

UNIVERSITY OF THE  
**PACIFIC**  
Conservatory of Music

**Student/Faculty**

**HANDBOOK**

**2009-2010**

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To: Conservatory of Music faculty and students  
From: Giulio Ongaro, Dean  
Re: Conservatory Handbook

This Handbook is an assembly of policies and procedures intended to serve in the best interests of the Conservatory's constituents. It is important that everyone familiarize themselves with the contents in order to be cognizant of how the Conservatory functions in the best interest of its faculty, students, and staff. Although this document attempts to address basic policies and procedures, special situations may arise that may not be covered. In such instances, questions and issues should be called to the attention of the appropriate individual in the Office of the Dean. The Conservatory Handbook complements the University Catalog, Faculty Handbook, Tiger Lore, and other official University documents which serve as primary sources for all. An updated copy is always available online at: <http://go.pacific.edu/conservatory> (click on "Resources").

We are here to lend our support and look forward to working with you.

Giulio Ongaro  
Dean

UNIVERSITY OF THE  
**PACIFIC**  
 Conservatory of Music

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**The Conservatory Handbook is updated each academic year and is subject to change. The most recent version is located online at: <http://go.pacific.edu/conservatory> (click on “Resources”).**

## **General Information**

### **University of the Pacific - Mission & Vision Statement**

#### **Mission**

The University of the Pacific's mission is to provide a superior, student-centered learning experience integrating liberal arts and professional education and preparing individuals for lasting achievement and responsible leadership in their careers and communities.

#### **Vision**

The University of the Pacific will be among the best national universities, known for linking liberal arts and professional education at both undergraduate and graduate levels through distinctive, innovative curricular and co-curricular programs of exceptional quality and high value. Pacific will become a national leader in the creative use of experiential learning and leadership development.

### **Conservatory of Music - Mission & Vision Statement**

#### **Mission**

The mission of the Conservatory of Music is: 1) to offer its students the highest level of education and training in preparation for entry into diverse music and music-related fields; 2) to foster and support excellence in teaching scholarship, creativity, exploration, and innovation within its faculty; 3) to enrich the cultural experiences of general university students through specially designed courses, opportunities to perform in ensembles, and concert attendance; and 4) to serve as a major cultural resource for the University, the greater Stockton community, and the region.

#### **Vision**

The Conservatory of Music will be the finest music school possible, one which sustains and communicates traditional musical and educational values through its curricular programs. Simultaneously, the Conservatory will explore, develop, and employ new and innovative means of communicating those values, and will create and present new music in both traditional and developing forms.

### **Accreditation**

All programs in the Conservatory of Music are accredited by the National Association of Schools of Music (NASM). The music therapy programs are accredited by the American Music Therapy Association (AMTA), and music education programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE) and the California Commission of Teacher Credentialing through the Benerd School of Education. The Conservatory of Music and the Eberhardt School of Business are designated affiliates of the International Music Products Association (NAMM) and therefore are members of NAMM-Affiliated Music Business Institutions (NAMBI).

### **The Brubeck Institute**

The Brubeck Institute was established by the University in 2000 to honor its distinguished alumni, Dave and Iola Brubeck. The mission of the Institute is to build on Dave Brubeck's legacy and his lifelong dedication to music, creativity, education, and the advancement of important social issues including civil rights, international relations, environmental concern, and social justice through its five core programs including the Brubeck Archive, Brubeck Festival, Brubeck Fellowship Program, the Summer Jazz Colony, and the Outreach Program.

### **Copyright Information**

All faculty, staff, and students of the Conservatory of Music are expected to comply with all copyright laws. The purpose of this policy is to facilitate compliance with the U.S. Copyright Law and especially as it relates to the fair use provisions of the law as it applies to classroom, teaching, research, and library use.

## Safety and Security

The safety and security of both human beings and facilities and equipment is of concern to the Conservatory and the University. Please be aware of your circumstances at all times. Close doors and windows and do not prop open locked doors. If you see or experience questionable or inappropriate activities, contact Public Safety or a member of the Conservatory staff immediately. The safety and security of the Conservatory community and property are everyone's responsibility.

## Fees

Students are assessed fees for several specific purposes:

The **Applied Music Fee** is assessed each semester that a student is enrolled in private lessons in any applied area including piano, voice, violin, viola, cello, string bass, guitar, flute, clarinet, oboe, bassoon, saxophone, trumpet, trombone, horn, euphonium, tuba, and percussion. The fee is \$125 per unit.

The **Equipment Fee** is \$250 per semester and is applied to the purchase and maintenance of Conservatory pianos. It is assessed of undergraduate students only.

The **Practice Room Fee** is \$10 per semester and is required of all students taking applied music. The fee for use during the summer is \$25.

The \$25 **Recital Reservation & Processing Fee** is for making date and venue reservations, printing of programs, and to help with other related expenses. The fee for summer recitals (between the last and first day of classes) is \$100.

Other fees assessed by the University are detailed in the University General Catalog. The University reserves the right to change fees, services, or programs at any time and without prior notice.

## Electronic Exchange of Documents

### Standard File Formats

To facilitate the electronic exchange of documents, all files must be saved or exported to one of our supported file formats to ensure that faculty will be able to read your work:

- Written document formats: Microsoft Word or PDF.
- Music notation formats: Sibelius or PDF.
- Audio formats: MP3 or Audio CD (on a CDR).
- Image formats: JPG or PNG.
- Other formats as supported.

Students wishing to purchase programs should be aware that most vendors offer educational discounts. Sibelius also offers a competitive cross grade price for those switching from other music notation packages. For questions about supported file formats, contact the Conservatory Technical Service Provider: [musicstp@pacific.edu](mailto:musicstp@pacific.edu)

## Facilities and Equipment Policies

The Conservatory of Music resides in five buildings:

The Conservatory building includes the 950-seat **Faye Spanos Concert Hall**, several faculty offices and studios, practice rooms, and the Conservatory administration offices (3<sup>rd</sup> floor).

The 119 seat **Recital Hall** is where most student recitals are held, along with master classes, workshops, symposia, and numerous other presentations.

The **Rehearsal Center** houses the Instrumental Rehearsal Hall, the Choral Rehearsal Hall, one faculty office, and the band/orchestra/choir music library.

**Buck Hall** houses three large classrooms, a conference and seminar room, a music technology laboratory, an electronic music laboratory, and numerous faculty offices and teaching studios.

**Owen Hall** Owen Hall houses the keyboard laboratory, several faculty offices and teaching studios, approximately 17 practice rooms, and the Conservatory Digital Recording Studio. It also contains rehearsal space for the Brubeck Institute.

### **Building Access**

All Conservatory buildings have standard hours for being open during the academic year and the summer sessions. Buildings are generally closed for use during holidays and periods when school is not in session. Last minute requests for keys or unlocks may not be able to be accommodated. Please inquire about special reservations and access no less than two business days prior to the requested date(s). Requests are made through Steve Perdicaris, Operations Manager, Buck Hall, Room 214, phone: 209.946.3201, or e-mail: sperdicaris@pacific.edu.

### **Scheduling and Room Reservations**

All scheduling for concerts, recitals, and special events, and all reservations for classrooms, rehearsal halls, and performance venues are made through Steve Perdicaris, Operations Manager, Buck Hall, Room 214, phone: 209.946.3201, or e-mail: sperdicaris@pacific.edu. Performance dates require at least 2 weeks notice. Rehearsals require at least 2 business days notice. Requests within that time frame may or may not be accommodated.

### **Keys**

Conservatory faculty, staff, and students (enrolled in at least one Conservatory course requiring individual practice time) have authorization to check out keys to selected Conservatory facilities. There are certain spaces that are not accessible for use by faculty or students without authorization and staff on site. The safety and security of people and equipment determine authorization and access to any given space. For approval and key check out, contact James Gonzales, Stage & Technical Director, Buck Hall, Room 121, phone: 209.946.3255, or e-mail: jgonzales@pacific.edu.

**Key checkout** is possible during posted office hours. After hour requests, or requests to the Office of Public Safety, can not be accommodated. Any authorized summer key checkout will occur only after a full inventory of all keys has been completed.

**Keys may not be loaned** to another person for any reason. If the key checked out by a faculty member or student is lost by another person, the person to whom the key was originally checked out is responsible and liable.

**Fees, fines, and penalties** for late check in, lost, or broken keys are at the discretion of the Conservatory of Music, Department of Public Safety, and Physical Plant. A hold will be placed on the student account of any student with an overdue key from the Conservatory. Holds can take up to one week to be lifted after a key has been returned.

**Check in.** All keys checked out to students, including practice room keys, must be checked in no later than 5 p.m. one week after Commencement for fall/spring check outs, and the last Friday before the beginning of fall classes for summer check outs. Some keys may have more specific check in dates. Please be certain to read your key check out contract carefully to verify the date your key(s) is due.

**Keys are to be returned in an envelope labeled with your name and ID number** in one of the following ways:

1. Deliver to the Technical Director, Buck Hall, Room 121, during posted office hours.
2. Deliver to Robyn Cheshire, Conservatory 303, during posted office hours.
3. Mail to: Robyn Cheshire, Office of the Dean, Conservatory of Music, University of the Pacific, 3601 Pacific Avenue, Stockton CA 95211.

## **Equipment**

All equipment owned by the Conservatory of Music, including pianos, percussion equipment, other musical instruments, electronic equipment and computers, music stands, and so forth are for the sole and exclusive use of the faculty, staff, and students of the Conservatory of Music, guest artists and lecturers of the Conservatory, and other University of the Pacific students enrolled in Conservatory classes. Under no circumstances is any of this material to be removed from its assigned space for use elsewhere on campus or in the community. The Dean will review special circumstances for Conservatory events only.

## **Copy Machine**

The Conservatory copy machine is located on the third floor of the Conservatory building. A code, which is assigned to all faculty and staff, is required for operation. Students working on behalf of a specific faculty member must obtain the copy code directly from that faculty member. The Dean's Office staff does not give out copy codes to students. If you have questions or problems with the copy machine, please contact a staff member in the Dean's Office as soon as possible.

## **Music Library**

**The music collection is part of the general Library** and is staffed by Library personnel. The Library building is located immediately adjacent to the Conservatory. The current holdings of the Music Library include books, collected editions, scores, CD recordings, video recordings, and periodicals. Electronic resources include the music-specific RILM and IIMP, as well as general resources with content useful to music students and faculty.

**During the academic year, students and faculty have access** to music books and scores 98 hours per week, and access to the sound and video recording collection and course reserves 90 hours per week. The Library catalog and other electronic resources are available 24 hours per day every day via the Library's website and can be accessed from both on and off campus.

**Through the Library's website, users have access to the holdings of numerous institutions**, including the University of California library system, several of the California State University system libraries, and others. Users may request interlibrary loan for any material the Library does not own. Most requests can be filled, except for sound recordings, which are loaned only on a case-by-case basis.

**Instruction in the use of the Library and the music collection is available** on request. The Music & Humanities librarian will meet with students and faculty individually or in a classroom setting to provide instruction about any aspect of using the library, including how to find books, scores, recordings, and other materials utilizing both catalogs and electronic resources.

**The Library website address is <http://library.pacific.edu>** and contains information on Library hours, including the Music/AV section, research tools, library services, library departments, and contact information.

## **Performance Opportunities**

### **Ensembles**

Performance is a core element of being a music major. There are many opportunities for students to perform in wide variety of ensembles, including:

- University Symphony Orchestra
- Symphonic Wind Ensemble
- University Concert Band
- Pacific Singers
- University Chorus
- Oriana Choir
- Pacific Jazz Ensemble
- Jazz Combos
- Chamber Ensembles
- Pacific Opera Theatre

### **Auditions**

Membership in major ensembles is open by audition to any University of the Pacific student. Auditions are held at the beginning of each semester. Auditions for Pacific Opera Theatre are held at the beginning of the fall semester and periodically during the year for special productions. Contact the ensemble directors for audition information. Contact the Director of Chamber Music for information about participation in chamber ensembles.

### **Ensemble Participation**

All undergraduate students who are music majors are required to participate in their primary performing medium (instrument or voice) for credit in at least one major ensemble each semester of residence. In addition, instrumentalists are required to participate in a major choral ensemble for two semesters. For string players, the major ensemble is the University Symphony Orchestra. For brass, percussion, and woodwind players, the major ensembles include the University Symphony Orchestra, Symphonic Wind Ensemble, and University Concert Band. For singers, the major ensembles are Pacific Singers, University Chorus, and Oriana Choir. For those singers majoring in vocal performance, the major ensemble will be Pacific Opera Theater for a maximum of two semesters during the junior and senior years. For those who play piano or guitar, the requirement can be satisfied by participation in either vocal or instrumental ensembles, but not necessarily on piano or guitar.

### **Recitals and Concerts**

Information about upcoming performances in the Conservatory of Music can be obtained on the Conservatory website: <http://go.pacific.edu/conservatory> (click on *Events*). The website also includes links to local arts organizations including the Stockton Symphony, Stockton Chorale, and Stockton Opera. A poster is produced at the beginning of the fall semester with information about the Concert Series, Resident Artist Series, Friends of Chamber Music, and special events. (The Calendar Committee made up of Conservatory faculty schedules all major ensemble concerts).

### **Concerts**

The University Symphony Orchestra, Symphonic Wind Ensemble, University Concert Band, Pacific Singers, University Chorus, Oriana Choir, Pacific Jazz Ensemble, and Pacific Opera Theatre are part of the Conservatory's **Concert Series**. The Faye Spanos Concert Hall is home to the Concert Series, Resident Artist Series, Friends of Chamber Music Series, the Stockton Opera, and many other musical and theatrical events.

### **Faculty Recitals**

Recitals presented by the faculty of the Conservatory of Music are part of the **Resident Artist Series**. These include solo and collaborative recitals, and chamber music groups such as the Pacific Arts Woodwind Quintet and the New Pacific Trio. To schedule a date and venue, contact Steve Perdicaris, Operations Manager, Buck Hall, Room 214, phone: 209.946.3201, or e-mail: [sperdicaris@pacific.edu](mailto:sperdicaris@pacific.edu). Complete information for printed programs must be submitted to Conservatory staff in Buck 121 at least 3 weeks in advance of the recital date. See page 7 for printed program information.

### **Student Recitals**

Recitals presented by the students of the Conservatory of Music comprise the **Student Recital Series**. To determine your eligibility, contact your Program Director or applied teacher. To schedule a recital, contact Steve Perdicaris, Operations Manager, Buck Hall, Room 214, phone: 209.946.3201, or e-mail: [sperdicaris@pacific.edu](mailto:sperdicaris@pacific.edu). All details including fees, rehearsal time limits, reception rooms, and printed programs are available there.

### **Solo Class**

**Attendance** All undergraduate music major must enroll in Solo Class (MPER 50) each semester of residency in the Conservatory. The purpose of Solo Class is to increase your understanding of music, music performance, and related professional issues through an exposure to a wide variety of repertory and performance styles, mediums, and techniques by attendance at recitals, concerts, opera and musical theater productions, other performances, and through related presentations. All requirements are listed on the course syllabus (distributed at the beginning of each semester).

Attendance is required in three categories:

1. **Solo Class:** Solo Class performances take place weekly, or as performance dates can be filled, in the Faye Spanos Concert Hall.
2. **Conservatory Events:** Conservatory Events include faculty recitals, student recitals, ensemble concerts, guest artists sponsored by the Conservatory, and selected lecturers.
3. **Community Events:** Community Events include Stockton Symphony concerts, Friends of Chamber Music concerts, performances by the Stockton Opera, and other quality musical events in Stockton, Sacramento, or the San Francisco bay area.

**Performance** Music majors have both the opportunity and requirement to perform in Solo Class. Check with your Program Director or applied teacher to determine your particular performance requirements.

### **Concerto Competition**

The Concerto Concert occurs at the Conservatory of Music Commencement Ceremony in May. This concert provides an opportunity for qualified students to perform as soloists with the University Symphony Orchestra. Auditions to determine the soloists occur towards the end of the fall semester.

#### **Guidelines & Procedures**

**Judging the Competition** The conductor of the University Symphony Orchestra shall serve as the Director of the Competition. The jury will consist of three judges, including the Director of the Competition and two members from outside the University who will be chosen by the Director. External judges will not serve for more than three consecutive years.

**Eligibility to Compete** To be eligible to compete, a student must be a music major in the Conservatory of Music who is due to graduate during that academic year. A student may only compete once in the competition.

**Repertoire** Faculty members entering a student in the Competition must get approval by the conductor of the University Symphony Orchestra for the intended repertoire before becoming committed to that repertoire. If the conductor determines that the work is too difficult for the orchestra, or is unavailable, or is too costly to obtain, the work may be rejected. Solos are limited to one movement for an instrumental work, and up to two arias for a vocalist. For the audition, performances will be limited to a maximum of 10 minutes. For the performance, works should be a maximum of 10 to 15 minutes.

**Other Details** The total music for the concert will not exceed 40 minutes of performance time. The total time that can be committed to the concert, including stage adjustments, will not exceed 50 minutes. Exact timing of each applicant's selection must be provided at the time the application form is submitted by the faculty member. All performances in both the competition and the Commencement Concert must be by memory. Soloists selected to perform must rehearse at appointed times with the Orchestra, or forfeit the opportunity to perform at the concert. The decision to drop a soloist due to lack of rehearsal with the Orchestra lies with the conductor in consultation with the Dean and the soloist's applied teacher.

## Student Honors Recital

The Student Honors Recital occurs in the spring semester, generally before Spring Break. The recital provides a significant performance opportunity for the Conservatory's most outstanding performers.

### Guidelines & Procedures

**Eligibility to Audition & Nomination Process** All music majors enrolled in applied music are eligible to be nominated. The faculty of each applied division (woodwinds, brass & percussion, strings, voice, and piano) will nominate candidates for the audition. Each applied division may make a maximum of three (3) nominations. Nominations will be announced by each division during the second week of classes in the spring semester.

**Judging the Auditions** The audition for the Honors Recital will be held four weeks prior to the event. A panel of five applied faculty members, one from each applied division, will serve as adjudicators for the competition.

**Time & Performer Limitations** The Honors Recital will contain no more than 80 minutes of music. A maximum of eight (8) performers will be selected to perform on the recital. Each performer is limited to a maximum of ten (10) minutes of performance time. While it is likely that students from all applied divisions will audition, it is not required that all divisions be represented on the recital. Only the highest quality performers will be selected.

**Other Details** The Honors Recital will receive substantial publicity. A reception for the performers will follow the recital.

### Recordings

To request a recording of your recital, please fill out the Recording Request Form located outside the Office of the Technical Director, Buck 121. Incomplete Forms will not be accepted. Students may request a recording of their own Solo Class performance, recital, or chamber music performance. Please allow up to two weeks for the recording to be completed. We are unable to accommodate rush jobs.

No recording of major ensemble concerts or faculty recitals are available to students through the Office of the Technical Director. Contact the ensemble director or faculty performer to determine the possibility of obtaining copies.

### Printed Programs

All concerts and recitals by Conservatory faculty and students and Conservatory sponsored guest artists will have printed programs in a standard format on the Conservatory's recital program stock. No self-designed programs are allowed. Process and content details are as follows.

- Submit program copy to Conservatory staff in the Technical Director's office, Buck 121.
- Information must be submitted by email. Handwritten information is not acceptable.
- **Program copy must be submitted at least 3 weeks before the date of the event** to allow time for processing, proofing, and printing. If you do not meet the deadline, programs may not be available at your recital. Submit program copy to: [c\\_knudzton@pacific.edu](mailto:c_knudzton@pacific.edu).
- Program contents should include the following information:
  1. Performer(s) name(s) as you wish it/them to appear.
  2. Instrument(s) and/or voice type
  3. Complete titles of all works to be performed, including movements, date of composition if known, catalogue numbers or designations, opus numbers, etc.
  4. Complete names of composers, including birth dates and death dates if applicable.
  5. Time, date, and location of performance.
  6. In the case of students fulfilling degree requirements with the performance, please indicate the degree program.
- Personal messages or reception information will not be printed on formal recital programs.
- Program notes, including translations of vocal texts, are the responsibility of the performer.

The Pacific Opera Theatre printed programs are generally produced by the Department of Theatre Arts.

### **Recital Receptions**

Receptions are optional. Due to the demand for space, there is no guarantee that a room will be available. All planning, equipment, food and drink, decorations, servers, and clean up is the responsibility of the recital performer. The Conservatory provides no services for the reception. A room can be requested through Steve Perdicaris, Operations Manager, Buck Hall, Room 214, phone: 209.946.3201, or e-mail: sperdicaris@pacific.edu.

### **Degree Programs**

The Conservatory of Music offers the following degree programs.

#### **Bachelor of Arts:**

**Music**  
**Emphasis in Music Management**  
**Emphasis in Jazz Studies**

#### **Bachelor of Music:**

**Composition**  
**Performance**  
**Music Education**  
**Music History**  
**Music Management**  
**Music Therapy**

#### **Master of Music in Music Education**

#### **Master of Arts in Music Therapy**

#### **Post Baccalaureate Certification in Music Therapy**

**For information about degree requirements**, see the University Catalog or the Conservatory of Music website: <http://go.pacific.edu/conservatory>

**For questions about admission into degree programs**, or advice on any aspect of the programs, contact the Program Director for each respective program or the Office of the Dean.

### **Advising**

**Academic Advising** The Conservatory of Music has a faculty-based advising system wherein members of the teaching faculty serve as academic advisors. Students select or are assigned an advisor in their major area of study, and those who build strong relationships with their advisors will benefit most.

The philosophy that underlies academic advising reflects the Conservatory emphasis on student responsibility and independence. Students have the responsibility for planning and pursuing their own academic programs within the parameters of the curricula of the programs offered. The faculty advisor helps with understanding personal strengths and weaknesses, setting goals, and using resources.

Advisors are not expected to make decisions for advisees. Advisors have the responsibility to advise. Students have the responsibility to make decisions.

Academic advising takes place at designated times in the Fall and Spring semesters. You can also schedule an appointment with the academic advisor during designated office hours.

**Career & Professional Advising** The Conservatory of Music has an excellent faculty. They are widely recognized as outstanding teachers, performers and scholars. Our primary goal is to prepare students to be the teachers, scholars, performers, therapists, business professionals, and artistic leaders of the future. Part of each faculty member's role is to do career and professional advising. This occurs in the classroom, teaching studio, rehearsals, advising sessions, and during office hours. Additional information can be obtained from the Career Resource Center website:  
<http://go.pacific.edu/studentlife.crc/>.

## **University & Conservatory Academic Policies**

### **Pacific Honor Code**

All members of the University community are entrusted with the responsibility of observing high ethical conduct. Essential to the fundamental purpose of the University is the commitment to the principles of truth and honesty.

The Honor Code is designed so that responsibility for upholding these principles lies with the individual as well as the community. The code fosters and advances an environment of ethical conduct in the community of the University, the foundation of which includes the pursuit of academic honesty and personal integrity. Members of the University community, including students, faculty, staff, administrators and trustees, must not commit any intentional misrepresentation or deception in academic, professional or community matters. The code expects community members to treat others with civility, respect, and dignity. Through an atmosphere of mutual respect we enhance the value of our education and bring forth the highest standard of academic and individual excellence.

In addition to the Pacific Honor Code, the Student Code of Conduct and other University policies and procedures can be found in the TIGER LORE Handbook and on the website:  
<http://web.pacific.edu/studentlife/judicialaffairs/policies>.

### **Academic Standing**

The University of the Pacific and the Conservatory of Music assign grades on a 4-point scale, and define academic standing on the basis of grade points accumulated. The Conservatory's Academic Regulations Committee (ARC) determines whether a student subject to disqualification is to be disqualified. If not disqualified, a student subject to disqualification will be placed on academic probation for the following term. If disqualified, a student may appeal for reconsideration and possible reinstatement on probation within the Conservatory or another school or college within the University. The conditions for academic standing, including good standing, good standing with warning, probation, and disqualification can be found in the Academic Regulations section of the General Catalog.

### **Transcripts**

Transcripts and official academic records are maintained by the Office of the Registrar. Official copies can be obtained for a fee.

### **Student Grievance Procedure**

Student grade grievances are administered by the Associated Students of University of the Pacific (ASUOP). There is a grievance form to be filled out in person at the ASUOP office, located on the second floor of the University Center.

### **Conservatory Academic Regulations Committee (COM/ARC)**

The Conservatory Academic Regulations Committee takes action on the following student petitions:

1. Requests for any modification to the published curricular requirements of all majors or minors offered in the Conservatory. Such requests must be made prior to pursuing the proposed modification. The COM/ARC will not take action to remedy the failure of a student to make requests in a timely fashion.
2. Requests for transfer of credits for music courses taken at other institutions after you have been admitted to and taken classes in the Conservatory. Requests and COM/ARC action must take place before any allowable enrollment.
3. Adding Conservatory classes after the last day to add classes in the semester.
4. Dropping Conservatory classes after the last day to drop classes in the semester.

Petition forms are available in the Student Services Office, Conservatory 301 and petition statements can be e-mailed to: [kharper@pacific.edu](mailto:kharper@pacific.edu). All documentation relevant to a petition and statements from academic advisors and instructors must be submitted with a petition before it will be considered by the ARC.

### **University Academic Regulations Committee**

The University Academic Regulations Committee considers petitions of the following nature:

- Tuition and Fee adjustment
- Academic residence requirements
- Multiple degree requests
- Transfer credit limitations
- Concurrent and simultaneous registrations
- Admission evaluation exceptions
- Inter-college/school problems

The University ARC also has appellate jurisdiction for students who wish to appeal decisions on academic matters rendered by a committee or an individual school or college as follows:

- Student study programs
- Add/drop requests
- Degree requirements
- Academic standing: probation, disqualification, honors recognition
- Pass/No Credit limitations

### **Scholarship Retention Policy**

If a student receives a Conservatory of Music Excellence in Performance Scholarship upon entry into the Conservatory, he or she is required to complete certain requirements and maintain certain standards each semester to retain that scholarship. The governing standards are as follows.

Each semester that you receive a Conservatory of Music Excellence in Performance Scholarship, you will be expected to fulfill the following requirements:

1. Enroll as a full-time student at the University of the Pacific
2. Maintain at least a 2.0 grade point average overall each semester. If your overall GPA falls below 2.0, you will be ineligible to retain your scholarship.
3. Enroll in the appropriate applied studio for private lessons. Maintain at least a grade of B in your lessons each semester. If your applied lesson grade is a B- or lower, you will be ineligible to retain your scholarship.
4. Enroll each semester in at least one appropriate major ensemble. If you receive an ensemble grade of B- or lower, you will be ineligible to retain your scholarship. If you play a string instrument, your major ensemble is the University Symphony Orchestra. If you play a brass, percussion, or woodwind instrument, your major ensembles include University Symphony Orchestra, Symphonic Wind Ensemble, and University Concert Band. If you are a singer, your major ensembles are Pacific Singers, University Chorus, and Oriana Choir. If you are a singer majoring in vocal performance, your major ensemble will be Pacific Opera Theater for a maximum of two semesters during the junior and senior years. If you play piano or guitar, you may satisfy this requirement by participation in either vocal or instrumental ensembles, but not necessarily on piano or guitar.

### **The Buckley Amendment**

The University of the Pacific adheres to a policy of compliance with the Family Educational Rights and Privacy Act (FERPA) (Buckley Amendment). As such, it is the policy of the University (1) to permit students to inspect their education records, (2) to limit disclosure to others of personally identifiable information from education records without students' prior written consent, and (3) to provide students the opportunity to seek correction of their education records where appropriate.

Complete information regarding FERPA, or the Buckley Amendment, can be found in the University's General Catalog and the Schedule of Classes published each semester.

### **Graduation Procedures**

**Application for Graduation** is filed with the Office of the Registrar in the spring semester *prior* to the year of graduation, e.g. apply in spring 2009 for graduation in spring 2010. **Applications for graduation in Fall 2009 and Spring 2010 are past due. Any student who has not applied must do so immediately at the Registrar's office.** Applications for Fall 2010, Spring 2011 and Summer 2011 graduation are due to the Registrar's office on April 7th, 2010.

A **preliminary degree audit** is initiated in the Conservatory Office of Student Services prior to each fall semester. Students then meet with their academic advisors during the fall semester of the year in which they are to graduate to review the preliminary audit, which is then returned to the Office of Student Services. Degrees are awarded following completion of all degree requirements and verification by the University's Registrar.

**Informational meetings** are held for graduating students in the spring semester preceding Commencement.

### **Employment in the Conservatory**

There are a significant number of jobs available for students during both the academic year and the summer months. In order to be employed, a student must complete all necessary paperwork through the Office of the Dean, Conservatory 303. There are two categories of student employees, including *work study* and *regular*. To secure an available position and become employed, a student must do the following.

1. Interview with the job supervisor and reach an agreement about the details of your employment.
2. The job supervisor must send your name to the Office of the Dean verifying the agreement.
3. The student must come to the Office of the Dean to confirm the agreement and complete all necessary paperwork.
4. *Work study* students must obtain paperwork from the Office of Financial Aid showing their award and return to the Office of the Dean for processing. *Regular* students must complete all paperwork in the Office of the Dean.
5. All student employees must go to the Office of Human Resources to complete an I-9 verification form.
6. All the steps outlined above must be completed and a position number assigned before you can begin work. This can take up to 5 working days.
7. All student workers must submit timesheets verifying the hours worked during each pay period. Work or pay periods are: 1<sup>st</sup> to 15<sup>th</sup> and 16<sup>th</sup> to 30<sup>th</sup> or 31<sup>st</sup> of each month. Timesheets are due in the Office of the Dean two days prior to the date they are due in Payroll. Contact the Office of the Dean for a current University Payroll Calendar. Late timesheets may be cause for termination of employment.

Students can apply for work in the following offices:

**Office of the Dean** Contact Robyn Cheshire, Administrative Assistant in Conservatory 303

Jobs include filing, photocopying, mail delivery, work in Student Services

**Stage and Technical Crew** Contact: James Gonzales, Stage & Technical Director, Buck 121

Jobs include concert management, ushers, box office sales and management, sound and technical operation, and general maintenance

**Pacific Music Camp** Contact: Steve Perdicaris, Director of Pacific Music Camp, Buck 214

Jobs include dorm counselors, instructional counselors, librarians, and one office assistant

**Ensemble Librarians** Contact: Ensemble Directors

**Accompanying** Contact: John Cozza, Coordinator of Accompanying

**Brubeck Institute** Contact: Pat Eckert, Administrative Assistant, Burns Tower, 8<sup>th</sup> Floor

## **Student Organizations**

The **Conservatory Student Senate** is an organization elected by the students that considers and deals with issues that are of concern to Conservatory students. They have elected officers who work with the administration to address questions about their educational opportunities and who plan educational and social events for Conservatory students.

The collegiate chapter of music education's national professional organization, the **Music Educators National Conference (MENC)** meets throughout the academic year to 1) raise awareness of music education as a profession, 2) develop resources and networks for music educators, and 3) provide a social and academic outlet for those interested in teaching music. Members participate in regional, state, and national conferences, workshops, and local events with schools and other collegiate organizations. Members receive published and on-line educational materials from both state and national levels.

The **Pacific Music Therapy Association (PMTA)** is a student organization affiliated with the American Association for Music Therapy Students (AMTAS) and Western Regional (WRAMTAS) organizations. PMTA sponsors service projects and supports networking and interaction among Pacific's music therapy undergraduate and graduate students.

The **Music Management Club** hosts visiting music business professionals during the academic year and organizes and presents the Annual Music Business Symposium.

The **Composers Club** is comprised of students studying music composition. They organize, promote, produce, and present a concert of student compositions each semester.

**Sigma Alpha Iota** is a professional music fraternity for women whose purpose is to serve the field of music and do professional service in the Conservatory and the community.

**Mu Phi Epsilon** is a professional music fraternity for women whose purpose is to serve the field of music and do professional service in the Conservatory and the community.

**Phi Mu Alpha Sinfonia** is a professional music fraternity for men whose purpose is to serve the field of music and do professional service in the Conservatory and the community.

## **Whom To See**

If you have a question in any of the following areas, please see:

### **Financial Aid**

Office of Financial Aid, Knoles Hall. 209.946.2421

### **Registration Problems**

Office of the Registrar, Knoles Hall. 209.946.2135

### **Academic Problems**

1. Academic Advisor
2. David Chase, Assistant Dean 209.946.2418
3. University of the Pacific Student Academic Support Services 209.946.2177

### **Change of major**

Conservatory Office of Student Services, Conservatory 301 209.946.2418

### **Reserve rooms or schedule a recital**

Steve Perdicaris, Operations Manager, Buck 214 209.946.3201

<b>Administration</b>	
<p>Giulio Ongaro, Dean Conservatory 303 946.2417 <a href="mailto:gongaro@pacific.edu">gongaro@pacific.edu</a></p> <p>David Chase, Assistant Dean Conservatory 302 946.2418 <a href="mailto:dchase@pacific.edu">dchase@pacific.edu</a></p> <p>Robyn Cheshire, Administrative Assistant to the Dean Conservatory 302 946.2417 <a href="mailto:rcheshire@pacific.edu">rcheshire@pacific.edu</a></p> <p>Katherine Harper, Coordinator of Student Services Conservatory 301 946.2418 <a href="mailto:kharp@pacific.edu">kharp@pacific.edu</a></p> <p>Janice Smith, Administrative Assistant Conservatory 303 946.2415 <a href="mailto:jsmith6@pacific.edu">jsmith6@pacific.edu</a></p> <p>Stephen C. Anderson, Director, Brubeck Institute Burns Tower, 8<sup>th</sup> Floor 946.3970 <a href="mailto:sanderson@pacific.edu">sanderson@pacific.edu</a></p> <p>Pat Eckert, Administrative Assistant 946.3196 <a href="mailto:peckert@pacific.edu">peckert@pacific.edu</a></p>	<p>James Gonzales, Stage &amp; Technical Director Buck 121 946.3255 <a href="mailto:jgonzales@pacific.edu">jgonzales@pacific.edu</a></p> <p>Steve Perdicaris, Operations Manager &amp; Director of Pacific Music Camp Buck 214 946.3201 <a href="mailto:sperdicaris@pacific.edu">sperdicaris@pacific.edu</a></p> <p>Ben Coburn, Technical Services Provider Buck 113 403.3543 <a href="mailto:bcoburn@pacific.edu">bcoburn@pacific.edu</a></p> <p>Holly Stanco, Development Director Conservatory 300 946.7441 <a href="mailto:hstanco@pacific.edu">hstanco@pacific.edu</a></p> <p><b>Development Director (Brubeck Institute)</b> To be announced</p>
<b>Department Chairs and Program Directors</b>	
<p><b>Department of Music Studies</b> Robert Coburn, Chair Conservatory 201 946.2186 <a href="mailto:rcoburn@pacific.edu">rcoburn@pacific.edu</a></p> <p><b>Department of Music Performance Studies</b> James Haffner, Chair Conservatory 206 946.2832 <a href="mailto:jhaffner@pacific.edu">jhaffner@pacific.edu</a></p> <p><b>Chamber Music</b> Patricia Shands, Buck 215 946.3199 <a href="mailto:pshands@pacific.edu">pshands@pacific.edu</a></p> <p><b>Composition</b> Robert Coburn, Conservatory 201 946.2186 <a href="mailto:rcoburn@pacific.edu">rcoburn@pacific.edu</a></p> <p><b>Music Education</b> Ruth Brittin, Buck 104 946.2408 <a href="mailto:rbrittin@pacific.edu">rbrittin@pacific.edu</a></p>	<p><b>Music History</b> Sarah Waltz, Buck 212 946.7726 <a href="mailto:swaltz@pacific.edu">swaltz@pacific.edu</a></p> <p><b>Jazz Studies</b> Patrick Langham, Owen 110 946.3222 <a href="mailto:plangham@pacific.edu">plangham@pacific.edu</a></p> <p><b>Music Management</b> Keith Hatschek, Conservatory 205 946.2443 <a href="mailto:khatschek@pacific.edu">khatschek@pacific.edu</a></p> <p><b>Music Therapy</b> Therese West, Conservatory 203 946.2419 <a href="mailto:twest@pacific.edu">twest@pacific.edu</a></p> <p><b>Bachelor of Arts in Music</b> Sarah Waltz, Buck 212 946.7726 <a href="mailto:swaltz@pacific.edu">swaltz@pacific.edu</a></p>