FREQUENTLY ASKED QUESTIONS

Can I make changes to the courses for which I have preregistered?

You can make changes to your registration using LORIS, the online registration system, but please respect the following deadlines:

The last day for adding a Fall and Fall/Winter term course is Sunday, September 16, 2012.

The last day for dropping Fall Term courses without failure is Monday, November 5, 2012.

The last day for adding Winter Term courses is Sunday, January 13, 2013.

The last day for dropping Two Term and Winter Term courses without failure is Friday,

March 8, 2013

Is it possible to drop core music courses?

You must remain registered in all the core music courses for which you are eligible (theory, history and skills) in order to continue in your lessons.

What must I do if I am not accepted into the ensemble for which I preregistered?

It is your responsibility to ensure that your registration is correct. You need to use LORIS to drop the ensemble in which you are preregistered and add the ensemble in which you will be participating.

Can a student be enrolled in more than one ensemble?

First year students must have completed their Keyboard Facility requirement in order to be eligible to participate in a second ensemble. There are separate course numbers for second ensembles. Enrolment in a second ensemble is also at the discretion of the studio instructor.

What should I do if I am having trouble with course material?

You should see your instructor as soon as possible, preferably during the instructor's office hours.

What procedure should I follow if I think that I need a tutor?

Please see section 2.9 of this Admissions Handbook - Peer Tutoring Policy.

How do I apply for music scholarships?

The Student Awards website is the official source of information for scholarships and bursaries (www.wlu.ca/studentawards). Please refer to section 8 of this music handbook.

When can I book flights home or make end-of-term vacation plans?

Students are strongly urged not to make any commitments (i.e., vacation) during the examination period. Students are required to be available for examinations during the entire examination period, in each semester that they are registered. The Final exam period for fall-term courses is December 6th through December 19th, 2012. The schedule will be posted in mid October. The Final exam period for winter and two term courses is April 11th through April 30th, 2013. The schedule for winter term will be posted in mid February. Please note that the jury schedule will not be posted until March. As your jury is your studio final exam, please do not make any commitments during the exam period.

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FACULTY OF MUSIC, WILFRID LAURIER UNIVERSITY A MUSIC STUDENT'S HANDBOOK

for the Academic Year - September 2012 to April 2013

Welcome to Wilfrid Laurier University! We hope that your years at Laurier will be successful and gratifying. Students often have questions about policies and procedures at the Faculty of Music. This booklet will try to answer as many of those questions as possible and make it easier for you to handle the administrative details associated with being a student.

1. GENERAL INFORMATION

1.1 MUSIC OFFICE - A508

The administrative staff members of the main music office are available for general inquiries. If you wish to make an appointment with the Dean's office to discuss academic matters AFTER you have spoken with your advisor, please see Debra Martz Melanson in A503. Assignments and notes for professors may be placed directly into the professor's mailbox. The mailboxes are located on the 5th floor near the elevator. Should you have an oversized assignment that cannot fit through the slot, hand it to the Music Secretary in Room A508.

1.2 FACULTY OF MUSIC STAFF

There are a number of people, apart from the professors, who are involved in the operation of the Faculty of Music. At one point you may have to contact one of these people for information or assistance.

MUSIC SECRETARY: Janet Dupuis

Room A508, telephone extension 2432, email - jdupuis@wlu.ca

Janet answers general inquiries and incoming telephone calls, co-ordinates instrument locker rentals, instruments for the Techniques course (MU 251) and practice room sign-ups. If you need to contact a professor, Janet can inform you of that person's availability.

ACADEMIC ADVISOR & ADMINISTRATIVE ASSISTANT TO THE DEAN: Janice Dobbin

Room A512, telephone extension 2956, email - jdobbin@wlu.ca

Janice provides academic advising to students and administrative support to the Dean.

ADMINISTRATIVE ASSISTANT, MUSIC THERAPY PROGRAM: Debra Martz Melanson

Room A504, telephone extension 2658, email - dmartzmelanson@wlu.ca

Debra provides admin support to The Penny and Manfred Conrad Institute for Music Therapy Research and the

Undergraduate and Graduate music therapy programs. As well, she provides reception for the Dean's Office.

ADMINISTRATIVE MANAGER: Renée Ellis

Room A514, telephone extension 2631, email - reellis@wlu.ca

Renée is responsible for human resource matters, budgets and building related issues within the Faculty of Music.

CONCERTS & AUDITIONS COORDINATOR: Kathryn Ladano

Room A507, telephone extension 2150, email - kladano@wlu.ca

Kathryn is responsible for programs for all Faculty concerts, student recitals and grad recitals. Kathryn also coordinates entrance and ensemble auditions, and manages the box office staff. Tickets for most concerts are available through her.

MARKETING and PROMOTIONS COORDINATOR: Sunil Kuruvilla

Room A506, telephone extension 2492, email - skuruvil@wlu.ca

Sunil is responsible for the major print publications of the Faculty of Music, and for its promotion strategies.

PERFORMANCE FACILITIES MANAGER: John Hergel

Room A219, telephone extension 2134, email - jhergel@wlu.ca

John is responsible for the operation and administration of the Maureen Forrester Recital Hall and Theatre Auditorium, including rehearsals and recordings.

PIANO TECHNICIAN: Wray Lovi

Room A127, telephone extension 2691, email - wlovi@wlu.ca

Wray tunes and repairs the Faculty of Music pianos. If you notice that a piano in the practice wing needs repair, leave a note for him under his office door in the Practice Building or email him.

1.3 BUILDING HOURS

The John Aird Centre and all other campus buildings are open from 7:00 a.m. until 11:00 p.m. At approximately 11:00 p.m., the buildings are locked by the security guards and students already inside can stay until 1:30 a.m. Security policy does not permit people already in the building to allow others inside once it has been locked. The Practice Building is locked at 6 p.m. on Fridays for the weekend. Students may enter via the main part of the Aird Centre.

1.4 SEVERE WEATHER/STORM CLOSING

The decision to close the University's Waterloo Campus due to severe weather will be made by the President or designate. When the University is closed, the closing is for both day and night and the University will reopen at 7 am the next day. Radio stations that can be expected to carry announcements include 570 AM News Talk, CHYM (96.7 FM), KOOL-FM (105.3 FM), OLDIES 1090 and CKCO and Brantford CKPC. A campus closing notice will be posted on the University's homepage and there will be an automated message on the University's main telephone numbers by 7 am. (University Policy # 7.6)

1.5 STUDENT TEACHING

Only faculty hired by the university may teach in university facilities, including practice rooms. This is only partly because of the limited space. Legal issues with respect to insurance prohibit you from teaching private students in any part of the Aird Centre. Security will enforce this policy.

1.6 MUSIC STANDS

Music stands will be available in your instructor's studio for lessons and large ensemble rehearsals only. Music stands will be available for purchase from the Bookstore or you may bring one from home for all other uses.

1.7 CORRIDORS

We do not want disabled and visually impaired students and visitors to hurt themselves. Please do not obstruct the corridors with furniture, your instruments, dirty dishes, and books. When sitting in the hallway, please do not extend your legs into the traffic area. Please do not move furniture out of the classrooms into the hallways. Posters are not allowed in stairwells, on stairwell doors, or on painted walls. Posters will be allowed in designated areas only.

1.8 OUTSIDE MUSICAL ACTIVITY

The following regulation was approved by Music Council and the University Senate: All music students are expected to give the Dean of the Faculty of Music advance written notice of all musical activity they intend to undertake outside of the Faculty during the Academic year. In some cases the student may be advised to

curtail such activity. Having such information will help to avoid time conflicts with rehearsals, concerts, and examinations. Students registered for study in the Faculty of Music must consider the music schedule as their top priority.

1.9 WEEKENDS

You are expected to attend concerts and recitals, and occasional Master Classes, on weekends. Most of the ensembles give concerts on Sundays and rehearse on the preceding Saturday. You cannot assume that your weekends will be free.

1.10 EMAIL ADDRESS

Our official means of communication is with your Laurier email account. Students are expected to regularly check their Laurier email account for important notices from the Faculty of Music and the broader university community. Students are required to send emails to official members of the university community from their Laurier email account in order to ensure delivery. Emails sent from non-Laurier accounts, such as hotmail, may be identified as spam and not delivered. Furthermore, it is impossible to determine whether emails received from these non-Laurier accounts are legitimate. Your co-operation is appreciated.

2. ADMINISTRATIVE AND ACADEMIC INFORMATION

2.1 REGISTRATION

Students are responsible for their course registration. If you do all the work for a course but are not registered for it, you will receive no credit and no grade. If you are registered for a course you do not take, you will receive an F. Singing in the choir when you are registered in wind orchestra will get you no credit, just an F in Wind Orchestra. Be sure you are registered in all the courses you are taking, and in the right sections of the courses, and that you aren't registered in anything else. Many of you will have to make section changes and course changes early in the term. Please see Janice Dobbin in A512 if you need assistance.

2.2 PRACTICAL STUDY AND ENSEMBLE SECTION LETTERS

Practical study courses have section letters to designate the area of performance. Ensemble courses have section letters to designate the ensembles. **Please be sure you are registered in the correct sections**.

SECTION LETTER TO DESIGNATE THE SPECIFIC AREA OF PERFORMANCE:

	SECTION		SECTION
BAROQUE	A	PIANO	K
(harpsichord and recor	der)	SAXOPHONE	L
BASSOON	В	TROMBONE	M
CLARINET	С	TRUMPET	N
DOUBLE BASS	D	TUBA	0
FLUTE	E	VIOLIN	Р
FRENCH HORN	F	VIOLONCELLO	Q
GUITAR	G	VOICE	R
OBOE	Н	VIOLA	S
ORGAN	I	FORTEPIANO	T
PERCUSSION	J	HARP	U

(Ensemble section letters on next page).

SECTION LETTERS FOR ENSEMBLE COURSES:

	SECTION
CHAPEL CHOIR	Α
WLU CHOIR	С
WLU SYMPHONY ORCHESTRA	D
WLU WIND ORCHESTRA	E
JAZZ ENSEMBLE	Н
ICE	K

2.3 IMPORTANT DEADLINES

The last day for adding FIRST TERM courses is **Sunday, September 16th, 2012.** This is also the final day to drop 12-week course(s) or withdraw at 10% tuition charge.

SECTION

The last day for dropping FIRST TERM courses, without failure and for tuition adjustment is **Monday**, **November 5, 2012.**

The last day for adding SECOND TERM courses is Sunday, January 20, 2013.

The last day for dropping TWO TERM and SECOND TERM courses, without failure and for tuition adjustment is **Friday, March 8, 2013.**

While you will not be charged for section changes made during the first 2 weeks of the term, there are charges for dropping courses. These can be found under "Financial Services" on the online Undergraduate Academic Calendar.

2.4 ABOUT GRADES

How to figure out your GPA: From the online Undergraduate Academic Calendar, under Academic Regulations: For purposes of calculation, the grade point (GP) earned in a 0.5 credit will be given half the weight of that earned in a 1.0 credit. Likewise the GP earned in a 0.25 credit will be given a quarter of the weight of that earned in a 1.0 credit. For example, a student with an A (11.0) in a 1.0 credit, a C- (2.0) in a 0.5 credit and a B+ (2.25) in a 0.25 credit will have a G.P.A. of 8.71 (15.25 grade points divided by 1.75 credits). You can now use the new online GPA calculator. It is available at www.wlu.ca/gpacalculator.

How to check your marks: Go to www.wlu.ca. Under the heading Academic Info/Services, click on **Check your marks**.

2.5 PETITIONS

Several reminders about the petitions procedure are in order:

- 1. Petitions for medical reasons must be accompanied by appropriate medical documentation (stating dates of illness, the date the individual was examined, the nature of the illness and the expected time of convalescence where pertinent). NOTE: This information is designed to help the petitions committee reach its decision; it does not imply that the petition will automatically be granted just because the medical documentation is attached.
- 2. As the petition form indicates, a petition to defer an exam must be submitted "within a reasonable time before the scheduled examination to allow the Committee to reach a decision before the scheduled date." The full list of procedures is given on the top of the petitions form; it is suggested that students read these

procedures carefully before filing a petition; incomplete documentation will either delay the process or result in its rejection.

2.6 DEFERRED EXAM POLICY

If for reasons of illness or an unavoidable conflict a student cannot write a final exam as scheduled, the following options are available:

- 1. The student may apply to the instructor for aegrotat standing (refer to Policy on Aegrotat Standing). There is no charge for this application. The procedures for application of the policy on aegrotat standing will be established at the Faculty level.
- 2. The student may apply to the instructor to be allowed to write the exam at an alternative time, ideally during the regularly scheduled examination period, but at the latest not beyond the date by which final grades for the last scheduled exam are to be submitted to the Registrar's Office (i.e., 96 hours after the scheduled examination period ends). There is no charge for this application. The procedures for application, approval, and implementation of these 'in-house alternative' examinations shall be established at the departmental level.
- 3. If neither option 1 nor 2 is granted, the student may petition the Petitions Committee in the Academic Unit in which the course is offered (not the one in which the student is registered); the Petitions Committee may grant aegrotat status or, time permitting, an in-house alternative exam as per 2 above; if the petition is granted too late to permit such an in-house alternative, the student must write the exam during the next regularly scheduled final exam period (i.e., in the April exam period if the deferral is for a fall course, in the August exam period if the deferral is for a Winter course, and in the December exam period if the deferral is for a Spring course). In the latter case, the standard, non-refundable Deferred Examination Fee will apply.
- 4. If the student does not write the examination, a course grade of XF will be assigned. The student may petition this final grade to the Petitions Committee in the Academic Unit in which the course is offered (not the one in which the student is registered); the Petitions Committee may grant aegrotat status or the opportunity to write the exam during the next regularly scheduled final exam period (i.e., in the April exam period if the deferral is for a fall course, in the August exam period if the deferral is for a Winter course, and in the December exam period if the deferral is for a Spring course). In the latter case, the standard, non-refundable Deferred Examination Fee will apply.
- 5. If a petition to the Faculty Petitions Committee is denied, the student may petition the Senate Student Appeals Committee. If the petition is granted, the student must write the exam during the next regularly scheduled final exam period (i.e., in the April exam period if the deferral is for a fall course, in the August exam period if the deferral is for a winter course, and in the December exam period if the deferral is for a spring course). The standard, non-refundable Deferred Examination Fee will apply.

2.7 AEGROTAT STANDING POLICY

PREAMBLE: On September 22, 2003, the Senate has determined that,

In exceptional circumstances, students may be eligible to be exempted from writing the final exam in a course. Students should apply to their instructor as soon as the relevant circumstances are known. This should be done before the examination time, after consulting the specific **aegrotat policies and procedures in the particular faculty or department involved.** Students are eligible to be considered for aegrotat standing only if (a) a special situation warrants it and (b) if a sufficient amount of required term work has been completed satisfactorily as determined by the faculty or department.

Thus, each Faculty and academic unit is to develop their own policy on aegrotat standing.

PROCESS:

In **exceptional** circumstances, a student may be eligible for aegrotat standing, in which case s/he may be exempted from a final exam. In most circumstances, legitimate requests for re-scheduling an exam can be accommodated either within the exam period or in the subsequent exam period (see Deferred Exam Policy). Exceptional circumstances are those where the writing of the final exam involves an unreasonable burden or demonstrable injustice to the student.

- 1. A student (or delegate) applies to the Faculty of Music Petitions Committee (via the Dean's Office) requesting aegrotat standing in the course, giving reasons why writing the final exam, even if rescheduled, would involve an unreasonable burden or demonstrable injustice to the student. This application should be done before the scheduled exam if possible.
- 2. The Faculty of Music Petitions Committee will review the request and supporting information in light of (a) Faculty regulations (see Policy below) and (b) the student's academic record in the course, and communicate its decision to the student.
- 3. If the recommendation is negative, the student (or delegate) can appeal the decision to the Office of the Dean of Music.
- 4. If the recommendation from the Dean's office is negative, the student (or delegate) can appeal the decision to the Senate Student Appeals Committee via the usual petitions process.

POLICY:

- 1. Studio courses (instrumental, vocal, and composition) and all musical skills courses are not eligible for aegrotat standing.
- 2. In all other cases, the granting of aegrotat standing is at the discretion of the Faculty of Music Petitions Committee in consultation with the appropriate instructor, subject to regulations 3 and 4 below.
- 3. Courses in which the final exam is worth 25% or more are not eligible for aegrotat standing.
- 4. All term work for the course must be complete with a passing average in order to be eligible for aegrotat consideration.

2.8 ACADEMIC ADVISORS

Opera Diploma

For academic advising, students in the following programs should consult these faculty members:

Composition - Dr. Glenn Buhr

Music History - Dr. Alma Santosuosso
Comprehensive - Dean Glen Carruthers
Music Education - Dr. Lee Willingham
Music Therapy, all years - Dr. Colin Lee

Performance Diplomas - Prof. Leslie De'Ath Chamber Music Diploma - Prof. Beth Ann de Sousa

Theory - Dr. Kevin Swinden Post-degree studies other than diplomas: - Dean Carruthers

Faculty will try to help you, but it is ultimately your responsibility to meet the requirements of your program, so read the regulations and requirements in the Calendar. Transfer students should consult Dean Glen

- Prof. Leslie De'Ath

Carruthers about credit for courses taken at other institutions. If you are having trouble with a course, talk with the instructor. If you need more advice, see your academic advisor.

2.9 PEER TUTORING POLICY

The Faculty of Music recognizes that from time to time students will need assistance with course materials over and above that offered during office-hour visits with the instructor. While the Faculty supports the concept of voluntarism and recognizes the pedagogical benefits to students who tutor others, it nonetheless wants to ensure that academic integrity is maintained for the protection of both the tutors and the students being tutored. To that end, it has established a policy and a set of procedures to provide the necessary tutorial assistance to students in need.

Procedures and Options for Students in Need:

Students needing academic assistance in a particular course must first seek help from their instructor, either before/after class or, preferably, during office hours. Upon seeking such advice, one of two things will happen: the student will have the difficulties sorted out and no further assistance will be necessary in connection with that particular academic problem (in some cases it may take more than one visit to clarify difficult issues); or, the instructor will deem it necessary for the student to have more extensive tutorial assistance.

If more extensive tutorial assistance is recommended by the instructor, the Faculty of Music will provide a paid student tutor to assist the student on a more regular basis. In this instance, the faculty member, in consultation with the Dean, will assign an approved tutor. In some cases, where several students are deemed in need of more extensive academic assistance, the tutor will hold a group tutorial, rather than deal with the same issues separately.

<u>Criteria Used by the Faculty of Music for Selecting Student Tutors:</u>

The Faculty of Music posts Job openings for tutors, proctors, and markers in March for the following academic year. A committee of faculty members will review candidates' applications and marks and, assuming an appropriate standard of applicant, approve a roster of paid tutors. The following criteria apply to those being considered for positions:

- Only third- and fourth-year students will be approved for tutorial duties.
- Only those with a minimum of A- in the course in which they would like to tutor, or those with permission of the instructor, will be considered.
- If a student is approved by the Faculty of Music to be a tutor, they will be given a brief training session to explain the boundaries between legitimate tutoring and academic misconduct, to reinforce the issue of confidentiality, and to cover the specific kinds of information and help they may provide to the students they tutor (e.g., assistance with the process for solving problems, not with the problems themselves).
- Approved tutors will be asked to sign a confirmation that they understand the issues surrounding academic misconduct, that they plan to maintain confidentiality, and that they will adhere to the principles outlined in the University Calendar.
- Approved tutors will be subject to an evaluation by the student(s) they are assisting; the evaluations will be held confidentially in the Dean's office.
- Approved tutors will receive a letter from the Dean at the end of the year acknowledging their efforts (barring any charges of academic misconduct).

Protocols:

Students acting as tutors but who have *not* been approved by the Faculty of Music run the risk of crossing the boundary of academic misconduct, as do students being tutored by such individuals; in such cases, both the

unapproved student tutor and the student being tutored may face academic sanctions. Tutoring on work/assignments to be handed in/performed for grading in any music course, is not allowed under any circumstance.

2.10 ACADEMIC PROBATION POLICY

- 1. Students whose cumulative music GPA is below the level for progression (6.0 to go into second year and 7.0 to go into third and fourth years and to graduate) by no more than 2.0 grade points will be placed on Academic Probation.
- 2. Students may be registered on Academic Probation one time only for a maximum of one year.
- 3. Students on Academic Probation who received a minimum grade of B- in their previous year's practical studies course will be entitled to full-hour lessons; students whose previous year's studio grade is a minimum of C but less than a B- will receive half-hour lessons.
- 4. Students on Academic Probation have one intramural year (fall and winter) to raise their cumulative music GPA to 7.0 for progression in the Honours BMus program.
- 5. Students who fail to meet the progression requirements for the Honours BMus program by the end of the Winter term of their year on Academic probation must withdraw from the music program (refer to regulation 8 below).
- 6. Students on Academic Probation will receive a letter from the Dean, outlining which music performance and academic courses are available to them and the conditions by which they may be taken. It is not the case that students on Academic Probation may take any and all music courses intended primarily for Honours BMus students for which they have the prerequisites; these allowances will be made at the discretion of the Dean, in part on the basis of availability of space in the courses in question.
- 7. Students whose music GPA is below the level for progression (6.0 to go into second year and 7.0 to go into third and fourth years and to graduate) by more than 2.0 grade points must withdraw from the program.
- 8. Students who have been required to withdraw may not re-audition for at least one year (that is, students who have been required to withdraw at the end of winter term may not re-audition that fall). With a successful re-audition, specific academic conditions will be determined and communicated to the student; these conditions may require a year of academic work before any studio lessons commence. Students who have been required to withdraw from the program may re-audition only once.

2.11 STUDIO PROGRESSION POLICY - (Progression from Half-Hour Lessons to Full-Hour Lessons; Progression to MU490B

1. Any student (unclassified studies or Honours Music) who wishes to progress from MU296 to MU390A must perform a jury that satisfies the jury requirements for MU290A (which is the prerequisite for MU390A); those wishing to progress from MU396 to MU490A must perform a jury that satisfies the jury requirements for MU390A (which is the prerequisite for MU490A). These juries must take place either in the winter term exam period, as part of their jury for MU296 or MU396, or during Orientation Week of the year in which they intend to register for MU390A or MU490A.

- 2. To facilitate this, all MU296 and MU396 jury repertoire sheets should indicate students' intentions to satisfy the jury requirements for MU290A on their MU296 jury or the jury requirements for MU390A on their MU396 jury; or, alternatively, that they intend to perform a separate jury in Orientation Week to satisfy these requirements.
- 3. Students in programs other than Performance, may proceed from MU296 to MU290A, MU396 to MU390A, or MU496 to MU490A only with permission of the Dean, in consultation with the studio instructor, and with the understanding that they may register for a maximum of 4.0 credits of practical studies on their principal instrument or voice over the course of their degree, unless the Dean approves an exception to this policy.
- 4. Under very exceptional circumstances, a student may be allowed to enter the Performance Program in their final year. Any missing practical studies credits would be made up with performance courses (e.g., second ensemble, Quartetfest, WindFest, Vocal Intensive, Flute Seminar) by petition. This would be upon the recommendation of a jury, the studio teacher and with permission of the Dean.

Notification of Conditional Acceptance to 190B

It is proposed that a student's acceptance to 190B is conditional until the following requirements are met:

- 1) Completion of the RCM Grade 6 Piano Certificate, or demonstration of Grade 6 equivalency during Orientation Week
- 2) Acceptable level of music theory background. Student must achieve a score of 14 on the theory placement test (test may be repeated during Orientation Week.) Proof of a recently completed examination in RCM Advanced Rudiments (with Honours) will also be accepted.
- 3) English competency. Students much achieve a score of 83% in 12U English or equivalent. These conditions will be included in the Dean's letter informing students of their conditional acceptance to 190B

Notification of Acceptance to Performance

Students auditioning for performance will be notified of the decision by the Office of the Dean after all juries are completed and final marks are submitted at the end of winter term

Continuation in Performance

Students may not proceed to 290B/D, 390B/D and 490 B/D without a positive recommendation from the jury panel. Academic standing will also be considered in progression decisions.

2.12 ACADEMIC AND RESEARCH MISCONDUCT

Academic misconduct is an act by a student, or by students working on a team project, which may result in a false evaluation of the student(s), or which represents a deliberate attempt to unfairly gain an academic advantage. Academic misconduct includes, but is not limited to, the following acts which are presented as examples or a guide since not every possible circumstance can be anticipated:

1. plagiarism, which is the unacknowledged presentation, in whole or in part, of the work of others as one's own, whether in written, oral or other form, in an examination, report, assignment, thesis or dissertation;

- 2. cheating, which involves the using, giving, receiving, or the attempt to use, give or receive unauthorized information during an examination in oral, written or other form; or, copying an essay, examination or report, or allowing someone else to copy one's essay, examination or report;
- 3. submitting the same piece of work, or a significant part thereof, for the same course or for more than one course without the permission of the instructors involved in each course; or, submitting an essay or other work which has been submitted elsewhere, previously or at the same time, without the written permission of all academic units or institutions involved in the submissions;
- 4. impersonating another person in an examination or test;
- 5. buying or otherwise obtaining term papers or assignments for submission of another person's work as one's own for evaluation;
- 6. falsifying, misrepresenting or forging an academic record or supporting document.

Research Misconduct includes, but is not limited to, the following types of behaviour:

- 1. the failure to recognize by due acknowledgment the substantive contributions of others, or the use of unpublished work of other researchers without permission, or the use of archival material in violation of the rules of the archival source;
- 2. the fabrication or falsification of research data material, or making a purported statement of fact or reference to a source which has been concocted;
- 3. the willful violation of Senate policies, or material failure to comply with Senate policies, as they apply to research ethics, or to the use of computers, human subjects or animals.

NOTES:

- I. Research misconduct does not include those factors intrinsic to the process of academic research, such as honest error, conflicting data, adherence to scholarly or research advice given by faculty, or a difference in interpretation or judgement of data or of experimental design.
- II. Students who are uncertain whether a course of action might constitute academic or research misconduct should consult, in advance, the instructors or supervisors who might be involved, or their faculty Dean.

SANCTIONS

Sanctions are levied by the university and their severity is determined in relation to the degree of academic or research dishonesty committed or attempted, to the intention to commit dishonest acts, or to the degree to which an individual has been a party to attempted or committed acts of dishonesty. Penalties may include, but are not limited to, the following:

- a requirement to repeat the assignment, examination or course
- failure on the assignment, course, examination, thesis or dissertation
- suspension from the program or from the university for a designated period of time
- expulsion from the program or from the university

- cancellation or revocation of the degree or diploma, where the offense pertains to the eligibility to receive such a degree or diploma, whether discovered before or after the degree or diploma is awarded
- inclusion of a statement on the student's transcript pertaining to the suspension or expulsion or to the cancellation or revocation of the degree.

2.13 PRACTICE ROOMS

Practice rooms are located in the practice wing of the Aird Centre. Each music student is entitled to sign up for two hours of practice room time per day, but you are not limited to this amount of time. You are welcome to use any unoccupied room at any time of the day, so long as it does not infringe on the time of another student. Prior to the sign-up procedure, please choose times in your schedule when you are available for practicing. In case your first choice for practice time is not available, please have selected a number of other time slots. Should you not be able to attend the sign-up in person, you may send a representative in your place.

LOTTERY SIGN-IN: SEPTEMBER 7 12 - 2 p.m

IN ORDER: 4th year B.Mus. Performance,

3rd year Diploma in Performance and Opera Diploma

3rd year Performance

all other B.Mus.and B.Mus. Therapy

NOTE:

- 1. Students will not be allowed to switch or give their sign-in to other students.
- 2. The practice room schedules will be posted and be in effect from Monday through Friday until December. A new schedule is drawn for Winter Term.
- 3. Practice rooms are open from 7 a.m. to 11 p.m. Monday to Friday. Practice time is available from 7 a.m. to 10 p.m. on weekends and holidays on a first-come, first-served basis.
- 4. Organ, harpsichord, fortepiano, guitar, and percussion students will arrange their practice times with their instructors and therefore do not participate in the lottery.

Please observe the **10-Minute Late Rule**. You are allowed up to ten minutes to take possession of the practice room you have booked. After this grace period, you forfeit your time to anyone who is already in the room. If you arrive ten minutes after your scheduled reservation, you must find another practice room. Please do not disturb the present occupant.

The practice rooms are reserved for students who are registered in the Faculty of Music. If you notice that someone is in the practice building who is not a student in the Faculty of Music, you may call Security at ext. 3333 and ask them to come to the building to evict the intruder. Private teaching is not permitted in the practice rooms.

2.14 BOOKING SPACE FOR REHEARSALS

- 1. <u>The Recital Hall</u> Students may book the following events in the Recital Hall through the Performance Facilities Manager, John Hergel, telephone extension 2134, jhergel@wlu.ca
 - a) Rehearsal coached by a Faculty Member.
 - b) Uncoached rehearsal. If available, the Recital Hall may be booked for un-coached rehearsals, though preference will always be given to those in preparation for an upcoming performance. These bookings will be accepted up to two weeks in advance, and never on a weekly basis, ie. "My quartet would like to book the hall every Monday afternoon".

- c) Recording Session (a fee will be charged).
- 2. <u>CLASSROOMS</u> If available, these rooms may be used on weekdays and weekends. It is a privilege to use these rooms. The normal policy is that practicing should take place in a practice room. Classrooms may be booked through Janet Dupuis in A508. Please do not practice or rehearse in a classroom when there is a skills course in an adjacent room, as the classrooms are not sound-proof.

3. PRACTICAL STUDIES

3.1 PRACTICAL STUDIES COURSES

Each course provides 24 lessons from September 10 to December 3, 2012, and January 2 to April 8, 2013.

Students are entitled to receive all lessons for which they are registered, and are expected to attend all lessons as a course requirement. See the policy regarding lesson cancellation in section 3.4 below.

A lesson is defined as follows:

for Music 190A, 190B, 290A, 290B, 390A, 490A, 491B - 50 minutes per week for Music 390B, 490B, and 290D, 390D, 490D - 80 minutes per week for Music 196, 296, 396, 496, 491A - 30 minutes per week

3.2 WHAT IS A MASTER CLASS?

Master classes are considered to be an extension of the individual lesson. Therefore music students registered for at least a full-credit course in practical study must attend the weekly Master classes of their studio. Students registered for half-credit courses in practical study are also expected to attend. Master class is an opportunity for all of a teacher's students to assemble and perform their pieces for each other. It is an excellent opportunity to hear your fellow students perform and to observe your teacher coach other students. You will hear a variety of repertoire and discover pieces which you may not have heard before. Occasionally, a guest artist will come in to give a master class. Master classes are also used for ensemble performance and rehearsal of orchestral repertoire.

3.3 MASTER CLASS ATTENDANCE POLICY

Normally, all students enrolled in MUx96 practical study are expected to attend master class. Please consult the Course Outlines of individual sections for further details on master class policy for MUx90A, MUx90B and MUx96, as it applies to each area.

3.4 LESSON CANCELATION POLICY

Permission to be excused from a scheduled lesson must be obtained in advance from your studio teacher. A lesson may be rescheduled only when the instructor has been notified in advance and there is a legitimate reason, such as incapacitating illness. Additional policies pertaining to lesson cancellation for individual studios may be found in the Course Outline of each studio.

3.5 JURIES AND EXAMINATIONS

Final exams for fall-term courses will be given December 6th through December 19nd, 2012. Caution: Do not book travel for Christmas until you know when your exams will be. The schedule is posted in October. Final exams for two-term and winter term courses will be held April 11th through April 30th, 2013.

At the end of the school year, all students must complete a performance examination. You should get the information and repertoire sheets from Renée Ellis in Room A514 and ask your teacher about the requirements for your specific program and instrument. The grade for the course is determined by a

combination of the year's progress and achievement (as recommended by the instructor) and a final jury (performance examination) in April.

Juries and other final examinations may, with the permission of the Music Faculty Petitions Committee, be deferred until later in the spring or the following September in case of illness or a death in the family.

3.6 STUDIO ACCOMPANYING FOR VOICE AND INSTRUMENTAL STUDENTS (Subject to change)

Following is the amount of accompanying time (rehearsals) provided for students:

For B.Mus students in VOICE:

190A/B, 290A/B, 390A/B, 490A/B

290D, 390D, 490B/D

7 hrs/term

196, 296, 396, 496

3 hrs/term

for B.Mus INSTRUMENTALISTS: (all instruments except piano, organ, harpsichord, fortepiano, guitar, percussion)

190A/B2.25 hrs/term290A/B3 hrs/term290D5 hrs/term390A, 490A4 hrs/term390B/D, 490B/D6 hrs/term196, 296, 396, 4962 hrs/term

In addition, all students are provided with accompanying time for their jury, one student recital performance per year for those students encouraged to perform, and up to two student recital performances per term for those whose programs require participation.

Each student who is entitled to accompaniment will be assessed a fee at the beginning of the term by the Business Office to cover part of the cost of the accompaniment to which their course entitles them.

Accompanying hours not used in one term cannot be transferred to another term and accompanying hours not used by one student cannot be transferred to another student.

The maximum accompanying (rehearsal) time available for any student in any week is 30 minutes for students in 1^{st} and 2^{nd} year lessons, and up to one hour for students in 3^{rd} and 4^{th} year lessons. If you book time with an accompanist and do not show up, you forfeit that time.

The maximum accompanying (rehearsal) time available for any student in any week is 30 minutes for students in 1^{st} and 2^{nd} year lessons, and up to one hour for students in 3^{rd} and 4^{th} year lessons. If you book time with an accompanist and do not show up, you forfeit that time.

4. RECITALS AND CONCERTS

4.1 RECITALS AND CONCERTS

Throughout the year a wide range of music is performed in Student Recitals on Tuesdays at 11:45 a.m., in the Thursday Music at Noon concerts by faculty and guest artists, and in the evening and weekend concerts of our ensembles, student composers, and opera classes. You should consider your attendance part of your

commitment to your musical education. Admission is free to all Laurier students. You are expected to attend, and you are encouraged to invite students from other faculties. Hearing live musical performance is an essential ingredient of your musical education, and you should take advantage of every opportunity that is open to you to hear good performance.

In addition to all the concerts sponsored by the Faculty of Music, the Recital Hall is also used for performances by various community organizations such as the Kitchener-Waterloo Chamber Orchestra, The Kitchener-Waterloo Community Orchestra, and NUMUS. Many of these outside organizations offer special rates to WLU students and you are encouraged to take advantage of this opportunity to hear professional musicians.

4.2 CONCERT ETIQUETTE

An important part of concert attendance is practicing proper concert etiquette, to allow you and the rest of the audience to enjoy the music. This begins with the two basic rules of decorum in the Recital Hall: no food or drink may ever be brought into the hall, and feet may never be put on chairs, no matter how tired you are and how empty the hall. There should never be any noise during performance. To be polite, you must come on time. It is rude to leave before a performance is over, even between pieces. When you have to make notes during a performance, be sure to write with a pen that is silent; the sound of a pencil scratching on paper is disturbing. Coughing is sometimes unavoidable, but be as quiet as possible. Unwrapping a cough drop makes the noise that most annoys listeners. Of course there can never be any talking during the music and cellular phones should be turned off. Cameras and other recording equipment are not allowed in the Recital Hall.

4.3 CONCERT ATTENDANCE POLICY

Concert attendance is deemed to be a vital part of students' education. The listening experience is, of course, a principal mode of engagement with music, providing a context for the many elements of musicianship inherent in their program of study. The experience of listening to live music is enhanced by the physical space and social context of the performance. Concert attendance further supports and underscores the importance of the art form.

The Faculty of Music has a Concert Attendance Policy with the following parameters.

Attendance requirement and eligible concerts:

- 1. Students are required to report on at least six concerts per term, though they are encouraged to attend as many as possible.
- 2. Eligible concerts are the Thursday Noon recitals, ensemble concerts (in which they are not performing), and grad recitals; Tuesday-noon and 3rd-year student recitals do not count.
- 3. Professional concerts on and off campus qualify only if they reflect the curricula of the Faculty of Music as approved by the relevant instructor.

Conditions for getting credit for a concert:

- 1. Students must submit a concert program—and ticket stub for off-campus events—to their studio instructor in order to get credit towards fulfillment of this requirement.
- 2. In addition to the concert program, studio instructors will ask students for a verbal report on the concert, a short written report, or an annotated copy of the program.

Grading policy for concert attendance:

- 1. The jury form will have a box for instructors to indicate whether or not a student has fulfilled the concert attendance requirement.
- 2. Students who fail to meet the requirement will have the mark for their term work lowered by one grade point.

NOTE: All studio course outlines will display this policy, indicating the preferred mode of concert reporting (e.g., verbal, written, annotated).

4.4 PERFORMANCE IN STUDENT RECITALS

Music students are encouraged - students in Performance are required - to perform in the Tuesday student recitals. If you wish to perform, discuss the repertoire with your studio teacher.

All students in performance programs are expected to play in a student recital at least once each term. Therefore, students who will be proceeding in MU190B, MU290B, MU290D, MU390B, MU390D, MU490B and MU490D.

4.5 SOLO RECITALS BY STUDENTS

In addition to required Graduation Recitals, students in B. Mus. Performance programs may apply to give half-recitals or full one hour recitals. Students in programs other than B. Mus. Performance may do so in their fourth year. Regulations for anyone wishing to use the Recital Hall are available from The Performance Facilities Manager and regulations for those wishing to use a classroom for these recitals are available from the Concerts and Auditions Coordinator. Varying charges will apply depending on which space you decide to use for your recital.

All third and fourth year, non-performance students are responsible for providing their own programs for recitals. Students presenting graduation, and opera diploma recitals must submit their programs to the Concerts and Auditions Coordinator, via email or CD in Word and properly formatted.

4.6 RECORDING OF PERFORMANCES

All Faculty of Music student concerts are recorded. Copies of these recordings are available by filling out request forms that can be found backstage of the Recital Hall. There will be costs associated with this service.

5. ENSEMBLES

5.1 ENSEMBLES

According to the calendar statement on ensemble policy: "The University reserves the right to assign students to ensembles. Considerations will include both the needs of the student and the requirements of the ensemble program."

You must have a folder for your ensemble music before you can be given the music, which you need before the first rehearsal of your ensemble. So if you don't have a folder from last year, be sure to buy one in the bookstore during orientation week.

Once or twice a semester, during the week before its performance, each ensemble will rehearse Monday through Thursday from 4:00-6:00, Friday from 2:30 to 4:30, and, usually, have a dress rehearsal on Saturday and a performance on Sunday.

The WLU Orchestra will play for the opera in March, so the orchestra will have rehearsals during the last weekend of Reading Week, turning that week into a genuine reading week for instrumentalists as well as opera singers.

Senior piano students who wish to satisfy their ensemble requirement by Accompanying must obtain approval from their instructor and from the Dean prior to registration. Piano students in programmes other than performance and music education may substitute a half credit in accompanying (MU393A or MU393B) or a half credit in chamber music (MU383 or MU483) for a half credit in ensemble (MU381 or MU481) in the same year.

<u>Dress Code</u>: for Chapel Choir: - see director of choir

for other choirs:

for men - black tuxedos, white shirts, black shoes, black socks

for women - black long gowns, black shoes

for Orchestra and Wind Orchestra:

for men - black tuxedos, white shirts, black shoes, black socks

for women - black long gowns or slacks, black shoes

Please note that "long gowns" means that hems are not more than 3" from the floor.

5.2 ENSEMBLE GRADING POLICY

Grades for all vocal and instrumental ensembles will be based on the following criteria:

Attendance:

Grade points will be deducted for rehearsals missed according to the following schedule:

1 missed rehearsal - 1 grade point (e.g., A becomes A-)

2 missed rehearsals - 2 grade points 3 missed rehearsals - 4 grade points

4 missed rehearsals - 6 grade points (e.g., B becomes D)

more than 4 missed - failure

Absence will be excused only in exceptional circumstances. A written explanation will be required. Absences for illness, or when there is a death in the family, may be excused; the director may require documentation. The Faculty of Music recognizes that performing engagements outside the university, particularly those of a professional nature, are important in the development of careers in music. However, students must consider the rehearsal and performance schedules of the University ensembles their first priority. Other engagements must be arranged around those schedules.

Punctuality:

Students are required to be ready to begin rehearsal on time. While a single tardiness will not normally be penalized, each additional occasion on which a student is late for rehearsal may result in deduction of half a grade point.

Performance Attendance:

A student who is late or absent for a performance will receive a failure, unless the student successfully petitions to the Faculty of Music Petitions Committee that because of circumstances (illness, death in the family) the tardiness or absence should be excused. Any foreseeable absence should be discussed with the instructor of the ensemble in advance.

Performance Quality:

This will include preparation of assigned music, tests, etc. at the discretion of the director.

Music:

If a student has either not paid for or not returned music used in an ensemble by the last day of the winter term, the Registrar will be advised to withhold the mark for that course.

Note: Approved by Senate, May 10, 2004

5.3 POLICY on CREDIT for OUTSIDE ENSEMBLE

In order to accommodate instrumentalists in the Faculty of Music, students may be allowed to play in the K-W Youth Orchestra for university ensemble credit.

Students who are taking WLUSO or Wind Orchestra for credit may NOT play in the KWYO for university ensemble credit (though they may play in this ensemble as extra-curricular activity).

In addition, the following regulations concerning performance in these outside ensembles for university ensemble credit apply:

- 1. Students must audition for placement in the ensemble.
- 2. Students may enroll for credit in the KWYO only when there are no instrumental positions available in the WLUSO.
- 3. The experience must be comparable to performing with the WLUSO (in terms of rehearsal time, number of concerts, and level of repertoire performed).
- 4. Only that portion of the concert year of the KWYO will count towards their WLU ensemble credit; if the ensemble performs beyond the university term, students will not be marked on performances during that time-frame beyond the end of term.
- 5. Any outside ensemble that is offered for credit must be directed by a full-time faculty Member of the Faculty of Music.
- 6. Students who are paying for a credit course at the University will not be asked to pay fees to be a member of the KWYO.
- 7. Mock auditions—a routine part of Laurier ensembles—will also occur in the KWYO and will form part of the students' grades.
- 8. The attendance and grading policies for students taking KWYO for credit are the same as those for Laurier ensembles, as specified in the Music Student Handbook.

6. SERVICES FOR STUDENTS

6.1 INSTRUMENTS FOR INSTRUMENTAL TECHNIQUES COURSES

In most cases, instrumental rentals will be made with Long & McQuade. Rental of music instruments may cost between \$25 and \$300 per 6-week period per instrument. If you have your own instrument and it is satisfactory to the instructor, you may use it and no rental fee will be charged. You will be notified as to the time and location for instrument pick-up. You must have an instrument for the first class.

6.2 USE OF FACULTY INSTRUMENTS

A student who wishes to use an instrument owned by the Faculty of Music will be charged a rental fee of \$75 per term, except when the student has been assigned to play a special instrument (e.g., the bass clarinet owned by the Faculty of Music) in the WLU Symphony Orchestra, Wind Orchestra or other approved ensembles. Students renting instruments **must leave a damage-deposit cheque up to \$500**, depending on the

instrument, refundable when the instrument is returned in satisfactory condition. (Note: the cheque will be held, uncashed, and returned when the instrument is returned in satisfactory condition.) Please see Janet Dupuis in A508 if you are assigned a faculty-owned instrument.

6.3 LOCKERS for BOOKS and INSTRUMENTS

Rental of regular lockers, handled by the Centre Spot, will begin on Monday, September 10th. Instrument storage lockers are rented from Janet Dupuis in A508. These lockers are located on the second and third floors of the John Aird building. There is not enough space in the building for instrument storage lockers for all instruments; therefore, only students with larger instruments will be assigned one of these. Students must rent these lockers on an individual basis. If students **share lockers each student must pay the \$20 rental fee**. Instrument storage lockers **ARE** available for bass clarinet, cello, double bass, guitar, French horn, alto saxophone, baritone saxophone, tenor saxophone, and tuba. The rental fee is \$20, which includes the lock. **School locks must be used - others will be cut off.**

Instrument storage lockers **cannot** be guaranteed for students enrolled in techniques courses involving the instruments listed above. Please see Januet Dupuis in A508 for availability. The Faculty of Music is not responsible for any instruments left in lockers or studios. .

The Faculty of Music, and Wilfrid Laurier University, do not accept liability for stolen or damaged instruments; please ensure that your instrument is properly and adequately insured.

6.4 SUPPLIES AND BOOKS

Texts, score paper, and stationery supplies may be purchased from the Bookstore in the Concourse. Lists of required books for courses are posted on the Bookstore website. Please note that the Music Office cannot supply students with paper clips, scotch tape, etc.

6.5 PHOTOCOPYING

Copyright regulations allow students to make one photocopy for their own use, but photocopying music under copyright is illegal.

Students are not permitted to bring photocopied music to rehearsals, performances or juries.

Students may use their OneCard with most campus photocopiers. Faculty of Music's photocopier is not available for student use. Photocopying service is available in The Hub. There are also a number of print shops in the immediate area that can handle more photocopying jobs at a reasonable price. You may not depend on anyone in the Faculty of Music to make photocopies for you.

6.6 FAX SERVICE

Fax service is available at the Centre Spot, 2nd Floor of the Student Union Building (519)884-0710, Ext. 3575. Fax 519-884-5596. The Faculty of Music's Fax machine is not available for student use.

6.7 PUBLIC TELEPHONES

Public telephones are situated diagonally across from the Art Gallery, beside the stairway to the Dining Hall.

6.8 MAIN LIBRARY and ENSEMBLE LIBRARY

There will be tours of the Main Library during orientation week and the first two weeks of classes. The Main Library also offers classes that will be helpful to all students who use the Library.

All musical scores and music for one or two performers are located on the fourth floor of the main library. As soon as you can, acquaint yourself with the different categories of scores that are located on the stacks. In

addition to the scores arranged by medium (string quartets, songs, symphonies), there are collections of the complete works of selected composers, e.g., Chopin, Wagner, Bach, Haydn, Palestrina, Schoenberg, etc. There are also books on harmony, theory, performance, composers, etc. located on this floor. The **orchestral, wind orchestra music, chamber music (**uncatalogued), and **opera scores** are in the main library.

Ensemble members will be assigned a specific part and it will be their responsibility to sign out the music from the main library and return it on time. Recordings are in the Reserve section on the main floor. Recordings are for use in the library only, and for limited periods of time. Make special note of the **reserve desk** hours as they differ from the main library hours.

6.9 PART-TIME JOBS ON CAMPUS

Students interested in working in the Box Office or helping with auditions should contact Kathryn Ladano, the Concerts and Auditions Coordinator, in Room A507.

Instructional Assistant positions are posted on the Faculty of Music's homepage.

Position descriptions are posted on the bulletin board outside the 3rd floor student lounge.

For other job postings please contact Career Services or the Human Resources department

7. STUDENT ASSOCIATIONS

7.1 WHAT IS THE MUSIC ASSOCIATION?

The Music Association (MA) is a committee of students elected to represent the student body. This committee organizes social activities for music students such as wine and cheese parties, talent shows, trips to concerts and operas, and the spring formal.

This group of energetic students brings student problems, grievances, and suggestions for change to the attention of the Dean's office.

For this purpose, the Dean each year requests the Music Association to provide a list of students representing the various programs, performance areas, and years, to constitute a Dean's student advisory council.

The MA holds elections for executive positions in early March. In September, elections are held for a first-year representative and to fill any remaining positions.

7.2 MUSIC THERAPY STUDENT ASSOCIATION

Membership in the Music Therapy Student Association (MTSA) is open to all music therapy students and to all other students with an interest in music therapy. MTSA's foremost goal is to promote music therapy as a profession and to encourage further education for anyone interested in music therapy within both the university and surrounding community. MTSA organizes mock auditions and interviews for second year students who are auditioning for the third year music therapy program in early January. Each term, information seminars are held for first year students and anyone wishing to learn more about music therapy and the music therapy program at Laurier. Fund-raising projects, including bake sales in the Concourse and selling Canadian Music Therapy Trust Fund calendars, help to support students attending the Annual National Conference of the Canadian Association for Music Therapy as well as the Annual General Meeting of the Music Therapy Association of Ontario.

7.3 STUDENT ASSOCIATION OF MUSIC EDUCATORS

The Student Association of Music Educators (SAME) is a student branch of the Ontario Music Educators Association (OMEA). The association is comprised of students here at Laurier who are interested in the future and survival of music education in Canada. SAME organizes various clinics, seminars, workshops and trips to hear some of the finest music educators in our province. These allow us, the future teachers, to broaden and develop our understanding of the numerous possibilities that are in our chosen profession. We encourage all interested students to participate in our association so that you can share your interests and we can create clinics, seminars, and workshops that will give us all learning experiences.

7.4 COMPOSERS' AND IMPROVISORS' ASSOCIATION

The Composers' and Improvisers' Association (CIA) was founded in 2009 to benefit the composition and improvisation students at WLU. In its exciting inaugural year, the CIA ran a number of concerts on-campus and at local venues (Maxwell's Music House, the Button Factory, and the KWCMS Music Room), helping its members to gain exposure to the wider community, as well as valuable experience in the production and marketing of concerts and events.

Other initiatives included a Directory of Performers, socials (Jam Night, post-concert celebrations, performer appreciation events), "Impromptu Improvisations" across campus, and a weekly show on Radio Laurier.

The CIA also ran an improvisation ensemble known as FIRE, which benefited from frequent coachings by prominent local improvisers, alumni, and faculty (Linda Catlin Smith, Kathryn Ladano, and Glenn Buhr) and held a number of performances throughout the year, including two full-length end-of-term concerts on campus. In addition to providing coachings and performance experience, the ensemble also provided leadership experience for senior students majoring in improvisation.

In addition to continuing and improving on past endeavors, the CIA continues to create a library of scores, recordings and other resources, as well as holding field trips to New Music Concerts and the Canadian Music Centre. It is the CIA's goal through these activities to enhance the education of composition and improvisation students at Laurier.

8. SCHOLARSHIPS AND BURSARIES

The Student Awards web site is the official source of information for scholarships and bursaries go to website at

www.wlu.ca/studentawards

A few reminders: Many of the music scholarships do not require an application: students are considered automatically. Some, however, require a General Scholarship Application, which is available on the Student Awards web page. Also, for some of the scholarships and all of the bursaries that will require proof of financial need, applicants must file a Student Budget Form in the Student Awards Office. The deadline for those awards requiring application is 4:30pm, October 15th, 2012.

9. FACULTY OF MUSIC RECOGNITION OF HIGH DISTINCTION

The Faculty of Music now has a mechanism to recognize its top students. The Dean's Honour Roll already recognizes a distinguished group of students—those with a minimum overall GPA of 10.00. This new level of recognition, however, reaches an even loftier tier—those with a minimum overall GPA of 11.00, calculated according to the same criteria as those specified in the University Calendar for eligibility on the Dean's Honour Roll.

The criteria for the Dean's Honour Roll are as follows:

- To be eligible for the Dean's Honour Roll, students must have achieved a minimum overall GPA of 10.00 (A-) in all courses taken during the year (minimum of 5.0 credits). All departmental requirements must be fulfilled with no failures or substitutions. Students may have a maximum of 1.0 credit obtained by letter of permission.
- Students will have a 12-month period (September 1st August 31st) in which to fulfill their program requirements.

It is suggested that students who achieve a minimum overall GPA of 11.00, using the above criteria, be identified on the Dean's Honour Roll as having received the FACULTY OF MUSIC RECOGNITION OF HIGH DISTINCTION. This statement of recognition will be listed at the bottom of the list, with students in this category indicated on the Dean's Honour Roll by an asterisk.

The use of the term "high distinction" is consistent with the University's policy concerning graduation; that is, on the list of graduating students in the convocation program, those with an overall GPA of 11.00 or more have a double asterisk by their name and this is referenced to the "with high distinction" indication at the bottom of the page.

Please note that this recognition is not meant in any way to diminish the achievements of those on the Dean's Honour Roll but merely to acknowledge the extraordinary efforts of those who have managed a GPA of 11.00 or more.