

# **CAMERON UNIVERSITY**

## **Pre-College Music Lessons Policy**

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### **Policy Statement**

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The purpose of this program is to identify, mentor and recruit prospective music students who are maturing through their respective music studies in piano, voice, woodwind, brass, percussion, string or guitar at the middle school and high school level (from grades 6-12 or Homeschooled equivalent; although, qualified 12<sup>th</sup> graders could potentially enroll concurrently at Cameron University). No adult non-Cameron University students will be accepted in this program.

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### **Who Should Know This Policy**

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|---------------------|--------------------------------------|
| √ President         | √ Faculty                            |
| √ Vice Presidents   | √ Other Accounting/Finance Personnel |
| √ Deans             | Students                             |
| √ Department Chairs | √ Other Groups                       |
| √ Directors         | All Employees                        |
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### **Responsibilities**

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#### **Responsible for Policy**

University Officer Responsible  
Ronna Vanderslice

Vice President for Academic Affairs

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## Procedure

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**STATEMENT OF PURPOSE:** In support of the above policy statement the following procedures and information are provided to establish a minimum standard for Department of Music faculty and the use of Cameron University (CU) facilities.

### 1.0 General Guidelines

- 1.1 Faculty for the Program—Only fulltime employed music faculty will be considered.
- 1.2 Priority of Mission of the Department—A recognition by the affected Music Faculty that their first priority will be their teaching, research/performance, and service to Cameron University in their respective area(s) of responsibility is a pre-requisite for faculty participation in this program. This Preparatory Music Academy is not to interfere with Cameron student advisement or any other obligation currently part of the fulltime Music Faculty's responsibilities.
- 1.3 Hours of Operation—The hours for this Music Preparatory Academy are Mondays through Thursdays from 5:00 p.m. until 7:00 p.m., on Fridays from 3:00 p.m. until 7:00 p.m., on Saturdays from 9:00 a.m. until 3:00 p.m., and on Sundays from 1:00 p.m. until 5:00 p.m.
- 1.4 Maximum Hours for Faculty—Individual Music Instructors will be permitted to teach a maximum of 5 “clock” hours per week (i.e. 10, 30-minute students or that equivalent—not to exceed 5 clock hours).
- 1.5 Faculty Compensation—Each music faculty participating will be compensated on the adjunct and overload payment cycle. From each student's generated revenue, the Music Faculty member will receive 74.2% of each dollar. Of the remaining 25.8%, 8% is identified as overhead/processing costs, the remaining 17.8% is identified as Cameron University benefits (i.e. TRS, FICA). Hence, as an example, for a \$20 lesson payment charged, the Music Faculty member would receive \$14.84. These costs will apply to each dollar assessed to the student.
- 1.6 Oversight, Evaluation, and Improvement of Program—The Chair of the Music Department will have the responsibility of oversight of the program. In order for there to be an assessment by the Chair of the Department of the actual teaching being rendered, a summary recital of the composite students enrolled will occur at the end of each semester (i.e. one recital for piano students, one for vocal students, one for string and guitar students, and one for woodwind/brass/percussion students). The individual performances need not be extensive but representative of the composite individual study that semester. A plan for further development should be submitted to the Chair prior to the forthcoming semester (i.e. a progress report and plan for suggested repertoire). The public will be invited to the summary student recital(s). A music faculty member who fails to comply with the above policies or who teaches additional students at Cameron University on a different basis will forfeit the privilege of teaching in this program.
- 1.7 Use of Cameron University Equipment—Students in this program are not to use Cameron University music equipment other than that which is in the faculty member's teaching studio. Also, music students in this program are not to utilize the Cameron practice rooms or equipment in other locations in the Music building.

## 2.0 Specific Guidelines and Procedures

- 2.1 Semester Length—Each student will receive 16 lessons per semester. The summer session will be eight weeks in length. The calendar for lessons is in coordination with the Cameron University calendar.
- 2.2 Registration—Enrollment is open for private lessons until the beginning of the first week of the semester. Lesson payments are made directly to Cameron University. Please make checks payable to Cameron University.
- 2.3 Payment Policy—Students taking private lessons can choose from two payment options:
1. Pay in full prior to the lessons starting;
  2. Pay in two installments using a credit card or check.
- Checks will be deposited into the Music Auxiliary Account #3167 (Banner account 323601)—identified as a separate activity within this account and the overhead portion will be deposited into Account # 3710 (Banner account 331203). The distribution between accounts is described in section 2.5 above.

Payment rates for the Fall/Spring/Summer/additional semester are as follows:

### Private Lessons

30 minutes—\$20 per lesson—\$320 total payment (\$20 x 16 lessons)

45 minutes—\$30 per lesson—\$480 total payment (\$30 x 16 lessons)

60 minutes—\$40 per lesson—\$640 total payment (\$40 x 16 lessons)

Summer Session rates would be 50% of the total cost since the lessons would be reduced to 8 (instead of 16).

Additional or Intersession sessions would be prorated upon the standard rates (above) times the number of lessons offered.

*The Department of Music reserves the right to cancel and/or deny lessons for payments not received.*

- 2.4 Enrollment—Applications for enrollment will be available online (or a hardcopy is available at the Department of Music). Please submit the application and form for emergency information. Please fill out all forms entirely. Final admission to this lesson program is contingent upon acceptance/audition and interview with the individual music instructor (professor). Once the completed application, forms, and initial payment are received, the student(s) will be notified to confirm lesson time(s) and instructor(s).
- 2.5 Attendance—Sixteen lessons will be given over the course of the semester. If a student wishes to discontinue his/her music instruction, a 30-day written notice will be required. The student will be financially responsible for the lessons that occur within the 30 days from the date notice is given, whether or not the student chooses to attend the lessons. No refunds will be given for the remaining balance of the semester.
- 2.5.1 Make-up Lessons—One make-up lesson will be granted per semester for an excused absence in which the instructor is notified at least 24 hours prior to lesson time. Excused absences include student illness, extreme emergency and/or death in the family.
- 2.5.2 Unexcused absences will not be refunded or made up by the teacher. They will consist of, but not be limited to, forgetting the lesson, un-notified absences and choosing to do another activity during the scheduled lesson time. If the student is late, the teacher is

under no obligation to extend the lesson beyond the normal ending time or reschedule the lost time. If the teacher is late, the teacher must either extend the ending time of the lesson or reschedule the lost time.

2.5.3 One excused absence as defined above will be made up. These will be scheduled and approved by the instructor. Lessons will not be made up if they are missed or denied due to late payments. The student is responsible for paying for all lessons, regardless of student or instructor attendance. Lessons not completed by the end of the semester due to instructor absence will be credited to the student.

2.5.4 If a lesson is cancelled or forfeited by the student for any reason, the instructor may then schedule another lesson in the absent timeslot. The instructor is under no obligation to notify the parent or student who forfeits the lesson of the substitution. If the original students' schedule changes and they are able to attend the cancelled lessons, it is subject to the instructor's schedule.

2.6 Expectations of Student Practice—Regular practice is essential for proper musical/artistic learning. It is recommended that a student practice daily the same amount as the lesson time. For example, if a student is taking a 30-minute lesson, he or she should practice 30 minutes per day. Students should discuss the requirements for practicing with the instructor prior to the start of the first lesson.

2.7 Progress Reports/Required Recital & Conferences—Instructors will provide the students and the parents of students under the age of 18 with written goals at the beginning of the semester and progress reports at the end of every semester. A FERPA agreement must be in place at the beginning of the semester for the affected Music Faculty to consult the responsible parent/guardian. A required summary recital (to be announced and scheduled) at the end of the semester will provide evidence of representative progress of the individual lessons being received. Students should contact the instructor to arrange a conference. Instructors reserve the right to adjust the goals for the student during the course of the semester.

2.8 School Closings—The Cameron University pre-college music lessons program will follow the inclement weather policy of the Lawton Public Schools; lessons will not be held if either the Lawton Public Schools or Cameron University closes because of inclement weather. Please listen to local radio and TV broadcasts for information concerning closings. If the Cameron Music Department building remains open and available on a day when lessons have been cancelled, special arrangements may be made on an individual basis between instructor and student to have a lesson. When inclement weather develops in the afternoon, the Cameron Department of Music reserves the right to cancel lessons and classes for the remainder of the day. Please call the Cameron Department of Music office for cancellation notices or to determine whether a decision to close the music building was made during the day.

2.9 Complaint and Grievance Procedure—Please discuss with your instructor any difficulties that you/your student might be experiencing with the lessons. If a problem cannot be resolved with the instructor or if the instructor is not meeting the needs of the student, please contact the Department Chair of the Cameron University Department of Music office. If possible, concerns should be provided in writing.

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## **Contacts**

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Policy Questions: Von Underwood, Dean of the School of Liberal Arts, (580) 581-2491

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## **Forms**

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In support of this policy, the following forms are included:

None

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## **Policy History**

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### **Policy**

Issue Date: January 4, 2010

Reviewed, no revision: February 2016

Revised: