

MANUAL
FOR
BACHELOR'S DEGREE STUDENTS



Nagaland College of Music
& Fine Arts

2020-2021

INTRODUCTION

In this manual, the student will find the answers to the most frequently asked questions about the bachelor's degree programs in the Nagaland College of Music and Fine Arts: Bachelor of Arts in Music, Bachelor of Arts in Music with a Minor, and General Music Certificate & Diploma Program are briefly discussed. Generally, the approach is chronological, beginning with admission and audition procedures and ending with proficiency examinations and graduation.

The NCMFA *Catalog* is the final written authority on academic matters. However, certain policies and procedures established by the faculty are not contained in the *Catalog*, and thus this manual serves as a supplement to it. Students will follow the requirements of the current *Catalog* at the time of their admission (2018 Syllabus, you can download from our website www.nagalandcmfa.com) into a specific degree program in NCMFA; they may choose to follow a new *Catalog* if they so desire. Students should consult the latest version of this manual [online](#), however, for matters of procedure that may have been modified.

The individual student is expected to become familiar with degree requirements and the contents of this manual as well as the general academic regulations contained in the *Catalog*. Consult these documents first whenever in doubt about academic policies and procedures. For additional information and advice, please consult your Academic Dean.

UNDERGRADUATE PROFESSIONAL STUDY

Students in the bachelor's degree programs in the Nagaland College of Music and Fine Arts are preparing for the future leader of church music. Their commitment to that ministry lends a distinctive purposefulness to all of their activities in preparation for service.

While this manual deals with mechanical and procedural matters, it should be emphasized from the very beginning that certain attitudes and qualities should characterize the mature undergraduate student, including integrity, responsibility, attention to detail, self-discipline, independence, punctuality, initiative, originality, creativity, and ingenuity.

Undergraduate students should possess a framework of general knowledge into which new and specific information can be assimilated. They should cultivate a comprehensive approach to music that enables them to interpret meanings and relationships and to make valid judgments. They should be familiar with resource materials and research techniques. They should understand and use the technical terms of the discipline of music. They should be intelligent in listening, perceptive in observation, analytical and incisive in thinking, and effective in oral and written communication. Finally, a genuine enthusiasm and enjoyment ought to characterize much of the undergraduate student's professional pursuits.

MISSION OF THE BACHELOR'S PROGRAM

The purpose of the Nagaland College of Music and Fine Arts is to provide professional education in western music for individuals engaging in their future careers.

NCMFA seeks to provide excellent music leadership for churches, schools, denominational agencies, and local music academies.

Students who graduate with a major in music performance will:

1. Demonstrate technical proficiency in the chosen concentration that enables a high level of artistic self-expression in both solo and ensemble performance.
2. Demonstrate musical understanding based on knowledge of music fundamentals and historical styles and the ability to use this understanding in aural, verbal, and visual analyses
3. Develop skill in composition and improvisation and
4. Develop familiarity with technological resources which can enhance research, composition, teaching, or performing.]

Three programs are provided for fulfilling this purpose.

Bachelor of Arts in Music

The Bachelor of Arts in Music is designed to provide advanced musical training in western music, specializing in such areas as piano performance, vocal performance, conducting, composition, and contemporary music studies. Additionally, the degree provides individual lessons, electives, ensembles, and masterclass as completion of their programs.

The degree is designed for four years of curriculums with recital. Before the recital and graduate, students must pass piano proficiency, history review, and theory review.

Bachelor of Arts in Music with a Minor

Bachelor of Arts in Music with a Minor is designed for advanced students who seek to deepen their understanding of minor studies for their extra knowledges. Additionally, the degree provides individual lessons, electives, ensembles, and masterclass as other major students would have. Only difference in between the major students and minor students is no recital.

The degree is designed for four years of curriculums without recital. Before the recital and graduate, students must pass piano proficiency, history review, and theory review.

General Music Certificate

General Music Certificate Program is designed to provide essential musical training integrated with focused study in western music without a major concentration.

The degree is designed for three years of curriculums without recital. Before the graduate, students must pass piano proficiency, history review, and theory review.

Diploma Program

Diploma Program is for those who never had musical experiences of learning. The program is designed for two years to pass the entrance exam in order to have eligibility to enrol BA studies.

ACADEMIC AND ENROLLMENT POLICIES

Course Substitution

Course substitution allows the student to “substitute” a course but does not decrease the number of hours required for the degree. Substituting course may be granted to students who have completed courses with a grade of “passing” or higher in their studies that are similar to the following music and theology courses in the bachelor’s programs in the Nagaland College of Music and Fine Arts.

For music courses, advanced standing is granted through examination.

For theology courses, students should request a transcript evaluation for advanced standing from the Academic Dean.

Transfer of Credit

Students may transfer up to half of a degree from an accredited institution. Courses transferred must have a grade of “passing” or better. Please consult the *Catalog* for additional requirements. Students should consult the Academic Dean concerning the transfer of credits.

GPA / Academic Difficulty

All bachelor’s degree students in the Nagaland College of Music and Fine Arts are required to maintain a “passing” (grade) average in all courses. Students who fall below the required GPA will receive an Academic Warning. Continued failure to achieve the required GPA will eventually lead to Academic Probation and then Academic Suspension. These various levels of Academic Difficulty, which are calculated and administered by the Academic Division are strictly enforced, so the student should be aware of these policies. The student should read carefully the section on Academic Difficulty in the *Catalog* under Academic and Enrollment Policies.

GPA / Academic Difficulty / Levelling

All levelling students who have failed subjects, lessons, and masterclasses must complete their levelling courses to complete their authentic degree programs.

Academic Warning: students will be getting a warning from the Academic Dean to give an encouragement of the integrity of academic achievement.

Academic Probation: students will be discontinued the subject that they might have performed poorly. Levelling courses will be assigned by the Academic Dean

Academic Suspension: students will have to stop their studies as the result of failing the Academic Probation.

Time Limit

All requirements for the Bachelor of Arts in Music, Bachelor of Arts in Music with a Minor, and General Music Certificate & Diploma Program must be completed within a period of seven years from the time of admission.

All requirements for the Diploma Program must be completed within a period of 3 years from the time of admission.

An extension of this time may be granted to students who are close to completion and are making steady progress in the degree program or are living in a certain circumstance.

Degree Plans

The *Catalog* contains the official degree plan for each bachelor's degree and for each concentration on the B.A. degree. The student will follow the *Catalog* for the year in which they were fully admitted into their respective degree program.

If revisions are made to the degree plan during the time of a student's course work, the student may opt to follow the new *Catalog* if desired. The decision to follow a new *Catalog* is final, so consultation with the advisor as well as the Associate Dean is recommended before making such a decision. To change *Catalogs*, the student must complete the Degree Change Request.

Students who are not enrolled in class for no more than two consecutive semesters may return under their original *Catalog*. All other students will return under the requirements of the current *Catalog* unless their absence was due to severe illness or due to a certain circumstance.

Change of Degree Program or Concentration

Students wishing to change their degree program should consult the Academic Deann. The student must have solid reasons according to academic and performance perspectives.

Students wishing to change, add, or drop their applied area on the Bachelor of Music must receive approval from the instructor of the applied area or concentration, complete the Change of Concentration Request Form, and submit it to the Academic Dean. Fail to follow all of the above will be charged as a penalty.

Security Deposit

Every Semester begins, students must deposit their security deposit. It is to make uniform of administrative measures. Any penalties and late fees will be deducted from the security deposit.

At the end of semester, students will get refunded.

Deadlines for Admission Fees

1st instalment: students must complete their payment before semester starts.

2nd instalment: students must complete their payment before Mid-term exam.

3rd instalment: students must complete their payment before the last month of the semester.

*Fail to complete will be discussed with the Academic Division

Register for additional exams and proficiencies

Students must submit forms and fees of any exams and proficiencies in order to take. Each proficiency can be taken once a month of the semester.

Piano Proficiency: students must apply and register for the exam one week prior to the actual exam.
The exam will be held in performance lab

Criteria will be asking:

Major & minor scales in two octaves for both hands

4 parts Hymn playing according to you own choice. C Major key will not be counted.

Two Classic pieces given a week before the exam

Chord playing with inversions

History Review: students will demonstrate for comprehensive knowledges of music periods.

Theory Review: students will demonstrate for comprehensive music theory.

Counselling

Students experiencing academic, financial, or other difficulties are urged to discuss their situation with a professor, their advisor, an academic dean, Principal, or the Managing Director. Too often students simply withdraw from classes or do not return without seeking help that was readily available. Members of the music faculty may be able to help directly or may refer the student to appropriate measures.

Plagiarism

Plagiarism is the act of taking credit for ideas and words that are not one's own. Exploiting the work of another person without attribution and appropriate documentation involves both theft and deception. Plagiarism occurs when a writer does not give credit when borrowing an idea, opinion, or thesis of another writer, reproducing another's argument or line of reasoning, quoting a brief phrase or lengthy section from another source, slightly or thoroughly paraphrasing a passage, or completely restating a passage. Even when cited appropriately, verbatim quotations, no matter how brief, must be identified by quotation marks.

As a form of intellectual dishonesty, plagiarism is condemned throughout the academic community, and under certain conditions in the public sector it can be a felony. Students who commit it may receive a failing grade for an assignment or for an entire course or be expelled from school; professional scholars may permanently ruin their academic reputations or lose their jobs. As Christian scholars, we are called to a high degree of academic, moral, and spiritual integrity and must be vigilant in guarding against committing this offense. Claiming ignorance or innocence in intent does not rationalize the behaviour.

When a professor determines that a student is guilty of plagiarism, a conference should be held with the student to explain the charges of plagiarism and the severity of the offense. The professor may give a failing grade for the assignment. Repeat offenses will require conferences with the Academic Dean and Principal .

For additional information on what constitutes plagiarism and for techniques to avoid it, visit www.plagiarism.org.

STUDENT COMPLAINTS

The Nagaland College of Music and Fine Arts is committed to providing excellent instruction in a positive environment for its students. If a student is concerned about course content, the quality of instruction, grading policies, or a more personal matter with an instructor, the student should first share his or her concerns with the instructor.

If a resolution cannot be reached, the student should take the matter next to the Academic Dean and then Principal, if necessary, to the Managing Director. Finally, the student may seek assistance from the dean. If the issue is of a grievous ethical nature, the student may go directly to the dean.

At each step of the process, the goal is to reach a satisfactory understanding of the situation and mutually beneficial resolution.

PARTICIPATION

Degree requirements, including ensemble participation, chapel attendance, and concert attendance, are expressed as *minimum* expectations. The Nagaland College of Music and Fine Arts provide excellent opportunities to acquire more than minimal preparation, and students are encouraged to take advantage of these.

The music faculty encourages its students to participate actively in musicmaking every semester they are enrolled and to become a part of the community in which they will find colleagues who will support them throughout their future careers.

ORIENTATION

At the beginning of each fall and spring semester, orientation is held for all new students in the Nagaland College of Music and Fine Arts. New music students meet together with the dean and faculty to be introduced to NCMFA policies and procedures. Students also participate in auditions and entrance examinations. Students meet with their assigned faculty advisors for their individual degree programs. Detailed information and a schedule of activities is distributed to each new student before orientation.

GRADUATION

All the students who complete their courses and hours of credits are eligible to apply the graduation process.

Bachelor of Arts in Music and Bachelor of Arts in Music with a Minor: Procedure **A**

General Music Certificate: Procedure **B**

Diploma Program: **C**

Procedure A

Academic Clearance: To see academically completed without any failing subjects or hours of credits. If there is any failing or lack of hours, the graduate candidate CAN'T graduate.

Criteria will NOT be considered as:

Failing subjects

Shortage of lessons and masterclasses (1/4) of the semester

Failing any proficiencies (Piano, History, and Theory)

Failing payments

Preliminary Recital: after the Academic Clearance, all the graduate candidates must pass the preliminary recital prior to have the undergraduate recital. This is to be the final grade as a completion of his/her bachelor's degree.

Students must have a comprehensive knowledge for their major performances and studies. The preliminary recital must be scheduled at least a month before the undergraduate recital. Please consult your instructor for the date.

Failing to present the deepen knowledge of their own performances and studies will cause of postpone the graduation process to the next semester.

Undergraduate Recital: after the academic clearance and the preliminary recital are accepted, students may advertise their undergraduate recital.

Criteria might have to consider:

Poster

Invitation card

Reception

Procedure B

Academic Clearance: To see academically completed without any failing subjects or hours of credits.
If there is any failing or lack of hours, the graduate candidate CAN'T graduate.

Criteria will NOT be considered as:

- Failing subjects
- Failing any proficiencies (Piano, History, and Theory)
- Failing payments

Procedure B

Academic Clearance: To see academically completed without any failing subjects or hours of credits.
If there is any failing or lack of hours, the graduate candidate CAN'T graduate.

Criteria will NOT be considered as:

- Failing subjects
- Failing payments