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STANDARDS FOR PROFESSIONAL SCHOOLS
OF MUSIC
Prescribed pursuant to N.J.S.A. 18:20-31 et seq.

1. Purpose

The purpose and program of the school of music shall be for music instruction. Selling of instruments, music, or supplies or other similar activities shall be incidental to the program of instruction.

2. Curriculum

- a. The courses required for each curriculum, the number of required hours of instruction per week, and the number of weeks each student is required to attend in completing a curriculum shall be published in the official bulletin.
- b. The courses of the curriculum shall be sequential in nature.
- c. The courses shall be listed by terms or semesters and by years for each curriculum.
- d. In the official bulletin there shall be a written statement descriptive of each course offered in each curriculum. Along with this description, there shall be listed the number of hours required per week in classroom and private instruction. These requirements for each course shall be such as can be justified on the basis of student needs and the objectives of the curriculum.
- e. The required and elective course shall be in keeping with the professional objectives of the school.
- f. All courses included in the curriculums shall be so organized and presented that they will contribute to the cultural and professional growth of the student.
- g. The curriculum shall be consistent with the number of students enrolled, financial support, available personnel, and facilities for instruction.
- h. Syllabi for all courses offered in a professional school of music shall be prepared and kept up-to-date. Copies of these syllabi shall be kept on file at the school and on request shall be made available to the Commissioner of Education or his representative.
- i. Written statements descriptive of each curriculum shall be available to the student in the official bulletin of the school.

3. Buildings and Equipment

The school shall comply with state and city building requirements with respect to fire hazards, hygiene, floor space, ventilation, heat, and light. All rooms and studios used for instructional purposes, shall be inspected by a representative of the Commissioner of Education. Such facilities shall meet the following standards:

- a. The rooms and studios for instruction shall be adequate for the number of students enrolled. They shall be well-lighted, heated, and ventilated.
- b. Clean and sanitary toilets shall be readily available to the students.
- c. Adequate equipment shall be available for use in instruction.
- d. There shall be adequate space for cloaks and student supplies.

4. Requirements for Admission

- a. An applicant may be admitted to a curriculum leading to a diploma, provided he shall present evidence of graduation from an accredited high school and successfully pass the entrance examinations required for his major curriculum.
- b. An applicant who is a non-high school graduate may be admitted to a curriculum leading to a diploma provided he passes with high scores the entrance examinations required for his major curriculum and also successfully passes with scores satisfactory to the Commissioner of Education standard examinations in reading, English usage, general mathematics, and scholastic aptitude.
- c. All new students shall be admitted on probation for the first term or semester. The school shall publish the conditions for termination of probation and the conditions of dismissal. These conditions shall be explained to the students.
- d. All records used as the basis for admission shall be retained by the school and on request made available to the Commissioner of Education or his representative.

5. Requirements for Matriculation

- a. Each student who successfully passes the courses of the first term or semester may be matriculated for graduation provided he demonstrates abilities which give reasonable assurance that he can qualify as a professional musician.

- b. Before matriculation, each applicant shall be rated as satisfactory by a committee of faculty members. This rating shall be on the basis of the student's performance of compositions of his own choosing. The ratings and comments of the committee members who examine the student shall be in writing, over the committee members' signatures, and kept on record during the time the student remains in attendance. These ratings and comments shall be made available on request to the Commissioner of Education or his representative.

6. Qualifications of Teachers

Before employment, all members of the teaching staff shall have been endorsed by the Commissioner of Education as having qualifications for the anticipated teaching assignment. Evidence concerning the following shall be considered in making endorsements:

- a. Graduation with a degree from an accredited college with adequate preparation in the subject-matter field to be taught.
- b. Completion of courses which may apply toward meeting the requirements for certification to teach music in New Jersey public schools.
- c. Former membership in the faculty of an accredited college of music.
- d. Recommendations from teachers of music or professional musicians who have attained recognition for outstanding competence. These recommendations shall certify that the person concerned has:
 - (1) Broad experience in music as related to teaching.
 - (2) Outstanding ability in artistic performance.
 - (3) Qualifications which will make for high competence in teaching.

7. Faculty Assignments

- a. Faculty members may be assigned to teach only in those fields where they have demonstrated high competence.
- b. Instructor's time shall not be divided between two classes during one instruction period.
- c. Class size shall ordinarily be limited to 30 students. All classes with students above 30 shall be fully justified by the Directors of the school.
- d. Any teaching load in excess of twenty-five periods of one hour in length per week in the classroom or in private instruction, or both, in addition to preparation, office hours, student

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consultations, and committee responsibilities, shall be justified by the officials of the institution in terms of such factors as size of classes, type of teaching, or instructional emergencies.

- e. Class instruction shall be such as requires intensive study and independent application. In judging a teacher's qualifications, the following will be considered:-

- (1) Evidence of mastery of subject matter being taught.
- (2) Ability to awaken interest and effort.
- (3) Ability to explain difficult subject matter.
- (4) Ability to clarify purposes of instruction.
- (5) Ability to make assignments.
- (6) Ability to test student achievement.
- (7) Ability to guide classroom discussions.
- (8) Ability to demonstrate skills and techniques being taught.

6. Faculty Stability

The school must demonstrate to the satisfaction of the Commissioner of Education that its contracts with teachers and its emoluments for the personnel employed are such as will stabilize the faculty and keep turnover of personnel to a satisfactory minimum.

9. Minimum Number of Teachers

No school shall be approved which has fewer than two full-time teachers.

10. Library

The school shall provide through its own library the desirable reference books, magazines, records, and other materials which are necessary for thorough and efficient study in the different courses offered.

The faculty member in charge of the library shall present evidence of competence in library management. His assignment in duties other than in library shall be such as not to interfere with the efficient administration of the library.

11. Administration

- a. No person shall be approved as executive head of a professional school of music until he has demonstrated through training and by experience as a teacher in an approved school that he has the qualifications of a competent and ethical school administrator.
- b. His participation in school activities other than administration or his participation in activities not a part of the school shall be such as not to interfere with the efficient administration of the school.
- c. The executive head of a professional school of music shall have the administrative assistance necessary for adequately manning the school and effectively coordinating the work of the faculty.

12. Financial Stability

The school shall demonstrate to the satisfaction of the Commissioner of Education that it has financial stability to carry out the program of instruction submitted for approval.

13. Tuition, Fees, and Other Charges

Tuition, fees, and all other charges shall be published. The officials of the school shall justify to the satisfaction of the Commissioner of Education that the tuition, fees, and other charges are reasonable on the basis of costs and services rendered.

14. Student Achievement Records

Student records shall be kept in a fireproof container planned for such purpose. These records shall show institutions previously attended and level of attainment in each. Each course completed in the school of music and the grade attained shall be recorded on the student's permanent record.

15. Diplomas

If diplomas are awarded, the requirements for attaining such shall be published in the official bulletin of the school. Written statements concerning these requirements shall be available to the students.

16. Official Bulletin

The official bulletin of the school shall be printed or mimeographed. It shall describe fully and clearly the program of the school and the administration regulations. Its statements shall set forth the relationship between the obligations of both the school and the students. The bulletin to be printed shall show:-

- a. Statement of objectives.
- b. Location of the school.
- c. Courses offered.
- d. Tuition and fees charged.
- e. Equipment available.
- f. Names and qualifications of the teachers.

All statements in the bulletin shall be accurate and comprehensive.

17. Ethics

- a. Person shall not be listed or advertised as members of the faculty or staff of the school unless said persons are regularly employed to teach one or more subjects in the curriculum.

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- b. Persons employed as lecturers or demonstrators may be listed in publications and advertising as such and not as teachers.
- c. No officer or employee of any school shall solicit any student to leave an institution at which he is in attendance, whether it be a high school, college, university, or other music school.
- d. No student or prospective student shall be allowed a premium or other special financial inducement for registration.
- e. No school may advertise that it is endorsed by manufacturers, business establishments, organizations, or individuals unless it can present written evidence of the fact.
- f. The school shall not misrepresent actual or probable earnings or opportunities for its graduates.
- g. The school shall state specifically in writing its policy in regard to refunds and allowances for absences and withdrawals.
- h. All advertising shall be honest and sincere and shall not tend to discredit any other school.
- i. In the publications of the professional school, only those degrees which have been conferred by accredited colleges or universities shall be listed for faculty members. It shall be the responsibility of the school to have written verification of the conferral of all degrees listed in its publications.
- j. The school shall have a reputation for ethical dealings with its students, its faculty, and with the public.
- k. Scholarships may not be issued as a means for reducing tuition rates. Scholarships may be issued only if actual endowments or gift funds are available for that purpose.