

# UNLV MUSIC

**Division of  
Jazz & Commercial Music**

**Undergraduate Handbook**

**Bachelor of Music in  
Jazz & Commercial Music  
Concentrations in  
Instrumental Jazz Performance,  
Vocal Jazz Performance, Jazz  
Composition**

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# **GUIDELINES FOR THE DIVISION OF JAZZ & COMMERCIAL MUSIC**

## **Introduction**

Welcome to the Division of Jazz & Commercial Music. The University of Nevada, Las Vegas (UNLV) Jazz Studies Program has been active for more than 45 years and the UNLV jazz faculty is considered to be one of the most exceptional groups of world-class musicians teaching in our university system. Today, the UNLV School of Music, Division of Jazz Studies offers degrees in instrumental or vocal jazz performance, and composition at the undergraduate and graduate level. Currently, the Program has three big bands, 10 combos, jazz vocal, jazz guitar, and contemporary and Latin jazz ensembles.

Since its inception, the Program has received numerous prestigious Student Music Awards from *DownBeat* magazine and rave reviews from *JazzTimes* for CD recordings. The UNLV Jazz Ensemble has traveled internationally including several trips to Europe, Africa, Japan, Australia, and performed at the Monterey Jazz Festival, the Reno Jazz Festival, the Lionel Hampton Jazz Festival, the Midwest Clinic: An International Band and Orchestra Conference, the Hawaii International Jazz Festival, the Kennedy Center in Washington D.C., the Jazz Bakery in Los Angeles, and the Village Vanguard in New York City.

Students from the Program have been recognized for superlative achievements in solo and ensemble performances in acclaimed jazz festivals throughout the nation. UNLV Jazz Studies alumni have enjoyed successful careers as jazz performers, composers and arrangers with the Count Basie Orchestra, Jazz at Lincoln Center Orchestra, directed by Wynton Marsalis, the Maria Schneider Orchestra, John Scofield, the Mingus Big Band, Chicago, Lionel Ritchie, the Dukes Of Dixieland, the Saturday Night Live Band, Santana, Celine Dion, Bette Midler and many others. UNLV Jazz Studies alumni also teach at a variety of distinguished universities and colleges worldwide.

UNLV jazz students participate in clinics and performances with renowned jazz artists including Chris Potter, Tim Hagans, Peter Erskine, Ed Calle, Alan Ferber, Bob Sheppard, Carl Saunders, Wayne Bergeron, Bill Cunliffe, Chuck Findley, Marlana Shaw, George Garzone, Don Cunningham, Eric Marienthal, Joe LaBarbera, Brandon Fields, Bobby Shew, Kenny Rampton, and many others. UNLV music students have performed with Academy, Tony and Grammy award-winning entertainers in prominent Las Vegas venues including Marvin Hamlisch, Ben Vereen, the Manhattan Transfer, Take 6, Nnenna Freelon, Tony Bennett, Lady Gaga, Usher, Alicia Keys, John Legend, Adam Levine, Harry Connick Jr., Garth Brooks, Zach Brown, Seth MacFarlane, Carrie Underwood, Katherine McFee, and Tricia Yearwood.

**All policies and procedures are subject to amendment or change in the event of catastrophic events and/or State mandates.**

## **Auditions**

All students must audition for entrance into the program prior to admittance into the Jazz & Commercial Music program as well as for possible scholarship eligibility. Audition dates can be found on the School of Music website. If you are starting or transferring into the Division

during the spring semester, please email professors Dave Loeb, Nathan Tanouye and Adam Schroeder to schedule an audition.

Placement auditions are scheduled the week before fall classes begin or during the week of registration and determine placement into large and small Jazz ensembles, Jazz combos and applied Jazz lesson instructor assignments.

### **Suggested Audition Material**

Prepare three jazz selections in contrasting styles and tempi (medium swing or blues, latin, jazz ballad or jazz waltz from the accepted jazz standard repertoire) that will be accompanied by a rhythm section provided for you. The Jazz Faculty will select at least one of these to perform during the audition. Students will be expected to play the melody, improvise for at least one chorus or more on each tune as well as to embellish the melody (with jazz interpretation). Pianists and guitarists may play one standard unaccompanied. If you are not comfortable with Jazz improvisation, prepare one short excerpt from classical or jazz repertoire demonstrating technical ability on your instrument or voice.

- a. Some examples of Jazz Standards: All The Things You Are, Autumn Leaves, Blue Bossa, But Beautiful, Darn That Dream, My Romance, There Will Never Be Another You, Yesterdays, Like Someone in Love, Take the A Train, There Is No Greater Love.
  - b. Some examples of Jazz Blues: Sonny Moon for Two, Tenor Madness, Blues Walk, Straight No Chaser, Footprints, All Blues, Blue Monk, Billie's Bounce, Now's the Time.
2. Prepare major and minor scales and modes.
  3. Sight Reading in a jazz style will also be included in this audition.
  4. Piano, all amplifiers and Drum Set are provided. You must bring your own cables and cymbals.

### **Repertory Class**

Jazz repertory class is a required part of your applied jazz study and is required for all Jazz & Commercial music majors. Your Division of Jazz & Commercial Music Repertory class meets on Wednesdays from 1:00 – 2:15 pm in Ham Fine Arts, Room 238 (HFA 238). The Jazz Combo course, MUSE 133/433, is utilized also as our Jazz repertory class and is held during this meeting time, it is a shared class time.

## **UNLV DIVISION OF JAZZ & COMMERCIAL MUSIC** **FACULTY**

**Dave Loeb** • Director of the Division of Jazz & Commercial Music

• Professor

dave.loeb@unlv.edu

Jazz Ensemble I, Jazz Combos, Jazz Piano, Jazz Composition/Arranging

**Nathan Tanouye** • Associate Professor

nathan.tanouye@unlv.edu

Jazz Ensemble I, Jazz Combos, Jazz Trombone, Jazz Composition/Arranging

**Adam Schroeder** • Assistant Professor

adam.schroeder@unlv.edu

Jazz Ensemble II, Jazz Combos, Jazz Saxophone, Jazz Improvisation

**Tom Warrington** • Professor Emeritus

thomas.warrington@unlv.com

Jazz Bass, Jazz Ensembles, Jazz Combos, Jazz Improvisation

**Alex Clements**

• Adjunct Faculty

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Jazz Piano, Jazz Composition/Arranging

**Carlos Mata-Alvarez**

• Adjunct Faculty

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Jazz Piano, Jazz Composition/Arranging, Jazz Saxophone

**Gil Kaupp**

• Coordinator in Music Technology

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Jazz Trumpet, Music Technology

**Jake Langley**

• Adjunct Faculty

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Jazz Guitar Ensemble, Jazz Guitar

**Jo Belle Yonely**

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Jazz Combos, Jazz Voice

**Jorge Machain**

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Jazz Composition/Arranging

**Julian Tanaka**

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Contemporary Jazz Ensemble, Jazz Piano, Jazz Composition/Arranging, Jazz  
Saxophone

**Larry Aberman**

• Adjunct Faculty  
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Jazz Drums, Percussion

**Michael Spicer**

• Adjunct Faculty  
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Jazz Piano, Jazz Saxophone, Jazz Composition/Arranging

**Pepe Jimenez**

• Adjunct Faculty  
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Jazz Drums, Percussion

**Rick Keller**

• Adjunct Faculty  
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Music Technology, Jazz Saxophone, Jazz Improvisation, Jazz Composition

**Shawn Whitmer**

• Adjunct Faculty  
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Jazz Piano

**Steve Flora**

• Adjunct Faculty  
stephen.flora@unlv.edu  
Jazz Bass

**Uli Geissendoerfer**

• Adjunct Faculty  
uli.geissendoerfer@unlv.edu  
Latin Jazz Ensemble, Jazz Combos, Jazz Piano, Jazz Composition/Arranging

# **UNLV DIVISION OF JAZZ & COMMERCIAL MUSIC DEGREE** **WORKSHEETS**

\* Degree Worksheets are available on the School of Music website



**UNLV DIVISION OF JAZZ & COMMERCIAL MUSIC COURSE**  
**NUMBERS & INFORMATION FOR APPLIED LESSONS,**  
**ENSEMBLES & CORE CLASSES**

**Explanation of Applied Numbers & Sections**

- Performance majors must enroll for 2 credits each semester.
  - 2 credits = One hour lesson
  - All performance majors must take 2 credit hours of applied jazz lessons each semester.

**APPLIED JAZZ LESSON COURSE NUMBERS FOR MUSIC**  
**MAJORS:**

|  |   |
|--|---|
| <b>Bass (section 1002)</b>   | Freshman – <i>MUSA 101 &amp; 102</i><br>Sophomore – <i>MUSA 201 &amp; 202</i><br>Junior – <i>MUSA 301 &amp; 302</i><br>Senior – <i>MUSA 401 &amp; 402</i> |
| <b>Guitar (section 1002)</b>   | Freshman – <i>MUSA 115 &amp; 116</i><br>Sophomore – <i>MUSA 215 &amp; 216</i><br>Junior – <i>MUSA 315 &amp; 316</i><br>Senior – <i>MUSA 415 &amp; 416</i> |
| <b>Percussion (section 1002)</b><br>(Drum Set, Vibes, etc.)                | Freshman – <i>MUSA 127 &amp; 128</i><br>Sophomore – <i>MUSA 227 &amp; 228</i><br>Junior – <i>MUSA 327 &amp; 328</i><br>Senior – <i>MUSA 427 &amp; 428</i> |
| <b>Piano (section 1002)</b>  | Freshman – <i>MUSA 129 &amp; 130</i><br>Sophomore – <i>MUSA 229 &amp; 230</i><br>Junior – <i>MUSA 329 &amp; 330</i><br>Senior – <i>MUSA 429 &amp; 430</i> |
| <b>Private Jazz &amp; Comm. Arranging &amp; Composition (section 1001)</b> | <i>MUSA 453</i>   |
| <b>Saxophone (section 1002)</b>  | Freshman – <i>MUSA 131 &amp; 132</i><br>Sophomore – <i>MUSA 231 &amp; 232</i><br>Junior – <i>MUSA 331 &amp; 332</i><br>Senior – <i>MUSA 431 &amp; 432</i> |
| <b>Trombone (section 1002)</b>   | Freshman – <i>MUSA 135 &amp; 136</i><br>Sophomore – <i>MUSA 235 &amp; 236</i><br>Junior – <i>MUSA 335 &amp; 336</i><br>Senior – <i>MUSA 435 &amp; 436</i> |

**Trumpet (section 1002)**

Freshman – *MUSA 137 & 138*  
Sophomore – *MUSA 237 & 238*  
Junior – *MUSA 337 & 338*  
Senior – *MUSA 437 & 438*

**Voice (section 1002) – All Freshmen declaring a Major in Jazz & Comm. Music must take two semesters of Classical Voice (section 1001) applied lessons during their first academic year.**

Freshman – *MUSA 145 & 146*  
Sophomore – *MUSA 245 & 246*  
Junior – *MUSA 345 & 346*  
Senior – *MUSA 445 & 446*

\* Other instruments upon approval from Jazz Faculty.

\*\* If you are enrolling in lessons on a secondary instrument, please consult your academic advisor and full-time Jazz faculty to register for the correct Non-Major lesson and section number.

**ENSEMBLE & COMBO COURSE NUMBERS FOR JAZZ & COMM. MUSIC MAJORS**

**Contemporary Jazz Ensemble – MUSE 136/436 section 1002:**

(Thursdays 4 – 5:45 pm)

Freshman/Sophomore – *MUSE 136*  
Junior/Senior – *MUSE 436*

**Jazz Combo – MUSE 133/433 section 1002:**

(Wednesdays 1 – 2:15 pm)

\* Each Combo's individual meeting time will be determined after your audition placements have been announced

Freshman/Sophomore – *MUSE 133*  
Junior/Senior – *MUSE 433*

**Jazz Ensemble – MUSE 131/431** (please consult your academic advisor and full-time Jazz faculty in order to register for the correct section number)

(Jazz 1 – Tuesdays & Fridays 1 – 2:45 pm)

(Jazz 2 – Tuesdays & Fridays 3 – 4:45 pm)

(Jazz 3 – Tuesdays 7 – 8:45 pm)

Freshman/Sophomore – *MUSE 131*  
Junior/Senior – *MUSE 431*

**Jazz Guitar Ensemble – MUSE 134/434 section 1002:**

(Wednesdays 2:15 – 4 pm)

Freshman/Sophomore – *MUSE 134*

Junior/Senior – *MUSE 434*

**Jazz Vocal Ensemble – MUSE 135/435 section 1001:**

(Tuesdays 5 – 6:45 pm)

Freshman/Sophomore – *MUSE 135*

Junior/Senior – *MUSE 435*

**Latin Jazz Ensemble – MUSE 137/437 section 1002:**

(Thursdays 2 – 3:45 pm)

Freshman/Sophomore – *MUSE 137*

Junior/Senior – *MUSE 437*

# UNLV DIVISION OF JAZZ & COMMERCIAL MUSIC

## UNDERGRADUATE JURIES

### Guidelines & Grading for Juries

1. All students must complete a Jury at the end of each semester. If you are performing a Junior or Senior Recital, you are excused from a Jury during that semester only. General information for jury evaluations can be found online at <https://www.unlv.edu/music/applied-performance-juries>
2. All Jazz & Commercial Music majors are required to prepare three tunes of varying styles (melody and improvisation) as well as all scales and modes as applicable to their applied lesson level. Sight-reading will also be included in the Jury examination.
3. In order to progress to Level V applied lessons, students who are enrolled in Level IV applied lessons are required to pass their Barrier Jury. The Barrier Jury consists of the following six required tunes; Star Eyes, Invitation, How Deep Is The Ocean, In A Sentimental Mood, Confirmation and Very Early. Substitutions can be allowed with prior approval from the Jazz & Commercial Music faculty and student's applied instructor. In addition to these six tunes, all scales and modes as well as sight-reading will be included in the Jury examination.
4. Students enrolled in a Barrier Jury must fill out and submit the "Undergraduate 4<sup>th</sup> Semester Satisfactory Progress Evaluation Form" either prior to or at their jury.
5. An unexcused absence from any jury will result in failure of the applied credits.
6. Students need to receive a minimum grade of "B" on the jury. If the averaged grade is below that, they will be required to retake that particular applied lesson course number.
7. The final recorded course grade for all music major applied lessons is determined by averaging the progress grade assigned by the instructor with the student's jury grade and repertory class grade.
8. All students are required to fill out and submit the appropriate "Repertoire Sheets" and "Jury Examination Forms" BEFORE they arrive for their scheduled jury examination. This includes a required signature from your applied instructor.
9. Jazz Repertoire Sheet
10. Jazz Jury Form - Instrumental
11. Jazz Jury Form - Vocal
12. Suggested Repertoire
13. Progress form for level 4

**UNLV DIVISION OF JAZZ & COMMERCIAL MUSIC JURY**  
**FORMS**

\* Forms can be found online or can be sent from our Division GA's or Full-time Faculty.

# **UNLV DIVISION OF JAZZ & COMMERCIAL MUSIC** **UNDERGRADUATE RECITAL INFORMATION,** **REQUIREMENTS & PROCEDURES**

## **Student Degree Recitals**

All School of Music sponsored student degree recitals may be scheduled one (1) semester in advance. Priority in scheduling of student recitals is assigned by degree during the scheduling period.

The following times are available for student recitals:

Monday – Friday, 5:30 p.m. or 7:30 p.m.

Saturday – Sunday, 1:30 p.m., 3:30 p.m., 5:30 p.m., or 7:30 p.m.

## **Guidelines for Junior & Senior Recitals**

1. Junior and Senior students presenting recitals should schedule performance dates as soon as possible. The Music Office requires these dates to be scheduled months in advance of the semester in which the recital is to take place. Please see the Music Office or contact [musicscheduling@unlv.edu](mailto:musicscheduling@unlv.edu) for information on scheduling recitals.
2. The jury given in the semester preceding the recital will determine a student's readiness to perform a recital the next semester. If the jazz faculty feels that the student is not sufficiently prepared to present a recital, the faculty may recommend that the recital be postponed. If the recital is postponed or cancelled, the student will be expected to perform a jury that represents his/her work for the semester.
3. For official recitals, undergraduate students enroll in MUS 399 (Junior Recital) or MUS 499 (Senior Recital). Please note there may be a fee attached to the course.
4. All students must enroll in the appropriate level of Applied Lessons during the semester in which the recital is scheduled.
5. Student recitals should be scheduled by contacting the Music Scheduler at [musicscheduling@unlv.edu](mailto:musicscheduling@unlv.edu). It is mandatory for the students to also coordinate with the Jazz & Commercial Music faculty members in order to insure their availability. Scheduling may begin as early as mid-semester with the dates being posted online. Please read the information carefully before submitting your recital request.
6. The student, in consultation with their applied instructor, selects accompanying musicians and is responsible for scheduling their own rehearsals, securing the recital performance space and paying all associated fees.
7. All completed forms, program and posters are due three (3) weeks prior to the recital date to the Music Scheduler. All appropriate program content forms must be submitted by the due date as well for printing to take place. Please contact the Music Scheduler to obtain the School of Music Concert Program template that must be completed according to the mandated specifications and emailed to the Music Scheduler as a Microsoft Word

document. Posters, which must be pre-approved by Jazz and Commercial Music faculty and which are a separate fee, must be emailed in PDF format prior to printing to the Music Scheduler as well. Failure to adhere to this deadline or to use the template may result in recital cancellation or unavailability of services.

8. A jury of faculty assigned to attend this recital will average their grades for the recital and record the grade in the approved format.
9. A student who fails to complete the recital as scheduled will receive a failing grade and will forfeit the recital fee, unless there are documented extenuating circumstances. If an incomplete grade is given, the student has one semester to complete the incomplete recital. If the recital is not presented in fulfillment of the recital requirements during that time, the incomplete will be changed to a failing grade.

### **Junior Recital Requirements**

All music majors are required to present a recital during their junior year. Repertoire for this recital must be preapproved by the applied instructor and in consultation with the Jazz and Commercial Music faculty. This recital must consist of 20-25 minutes of music but must be 30 minutes in total length. Additionally, this recital may be scheduled in conjunction with another student's junior recital. This recital will substitute for the applied jury in the semester in which the recital is performed. Registration for MUS 399 must be concurrent with registration in applied music Level V or Level VI. A jury of faculty assigned to attend this recital determines the grade for this performance. If a student receives a failing grade on their recital, they will be required to repeat this recital in a subsequent semester.

### **Senior Recital Requirements**

Performance majors are required to present a recital during the senior year. Repertoire for this recital must be preapproved by the applied instructor and in consultation with the Jazz and Commercial Music faculty. This recital must consist of 40-50 minutes of music but must be 60 minutes in total length. This recital will substitute for the applied jury in the semester in which the recital is performed. Registration for MUS 499 must be concurrent with registration in applied music Level VII or Level VIII. A jury of faculty assigned to attend this recital determines the grade for this performance. If a student receives a failing grade on their recital, they will be required to repeat this recital in a subsequent semester.

### **Student Recital Programs**

1. As stated above, all student recital materials are to be submitted according to Concert Program Printing Guidelines. The Music Scheduler via email provides the guidelines as part of the Recital Packet to the student.
2. Student recital programs are limited to two electronic pages. Inserts are allowable with prior approval from the applied instructor and the Jazz and Commercial Music faculty at the student's expense.

3. Each student is to finalize a program draft and have her/his private instructor sign and date a hard copy, signifying the program is approved and proofed.
4. Every effort will be made to produce accurate programs. However, recitalists are responsible for proofreading their program. The Music Scheduler will send the student and instructor the final copy of the program via email, with the deadline for their approval.
5. The School of Music will print 60 copies of all degree recital programs. Lecture recitals will receive 30 copies of programs. The School of Music will retain six copies of your printed program for ASCAP/BMI/SESAC licensing documentation and archival purposes. If a greater quantity of programs is requested, the student must cover the cost of printing for those that exceed the number allocated by the School of Music.
6. The recitalist is responsible for preparing and producing copy-ready translations, program notes and texts. His/her instructor should also proofread this information.
7. Acknowledgements and other personal content will not be included in printed materials. If necessary and appropriate, such statements may be delivered from the stage.

### **Advertising**

The student is responsible for designing, duplicating and distributing advertisements for the recital. All materials should list the venue name with a proper title, such as Dr. Arturo Rando-Grillot Recital Hall.

All posters must be emailed to the Music Scheduler in PDF format, prior to printing, for approval. Once approved, the student may provide the Music Office with a maximum of eight posters, which will be added to the School of Music bulletin boards.

The Music Scheduler will post all event information to the School of Music website. The student is responsible for providing any additional information to be listed.

### **Audio/Visual Recording**

The UNLV Recording Studio automatically records all on-campus official student recitals. The Recording Studio will charge students requesting an unedited copy of the recital CD for a fee. Off-campus student recitals are not automatically recorded. For any additional services or questions in regards to the recording process, please contact the UNLV Recording Studio directly at 702-895-0819.

### **Receptions**

A reception is a privilege, not a right, for students, and they always have the option to move the reception to another location if it cannot be properly accommodated in the DRH lobby area or in the room used for the recital. In the case of back-to-back recitals, the first recitalist



must hold the reception (if desired) in the far end of the lobby near recital hall window. No alcohol may be served at a reception held in DRH lobby. The recitalist must provide his/her own tablecloth to cover the table(s). The tables are 6 foot in length, and rectangular in shape. The recitalist is required to clean up after the reception is completed.

**SCHOOL OF MUSIC SCHEDULING PROCEDURES &  
FACILITY USE POLICY**  
(Fall 2014 to present)

Classroom, rehearsal, and performance spaces in Beam Music Center and Ham Fine Arts are functioning academic spaces subject to fees, policies, and procedures established by the School of Music. Use of all spaces under control of the School of Music must be scheduled through the Music Scheduler. All concerts, rehearsals, master classes, lessons and non-University events must be pre-approved and are booked through the Music Scheduler.

**Alta Ham Fine Arts (HFA) Hours of Operation**

**Fall & Spring Terms**

Monday – Friday, 7:00 a.m. – 11:00 p.m.  
Saturday – Sunday, 11:00 a.m. – 9:00 p.m.

**Summer Term**

Monday – Friday, 7:00 a.m. – 7:00 p.m.  
Saturday – Sunday, Closed

Rooms requiring to be scheduled in this building are: HFA 147, 212, 213, 214, 222, 224, 235, 238, 240 and practice rooms.

**Beam Music Center (BMC) Hours of Operation**

**Fall & Spring Terms**

Monday – Friday, 7:00 a.m. – 11:00 p.m.  
Saturday – Sunday, 11:00 a.m. – 11:00 p.m.

**Summer Term**

Monday – Friday, 8:00 a.m. – 6:00 p.m.  
Saturday – Sunday, Closed

Rooms requiring to be scheduled in this building are: Dr. Arturo Rando-Grillot Recital Hall and lobby (BMC 118), BMC 135, 159, 160, 171 and 173.

**Dr. Arturo Rando-Grillot Recital Hall (DRH)**

This Recital Hall seats 299. There is a virtual 360-degree view of the auditorium at <http://www.unlv.edu/maps/bmc>. There is a green room backstage, with two separate restrooms, and dressing rooms.

**HFA 238**

This is the Jazz rehearsal room and seats approximately 40 people. This room must be scheduled in coordination with the Jazz and Commercial Music faculty and the Music Scheduler.

### **Paul Harris**

This theater is managed by the Theater Department and can only be scheduled and rented with coordination between the Theater Department and the Jazz and Commercial Music faculty. This room seats exactly 99 people.

### **Printed Programs**

The School of Music is responsible for formatting and printing all student and faculty recital programs, all School of Music performing ensemble programs and most other performance programs for events in Beam Music Center (BMC) and Ham Fine Arts (HFA) and other venues under departmental control.

### **Competition/Audition Run-through & Casual Rehearsals**

DRH is not currently available for competition or audition run-throughs, or casual rehearsals due to the volume of events already booked in our venue. Please contact the Music Scheduler for other room options.

### **Recording Sessions**

Opportunities to record for a competition or audition may be booked under the following conditions:

1. All recording sessions must first be scheduled with the Recording Technology faculty before scheduling facility use through the Music Scheduler (musicsheduling@unlv.edu).
2. Recording sessions may be booked in the Recording Studio (BMC 148), the Instrumental Rehearsal Room (BMC 160), and the Vocal/Choral Rehearsal Room (BMC 159).
3. Because of demand, DRH is usually unavailable for recording sessions during the academic year.
4. Students may book a one-hour recording session, per academic term, free of charge. A second hour, if available, will incur rental fees, monitor fees, and recording technician fees.
  - a. Note: Recording Technician fees still apply during the first free hour of facility use. Recording fees are determined and billed by the Recording Technology faculty.
  - b. Other than the student's degree recital(s), no free recording time is available.
5. The student's applied instructor must approve the recording session.

6. No outside recording companies or individuals may record School of Music rehearsals or performances occurring in the Lee & Thomas Beam Music Center (BMC), the Alta Ham Fine Arts (HFA), the Dr. Arturo Rando-Grillot Recital Hall (DRH), the Artemus W. Ham Concert Hall, the Judy Bayley Theatre, the Black Box Theatre or the Paul Harris Theatre, without prior approval from the College of Fine Arts Administration and the Jazz and Commercial faculty.

### **Parking**

Information about parking and parking lot maps may be found online at <http://www.unlv.edu/parking/lots>. The nearest parking to the Beam Music Center is within the UNLV parking garage or Lot A on the parking lot map.

# **UNIVERSITY OF NEVADA LAS VEGAS ACADEMIC POLICIES**

## **FALL 2020**

### **Public Health Directives**

Face coverings are mandatory for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. [UNLV public health directives](https://www.unlv.edu/coronavirus/health-requirements) are found at <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Code of Student Conduct](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), [https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being administratively withdrawn from the course.

### **Academic Misconduct**

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

### **Auditing Classes**

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

### **Classroom Conduct**

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or potentially disruptive devices or activities are only permitted with the prior explicit consent of the instructor. The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

## **Copyright**

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](https://www.unlv.edu/provost/copyright) is available at <https://www.unlv.edu/provost/copyright>.

## **Disability Resource Center (DRC)**

The [UNLV Disability Resource Center](https://www.unlv.edu/drc) (SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to injury, disability, or due to pregnancy should contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours, so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

## **Final Examinations**

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>.

## **Identity Verification in Online Courses**

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](#),

<https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

### **Incomplete Grades**

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

### **Library Resources**

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

### **Missed Classwork**

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Work policy, under Registration Policies, on the [Academic Policies](https://catalog.unlv.edu/content.php?catoid=29&navoid=7326) webpage, <https://catalog.unlv.edu/content.php?catoid=29&navoid=7326>.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

### **Rebelmail**

Rebelmail is UNLV’s official email system for students and by University policy, instructors and staff should only send emails to students’ Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Emailing within WebCampus-Canvas is also acceptable.

### **Tutoring and Coaching**

The Academic Success Center (ASC) provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

### **UNLV Writing Center**

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to



their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

### **Diversity Statement**

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](https://www.unlv.edu/about/statements-compliance), <https://www.unlv.edu/about/statements-compliance>.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.