FLORIDA ATLANTIC UNIVERSITY

# COURSE CHANGE REQUEST
## Undergraduate Programs

**Department** Music

**College** Arts & letters

UUPC Approval 10-12-2026
UFS Approval _____
SCNS Submittal _____
Confirmed _____
Banner Posted _____
Catalog _____

| ***Current* Course Prefix and Number** | MUT 2341 | ***Current* Course Title** | Introduction to Commercial Arranging |
|---|---|---|---|

*Syllabus must be attached for **ANY** changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.*

**Change title to:**

**Change prefix**

**From:** **To:**

**Change course number**

**From:** 2341 **To:** 3343

**Change credits***

**From:** 2 **To:** 3

**Change grading**

**From:** **To:**

**Change WAC/Gordon Rule status****

**Add** ☐ **Remove** ☐

**Change General Education Requirements*****

**Add** ☐ **Remove** ☐

*See Definition of a Credit Hour.

**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.

***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.

**Change description to:**

This course provides a foundation in the art and craft of arranging popular music styles. Emphasis is placed on song mapping, rhythm-section writing, and analysis of popular music styles. A significant portion of the course will be dedicated to utilizing Digital Audio Workstations (DAWs) as the primary tool for arranging and equipping students with the skills necessary for professional music production.

**Change prerequisites/minimum grades to:**

Music Technology Fundamentals (MUS 2xxx) and Music Theory 2 (MUT 1112) with a grade of C or better.

**Change corequisites to:**

**Change registration controls to:**

Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).

| **Effective Term/Year for Changes:** | Spring 2027 | **Terminate course? Effective Term/Year for Termination:** | |
|---|---|---|---|

**Faculty Contact/Email/Phone** Stacie Rossow, srossow@fau.edu, 74230

| ***Approved by*** | | ***Date*** |
|---|---|---|
| Department Chair | | 8/6/26 |
| College Curriculum Chair | | 08/30/2026 |
| College Dean | | 08/31/2026 |
| UUPC Chair | Korey Sorge | 10-12-2026 |
| Undergraduate Studies Dean | Dan Moeroff | 10-12-2026 |
| UFS President | | |
| Provost | | |

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

**Stacie Lee Rossow, DMA**
**Professor & Associate Chair**
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To: University Undergraduate Programs

From: Stacie Lee Rossow, Chair- Music Undergraduate Committee

RE: Change in Credit and Level- MUT 2341



# Summary of Request

The Department of Music requests two linked changes to *Introduction to Commercial Arranging*:

1. An increase in credit hours from 2 to 3.
2. A renumbering from MUT 2341 to MUT 3343, reflecting the course's placement later in the degree sequence.

No content is being added to the course. The rationale below addresses why that fact supports the request.

# Rationale for the Credit Hour Increase

Per credit hour policy, one semester credit hour corresponds to a minimum of three hours of total student work per week (both direct instruction and out-of-class work) sustained over a full semester. Under that standard, a 2-credit designation assumes roughly 6 hours of total weekly student work; a 3-credit designation assumes roughly 9 hours.

The arranging work required in this course routinely exceeds the 2-credit threshold. Students are not analyzing or performing existing repertoire; rather, they are composing new, notated musical material for commercial ensembles, including voicing, harmonization, instrumentation, and idiomatic style choices that must be individually drafted, revised, and prepared for rehearsal or recording. This is generative, not receptive, work, and it does not compress into a fixed class period the way theory drills or listening assignments do.

The course has been taught to this standard consistently since its creation; the workload is not new. What has been missing is alignment between the credit designation and the workload the course has always required. This proposal corrects that mismatch; it does not represent an expansion of scope.

# Rationale for the Level Change

The course requires students to have already completed a freshman-level music theory course and a sophomore-level music technology course before they can meaningfully do the work required in Introduction to Commerical Arranging. Original arranging draws directly on the notational, harmonic, and production skills built into those two prerequisites and requires students to synthesize and apply them rather than practice them in isolation.

That places the course at a different cognitive level than a typical 2000-level course, which is generally oriented toward learning or applying a single skill set under direct guidance. Arranging asks students to generate original material by independently integrating two prior competencies, closer to the "create" end of the skill spectrum than the "apply" end, and is consistent with how the university levels other synthesis- or creation-oriented courses at the 3000 level.

Sequencing this course after, rather than concurrent with or immediately following, the theory and technology prerequisites also gives students the theoretical and technical maturity the arranging work assumes.

**FLORIDA ATLANTIC UNIVERSITY**

**Introduction to Commercial Arranging**
**MUT ~~2341~~** 3343
**Date:** Tuesday, Thursday 11:00 AM - 12:20 PM
**Building:** Arts and Letters Boca **Room:** 348
**3 Credit(s)**
Spring 2027 **- 1 Full Term**

**Prerequisite: Music Technology Fundamentals course and Music Theory 2**

# Instructor Information

Alejandro Sanchez
**Email:** asanch51@fau.edu
**Office: AL-188**
**Office Hours: T-TR 10 to 11, F: 1-3**

**Phone: 561-7064805**

# Course Description

~~An introduction to harmony and arranging as used in commercial music. Course examines basic skills and techniques that translate to all commercial genres.~~

This course provides a foundation in the art and craft of arranging popular music styles. Emphasis is placed on song mapping, rhythm-section writing, and analysis of popular music styles. A significant portion of the course will be dedicated to utilizing Digital Audio Workstations (DAWs) as the primary tool for arranging and equipping students with the skills necessary for professional music production.

# Pre-requisites/Co-requisites

**Music Technology Fundamentals (MUS 2362) course and Music Theory 2 (MUT 1112) with a C or better**

# Required Texts/Materials

- Song Charting Made Easy (w/ Downloadable audio file)
**ISBN:** 9781423463672
**Publisher:** Hal Leonard

# Course Objectives/Student Learning Outcomes

- Students will utilize the FAU recording studio to create projects and work together in a collaborative effort to learn the process and skills necessary to engineer their own recordings and work effectively in a professional recording studio. Students will focus primarily on DAW workstations such as Pro Tools and Logic Pro. Notation programs include Musescore and Dorico.

# Faculty Rights and Responsibilities

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative to:

• Establish and implement academic standards.

• Establish and enforce reasonable behavior standards in each class.

• Recommend disciplinary action for students whose behavior may be judged as disruptive under the Student Code of Conduct University Regulation 4.007.

# Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

# Course Evaluation Method

- Homework: 50%
- Attendance/ear training: 20%

- Arrangements: 30%

**Note: A grade of C or higher is needed in this course for the course to be accepted towards the major degree requirement.**

# Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.
All projects and assignments need to be of your unique authorship. Using a portion of someone else's project is considered plagiarism and will be dealt with according to the process set forth by FAU's academic integrity policy

# Attendance Policy Statement

Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.
Attendance is worth 30% of the grade. A student is responsible for work missed on days student is absence. If a student is absent on days projects are played, student will receive a 20 point deduction unless student contacts instructor PRIOR to class documenting the reason(s) why student is absent.

# Religious Accommodation Policy Statement

In accordance with the rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at www.fau.edu/regulations.

Any student who feels aggrieved regarding religious accommodations may present a grievance to the executive director of The Office of Civil Rights and Title IX. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

## Time Commitment Per Credit Hour

For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

## Course Grading Scale

| Letter Grade | Letter Grade |
|---|---|
| A | 94 - 100% |
| A- | 90 - 93% |
| B+ | 87 - 89% |
| B | 83 - 86% |
| B- | 80 - 82% |
| C+ | 77 - 79% |
| C | 73 - 76% |
| C- | 70 - 72% |
| D+ | 67 - 69% |
| D | 63 - 66% |
| D- | 60 - 62% |
| F | Below 60 |

## Grade Appeal Process

You may request a review of the final course grade when you believe that one of the following conditions apply:

• There was a computational or recording error in the grading.

• The grading process used non-academic criteria.

• There was a gross violation of the instructor's own grading system.

University Regulation 4.002 of the University Regulations contains information on the grade appeals process

# Policy on Make-up Tests, Late work, and Incompletes

Projects are due when they are due and are played in class. Late projects will receive a 20 point deduction per class period late. Projects will not be accepted after one week unless there are documented reasons that are provided to instructor

# Special Course Requirements

All projects for this course are done either in Logic Pro or Ableton Live as assigned. Students will be given class time to work on projects. However, not all projects can be completed during class time. Students are required to work on projects outside of class time.

# Policy on the Recording of Lectures

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

# Artificial Intelligence Preamble

FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work.

FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. **[Policy 12.16 Artificial Intelligence]**

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the **Florida Atlantic Code of Academic Integrity, Regulation 4.001.**

Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit **https://fau.edu/ai/citation**

## AI Language Specific To This Course

Only AI tools included in Logic Pro are allowed for Logic Pro based assignments. The only exception is the one assignment in the course that allows for the integration of other AI tools within the project.

## Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (**CAPS**) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to http://www.fau.edu/counseling/

## Student Support Services and Online Resources

- Center for Learning and Student Success (CLASS)
- Counseling and Psychological Services (CAPS)
- FAU Libraries
- Math Learning Center
- Office of Information Technology Helpdesk
- Center for Global Engagement
- Office of Undergraduate Research and Inquiry (OURI)
- Science Learning Center
- Speaking Center
- Student Accessibility Services
- Student Athlete Success Center (SASC)
- Testing and Certification
- Test Preparation
- University Academic Advising Services
- University Center for Excellence in Writing (UCEW)
- Writing Across the Curriculum (WAC)

# Course Topical Outline

| Due | Assignment | Type | Description | Points |
|---|---|---|---|---|
| 1/16/25 | CA01 | HW | Submit scan of Nashville style chart for the following song using only X for bar numbers. Label all sections (Tempo, key, measure numbers | 4.54 |
| 1/23/25 | CA02 | HW | Map out the form and chords (1,4,5) for the provided song | 4.54 |
| 1/30/25 | CA03 | HW | Choose one of the Hot 100 songs from 1974 and map out in Nashville notation style | 4.54 |
| 2/6/25 | CA04 | HW | NASHVILLE STYLE CHART OF 2024 SONG FROM THE BILLBOARD CHART | 4.54 |
| 2/13/25 | CA05 | HW | sequence groove of 2023 target song in LogiC | 4.54 |
| 2/20/25 | CA06 | HW | record melody from 1974 into the 2024 song phrased in the 2024 song way | 4.54 |
| 3/13/25 | CA07 | ARR. | COMPLETED ARRANGEMENT | 10 |
| 2/27/25 | CA08 | HW | Nashville chart modern song | 4.54 |
| 3/20/25 | CA09 | HW | Target song. analysis and written out arrangement in text format | 4.54 |
| 3/27/25 | CA10 | HW | Transcribe drums and bass for arrangement in Musecore or Dorico | 4.54 |

| Due | Assignment | Type | Description | Points |
|---|---|---|---|---|
| 3/27/25 | CA 11 | HW | Add comping instruments | 4.54 |
| 3/27/25 | CA12 | ARR. | SCORE AND PARTS DUE AS ONE PDF | 10 |
| W (May 1) 7:45am – 10:15am | CAF | FINAL | FINAL MIX OF ARRANGEMENT WITH OVERDUBS ADDED | 10 |

Final project is due on Monday April 28 at 6 pm. Projects will be played during the final exam time on T (Apr 29) 10:30am - 1:00pm. You must be present on the that date to play an present present your project

# Title IX Statement

In any case involving allegations of sexual misconduct, you are encouraged to report the matter to the University Title IX Coordinator in the Office of Civil Rights and Title IX (OCR9). If University faculty become aware of an allegation of sexual misconduct, they are expected to report it to OCR9. If a report is made, someone from OCR9 and/or Campus Victim Services will contact you to make you aware of available resources including support services, supportive measures, and the University's grievance procedures. More information, including contact information for OCR9, is available at **https://www.fau.edu/ocr9/title-ix/**. You may also contact Victim Services at **victimservices@fau.edu** or 561-297-0500 (ask to speak to an Advocate) or schedule an appointment with a counselor at Counseling and Psychological Services (CAPS) by calling 561-297-CAPS.