
Procedure:	Applied Music Reference	Reference No.: 3.15
Authority:	Vice President for Academic Affairs	Cross Reference: Policy 1.1
Approved:	September 16, 2002	
Revised:		

1. General Guidelines:

The College offers an opportunity for instrumental and vocal music students to develop their performance abilities through individual music lessons under the guidance of an instructor. Authorization proceeds through instructor and the Department Chairperson.

2. Procedure:

- A. Each student will register for the appropriate level of Applied Music course.
- B. The Chair of the department in which the course resides approves student registration and identifies the appropriate instructor. Acceptance of a student for Applied Music study is at the discretion of the instructor and is over and above the instructor's regular course assignments.
- C. After approval by the Chairperson the instructor compensation contract is sent to the Offices of Student Accounts and Payroll. The fee for Applied Music instruction will be billed through the Office of Student Accounts.
- D. After completion of the Applied Music course the instructor will forward the grade report to the Registrar in accordance with the normal procedure.
- E. Applied Music courses are transcribed as the actual SUNY Broome Community College course offering completed.
- F. Payment to the instructor will be initiated by the individual department after the grade is recorded.

3. Applied Music Fee and Compensation:

- A. Part-time students will pay the same per credit tuition rate for Applied Music courses as for any other credit course. Full-time students will not pay additional tuition.
- B. All students, whether full-time or part-time, additionally will pay the trustee approved Applied Music fee as well as any other applicable fees.
- C. The instructor will be compensated per student at the same rate as the trustee approved Applied Music fee and will be paid after submission of the course grade to the Registrar.