

# Hartt Preparatory Academy

## 2020-21 Handbook

rev. 8/16/2020

Program Director: Dr. Jessica Rudman  
harttprep@hartford.edu

The Hartt School  
200 Bloomfield Ave.  
West Hartford, CT 06117  
Phone: (860) 786-4451  
Website: <http://www.hartford.edu/hcd/>

# Table of Contents

Overview	3
Partnership with The Hartt School and University of Hartford	3
Reduced Undergraduate Degree Incentives	3
Membership	4
Tuition and Fees	4
Schedule	4
Expectations	4
Attendance Policy for Core Classes	5
Private Instruction	5
Studio Class Requirement	5
Ensemble Participation	6
Juries and Senior Recital	6
Additional Requirements for Composers/Theorists	7
Additional Requirements for Vocalists	7
Additional Requirements for Pianists	7
Grading	7
Advising	8
Withdrawal/Audit Policy	8
Insufficient Progress, Probation, and Dismissal from the Program	9
Conduct	9
Progressive Discipline	10
Academic Honesty	10
University of Hartford Email Address	10
Blackboard	10
Allen Music Library	11
Weather-Related Cancellations	11
Other Class Cancellations and/or Changes to the Calendar	12
Accommodations for Students with Special Needs	12
2020-21 Calendar	13

Hartt Preparatory Academy students are subject to the policies in this handbook as well as all policies of The Hartt Community School, The Hartt School, and the University of Hartford.

## **Overview**

The Hartt Preparatory Academy (HPA) is a two-year, comprehensive precollege music training program for high school juniors and seniors that prepares them for a college music experience. The program includes music theory, ear training, keyboard studies, performances, advanced ensemble, private instruction, and other classes.

## **Partnership with The Hartt School and University of Hartford**

The HPA curriculum is modeled on first-year requirements at The Hartt School, including Diatonic and Chromatic Harmony, Elementary Ear Training I and II, Piano Keyboard Class, and selected University of Hartford academic requirements such as academic writing and interdisciplinary studies. Additional HPA work will address the first-year requirements for private instruction and ensemble participation.

Curricula and requirements for all Hartt School degree programs may be revised in response to current trends in disciplines. HPA curricula and requirements may be revised as needed to match any changes at the collegiate level. HPA participants who attend Hartt for their undergraduate degree will be subject to the degree plans, requirements, and other policies in place when they enter the University as a full-time matriculated student.

## **Reduced Undergraduate Degree Incentives**

During their senior year, HPA students may apply and audition for entrance to The Hartt School and University of Hartford. Upon acceptance to The Hartt School and successful completion of HPA requirements, students may be able to complete select undergraduate music degrees in 3 years or an otherwise reduced period (for example, 7 semesters for Music Education).

Eligible degree programs include:

- BM Performance - Orchestral Instruments
- BM Performance - Voice
- BM Performance - Piano
- BM Performance - Guitar
- BM - Composition
- BM - Theory
- BM Music Education - Instrumental (not including piano and guitar)
- BM Music Education - Vocal
- BM History - Performance Practice Emphasis
- BM History - Scholarship and Research Emphasis
- BA in Music

Students must successfully audition at a level appropriate to entering as a sophomore to be eligible for a reduced-time undergraduate degree. If a student's audition is not at that level, they still may be offered admission without the reduced time. All credits earned through HPA would still apply to the student's degree.

## **Membership**

Students participate in HPA during their junior and senior years of high school. The curriculum spans the full two years, including the summer. Students must participate for both years. If space allows, qualified seniors may be accepted.

To join the program, students must submit an application, complete an audition on their instrument/voice, and interview with HPA faculty and HCS administrators. Composers must also submit a portfolio of works.

## **Tuition and Fees**

HPA tuition includes the core classes, required textbooks for the core classes, twenty-eight weekly 60-minute private lessons during the school year, ensemble participation, and one online academic course during the summer between Years 1 and 2.

HPA tuition for 2020-21 is \$5000 plus any applicable registration fees. HPA registration is for the academic year (September through June) and tuition is assessed for the full term. No tuition refunds are available at any time. See The Hartt School's website for more information about registration policies and fees.

## **Schedule**

The core HPA classes—Music Theory, Ear-Training, Keyboard Skills, and one University course—meet Monday and Thursday evenings from Sept. through May. A calendar for the core classes is included at the end of this handbook. The University course rotates on a yearly basis: odd years will include an University Interdisciplinary Studies class and even years will include WRT 110 Academic Writing.

A sample schedule is given below. This may vary depending on year.

6:00-7:00 pm Keyboard (Monday) and University class (Thursday)  
7:05-7:50 pm Ear-Training  
7:55-8:40 pm Theory

Private lessons are scheduled with the private instructor. Ensemble rehearsals vary depending on which ensemble students are placed into.

One University Interdisciplinary Studies course will be taken online during the summer between junior and senior year. This class will start in early June and end in late August.

## **Expectations**

Students are expected to:

- Attend all HPA class meetings, rehearsals for their assigned ensemble, weekly private lessons, and any other related activities
- Maintain a B- or higher in all HPA courses
- Complete all homework assignments and practice regularly
- Make appropriate progress on their instrument/voice/craft

- Participate in class discussions and other activities in a collegial and respectful manner
- Check their University email address and Blackboard regularly (see below)
- Communicate in a timely and professional manner with all HPA and Hartt faculty, staff, and students

### **Attendance Policy for Core Classes**

As class attendance and participation are essential to the learning process, regular and punctual attendance is expected.

For the core HPA classes, excused absences will be granted at the Program Director's discretion for appropriate reasons including but not limited to medical issues, religious observances, emergencies, career-related activities, and others. Documentation (i.e. a doctor's note, etc.) may be required for an absence to be excused.

For all absences, students should notify the Program Director in advance or as soon as possible in the event of an emergency. Students are also expected to communicate directly with instructors to complete missed work and contact fellow students to get notes. More than 15 minutes missed from a class constitutes an absence, and three tardies will count as one absence.

More than four unexcused absences or six absences total in a given year may result in a student being placed on probation, losing some or all their reduced undergraduate degree incentives, or in extreme cases, being dismissed from the program.

### **Private Instruction**

HPA students are required to take weekly 60-minute private lessons with an approved HCS teacher during the school year. Twenty-eight such lessons on the student's primary instrument/voice are included in HPA tuition. Any additional lessons for which a student registers will be billed separately.

Students are expected to attend the full twenty-eight lessons during the school year, and excessive absences may prevent the student from earning college credit. Private instructors also may have their own attendance and makeup policies—students should check with their instructors for more information.

Students, particularly those planning to major in performance, are encouraged to continue private instruction throughout the summers to maintain sufficient progress. Summer lessons are not included in HPA tuition and are not eligible for college credit.

### **Studio Class Requirement**

ISC 499 Studio/Tech Class Lab supplements a student's regular private instruction. This 0 credit class is required for all instrumentalists, including those whose concentration is not performance. ISC 499 is not required for vocalists.

To fulfill the ISC 499 Studio/Tech Class Lab requirement, students must participate in at least 10 hours of approved instructional activities on their main instrument each year. Suggested activities are included below, and others that serve a similar purpose may be counted if approved by the HPA

program director. These activities may be completed at Hartt or elsewhere, but must involve professional instruction on the student's main instrument. Students must submit a list of their activities no later than the final day of HPA exams in May.

Qualifying activities:

- Participating in a studio class given by your HCS private lesson instructor
- Attending the college studio class for your instrument
- Attending or performing in a masterclass
- Participating in a workshop
- Performing on an HCS solo recital, honors recital, or studio recital
- Participating in Achievement Days
- Participating in a competition
- Participating in Regionals, All-State, or a similar honors ensemble
- Participating in a sectional or similar group coaching session
- Receiving a private or group lesson from an instructor other than your private teacher
- Taking an audition where the student will receive verbal or written feedback

Note: HPA senior recitals do not count toward this requirement.

### **Ensemble Participation**

HPA students must participate in an approved HCS or Hartt ensemble each school year. Qualifying ensembles include the Connecticut Youth Symphony and the Greater Hartford Youth Wind Ensemble for orchestral or band instruments; Men's Choir, Women's Choir, or Primi Voci for singers; Guitar Ensemble for guitarists, and advanced chamber ensembles for pianists. Harpists may participate in a large ensemble or chamber group. Students concentrating in Composition may also use the collegiate Composers' Ensemble as their HPA ensemble.

Participation in one such ensemble is included in HPA tuition. Participation in additional ensembles is not included in HPA tuition.

Students are allotted 3 absences per semester (September through December, and January through May). Excessive absence (more than three times per concert cycle) is not acceptable and may result in dismissal from the ensemble and/or loss of credit toward a reduced undergraduate degree.

Students should see their ensemble handbook for additional information about attendance policies and reporting absences to the ensemble director.

### **Juries and Senior Recital**

All HPA students, regardless of concentration, are expected to participate in juries at the end of Year 1. Details about performance juries will be given early in the spring semester. Composition students will need to complete a composition jury in addition to their instrumental/vocal performance jury.

HPA students also are expected to perform a Senior Recital at the end of Year 2. Detailed information about the Senior Recital, including requirements and scheduling will be given to students early in Year 2.

### **Additional Requirements for Composers/Theorists**

Students concentrating in composition or music theory are required to participate in the Young Composers Project or take an equivalent course of private composition lessons with an approved HCS teacher (not included in HPA tuition) to fulfill the collegiate requirements for COM 110/11 and 470. Composers must participate in all HICO readings and in the year-end composition concert. A syllabi outlining requirements and grading policies will be distributed to students at the beginning of each school year.

Composers' senior recitals must include at least 10 minutes of original music that the student either performs themselves or for which they provide performers.

While not required, students are encouraged to attend the collegiate Composition Seminar when possible (Wednesdays 5-6:20 pm in Bliss Music Room). These lectures are open to the public and a schedule of topics and speakers for each semester will be distributed to the students as early as possible.

### **Additional Requirements for Vocalists**

Vocal students are required to study English Diction/IPA as part of their Year 1 private lessons and Italian Diction/IPA as part of their Year 2 private lessons. The HPA Program Director will be contact with vocal students' private teachers to ensure relevant material is included.

### **Additional Requirements for Pianists**

Students accepted for a Piano Performance concentration will be exempt from the keyboard skills group classes. Instead, they will receive credit for ACC 110 The Art of Accompanying in Year 1 and ACC 111 The Art of Accompanying in Year 2. Accompanying class requirements will be fulfilled through the student's chamber ensemble participation with supplemental activities assigned as needed.

### **Keyboard Skills Placement**

Students not concentrating in Piano Performance but who have prior piano experience may request a keyboard skills placement meeting when they apply for HPA. Based on the placement meeting, the student may be assigned into either level or may place out of both classes.

When a student not concentrating in Piano Performance places out of one or both levels of keyboard skills, they will receive a course grade and credit through a formal examination. Students will be given a list of required materials and/or skills they will be tested on, and will schedule the exam with the keyboard skills instructor at a mutually convenient time. The instructor will give the student a grade for the class after hearing the exam.

### **Grading**

All HPA components are graded, including the core classes, private lessons, ensemble, concert attendance, and the Young Composers Project (for composers only). Students are expected to maintain a B- or higher in their HPA coursework.

Students will receive a mid-year update as well as a final grade for each component. Final grades will be entered into the University's Banner system and will be used to determine a student's eligibility for a reduced undergraduate experience should they be accepted to the University.

If an HPA student whose work is otherwise satisfactory is unable, because of extenuating circumstances, to complete their work at the end of a course, the work is reported as incomplete (I). To receive an incomplete, arrangements to complete the work must be made with the instructor in advance. "Extenuating circumstances" covers situations such as serious illness or other events that make it impossible for a student to complete the required work. The use of the designation "I" is specifically prohibited in situations involving heavy workloads or the pressure of other student responsibilities. Incompletes must be resolved by the end of the next academic semester. Any Incompletes not resolved by that time will automatically become an "F."

If a student wishes to appeal a grade, the student must arrange to meet with the instructor privately to discuss the issue. If a conclusion acceptable to both student and instructor cannot be reached at this meeting, the student (or the instructor) may continue the process by arranging for a meeting with the HPA Program Director. If a conclusion acceptable to all parties cannot be reached at such a meeting, the student (or the instructor) may arrange for a meeting with the Director of the Community School.

### **Advising**

The HPA Program Director will serve as an advisor to all students in the Academy. HPA students are required to attend appointments with the Program Director during scheduled advising weeks in January and May (see calendar). These appointments will provide an opportunity to discuss a student's progress in the program and their future plans. Progress reports will be distributed to all students/parents in advance of the advising appointments.

Additionally, the Program Director will maintain regular office hours at 4:45-5:45 pm on days when core classes meet and at other times by appointment. Office hours are for HPA advising, general college and career advising, and/or occasional help with any of the core classes.

If a student needs more help than is reasonable to accomplish during office hours, regular tutoring may be recommended.

### **Withdrawal/Audit Policy**

If a student is unable to complete one or more of their HPA courses, they may withdraw from the course(s) or change to audit status as described below.

All requests for withdrawals or audit status must be made in writing. Administrative withdrawal may result from excessive absence or from other circumstances that are considered as justifying such action.

No tuition refunds will be given for withdrawals or changes to audit status.

### **School-Year Courses**

A student who withdraws or who is withdrawn from a course before November 1 is removed from the class roll and the registration is voided. Such courses will not appear on the student's University



of Hartford transcript. Withdrawals made from November 2 through the March 1 will result in a grade of W on the student's University of Hartford transcript. No credit will be given for courses from which a student withdraws.

A student who would like to continue participating in an HPA class but not receive a grade or credit may choose to change to audit status for that class. Students must request a change to audit status by March 1. Audited classes will appear on a student's University of Hartford transcript but no grade will appear and they will not receive college credit.

After March 1, a letter grade (A-F or I) must be issued for all courses. Exceptions for cause (e.g., illness or family relocation) may be granted by the Director of the Community School in consultation with the HPA director.

### Summer Courses

A student who withdraws or is withdrawn from a course before the completion of week 2 is removed from the class roll and registration is voided. Withdrawal anytime from week 3 until completion of week 7, is recorded on the University records as a W.

After that point, a letter grade (A-F or I) must be issued. Exceptions for cause (e.g., illness or family relocation) may be granted by the Director of the Community School in consultation with the HPA director.

### **Insufficient Progress, Probation, and Dismissal from the Program**

If at any point, the Program Director or one of the HPA faculty members has concerns about a student's progress, a meeting with the student and/or their parent(s) during office hours or at another mutually convenient time may be required.

Reasons for intervention include, but are not limited to:

- student is not maintaining a B- average in any of their coursework
- student has a high rate of absences or tardies for their core classes, ensemble, private lessons, or any other HPA-related activities
- student is not progressing appropriately in their private lessons and/or concentration

When intervention is necessary, the Program Director and/or faculty member(s) will work with the family to create a plan for getting the student back on track and will continue to check in to ensure the student is progressing appropriately. If necessary, the student may be placed on probation. Should a student on probation not make appropriate progress, their future in the program will be discussed with the family, and in extreme cases, a student may be dismissed from the program. Students dismissed from the program will be administratively withdrawn in accordance with the policy above.

### **Conduct**

Our mission is to enrich lives through innovative and unparalleled arts education. Polite, respectful, and disciplined behavior is required and expected for all students. Our school respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation. Any behavior, either verbal or physical, which disregards or demeans the self-esteem of others is unacceptable and will not be tolerated. Other examples of misconduct include, but are not limited to, theft; use of

alcohol or tobacco products on the premises; physical or verbal aggression; possession, distribution, or use of illegal drugs; disrespectful behavior; or any other behavior deemed unacceptable by Hartt administration. All students, their families, and their affiliates are required to conduct themselves in a collegial and cooperative manner and in compliance with applicable University policies and procedures as well as state, federal, and local law.

The Hartt Community School reserves the right to discontinue services to any student, at any time, up to and including expulsion from all Hartt activities. Services are subject to a pro-rated refund in accordance with HCS Policies and as deemed appropriate by the Hartt Community School.

### **Progressive Discipline**

1. A verbal warning is issued to the student
2. A written warning is sent home with the child and also filed with the department chairperson and/or administrative staff
3. If the issue continues, the chair of the department and/or administrative staff will request a meeting with the parent/guardian to discuss a strategy for improving behavior. If there is no improvement, the student will be asked to leave the program.

NOTE: Hartt may bypass progressive disciplinary action based on the severity of the behavior or infraction.

### **Academic Honesty**

The University of Hartford takes academic honesty very seriously. A copy of the University's policy may be accessed online at:

<https://www.hartford.edu/academics/academic-support/files/academic-honesty-policy.pdf>

Students who violate the Academic Honesty Policy may be placed on probation or dismissed from the program.

### **University of Hartford Email Address**

All HPA students are given a University of Hartford ID number and email address. Official HPA communications will go to that email address, and students will be responsible for checking it on a daily basis.

If students prefer to use a different email address, they can set up their hartford.edu email address to forward to another address.

### **Blackboard**

Blackboard will house important course information and materials. It will also serve a submission portal for some assignments.

To access Blackboard, visit: <https://blackboard.hartford.edu>

Students will use their University of Hartford e-mail as their username and the last four digits of their University of Hartford ID as their password to access Blackboard (e.g., username = jdoe if their e-mail is jdoe@hartford.edu and password = 5678 if their ID is 12345678).

### **Allen Music Library**

Using their student ID, HPA participants can check out books, musical scores, and recordings from Allen Music Library. They can also access various online resources, including the Naxos Music Library. Naxos is an online repository of recordings that students can stream and listen to online. Visits from library staff and/or online tutorials will introduce students to such resources.

### **Weather-Related Cancellations**

When the University of Hartford is closed due to holidays or inclement weather, all Community School lessons and activities including HPA are also canceled. Additionally, the Community School may choose to cancel its activities for the day regardless of whether the university is closed.

The main source of Hartt Community School cancellation information is the main office telephone system / answering service (860) 768-4451 and the website [hartford.edu/hcd](http://hartford.edu/hcd). Consultation is made with faculty and ensemble directors as appropriate; however the final decision will be made by HCS administration.

Timing and Closing Schedule:

- DAY/AFTERNOON ACTIVITIES – Cancellation of daytime and afternoon activities will be posted no later than 6:30am.
- AFTERNOON/EVENING ACTIVITIES – Cancellations of afternoon and evening activities will be posted no later than 12:00pm.

NOTE: HCS reserves the right to respond to emergencies at any time and in all circumstances HCS administration will make the decision to cancel activities as early as possible.

In the event of a significant weather event, HCS administration may elect to cancel activities for the entire day and indicate such at 6:30am. A separate message may not be broadcasted at 12:00pm to confirm cancellation of evening activities. Please refer to the website ([www.hartford.edu/hcd](http://www.hartford.edu/hcd)) for specific information.

In the event of a cancellation or school closing, the website and phone system will be updated immediately. Secondly, HCS families, faculty/staff, and Newsletter contacts will receive a digital message regarding the closing and follow-up information for reopening.

In extenuating circumstances, cancellation information may vary for different HCS venues (i.e., University of Hartford main campus, Simsmore Square, West Hartford Unitarian Church, etc.). One or more HCS locations may remain open depending on conditions. Please refer to the website or phone system for specifics.

NOTE: Cancellations are not necessarily tied to public school cancellations; however, cancellation decisions are tied to those made by the University of Hartford (e.g. HCS classes cannot run if the University is closed).

As a Community School policy, ensembles, classes, and other group activities are not made up, although faculty members may reschedule such activities at their discretion.

**Other Class Cancellations and/or Changes to the Calendar**

If an instructor has to miss a class, they will make every reasonable effort to find an appropriate substitute instructor according to Community School policies. All planned changes to the calendar—such as rescheduled classes, added events, etc.—will be announced in class and confirmed in writing via email. In the event that an instructor needs to cancel class due to illness or emergency, the HPA will make every reasonable effort to notify the students and parents using the contact information listed in the online registration system.

**Accommodations for Students with Special Needs**

Families should contact the Program Director as soon as possible concerning any required special accommodations (IEP or 504 plan). All such contact and accommodations will be kept strictly confidential.

**2020-21 Calendar**  
v. 8/16/20  
\* Subject to Change \*

Mon		Thu	
		Sept.	<b>Orientation</b> 17
Sept.	21	Sept.	24
Sept.	28	Oct.	1
Oct.	5	Oct.	8
Oct.	<b>No Class</b> 12	Oct.	15
Oct.	19	Oct.	22
Oct.	26	Oct.	29
Nov.	2	Nov.	5
Nov.	9	Nov.	12
Nov.	16	Nov.	19
Nov.	23	Nov.	<b>No Class</b> 26
Nov.	30	Dec.	3
Dec.	7	Dec.	10
Dec.	14	Dec.	17
<b>Winter Break 12/21 - 1/3</b>			

Mon		Thu	
Jan.	<b>WRT/Advising</b> 4	Jan.	<b>WRT/Advising</b> 7
Jan.	<b>WRT/Advising</b> 11	Jan.	<b>WRT/Advising</b> 14
Jan.	<b>No Class</b> 18	Jan.	21
Jan.	25	Jan.	28
Feb.	1	Feb.	4
Feb.	8	Feb.	11
Feb.	<b>No Class</b> 15	Feb.	18
Feb.	22	Feb.	25
Mar.	1	Mar.	4
Mar.	8	Mar.	11
<b>No Class Mar. 15 &amp; 18</b>			
Mar.	22	Mar.	25
Mar.	29	Apr.	1
Apr.	5	Apr.	8
<b>No Class Apr. 12 &amp; 15</b>			
Apr.	19	Apr.	22
Apr.	26	Apr.	29
May	3	May	<b>Makeup</b> 6
<b>Final Exams May 10 &amp; 13</b>			
<b>Year 1 Advising by Appointment May 24 - 28</b>			