition Majors

During the final semester of their degree program, each student will register for MUCT 490 Composition Capstone Portfolio & Jury. MUCT 490 is registered via a Request for Course/Section Creation form, which can be found on the Crane forms pages in the Quad (<http://www.potsdam.edu/academics/Crane/current/forms>). Forms should be submitted before the end of the semester prior to when students are taking the course. (The deadline for form submission is the end of the second week of classes, and late forms cannot be approved.) It is the student's responsibility to submit this form.

As part of this course, students will submit a Capstone Composition Portfolio for review/approval by the faculty. The portfolio should include the following:

- at least one score for each of the genres listed above (In the case of electronic works where traditional scores are not appropriate, the student must include a recording of the work.)
- recordings of these pieces (if available)
- program notes for each composition
- for the "collaborative experience": a brief written description of the collaborative process, including what was learned from the experience
- a list of all compositions completed during their degree
- concert programs collected from all performances of their music during their degree program.

Students are required to have at least one hour of their music performed publicly during the course of their degree program. The concert programs included in the portfolio serve to document these performances. These performances must take place at Crane, or in another approved venue. Students may satisfy this requirement in a combination of the three following ways:

1. A Full Recital: The student may produce a one-hour formal recital of their original works during their senior year. Students opting for the Full Recital will sign up in the same manner as they would for a full hour performance recital. Note: A "one-

hour" recital is defined as containing at most 50 minutes of music. Thus, a student who presents an "hour" recital must also present at least an additional 10 minutes of their music to total 60 minutes, in other venue(s) such as: the semesterly Student Composers Concerts, Contemporary Music Ensemble concerts, other Crane concerts/recitals, or another approved concert where faculty are in attendance.

2. Half-Recital: The student may produce a half-hour formal recital of original works during their senior year. Students opting for the Half Recital will sign up in the same manner as they would for a half hour performance recital. Note: A "half-hour" recital is defined as containing at most 25 minutes of music. Thus, a student who presents an "half-hour" recital must also present at least an additional 35 minutes of their music to total 60 minutes, in other venue(s) such as: the semesterly Student Composers Concerts, Contemporary Music Ensemble concerts, other Crane concerts/recitals, or another approved concert where faculty are in attendance.
3. No recitals: The student arranges for performances on the semesterly Student Composers Concerts, Contemporary Music Ensemble concerts, other Crane concerts/recitals, or another approved concert where faculty are in attendance. The total duration of performed works must be equal to or greater than 60 minutes of music.

As part of the Composition Capstone Portfolio & Jury, the student will meet with at least two members of the composition faculty for a jury before the end of the semester. If the portfolio is not acceptable, suggestions will be made for revisions and/or additions, and a second capstone jury will be held at the end of the semester.

B.S. and B.M. with an emphasis in Music Business

Criteria for Admission and Continuation in the Program

B.M. Music Business students must pass an audition in order to be admitted into the program as is the case with all majors which required studio lessons.

New B.S. Music Business students are initially accepted provisionally into the degree program. They must then meet with the Music Business Coordinator for a brief interview, usually during the first week of classes. While a formal audition is not required for B.S. students, students should bring a sample demonstrating their musicality (e.g., a performance recording, arrangement, or composition) to this interview.

To remain in the Music Business degree program, it is necessary to maintain a minimum cumulative grade point average of 2.75. To transfer into this degree program from another major or from another institution and to remain in the program, it is necessary to possess a minimum overall cumulative grade point average of 2.75. A student who falls below a cumulative 2.75 GPA will be placed on probation and only allowed to

remain in the program if their GPA continuously rises against the semester preceding. While on probation, students will be given additional support and, by the same token, are expected to work closely with and follow the advice of your Academic Adviser, the Music Business Coordinator and, if necessary, the Assistant Dean.

Students on probation should not expect an academic reference from the department; not aim for more than 18 credits per term; nor take on any additional major/minor or concentration, whether inside or outside Crane.

Students on probation who fail to meet these requirements or fail to bring their cumulative GPA to 2.75 or above may be dismissed from the Music Business degree program.

Bachelor of Arts in Music

About MUCR 468 Capstone Project for Bachelor of Arts in Music

This course serves as the capstone experience for students in the Bachelor of Arts in Music degree (for those who are in the Fall 2020 Catalog or later). The culminating project connects student's coursework in the major, but may also include an interdisciplinary component, as warranted. Project examples could include: a performance, a written research project, a presentation-based research project, an internship, or other approved medium. Each of these projects requires completion and approval of the Capstone Project Proposal Form in the semester prior to enrollment. The project must also include a self-reflection component where students identify the links between the project and coursework, and explain how they grew personally, professionally, and intellectually as a result of the project.

The student's Advisors should give the MUCR 468 proposal form to students in first semester of junior year. The form can be found on the Crane forms pages in the Quad (<http://www.potsdam.edu/academics/Crane/current/forms>). It is the student's responsibility to submit this form.

Students must submit the form in the semester before the student wishes to enroll in the course. The form allows students to propose a project and a faculty supervisor who will oversee and grade the project. The form requires the student to explain the connection between the project and their coursework. For students with a major or minor in an outside field, proposing a project which link music with that outside field is strongly encouraged.

The work done for the capstone project cannot also count for credit in any major, minor, or concentration, nor can it fulfill an honors requirement. However, some non-credited experiences may be used. For example, a Performance Certificate student doing a non-credit hour recital can propose to use that recital as *part* of their project, but a paper created as a graded assignment for a course cannot be used. That paper could provide a starting point the project. Although the Level A jury is non-credited, it is a degree requirement and therefore cannot be used for the capstone project.

Students who propose a performance which would require co-registration in studio will have to submit a Petition for Requesting Additional Semesters of Studio Beyond Degree Requirements form along with the Capstone Project Form.

Examples of Projects

Note that all projects must include a self-reflection piece and be designed and approved in consultation with the supervising faculty member.

- Solo or chamber performance with researched program notes
- Composition recital with scores as documentation
- Performance as conductor, rehearsing/directing ensemble
- Lecture/recital
- Recording project
- Video project
- Research paper and/or presentation
- Critical review of a scholarly contribution
- Community project/initiative
- Service project
- Internship
- Project expanding on work done for a course or in association with a semester abroad
- Music software/app creation

if human subjects are a part of the research, the student must demonstrate approval by the college's Institutional Review Board (IRB)

IX. Advising

Academic Advising

Students applying to The Crane School of Music identify a major before their audition.

During the summer following acceptance, incoming freshmen meet with an advisor to select first semester courses. All freshmen students are then assigned a “First-Year Advisor,” a member of the Crane faculty specially selected to work with first-year students. Before the beginning of the second year, these students will be assigned an academic advisor for the remainder of their time at Crane.

Transfer students and graduate students will have an initial advising appointment with the Assistant Dean during the break (summer or winter) before their first semester. Transfer students are then assigned to a member of the Crane faculty specially selected to work with transfer students. Graduate students are advised by the Graduate Program Coordinator.

Whenever students have a question or problem regarding their degree program, they should first contact their academic advisor. Additional assistance is available in the main Crane Office.

For questions concerning Liberal Studies disciplines, contact the department chair for the specific discipline, the School of Arts & Sciences Dean’s Office or the Director of Academic Advising located in the Student Success Center, Sisson 128.

Using BearDeN, the [College Catalog](https://www.potsdam.edu/the-quad/resources/crane-student-resources/degree-programsadvising) (for the year in which they entered SUNY Potsdam) as a guide, as well as Crane’s online degree program plans (<https://www.potsdam.edu/the-quad/resources/crane-student-resources/degree-programsadvising>), it is the student’s responsibility to plan his/her academic program so that graduation requirements are met. The function of the advisor is to assist the student in furthering his/her academic and professional aims and in meeting these requirements. This document can also be of assistance. If problems concerning graduation or certification are encountered which are beyond the power of student and advisor to resolve, the students should refer the situation directly to the Assistant Dean.

An advising meeting with the student’s assigned academic advisor is required before the advisor is permitted to release the student’s advising hold on BearPAWS. Review of the student’s audit on BearDeN should be completed each semester between the advisor and student during the advising meeting.

Career Advisement

At specific times students are required to consult advisors for such matters as planning registration, approval of course load in excess of nineteen credit hours, and summer session planning. In addition to the assigned academic advisor, students can seek valuable counsel from the chairpersons and head teachers of various applied areas

within the music program. Also, there are several faculty members who serve as specific career advisors. See section I of this document, “Responsibilities/Who to See” for the appropriate Department Chair or program coordinator.

X. Graduate Studies

This section includes information specific to Crane Graduate students. In the absence of specific information in this section, the policies found elsewhere in the Handbook can be assumed to be in force. Details about degree program course requirements, college-level program administrators, and college policies can be found in the SUNY Potsdam Catalog (<https://www.potsdam.edu/academics/catalog>).

Master of Music – Music Education Information

Final Oral Exam for Music Education Majors

Each student in a Master of Music degree program must complete a final oral exam. The format of the oral exam for Master of Music - Music Education majors will depend on which option the student is in: Option A (Thesis option) or Option B (Non-thesis option). (Information on selecting one option or the other can be found in the Catalog.)

For Non-Thesis Options students, an outline of their final presentation, along with a bibliography, must be submitted to the student's committee no later than four weeks before the final oral exam.

For Thesis Option students, a proposal must be submitted to the student's committee by the end of the second semester or second summer of study. A student may not register for coursework beyond the second semester until the proposal has been approved.

Thesis Option students who do not pass the final oral exam in their first attempt may take the exam one additional time with approval of their orals committee and the Crane Music Graduate Program Coordinator. Students will need to make this request in writing to the Crane Music Graduate Program Coordinator. Students who do not pass the oral exam on the second attempt will be dismissed from their major. (For Non-Thesis Option students who do not pass the final oral exam in their first attempt, see below.)

Non-Thesis Option Oral Exam Presentation

Upon entering the program, students in Non-Thesis Option (Option B) will create a list of 3 questions; one question based on curriculum work, one question based on historical/philosophical influences and one question self-generated. See below for some sample ideas.

These questions will frame the graduate learning experiences and culminate with a presentation during the final oral exam. Four weeks before the final oral exam, students will submit an outline of their final oral presentation along with a bibliography. For the

final oral meeting, students will create a half-hour presentation which highlights how their graduate journey has answered the questions posed in the beginning of the degree work and illustrate how the student has synthesized their learning. The presentation will end with the student's vision for future learning. Following the presentation, committee members will have 45 minutes to question the candidate about the presentation or any aspect of their degree program.

Presentation and documentation will be evaluated on the following:

- Thoroughness in addressing the questions submitted.
- Synthesis of understanding through application of learning to future teaching and a plan for implementation of new ideas.
- Artistry in presentation so that what is presented is synthesized and artfully arranged.
- General scholarship and organization.

The three-person oral examination committee will confer immediately following the examination and announce the results to the student.

- For the student whose performance during the final examination is satisfactory, each committee member will sign the Final Oral Examination Completion form. The recommendation of the committee must be unanimous in order for a student to pass the final oral examination.
- For the student whose performance during the final examination is unsatisfactory, the committee has two options:
 - The student must retake the oral examination, presenting the entire oral presentation or the portion(s) of the presentation that the committee found to be unsatisfactory followed by the questions from the committee. A student is allowed one rehearsing. A third examination will not be given.
 - The student must prepare a formal paper focusing on the portion(s) of the examination that the committee found to be unsatisfactory. The paper will be evaluated either by the full committee or by one designated member of the committee. The paper must be submitted within two semesters of the original examination date. A student is only allowed one opportunity to submit a paper. A second paper will not be considered.
 - Students who do not pass the final oral exam in their first attempt will need to make a request in writing to the Crane Music Graduate Program Coordinator.

Graduate Committees

Each student in a Master of Music degree program will have a three-member committee who will evaluate their capstone work (the recital, thesis, or final presentation, depending on major and option). This committee will also administer the student's final oral examination.

- Students in the Master of Music – Music Education degree, Option B (Non-Thesis Option) should establish their committee around the beginning of their final semester. Summer students are advised to begin in the spring semester prior to their final summer or around the time their final summer classes start.
- Students in the Master of Music – Music Education degree, Option A (Thesis Option) should establish their committee before the end of their second semester or second summer of study.

For each music education student, the committee will consist of two faculty members whose primary appointment is in the Music Education Department and one member from within or outside the Music Education Department. Only tenured or tenure-track faculty will be asked to serve on oral examination committees, barring extenuating circumstances.

Students in the Master of Music – Music Education degree, Option B (Non-Thesis Option) should inform the Crane Music Graduate Program Coordinator at this time if they wish to have an open or closed oral exam (see below). Student in this program who are in the summer-only program will also inform the Crane Music Graduate Program Coordinator at this time if they wish to choose to have their exam remotely rather than in-person (see below).

If the student is setting their committee during the same semester during which they will be taking their final oral exam, they should also include proposed days and times for their final oral exam. Exams are typically given during finals week in the fall and spring semesters. Final oral exams will not normally be conducted outside of the fall and spring semesters.

The Crane Music Graduate Program Coordinator will approve all proposed committees, communicate with the faculty regarding their willingness to serve, and inform the student and faculty of the final committee make-up. The Music Graduate Program Coordinator will also work with the student and faculty members to schedule the final oral exam time and place and communicate the details to everyone involved.

Option of Open or Closed Final Oral Examination

Students in the Master of Music – Music Education degree, Option B (Non-Thesis Option) will have the option of an open final oral examination (a session attended by the student/presenter and a three-member faculty committee, and audience) or a closed session (a session attended by the student/presenter and a three-member faculty committee). If the presenter elects to have an open session, the audience will be in attendance for the full examination, including both the presentation and question period that follows. The presenter will be questioned by the committee but not the audience. Upon completion of the examination, the presenter and audience will be asked to leave the room, the committee will confer, and the presenter will be brought back into the room and notified as to whether they have passed the examination. The selection of an open or closed examination format will be made prior to the selection of the faculty committee so that each faculty member will be notified of the examination format at the time they are invited to serve on the committee.

Option of Remote Final Oral Examination for Summer Students

Each student in the Master of Music – Music Education degree, Option B (Non-Thesis Option) – summers only, will have the option of taking the final oral examination via the traditional on-campus format or via a synchronous video conferencing system. The selection of the video conference examination option will be made prior to the selection of the faculty committee so that each faculty member will be notified of the examination format at the time they are invited to serve on the committee. This option is limited to final oral examinations taken in conjunction with summer-term only study.

Students choosing to take their final oral examination remotely must adhere to the following technical requirements.

- Exams will take place using the MS Teams platform unless another platform is agreed on by the student/committee.
- The committee member designated the technical coordinator for the committee will create the virtual meeting invitation and share that with the student and the committee.
- It is the student's responsibility to take care of all technical requirements.
- Student must use a computer with a microphone and web camera so they may interact visually with faculty during the exam.
- Student should wear headphones or earbuds during the exam to reduce echo and feedback.
- Student will need to share their screen to present their slides during the exam.
- Students are responsible for knowing how to turn this feature on, and how to return to a regular video conference.
- Information about using Teams can be found at <https://www.potsdam.edu/faculty/center-creative-instruction/techtools>.

It is strongly recommended that student do a practice call with another person prior to the exam. During this practice call they should verify that they are being heard clearly, that they can engage and disengage screen sharing, that their video can be clearly seen, and that their audio can be clearly heard by others.

Thesis Guidelines

For students in the Master of Music – Music Education degree, Option A (Thesis Option) guidelines for the thesis preparation (for the Master of Music in Music Education degree, option A) are available online at

<https://www.potsdam.edu/sites/default/files/documents/current/GradStudies/form/Thesis-Guidelines-2.pdf>.

XI. The Julia E. Crane Music Center

The Julia E. Crane Music Center is a complex of five essentially different structural entities that comprise rectangle. They include:

- On the South side: Franklin H. Bishop Hall, now with a new extension added, housing the following:
 - the School's main entrance and administrative offices
 - studios, rehearsal rooms, classrooms
 - Ralph J. Wakefield Lecture and Recital Hall seating 130 persons
 - faculty offices
- On the East side: Helen M. Hosmer Concert Hall, a performance facility that accommodates an audience of 1,292 persons
- On the West side: Sara M. Snell Music Theater, a facility for production of lyric theater seating 450 persons
- On the North side: Marie A. Schuette Hall housing the following:
 - faculty studios and offices
 - classrooms
 - the Crane Music Library

These four units surround a large plaza area that is fourteen feet above grade. Below the Plaza is the central core of the Center, connected to all other units of the facility. Within this area are supporting spaces for the performance halls, rehearsal rooms, studios, practice rooms, the instrument repair complex, recording and electronic music studios, storage facilities for instruments, student lockers, student commons, and the green room.

XI. Biographical Summaries of People for Whom Music Facilities and Locations Are Named

For more information about the history of The Crane School of Music and the people involved with that history, visit the history area of the Crane School's website at <https://www.potsdam.edu/academics/crane/about/history>. Here you can find a detailed timeline of the school's history, a listing of all faculty who ever taught at the school, and other information.

Julia E. Crane Music Center

JULIA E. CRANE entered the State Normal and Training School at Potsdam, now State University of New York at Potsdam, the day it opened in 1869. She graduated from the Normal department in 1874, and taught school in District 8, Potsdam from 1874 to 1877. She attended music schools in the summers of 1875 and 1876. In 1877 and 1880 she taught mathematics and gave vocal lessons in the schools of Shippensburg, Pennsylvania. She then returned to Potsdam and for a year gave private lessons. The following year she went to London to study with Signor Manuel Gracia, also the instructor of Jenny Lind.

Returning to Potsdam, Miss Crane spent two years giving private lessons and, in 1884, joined the faculty of the Potsdam Normal and Training School, and began planning a music supervisor's curriculum that went into effect in 1886. She made special study of music methods with H .E. Holt and Luther Whiting Mason of Boston.

In 1886, Miss Crane incorporated the Crane Normal Institute of Music with rooms in the Normal building. In 1896 she bought a residence adjacent to the Normal School, continuing classes in the Normal rooms but giving all vocal instruction in the new building. Twelve to twenty-five teachers of music were graduated from the Institute every year and they were placed in positions throughout the United States.

Miss Crane served as an instructor in music methods at summer sessions of the University of California, the University of Southern California and the University of Wisconsin and lectured on music at Chautauqua. She contributed to the New England Journal of Education, Etude, Warner's Voice Magazine, and wrote a standard textbook, Music Teachers' Manual.

Miss Crane's career was ended by her unexpected death on June 11, 1923. After an interim of almost three years, a group of local residents succeeded in their efforts to have the Crane Normal Institute purchased by the State of New York. This was accomplished by a bill which was passed and signed by the Governor on May 13, 1926. On July 26, 1926, the Crane Normal Institute became the Crane Department of Music of the Potsdam Normal School, later becoming The Crane School of Music, State University of New York at Potsdam.

Marie A. Schuette Hall

MARIE A. SCHUETTE was born January 11, 1885. Miss Schuette graduated from the Oshkosh State Normal School, Oshkosh, Wisconsin, in 1906, from the Crane Normal Institute of Music, Potsdam in 1914 and received a B.S. from Teachers College, Columbia University in 1923. Her M.A. in Education was awarded by the University of Southern California in 1930. Additional study was done at the University of California at Berkeley and the University of Wisconsin.

Miss Schuette taught in the public schools of Wisconsin and Michigan and served as Director of Music at Oregon State Normal School prior to her appointment at the Crane Normal Institute and the Potsdam State Normal School.

Miss Schuette was appointed to the faculty of the Crane Normal Institute in 1923-24 to serve as replacement for Miss Crane who had been granted a leave of absence for the academic year. Miss Crane died June 11, 1923. Miss Schuette became head of the Institute in 1923; and later, in 1926, was appointed as Director of the Crane Department of Music and served in that capacity until 1930. She continued to serve as a faculty member of the Crane Department until her retirement in 1948.

During her professional career, Miss Schuette was very active in regional and national professional associations. A kindly, unselfish person, Miss Schuette was beloved by her colleagues and students. Together with Dorothy Hall Klein, Miss Schuette shepherded college alumni activities and was responsible for the newsletters that were sent to alumni. She carried on this work during the retirement years that she spent at Potsdam.

Miss Schuette died at her home in Green Bay, Wisconsin on March 10, 1965.

Franklin H. Bishop Hall

FRANKLIN H. BISHOP was born November 8, 1878 in Brooklyn, New York, and received his B.S. in Music Education from Columbia University in 1933. In addition to professional work as a violinist, Mr. Bishop served on the faculties of the Mercersburg Academy and the McKenzie School for Boys.

Mr. Bishop joined the faculty of the Crane Normal Institute in 1917 at Miss Crane's invitation. When the institute was purchased in 1926, he became the head of the instrumental department of the Crane Department of Music. He developed the Symphony Orchestra to a position of prominence in New York State, and founded the All Northern New York May Festival. He served as a member of the music faculty until his death on July 28, 1940.

Mr. Bishop endeared himself to students by his unselfish devotion to the highest standards of teaching, by his kindly helpfulness and by his never failing courtesy and good humor.

Sara Merrick Snell Theater

SARA MERRICK SNELL, a native of Gouverneur, was graduated in 1901 from the Crane Institute of Music, which became part of the Potsdam Normal School in 1926. She married Bertrand Snell, who served Northern New York as a member of the United States House of Representative from 1915 until 1939. Congressman Snell was Republican House Minority Leader.

Mrs. Snell made substantial contributions to the college's Crane School of Music for student financial aid and for specialized equipment. She was one of Northern New York's most prominent women for many years and had a lifelong interest and loyalty to The Crane School of Music.

Helen M. Hosmer Hall

HELEN M. HOSMER was born on July 12, 1898. She graduated from the Crane Normal Institute of Music and from the Potsdam State Normal School in 1918. She earned her B.S. and M.A. degrees from Teachers College, Columbia University in 1927 and 1933 respectively. She also studied at Cornell University and American Conservatory, Fontainebleau, France. In 1956 and 1976 she was awarded honorary doctorates by the St. Lawrence University and Clarkson University respectively, and in 1985 was awarded an honorary doctorate from SUNY Potsdam.

From 1918 to 1922, Miss Hosmer supervised music in Winsted, Connecticut, then came to the Potsdam State Normal School music department in 1922. She became acting head of the Crane Department of Music in 1929 and Director in 1930. She served in that capacity until her retirement in 1966.

In June 1967, Miss Hosmer was appointed Professor and Dean Emeritus of Music of the State University College at Potsdam.

Miss Hosmer's professional activities were varied and distinguished. To cite a few: she organized the Music Department of an experimental school - New College, Columbia University in 1932-33, served as President of the Eastern Division of the Music Educators National Conference 1945-47; was a member of the Academic/Community Music Advisory Panel of International Cultural Exchange Service of American National Theatre and Academy; and was active in national projects carried on by the Ford Foundation in collaboration with the Music Educators National Conference.

Miss Hosmer contributed articles to *Etude*, *Music Publishers Journal*, *Education*, *Music Educators Journal*, *Educational Music Magazine*, *New York State Education*, *Teacher Education*, *The Bulletin of NATS*, *Massachusetts Music News*, *Music Journal*, *New York State School Music News*, many state bulletins, *International Musician*, and *ACDA's Choral Journal*.

Founder of Crane Chorus, Miss Hosmer achieved international recognition as a conductor and choral adjudicator. Throughout her career she greatly affected the development of choral music and music education in the United States. Her teaching

and administrative activities were characterized by imagination, innovation, and inspiration. To the thousands of people who have felt her influence as a teacher she is a symbol of the truly great master teacher.

Miss Hosmer passed away on December 18, 1989, in her 91st year. She remains an influence and an inspiration to The Crane School of Music, its graduates and its friends.

Ralph J. Wakefield Recital and Lecture Hall

RALPH J. WAKEFIELD graduated from Crane in 1942 with a degree in Music Education. He earned his Master's degree in music education, along with a diploma in Higher Education Administration, and completed all coursework for his doctorate at Columbia University. He studied at the Peabody Conservatory and the Eastman School of Music. He taught music at Wappingers Falls Central School and became Assistant Professor of Music at Longwood College in Farmville, VA.

Dean Wakefield returned to Potsdam in 1951 as Assistant to the Director of The Crane Department (Helen Hosmer). He became Associate Dean of the College in 1958. In 1965-66, he became Assistant to President Crumb for Institutional Research. He returned to Crane in 1966 as Acting Director of The Crane Department and served as Dean from 1967 until retiring in 1976. In 1979 he returned as Interim Director of Alumni and Parents' Relations. He was asked to return as Associate Dean to Dean Robert Washburn and did so.

Dean Wakefield's love for and commitment to Crane are exemplary as witnessed by his 25-year professional association with Crane and SUNY Potsdam. In 1984, the College's Alumni Association honored him with a Minerva Award which begins: "Ralph Wakefield is a symbol of our College. He represents those qualities we value so greatly in Potsdam College people. He is warm and humorous, intelligent and talented, spontaneous and generous." In 1976 Ralph was given Life Membership in the Alumni Association.

Dean Wakefield's accomplishments include planning for the first Crane School on the "new campus" (now known as Dunn Hall). He also oversaw the construction of the present-day Crane complex. He acquired 72 Steinway pianos (the largest single purchase of these remarkable instruments); brought the Carnegie String Quartet and Beaux Arts Quartet to Crane; brought Eleanor Roosevelt to Potsdam as a guest speaker; established Crane's long and fruitful relationship with such musical giants as Robert Shaw, Nadia Boulanger, Vincent Persichetti, and Virgil Thomson; started The Crane Faculty Association; established the departments of music history, composition, performance, and theory; founded, along with Brock McElheran, the Saratoga-Potsdam Choral Institute at the Saratoga Performing Arts Center; and established the SUNY Conversations in the Disciplines program.

Dean Wakefield has demonstrated his caring for the North Country community in many ways. His interest in history has caused him to be called the "Historian of The Crane School of Music" and he has documented the school's history for the St. Lawrence County Historical Association. He is a founding member of the Literacy Volunteers of St.

Lawrence County and became their President. He served on the Board of Directors for the St. Lawrence Foundation for Youth (now known as Music Theatre North). He was a member of the administrative board of the West Stockholm United Methodist Church. He served as a member of the board of directors of the Saratoga Performing Arts Center. He served with distinction as an officer of the United States Air Force, first in Italy and then as Assistant Base Radar Officer at Peterson Field in Colorado Springs.

In recognition of Dean Wakefield's ability to inspire students to achieve greatness, his productive and efficient teaching and administrative methods, and for caring deeply about the College and The Crane School of Music, the Board of Trustees of the State University of New York approved the naming of Bishop C224 (the Crane Lecture Hall) as The Ralph J. Wakefield Lecture and Recital Hall.

The Robert & Beverly Washburn Rehearsal Room

DR. ROBERT B. WASHBURN '49 and **BEVERLY DARNELL WASHBURN** '63 were beloved members of the SUNY Potsdam family for more than five decades, dedicating their lives to educating and nurturing generations of students on campus and in the community.

Dr. Robert Washburn, a two-time graduate of Crane, earned a PhD in Composition from The Eastman School of Music in 1960, and studied with notable teachers including Nadia Boulanger, Howard Hanson, and Darius Milhaud. Following his service as a music arranger for the Air Force, Washburn was recruited by Helen Hosmer to the Crane faculty, where he served for many years before ending his career as Dean of The Crane School. His music has been performed at the White House, Lincoln Center, the Kennedy Center, and across the world.

Beverly Washburn, also a two-time graduate of SUNY Potsdam, was a founding member and assistant director of the Women's Air Force Band before eventually becoming a social studies teacher at Potsdam Central School for two decades. Washburn was an active supporter of the arts in our community, including service with the Orchestra of Northern New York, the Potsdam Museum Board, and the American Association of University Women.

Located just off the main lobby for The Crane School of Music, this rehearsal room, Bishop Hall C143, was completed in 2022 and provides a state-of-the-art environment for meaningful musical experiences, education and large ensemble rehearsals.

The Samuel Spurbeck Seminar Room in the Crane Music Library

SAMUEL SPURBECK received a B.S. and M.S. degree from the Institute of Musical Art, Columbia University. He earned a Ph.D. at the Eastman School of Music, University of Rochester with a major in musicology. His thesis, a transcription of the Canonici Manuscript, dealt with sixteenth century choral compositions.

Dr. Spurbeck was a native of Duluth, Minnesota, and came to Potsdam Normal in 1932 where he taught violin, viola and double bass, and music history and literature. In addition he conducted the Crane Symphony Orchestra in many concerts in Potsdam and on tours and prepared the orchestra for concerts conducted by such guest conductors as Nadia Boulanger, Robert Shaw, and Virgil Thomson as well as Crane Chorus conductors Helen Hosmer and Brock McElheran. He also performed in the orchestra under these conductors and contributed articles to professional periodicals.

A sympathetic and insightful teacher who took great interest in his students' personal intellectual and musical development, Dr. Spurbeck was very supportive of research on a humanistic and communicative level and was also a strong community activity participant. It is fitting that an area in the Crane Library was named in his honor.

Cassie's Harp

Dedicated September 2011, Cassie's Harp, serves as a place of quiet remembrance honoring the lives of students who have passed away while pursuing a degree at SUNY Potsdam. The harp was constructed and placed in close proximity to The Crane School of Music with funds endowed by Al (Hon. '10) and Kathryn (Hon. '10) Davino, in loving memory of their daughter, **CASSIE DEVINO**.