Manhattan
School of Music



ACADEMIC CATALOG
Bachelor of Fine Arts Online
2026–2027

2026–2027 BFA ACADEMIC CATALOG

(last updated October 16, 2026)

Although every effort has been made to assure the accuracy of the information in this Catalog, students and others who use the Catalog should note laws, rules, policies, and procedures change from time to time and these changes may alter the information contained in this publication. Furthermore, the School reserves its right, to revise, supplement, or rescind any policies, procedures or portion thereof as described in the Catalog as it deems appropriate, at the School's sole discretion and without notice. The Manhattan School of Music Catalog does not constitute a contract or the terms and condition of a contract between the student and the School.

Manhattan School of Music does not discriminate on the basis of sex, race, religion, sexual orientation, color or national or ethnic origin, parental or marital status, and age or disability in the recruitment or admission of its students, or in the administration of its educational programs, financial assistance programs, or student activities. It is an equal opportunity employer.

Manhattan School of Music is fully accredited by the Middle States Commission on Higher Education, and the New York State Board of Regents. The BFA program is approved by the New York State Approving Agency (NYSAA) for the training of veterans and other eligible persons.

The HEGIS Code number for the Bachelor of Fine Arts is 1001.00.

Manhattan School of Music is a member of the National Association for College Administration Counseling (NACAC) and complies with the NACAC Statement of Principles of Good Practice.

Facilities and Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. To find the crime statistics go to: https://ope.ed.gov/campussafety/#/ or contact facilities@msmnyc.edu.

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BFA ACADEMIC CATALOG POLICY

This Academic Catalog Policy serves to familiarize all undergraduate, graduate, and doctoral students with Manhattan School of Music's academic policies and procedures as of July 1, 2026. A department or program may adopt more specific policies or procedures applicable to the particular program of study. Together, the policies and procedures set forth in this catalog and in program-specific policies constitute your resource guides regarding the academic requirements of the School.

The policies and procedures in this catalog are subject to modification, revision, and updates at the discretion of the School or the program in question, to comply with evolving accreditation standards and best practices in the best interests of the MSM community. These policies and procedures do not constitute a contract, do not reflect binding commitments by MSM, and may not be relied upon as such. Manhattan School of Music will notify students when policies or procedures are revised, but students also have a responsibility to stay current on the applicable policies and procedures for their particular degree or certification programs.

In addition, the entire campus community must recognize that COVID-19 or other known or unknown conditions may challenge the operations, as well as the health and safety, of our community. The School publicizes its current plans and expectations on the MSM website and reserves the right to modify its health and safety policies at any time to best meet the needs of the entire campus community. All students must comply with these guidelines, and may include completing a daily health questionnaire as part of our shared responsibility to help protect the health and safety of the community. If, following a campus judicial hearing, a student is found to have violated these campus safety protocols, a sanction up to and including suspension or dismissal may be imposed, without refund.

Manhattan School of Music reserves the right to change or alter its programs, services, methods of delivering course content, schedules, safety guidelines, and operations to best protect the health and safety of the campus community and to respond to unexpected events and emergencies that impact MSM's functions and operations. Changes to programs, services, or operations may include: (1) adjusting the method of delivering course content, curricula, or services, including the conversion of some or all coursework or business to remote instruction or remote operations; (2) modifying, postponing, or temporarily eliminating academic course offerings, program requirements, clinical assignments or experiential learning, access to buildings and facilities, dining, student activities, and other services; (3) postponing or adjusting extracurricular activities and offerings; (4) changing or adjusting semester schedules, examination schedules, teaching and academic counseling assignments, and grading protocols; and (5) otherwise changing or adjusting academic and other campus operations when such modifications are deemed to be in the best interests of the students and the health and safety of the greater campus community. Regardless of the learning environment for the 2026-27 academic year, MSM's tuition and related fees will not be reduced because of modifications necessitated by MSM's need to respond to challenges that impact its functions and operations as set forth above. The tuition and fees paid are in exchange for learning and certain related services, which will still be provided but which may in MSM's discretion be provided in person, in a hybrid environment, or entirely remotely in order to protect the community. Where changes must be made to residence hall or dining hall access or usage, MSM will communicate separately with affected students about appropriate reduction of applicable charges.

MISSION AND HISTORY OF THE SCHOOL

MISSION

Manhattan School of Music is deeply committed to excellence in education, performance, and creative activity; to the humanity of the School's environment; to preparing all our students to find their success; and to the cultural enrichment of the larger community. A premier international conservatory, MSM inspires and empowers highly talented individuals to realize their potential. We take full advantage of New York's abundant learning and performance opportunities, preparing our students to be accomplished and passionate performers, composers and teachers, and imaginative, effective contributors to the arts and society.

HISTORY

From its beginnings as a small community music school to its current status as a top conservatory, Manhattan School of Music has upheld a tradition of excellence in music education. The School was founded by pianist and educator Janet Daniels Schenck, whose Neighborhood Music School on Manhattan's Upper East Side grew out of her work at the Union Settlement, which brought high-quality musical training to the immigrant communities of New York City. Originally called the Neighborhood Music School, it was an independent endeavor by 1918, under additional artistic guidance from Pablo Casals, Harold Bauer, and Fritz Kreisler. With ever-increasing enrollment and a growing reputation, a new building was erected in 1928 and its name was changed to Manhattan School of Music in 1938. By 1943, the School offered a baccalaureate degree for the first time, with advanced degrees to follow (including a Doctoral Program by 1974). Dr. Schenck retired in 1956 and noted operatic baritone John Brownlee was appointed her successor, leading a drive to move the School to the West Side Morningside Heights neighborhood, expand the curriculum, and revamp the Preparatory Division (now Precollege). Metropolitan Opera conductor George Schick succeeded Brownlee and oversaw the School's move to its present location in 1969. John O. Crosby, Santa Fe Opera founder, became president in 1976, bringing the voice department new distinction and launching a degree program in Jazz. Gideon Waldrop was appointed president in 1986, followed by Peter C. Simon in 1989. The MSM Graduate Program in Orchestral Performance, the first of its kind and with a faculty of leading NYC ensemble principals, was inaugurated in 1991. Marta Casals Istomin, former director of the Kennedy Center for the Performing Arts, served as MSM president from 1992 until 2005, and helped create the groundbreaking Distance Learning Program, launched in 1996. Istomin oversaw the construction of the G. Chris and Sungeun Andersen Residence Hall (2000–01), which is also home to the William R. and Irene D. Miller Recital Hall and the Alan M. and Joan Taub Ades Performance Space; the Peter Jay Sharp Library; and many additional practice and rehearsal rooms. Dr. Robert Sirota, appointed president in 2005, instituted a degree program in Contemporary Performance in 2007, established the innovative Center for Music Entrepreneurship in 2010 (now the Center for Career Readiness and Community Impact), and opened the Solomon Gadles Mikowsky Recital Hall. Dr. James Gandre assumed the presidency in 2013, creating NYC's first conservatory-based degree program in Musical Theatre (2016) and shepherding an impressive Centennial Celebration (2018–19), capped by a multi-million-dollar renovation of the main concert venue (Neidorff-Karpati Hall), downstairs lounge, and grand new entrance. Under the leadership of Dr. Gandre, Manhattan School of Music continues to uphold the mission that Janet Schenck began over 106 years ago — maintaining a thriving international community of artists and currently home to approximately

1,000 students from more than 50 countries and nearly all 50 states. As MSM continues to grow, its focus remains the same: preparing our students to be accomplished and passionate performers, composers, and teachers, and imaginative, effective contributors to the arts and society.

CULTURAL INCLUSION

We believe an educational environment must be rooted in Cultural Inclusion to achieve academic and artistic excellence. Manhattan School of Music is committed to creating an inclusive environment that permeates every aspect of our students' experience. Cultural Inclusion at MSM includes learning and understanding individual identities and differences of people who constitute our community. Cultural Inclusion also requires the study and performance of works by and creators from a diverse range of backgrounds, including race, ethnicity, nationality, gender, able-ness, and/or sexual orientation.

Faculty and students share the responsibility of advancing MSM's commitment to Cultural Inclusion. This is described in more detail in course syllabi.

ACADEMIC CALENDAR—BFA ONLINE 2026—27

ACADEMIC CALENDAR—BFA ONLINE 2026-2027

FALL 2026

SEP 2—4	BFA Orientation
SEP 7	Labor Day holiday (administrative offices closed)
SEP 8	First day of classes for Fall Session A
SEP 8—11	Add/drop period for Fall Session A
SEP 12—28	Withdrawal from Fall Session A classes permitted with grade of W on transcript
OCT 19	Last day of classes for Fall Session A
OCT 20—NOV 1	Fall Break (no BFA classes)
OCT 26	Submission deadline for Fall Session A grades
NOV 2	First day of classes for Fall Session B
NOV 2—5	Add/drop period for Fall Session B
NOV 6—20	Withdrawal from Fall Session B classes permitted with grade of W on transcript
NOV 26—28	Thanksgiving Break
DEC 16	Last day of classes for Fall Session B
	Due date for student submission of Fall 2026 work and outstanding work that received an incomplete in a prior semester
DEC 23	Submission deadline for Fall Session B grades and outstanding grades (Incompletes) from the prior semester
DEC 31	December Degree Conferral

SPRING 2027

JAN 4	Administrative offices open
JAN 11	First day of classes for Spring Session A
JAN 11—14	Add/drop period for Spring Session A
JAN 15—FEB 1	Withdrawal from Spring Session A classes permitted with grade of W on transcript
JAN 18	Martin Luther King Jr. holiday
	(No classes and administrative offices closed)
FEB 22	Last day of classes for Spring Session A
FEB 23—MAR 15	Spring Break (no classes)
MAR 1	Submission deadline for Spring Session A grades
MAR 16	First day of classes for Spring Session B
MAR 16—19	Add/drop period for Spring Session B
MAR 20—APR 5	Withdrawal from Spring Session B classes permitted with grade of W on transcript
APR 26	Last day of classes for Spring Session B
	Due date for student submission of Spring 2027 work and outstanding work that received an incomplete in the prior semester
MAY 3	Submission deadline for Spring Session B grades and outstanding grades (Incompletes) from the prior semester
MAY 20	Commencement Spring Degree Conferral

SUMMER 2027

MAY 24	Memorial Day holiday (Administrative offices closed)
MAY 25	First day of classes for Summer Session A
MAY 25–28	Add/drop period for Summer Session A
MAY 29–JUN 14	Withdrawal from Summer Session A classes permitted with grade of W on transcript
JUL 5	Independence Day Holiday observed (Administrative offices closed)
JUL 5	Last day of classes for Summer Session A
	Submission Deadline for Summer 2027 grades and outstanding grades (Incompletes) from the prior semester
	Summer Degree Conferral

TUITION AND FEES

The Office of Student Accounts provides information on important documents, payment procedures, and policies on its website at msmnyc.edu/campus/student-accounts/.

Prior Learning Assessment Portfolio Fee

As part of the application and review process, candidates will submit a Prior Learning Portfolio for credit assessment. The Prior Learning Assessment Portfolio requires a $475 fee upon submission.

Tuition

Tuition fee per 1 credit	**$600** per credit per session

Fees

All annual fees are PER ACADEMIC YEAR unless otherwise noted.

General Student Fee

Required of all students, including those students registered for 0 credit courses.

General Student Fee:	**$1,245** per academic year (billed as $415 per semester)

Prior Learning Assessment Primer Course

Prior Learning Assessment Primer Course Fee:	**$50**

Other Fees (Non-refundable, Charged Where Applicable)

Application Fee	**$130**
Course Audit (See Office of the Registrar)	**$520**
Graduation Fee	**$225**
Qualifying Examination Fee (per exam)	**$45**
Late Fees	up to **$250**
Replacement Diploma/ Diploma Re-print	**$75**
Transcript Fee	**$20** per copy
Returned Check Fee (insufficient funds)	**$35** (After we receive a returned check, personal checks will not be accepted from the student or parent for one Academic Year)

CANCELLATION OF REGISTRATION:

A student may request to have their course registration canceled without tuition and fees liability prior to the first day of classes. The student must contact the Registrar's Office to request cancellation of registration. The deadline to cancel registration without tuition and fees liability is:

Fall Session A 2026: September 7 at 11:59 PM*

Fall Session B 2026: November 1 at 11:59 PM*

Spring Session A 2027: January 10 at 11:59 PM*

Spring Session B 2027: March 15 at 11:59 PM*

Summer Session A 2027: May 24 at 11:59 PM*

*All times listed in NYC Eastern time

Once a student attends class or uses MSM's facilities/ services, the student may not cancel classes. A withdrawal from MSM must be processed.

WITHDRAWAL

Withdrawing from a semester occurs once the semester commences and requires the student to process a withdrawal. The student initiates a withdrawal by contacting the Dean of Students. For full details regarding requesting a Leave of Absence or Withdrawal, please see Leaves and Withdrawals. Students who complete the withdrawal process within a refund period (see the refund schedule below) receive a pro-rated tuition refund based on the effective withdrawal date approved by the Office of the Registrar. Students who fail to request a withdrawal remain enrolled; all tuition and associated fees are the responsibility of the student to pay.

Student Liability Schedule:

Students who withdraw from MSM during the refund period are eligible for a refund on tuition. No other fees are eligible for a refund. Before a refund is issued to a student, MSM must make appropriate refunds to financial aid programs, if applicable. The final amount of a refund will be reduced based on the adjustments with financial aid, and/or any prior amount owed to MSM. The pro-rated refund schedule is stated below.

Liability Fall 2026 Session A

LIABILITY %	FALL SESSION A DATES
20%	September 8-11
40%	September 12-15
60%	September 16-18
80%	September 19-21
100%	After September 21

Liability Fall 2026 Session B

LIABILITY %	FALL SESSION B DATES
20%	November 2-5
40%	November 6-9
60%	November 10-12
80%	November 13-15
100%	After November 15

Liability Spring 2027 Session A

LIABILITY %	SPRING SESSION A DATES
20%	January 11-14
40%	January 15-18
60%	January 19-21
80%	January 22-24
100%	After January 24

Liability Spring 2027 Session B

LIABILITY %	SPRING SESSION B DATES
20%	March 16-19
40%	March 20-23
60%	March 24-26
80%	March 27-29
100%	After March 29

Liability Summer 2027

LIABILITY %	SUMMER DATES
20%	May 25-28
40%	May 29-June 1
60%	June 2-4
80%	June 5-7
100%	After June 7

Withdrawal— Effects on Financial Aid

Students who receive federal financial aid funds and withdraw or cease attendance through a leave of absence during the semester are subject to The Return of Title IV Funds regulation. For a list of federal funds falling under this regulation and more information about this process, please contact the Office of Financial Aid.

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), Manhattan School of Music adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Manhattan School

of Music will not: Prevent nor delay the student's enrollment; Assess a late penalty fee to the student; Require the student to secure alternative or additional funding; Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities. However, to qualify for this provision, such students may be required to: Produce the Certificate of Eligibility by the first day of class; Provide written request to be certified; Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GIBill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

OFFICE OF THE REGISTRAR

REGISTRATION AND ACADEMIC STATUS

The Office of the Registrar pre-registers students for courses according to their program requirements. It is the individual student's responsibility, however, to ensure that he or she is meeting those requirements in a timely manner.

No student will be permitted to attend classes or lessons until payment of tuition and fees has been made in accordance with the arrangements described in tuition and fees.

Registration for New Students

Permission to register for classes is granted to new students and former MSM students beginning a new program only if they have been formally admitted through the Office of Admission. Instructions and materials for registration are available at the times designated for new student registration.

Undergraduate students transferring to MSM may have credits transferred from a previous school or schools to Manhattan School of Music.

Please refer to the Transfer Credit Policy/Credit by Examination section for information.

Registration for Continuing Students

In April, July, and November, all current students who expect to continue their studies in the following semester are required to register for classes.

Registration for Returning Students

Returning students are defined as:

1) Students returning after an official Leave of Absence; or 2) A former student seeking to complete unfinished degree requirements and formally readmitted by the institution. Such students should contact the Office of the Registrar in writing or by email and set up an appointment with a counselor.

Credit Hours

MSM defines credit hours as follows:

Courses

A 3-credit course typically requires a total of 9 hours of work per week, which includes 3 hours of instruction and 6 hours of study time. This is based on a 14-week term, but the same amount of material and ratio of instruction to study time is expected regardless of session length or mode of instruction.

A 3-credit course delivered in a 6-week session is expected to have 7.5 hours of instruction time and 15 hours of study time per week.

Independent study (IS1999)

Credits are granted on a case-by-case basis, established as a standard at the time the independent study is approved. Typically, independent studies involve 5 individual meetings with a faculty member and approximately 40-50 hours of independent work per credit.

Once a year, the Curriculum Committee in collaboration with the Provost and Registrar's offices, review the assignment of credit hours to ensure consistency.

Credit Limit

Full-time students are defined as those enrolled for 12 to 18 credits. Matriculated students are those working towards a degree or diploma. The School permits students enrolled in the Bachelor of Fine Arts program to register for part-time status (less than 12 credits).

BFA Undergraduate Status

Undergraduate status is determined by the number of credits successfully completed or transferred:

CREDITS	STATUS
1–30	freshman
31–60	sophomore
61–90	junior
91+	senior
120 *(Varies by program)*	minimum for graduation

Prior Learning Assessment (PLA)

The portfolio-based Prior Learning Assessment (PLA) is available to applicants to the BFA program who have at least five years of professional experience in the performing arts. This assessment allows students to receive academic credit for their prior learning, accelerating their path to degree completion. As part of the admissions process, eligible applicants prepare a portfolio that documents their professional, lived experience. The portfolio includes evidence such as performance recordings, program notes, letters of recommendation, and other documentation that demonstrates the depth and relevance of their experience.

Once submitted, the portfolio is reviewed by faculty who assess the applicant's learning against specific program learning outcomes. Faculty provide feedback on the submission and determine the amount of credit to be awarded. For eligible applicants, this process can reduce the time to degree completion to as little as 1-2 years, depending on the credits granted through PLA. By recognizing prior professional experience, the PLA helps students with significant performance backgrounds advance more quickly toward their BFA degree.

Qualifying Examinations

A student may complete a qualifying exam to determine and demonstrate their proficiency in some subject matters. Qualifying examinations are offered in Theory, Aural Skills, Keyboard Skills (Piano, Organ, and Collaborative Piano majors only), Music History, Required Piano (non-keyboard). Applications for these examinations are available in the Office of the Registrar. A fee is charged for all qualifying examinations. Students will be allowed to take a qualifying examination for a specific course only twice. Additionally, students may only qualify in courses one level at a time. Notices of Qualification must be approved and submitted to the Office of the Registrar by the Director of Online Programs before the end of the Add/Drop period.

Schedule Changes/ADD/DROP Period/Course Withdrawals

Students may request changes in their schedules only during the Add/Drop and Withdrawal Periods listed in the Academic Calendar. No schedule changes are possible after the conclusion of the Add/Drop and Withdrawal Periods. No schedule change is considered official until it is processed by the Office of the Registrar.

Add: Elective courses may be added by using the registration portal during the Add/Drop period. To add courses not available in the registration portal, please email registrar@msmnyc.edu. Note: A General Petition-Academic Related Form may be required. All submitted forms are subject to review and approval.

Drop: Elective courses may be dropped by using the registration portal during the Add/Drop period. To drop courses not available in the registration portal, please email registrar@msmnyc.edu. Note: A General Petition- Academic Related Form may be required. All submitted forms are subject to review and approval. Failure to file the appropriate form will result in the student's continued enrollment in the course. Continued enrollment without attendance will result in an automatic failing grade (F) on the student's academic record.

Course withdrawals: Students may withdraw from a course after the Add/Drop period by filing a General Petition- Academic Related Form with the Office of the Registrar. An approved Withdrawal results in a grade of W being applied to the course. See Academic calendar for deadline. While the grade of W does not affect the student's grade point

average, it does prevent the student from Dean's List eligibility, and the course remains on their record, with the student remaining responsible for the credit associated with the course.

Failure to file a petition constitutes continued enrollment in the course, and the student is subject to the requirements and responsibilities of the course. Failure to Withdraw or complete the requirements will result in a failing grade. Deadlines and regulations concerning dropped and withdrawn courses will apply.

Schedule of Classes

Class times are published in the schedule of course offerings available at registration, with periodic updates. Under-enrolled courses are subject to cancellation at any time during the first two weeks of classes.

Auditing

All requests to audit must be submitted and approved by the Registrar. Approval of the instructor and course's department chair and/or division dean is required.

Students may petition to audit a course for no credit if space is available in the class. Courses that are full will not be approved for auditing.

Outside auditors are not permitted. Only enrolled BFA students may audit BFA courses.

Students may audit one course for free per academic year. A fee of $520 is charged for each additional course audited in an academic year.

Courses taken as "Audit" are subject to the same add/drop/ withdrawal deadlines as regular courses.

Please see Academic Calendar for deadlines.

No grades are given; an AU is indicated for auditing. Students auditing courses are there for observation only and cannot participate in assignments, tests, or exams.

Students may not audit a course required for degree requirements. All audits must be officially processed through the Office of the Registrar.

ACADEMIC REGULATIONS

Academic and Artistic Honesty

All students have an obligation to behave honorably and to respect the highest ethical standards in carrying out their academic and artistic assignments, henceforth known as academic honesty. Academic dishonesty is defined to include any form of cheating and/or plagiarism. The use of tools such as generative AI are not allowed, unless the instructor explicitly permits it within the assignment instructions or in advance of the work being submitted for assessment. Instructors who allow the use of such a tool will provide clear instructions that define appropriate use and engagement with any technology-based tool. Disciplinary sanctions, including lowered or failing grade, probation, or dismissal, may be administered in cases involving academic dishonesty or falsification of academic information. All allegations of academic dishonesty will be referred to the Dean of Academic Affairs. In clear-cut cases, such as documented plagiarism, the Dean may offer a summary judgment, which will include sanction or mediation designed to bring the matter to a conclusion. In a case that has received summary judgment, the student may appeal the decision to the Dean's Council. Also, the Dean of Academic Affairs may elect to bring the case directly to the Dean's Council. The Council consists of three faculty members, who, along with the Dean of Academic Affairs and the Dean of Students, will conduct a hearing and render an opinion. The decision of the Dean's Council will be final.

Satisfactory Academic Progress

All students are expected to maintain good academic progress throughout their degree studies. Good academic standing includes grades of C or better in all subjects. If a student fails to meet the requirements for good standing, his or her record will be brought under review by the Committee on Academic Progress.

Please see Classwork Grading.

Probation

All students are expected to make good academic progress throughout their degree studies. The Committee on Academic Progress reviews all student records at the end of each semester, and will identify students who fall below MSM's academic or artistic standards (defined below). The Committee has latitude to judge the efforts and progress of each student, comparing grades earned from one semester to the next, taking into account special circumstances, and investigating issues with particular instructors. When deemed necessary, the Committee can recommend academic warning, probation, continuing or final probation, or dismissal. The Committee may also recommend or require tutoring or counseling. For all courses, students must maintain a GPA above 2.0.

In addition to overall GPA, repeated failure or grades of W in required courses may be grounds for probation. Students with grades or GPAs far below MSM's standards, as well as students who have been on continuing or final probation, may be subject to dismissal.

Please see Classwork Grading.

Dismissal

Grounds for dismissal include unsatisfactory academic and/ or artistic progress; any form of cheating and/or plagiarism or falsification of academic information; and violation of the Code of Conduct and/ or official School policies. Students dismissed at the conclusion of any semester are typically ineligible to attend the School for two consecutive semesters. Information regarding reapplication to the School and auditions is available from the Office of Admission. The School retains the right to dismiss any student whose continued attendance or behavior is considered detrimental to the interest of their fellow students or of the School.

Attendance

Regular and punctual attendance is required at all lessons, classes, and rehearsals. Faculty set the specific attendance policies for their courses, and publish these policies in the course syllabus or handbook. Any exceptions, such as excused absences for reasons of illness or other compelling emergencies, may be considered and granted at the discretion of the individual faculty member. Absences due to illness must be reported by the student to the Office of Student Engagement, and should be accompanied by documentation from a physician or the MSM Campus Health Nurse. In cases of serious illness the Dean of Students will communicate with all the teachers of an individual student in order to make sure that faculty are aware of the student's excused absence.

Absence affects learning and performance. Faculty may refer to the Dean of Students, any student who misses lessons, classes, and rehearsals for reasons that the teacher considers insufficient. Students with excessive or unexcused absences from lessons, classes, or rehearsals may receive a lowered or failing grade. Even in cases where absences are excused, it may be necessary for a student to withdraw from a course because of excessive absence.

Residency Requirements

Residency requirements for the Bachelor of Fine Arts Manhattan School of Music are as follows:

PROGRAM	NORMAL RESIDENCY	MINIMUM RESIDENCY	LIMITATION
Bachelor of Fine Arts	2 years	1 year	4 years

Religious and Civic Holidays

Manhattan School of Music is sensitive to the needs of students who wish to observe religious or civic holidays during the academic year. To accommodate the planning needs of instructors as well as to fulfill the educational and artistic requirements of the semester's work, students who anticipate being absent for religious or civic holidays must inform their instructors in writing by emailing faculty directly and copying the Dean of Students. If students follow the preceding policy and understand that they are responsible for classroom work and ensemble obligations missed, absence for religious or civic holidays will be excused. Students who do not inform their instructors of the absence in a timely manner will not be excused.

Dean's List

Qualified Bachelor level students who meet certain academic standards are named to the Dean's List each semester. These standards include: a grade point average of 3.9 or better, twelve or more credits of graded courses (other than P or Q grades), and no failing grades for the semester.

Final Examinations

Final examinations are held during the final week of each session. Students who fail to take a required class examination may petition for an incomplete grade if all other work for the course has been satisfactory. All Incomplete grades are reviewed by the instructor of the course and the Dean of Academic Affairs. Incomplete grades will convert to failing grades by the Registrar if the final grade is not received by the end of the following semester.

Please see Incomplete Grades

Commencement Participation Policy for Students with Outstanding Degree Requirements

Participation in Commencement is a ceremonial privilege and does not constitute conferral of a degree. Degrees are awarded only upon the successful completion of all academic and institutional requirements.

Graduation refers to the completion of all degree requirements. Commencement is the ceremony that celebrates graduation.

Eligibility Criteria

Students who have not yet completed all degree requirements may be permitted to participate in the Commencement ceremony ("walk") provided they meet the following conditions:

- Graduate Students must be within 3 credits of completing all degree requirements*.
- Undergraduate Students must be within 6 credits of completing all degree requirements.
- All remaining coursework must be scheduled for completion within the academic term immediately following the current term. i.e. within the summer term.
- Students must have no outstanding financial obligations to the institution.

*DMA students are ineligible to participate in commencement until all degree requirements have been met.

Approval Process

- Students with outstanding degree requirements must submit a formal request to participate in Commencement through the Office of the Registrar by the published deadline.
- Requests must include a clear degree completion plan, approved by the student's Division Dean, Dean of Academic Affairs, and Office of the Registrar.
- Final approval will be granted by the Office of the Registrar.

Conditions of Participation with Outstanding Degree Requirements

- If approved to walk, the student may not participate in a second commencement ceremony upon completion of all degree requirements.
- Participation in Commencement does not imply or guarantee degree completion.
- Students will not be listed in the Commencement program but will have their name called at the Commencement ceremony. Once all degree requirements are met, students will be listed in a future commencement ceremony program.

Petitions

Students who wish to submit a petition related to an academic matter, including topics not covered in the current catalog, yet pertains to study at the School, must fill out a General Petition available on the student portal or Office of the Registrar.

Transcripts

The Office of the Registrar retains the original copy of each student's academic record. Transcripts for currently enrolled students are issued without charge in support of applications to new programs at Manhattan School of Music.

Upon request, the School may disclose educational records without a student's consent to officials of another school in which a student seeks or intends to enroll.

Official transcripts, carrying the School's seal and an official signature, may be issued only upon the written request of the student. The Office of the Registrar will only issue transcripts from MSM degree programs.

LEAVES AND WITHDRAWALS

Please be advised that leaves and withdrawals may affect immigration status and/or financial aid. Students should consult with the International Student Services Office and/or the Financial Aid Office as part of the Leaves/Withdrawal process.

Leave of Absence

A Leave of Absence for BFA students may be for one, two, or three consecutive semesters, and may not exceed one full academic year. Students wishing to take more than three semesters of leave must reapply to the program. Students wishing to take a Leave of Absence should email the Dean of Students to initiate the process. The Registrar will determine the effective date of the leave. A Leave of Absence with effective dates prior to the end of the Add/Drop period in any of the sub-terms will result in the student being dropped from all course work in that specific sub-term. A Leave of Absence with an effective date after the end of Add/Drop, and before or by the deadline to withdraw with a grade of W, will result in all courses on the student's transcript for that term or sub-term assigned grades of "W" to indicate a withdrawal from those courses. A Leave of Absence after the deadline to withdraw with a grade of W will result in coursework being assigned a grade of F. Students taking a Leave of Absence requesting an Incomplete (I) in any class are required to complete the missing work during their first semester of return from leave. It is the responsibility of the student to notify the Office of the Registrar in writing when they intend to return from leave.

At the conclusion of a student's first semester following a leave, their academic progress will be subject to review consistent with MSM's current policies and procedures which apply to all students.

Withdrawal

Students not wishing to return or do not wish to remain enrolled for a given term should formally withdraw by emailing the Dean of Students.

Withdrawn students are required to apply to the School for readmission if they wish to return. Information regarding reapplication to the School and auditions are available from the Office of Admissions.

Students who completely withdraw from the School with an effective date during the Add/Drop period will result in the student being dropped from all course work. Effective dates after the end of Add/Drop, and before or by the deadline to withdraw with a grade of W, will result in all courses on the student's transcript for that term assigned grades of "W" to indicate withdrawal from those courses. A withdrawal after the deadline to withdraw with a grade of W will result in coursework being assigned a grade of F. Students who withdraw from the School do not have the option of requesting an Incomplete (I) in any classes.

For information regarding the financial implications of taking a leave of absence or withdrawing from the School, **see Refunds in TUITION AND FEES section.**

Medical Leave of Absence

Manhattan School of Music is concerned about its students' health and well-being, and believes that students should receive appropriate physical or mental health care when necessary. A student experiencing a physical or psychological condition that significantly impairs their ability to function successfully or safely as a student may decide that a period of time away from MSM for treatment or recovery helps to restore functioning to a level that will enable the student to return and perform successfully academically and within the campus community.

Students may request a medical leave of absence during a semester in which they are currently enrolled, or they may request the medical leave to begin prior to the start of the upcoming term. In the event that a student starts a medical leave of absence during a semester and after the conclusion of add/drop, and if the leave lasts longer than two weeks, all courses on the student's transcript for that term will be assigned grade of "W" to indicate a withdrawal from those courses. Students who require a limited medical leave of absence of two weeks or less will be excused from classes during that period but will remain enrolled and be responsible for all missed coursework, exams, and juries, and responsible for all fees associated with the semester.

It is expected that a student on a medical leave of absence from MSM will use the leave for treatment and recovery. The School has established criteria regarding the student's eligibility for returning to the campus community. These criteria include, but are not limited to, evidence that the condition which precipitated the medical leave of absence has been treated and has improved such that it will no longer adversely affect the student's ability to participate as a student at MSM. Compliance with the treatment expectations is primary in the School's decision to approve the return of the student to MSM.

Students considering a medical leave are strongly encouraged to meet with a member of Student Affairs staff (Dean of Students, Counselor, Campus Health Nurse, etc.) to discuss their challenges and determine whether a leave is the best fit for their needs.

When a student decides to take a medical leave of absence, they must obtain medical documentation from a physician or other appropriate health provider, and submit it to the Dean of Students for approval. Students may take a medical leave of absence for up to two semesters.

Limited Leave of Absence

A Limited Leave of Absence may be requested for professional engagements or sudden family or personal situations through the Office of the Provost. A limited leave of absence generally is not granted for a period more than two weeks per semester. The leave must be preapproved by the Dean of Academic Affairs and the Academic Division Dean at least four weeks in advance of the requested limited leave unless opportunities or situations are truly unforeseen. International students also require the preapproval of the International Student Services. Students who receive pre-approval must then obtain approval from each of the student's instructors and submit the Limited Leave of Absence Request Form to the Office of the Provost for final approval. The

student remains registered for the semester and is responsible for all missed course work, exams, and juries, and for all fees associated with that semester.

Involuntary Leave of Absence Policy

Manhattan School of Music cares deeply about the health, well-being, and overall success of all members of the MSM community. There are circumstances in which the School may need to remove a student to preserve the health and safety of the student or the community, as described in the policy below.

When a student's behavior presents a direct threat to the health or safety of the student or others, and supportive interventions to help the student modify the behavior while remaining in school have been unsuccessful, MSM may place a student on involuntary leave. This process is separate and distinct from the disciplinary process associated with violations of the Student Code of Conduct. Unless they are sanctioned separately through the disciplinary process, students on involuntary leave will not be considered to have a student conduct record. However, it is important to note that being placed on involuntary leave (or taking voluntary leave) does not insulate students from disciplinary action if they have violated the Code of Conduct, though the impact of their health concerns on the behavior leading to the violation may be taken into consideration when determining sanctions.

Criteria for Involuntary Leave

Involuntary Leave should be considered only when one or more of the following criteria are met:

- The student's behavior poses a direct and imminent threat to their own safety or the safety of others in the campus community; and
- All available resources to support the student in modifying their behavior have been exhausted; or
- The student has communicated through words or behaviors their unwillingness to engage with available supports or to modify the threatening behaviors.
- *Suicidal ideation or behavior, in and of itself, does not constitute grounds for placing a student on involuntary leave unless the above criteria are met.

Mandated Assessment

- All members of the MSM community have a role to play in student health. If a faculty or staff member has a concern about a student's health (mental or physical), they may encourage the student to utilize available support services (the Counseling Center, the Campus Health Nurse) and may also inform the Dean of Students or any other member of the C.A.R.E. team of their concern.
- In instances where there is concern that the health issue being faced by the student significantly impacts their academic or social functioning or has the potential to cause disruption to MSM's learning community, the Dean of Students in coordination with the C.A.R.E. team may require the student to be evaluated by a campus counselor or nurse to determine whether/with what supports they are able to remain on campus and attending classes (including reasonable accommodations for qualifying disabilities). During the mandated assessment period and the involuntary leave process, the Dean of Students, in consultation with the C.A.R.E. team may impose an interim suspension.
- The evaluating clinician will promptly provide the C.A.R.E. team with their assessment of the student's functioning and recommendations for supportive services (including the possibility of recommending the student take a medical leave of absence if warranted). The Dean of Students, in consultation with the C.A.R.E. team, will make the determination regarding whether the student may remain on campus or whether to encourage a voluntary leave or pursue an involuntary leave of absence.

Statement of Expectations

If it is determined that the student is able to safely remain on campus contingent on their engaging with supportive services (e.g., psychotherapy, substance abuse or eating disorder treatment, regular academic tutoring, etc.), the Dean will issue a Statement of Expectations (SOE) to the student outlining the expectations for treatment. This may include a requirement that the student and/ or their treatment provider(s) provide check-ins to the Dean or another School administrator at regular intervals to track the student's progress and monitor their continued safety.

- The Dean (or designee) will meet with the student to go over the SOE, which will be signed by both the student and the Dean and reflects the student's agreement to pursue appropriate supports and their understanding of potential consequences of not following through with the agreement. If the student does not agree to the expectations, they may appeal to the Provost. Such an appeal must include specific information about why the student objects to some or all of the expectations, including supporting evidence if the student believes the assessment is not clinically valid, or the expectations are unduly burdensome. The decision of the Provost will be final.

Involuntary Leave Process

Generally, the process of placing a student on involuntary leave begins with the Dean of Students, in collaboration with the C.A.R.E. team, initiating a Mandated Assessment as described above. If the results of the assessment suggest that the threat of harm to self or other posed by the student's behavior is sufficiently severe that the student cannot safely remain on campus, the Dean of Students and one of the other members of the Student Affairs Team shall schedule a hearing with the student, to take place no sooner than two business days from the time the student is informed of the hearing.

- If the student is hospitalized or otherwise incapacitated or unavailable for an immediate hearing, the hearing shall take place no sooner than two business days after they become available. At the hearing, the Dean will give the student the opportunity to present any information or evidence they believe contravenes the decision of involuntary leave. The Dean will then issue a decision within two business days following the hearing. If the student believes the Dean's decision did not take into account all evidence and contextual factors, they may appeal the decision to the Provost, providing additional evidence in support of their position. The Provost's decision will be final.

Emergency Involuntary Leave of Absence

In cases where a student's behavior poses an immediate threat to their own or others' safety, the Dean may temporarily place the student on involuntary leave and take actions, in consultation with other relevant parties (e.g., Counseling staff, MSM administrators, C.A.R.E. Team, campus security, law enforcement, etc.) to remove the student from campus in order to ensure safety. In such instances, once the immediate threat has been addressed and the student is able to undergo the process, the policies for involuntary leave outlined above should be followed, including the opportunity for appeal if desired by the student.

Returning from Medical Leave of Absence, Hospitalization or other Disruption of Study: The Re-Entry Process

When a student has been separated from MSM because of a medical or mental health concern, whether through a hospitalization or a longer voluntary or involuntary leave of absence, they must undergo a re-entry process prior to resuming their studies.

The goals of this process are:

- Ensure that students are ready to return to classes and/or School housing after an emergency, crisis, hospitalization, unexplained

absence, leave of absence (LOA) or withdrawal (WD);

- Ensure coordination among separate areas and offices associated with the re-entry process;
- Give students and families a clear set of expectations and requirements for re-entry; and
- Ensure that MSM is adequately prepared to support students as they return to academics and housing.

Following Hospitalization

- Sometimes a student may be hospitalized relatively briefly and may decide not to take a semester-long leave. In these cases, a student who has been discharged from the hospital and wishes to return to school must still undergo a Mandated Assessment with a Campus Health and Wellness staff member or a clinical psychologist designated by the School to assess their readiness to resume study and determine recommendations and expectations for support/ongoing treatment, as described above. Hospital discharge paperwork, though necessary, is not sufficient documentation to allow the student to return to campus; discharge personnel at the hospital should coordinate with the Dean of Students (or the MSM clinician who hospitalized the student, if applicable) to assure that a Mandated Assessment by MSM staff is conducted promptly following discharge.

Following Medical Leave of Absence

- Students wishing to return to MSM after a medical leave of absence must inform the Dean of Students in writing of their intent by July 15th (for return in the Fall semester) or November 1 (for return in the Spring semester).
- The Dean will then connect students wishing to return from a Medical Leave with either the Campus Health Nurse or MSM's Chief Psychologist or his/her designee. Students must provide them with documentation from the medical and/or mental health providers from whom they have received treatment while on leave, summarizing the course of treatment and the provider's assessment of their current level of functioning and readiness to resume study.
- In addition, when indicated and feasible, students may also be required to undergo an assessment with Health and Wellness Staff or a consulting community provider affiliated with MSM, the purpose of which is to assess the student's ability specifically to meet the rigorous demands of their education at MSM, supplementing the more general assessment of their safety and functioning furnished by their treating provider(s).
- The student will provide this documentation to the Dean of Students, Campus Health Nurse, or MSM's Counseling Coordinator no later than August 1 (Fall) or December 1 (Spring). The Dean will examine this documentation, make a decision regarding the student's eligibility to return to MSM at that time, and inform the student in writing of their decision within one week of receiving the documentation.
- Until this decision is communicated, the student may not be on campus, attend classes, or participate in any school-related activities. If the Dean does not permit the student to resume, and the student believes this determination has not taken all available evidence into consideration, they may appeal the decision to the Provost, whose decision shall be final.

Transfer Credit Policy/Credit by Examination

Classification of transfer students' assessed artistic level of study upon admission is based on prior learning assessment and review of eligible transfer credits; the number of semesters at MSM will depend on the results of this review. Students may need to complete more semesters than expected in order to meet all degree requirements. Only transfer credits from other nationally accredited institutions may be accepted into a degree program and are subject to an evaluation of official documents by the Office of the Registrar. Prior coursework is not automatically transferred; students must request to have credits transferred to MSM by submitting both transcript and course descriptions by July 1 for review of any applicable courses being requested. Review of final transcript and transfer credits will occur before the

student's first day of classes, with the result and determination of transfer credits communicated before the student begins their program of study.

MSM will consider the transfer of undergraduate course credit with the grade of C or above. A maximum of ninety (90) transfer, examination, prior learning assessment, or proficiency credits may be applied towards the Bachelor of Fine Arts degree.

MSM does not accept for transfer credit or placement: AP or IB credits*, college courses taken in high school which count toward the high school diploma, nor courses which have been used to fulfill requirements of a previous degree program. Transfer credit is not given for courses from institutions where the language of instruction is other than English.

*AP credits may be reviewed for credit via Prior Learning Assessment for the Bachelor of Fine Arts degree program only.

GRADING

Grading System

CREDIT GRADES	NUMERICAL EQUIVALENT	
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Fair
C-	1.67	
D+	1.33	
D	1.00	Poor
D-	.67	

Classwork Grading

If a student receives a D+ or lower in one class, the student will receive a warning letter from the Dean of Academic Affairs. If a student receives more than one of these grades, the student will be subject to Probation or Dismissal.

Non-Credit Grades

F Failure

I Work Incomplete (by petition only)

W Withdrawn

P Passing (used for deficiency courses or when a letter grade is not required to show successful completion of work and is not included in GPA)

AU Audit Class

WIP Work In Progress (for DMA students only, this grade is not factored into overall GPA)

Incomplete Grades

Incomplete grades should only be considered under extraordinary circumstances and may be petitioned by the student utilizing the Request for Incomplete Grade Form. The request will be reviewed by the faculty member of the course, the Dean of Academic Affairs, and International Student Services (if applicable). An Incomplete will appear on a student's permanent transcript indicating late completion of the course. Once the work has been completed and a grade has been issued by the faculty member, the Incomplete will be changed to a permanent letter grade. Students receiving incomplete grades are required to complete all work by the end of the following semester; if the work is not completed, the Incomplete will be changed to an F automatically. Incomplete grades are not available to students taking a leave of absence or withdrawing from a program of study.

Change of Grade

Faculty are responsible for submitting final grades by the published deadline each semester. Faculty may request a change in grade due to a documented clerical error. No grade change may be made based on the reassessment of the quality of a student's work or completion of additional work. Students who are unable to complete work by the published deadline

must, in consultation with the instructor, file a Request for Incomplete Grade Form which is available on the Student portal.

Faculty may submit a Change of Grade form which is available on the Faculty portal. Any grade change request must be submitted before the end of the next semester, regardless of the student's enrollment status.

Students who wish to appeal a final grade must do so utilizing the Academic Grievance Process before the end of the next semester in which the course was taken, even if they are not presently enrolled at Manhattan School of Music. Once a degree has been conferred, change of grade requests will not be considered.

Student Right to Know Act (Disclosure of Institutional Graduation/Completion Rates)

Manhattan School of Music provides the following information regarding its graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation/completion status of students who enrolled during the 2018-2019 school year and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2018, 143 first-time, full-time, certificate or degree-seeking Undergraduate students entered Manhattan School of Music. After 6 years (as of August 31, 2024) 78.3% of these students had graduated from the institution or completed their programs.

Questions related to this report should be directed to: the Registrar at (917) 493-4478.

While reviewing this information, please bear in mind:

- The graduation/completion rate is based on 6 years of attendance that equates to 150% of our longest program.
- We have elected not to report our transfer-out rate because the School's mission does not include providing substantial preparation for students to enroll in other institutions.
- The graduation/completion rate does not include students who left the school to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled are also excluded.

Campus Safety

Facilities and Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education in compliance with the Clery Act.

DIGITAL CITIZENSHIP POLICY

While working in a digital collaborative environment (e.g. Canvas, Zoom, or any video conferencing platform), students are expected to conduct their communications in a professional, courteous, and respectful manner at all times. Inappropriate language or behavior may result in disciplinary action.

Please adhere to the following Digital Learning Classroom Rules and Etiquette (*subject to change based on individual professor's classroom rules*):

1. Only students enrolled in the class may attend the Zoom meeting. All guests, including parents and auditors, must have advance permission from the instructor to attend.
2. Please log in to your classroom meeting from a distraction-free environment. If your background is distracting (movement, people passing by, etc.), alert those who may unwittingly be on camera that you are participating in a remote learning class, and consider using a virtual background for privacy.
3. Be appropriately dressed as if you were on campus, in person.
4. Have the necessary materials (paper, pen/pencil, textbook, approved devices) available to take notes.

5. Make sure your full profile name is displayed. You may use your legal or preferred name and pronouns.
6. Make sure your video is on so that your face can be seen and is centered in the screen. Avoid having other people, pets, or items in your video screen that could be distracting and disruptive both to yourself and your colleagues. Please contact your professor in advance if you are unable to use video for the class.
7. Keep your audio on mute until you wish to speak to help limit background noise.
8. During a Zoom class, use the "Raise Hand" feature to speak or to answer a question. You may unmute yourself when the professor calls on you.
9. Keep in mind that the chat box is public and a record of the chat may be kept and archived. Use abbreviations in chats or discussions when appropriate. Faculty may limit or turn off the chat function in their courses.
10. Follow the faculty member's guidelines to communicate when you need to leave for emergency or bio-breaks.
11. The instructor may record the class for educational and academic purposes. Students may record the class for personal use with permission of the instructor.

VERIFICATION OF STUDENT IDENTITY IN DISTANCE EDUCATION POLICY

Purpose

Manhattan School of Music (MSM) operates in compliance with the student identity verification requirements of the Higher Education Opportunity Act (HEOA), Public Law 110-315, and 34 C.F.R. § 602.17(g). MSM verifies the identity of students who participate in distance education through secure authentication methods, including unique institutional credentials and other measures as determined by the School.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. According to the HEOA, one or more of the following methods must be used: An individual secure login and password; Proctored examinations; New or other technologies and practices that are effective in verifying student identification.

All methods of verifying student identity in distance learning must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they must be notified of these charges in writing at the time of registration or enrollment.

Methods of Verification

Initial Verification

MSM has a school-wide authentication and security measure to ensure that accounts are managed securely including for distance learning. To verify identity, several processes have been implemented to ensure compliance with the School's authentication and security measures.

During the Admission process, each student receives a unique student ID number. Upon matriculation, each student receives a unique and secure network account to authenticate into MSM enterprise systems (i.e., MSM Portal, Email, Canvas).

The Office of Information Technology requires students to provide a mobile device number to enroll in a multi-factor authentication process. This multi-factor authentication method validates identity each time a student accesses any online resource.

Secure Login and Password

Each MSM student is assigned a unique student username and has a student-generated password to log into MSM's Canvas learning management system. Students are responsible for providing their complete and true identity information in any identification verification process.

LMS and Interactive Video Network

Students are required to authenticate each time they log into the Canvas learning management system to access their course(s) and complete course activities. All online course work that is graded or contributes to a student's grade is submitted via this authentication.

For courses delivered through interactive video, the identity of the students is verified visually by the instructor. The instructor can reference information in the Class Roster feature of MSM Portal to assist in verification of the student.

Proctoring tools such as Respondus LockDown Browser and Monitor are employed. These tools prevent unauthorized browser activity during exams and use AI-driven video and audio monitoring to detect potential academic dishonesty.

Additionally, secure authentication measures such as single sign-on (SSO) ensure that only authorized students can access course materials and submit assignments. By combining these strategies, faculty maintain the integrity of online coursework and verify that students are completing their own work.

Students in courses that utilize the Respondus LockDown Browser and Monitor virtual proctor must have an operational webcam, audio capabilities, a high-speed internet connection, and appropriate system rights required to download and install software. Faculty must include any hardware and software requirements in their course syllabus and materials.

Responsibilities

All users of the School's learning management systems are responsible for maintaining the security of usernames, passwords, and any other access credentials assigned. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. Users are responsible for any and all uses of their account. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent Academic Course Catalog.

Students are responsible for providing complete and true information about themselves in any identity verification process, in accordance with the student code of conduct. Students are responsible for knowledge of the information contained in the Student Handbook and Course Syllabi. Failure to read college/program/course guidelines, requirements, procedures, and policies will not exempt users from responsibility.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that their individual courses comply with the provisions of this policy. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible and pedagogically sound, to design courses that employ assignments, and evaluations unique to the course as well as online assessment strategies that support academic integrity.

The Office of the Provost is responsible for ensuring School-wide compliance with the provisions of this policy and that faculty are informed of any changes in a timely fashion. The Office of the Provost is also responsible for coordinating and promoting efficient use of School resources and services, and for ensuring that processes remain in compliance with this policy. The Office of Information Technology is responsible for having an up-to-date Network Security, robust Password Management protocols, and stringent IT Help Desk procedures.

All verification processes are in place to protect student information under the Family Educational Rights and Privacy Act (FERPA). The privacy of students enrolled at Manhattan School of Music is protected under the School's policies regarding student privacy.

FERPA (THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law (20 U.S. Code § 1232g) that protects the privacy of student educational records. Under this law, students who are currently or formerly enrolled in a post-secondary educational institution, regardless of their age, have rights with regards to their educational records. An applicant who applied for admission but has not attended a post-secondary educational institution or a deceased student are not covered by FERPA.

MSM defines a student as an individual who is or has been in attendance at the School and for whom the School maintains education records.

MSM considers students to be in attendance on the first day of the first term in which the student is enrolled for academic credit in one or more classes regardless of degree type or class modality.

This definition includes:

- early matriculants (fall semester admits attending SES)
- former students/ alumni
- individuals who are taking classes but have not been admitted to a degree or certificate program
- visiting students

This definition does not include

- prospective students
- applicants who have been admitted but did not attend
- applicants who have been denied admission
- Students who, while attending one degree or certificate program, have applied to another degree or certificate program, are not entitled to review records of degree to which they are applying until they have been accepted to the new degree or certificate program.

An education record is any record that is directly related to a student that is maintained by the School or a party acting on behalf of the School. This includes information recorded in any medium such as handwriting, computer media, video or audio tape, film, microfilm and microfiche.

The following is not considered an education record:

- Records that are kept in the sole possession of the maker, are used only by the maker as personal memory aid, and are not accessible or revealed to any other MSM representative or integrated into student affairs, academic, or other institutional files;
- Records of the law enforcement unit of an educational agency or institution that are maintained solely by the institution's law enforcement unit and are not integrated into student affairs, academic, or other institutional files;
- Records relating to an individual who is employed by an educational agency or institution;
- Records made or maintained by a healthcare professional in the course of providing treatment;
- Records created or received by the School after a student is no longer in attendance, even if pertaining to the student's prior attendance

Primary Rights of Students under FERPA:

1. The right to inspect and review their educational records.
    a. Students should submit to the Office of the Registrar or other appropriate School official, written requests that identify the record(s) they wish to inspect. The School official is required to grant the request within 45 days. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the

student of the correct official to whom the request should be addressed.

2. The right to seek to amend their educational records.
   a. Students who believe that their education records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, may ask the School to amend the record. Students should submit to the Registrar or other appropriate School official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.
   b. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Manhattan School of Music to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

Release of Student Information:

1. Directory information

Directory information is information FERPA permits Manhattan School of Music to release to the public without the student's consent. Manhattan School of Music considers the following to be directory information:

- Name (including preferred first name)
- Addresses (including electronic mail)*
- Telephone numbers (permanent, primary, and cellular)*
- Date and place of birth
- Major
- Classification (junior, senior, etc.)
- Dates of enrollment
- Degrees and awards (including Dean's List) received
- Institution attended immediately prior to admission
- Photograph

Students who wish to restrict the release of such information are required to notify the Office of the Registrar within 10 days of the first day of the semester of enrollment.

The Manhattan School of Music uses extreme discretion in releasing any student information to an outside source. While MSM is legally entitled to release directory information, it generally does not disclose more than deemed necessary. *These categories of Directory Information may not be shared with individuals or organizations outside the School. The following items are defined as Personally Identifiable information and can never be disclosed by MSM except to the student themselves upon request, to others upon the student's consent to disclosure, or pursuant to subpoena or court order:

- Social Security Number
- Race
- Gender
- Grades
- GPA
- Country of citizenship
- Religion

2. Non-directory Information

Manhattan School of Music does not permit access to or the release of education records without the student's consent, except under the following exemptions:

   a. School officials with legitimate educational interest. A School official is a person employed by the institution in an administrative, supervisory, academic,

or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted (such as an attorney, auditor, collection agent, or security guard); a person serving on the Board of Trustees; or, when deemed appropriate a student serving on an official committee, such as a disciplinary or grievance committee, assisting another School official in order to fulfill their professional responsibly. However, it is the School's discretion to determine what is a legitimate educational interest and determine whether student privacy interests outweigh such interest.

b. Health and Safety Emergencies. In connection with an emergency, the School may release information to appropriate parties, including student's parents, to protect the health and safety of a student or any other person.

c. Financial Aid or Veterans Affairs benefits. In connection with financial aid or Veteran Affairs benefits for which the student has applied or which the student has received, if the information is necessary for purposes such as determination of eligibility, amount or conditions, or enforcement of the terms and conditions of the aid.

d. Parents of dependent student. If the student is claimed as a dependent by either parent for tax purposes, under the IRS rules, then either parent may be given access under this provision. Although FERPA permits this disclosure, it does not require a school to do so. The School will require written student consent on file before disclosing information to parents whose child is a dependent.

e. Court Order of Subpoena. To comply with a judicial order or lawfully issued subpoena. The School will first notify the student at the student's most recent address (postal or electronic). However, some judicial orders and subpoenas issued for law enforcement purposes specify that the School cannot disclose to any person the existence or contents of the order or subpoena or the information furnished in compliance with it.

f. Enrollment or Transfer. Educational records can be released to the officials of another institution if the student seeks or intends to enroll, or where the student is already enrolled for the purposes related to the student's enrollment or transfer.

g. Registered Sex Offenders. The disclosure concerns sex offenders or other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (Wetterling Act), (42 U.S. Code § 14071) and the information was provided to the School under that statute and applicable federal guidelines.

h. Alcohol or substance use by those under 21. The disclosure is to inform parent or legal guardian of a student under the age of 21 at the time of the disclosure that the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance, including hospitalizations and overdoes under Beau's Law (NY Senate Bill S3390A/Assembly Bill A4872). The determination may be made other than through a disciplinary proceeding.

i. Accrediting Organizations. The disclosure is to accrediting organizations to carry out their accrediting functions.

j. Designated Governmental Authorities. The disclosure is to authorized representatives of the United States Comptroller General, Secretary of Education, or Attorney General or to State or local educational authorities, in connection with an audit or evaluation of Federal or State supported education programs or for the enforcement of or compliance with Federal legal requirements which relate to those programs.

GRIEVANCE RESOLUTION PROCESS

Manhattan School of Music is committed to fairness and transparency. To live up to those values, we have created policies and procedures to address student concerns. In addition to our Title IX & Non-discrimination Policies, through which MSM addresses sexual misconduct allegations, and to the Judicial Hearing Process, through which MSM addresses violations of our Student Code of Conduct, the following procedures have been put in place:

Academic Grievance Process:

We recommend that a student wishing to register a complaint about course instruction or grading should first discuss the matter with the course instructor or department chair. The student may turn to the Dean of Students to help facilitate the conversation with the faculty member or department chair. The student can alert the Dean to the situation through a face to face meeting, an email or through filling out the Grievance Report Form. If a student contacts an instructor, the course instructor must address the inquiry within three (3) business days (note: faculty are not required to respond during the Winter Break but are required to respond to any initiated discussion filed within two weeks of the issuance of the grade at the end of the spring semester even though this is during the summer holiday). If the matter is not resolved in a discussion with the faculty member, the student may address the complaint to the department head or Academic Division Dean via email; the student has five (5) business days to initiate a discussion with the department chairperson, who has five (5) business days to respond following the same guidelines as those pertaining to the faculty member. If neither step resolves the complaint, the student may make a formal statement, in writing, within five (5) business days of receiving communication from the department chairperson to the Dean of Academic Affairs for final review and decision. The Dean of Academic Affairs has five (5) business days to respond following the same guidelines as those pertaining to the faculty member. The Dean of Academic Affairs' decision shall be final. One exception to this procedure is if the student filing the grievance is a doctoral student. In that case, the request for final review and decision should be submitted to the Provost, and the Provost's decision is final.

Appealing an Academic Dismissal

The Committee on Academic Progress reviews students' academic progress each semester. The Committee reviews sanctions for unsatisfactory academic progress up to and including dismissal. On the rare occasion that a student is dismissed, any appeal may be directed to the Provost at provost@msmnyc.edu for final decision.

Non-Academic Grievance

Process:

A student wishing to register a complaint about a non-academic matter should fill out a Grievance Report Form including a) the nature of the problem(s), (b) the name of the individual(s) involved, and c) the result of any previous effort made to resolve the matter informally. The Dean of Students responds to the Grievance Report, contacts the student, and the person(s) named in the statement and attempts to resolve the matter informally. If informal discussion fails to resolve the problem, the grievance and any supporting documentation are submitted to a panel consisting of at least three members of President's Council. (Note: any of these officials whose direct reports are key figures related to the disputed matter will recuse themselves from decision-making in the matter). The student initiating the grievance procedure is notified by the Dean about the issue's resolution, normally within two (2) weeks of the abandonment of informal resolution efforts. Students who are dissatisfied with the decision of the Dean of Students have three (3) business days to appeal to the Provost (appeal may be in the form of an email, with the word "Appeal" in the subject line). The student initiating the appeal is notified by the

Provost, normally within two (2) weeks of the receipt of the appeal. Students may seek guidance from appropriate administrative officers or faculty on how to resolve minor issues that may arise but are not grievances. Twice a year, the Committee on Academic Progress reviews all grievance resolutions to make sure the processes are functioning as intended.

For Student enrolled in a distance education (i.e. online or remote learning) course/ program:

For academic grievances, students must utilize the academic grievance policy as outlined above. For non-academic grievances, students must first utilize the non-academic grievance policy as outlined above.

For any student who is residing outside of the State of NY and was unable to resolve a non-academic grievance related to an online or remote learning course to their satisfaction, they may file a complaint with the New York State Education Department (NYSED). The Office of College and University Evaluation (OCUE) serves as the State Portal Entity for distance education offered to out-of-state students under the State Authorization Reciprocity Agreements (SARA). SARA policies do not cover complaints related to grades or student conduct violations. Complaints must be filed within two years of the incident about which the complaint is made. An overview of the SARA complaint procedures is viewable here. Students may access the State Portal Entity's (NYSED's) complaint information page here. (Students do not submit a complaint to NYSED, they appeal the institution's decision of the complaint to OCUE.)

Andrea Richards
Supervisor of Higher Education Programs
518.474.1551
IHEauthorize@nysed.gov
New York State Education Department
89 Washington Ave
Albany, NY 12234

STUDENT NAME POLICY

At Manhattan School of Music (MSM), we recognize that names are a core expression of identity. We are committed to providing an inclusive and supportive environment in which all community members can be addressed and recognized by the name they wish to be known. Furthermore, MSM recognizes a student may have different needs and desires for using a preferred name. To request use of a preferred name, we invite you to review this policy to understand the definitions for names, and if desired, follow the process to request the use of a preferred name or make a legal name change to your MSM student records.

1. Preferred (Campus) Name:

MSM affirms students' right to be recognized by the name that reflects their identity. MSM supports the need or preference for members of its community who identify by a name other than their legal name and will accommodate a preferred name, when possible, in the course of school business and education.

A preferred name is defined as a first and/or middle name that is different from a student's legal name. The preferred name is often the name by which a student wishes to be known within the MSM community.

Students' last names can be changed only through a legal name change because last names serve as the primary legal identifier in federal and state reporting, financial aid and tax documentation, immigration records, and degree-verification systems. MSM is required to use the legal last name unless an official legal name change has been completed.

As such, MSM will use a student's preferred first and/or middle name plus the student's legal last name to form the full preferred name. A preferred name is optional, and reasons for choosing a preferred name are personal and different for each individual. Possible reasons include:

- Preferring to use a nickname or middle name instead of a legal first name
- Choosing a name that aligns with your gender identity
- A student from another country wishing to adopt an English name

A preferred first and/or preferred middle name will be used wherever reasonably possible. This includes:

- Student ID Card (if applicable)
- Class Rosters
- Student Portal
- Email Address, Email Display Name, and Username
- Canvas
- eRezLife
- ASIMUT
- Campus Security
- Student Directory, unless a FERPA Request to Withhold Directory Information Form has been requested
- Diploma*

**See Diploma Name for alternative name options in section 2 below*

Students may choose a preferred name by submitting a Biographical Information Update Request form, available on the student portal.

MSM reserves the right to deny or remove, with or without notice, any preferred name for misuse, including but not limited to fraud, misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory names.

See Section 4 below for circumstances in which institutional records must reflect legal name rather than preferred names.

2. Diploma Name:

Manhattan School of Music recommends that your diploma name match your legal name; however, a preferred name may be used. Beginning in Spring 2026, current students can request that their preferred first and/or preferred middle name on

record with MSM appear on their diploma. The last name printed on the diploma must match the legal last name on record.

Students who do not already have a preferred first and/or preferred middle name on record must first submit a Biographical Update Request Form, available in the student portal, to add the preferred name to their record. This is necessary for future third-party verification that may take place.

MSM considers the diploma to be a ceremonial document; however, students should consider the following circumstances before submitting a Diploma Name Request Form:

- Students who plan to live, work or study outside the United States may wish to avoid using a Diploma Name that differs from their Legal Name, as international employers, immigration authorities, or credential evaluation services may require the diploma name to match official legal documents.
- Students who may request an apostille or other document authentication for use in another country should be aware that discrepancies between the Diploma Name and Legal Name may complicate or delay the authentication process.
- Employers, licensing boards, and third-party background check providers typically verify degrees using a student's Legal Name. Using a different Diploma Name may make credential verification more difficult.

Students who wish to have a preferred first and/or preferred middle name printed on the diploma must submit a Diploma Name Request Form four (4) weeks prior to graduation. This request cannot be made after a degree has been awarded.

All requests are reviewed on a case-by-case basis to ensure students are informed of any potential future considerations related to a diploma name change, including possible discrepancies with official records as noted above.

3. Diploma Reissuance Policy:

Diplomas may be reissued upon request if the original document has been lost, destroyed, or if a graduate's legal name has changed. All replacement diploma requests are subject to applicable processing fees.

Graduates requesting a diploma reflecting a legal name on record with MSM or a legal name change, must return the original diploma before a replacement can be issued. Supporting documentation of the legal name change will be required. **Note:** MSM will not reissue a diploma with a preferred first and/or preferred middle name after graduation.

To request a replacement diploma when the original has been lost or destroyed, the graduate must submit a Diploma Request and Attestation Form affirming that the original diploma is no longer in their possession. This form must be signed and notarized.

Replacement diplomas will display **"Reissued: [date]"** in the lower right corner of the document.

Processing will begin once the completed Diploma Request and Attestation Form, any required supporting documentation, and applicable fees have been received. If a student has any questions or needs support, please contact the registrar at registrar@msmnyc.edu.

For information about circumstances in which legal names will appear on MSM records, see Section 4 below.

4. What is a Legal Name:

A legal name is the name that appears on your State/Government issued documents (passport, driver's license, birth certificate, U.S. Social Security Card, Visa).

Your legal name will be used in school business and other processes that require use of a legal name. These include:

- International Student Documentation (SEVIS records, immigration/visa documents)
- Student Financial Services Documentation
- Employee/student employment records

- Student Health Insurance
- Financial Aid (PowerFAIDS)
- Federal or State Requests for information (including tax forms- 1098T, W-4, etc.)
- Federal or State Reporting Requirements (National Student Clearinghouse, New York State Education Department, National Student Loan Data System, etc.)
- Educational history records (Academic Certifications, Transcripts, and Diplomas*)

**See Diploma Name for alternative name options is section 2 above*

Students may change their legal name by submitting a Biographical Information Update Request form, available on the student portal, and providing the Office of the Registrar legal documentation that shows the updated legal name. Acceptable forms of documentation include:

- A government-issued photo ID
- Name change court order
- Other official documentation showing your full legal name

INSTITUTIONAL LEARNING OUTCOMES

These Institutional Learning Outcomes apply to all MSM students at levels appropriate to their degree or credential. Programs and divisions will align their discipline-specific learning outcomes, curricula, and assessments with these institutional outcomes. Students demonstrate elements of each outcome through experiences and contexts suited to their disciplines and programs.

1. Excellence in Musicianship & Creativity

Demonstrate advanced knowledge, skills, and artistry in music performance, composition, pedagogy, scholarship, and/or creative practice.

2. Humanistic and Inclusive Engagement

Engage with peers, faculty, and communities in ways that reflect respect, empathy, collaboration, and professionalism.

3. Career Preparation & Lifelong Success

Apply discipline-specific knowledge and transferable skills through experiences rooted in activities as a performer, composer, or in a performing-arts related field (i.e., teaching, arts administration, etc.) to achieve professional success and adaptability in diverse artistic and educational contexts.

4. Community & Cultural Enrichment

Contribute meaningfully to the enrichment of local, national, and/or global communities through artistic performance, teaching, and cultural leadership.

5. Integration of Place & Opportunity

Leverage cultural and professional opportunities to expand artistic vision, professional networks, and impact on society.

BACHELOR OF FINE ARTS CURRICULUM

DEGREE PROGRAMS

Manhattan School of Music is fully accredited by the Middle States Commission on Higher Education, and the New York State Board of Regents. The BFA program is approved by the New York State Approving Agency (NYSAA) for the training of veterans and other eligible persons.

The HEGIS Code number for the Bachelor of Fine Arts in Performing Arts is 1001.00.

Bachelor of Fine Arts (BFA)

The Bachelor of Fine Arts (BFA) degree at Manhattan School of Music is designed for performing artists with significant professional experience who have not yet earned a bachelor's degree. This flexible, accelerated program uses Prior Learning Assessment (PLA) to help students earn credit for their career experience, enabling them to complete their degree without interrupting their professional work. The program bridges the gap between professional experience and formal education, equipping artists with the skills and credentials needed to advance in today's global, digital arts landscape.

The BFA focuses on four key learning outcomes:

1. Artistic Identity Development
2. Community Engagement and Global Impact
3. Artistic Adaptability
4. Career Advancement.

Students will demonstrate their artistic vision, engage with global initiatives, adapt to evolving artistic contexts, and apply their professional skills to advance their careers. The curriculum includes 10 core courses, with specialized topics such as *Creating Solo Performance*, *Global Citizenship in the Arts*, and *Performance Psychology and Wellness*. The program culminates in a Capstone Course that synthesizes students' learning into a final project, preparing them for continued success in their life after the degree.

BACHELOR OF FINE ARTS

PERFORMING ARTS MAJOR	YEAR 1*		YEAR 2*		YEAR 3**			YEAR 4**		
Major Lessons/Performance/Large & Small Ensemble	6ˇ	6ˇ	9ˇ	9ˇ						
Technical Skills TS0100-199	3°	3°	3°		3°	3°	3°			
Literature, Repertoire, & History LR0100-1999		3°	3°	3°	3°	3°	3°			
Humanities/General Education HU0100-1999, GE0100-1999	3°	3°	3°	3°	6°	6°				
Formative Course: Finding Your Why PA0100								3		
Artistic Identity Development PA0200-0399								3	3	
Community Engagement & Global Impact PA0400-0599								3	3	
Artistic Adaptability PA0600-0799								3	3	
Career Advancement PA0800-0999									3	3
Capstone Project PA1000										3
TOTAL: 120	**12**	**15**	**18**	**15**	**12**	**12**	**6**	**12**	**12**	**6**

*All "ˇ" indicated credits must be brought in as PLA to be eligible for admission

*30-60 credits of "°" indicated credits must be brought in as PLA to be eligible for admission

**Outstanding "°" indicated credits, and Years 3 & 4 may be taken in different orders depending on student need and course offerings

BFA FACULTY

Delano Copprue, Ph.D.
Victoria Dunnam, Ph.D.
Dale Hedding, MM,MBA
Justin Hines, MM
Gabrielle Molina, Ed.M., MAT
Melissa Ngan, MM
Todd Reynolds, MM
Christine Stanley, MFA
Erica von Kleist, BM

COURSE DESCRIPTIONS

ELECTIVES

IS1999 Independent Study

1-3 credits

An Independent Study provides the student with an opportunity to explore and research a specialized study topic that is not available as a regularly scheduled course during any academic school year. A student may take no more than one (1) Independent Study during their residency in any program of study.

Students are expected to engage in project work for 40-50 hours of independent work per one (1) credit. Faculty supervision is limited to a total of five (5) contact hours. Specific proposals for Music History (MH), Theory (TH), or Humanities (HU) credit must be overseen by a faculty member teaching in the specific department of the credit type being requested.

Students are encouraged to submit the Independent Study Proposal Form at least 2-4 weeks before the start of the semester in which they want to enroll.

The student must:

1. Describe why the selected topic is necessary and valuable to their major course of study.
2. Provide a full description of the topic and the goals to be achieved through the requested study.
3. In cooperation with the instructor, provide an estimate of the total hours of study required for the course in addition to the required five (5) contact hours with the instructor.

The instructor must:

1. State the means by which the student's acquired knowledge and/or skill will be evaluated. Papers, exams, evaluations, or another deliverable format used to measure the student's success must be on file at the Registrar's Office before credit can be approved for this Study.
2. Approve the proposal form which indicates a willingness to work with the student in the proposed study and support the student's proposal.

PERFORMING ARTS CORE

PA0100 Formative Course: Finding Your Why

3 credits, Fall Session A, Spring Session A, Summer Session A

This course introduces the Bachelor of Fine Arts (BFA) in Performing Arts program, designed for adult learners with professional experience in the performing arts. Students will gain essential skills for online learning, including navigating Canvas and building their ePortfolio, while exploring strategies to build resilience, foster belonging, and thrive in an online environment. Through reflective exercises, students will align their personal and professional goals with the program's outcomes and begin crafting their ePortfolio. By the end of the course, students will have a strong foundation in online learning, a clear vision for their capstone project, and the tools to achieve their long-term goals in the performing arts.

Artistic Identity Development

PA0200 Leveraging Technology for Modern Performers

3 credits, Spring Session A

Tell your story through digital media! In this online course for performing artists, you'll harness technology to share your unique artistic voice beyond the concert hall. It's about being seen and heard on a virtual stage. Learn essential skills in audio and video production, including sound design, editing, and creating engaging podcasts and videos. Build

confidence on camera and master lighting and photography basics to enhance your storytelling. This course is about articulating your vision and connecting with your audience online. Whether you're a dancer, musician, or actor, your story is ready to shine!

Whatever discipline or style of your creative practice, there is a portion of your story which only you can tell, beyond your performing on a stage alone. It is about your vision, collaboration, unfolding journey, and mission—your 'why'. Communicating that mission, those ideas, your passion, and resultant work will reach a larger audience more through your presence online than in a concert hall. It's a necessary part of 'being seen' in the world. Content creation is not simply a social media phenomenon; it is, in essence, a performance of its own.

In this course, we will talk about the fundamentals of creating and documenting your work—stellar audio, video editing, streaming, and the hardware and software tools available for making your work shine. You will also be equipped to collaborate with others, in addition to exploring core values and best practices to do it quickly, efficiently, and with the same level of mastery you bring to your core creative practices.

This course emphasizes the importance of cultural inclusion by encouraging students to explore and celebrate diverse perspectives through their digital storytelling projects. Students will be challenged to create storyboards that reflect their unique identities, backgrounds, and artistic missions while engaging with works and creators from a wide range of backgrounds.

PA0300 From Sideperson to Leader: Project Planning & Management

3 credits, Fall Session A

It's pretty cool to get called for a gig, but it's thrilling when you're the one doing the calling. Step into your power with a course that gives you the tools to turn your ideas and ambitions into a practical and viable plan of action. Whether you're hoping to record an album, produce a live show, or start a teaching studio, this course dives into the essential elements needed to create a manageable business plan. Students will be exposed to diverse business brands and concepts that maintain a common theme of clear messaging. After being guided on how to follow a practical timeline to stay on track, students will have created a viable plan they can execute to meet a real-life goal.

Community Engagement & Global Impact

PA0400 Global Citizenship in the Arts: Cultural Competency and Community Engagement

3 credits, Spring Session B

This course guides students through an exploration of cultural competency and global citizenship principles, equipping them to engage respectfully and effectively within diverse communities through their work in the arts. Using frameworks such as UNESCO's Global Citizenship Education and Oxfam's global citizenship principles, students will learn to apply values of empathy, social responsibility, and DEIA (Diversity, Equity, Inclusion, and Accessibility) in community-focused arts practices. This course emphasizes real-world interaction and reflective learning, allowing students to experience, analyze, and creatively express their expanded cultural understanding. The course includes interactive activities and discussions that cultivate cultural awareness, from engaging with communities different from one's own to building cross-cultural communication skills. With the flexibility of local, accessible assignments, students will deepen their appreciation of cultural diversity and learn how to translate this understanding into ethical, inclusive arts practices.

PA0420 Harlem Renaissance

3 credits, Fall Session A

This course offers students an opportunity to study major works of the Harlem Renaissance. With an emphasis upon literature, bolstered by excursions into music and the visual arts, we will examine the

historical and cultural contexts, the philosophical and spiritual strivings that animate this vibrant, affirmative cultural flowering. Discussions will range from aesthetics to criticism, with particular focus upon artistic voice and vision. Along the way, we will reflect upon the enduring legacies of the Harlem Renaissance within the broader landscapes of creative activity.

Artistic Adaptability

PA0600 Performance Psychology and Wellness for the Modern Performer

3 credits, Spring Session B

This course explores the psychological principles that support human performance within performing arts. Students will learn strategies for enhancing motivation, mental toughness, confidence, focus, resilience, and stress management. Combining theoretical foundations with practical applications and positive lifestyle choices, this course will provide tools to optimize performance and maintain well-being under pressure.

PA0700 Promote Thyself: Content Creation and Video Editing

3 credits, Fall Session B

All aboard the self-promotion train! Whether you enjoy putting yourself out there or think social media is cringe, there's no way to avoid the reality of being a working artist. And while designers and editors are a crucial part of an artist's team, they can also be costly. This course will guide you through some basic graphic design and video editing techniques you can use to elevate your website, promo materials, and/or online profiles. Students will be shown examples of great social media branding from artists across the globe, outlining how universal these concepts are. Upon completion of the course, students will have a lineup of materials for use in future projects or professional endeavors, and newfound confidence in their public-facing persona.

Career Advancement

PA0800 Securing Project Funding: Proposals, Grants, and Successfully Making the Pitch

3 credits, Summer Session A

This course will provide detailed instruction on the key components of successful proposals and grants and will explore the most essential element in fundraising for any arts organization—developing a compelling and inspiring pitch, or case statement, to effectively communicate an organization's mission, needs, purpose, impact, and why donors should feel compelled to provide philanthropic support. Topics covered will include content and structure of proposals, understanding donor intentions and motivations, developing persuasive case statements (the pitch), and an introduction to special campaigns.

PA0810 Empowering Arts Leadership through Fundraising

3 credits

This course is designed to provide students with the tools necessary to understand philanthropic giving in the arts, how to plan effective fundraising efforts, and how to solicit gifts from varying sources. Specific topics covered include sources of contributed income, such as individuals, foundations, corporations, and government agencies; fundraising planning and strategy development, including donor motivations, cultivation and stewardship techniques, research, and revenue projections; forms of solicitation, including individual "asks," proposal writing, telling the story, and making the case for support; and budget preparation.

PA0900 From Planning to Performance: Entrepreneurial Finance in the Arts

3 credits, Summer Session A

This course is designed to give students an in-depth understanding of nonprofit performing arts financial management. Budgeting and budget management provide an important tool and are a reflection of what

an organization values. It is also a road map to what the practical parameters are when planning. Specific topics covered include an introduction to nonprofit accounting fundamentals, organizational budgeting, and financial reporting.

PA0910 Strategic Planning and Governance

3 credits

This course is designed to provide an in-depth understanding of nonprofit performing arts governance through an analysis of board structures, roles and responsibilities, and the dynamics of board management. Students will also learn how the most successful performing arts institutions use strategic planning as a powerful tool that helps to define an organization's mission, create a compelling vision, and create alignment with internal and external constituent groups. Topics covered will include best practices in board and volunteer management, various models of governance, the respective roles and differences between boards and staff teams, and effective strategic planning for arts organizations.

PA1000 Capstone Project

3 credits, Fall Session B, Spring Session B, Summer Session A

To bring together learnings and process throughout the degree program, students develop a capstone project that is an authentic extension of their artistic process, and present it to the public. Developing new ideas is equal parts listening, creativity, and strategy. This course brings together strategic thinking with human centered design principles to help bring new adventurous projects to life. Students are encouraged to explore and integrate diverse cultural perspectives and underrepresented voices into their capstone projects, ensuring their work reflects a commitment to inclusivity and broadens the scope of their artistic impact.