

Blair Advising Handbook 2022-2023

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Responsibilities of Academic Advisers

Mission/purpose

Faculty academic advising serves to assist students in the development of meaningful educational goals and to provide information and guidance about the course selection and registration process.

Guiding Principles

Students and advisers assume shared responsibility in the academic advising process, but the ultimate responsibility for making decisions about educational plans and life goals rests with the individual student.

Faculty academic advisers help students to make the best academic decisions possible by encouraging identification and assessment of alternatives and consideration of the consequences of their decisions.

Faculty academic advising is guided by the following goals and objectives, all directly related to its mission/purpose:

1. Assist students in examining their educational, career, and life goals, and in developing short- and long-term goals to meet their objectives.
2. Advise in the selection of appropriate courses and other educational experiences.
3. Provide accurate and timely interpretations of institutional, general education, and major requirements.
4. Evaluate and monitor student academic progress through regular review of the student's YES DEGREE AUDIT and the impact of that progress on the achievement of goals.
5. Remind students pursuing areas of study outside of music (second majors/minors/pre-professional programs) to
 - contact the Blair Head of Academic Advising for assistance in planning their four-year curriculum.
 - Regularly contact the academic adviser or director of undergraduate studies in their other area of academic focus for advising on completion of those academic goals.
6. Reinforce student self-direction and self-sufficiency.
7. Make students aware of and, when necessary, refer students to educational, institutional, and community resources and services.

Responsibilities of Advisees

Academic advising helps students develop educational goals, make curricular choices, and select courses. It is a collaborative process in which you play an active role. While you and your adviser share responsibility in the academic advising process, the ultimate responsibility for making and completing educational plans rests with you. Additionally, you are responsible for developing academic skills that will enable you to act independently in achieving your goals.

As a student, you should:

- Familiarize yourself with the academic requirements for a first-year student by reading applicable sections of the Undergraduate Catalog and advising materials for your school;
- Become knowledgeable about policies, procedures, and rules of the university, your school, and your academic program;
- Monitor your academic progress with regular review of your YES DEGREE AUDIT and consider the impact of that progress on the achievement of your goals;
- Keep appointments that you make with your adviser or notify the adviser if you need to cancel;
- During course registration period, give your adviser at least a 24-hour notice about lifting your advising hold;
- Come to meetings with your adviser with plans and questions that you have prepared in advance, bringing accurate information and relevant materials with you;
- Contact your adviser between scheduled sessions when necessary, particularly if facing academic difficulties.

Your academic adviser will:

- Advise you on the selection of appropriate courses and discuss with you other educational experiences;
- Review course placement in light of your academic record and placement exam scores;
- Help locate and clarify curricular requirements of your degree program;
- Assist you in examining your intellectual and professional goals, and in developing strategies to meet your objectives;
- Inform you of academic and other resources and refer you to those resources if/when necessary.

Students completing a second major or minor, or pre-professional program in another academic area outside of music are encouraged to:

- contact the Blair Head of Academic Advising (amy.jarman@vanderbilt.edu) to schedule an appointment to discuss how the curriculum requirements will be able to intersect with Blair core requirements
- remain in contact with the academic adviser assigned to them from that department, or the Director of Undergraduate Studies in that department. Those advisers will be able to assist in completion of the requirements for the area of study outside of music.

Forms for managing your degree are available at:
<http://blair.vanderbilt.edu/academics>

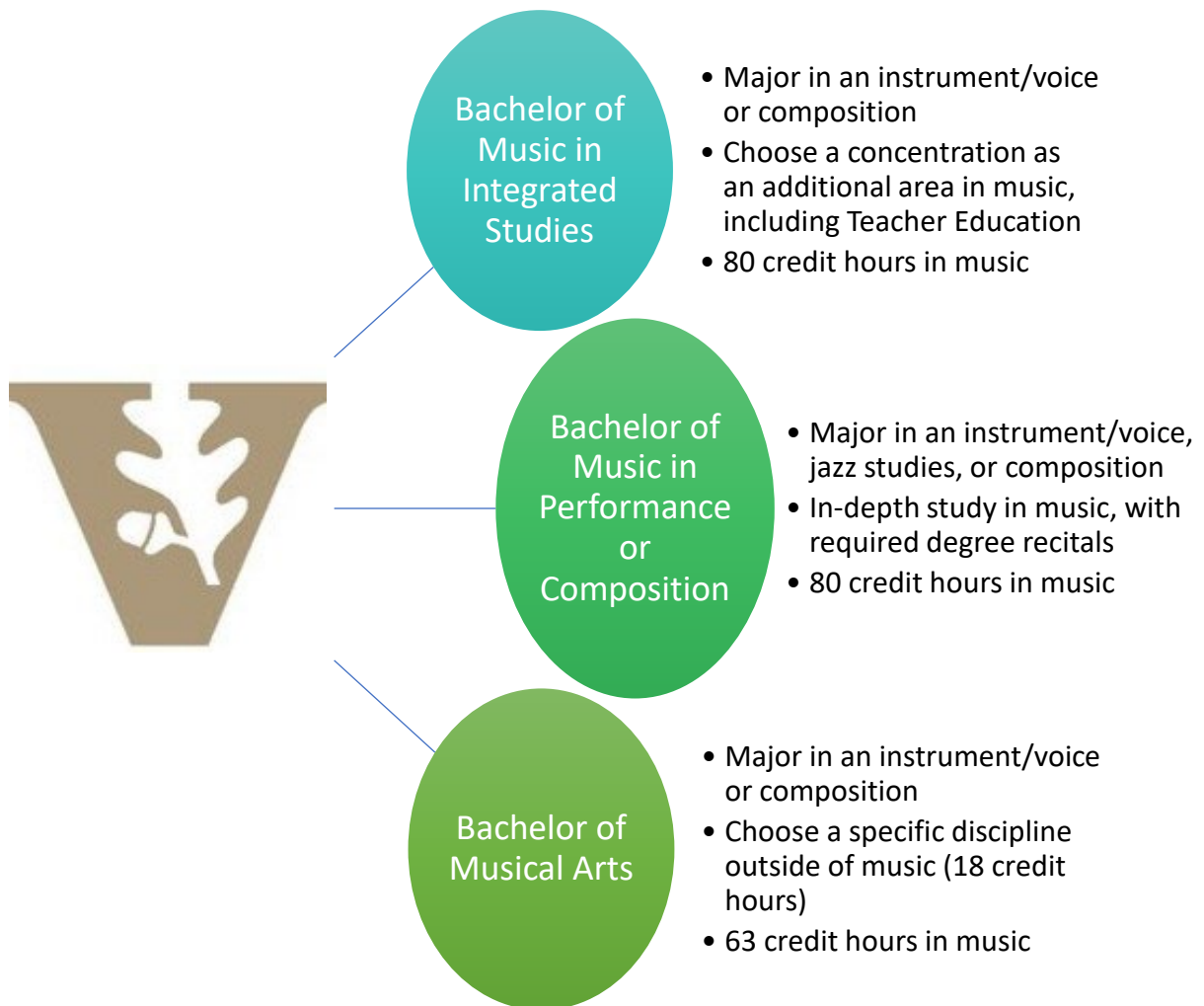
CALENDAR 2022-2023 ACADEMIC YEAR

The complete **undergraduate academic calendar** is at:

<https://registrar.vanderbilt.edu/calendars/2022-23-undergraduate.php>

TWO DEGREES

- The B. Mus. Arts Degree requires a minimum of 63 hours in music and a minimum of 18 hours in a discrete area of competence outside of music.
- The B. Mus. Degree requires a minimum of 80 hours in music.
- The B. Mus. Arts degree is expected to be available to Jazz Studies majors beginning FALL 2023



RESOURCES

In preparation for academic advising each year here are resources with a lot of information, some of which is duplicated in this Advising Handbook, and some of which is not.

1. There is significant information in the **Blair Student Handbook**. The index for that Handbook (use the Handbook for the year that your Academic Advisees entered Vanderbilt—we keep all four of the current students' Handbooks on the Blair website under "Academics") will take you to the specific pages when you are looking for answers.
2. The **Frequently Asked Questions** on the Blair website which is listed as Registration FAQ's but includes information on Registration and other Academic topics is extremely helpful. <https://blair.vanderbilt.edu/academics/registration-faq.php>

IMPORTANT REMINDERS

1. All students **MUST** enroll in an ensemble EVERY SEMESTER regardless of degree or major, even if they have taken multiple ensembles in a semester.
2. All students **MUST** enroll in a minimum of 15 credit hours every semester, except for seniors who may enroll in fewer hours as long as they are on track to graduate.
 - a. Any senior who is able to enroll in fewer than 12 hours in their final semester and still graduate **MUST** contact the Associate Dean for permission. There are financial aid and health insurance considerations.
3. As much as possible, encourage your academic advisees to complete the required Liberal Arts core sooner rather than later; seniors with significant academic elective requirements have postponed taking these classes and in some cases will have a harder academic load in their senior year, potentially putting completion and graduation in jeopardy.
4. Students with declared second majors in another academic area should be referred to the Head of Academic Advising for a planning session to figure out a course sequencing plan. They should also be in contact with their second major adviser. Blair advisers are not responsible for assisting students in completing their second majors or minors, however, please be pro-active about reminding students to be in communication with you about their requirements.
5. Sophomore students **MAY**, if they are completing a second major in another academic area, particularly something in the sciences, or are doing the pre-med track, postpone the second year of the MUSL sequence to the junior year. Students **MAY NOT** postpone the second year of Music Theory. They **MAY** postpone the fourth semester of the Aural Skills sequence, but must take the first three during their first three semesters.
6. Occasionally students will need to postpone a semester of Keyboard Harmony if the class times don't work. This is permissible for students entering Keyboard Harmony III or Keyboard Harmony IV.

FIRST YEAR STUDENT ADVISING

All incoming Blair students have been advised in June regarding course selections, academic requirements, pre-requisites, etc. by Head of Academic Advising.

- Before seeing students, **review their records** in YES. Look to see which DEGREE they are enrolled in.
- Students who have enrolled in the **Bachelor of Musical Arts Degree** may or may not have already given some indication about what their focused area outside of music will be. This is part of a discussion for you to have with your advisees in this degree. This can be fulfilled with either a minor, second major, or pre-professional program. Deadline to declare is the first week of fall semester, senior year, however, encourage students to make their plan by the end of sophomore year so that all requirements can be fulfilled in a timely fashion.
- Students who have enrolled in the **Bachelor of Music Integrated Studies** degree may or may not have already given some indication about what their additional music concentration will be. This is part of a discussion for you to have with your advisees in this degree. Requested deadline is fall of Junior Year.
- Students who have enrolled in the **Bachelor of Music Integrated Studies/Teacher Education** may be able to select an additional second major/minor/concentration. Completion is dependent upon requirements/AP credit/ability to go to summer school, etc.
 - IF students inquire about the Blair to Peabody Teacher Education program direct them to Tucker Biddlecombe. Students often take the first semester course for this program (offered in the spring semester) before declaring this as their major.
- Students enrolled in **the Bachelor of Music (Performance, Jazz Studies, Composition)** may elect to pursue a second major/minor/concentration.
- Do they have **AP Credit? IB Credit?** If it has been officially reported to the university it should show in YES under "EXTERNAL CREDIT" and should have been appropriately distributed in the YES Degree Audit which students and advisers may access at any time. (check on this; sometimes AP credit shows up in Free Electives) The listing of credit granted for AP and IB exams is in the Undergraduate Catalog. This information can be found at admissions.vanderbilt.edu/academics with a link to the scores and equivalent Vanderbilt courses.
 - ✓ Blair allows students to apply **all** AP credit toward liberal arts core and graduation requirements (A&S has different regulations.) A reminder that Blair does not accept AP credit in music theory.
 - ✓ Students may choose to repeat a course for which they have received AP credit. This can happen with math or science students more often than for

any other subject. For example; a student earns AP credit in CHEM 1601 and 1601L, the first semester of the chemistry course for pre-med majors. Some students will opt to take the class anyway. Once the grade is filed for the course at the end of the semester, the AP credit will disappear from the transcript. Students may only earn credit for a class once.

✓ If a student reports earning any AP credit that does not show in YES, have the student contact Rachel Hobbs in the Blair Office of Academic Services.

- **Math requirements:** See the Blair Student Handbook for complete requirements. Students with a math requirement should be encouraged not to postpone math study, as their high school math skills will deteriorate over time.
- **English requirements:** The Blair Liberal Arts core requires a “second” ENGLISH/WRITING course (MUSL 2200W, which is the spring semester first year MUSL course, counts as the “first” ENGL/WRITING course.) This requirement may be fulfilled in the following ways:
 - **ENGL 1100** is required for students whose test scores fall below the minimum required (specific information is located in the 2022 Blair Student Handbook on page 42) **or** who do not present test scores (*this year Vanderbilt did not request test scores as a part of the admissions process, but they are using test scores to ascertain whether or not a student must take the basic English Composition course*). During summer enrollment for new students there were not enough sections of ENGL 1100 offered so students were advised they could take “any” course that would fulfill the “second ENGLISH/WRITING course. This information is located in the Blair Student Handbook in the “Liberal Arts Core” section. Once a course has been completed the YES Degree Audit will need to be manually updated. Please make sure Rachel Hobbs is notified. **This requirement can be fulfilled at any time.**
 - IF students with **AP credit in ENGLISH** do not present an appropriate test score to exempt ENGL 1100, then that **AP credit** will serve as a substitute for the requirement.
 - Contact the Office of Academic Services (Rachel.hobbs@vanderbilt.edu) to **request that this substitution** be processed in the YES Degree Audit.

- Students who feel confident in their writing skills “may” choose to take a **different course** to substitute for the ENGL 1100 requirement. This could be a First Year Writing Seminar in any discipline, or another course offered by the ENGLISH Department.
 - Contact the Office of Academic Services (Rachel.hobbs@vanderbilt.edu) to **request that this substitution** be processed in the YES Degree Audit.
 - Some students **are exempt from this specific requirement** because of their SAT/ACT score and this information is noted in the YES Degree Audit. These students will need to take an academic elective in order to fulfill the total number of hours required in liberal arts, but it won’t need to be an ENGL/W course.
- **One humanities requirement** is satisfied for Blair students by completing MUSL 2100 (taken in the fall semester of the freshman year).
 - **Keyboard Harmony:** All first-year students have been interviewed for placement on the Monday prior to classes beginning, or they self-selected the Introduction to Keyboard Harmony course, or they are piano majors or Jazz Studies majors whose instrument is piano and are enrolled in Accelerated Keyboard Harmony. Results of the KH I interview/auditions are announced to each student, and the students will be placed into the proper section. If a student is placed into a more advanced level of KH than KH I, then the student will need to take music electives, as needed, in order to complete the required hours in music.
 - **The music theory placement test** is given during auditions weekend. *This year because students auditioned virtually, the theory placement test was administered virtually after students matriculated.* Students who have been placed in either of the Accelerated sections of Theory I were notified prior to course registration in June. *Students may not “test out” of Theory I.* Any questions regarding theory placement can be directed to the area coordinator, Michael Slayton.
 - **Music Theory (MUTH 2100), Aural Skills (MUTH 2110), and Music and Global Culture (MUSL 2100) sections** were balanced in June after enrollment closed. Some students were moved from one section to another so that all students have seats in these three classes. Remind students to double check their schedules.
 - **Technology for Musicians:** Students have been assigned to a section of this class. Students are required to buy the “Finale” Software. Access to the Technology Lab outside of classroom hours is through a card reader.
 - Students taking **CHEM 1601** must also enroll in a discussion section that is connected to the lecture and a section of Chemistry lab **CHEM 1601L** for a total of 4 credits. *It is not*

necessary to take calculus as a co-requisite even though this is indicated in YES.

- What if the student is interested in a **second major, minor, or pre-professional curriculum?**
 - See *Blair Student Handbook* for guidelines and information on minors or a second major.
 - Encourage the student to contact the Head of Academic Advising, for counseling about how to plan ahead for completion of all requirements.

- **First year students should not be enrolled in 3000- or 4000-level courses** unless they have received PERMISSION FROM THE INSTRUCTOR. During June enrollment some students may have been given this okay from instructors. Be sure to double check with them as students may have made changes since their original enrollment period.

- **Liberal arts courses:** Most first-year students have 1-2 additional classes to select each semester, depending on their degree and major. Encourage them to take only classes which will fulfill one of their requirements, not a free elective. Students who want to do a second major will have more opportunity during junior and senior years than during freshman and sophomore years to take those courses. In some cases (most likely pre-med or other science second majors) students may be given permission to delay the **second** year of the MUSL sequence until their junior year.

- **First year students should be enrolled in a minimum of 15 hours and may take up to 18 hours. They may not take courses pass/fail which are normally graded courses. (Performance Classes and Recital Attendance are already P/F courses as are MWEL courses.)**

- First year students **may not** register for Recital Attendance section 02 or waive performance class during the first semester (exemptions must be approved by the Associate Dean). *This year a course designed for voice majors was scheduled during Recital Attendance class time; those students were given permission to enroll in section 02.*

- **Blair students pursuing second majors and minors in the College of Arts and Science DO NOT complete AXLE requirements.**

- Blair students are **not required** to enroll in a First Year Writing Seminar in their first year, but they may choose to take one. These seminars are offered both fall and spring semesters.

- **FALL OPEN ENROLLMENT** changes can be made (dropping and adding classes in YES) until **11:59** p.m. Tuesday, September 6, 2022. Foreign language or performance classes

may be changed until **4:00** on September 6. See <https://registrar.vanderbilt.edu/calendars/2022-23-undergraduate.php> for more details.

- **DEFICIENCY NOTICES** will be processed in mid-October. Students earning a Deficiency in a course will be notified. Parents are notified (if a FERPA release has been filed giving permission for parents to be contacted) in the event that a Failing Grade is reported. Advisers will be able to see this information in each advisees' Academic Record. This information does not remain on a student record.
 - Students with deficiencies will need to meet with their adviser, either over Zoom or in person.
 - The **DEADLINE FOR WITHDRAWING** from a course is October 28, 2022 at 4:00 p.m. The Change of Course Request form (available on the Blair website) must be submitted to the Office of Academic Services.

- **All first year students are enrolled in a section of Vanderbilt Visions**
 - Vanderbilt Visions is a one-semester, university core program for incoming students, whose subject is the social, academic, cognitive, and cultural transitions first-year undergraduates experience as they begin their first semester in the rich and challenging environment of a private research university.
 - Students whose VV section is in an awkward time period (between two Blair classes, for example, or at the end of a five hour marathon of classes) can contact the Visions Office and request a change of schedule. visions@vanderbilt.edu
 - Section changes resulting from a conflict with an academic course if a student changes their schedule after classes begin must be requested before the end of the Registration Change period by contacting Blair Office of Academic Services.

ENROLLMENT and REGISTRATION

Enrollment bulletin: www.vanderbilt.edu/enrollmentbulletin is a wonderful source of information for you and your advisees.

PLEASE contact your advisees when the schedule becomes available in YES, which will give you plenty of time to meet with them prior to their enrollment window.

Schedule appointments and post extra office hours. Contact your advisees and ask students to be prepared for your meeting by looking at their YES Degree Audit and their major curriculum information in the Blair Student Handbook. Sometimes these meetings can be accomplished via email. Students will have a designated window during which they are scheduled to enroll. This appointment is on their landing page in YES. Students who miss their appointment window have to wait until their next available window, which will show on their landing page.

- ✓ Double check the YES Degree Audit.
 - Be aware that the YES Degree Audit may have a tab for “music electives”. It will appear as if “music electives” are required. This is in the YES Degree Audit to make sure that students earn at least the minimum number of music hours for their degree. In practical application, most of these “required” hours are earned through chamber music (instrumentalists) or another additional ensemble, or courses in Music Business, Arts Administration, etc. These courses will tend to reside in the “Free Electives” section of the Degree Audit. The important numbers to go by are those in the initial section of the Degree Audit which will show you how many overall hours a student has earned and how many overall music hours a student has earned.
 - A reminder that the YES Degree Audit includes courses currently enrolled and assumes that the courses will be completed successfully, so those hours are included in totals. Should a student fail a course, then the course/hours are removed.
- ✓ **Check Class standing:** Note student’s total earned hours so that academic probation can be avoided. The default “class” (freshman, sophomore, etc.) is based on earned hours (check the student’s degree expect date for actual class standing). Class standing requirements are as follows:
 - Sophomore standing: 24 hours with a GPA of 1.8.
 - Junior standing: 54 hours with a GPA of 1.9 **and completion of Theory II and Aural Skills II (MUTH 2200 and MUTH 2220)**. A grade of B- or above is strongly recommended before taking the next semester class in aural skills or keyboard harmony, and is **required** between Theory I (MUTH 2100 Syntax of Music) and Theory II (MUTH 2200 Harmonic Idioms).
 - Senior standing: 86 hours with a GPA of 2.0.

- ✓ **Check for the four required courses each semester:** Ensemble, Lessons, Performance Class, and Recital Attendance (except for seniors in their final or penultimate semester)
- ✓ **Ensembles:** If a student has a **mandatory class conflict** for a required ensemble or an injury which prevents them from performing, paperwork must be filed, which is available at <http://blair.vanderbilt.edu/academcs>. *First year students may not select a course which conflicts with their required ensembles.*

Sonata class (MUSE 2230): To enroll for this, students must fill out the Chamber Music Enrollment form available at

<http://blair.vanderbilt.edu/academics>

Performance instruction: Compare performance course number to student's current course number and be certain students select the section with the correct teacher.

Section numbers may change between semesters, so please double check this.

Recital Attendance: If a student has a **mandatory class conflict** with Recital Attendance due to other (second major, pre-professional) requirements, e-mail Melissa Rose. This option is not available to first semester freshmen without approval of the Associate Dean, given only in rare circumstances.

Performance classes: All Blair students meet for Performance Class (composition majors meet for a weekly seminar; jazz studies majors have Jazz Forum.) If a student has a **mandatory class conflict** with Performance Class due to the Blair major, second major, or pre-professional requirements, paperwork must be filed which can be found at <http://blair.vanderbilt.edu/academics>. This option is not available to first semester students.

Lift the advising hold so the student can register during the appointment window. Please do not lift the hold without communicating with your advisee.

Other information:

Encourage students to take advantage of "**double count**" writing courses that satisfy two area requirements if they are interested in a second major, a minor, Blair-to-Owen 3+2, or a pre-professional course of study in order to give themselves more leeway in choosing their academic courses outside of Blair. (see "Double Counting")

Plan alternative courses in case classes are closed.

Check **pre-requisites** for courses **and alternate year courses** in the Undergraduate Catalog. *These do not necessarily show up in the YES course listings.*

SEQUENTIAL COURSES: Theory and Aural Skills must be taken in sequence until the sequence is completed (students may elect to postpone the fourth semester of Aural Skills). MUSL courses should be taken in this order: Music as Global Culture MUSL 2100, Music in Western Culture MUSL 2200W, Music of the 20th and 21st Centuries MUSL 3100, followed by the additional fourth semester core course. Any exceptions must be approved by the musicology area coordinator. (See "Sequential Courses" for more info.)

When **degree requirements change** students may elect to graduate under the catalog of the year they entered Vanderbilt, or the year they are graduating.

BLAIR ACADEMIC INFORMATION AND POLICIES

Auditing Classes

Any student doing academic work should register for that academic course. Small, interactive classes or lessons cannot be audited. See the Undergraduate Catalog for more complete information.

- ✓ Overloads, even overload-by-auditing, need to be approved by the Associate Dean.
- ✓ Blair students auditing a course must register for audit.

Students must request a course audit with the Change of Course Request Form:
<https://blair.vanderbilt.edu/pdfs/18-19-change-course.pdf>

Changing Majors and/or Degree Programs within Blair

Refer to the Blair Student Handbook for this information.

Course Time Conflicts

Occasionally a student will need to register for a class that has a time overlap with another class. Examples of this include VOIC 1000 Voice Performance Class, which meets twice a week and may overlap with an MUED course or science lab on one day of the week. Students must submit the Petition for Time Conflict form which is available on the Blair website in order to be enrolled in both courses.

Credit by Exam

Students who plan to do work over the summer (normally performance instruction) in order to earn Credit by Exam in the fall will need to file a study plan with and be approved by Associate Dean Melissa Rose prior to departure for the summer. The Credit by Exam paperwork is available for downloading at <http://blair.vanderbilt.edu/academics>

- Students register for credit by exam during a semester in which they are enrolled as a full time student, presumably the fall semester following the summer in which they did the work. They may not be enrolled in more hours than the credit-by-exam will add to their enrollment (if petitioning for 2 credits by exam the student cannot be enrolled in more than 16 hours in that semester; otherwise the university will charge additional tuition for the hours over 18).

Deficiencies

Students whose mid-semester average in any course is a C- or below, or whose work is incomplete, will usually receive a deficiency notice during the eighth week of classes (normally a week before the Friday deadline for withdrawal). Check your Academic Advisees' Academic Records for Deficiency notices. Be pro-active in contacting them to make appointments. These appointments can be done over Zoom, via email, or in person. *More information is in the Blair Student Handbook.*

Degree Audits in YES and Keeping Track of Fulfilling Requirements

Every semester the student and the adviser should look carefully at the degree requirements as listed in the Blair Student Handbook and the Undergraduate Catalog to make sure that courses are being taken in a timely manner and in sequence.

- Should a student change to a different program within Blair, or a Concentration is added, students and advisers should consult the Blair Student Handbook for any changes in requirements that may alter the expected date of graduation. Use the "WHAT IF" feature in the YES Degree Audit. It will show how the change will impact the academic plans for graduation. It may be helpful to do this prior to the official change to see if the student will be able to finish degree requirements within the eight semesters at Blair.
 - Once the change has been made officially, student and adviser must double check the YES Degree Audit to make sure that all coursework transferred appropriately to the Audit for the new Degree/Major.
 - Typically the applied lessons will need to be moved to the correct tab in the degree audit; contact the Office of Academic Services to make sure this gets taken care of.
- YES degree audits will always be available for viewing so that students and advisers can see which requirements have been fulfilled. IT IS VERY IMPORTANT for you and your advisee to check it each semester after grades have been posted to make sure that courses are showing in the CORRECT tab. It is not unusual for classes to end up in free electives, or for courses that should be double counting in a Liberal Arts area AND fulfilling a requirement in a Blair Concentration to only be showing in one tab, not both. If you or your advisee notice something that seems incorrect in the degree audit it is essential that either you or the student notify Rachel Hobbs in the Office of Academic Services.
- Advisers should refer to the YES Degree Audit during advising appointments prior to course registration each semester.

"Degree audits are for advisory purposes only and do not certify progress in the degree. Please refer to the University Catalog (<https://registrar.vanderbilt.edu/catalogs/index.php>) as the authoritative document governing degree requirements. The student, in consultation with the adviser, should carefully review both sources. "

Drop/Add

SEE Withdrawal Period in the Blair Student Handbook

Double Counting Courses

Courses may fulfill more than one requirement, but the hours are only earned once. In the liberal arts core, for example, typically 30 hours are needed. However, if a student takes a course which can be used to satisfy two different requirements (i.e. ENGLISH Department courses count as an English/Writing credit AND as a Humanities credit) then an additional course will be added to the "Academic Electives" area of the Liberal Arts core, and can be fulfilled by a course in a wide range of subject areas. This information will show in the YES Degree Audit. Courses MAY NOT triple count.

Ensembles

Ensemble is required every semester.

- Students carrying mandatory (usually due to a second major or pre-professional track) 18-hour loads may seek permission from the Associate Dean to register for one ensemble as zero credit and save the 19th-hour overload fee; this assures completion of degree requirements for ensemble.
 - This is NOT an option for first semester students or students from other VU schools. Second semester students will not be given permission except in rare occasions and only after first semester grades have been reviewed.
 - Note that the zero credit ensemble must be replaced with another music credit in order to meet the minimum number of music credits required to graduate (either 63 for the B. Mus. Arts Degree or 80 for the B. Mus. Degree.)
- ✓ Co-requisite chamber ensemble for instrumental students is four semesters in the degree programs/majors except for the Integrated Studies Teacher Education program where the requirement is two semesters.

The only exceptions to the every semester requirement are for **health problems** such as tendonitis or vocal injury. Students who are injured and cannot participate in required ensemble will need a memo from their adviser explaining the reason for not enrolling in ensemble for the semester. Some students will be able to substitute another ensemble for the required one depending on the circumstances. **The adviser must write a memo to Rachel Hobbs in the Blair Office of Academic Services (OAS) with a cc: to the Associate Dean explaining the reason for non-enrollment in ensemble for that semester. Please take care of this early in the affected semester.**

Instrumental students who are **recipients of Dean's Honor Scholarships** are obliged to fulfill the requirements regarding ensemble membership as outlined in their scholarship award letter, regardless of degree program requirements. Contact Director of Admissions Molly Jewell for questions regarding scholarships.

Students **going abroad** may need to double up on ensemble credits to make up for the semester(s) away. This may not be necessary for students going to Vienna, Amsterdam, Copenhagen, Milan, or Sydney, as ensemble credits may be earned in those programs.

Students who have a **mandatory conflict** with their required ensemble for a course directly related to their second major, minor, or pre-professional course of study may PETITION the CURRICULUM COMMITTEE for a substitution of requirement.

The forms are available on the Blair website, under Faculty Tools at

<http://blair.vanderbilt.edu/academics>

- An e-mail or supporting letter from the academic adviser is needed. Please direct those to the Chair of the Curriculum Committee, currently Josh McGuire (Joshua.a.mcguire@vanderbilt.edu)

Grade Appeals

See the Blair Student Handbook.

Incomplete/Missing Grades

- I and M grades have deadlines for completion. If deadlines are ignored, the grade will "default" to a previously indicated grade listed by the instructor of record. Advisers should **ask advisees about the status of any previous Incompletes.**
- Students with an I or M grade in a course do NOT re-register for the course; the instructor of the course will file a final grade upon completion of the work. Students and Advisers should check the student's record periodically in YES to see if a final grade has been submitted.

Internship Opportunities

See the Blair Student Handbook

Music Fees

Blair students are not charged a music fee for any performance instruction on any instrument.

Pass/Fail

See the Blair Student Handbook.

Performance Class Conflicts

Students may receive a waiver from Performance Class in a given semester if they have a

course that meets at the same time in their Blair curriculum, or a course that meets at the same time for their second major, their minor, or their pre-professional course of study

- ✓ The Performance Class Waiver form, which is at <http://blair.vanderbilt.edu/academics> must be submitted to the Blair Office of Academic Services. Please take care of this at the start of the semester in question.

- ✓ First year students may not waive performance class during their first semester. Any exemptions must be approved by the Associate Dean and would be granted only in very rare circumstances.

Performance Instruction Course Numbers

Performance Instruction Course Numbers are listed by instrument. Students in the Integrated Studies Major or Jazz Studies Major in the B. Mus. Degree, or those pursuing the B. Mus. Arts Degree enroll at the 2100 level during the first and sophomore years and the 4100 level during the junior and senior years. In the B. Mus. Performance major the numbers are 2200 and 4200. B. Mus. Composition majors have their own course numbers.

Students enrolling for elective credit or secondary instruments will enroll at the 1100 level.

Students approved for a minor instrument must complete the Declare/Change Second Major, Minor, or Concentration form available at www.blair.vanderbilt.edu/academics

Repertoire Courses and Pedagogy Sequencing

Performance majors must plan around the sequencing of the Repertoire and Pedagogy courses, particularly if Study Abroad is desired. Students should check with the area coordinator for up-to-date information.

Academic Probation

Students are placed on academic probation if they fail to qualify for class standing or if the grade point average (GPA) falls below 1.8 overall or 2.0 in music courses.

- Notification is made by letter, and copies are emailed to parents, and this is also distributed to academic advisers and studio professors. Students whose situation places them at risk for future academic probation receive warning letters. A notation is also in the academic record in YES.

- Students placed on academic probation will be required to meet with the Associate Dean, who will work with students to make sure that they are progressing toward the resolution of their academic difficulties.

- Students placed on academic probation more than twice will be dropped from the University.

Recital Attendance MUSO 1000

Students must pass recital attendance every semester in residence except one, which they may elect to take in either semester of the senior year. (Students who study abroad are not in residence and do not have to make up this semester of recital attendance.) Academic regulations governing this course are outlined in the Undergraduate catalog.

If a student has a **mandatory class conflict** with Recital Attendance due to other (second major, pre-professional) requirements, the student should contact Associate Dean Melissa Rose for approval and enrollment in section 02. *First semester students are not eligible to enroll in section 02 of recital attendance without approval by the Associate Dean, given in very rare circumstances.*

Study Abroad

Blair students who plan to study abroad are likely to be able to do so for one semester due to the requirements for graduation. Students who are planning to study abroad should meet with the Associate Dean. *See the Student Handbook for further information.*

Sudden Academic Insufficiency

Any student who fails by a wide margin to reach prescribed levels of academic achievement, either at the end of a semester or at mid-semester is reviewed by the Associate Dean's office in conjunction with the Academic and Studio Advisers.

- If the student is not making satisfactory progress towards the degree, the student may be placed on probation or may be advised or required to take a leave of absence or advised to withdraw from the University.
- Appeals of such findings should be addressed to the Blair Curriculum Committee.

Summer Study

Students who plan to study at another institution and receive transfer credit must submit the course for review through the Transfer Credit icon in YES as soon as possible in the spring semester *and contact Dean Rose for permission to transfer the credits.* The transfer credit process is handled by the Office of the University Registrar:

<https://registrar.vanderbilt.edu/transfer-credit.php>

- They must be in good standing.
- Music core courses cannot transfer.
- Some music camps and festivals offer credit through an accredited institution, which may be transferable for elective credit; *approval should be sought in advance.*

Students who plan to **study at Vanderbilt during the summer** should consult the Vanderbilt summer schedule for courses to be offered.

- Students who wish to apply for **financial aid for VU summer study** must submit an application to the financial aid office by May 1. Funds are very limited.
- For **summer performance study at Blair** requirements are:
 - ✓ 3-4 hours credit: Two 45-minute lessons weekly for 10 weeks with 30 hours of practice weekly
 - ✓ 2 hours credit: One 60-minute lesson weekly for 10 weeks with 15 hours of practice weekly
 - ✓ 1 hour credit: One 45-minute lesson weekly for 10 weeks with 7.5 hours of practice weekly
 - ✓ Group instruction: Two 45-minute lessons weekly for 10 weeks

Transferring Out of Blair or Vanderbilt

Students who express an interest in transferring out of Blair to another Vanderbilt undergraduate school (Intra-University Transfer, or IUT) or to another university (Extra-University Transfer, or EUT) should be referred to the Head of Academic Advising who can assist in the transfer process.

Transfer applications and full information regarding deadlines for IUT can be found on the University Registrar's website at <http://www.registrar.vanderbilt.edu/iut/iut.html>.

- First year students may not apply to IUT until they have completed a year at Vanderbilt.
- Students planning to transfer (either IUT or EUT) must enroll in a minimum of 3 hours while still at Blair; *students on honor scholarships are expected to enroll in all music classes required for their degree*. Preliminary paperwork must be filed with the Head of Academic Advising in order for students to be waived from required enrollment in ensemble, studio lessons, performance classes and recital attendance (applicable in the second semester of study at Vanderbilt.) Waivers are granted for only one semester. First semester students are not eligible to apply for a waiver. Students must stay in the home school one year and be in good academic standing before applying to transfer to another school at VU.
- Advice regarding courses for students intending to remain at Vanderbilt may be obtained from Dean Andrea Hearn, College of Arts and Science, the School of Engineering Academic Advising Counselor, 104 Featheringill Hall; or from the Peabody Office of Undergraduate Academic Affairs, 215 Peabody Administration Building.
- Need based financial aid continues to be available to a student changing undergraduate colleges. Blair merit aid does not continue. Questions regarding need-based and merit-based Financial Aid can be addressed to Director of Admissions Molly Jewell.

SECOND MAJORS AND PRE-PROFESSIONAL PROGRAMS

Second Major or Minor, Pre-Professional Program, Blair Concentration, or Minor Instrument

Blair students planning to pursue a second major, a minor, a Blair concentration, or minor instrument must file this form (<https://blair.vanderbilt.edu/pdfs/major-minor-adviser-graduation-declaration-form-1.pdf>) with the Blair Office of Academic Services as soon as possible, but no later than the 5th day of the first semester of their senior year. These students should also notify Head of Academic Advising of their intentions.

- Forms are available for downloading at <http://blair.vanderbilt.edu/academics>
 - ✓ Students will need to visit the department of the second major area of student in order to be assigned to an adviser. Some departments do not assign advisers to students declaring minors. Forms can be signed by the Director of Undergraduate Studies in a department.
 - ✓ Students completing a second major in the subject area in the College of Arts and Science **DO NOT complete AXLE requirements!!**
 - ✓ Students intending to pursue the Blair-to-Owen 3+2 program will meet with the Associate Dean for Academic Programs at Owen in spring of the sophomore year.
 - ✓ Since declared minors, second majors, concentrations, etc. are part of the YES degree audit, advisers and students are able to see what students have yet to complete prior to completing the curriculum for that area of study.
 - ✓ Completed forms go to Rachel Hobbs in the Blair Office of Academic Services
- Blair students MAY design their own 2nd major through the College of Arts and Science. Students interested in such a plan should consult with A&S Dean Andrea Hearn. The requirements are very specific: there must be 48 hours of coursework in the 2nd major.... (Most 2nd majors require 30-36 hours of coursework so this would be most easily facilitated by students enrolled in the B. Mus. Arts Degree.)
- *For information on Blair Concentrations and Minor Instrument see the Blair Student Handbook.*
- When a student adds a concentration, it is advisable to check the change in requirements listed in the Blair Student Handbook. Use the "WHAT IF" tool in the YES Degree Audit to consider what the changes will require.

Blair-to-Owen program; 3+2 B.Mus. / M.B.A.

Students interested in the five-year joint program between the Blair School of Music and the Owen Graduate School of Management should schedule a meeting with Head of Academic Advising as soon as possible to go over the details of their intended course of study. Due to the curriculum requirements at Owen this program is ONLY AVAILABLE to Blair students pursuing the Bachelor of Musical Arts degree. Students may begin in the performance major but a change to the Bachelor of Musical Arts must take place by the sophomore year, usually the first semester of the sophomore year works best.

See the Blair Student Handbook for more information

HOD (Human and Organizational Development)

Ask students to see Head of Academic Advising to discuss scheduling and to request a copy of the HOD requirements for those doing a Second Major (this is a different document than what students can find on the HOD website). Students in the B. Mus. Degree will need an additional summer session or semester is required in order to complete the internship required in this major. Students in the B. Mus. Arts degree should be able to complete all requirements during their eight Vanderbilt semesters.

PRE-MED or PRE-DENTAL Students

The Health Professions Advisory Office (HPAO) has a website. www.vanderbilt.edu/hpao and they encourage pre-med students to visit their office as early as the first semester. There is an annual meeting for new students with Dr. Michelle Grundy, head of the Health Professions Advisory Office, early in the fall semester. Students should meet with the Head of Academic Advising to plan their coursework.

More information is in the Blair Student Handbook.

UNIVERSITY RESOURCES

ACCOMMODATIONS

Student Access Services, 216 Sarratt

[https://www.vanderbilt.edu/student-access/
StudentAccess@Vanderbilt.edu](https://www.vanderbilt.edu/student-access/StudentAccess@Vanderbilt.edu)

To receive reasonable accommodations at Vanderbilt University, students apply for services through the [Commodore Access Portal](#). Any student who wishes to apply for services must first be accepted for admission to Vanderbilt University.

Please keep in mind that the process below must be completed before any accommodation recommendations can be made to faculty. On average, the process takes at least two weeks to complete; however, if the student's documentation does not meet all of the requirements listed from the documentation guidelines, the process will be delayed.

For more detailed information about our services, please visit the website, or contact the Access Center Monday – Friday between 8:00 a.m. and 5:00 p.m. at StudentAccess@Vanderbilt.edu.

Reasonable Accommodation Request Process

To request reasonable accommodations, students are to make their request known to the Access Center and submit, for review, a current copy of their disability documentation. Documentation will be assessed to determine eligibility of services and, if approved, the student will be notified to contact the Access Center to arrange an orientation meeting. The meeting usually lasts about thirty minutes and introduces the student to the staff as well as service procedures for each semester. Afterwards, the student will receive an accommodation letter to provide and discuss with their instructors in order to have the accommodations administered.

Reasonable accommodation arrangements are not retroactive. The accommodations will not begin until the letter has been given to the instructor.

Types of Services

A wide range of support services are provided to students at Vanderbilt University. Services and resources are determined on an individual basis considering the student's needs.

- Notetakers or access to class notes
- Readers and scribes
- Access to recorded textbooks and materials
- Exam accommodations
- Sign language interpreter
- Communication Access Realtime Translation (CART)
- Priority scheduling
- Access to adaptive technology computer equipment and software
- Phonic Ear FM systems (assisted amplification device) available for loan
- Guidance, counseling, referral, and advocacy services to students

Financial Matters

Director of Admissions Molly Jewell is the first contact for questions regarding financial aid. In addition, students may be referred to the Student Financial Aid Office at 2-3591.

<http://www.vanderbilt.edu/financialaid/>

Need-based financial aid or University Honors Scholarships will travel with students who transfer to another Vanderbilt Undergraduate School. Merit scholarships for Blair students who change majors or degrees within Blair are not affected.

- Instrumental students who are recipients of Blair Merit Scholarships are obliged to fulfill the requirements regarding ensemble membership as outlined in their scholarship award letter, regardless of degree program requirements.
- Students who are Blair Merit Scholarship recipients who intend to transfer out of Vanderbilt University must have the Dean's signature on a release form before they are eligible to audition for admission to another program.
- Need-based financial aid is not awarded during Maymester or Summer Session. There may be exceptions when a student is required to take a course to graduate only offered during the summer session. This needs documentation by the Associate Dean.
- Students and their parents must file **need-based financial aid applications** in the Financial Aid office by April 15 for the following year.

Students who anticipate difficulties in paying charges by the deadline need clearance from the Office of Student Accounts (615-322-6693) in Room 100 of the Baker Building, on 21st Ave. across from Wilson Hall. The Office of Student Accounts begins routine email notification to students regarding outstanding balances, consequences of unpaid accounts, and instructions on how to get clearance. Students whose tuition is still not paid by the day before classes are notified that they may be cancelled from all courses. If payment is not received by noon on the third day of classes, students may be cancelled from their courses. Cancelled students must obtain written financial clearance from Student Accounts before the Blair Office of Academic Services can help the student begin the registration process again. Students cannot be guaranteed that they will be registered for the same classes from which they were cancelled.

Blair-to-Peabody Funding Policy, effective July 2022:

- Opportunity Vanderbilt (OV) funds (including any merit funds awarded to meet the students demonstrated need through OV) awarded to Blair students as undergraduates will continue at the same level of funding, provided through central Opportunity Vanderbilt funds, through their fifth year (M.Ed.) at Peabody College.
- Merit scholarships awarded by the Blair School to first-year students will continue in the fifth year at Peabody.
- Peabody College will award additional scholarship funds in the fifth year to incoming Blair students to ensure students will receive at least the value of a 50% scholarship with all

funds considered (OV, Blair merit and Peabody). These students may also apply for additional funding as part of the regular scholarship pool in the Peabody admissions process.

Religious Holidays: Vanderbilt Policy Regarding Religious Holidays

From the Vanderbilt University Student Handbook:

It is the policy of Vanderbilt to make every reasonable effort to allow members of the university community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the semester. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or, in schools without department chairs, the dean of the school.

The **calendar of religious holy days and observances** is at:

<https://www.vanderbilt.edu/religiouslife/resources/holy-days-calendar>

Tutoring

Students in need of tutoring in a music class should speak with the professor or the appropriate area coordinator.

Students in need of tutoring in a non-music course should visit the Collaborative Learning Suite (1801 Edgehill Avenue, Suite 112) and consult www.vanderbilt.edu/tutoring for complete information.

Wellness

See the Blair Student Handbook

See <https://www.vanderbilt.edu/studentcarenetwork> for details

CAMPUS and NASHVILLE SUPPORT RESOURCES

Dean of Students

www.vanderbilt.edu/deanofstudents

This website has a significant amount of information and many links to important offices on campus

Student Access Services

<https://www.vanderbilt.edu/student-access/>

Housing and Residential Experience

www.vanderbilt.edu/ohare/

The K.C. Potter Center (LGBTQI)

www.vanderbilt.edu/lgbtqi

Bishop Joseph Johnson Black Cultural Center

www.vanderbilt.edu/bcc

Pre-med

www.vanderbilt.edu/hpao

Career Center

www.vanderbilt.edu/career

WOMENS CENTER RESOURCES

Project Safe

Offers support for anyone in the Vanderbilt community who is or has experienced power-based personal violence. This number is staffed 24/7; the purpose of the line is to connect people with relevant resources. 615-322-7233

Margaret Cuninggim Women's Center

Offers the same support as above during business hours, 8am-5pm. We can also see walk-ins at our office. <http://www.vanderbilt.edu/WomensCenter>
615-322-4843

Student Care Network www.vanderbilt.edu/studentcarenetwork

Victim Assistance

<http://police.vanderbilt.edu/services/vicservices>; 615-322-2745
[Lt. Cheryl Bonner \(email\)](mailto:Lt.Cheryl.Bonner) at 615-588-8078 (cell)

Vanderbilt University Police Dept: 615-322-2745

Offers support for anyone in the Vanderbilt community about any crime-related issue. People can learn more here about filing an Order of Protection, filing a report with the police, and more.

Office of Housing and Residential Education: 615-343-0883

Offers support for Vanderbilt students. Students living on campus should connect with their Residential Advisor or Area Coordinator if they have concerns about their well-being or safety.

<http://www.vanderbilt.edu/ResEd>

Student Accountability, Community Standards and Academic Integrity

Students wishing to file for a campus stay-away order and/or to seek a campus path to filing a complaint against another student should contact this office.

<http://www.vanderbilt.edu/deanofstudents>

NASHVILLE RESOURCES**Sexual Assault Center**

Offers a variety of services regarding sexual violence, including child sexual abuse.

<http://www.sacenter.org/>

615-259-9055 (main line)

800-879-1999 (crisis line)

TN Coalition Against Domestic & Sexual Violence

Connects people with local resources throughout Tennessee. Does not offer counseling or other support services directly.

<http://www.tcadv.org/>

1-800-356-6767

YWCA Domestic Violence Program

Offers support services for domestic violence, including a confidential shelter.

<http://www.ywcanashville.com/>

615-269-9922 (main line)

615-242-1199 or 800-334-4628 (crisis line)

Mary Parrish Center

Offers support services for domestic violence, including emergency shelter.

<http://www.maryparrish.org/>

615-256-5959

Ujima House

Offers support services for domestic violence, including emergency shelter. 615-242-6543