

## Declaration of Certificate in Recording Arts

*Any student currently enrolled in a Bachelor's degree program may declare and complete the Certificate in Recording Arts. Students pursuing this option will receive the certificate as a distinction on their transcripts at the time of graduation.*

### Procedures:

- The Certificate in Recording Arts can be declared at any time.
- Students interested in pursuing the Certificate in Recording Arts must complete this declaration form upon reviewing course requirements (see next page).
- Students must earn a minimum grade of C in each required course in order to complete the certificate.
- Students may transfer up to 6 credits from another institution towards completion of the certificate pending a review of the syllabus from the previous institution.
- Students may NOT earn both the Minor in Music Technology and Certificate in Recording Arts.
- Students must email a scanned copy of this completed form to Ellen Leibowitz in the Department of Music: [ellenlei@mgsa.rutgers.edu](mailto:ellenlei@mgsa.rutgers.edu) who will certify the certificate. This form should be submitted either when all requirements are complete OR the semester before expected graduation, whichever is EARLIER.
- Upon graduation, the certificate will be noted on the student's transcript by the Undergraduate Registrar's Office.

# Declaration of Certificate in Recording Arts

## I. Student Applicant

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Expected graduation date (month/year): \_\_\_\_\_ RUID #: \_\_\_\_\_

Email: \_\_\_\_\_

## II. Certificate Requirements in Recording Arts

Posted below are the required courses needed to complete the Certificate in Recording Arts:

Course Number	Course Title	Minimum Grade	Actual Grade Received
07:700:103/700:133* (or above)	Introduction to Music Theory	C	
07:700:105/700:135**	Making Music with Computers	C	
07:700:284	Digital Audio Composition	C	
07:700:310	Business of Music	C	
07:700:311	Art of Production I: Recording	C	
07:700:312	Art of Production II: Mixing	C	

\*Music majors will substitute 07:700:121 or above for Intro to Music Theory Requirement

\*\*Music majors will substitute 07:700:127 Introduction to Music Technology for 07:700:105/135

I have read and understand the requirements (posted above) for the declaration of the certificate.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_