

**Secondary Piano:**  
**MUS-Z 110, MUS-P 100, MUS-Z 710 & MUS-P 700**  
Private Lesson Policies and Course Requirements

- There will be a minimum of 14 lessons over the course of the semester.
- Each lesson will have a duration of at least one hour.
- A lesson missed by a student without providing 24 hours' notice to the instructor will be regarded as an unexcused absence. In certain circumstances, exceptions to this rule may be made at the discretion of the instructor, or by the Secondary Piano Coordinator.
- Should you be unable to give 24 hours' notice, you should still let your instructor know that you are not coming, as a matter of courtesy.
- Three or more unexcused absences will result in a **failing grade**.
- A pattern of unexcused absences, or general unreliability will affect your grade adversely.
- Regardless of notice, repeated cancellations are unacceptable. You have an obligation (as does your instructor) to be at your lesson at the arranged time. Abuse of the unexcused absence system will not be tolerated.
- Instructors will make up excused absences at a mutually convenient time. The instructor is not obliged to make up unexcused absences.
- If an instructor cancels a lesson the lesson will be made up at a mutually convenient time. Instructors are also expected to provide at least 24 hours' notice of a lesson cancellation.
- If your instructor appears to be a few minutes late, please be sure to give them ten minutes to arrive—they will extend you the same courtesy. Be aware that if you are late for a lesson, the lesson will end at its scheduled time. If the instructor is late, the lesson will be taught for the full hour, or the balance will be made up at the convenience of the student.
- All students will play a short jury at the end of the semester (most likely the Friday, Saturday or Sunday before Finals week).
- Students are expected to learn at least three pieces in different styles during the semester. The typical practice obligation for this course is 30-60 minutes per day outside of lessons. If your level of practice does not meet your instructor's expectations, it is advised that you have a conference about practice techniques and expectations. Practice time can be scheduled at: <http://music.indiana.edu/departments/offices/business-affairs/recital-scheduling/practice-time.shtml>
- Assessment will be based upon your level of performance, effort, and improvement over the course of the semester, as determined by your instructor. You are entitled to inquire as to your progress at any time. You should discuss what is expected of you with your instructor at the **beginning** of the semester.
- If you require assistance or appropriate academic accommodations for a disability, please contact the instructor after class, during office hours or by individual appointment. You must have established your eligibility for disability support services through the Office of Disability Services for Students in the Wells Library W302, 855-7578.
- If an examination or assignment is scheduled on a religious holiday you observe, or conflicts with a School of Music ensemble engagement or a major professional obligation (such as an international competition), please inform your instructor during the first two weeks of class so that reasonable accommodations can be made.
- If you have questions or concerns, feel free to talk to your instructor or to visit the Secondary Piano office (JS 204—email [secpiano@indiana.edu](mailto:secpiano@indiana.edu), phone 855-9009).