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 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. 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
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University of the Pacific - Mission and 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 and 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 Collection, Brubeck Festival, Brubeck Fellowship Program, the Summer Jazz Colony, and the Outreach Program. More information about the Institute can be found here: http://www.pacific.edu/Brubeck-Institute.html

Safety and Security
The safety and security of both people 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 never 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 for Conservatory Students**

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 $45 **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 2012-2013 University General Catalog (www.pacific.edu/catalog). The University reserves the right to change fees, services, or programs at any time and without prior notice.

**Employment in the Conservatory**

There are jobs available for students during both the academic year and the summer months. 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 online verifying the hours worked during each pay period. Work or pay periods are: 1st to 15th and 16th to 31st of each month. Timesheets are due to supervisors 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 (subject to the availability and posting of positions):

- **Office of the Dean** Contact: Robyn Cheshire, Administrative Assistant in Conservatory 303
  Jobs include filing, photocopying & mail delivery
- **Stage and Technical Crew** Contact: James Gonzalez, 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** Applications are available in January. Contact: Steve Perdicaris, Director of Pacific Music Camp, Buck 214. Positions: dorm counselors, instructors, librarians, office assistant
- **Ensemble Librarians** Contact: Ensemble Directors
- **Computer Lab Monitors** Applications are available at the beginning of the fall term. Contact Steve Perdicaris, Operations Manager, Buck 214. Positions are available to monitor the computer lab during evening hours.
- **Accompanying** Contact: John Cozza, Coordinator of Accompanying
- **Brubeck Institute** Contact: Brubeck Administrative Office, Burns Tower, 8th Floor
- **Conservatory Student Representatives** Contact: Jennifer Goodwin, Coordinator of Student Services
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 men and 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.
CONSERVATORY FACILITIES AND PERFORMANCE POLICIES

Conservatory Facilities
The Conservatory of Music resides in five buildings:

The Conservatory building includes the 870-seat Faye Spanos Concert Hall, several faculty offices and studios, practice rooms, and the Conservatory administration offices (3rd floor).

The 115 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 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.

Conservatory 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 request access no less than two business days prior to the date(s). Contact James Gonzales, Stage & Technical Director, Buck Hall, Room 121, phone: 209.946.3255, or e-mail: jgonzales@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 James Gonzales, Stage & Technical Director, Buck Hall, Room 121, phone: 209.946.3255, or e-mail: jgonzales@pacific.edu Performance dates require a 2 week notice. Rehearsals require notice of two business days. 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, cannot 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, and 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.

The fee for a lost key is $50. Please note that you are also required to pay the fee if the key is lost in the mail. We recommend that you return keys in person.

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 equipment 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.

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.

Electronic Exchange of Documents: Standard File Formats
To facilitate the electronic exchange of documents and to be sure others will be able to access information you share, all files must be saved or exported to one of the following supported file formats:

- 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: musicctsp@pacific.edu

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](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 Policies**

**Ensembles**
Performance is a core element of any music major. There are many opportunities for students to perform in a 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

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 Policy**
All undergraduate 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.

**Zero-unit Ensemble Registration Policy**
Students who wish to register for an ADDITIONAL ensemble beyond their residency requirement may petition the Conservatory Academic Registration Committee for a zero-unit registration. The petition must be filed during the pre-registration period before the term that the student wishes to have the zero-unit registration. Ensembles taken for zero-credit are reflected on transcripts but do not count towards the degree.
Excellence in Performance 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 maintain certain standards to retain that scholarship. The governing standards are as follows:

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

- Enroll as a full-time student at the University of the Pacific
- 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.
- 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.
- 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. 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.

Recitals and 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 & Student 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 Trio 180. To schedule a date and venue, contact James Gonzales, Stage & Technical Director, Buck Hall, Room 121, phone: 209.946.3255, or e-mail: jgonzales@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.

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 James Gonzales, Stage & Technical Director, Buck Hall, Room 121, phone: 209.946.3255, or e-mail: jgonzales@pacific.edu All details including fees, rehearsal time limits, reception rooms, and printed programs are available from the Stage & Technical Director.

Calendar of Events
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).
**Student Recital Information**

**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.

- E-mail program copy to Vickie Horvatich vhorvatich@u.pacific.edu. 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.
- 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.

**Recital Receptions**
Receptions are optional. Due to the demand for space, there is no guarantee that a Conservatory facility will be available. All planning, equipment, food and drink, decorations, servers, and clean up is the responsibility of the recital performer. The Conservatory does not provide services for the reception. A room can be requested through James Gonzales, Stage & Technical Director, Buck Hall, Room 121, phone: 209.946.3255, or e-mail: jgonzales@pacific.edu

**Solo Class**

**Attendance**
Undergraduate music majors must enroll in Solo Class (MPER 50) according to the specifications of their major. 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 – Guidelines and Procedures
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 at the beginning of the spring semester. Exact time and place will be announced.

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 - Guidelines and Procedures
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. The Honors Recital will
receive substantial publicity. A reception for the performers will follow the recital.

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.
ACADEMIC REGULATIONS AND DEGREE PROGRAM ADVISING

Academic Advising
The Conservatory of Music has a faculty-based advising system wherein members of the teaching faculty serve as academic advisers. Students are assigned an advisor in their major area of study, and those who build strong relationships with their advisers 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 adviser helps with understanding personal strengths and weaknesses, setting goals, and utilizing resources. Advisers are not expected to make decisions for advisees; rather students have the responsibility to make final decisions.

Student Responsibilities in the Advising Process
According to the University of the Pacific Faculty Handbook (page 264, 11.13) students are responsible for the following in the advising process:

1. Becoming aware of the academic rules and regulations, registration, procedures, deadlines, general education and graduation requirements.
2. Monitoring progress towards completion of graduation requirements.
3. Consulting their faculty adviser on a regular basis.
4. Obtaining correct information before making a decision.
5. Making final decisions regarding program and course selection.

Faculty Responsibilities in the Advising Process
According to the University of the Pacific Faculty Handbook (page 264, 11.13) faculty advisers are responsible for providing the following in the advising process:

1. Appropriate opportunities for individual consultations.
2. Assistance in exploration of educational alternatives.
3. Correct information concerning academic rules, regulations and graduation requirements.
4. Guidance in and evaluation of work toward degree requirements (e.g. general education, major and unit requirements).
5. Informed referral to University services and programs available to assist students in their academic, career and personal development.

Advising Resources
1. InsidePacific Advising Tools
   a. Transcripts for your advisees can be found under administrative, faculty, adviser menu.
   b. Transfer Articulation Evaluation – shows which courses have transferred to Pacific and their attributes. Also found under faculty.
2. CAPP Degree Evaluation
   a. Can also be found in Inside Pacific under faculty. This tool helps track progress towards the degree.
3. Faculty Schedule of Classes
   a. Also found under faculty. Look up classes by term, then by subject, GE category, etc.
4. www.pacific.edu/registrar
   a. University Catalogues dating back to 2003
   b. All Registrar forms (major changes, add forms)
   c. ROAR (Articulation tool, useful for advising students who are taking summer courses at another institution)
   d. Registration FAQ
5. www.collegesource.org
   a. Comprehensive database of thousands of college catalogues from all over the U.S.
Graduation Requirements

In addition to completion of all courses and requirements specific to the major, students must meet the following requirements:

Total Units
All baccalaureate degrees in the Conservatory require a minimum of 124 semester units.

General Education
All Conservatory students must complete the University General Education Program as modified by the Conservatory. Please see the General Education section of the 2012-2013 General Catalog at www.pacific.edu/catalog for the complete General Education program description and list of breadth courses. There is also further information regarding General Education requirements on pg. 24 of this handbook.

Grade Point Average/Academic Standing
ALL academic standings are listed in all catalogs. Conservatory students must have a minimum grade point average of 2.0 and meet the requirements of Good Academic Standing as defined in the General Catalog. Music Education and Music Therapy have grade point minimums within their majors. Also note Baccalaureate Degrees General Requirement 7 in the Conservatory section of the General Catalog concerning core music courses. Please contact the Student Services Office if you have any questions concerning these standings.

Residency Requirements
In order to complete the requirements for a Baccalaureate Degree at least 32 of the last 40 units applied to the degree program must be earned at the University of the Pacific. Additional units beyond those specifically required for the degree are not subject to the academic residency policy. This is especially important for Junior or Senior students who plan to take courses at other institutions. Students may petition the Academic Regulations Committee for a waiver of this rule. Petitions are available in the Office of the Registrar.

Application of Relevant Catalog
Any candidate for a bachelor’s degree who has not completed work within seven years of matriculation must reapply and be subject to any new requirements of the catalog in effect at that time. Students are held to the stipulations of the catalog for the year they first enrolled in the University of the Pacific.

Graduation Procedures
1. An application for graduation activates a student’s file for Degree Evaluation (Number of units earned and remaining, GPA, General Education, and Major requirements). The application is filed 1 year in advance of the anticipated graduation term; e.g. apply in spring 2012 for a spring 2013 graduation. Applications for Fall 2013, Spring 2014 and Summer 2014 graduations are due in the Registrar’s office on April 4th, 2013. There is a late fee of $25.00. Failure to apply for graduation on this timeline may impede the degree audit process and result in additional time to complete the degree.

2. Although students will be monitoring their CAPP evaluation every semester, the student and the adviser must complete the CAPP Degree Evaluation Graduation Confirmation with their adviser 1 year prior to the anticipated graduation date. Using CAPP, the adviser and student will complete and sign this form and then return it to the Office of Student Services, FSCH 302, where it will be evaluated and approved by the Office of the Dean, then sent to the Registrar for final processing.

3. Permission to Participate in Graduation – Walk-Through: Students who meet specific requirements may be permitted to “walk-through” the graduation ceremony without actually receiving the degree. Students who wish to "walk through" graduation should contact the Registrar's Office. Generally, a student must have earned 92 units by the end of the Fall semester prior to a May graduation date.

For information about Conservatory 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 Conservatory Coordinator of Student Services.

**Limitations on Credit toward Graduation**

**Maximum Units Accepted from a Two-Year Community College and the “70 Unit Rule”**
The maximum number of units accepted from a two-year college is 70. In addition, no two-year college credit will be accepted after a student has completed a total of 70 units from all institutions attended, including Pacific. At this point the student is considered a junior, and thus academic credit will be accepted only from institutions offering junior-level and senior-level work. Students who have completed more than 70 units may, with the permission and prior approval of the Office of the Registrar, take a Community College course for “course content credit only,” but may not receive academic units for the course.

**Activity Courses**
Students will be able to apply no more than a total of eight units in Activity, Club Sports, and Intercollegiate Athletics courses toward graduation. Only four of the eight units can be in Club Sports and only four of the eight units can be in Intercollegiate Athletics. A one-unit Activity Class (such as yoga or tae-kwon-do) can be repeated only once for credit. No two-unit Activity class may be repeated for credit. All Activity, Club Sports, and Intercollegiate Athletics classes will be evaluated on a Pass/No Credit basis.

**Extension and Similar Courses**
A total of no more than twenty units may be applied toward a degree from any or all of the following: courses taken in accredited correspondence schools, extension correspondence schools, extension courses, and/or courses taken by examination. None of these credits, except extension courses taken at the University through CPCE, will be accepted during the semester or summer session in which the student is completing requirements for graduation at the University.

**Other Credit Limitations**
No more than 20 units of Cooperative Education (92/192), Internship (87/187), Practicum (89/189), Physical Education Activity, Club Sports, Theatre Activity, Dance Activity and Intercollegiate Athletics courses in any combination may be applied to the units required for a Baccalaureate Degree. There are limitations on repetition of these classes (see catalog).

**Course Credit Which Does Not Count Toward Graduation**
Some courses taken through the Educational Resource Center do not carry credit toward graduation. However, these courses and their unit value appear on a student’s transcript. When calculating the number of units which apply toward graduation, units from these courses must be subtracted from the number of units earned as listed on the transcript. Do not count these units as valid units for graduation. Credit listed for the following courses does not count toward graduation:

- MATH 1 Pre-Algebra
- MATH 3 Elementary Algebra
- WRIT 19 Basic Writing

If a student has received AP/IB credit or transfer credit for a course offered by the University, he or she cannot take the course here for credit.

**Second Majors and Second Degrees**
Some students choose to complete a second major within the Bachelor of Music degree (i.e. Performance and Music Education), some wish to complete a second degree. The University rules are as follows (can also be found in the General Catalog, www.pacific.edu/catalog):

**Second Bachelor’s Degree (consecutively or concurrently)** are awarded under the following conditions:

1. The student completes a minimum of 32 credits at the University of the Pacific beyond those required for the degree that has the highest credit requirement. These units must be completed in residence at Pacific.
2. The student completes all specific requirements of both programs (both general education and majors).
3. Both degrees must be completed at the same time under the same catalog requirements.

Dual Majors
Students may obtain a baccalaureate degree with two majors by completing the requirements for both majors. A dual major may consist of two departmental majors, two interdepartmental majors, or two majors in different schools.

Double majors within the Conservatory – Freshmen
1. A second major can be declared only after the successful completion of two semesters of study in the Conservatory, however students wishing to double major or double degree should consult with the appropriate advisers early in their first year to begin developing an appropriate plan for completion of the study.
2. Although the double major cannot be declared until after the completion of two semesters of study, students and advisers should consider course requirements for both potential majors when planning the first year.
3. To declare a second major or degree, a complete multi-year degree plan, taking into account the requirements for both majors, must be made by the student in consultation with the advisers.
4. The degree plan must also take into consideration course rotations and the day/time schedule of courses in the Conservatory to avoid issues with completion and/or scheduling conflicts.
5. The addition of a second major in the Conservatory and its accompanying degree plan must be approved by the Program Director of each major area and the chairs of the Departments involved.
6. Double majors must maintain a 2.5 GPA and acceptable progress in each major area.

Double Majors within the Conservatory - Transfer Students
1. Before the end of the first semester of enrollment in the Conservatory, a multi-year degree plan must be completed by the student in consultation with the adviser.
2. The degree plan must take into consideration course rotations and the day/time schedule of courses in the Conservatory to avoid issues with completion and/or scheduling conflicts.
3. The degree plan must be approved by the Program Director and the department chair of the major area.

Items of Frequent Interest
Registration Overloads
Full-time students are those enrolled for 12 to 18 units per semester. Any units over 18 constitute an overload. Students must petition to take an overload. Petitions may be obtained from the Conservatory Student Services Office. Any course, including extension courses or courses taken concurrently at another institution, that bring the total registration to 19 units or more requires PRIOR permission to take that course. Students whose GPA is below a 3.0 are discouraged from taking an overload.

1. **Cost** – If the course which creates the overload is listed in the class schedule for the current semester, there is an additional cost. Check the Catalogue for the specific cost. The cost for an extension course varies. Check the Center for Professional and Continuing Education schedule for the cost of the course. The only cost for an extension course is the cost listed in the CPCE schedule. The amount listed in the regular class schedule does not apply to extension courses.

2. **Summer Sessions** – During the 5 week sessions, a full undergraduate course load is 8 units. Anything over these maximums require permission by petition approval by the Conservatory Academic Regulations Committee and the Associate Provost for Professional and Continuing Education.

Late Adds/Late Drops/Late Withdrawals
The deadlines to add, to drop a course without a “W,” and to late withdraw are listed on the Academic Calendar each semester. Students who miss the deadline must petition the standards committee in the school or college where the course is housed. Petitions should be submitted at the earliest possible date. The Committee on Courses and Standards acts on petitions for the current semester only. (Petitions to add or drop a course from a previous semester
are submitted to the University Academic Regulations Committee. These petitions are available in the Office of the Registrar.) Advisers and instructors should be as specific as possible when writing recommendations. Information about grades, attendance and known extenuating circumstances will help the committee make its decision.

Class Standings
While some students believe that their class standing is determined by the length of time they have attended college, standings are determined by the total number of units a student has earned. The following are the class standings:

- 1 – 27.99 units - Freshman
- 28 – 55.99 units - Sophomore
- 56 – 91.99 units - Junior
- 92 units or more - Senior

Course Repetitions, Replacements, and Grading

Grade Averaging and Replacement Policy for courses taken at Pacific for the first time PRIOR to Fall 2008

1. Students can repeat a course for grade replacement if they took the course prior to Fall 2008 and received a C- or lower.
2. Any given course can be repeated one time only, whether for grade replacement or grade averaging. Basic skills courses are exempt from the one repeat rule.
3. The last grade received for grade replacement is the grade that will be calculated into the GPA.
4. Students may exercise their grade replacement rights up to a maximum of three times while enrolled in undergraduate degree programs at Pacific. Repeats of basic skills courses are not included in this maximum.
5. Grade averaging is also available to students who have "used" their three grade replacements and wish to retake another course or courses for which they have received a C- or below.
6. In any course or program where enrollment demand exceeds the resources to offer sufficient opening or sections to meet that demand, the academic unit may give registration priority to students taking the course the first time.

Course Repetition and Grade Averaging for Students Entering Fall 2008 and Beyond

1. Students who earn a grade of C- or lower may take the course a second time. The two grades will be averaged when the GPA is calculated (refer to 2012-2013 General Catalog).
2. In any course or program where enrollment demand exceeds the resources to offer sufficient opening or sections to meet that demand, the academic unit may give registration priority to students taking the course the first time.

Deviation from the Final Exam Schedule
Each semester the class schedule lists the times and dates when final exams are to be given. Any exception to this schedule must be approved by the dean of the Conservatory of Music. ALL student requests to take an exam at a time other than the scheduled time must be referred to the Student Services Office.

Incompletes
An incomplete should be given only if a student experiences an unforeseen hardship or an extenuating circumstance that occurred late in the semester. Instructors are advised to seek documentation from the student. Incompletes should not be assigned if it would be necessary for the student to attend classes during a subsequent term in order to complete the remaining course work. Students should have completed either 80% of the course work or attended 80% of the course hours. Students who do not meet the stated criteria but who do have serious extenuating circumstances should be directed to the Office of Student Life where they may apply for a withdrawal and be advised on pertinent matters such as financial aid and unit load. All incomplete contract forms have a space for the instructor to submit a reversion grade. This is the grade that the student will receive if no work is done to make up the incomplete. If no reversion grade is listed, the grade will automatically become an F.
1. **Signing the Incomplete Contract** – The contract is supposed to be signed by both the instructor and the student. If an emergency prevents a student from being available to sign the form, the instructor may simply note that the student was not available to sign. It is the instructor's responsibility to see that the student receives a copy of the completed contract form.

2. **Deadlines for Completing the Incomplete** – Professors may stipulate deadlines for acceptance of incomplete coursework. Those deadlines may be earlier but no later than the following: Incompletes for the Fall Semester must be made up by July 1 the following year. Incompletes for the Spring Semester must be made up by November 1 of the same year. Summer Session incompletes must be made up by January 1 of the next year.

3. **Extension of Incomplete Deadlines** – If there are special circumstances which prohibit a student from completing the work by the deadline, an instructor may (in agreement with the student) request an extension. Contact the Registrar's Office to determine the procedures to follow.

**Submitting Grades**
It is very important for instructors to meet the deadlines noted by the Registrar's Office. If the Registrar's Office has to process the grades with some grades missing, there are consequences for a number of students. Scholarships and Academic Standing are among the things that are impacted if some grades are missing at the time grades are processed. *Please submit grades on time.*

**Changing Grades**
Change of grade forms are available via InsidePacific. No student will be given a change of grade form. A change of grade reflects an instructor's error in calculating the grade. Students are never permitted to do work to change their grades after the semester is over. With the exception of an incomplete, ALL course grades should be based on work done before the semester ends.

**Registration Procedures**

**Freshmen**
For registration purposes, a freshman is defined as a student who has completed less than 28 units of college work. Students are assigned advisers from their program area, and advising for General Education and the major continue with the departmental adviser throughout the student’s undergraduate study.

**Transfer**
Transfer students are assigned to a major adviser at the time of Transfer Orientation. All transfer students are assessed for placement in core music theory courses; core music history courses are articulated by the Music History Program Director. Courses within majors are referred to the appropriate Program Director. For applications and transcripts received in time, an evaluation of the student's General Education status at entrance is made by the Assistant Dean to determine any remaining requirements. This evaluation is placed in the student's folder given to the faculty adviser and a copy given to the student. The faculty adviser and/or student should update the form as requirements are met. Questions concerning General Education should be addressed to the Assistant Dean.

**Enrolling in Classes**
Freshmen matriculating at the start of the Fall Semester will receive a “block schedule” carefully designed for them, incorporating the major department’s recommended first-year courses and the student’s stated preferences for GE choices. Transfer students also enroll in classes during their orientation session. All students must register for their ensemble during the first week of classes after placements have happened. Vocalists and pianists much register for their applied teachers once they are placed. Information concerning the registration of continuing students is found in the class schedule for each semester. Online registration is now required of all students. Students are required, also, to meet with their faculty advisers for course selection and to have their registration hold lifted. Any questions concerning the registration of continuing students should be addressed to the Office of the Registrar. If the assigned faculty adviser is on Faculty Development Leave or otherwise not available for advising, he or she should arrange with the department chair for a substitute adviser for that time period and notify advisees as soon as possible using...
the email function on the “View Advisees” option on Inside Pacific. Please do not lift registration holds without discussing their schedules with them in advance.

Overrides
If student cannot register for a class because of a pre-requisite, class level, or full class hold, then the student must request the instructor of the course for an override. In the case of a pre-requisite hold, the instructor may refer the student’s request to the Conservatory Academic Regulations Committee if needed. Holds can be lifted through Inside Pacific under the Student menu.

Part-Time Students
Students enrolling for fewer than 12 units qualify as part-time. Unless your advisee desires part-time status, do not sign a registration form with fewer than twelve units. Students must know the consequences for being part-time. Part-time status can affect (but is not limited to) financial aid, scholarship requirements, insurance rates and benefits, student visa requirements, veteran benefits, and university housing. It is extremely important for students to check anything which could be impacted by being a part-time student rather than a full-time student before they choose to drop below 12 units.

Audit
Occasionally a student may wish to audit a class. The decision to audit must be made at the outset of a semester. Once registered for an audit, the student may not petition to change to regular status in the course. An audit is not considered part of the student's academic load. There is a $50.00 audit fee. NOTE: "Participation courses" such as foreign language, laboratory courses, art, and physical education courses normally may not be taken on an audit basis. Student responsibilities for an audit are determined by the instructor of the course and should be clearly defined before a student opts to audit a course.

Complete Withdrawal from the University
Leaving the campus before the end of the semester or simply non-attendance does not constitute withdrawal. Neither does failure to return after an advanced registration. Before leaving, students should always initiate a withdrawal petition to protect their account at the Finance Center and to maintain an accurate academic record. Students should contact the Office of the Registrar to obtain forms and complete the process.

Credit by Examination
An undergraduate student who is in good standing and is currently enrolled for four or more units may "challenge" by examination certain courses offered in the current term by the University. Departments have the right to designate which of their courses are appropriate for credit by examination. Students wishing to "challenge" a course should obtain the appropriate form from the Registrar's Office. There are a number of restrictions and limitations concerning the policy to "challenge" a course. Students should check the current catalog to determine whether they are or are not eligible to submit a "challenge" petition.

Advanced Placement Credit
Please check the current catalog for additional information concerning Advanced Placement credit (located in the 2012-2013 General Catalog online). Scores on a 4 or 5 on an AP exam (5 or higher on an International Baccalaureate exam) can count toward the General Education breadth requirement to a maximum of 28 units. Refer to www.pacific.edu/advancedcredit for more information.

Quarter Units to Semester Units Conversion
The Admissions Office makes this conversion. The number of quarter units is divided by 1.5. For example, 5 quarter. units = 3.3 semester units and 4 quarter. units = 2.7 semester. units.

Pacific Extension Courses Offered by the Center for Professional and Continuing Education
Extension courses which are available for a semester are listed in a separate schedule for each semester. Students must check to be certain that the course is being offered for university credit. If taking a CPCE Extension course brings a student's course load to 19 units or above, students must petition for an overload PRIOR to enrolling in the
course. Students are limited to 2 units of CPCE Extension courses per semester with a total of no more than 8 units to be applied toward graduation. The cost for each course is listed in the CPCE course schedule.

**Summer Session Enrollment**
Summer Sessions are "open enrollment" sessions. Students may enroll in summer sessions regardless of their academic standing, including students who have been disqualified. Specific information and costs may be found in the summer session class schedule.

**Readmission to the University**
Any student who has left the University for two semesters or more or has been disqualified for a semester and wishes to return must apply for readmission. Forms are available from the Admissions Office. It is in the student's best interest to obtain and submit this form as soon as possible after the decision to return has been made. Students who take a Leave of Absence for medical or other reasons for a single semester do not have to go through a full re-admission procedure. See the office of Student Academic Support Services for assistance. Once a student has applied for readmission to the Conservatory, the appropriate program and applied area will determine if the student must perform an audition for readmission.

**Academic Regulation Committees**

**Conservatory Academic Regulations Committee (COM/ARC)**
The Conservatory Academic Regulations Committee is charged in Conservatory Bylaws with the following responsibilities:
1. Consider and recommend matters of educational policy and procedure to the faculty.
2. Review and recommend proposed changes in curriculum and/or degree requirements received from the departments to the faculty.
3. Review and act on petitions from students.
4. Communicate actions to students and the Office of Student Services in the Conservatory.

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

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.

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.

Adding Conservatory classes after the last day to add classes in the semester.

Dropping Conservatory classes after the last day to drop classes in the semester.

Petition forms are available in the Student Services Office, Conservatory 302 and petition statements can be e-mailed to: jgoodwin@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 Academic Regulations Committee has the following responsibilities:

a. Original jurisdiction of requests from any student on the Stockton campus for exceptions to general University academic regulations as follows:
   1. Academic residence requirements;
   2. Multiple degree requests;
   3. Transfer credit limitations;
4. Inter-college/school problem;
5. Requests delegated by a school or college.

b. Appellate jurisdiction for students who wish to appeal decisions on academic matters rendered by a committee of an individual school or college as follows:
   1. Student study programs;
   2. Add/drop requests;
   3. Degree requirements;
   4. Scholarship actions: probation, disqualifications, honors recognition;
   5. P/NC limitations.

c. Original jurisdiction for students of any school or college that does not have its own committee for acting on petitions on the academic matters listed in "b" above.
   Appeal of the Academic Regulations Committee decisions go to the Provost Office.

**Finances**

Any matter which involves tuition refund, credit, or other adjustment will be referred to the Finance Center.

**Grievance**

A student seeking information about filing an academic grievance should contact the Judicial Affairs Office for further information and instruction. The Judicial Affairs Office can be contacted at 209-946-2177 or judicialaffairs@pacific.edu.

**Student Rights**

*Right to Privacy – The following is based on The Family Educational Rights and Privacy Act of 1974, commonly known as the "Buckley Amendment" or FERPA.*

Students who have attended the University of the Pacific may see their academic records upon request at the Office of the Registrar. Students applying for admission are not eligible to review their application file. Letters of recommendation used in support of an application for admission will be destroyed prior to actual registration at the University.

The University has a long-standing policy of protecting the privacy of a student's records which, in general, will not be disclosed to others without the student's permission. However, there are several situations in which the University may disclose information without requiring the student's permission. These include:

a) Information to faculty and administrators within the University who have a legitimate educational need to know the student's record.
b) Information to persons or organizations providing financial aid.
c) Information to other universities or colleges to which the student has applied or has been admitted.
d) Information in response to a court order.
e) Information to parents when the student is a financial dependent according to IRS standards.
f) Information required in an emergency to protect the health and safety of the student or other person.

1. **Disclosing Information to Parents or other Interested Parties** – Section X 1 e) notes an exception to disclosing information to parents. As a general rule, a faculty member does not know whether or not the exception regarding financial dependency applies. Faculty members should not give information to parents or others without knowing the IRS status or without the student's written permission to do so. Faculty members should NOT assume that if a parent reports that it is "all right" to disclose information, that such information should be given. To determine the IRS status of the parent, faculty members should contact the Office of the Registrar or the Financial Aid Office. **Faculty members may disclose information to parents if the student signs a release form (available from the Registrar’s Office). Faculty may tell students / parents about the existence of the release form, but should not request that students sign such a form unless the student wishes to do so.**
2. **Posting Grades and Returning Graded Work** – Faculty are prohibited from posting grades outside their offices that would enable a student to determine another student’s grade or standing in the class. Nor may faculty leave graded exams or papers for students to pick up outside offices or on tables unless supervised.

Please note that the above provisions regarding student rights to privacy and confidentiality of their academic records are mandated by Federal law.

**General Education**

All Conservatory students must complete the University General Education program as it applies to the Conservatory (www.pacific.edu/catalog). **PLEASE NOTE:** As outlined below, the General Education program is divided into three components: Fundamental Learning Skills, the Breadth Program, and Pacific Seminars.

**Fundamental Learning Skills**

Entering students are required to take standardized or locally administered examinations in writing, reading, and quantitative skills. Any student who does not pass these examinations must take (or have taken elsewhere) coursework to remedy the skills deficiency within one academic year, including summer sessions. Freshmen are placed into basic writing, reading, and mathematics courses based on their SAT scores upon admission, but may challenge placement by taking an exam once during their orientation session. For complete information about fundamental skills, please visit [http://web.pacific.edu/x10590.xml](http://web.pacific.edu/x10590.xml)

**Reading** – Any student who does *not* place out of reading must pass READ 31 with a grade of C- or better or have taken coursework elsewhere to meet this deficiency. Pass/No Credit is not a grading option for READ 31.

**Writing** – Any student who does *not* place out of writing must pass WRIT 21 with a grade of C- or higher or have taken an equivalent course from another college or university. Pass/No Credit is not a grading option for WRIT 21. **Note:** C- or higher is required in WRIT 19 to continue into WRIT 21.

**Quantitative Skills** – Any student not placing out of the quantitative skills requirement at entrance may satisfy the requirement in the following ways only. **No other options or courses will satisfy this requirement.**

2. Passing MATH 5 with a C- or above. Some students may be required to take MATH 1 and/or MATH 3 as prerequisites for MATH 5. Credit for MATH 1 and MATH 3 will not count toward graduation. **Note:** C- or higher is required to continue into the next level math course.
3. Passing the Elementary Algebra exam **AND** passing MATH 35 with a C- or higher. No credit will be given for MATH 35 course if a student has received credit for MATH 37 or MATH 39.
4. Completing a comparable course from another college or university with a grade of C or above.

**Fundamental Skills Probation**

Failure to make progress toward remediation of a basic skills deficiency during the first year of study will be grounds for being placed on skills probation regardless of a student’s grade point average. Students who have not met these skills requirements by the beginning of their third year of study will be subject to dismissal, with readmission contingent on their having met these fundamental skills. All basic skills requirements must be met before a student will be permitted to graduate with a bachelor’s degree or a first professional degree.

**Fundamental Skills for Transfer Students**

Transfer students *not* passing the writing, reading, or quantitative skills exams are exempted from required course work if they have comparable college-level courses on their transcripts with a grade of D or above. Transfer students who do not have a comparable reading course must take the reading test. Students who fail the reading test must enroll in READ 31. Please consult the University Catalog for further stipulations concerning transfer students and General Education.

Students can only meet their fundamental skills requirements in writing, mathematics, and reading by adhering to the guidelines stated in the university catalog, which are stated in the General Education section.
Pacific Seminars
Conservatory students who enter as freshmen are required to take three Pacific Seminar courses. In addition, all transfer students who enrolled in Fall 2007 or after are required to take Pacific Seminar 3.

Pacific Seminar 1 and 2 (4 units each) are taken in sequence during the freshman year unless a student is deferred from taking the courses until the sophomore year due to low writing and/or writing assessments. Students are not allowed to drop Pacific Seminars for any reason. PACS 1 is a prerequisite for PACS 2; students who fail PACS 1 must wait to take both PACS 1 and PACS 2 in their second year. If a student receives an Incomplete in PACS 1, she or he can only take PACS 2 if the Incomplete is cleared by Friday of the first week of spring classes. Transfer students with sophomore standing (28 or more earned units) are exempt from PACS 1 and 2, but must take PACS 3.

Pacific Seminar 3 (3 units) is taken during the senior year (92 units or more completed). Students who have taken Pacific Seminars 1 and 2 AND students who transferred to Pacific in 2007 or later are required to take the course. Juniors will be allowed to register for PACS 3 during pre-registration if they will have senior standing at the beginning of the semester in which they will take the course. The Director of General Education decides any overrides.

None of the Pacific Seminar courses can be taken Pass/No Credit. Students who fail Pacific Seminar 1 must repeat the course in their very next academic year as a pre-requisite to taking Pacific Seminar 2. Students who fail Pacific Seminar 2 may repeat, if necessary, a different Pacific Seminar II course. Students may not repeat the seminars if they receive a passing grade or D or higher. Failure to pass either seminar at the end of four semesters is grounds for disqualification and requires completion of substitute courses in the Breadth Program.

Beginning in 2009-2010, students who have completed 28 or more units of transferrable classroom college work that appears on a college transcript are exempt from PACS 1 and 2.

There are 11 total units for the Pacific Seminar series.

General Education Breadth Program
The Breadth Program provides students the opportunity to become acquainted with a core of knowledge from cultural, aesthetic, social, political, historical, scientific, and technological perspectives. In consultation with a faculty adviser, the student selects a coherent and meaningful program from courses which are organized into three broad categories, each of which is further subdivided as follows:

I. Social and Behavioral Sciences
   A. Individual and Interpersonal Behavior
   B. U.S. Studies
   C. Global Studies

II. Arts and Humanities
   A. Language and Literature
   B. Worldviews and Ethics
   C. Visual and Performing Arts

III. Natural Sciences and Mathematics
   A. Laboratory Sciences
   B. Mathematics and Formal Logic
   C. Science, Technology, and Society (or a second III A course for transfer students)

Conservatory freshman are required to take two courses within categories I and II, but these courses cannot be taken in the same subdivision (e.g. a IIA and a IIC course; not two courses from IIA). IIIA and IIIB are required. Transfer students take only Pacific Seminar 03 and must take one course from each subdivision. Conservatory students are not required to take a course in area IIIC.
Limit on Courses from a Single Department or Another School – No more than two courses from a single department or another University of the Pacific School may count in the General Education Breadth Program.

Advanced Placement
Currently, course credit earned through AP with a score of 4 or above or IB credit with a score of 5 or above may be used to satisfy General Education courses.

Coursework in independent or directed study, field experience, or similar activities such as internships, practica, and cooperative education cannot be used to meet General Education requirements. Students can only meet their Breadth Program requirements (areas I, II, and III) by completing officially certified GE courses. These courses are listed in the General Catalog in the General Education section (2011-2012 p. 47). Only in rare circumstances will substitutions be allowed. Substitution requests must be approved by the Director of General Education.

Transfer Students and General Education
All transfer students must complete an approved General Education Program before graduation. Transcripts for transfer students are reviewed by the Office of the Registrar. This evaluation will determine which General Education requirements have been met. Transfer students who have fully completed IGETC or CSU breadth requirements will only have to pass PACS 3 to satisfy their GE requirements.

Transferring Courses for General Education
Conservatory students often take courses at other colleges or universities to fulfill General Education requirements. If this is planned and meets with your approval, the student should do the following:

File a “Transfer Course Approval Request” or “TCAR.” These petitions are available at www.pacific.edu/registrar under “forms”. After the Office of the Registrar reviews the TCAR for any limitations on transferable units and determines the correct articulation, the faculty adviser and student are notified. It is the student’s responsibility to have the transcript from the outside institution sent to Pacific’s Office of Admissions in order to receive final credit for the course.

Limitations on Transfer Courses for General Education from a Two-Year College or Community College
After a student has completed a total of 70 units from all institutions attended, courses from a Two-year College or Community College cannot be accepted as units for General Education requirements. In some cases, course credit alone may be such that a General Education area or requirement may be met; however, the units will not be counted toward the minimum required units.

Overseas Study and General Education Credit
It is possible to obtain General Education credit for courses while studying abroad. Students considering this possibility should obtain the necessary forms from the Office of International Programs and Services and consult with their adviser. Once the student has chosen study abroad courses, a TCAR must be submitted to the Registrar’s office.

Diversity Requirement
Beginning in fall 2010 the University requires that all students successfully complete at least one 3-unit officially designated diversity course. See page 48 of the 2010-2011 General Catalog for specific information. Students transferring into the University prior to fall 2011 are encouraged but not required to complete this requirement.

Referral Resources
Student Advisers
Student advisers work in a team with the Faculty Advisers to assist students in understanding their responsibilities and the challenges of contributing to the intellectual life of the University. The advising team works together to introduce the student to the academic programs and resources of the University.
Student Academic Support Services
The Referral Center is a one-stop referral service for students so they can receive efficient and supportive help in order to improve their academic abilities. This service helps students receive specialized tutoring, peer support, or various types of counseling. This office enhances the current services of the Educational Resource Center and Student Advising, and works with the Registrar, the Academic units and makes referrals to other University resources. Contact the Assistant Dean of Students, Elisa Anders at 209.946.2084 or e-mail: eanders@pacific.edu

Educational Resource Center
The ERC offers courses for credit in writing, reading, English as a Second Language and study skills. The Center’s college-level programs are available without charge to all regularly enrolled students. Course schedules can be found in each semester’s Schedule of Classes under the School of Education. Support for students with learning disabilities is also housed in the Center. Contact: 209.946.2458

Mathematics Resource Center
This Center provides support for students learning mathematics. Tutoring is provided for students enrolled in mathematics classes through Calculus II. Tutoring schedules are posted by semester. Two and three unit classes in pre-algebra, elementary algebra, intermediate algebra and trigonometry are offered for students who need such instruction. The Center also administers placement tests and the general education quantitative analysis tests. The Mathematics Resource Center is affiliated with the Educational Resource Center and is located on the second floor of Bannister Hall. Contact: 209.946.2458

Career Resource Center
The CRC is located in the McCaffrey Center and offers programs to facilitate career decision-making and goal-setting for students at all academic levels. The process begins with students seeking career information. Career Services provides one-on-one counseling through the Career Focus Program. As students progress, Career Services assists with the development of skills and offers postings required to obtain co-op, intern, part-time or summer jobs. When senior year arrives, Career Services assists those seeking post-graduation education and full-time employment by teaching job search skills and offering a number of campus recruiting and posting services. The fall Career Fair, the Spring Job and Internship Fair and Alumni Forum bring organizations and individuals on campus to discuss careers and recruit students. Services are available to currently enrolled students and alumni. Academically linked internships for many disciplines are also coordinated through the Career and Resource Center. Contact: 209.946.2361

Cowell Wellness Center
The Wellness Center is available to those students who have:

- Registered at Pacific.
- Paid the Health Services Fee.
- Submitted required health history, physical exam and immunization records.

The Health Center provides medical services and health education resources. Cowell Wellness Center is a professional medical clinic and infirmary open 24 hours a day, seven days a week during regular semesters, except special holidays. Health Services Fee includes:

- Health and Wellness Management
- Physician appointments – Monday through Friday
- Nurse Clinicians Always Available
- Twenty-four Hour Infirmary Care
- Counseling
- Substance Abuse Program

Note: Health Services fee does **not** include outside referrals.

Contact the Wellness Center: 209.946.2315
Counseling Center
The Counseling Center is located in Cowell Wellness Center. The Counseling Center provides individual and group counseling and support to students who may be experiencing situational, psychological or interpersonal difficulties. In addition to counseling for students' personal concerns and problems, support groups and special topic workshops are also offered. Personality and educational assessment is available as well as substance abuse counseling, marriage/relationship counseling, stress/time management and crisis intervention. Psychiatric consultations can be arranged as well as limited medical management of psychotropic medications. The cost of these services is covered by tuition and the Health Services fee. All contacts are strictly confidential. Contact: 209.946.2315 x2

Office of Services for Students with Disabilities
University of the Pacific is committed to providing access for qualified students, faculty, staff, and visitors to University programs. This non-discrimination policy applies to all qualified applicants or students who seek to or do participate in employment, in access to facilities, student programs, activities and services. The Office of Services for Students with Disabilities is located in the McCaffrey Center, First Floor, Room 137 and Room 115. The SSD Office offers a variety of services for Pacific students with disabilities. Director: Daniel Nuss, 209.946.2278

Honor Code
The Honor Code at the University of the Pacific calls upon each student to exhibit a high degree of maturity, responsibility, and personal integrity. Students are expected to act honestly in all matters, actively encourage academic integrity, discourage any form of cheating or dishonesty by others, and inform the instructor and appropriate university administrator if she or he has a reasonable and good faith belief and substantial evidence that a violation of the Academic Honesty Policy has occurred. Complete information about the Honor Code and all policy related to student conduct is located in Tiger Lore: http://www.pacific.edu/Documents/student-life/judicialaffairs/Tiger%20Lore%202011-12%20FINAL.pdf
**Administration**

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