



# **CONSERVATORY OF MUSIC**

# **HANDBOOK**

Updated  
August 13, 2024

The Conservatory of Music, by choice and by law, adheres to all federal, state and local laws and to the policies of Purchase College. A detailed explanation of college policies, including plagiarism, is available here:

<https://www.purchase.edu/college-policies/index.php#academic>

**Conservatory of Music staff and contact information:**

Conservatory of Music email address	<a href="mailto:Music@Purchase.edu">Music@Purchase.edu</a>	
Conservatory of Music phone number	914-251-6700	
Director of the Conservatory of Music	Paul Boyd	(914-251-6700)
Conservatory Coordinator	Sue Fleishaker	(914-251-6702)
Production Coordinator	Edward Rosensteel	(914-251-4451)
Administrative Assistant	Sue Ellen Silber	(914-251-6708)
Director of Operations	Curtis St. John	(914-251-6710)
Chief Audio Engineer	Andy Cardenas	(914-251-6717)
Director of Piano Technical Services	Agim Kola	(914-251-6713)

**Email** – It is strongly recommended all students monitor their Purchase email account daily. Official school correspondence and vital information will be sent and disseminated only via Purchase email.

**Your advisor** - Every student at Purchase College has an advisor. Specific information on the advisor's role in your education is posted here:

<https://www.purchase.edu/faculty-handbook/faculty-responsibilities/academic-advising/>

You are entitled to meet with your advisor by appointment during their regular office hours. You should see your advisor at least once per semester during advising week and your schedule should be approved by your advisor before you register for classes. You will receive your PIN number from your advisor so that you can register online.

**Registration** – Students are responsible to check and confirm their registration and verify all courses and course sections are correct. This needs to be completed and finalized during the add/drop period of each semester. Do not wait until your registration time.

**Course requirements** - Current requirements for Conservatory of Music degrees are located online here. Select your program and then select your degree from the sidebar to view 8- or 4semester plans:

<https://www.purchase.edu/academics/music/>

**State University of New York general education requirements  
(Undergraduates only) -**

Information regarding general education requirements can be found here:

<https://www.purchase.edu/offices/provost/general-education-curriculum/>

**Transfer students** - Transfer students' liberal arts credits are evaluated by the Registrar's Office upon acceptance to the College. Music transfer credits are evaluated by the Advising Center and approved by the Director. There is a limit of 30 music transfer credits for undergraduates and 9 for graduate students.

**Attendance** - The Conservatory of Music follows the College policies regarding attendance, though more stringent attendance policies may be enforced depending on the course, as outlined in the course syllabi. Part of your training to become professional musicians is showing up on time, and early is even better! There will be specific policies notated on your syllabi due to Covid and online instruction.

**The Office of Disability Resources** - collaborates directly with students with disabilities to create accommodation plans, including testing accommodations, in order for students to access course content and validly demonstrate learning. Any student who is requesting accommodations is responsible for identifying themselves as an individual with a disability to the Office of Disability Resources directly.

<https://www.purchase.edu/offices/disability-resources/request-adjustments/registering-with-our-office/>

This process should be done at the beginning of the semester or as soon as a disability occurs.

The mission of the Office of Disability Resources is to enhance the college experience by supporting full participation for students with disabilities. They collaborate with campus partners to provide leadership and guidance, and facilitation of equal access to Purchase College's programs, services, and activities.

**Every student with a disability has the responsibility to:**

- Meet the college's qualifications and essential technical, academic, and institutional standards.
- Identify themselves as an individual with a disability to the Office of Disability Resources (ODR) in a timely manner when seeking an adjustment.
- **Provide documentation** from an appropriate professional source that verifies the nature of the disability, functional limitations, and the need for specific adjustments.
- Follow specific procedures for obtaining reasonable and appropriate adjustments and/or auxiliary aids.
- **Contact the ODR** if there is an issue with the quality of adjustments or if there are questions regarding adjustment processes.
- **Check their Purchase College e-mail daily.** E-mail is the College's primary means of communication between students, faculty, and staff. The ODR communicates with students via their **Purchase College e-mail only**. E-mails may be sent from the general ODR e-mail account ([odr@purchase.edu](mailto:odr@purchase.edu)) or directly from the student's assigned **Access Counselor**. For more information regarding the College's e-mail policy, please visit **Campus Technology Services' Technology Policies website**.
- Renew their adjustments each semester by completing the **adjustment renewal process via Accommodate**.

**For those students who may require accommodations, please call or email:**

Office of Disability Resources [914-251-6035](tel:914-251-6035) [ODR@purchase.edu](mailto:ODR@purchase.edu).

**Covid Guidelines** The guidelines will change with fluctuations in the local transmission rate. Please refer to the College webpage for the most up to date COVID-19 guidelines:

<https://www.purchase.edu/covid-19-updates-and-plans/>

**Academic probation** - The Conservatory of Music follows the College wide policy regarding academic probation. The policy can be found here:

<https://www.purchase.edu/live/blurbs/1047-academic-probation>

**Professional (i.e. Conservatory of Music) probation** - The guidelines for professional conduct and probation in music are outlined here:

<https://www.purchase.edu/live/blurbs/1044-professional-standards-bfa-musb-mfa-and-mm>

**Dismissal** - Failure to satisfy terms of probation results in dismissal from the college. Dismissal is normally preceded by a probationary period; however, serious breach of professional conduct may lead to immediate dismissal. Dismissal decisions are the prerogative and responsibility of the Director, in consultation with the board of study.

Copies of all letters relevant to warning, probation, and dismissal are placed in the student's file, and immediate notification is forwarded to the student and the Registrar. The Registrar communicates these decisions to the Offices of Student Accounts, Student Affairs, Academic Affairs, Financial Aid, Scholarships, and Residence Life.

**Right to appeal** - Students are entitled to appeal their dismissals to the Dean of the School of the Arts.

**Leave of absence** – There are two types of leave, personal and medical. Speak with your advisor if you feel you need to take a leave of absence. Guidelines and process for applying for leave are College-wide and can be found here under the “Leaves of Absence, Withdrawals, and Dismissals: <https://www.purchase.edu/college-policies/index.php>

**Readmission** - Policy regarding readmission is College-wide and can be found here: <https://www.purchase.edu/live/blurbs/1489-readmission>

### **Recitals**

- Recitals for Juniors, Seniors, MM, Certificate, and Diploma are supervised by the faculty in each department. Before scheduling your recital, make sure your private study instructor is available to attend. Please be sure to register for the recital with the Registrar as well. Students must be registered for the recital in order to receive a grade in that semester only. This grade gets entered on your official transcript and is a requirement.
- **Student recital and senior project guidelines:** - Specific guidelines, expectations and criteria for evaluation of recitals are available from each department; please see your advisor for more information.

- **Recital Scheduling:** All recital scheduling must be approved by the Director of Operations/Building Manager, Curtis St. John and may be subject to room availability and restrictions. Students may submit requests to reserve the recital hall via Roombook [www.purchase.edu/Roombook](http://www.purchase.edu/Roombook), in person, or by email to the Director of Operations. Only one recital time slot at a time may be requested. Please do not request multiple or alternate dates, they will not be approved.
- **Time Slots.** The performance time slots for Recitals are defined in the chart below. Each time slot allows for 90 minutes of performance preceded by 30 minutes of set-up time. Any request outside these parameters will be subject to adjustment or denial.

Set-up	Performance
11:30 AM	12:00 PM – 1:30 PM
1:30 PM	2:00 PM – 3:30 PM
3:30 PM	4:00 PM – 5:30 PM
5:30 PM	6:00 PM – 7:30 PM
7:30 PM	8:00 PM – 9:30 PM

- **Rehearsal** - Students may reserve the Recital Hall for up to two hours of rehearsal time during the two weeks preceding your recital, subject to availability. Rehearsal time may not be scheduled between 11:30 am and 9:30 pm after April 1<sup>st</sup>. Additional time may be possible depending on availability of the hall. All rehearsal time requests must be submitted to the Director of Operations via Roombook, in person, or by email.
- **Recital Hall Access and Security.** Keys will be needed to access the recital hall and piano. **Keys to the recital space and piano lock should be signed out from the Director of Operations during business hours before your recital (M-F 9am-5pm).** Do not wait until the last minute. Students are responsible for locking up the piano and Recital Hall after their recital.
- **Accompanists.** Students are responsible for obtaining all assisting performers necessary for the recital, including any accompanist, stage manager, sound technician, page turner, or usher. Any expenses incurred are the responsibility of the student. Every effort should be made to utilize performers affiliated with the Conservatory. A standard accompaniment fee ranges from \$200 to \$300, depending on repertoire. An accompanist or ensemble member may not charge a fee for performance of a piece in a recital program if that accompanist or ensemble member is also being evaluated for their performance of that piece to satisfy a course requirement of their own.

- **Recital Publicity.** Students are primarily responsible for publicizing their recitals. The Music Production Coordinator will provide limited publicity for Senior and Masters Recitals only. Publicity shall include: An event listing on the department website and a listing in the weekly broadcast email the week prior to the recital. This publicity is provided upon request via submission of a Recital Information Form:

<https://www.purchase.edu/live/forms/89-1>

**Recording of Concerts and Performances** – The Conservatory of Music may take photographs and videos of the daily operations and/or rehearsals and performances throughout the year. These materials may be used for promotional purposes by the College.

**Livestreaming of Concerts and Performances.** The Conservatory of Music livestreams ensemble concerts and studio recitals that occur in the Conservatory of Music Recital Hall. It is not possible for students to “opt out” of these streams since they involve groups of students. Questions about livestreaming should be directed to Andrew Cardenas, [andrew.cardenas@purchase.edu](mailto:andrew.cardenas@purchase.edu).

**Music facilities and equipment** - The Director of Operations oversees all space reservations within the Conservatory of Music. Faculty may create room reservations in the Music Building as well as other campus buildings through [www.purchase.edu/Roombook](http://www.purchase.edu/Roombook). Keys for reservations can also be signed out with the Director of Operations.

It is the responsibility of each faculty, staff and student to secure and/or lock all doors, pianos, equipment, etc. after use. No doors should be left unlocked nor should any equipment be left unattended. Failure to comply may lead to a restriction of access. If you’re last out, it’s your responsibility.

We ask all faculty, staff and students to leave each space “better than you found it.” Some pianos have a humidifier/dehumidifier installed, and need to be plugged in all the time. If you have a strong reason to unplug the system, please plug it back before you leave.

**Key Policy** - Keys/Swipe-card for practice rooms, lockers, classrooms, pianos, etc., are obtained through the Director of Operations at the beginning of each semester and **must** be returned upon graduation or leaving the Conservatory.

**Lockers/Storage** - Lockers are located on the basement level of the Music Building, and some Production/Studio Comp are on the third floor and are limited in number. They may be reserved through the Director of Operations on a first come first serve basis. A returning student may reserve their locker/storage for the following year however they must check in with the Director of Operations at the beginning of the school year to confirm they are still using it. **If locker/storage is not reserved by the end of May or claimed on a reservation within the first three weeks of a semester, the student forfeits the locker and all items found inside become property of the Conservatory of Music.**

### **Piano Policy**

We have a collection of over 100 pianos, most of which are Steinway pianos.

1. The official pitch for Purchase College Conservatory of Music is A=441 Hz.
2. Close the door & window when you leave the piano room.
3. Music stands, chairs and other objects must not touch the piano.
4. No food or drink on, or near the piano. Place nothing on the piano except sheet music.
5. Do not move pianos under any circumstances. If it becomes necessary to reposition an instrument contact the piano technician. **DO NOT MOVE THE INSTRUMENT YOURSELF.**
6. For extended technique (prepared) pianos,
  - Please use only practice rooms 1035 and 2003
  - Please do not touch the dampers
  - Use only dry erase markers to mark the strings
  - Leave the piano in the way you found it, without any residue of the preparation or markings.
7. Pianos equipped with Dampp-Chaser systems must remain plugged in at all times.
8. If you must unplug the wire under the piano **PLEASE** plug it back before you leave.
9. **PLEASE REPORT BROKEN STRINGS OR ANY OTHER PIANO PROBLEMS TO:**

AGIM KOLA, Director of Piano Technical Services: [agim.kola@purchase.edu](mailto:agim.kola@purchase.edu)

### **Instrument loans –**

- Students required to borrow a Conservatory of Music instrument must bring a written request from their professor to the Director of Operations. Instruments that are signed out to individual students are not allowed to be lent out to anyone else. Instruments must be returned at the end of the semester and failure to return the instrument on time may forfeit the privilege of future loans.



(Instrument Loans continued)

- Equipment taken off campus by staff, faculty or students requires written justification and prior approval by the Department Chair. The borrower must provide sufficient levels of insurance as well as assuming liability against theft/loss and damage for the replacement value as opposed to the price that the College paid.
- Borrower agrees to keep the equipment clean and properly humidified (when applicable) and the borrower shall be fully responsible for any loss or damage. Conservatory equipment is to be repaired or adjusted only with prior Conservatory of Music permission and equipment shall be returned by the end of the semester in the same condition as loaned, with worn or broken strings replaced.
- Equipment is NOT to be loaned to a third party under ANY circumstances.

**Copier policy** - Use of the copiers in the Conservatory of Music are limited to current faculty and staff. Students have access to print or make copies at the library.

**Building hours** - The Music Building is open 24 hours a day with possible exceptions during breaks or at discretion of the college and Director of Operations. The office hours of the Conservatory are 9:00am-5:00pm Monday-Friday.

**Work/maintenance requests** – Please report damaged or malfunctioning facilities. Facilities work order requests may be submitted via the Facilities Management work order system: [www.purchase.edu/WOT/FMG/](http://www.purchase.edu/WOT/FMG/)

**Use of the Music Building** - The use of all spaces and equipment within the Music Building at Purchase College are restricted to instructional programs of the Conservatory of Music and faculty, staff, or matriculated students in the Conservatory of Music. Individual faculty, staff or students of the Conservatory are **not authorized** to permit others to use the facility or the equipment, without the prior approval of the Director of Operations and/or the Director of the Conservatory of Music.

All students should carry a valid Purchase ID (MORE) card at all times.

## Practice Room Policy.

- There are no individual practice room assignments in the Music Building. Use of practice rooms is first come- first served. Room reservation signs posted on doors by individuals are not valid, however on rare occasion reservation signs will be posted by the Conservatory of Music for special events and auditions.  
(Practice Room Policy continued)
- Rehearsal bands or ensemble of any type (jazz and studio composition/production groups, (acoustic or amplified) are prohibited in practice rooms on the first, second, or third floors as well as recording studios. Jazz Ensemble rehearsal spaces are limited to rooms 0051, 0055, 0086 and 0081. Studio Composition/Production band rehearsal and recording space is available in Room 0081.
- **Use limited to Purchase Students** - Only registered and matriculated students in the Conservatory of Music have the privilege to use practice rooms during posted building hours. Students are not allowed under any circumstances to let anyone in practice space or rooms for which that person is not authorized.
- **No food or drinks** are allowed, and no articles may be left in the practice rooms. Nothing may be placed on the pianos except music on the music rack! Responsible citizenship with regard to the practice rooms requires that the rooms be kept clean and neat.
- Leaving personal belongings in a practice room to give the appearance the room is in active use when not is rude and inconsiderate. Therefore, any practice room not in active use for more than fifteen minutes may be considered available, regardless of the presence of someone else's belongings.
- **Music Stands.** Each student is responsible for providing his/her music stand and conservatory stands are not to be removed from other rooms. Please make sure you label your music stand with your name and contact information if lost.

## Recording Studio Policy

- **Violation of these policies may result in loss of studio access privileges.**
- **For M&T Students only.** Use of the Conservatory's recording studios and equipment room is restricted to students of the Music & Technology program only. Use of studios by non-music majors or non-Purchase students is prohibited.
- **Access and Testing.** Access for first-year students to **Beat Suite, Green Room and Wonderland** studios will be coordinated during the first sessions of Jon Jetter's Ear Training class. Testing is required to access upper level **Studios A, B, C, Blue Room and Yellow Room**, and previous access to Beat, Green & Wonderland is required. Andrew Cardenas, Chief Sound Engineer, oversees all recording spaces and coordinates testing for studio access. Testing is performed by a faculty, apprentice, or the Head Audio Engineer. Upper level testing for Studio Production students will be conducted the second week of classes. Upper level testing for Studio Comp should contact the Engineer to schedule an appointment.
- **Booking Studio Time.** Reservations for studio time are handled with sign-up sheets just outside the Equipment Room (ER), on the 1st floor of the music building. Commuter students that need an "on campus" representative for help with scheduling will be able to connect with someone during Jon Jetter's Ear Training class, please raise your hand and remind him.
- **Studio Access Card.** Your Purchase ID card is your access card for Purchase College studios. Each Purchase ID "card swipe" is logged into a computer system maintained by the COM Director of Operations, Curtis St.John.
- **Do not allow anyone else to use your access card.** You are responsible for the room and its contents until the next user's card is "swiped in". You **MUST** swipe your card once you begin your session even if the door is still open from a previous session.
- **Sign in to the logbook** each time you enter the studio, note the condition of the room and equipment, document any problems, check and sign the room inventory.
- **IMPORTANT - The swipe card records for each studio will be periodically checked against the log book entries. You MUST sign the log book AND check room inventory every time you swipe into a studio, or privileges will be revoked.**
- **Report missing or malfunctioning equipment.** Record a detailed trouble report in the studio log book, and email the same to Andrew Cardenas, Chief Sound Engineer.

- **Students must bring their own external hard drive** or thumb drive to record the data for each session. Your recording sessions may be temporarily recorded to the “Audio HDs” in each studio, however the data must be transferred to a personal drive when your session is finished, not left on the Audio drive. Audio drives will be wiped and reformatted periodically. No files should ever be recorded to the Desktop or System folders.
- **NO FOOD OR DRINK IN THE STUDIOS. NO EXEPTIONS.**
- **Studios are NOT for band rehearsals;** M&T band rehearsals may only be booked in room 0081.
- **Studios are now open 24/7!!!!**
- **Responsibilities & Liability.** You are responsible for the proper care of Purchase Studios and equipment. The studio and equipment should be properly “normalized” upon exiting the studio. Furniture and fixtures may not be moved or re-arranged, no re-wiring, software installs or modifying of any installed equipment is permitted. You may be held liable for damage or theft that occurs due to malice or negligence during the time that your card is swiped in.

#### **Use of Other Rooms**

- Some **Chamber Rooms** are scheduled through [www.purchase.edu/RoomBook](http://www.purchase.edu/RoomBook) and have signs posted on the door. These rooms may be used on a first come first served basis if empty however scheduled reservations take priority.
- **The Recital Hall** may not be used as a practice room when unscheduled. Any use of the Recital Hall for rehearsal, performance or recording must be scheduled via room book subject to the approval of the Director of Operations.
- **Classrooms** - Subject to availability and with the permission of the Director of Operations, classrooms may on rare occasions be reserved for special rehearsals, master classes, and other faculty and/or student use.