Michael Moore  
884-2898  
Office CA 110 Office hours by appointment.

Course Description: Classical Guitar ensemble provides students with the opportunity to develop rehearsal and performance skills in small to large ensemble settings. Repertoire studied ranges from the Renaissance to the present. Students are expected to be proficient in note reading and to possess basic classical guitar skills.

Required Materials: Each student must provide their own nylon string guitar, footrest, notebook and extra set of strings.

Recommended Materials: Electronic tuner and metronome.

Grading Policy: 75% attendance/participation  
25% preparation

Attendance: Each student is allowed two unexcused absences without a penalty. Each unexcused absence after that will result in the loss of a letter grade for each one. Each student is expected to come to class on time. If a student is late three times it will count as an unexcused absence. If you have a good excuse for missing class please call me at the number at the top of the page prior to class.

Preparation: Each student is expected to spend at least 30 minutes each day practicing the ensemble pieces. Lack of preparation by one person will affect the entire class.

Campus Statements:

ADVISING
_The college of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair._
NOTICE TO STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. IF you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361)825-5816 in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361)825-5816

GRADE APPEAL PROCESS

As stated in University Rule 13.02.99.c2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal.

A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. IF the problem cannot be resolved at this level, the student may take the steps below.

1. Presentation of grievance to instructor. (This step must be taken within fourteen calendar days after the beginning of the next term.
2. Appeal to department chair or area coordinator.
3. Written appeal to the University Academic Standards Grievance Committee.
4. Preliminary review and advising by an ombudsman appointed by the Provost.
5. Submission of file by department chair to the chair of the University Academic Standards Grievance Committee.
6. Review of file by committee chair and submission of case to committee.
7. Proceedings of the University Academic Standards Grievance Committee. (Committee holds hearing, reviews data, presents findings to all parties, and makes recommendation to Provost.)
8. Decision by Provost.
9. Final appeal in writing to the Provost if student or instructor thinks appropriate procedures have not been followed.

For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.c2, Student Grade appeals, and University Procedure 13.02.99.c2.01, University Rules Website at http://www.tamucc.deu/provost/university_rules/index.htm. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.