Hartt Preparatory Academy
2018-19 Handbook

rev. 9/7/18

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

The Hartt School Community Division
200 Bloomfield Ave.
West Hartford, CT 06117
Phone: (860) 786-4451
Website: http://www.hartford.edu/hcd/
Hartt Preparatory Academy students are subject to the policies in this handbook as well as all policies of the Community Division, the Hartt School, and the University of Hartford.

A copy of the calendar and a membership agreement are included at the end of the handbook. Please complete the membership agreement and return to the HPA Director by August 1.
Overview
The Hartt Preparatory Academy (HPA) is a two-year, comprehensive precollege music training program for high school juniors and seniors. The program includes music theory, ear training, keyboard studies, performances, advanced ensemble, private instruction, and other classes. Students fulfill academic and musical requirements that prepare them for an accelerated college music experience.

Partnership with The Hartt School and University of Hartford
The HPA curriculum is modeled on required first-year courses at The Hartt School, including Diatonic and Chromatic Harmony, Elementary Ear Training I and II, Piano Keyboard Class (APC 122 and 123), and selected University of Hartford academic requirements. Additional HPA work will address the first-year requirements for private instruction, ensemble participation, and Informational Literacy in the Performing Arts.

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 complete select undergraduate music degrees in 3 years or an otherwise reduced period (for example, 3 years plus student teaching for Music Education or 3 years of coursework plus additional private instruction as indicated by the student’s audition).

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
- BM Music Education - Vocal
- BM History - Performance Practice Emphasis
- BM History - Scholarship and Research Emphasis
- BA in Music

To be eligible for a reduced undergraduate degree, students must successfully audition at a level appropriate to entering as a sophomore. If a student’s audition is not at that level, they still may be offered admission but could be required to take the full load of private lessons and/or ensemble study.

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.
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 are expected to participate for both years. If space allows, qualified seniors may be accepted to participate for one year.

To join the program, students must submit an application, complete an audition on their instrument/voice, and interview with HPA faculty and HCD administrators.

Tuition and Fees
HPA tuition for 2018-19 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. Due to the nature of the program’s courses and the commitment of students and faculty, no tuition refunds are available at any time. See the Community Division website for more information about registration policies and fees.

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

Faculty
• Dr. Jessica Rudman: HPA Director, Theory and UIS/WRT Instructor
• Dr. Kathryn Swanson-Ellis: Ear-training Instructor
• Greg Babal: Keyboard Skills Instructor
• Hartt Community Division Private Instructors and Ensemble Directors (varies by student)

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.

6:00-6:45 pm  Theory
6:50-7:35 pm  Ear-Training
7:40-8:40 pm  Keyboard (Monday) and University class (Thursday)

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

One University 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.
**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 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. Because of the differing natures of the core classes, please see each course’s syllabus for information regarding the possibility of making up missed work.

When a student will be absent, they 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. 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.

**Ensemble Participation**

HPA students must participate in an approved HCD or Hartt ensemble each school year. Participation in that 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 semester) is not acceptable and may result in dismissal from the ensemble and/or loss of credit toward a reduced undergraduate degree.

If students must exceed 3 absences per semester, they must contact the conductor directly and apply for an additional absence. Due to the importance of ensemble participation to the student’s education and due to the impact a member’s absence may have on an entire ensemble, petitioners should understand that the granting of such a request is the exception rather than the rule. Should this application be declined, the student must attend the rehearsal or will be asked to resign from their place in the ensemble without refund for tuition and fees.

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

**Private Instruction**

HPA students are required to take weekly 60-minute private lessons with an approved HCD teacher during the school year. These lessons are included in HPA tuition. Students, particularly those planning to major in performance, are also encouraged to continue private instruction during the summers to maintain sufficient progress. Summer lessons are not included in HPA tuition.

Private lessons are scheduled directly with the instructor. For private instruction to count toward the reduced undergraduate degree, students must have no more than four excused absences or six absences total in a given year. Private instructors also may have their own attendance and makeup policies—students should check with their instructors for more information.
**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 HCD teacher (not included in HPA tuition). Composers must participate in all HICO readings and in the year-end composition concert. The attendance policy for core classes will also apply to YCP or private lessons.

Composers’ senior recitals must include at least 10 minutes of original music that the student either performs themselves or for which they provide performers. In the case of chamber music performances, the composition student must find volunteers to perform the music and organize necessary rehearsals.

While not required, students are encouraged to attend the collegiate Composition Seminar when possible (Wednesdays 5-6:30 pm in Bliss Music Room). These lectures are open to the public and often feature exciting composers and other guests. 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. HPA administration will be contact with vocal students’ private teachers to ensure relevant material is included.

**Additional Requirements for Pianists**
Students who place out of one or both years of the Keyboard Skills classes (typically those who have piano as their main instrument) will be assigned accompanist activities to fulfill the accompanying requirement for collegiate piano majors. Exact duties and schedules will vary from student to student and will be assigned by the HCD Piano Department Chair in consultation with the HPA Program Director.
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 HCD faculty, staff, and students

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 Division.

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. The specific weeks are listed on the calendar at the end of this handbook and individual appointments will be scheduled approximately one month before the meeting dates. These appointments will provide an opportunity to discuss a student’s progress in the program and their future plans. Mid-year progress reports will be distributed to all students/parents in advance of the January advising appointments. Year-end progress reports will be distributed to all students/parents in advance of the May advising appointments.
Additionally, the Program Director will maintain regular office hours at 5-6 pm on days when core classes meet and will also be available at other times by appointment. Students can come to office hours 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, the Program Director can suggest options for regular tutoring.

**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 in danger of not achieving a B- 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
- student is not progressing appropriately in their 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.

**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 HCD 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 Division reserves the right to discontinue services to any student, at any time, up to and including expulsion from all HCD activities. Services are subject to a pro-rated refund in accordance with HCD Policies and as deemed appropriate by the Hartt Community Division.
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: HCD 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/docs/Academic%20Honesty%20Policy.pdf

If any student is suspected to be in violation of this policy, the HPA Program Director will schedule a meeting with the student and their parent(s). Students who violate the Academic Honesty Policy may be placed on probation or dismissed from the program depending on the nature and severity of the offense.

University of Hartford Email Address
All HPA students will be given a University of Hartford ID number and email address. Official HPA communications will go to that email address, so students will be responsible for checking it on a daily basis. The University email address will also serve as the student’s log-in for Blackboard.

If students prefer to use a different email address, they can set up their hartford.edu email address to forward to another address—see the website below for instructions:

http://uhaweb.hartford.edu/www/howtos/forwardmail/

Blackboard
Blackboard is the University’s online course management tool. 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 or any satellite of the Community Division is closed due to holidays or inclement weather, lessons and activities at that site are also canceled. Additionally, the Community Division may choose to cancel its activities for the day regardless of whether the university is closed.

Cancellation information will be announced on the Community Division home page and via email (if you are signed up for our newsletter). Please note that the Hartt Community Division will no longer notify radio and television stations of any closings. However, the University of Hartford may notify these stations independently of the HCD.

Announcements will be posted by 1:00 pm on weekdays, 6:30 am on Saturdays and Sundays for morning activities and by 1:00 pm for afternoon and evening activities. Additional notices will go out for special events as needed.

If you are concerned about weather-related issues, please contact the Community Division Main Campus office at (860) 768-4451.

As a Community Division 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 Division 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 accommodations for special needs. All such contact and accommodations will be kept strictly confidential.
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<td><strong>Orientation</strong>&lt;br&gt;9/10/2018</td>
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<td><strong>No Class</strong>&lt;br&gt;10/8/2018</td>
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<td><strong>Paranov Day</strong>&lt;br&gt;10/19/18 (Friday)</td>
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<td>10/22/18</td>
<td><strong>Garmany Concert</strong>&lt;br&gt;10/24/2018</td>
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<td>10/29/18</td>
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<td>12/17/18</td>
<td><strong>No Class</strong>&lt;br&gt;12/20/2018</td>
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<td><strong>Winter Break</strong>&lt;br&gt;12/20/18 - 1/13/19</td>
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<td><strong>Advising by Appointment</strong>&lt;br&gt;1/14/19 - 1/20/19</td>
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<td><strong>No Class</strong>&lt;br&gt;2/18/19</td>
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<td><strong>No Class - 3/18/19 &amp; 3/21/19</strong></td>
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<tr>
<td><strong>FINAL EXAMS</strong>&lt;br&gt;5/6/19, 5/11/19, 5/13/19, and 5/16/19 (Schedule TBD)</td>
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<td>Creative Studies Day - 5/18/19</td>
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<td><strong>Advising by Appointment</strong>&lt;br&gt;5/20/19 - 5/25/19</td>
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Hartt Preparatory Academy Membership Agreement 2018-19

Please read the HPA handbook and review the enclosed policies carefully.  
Sign this agreement and return it to the HPA director via email by 8/1.

I, _________________________, have read the preceding statements as well as the Hartt Preparatory Handbook and agree to accept them as a condition of being a member of this program at The Hartt School Community Division. I understand that if I do not follow the guidelines in the HPA handbook as well as all Community Division, Hartt School, and University of Hartford policies, my membership status in this program at The Hartt School Community Division may be subject to review.

________________________________________  Date  
Student’s Signature  

________________________________________  Date  
Parent/Guardian’s Signature

Student's Name: _______________________________  

Parent/Guardian's Name:_______________________

Hartt School Community Division COMPASS Committee

COMPASS: Community Of Mindful Performing Arts Sustainers and Supporters
The Hartt Community Division COMPASS Committee is vital to our mission. The COMPASS Committee (previously the Parent Advisory Board) is a community of dedicated parents, faculty, staff, and alumni who support HCD’s mission through project-based volunteer opportunities. The objectives of this community are three-fold: Service, Community-Building, and Development.

Thank you, 
Maggie W. Spear  
Music Program Director

Name     Phone Number    Email Address

☐ Please check here if you are interested in learning more about volunteering with The Hartt School Community Division.