

**The University of Texas at Tyler
Department of Music**

MUSIC STUDENT HANDBOOK

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Introduction

The University Catalog contains degree plans and other graduation requirements for the various music degrees and emphases. Music course descriptions are available in the online catalog at www.uttyler.edu. Students shall complete the degree requirements as presented in the catalog which is effective during their first semester of study at UT Tyler.

This Handbook contains additional information and requirements which, due to space limitations, are not printed in the University catalog. Students are responsible for familiarizing themselves with the contents of this Handbook. The Handbook is updated as policies change or are added. All enrolled music majors and minors, regardless of admission date, are bound by policies outlined in the most recent revision of this Handbook.

Definition of Terms

Course Numbering System. Music course prefixes indicate general areas within the curriculum. MUAP = applied music or recital, MUEN = ensembles, MUSI = music academic or classroom courses.

The four digits of a UT Tyler course number carry specific meanings.

First digit: 1 = freshman level, 2 = sophomore level, 3 = junior level, 4 = senior level; but see Levels of Study immediately below.

Second digit: number of credit hours earned in the course

Third and fourth digits identify the particular course; they may also indicate a sequence of courses. Examples: MUAP 3287 is a junior level, two-hour composition course. MUSI 1311 is first-semester freshman music theory, three hours credit; MUSI 1312 is the second semester of the theory sequence.

Levels of Study: four levels that generally correspond to the freshman through senior years of enrollment, as reflected by the first digit of MUSI, MUEN, and MUAP course numbers: MUSI 1xxx, freshman; MUSI 2xxx, sophomore; MUSI 3xxx, junior; MUSI 4xxx, senior. The concept of Level of Study exists because situations may arise where a student's Level of Study does not correspond to his or her year of enrollment.

Lower Division: courses offered in the first two Levels of Study.

Upper Division: courses offered in the second two Levels of Study.

Full-Time Enrollment: a course load enrollment of 12 or more semester credit hours.

Part-Time Enrollment: a course load enrollment of less than 12 semester credit hours.

Primary Performing Area ("primary instrument"): the student's main performing medium, the one in which he or she must pass an entrance audition in order to be accepted as a music major or minor, in which he or she receives instruction, and in which he or she is expected to maintain satisfactory progress over the course of study.

Secondary Applied Area: all non-Primary applied study, either class or private, required or elective.

MUAP 3100 Recital: a 30-minute junior or senior recital, defined as such according to the degree plan applicable to the student. This is a Junior Recital for BM Performance majors and a Senior Recital for BM Music Education or Pedagogy majors.

MUAP 4100 Recital: a 60-minute Senior Recital for BM Performance and Composition majors.

MUAP 4101 Analytical/Research Project: directed study for BA degrees, leading to a culminating formal paper that demonstrates a competency in musical analysis and/or musicological research, indicative of the ability to succeed in a graduate program.

Formal Review: a conference called when a student fails to adhere to Department policies or fails to meet academic, performance, or attendance requirements. The Department Chair and a faculty committee meet with the student to discuss the student's progress, attitude, and/or actions. If the student fails to address the problems discussed, the faculty may recommend dismissal from the music major program of study.

Teacher Certification: a series of professional education courses approved by the Texas Education Agency, leading to all-level certification to teach public school music in Texas in the areas of instrumental, choral, or general music. Bachelor of Music students who desire certification should contact the Department of Curriculum and Instruction regarding enrollment in the Teacher Certification program. These courses are taken in addition to those in the music degree program.

Audition Requirements

The University of Texas at Tyler
School of Performing Arts

In order to be accepted as a music major or minor at UT Tyler, the student must audition before a faculty committee. The audition is also used for scholarship consideration and ensemble placement. Specific audition requirements are elaborated below and are available on the Music Department website at www.uttyler.edu/music, or by contacting an applied faculty member in the student's primary performing area.

Requirements by Area of Study

- Woodwind, Brass, Strings
- Percussion
- Classical Guitar
- Piano
- Voice
- Composition



Woodwind, Brass, Strings

The requirements for instrumental music majors' entrance and scholarship auditions follow, including the following instruments: flute, oboe, bassoon, clarinet, saxophone, trumpet, horn, trombone, euphonium, tuba, and strings.

Entering Freshman Instrumental Majors should know as many major scales as possible by memory. Typically, a scholarship student will know 9-12 scales by memory, in as many octaves as the instrument allows. Articulation is at the student's discretion. Prepared music is also required, consisting of either the All-Region etudes, or a solo of the student's choice equivalent to those found on the "Class 1" Texas State Solo and Ensemble list in the Texas Prescribed Music List (PML). A pianist is not required for admission or scholarship auditions. Sightreading is usually asked of advanced students. After the playing audition, a short interview will take place. With the student's permission, parents may be present at the audition.

Transfer Instrumental Music Majors. Transfer students should provide copies of all transcripts at the audition, plus a list of repertoire and technique studied at the college level.

Admission to the Music Department does not necessarily mean that a student will be admitted to upper-division applied music lessons (3000-level). For transfer admission to upper-division study, the following are required:

1. All major and melodic minor scales performed by memory; minimum pace will be sixteenth notes at quarter note = 60. Articulation is at the student's discretion. Tone quality should be even in all registers and show appropriate vibrato, evenness of intonation across the scale, and control of the extreme registers. Strings must play all scales two octaves minimum. Three are preferable.
2. A major solo (5-7 minutes), major concerto (total length not more than 15 minutes), or single movement from a major concerto (from which the total length of all movements is ≥ 15 minutes). Tone quality should be even in all registers and show appropriate vibrato, evenness of intonation across the scale, and control of the extreme registers. Technique should be performed at or very close to the written tempo and should be controlled and smooth. There should be no (or very few) missed notes. Rhythms should be accurate, and a controlled tempo apparent. The basic interpretive aspects of rubato (if appropriate), dynamic control, and phrasing are expected.
3. A short interview with the faculty audition committee.

Transfer students not meeting the above requirements at the audition will be placed into 2000-level private lessons and may take the Upper-Division Jury at the end of the next semester, with instructor permission.

Transfer non-music majors who are seeking a scholarship must meet requirements similar to those listed above for "entering freshmen majors." However, if the student has fundamental flaws in tone production, knowledge of tuning tendencies, rhythmic accuracy, etc. then it is unlikely a scholarship will be given.

Graduate students must meet all requirements for transfer students, plus the addition of an advanced etude.

Percussion

Entering Freshman Percussion Majors. All percussionists auditioning should be prepared to demonstrate their skills on snare drum and mallet percussion (marimba or xylophone). Timpani is encouraged but not required. There will be a segment of tuning timpani to assess ear training but this will not affect the outcome of the audition. Applicants must prepare one (1) snare drum solo (either concert or rudimental) and one (1) two-mallet keyboard solo. In addition, the applicant may also perform a four-mallet solo as well, if he or she has studied four-mallet playing. The applicant may also include drum set as part of the audition and should display various styles (rock, jazz, Latin, etc.) In addition to the pieces, be prepared to play select rudiments and major scales, as well as sight reading on snare drum and a keyboard instrument.

All percussion instruments will be provided, however, you may choose to bring your own snare drum.

Examples of literature

Snare Drum

- Etudes from Vic Firth's *The Solo Snare Drummer*
- Etudes from Anthony Cirone's *Portraits in Rhythm*
- John Pratt *14 Contest Solos* (any)
- Rowloff Productions *Rudimental Cookbook* (medium-advanced to advanced)

Mallet Percussion

Two-Mallet Solo

- Etudes from Morris Goldenberg's *Modern School for Xylophone, Marimba, Vibraphone*
- *Masterpieces for Marimba*

Transfer Percussion Majors. Transfer students should provide copies of all transcripts at the audition, plus a list of repertoire and technique studied at the college level.

Admission to the Music Department does not necessarily mean that a student will be admitted to upper-division applied music lessons (3000-level). For transfer admission to upper-division study, the following are required.

Transfer students should be prepared to demonstrate their skills on snare drum, mallet percussion (marimba, xylophone, or vibraphone), and timpani. There will be an assessment of tuning timpani where the applicant will be asked to match a pitch and tune intervals. Applicants must prepare four pieces: one snare drum solo (either rudimental or concert), two mallet solos (two-mallet and four-mallet), and a timpani solo. The applicant may also include drum set as part of the audition and should display various styles (rock, jazz, Latin, etc.) In addition to the pieces, be prepared to play select rudiments and major scales and all forms of minor scales, as well as sight reading on snare drum and a keyboard instrument.

All percussion instruments will be provided, however, you may choose to bring your own snare drum.

Below are examples of literature a transfer student should be performing upon entrance to their junior year. The prospective student may select other solos that are the equivalent of the following:

Snare Drum

- Etudes from Vic Firth's *The Solo Snare Drummer*
- Etudes from Anthony Cirone's *Portraits in Rhythm*
- John Pratt, *14 Contest Solos* (any)
- Warren Benson, *Three Dances*

Mallets

Two-Mallet Solo

- J. S Bach, *Violin Concerto in A Minor* (Morris Goldenberg)
- G.H. Green, *Ragtime* (any)
- Harry Breuer, *Ragtime Selections*

Four-Mallet Solo

- Keiko Abe, *Frogs*
- Alice Gomez, *Rain Dance, Gitano*
- Mitchell Peters, *Yellow After the Rain*
- Bill Molenhof, *Vibe Songs*
- Ney Rosauero, *Three Preludes*

Timpani

- Vic Firth, *The Solo Timpanist*
- John Beck, *Concepts for Timpani* or (any solo)
- Saul Goodman, *Modern Method for Timpani* (any etude)

Classical Guitar

Entering Freshmen Classical Guitar Majors:

1. Prepare two pieces, preferably from contrasting historical periods.
2. Scales compiled by Andres Segovia – As many of the major and melodic minor patterns as possible, i-m free stroke and rest stroke.
3. A brief sight-reading exam will be administered.

A brief interview with the candidate will follow. Parents may be present at the audition and/or interview with the candidate's permission.

Transfer Classical Guitar Majors:

Transfer students should provide a list of repertoire studied at the college level. Admission to the Music Department does not necessarily mean that a student will be admitted to upper division applied music lessons (3000-level). For transfer admission to upper-division study, the following are required:

1. Prepare two contrasting pieces. One work must demonstrate the ability to play Baroque or Renaissance counterpoint. The second piece should be a work written after 1750.
2. Prepare all Segovia scale patterns, major and melodic minor. Minimum speed: sixteenth notes with the quarter note at 75 bpm.
3. A brief sight-reading exam will be administered.
4. An interview with Dr. Kyzer will be scheduled before the audition.

Please email Dr. Dan Kyzer with any questions at dkyzer@uttyler.edu.

Transfer students not meeting the above requirements before the first day of class of the first semester enrolled will be placed into 2000-level private lessons and may take the Upper-Division Jury at the end of the next semester, with instructor permission.

Piano

Entering Freshmen. For unqualified admission to the music program and scholarship consideration, entering freshmen should perform three memorized repertoire selections representing a minimum of Levels 7–8 from *The Pianist's Guide to Standard Teaching Literature* by Jane Magrath, including Two- or Three-Part Inventions, French Suites or Preludes/Fugues by J. S. Bach, Classical first or third Sonata movements, Romantic, and Contemporary selections. At least one selection must be from either the Baroque or Classical period. Students should also demonstrate proficiency in three- or four-octave major scales and arpeggios.

Students who cannot perform all selections from memory may still audition for admittance into the program and reduced scholarship consideration. Contact the piano faculty with any questions regarding audition selections.

Transfer Students. Transfer students should provide copies of all transcripts at the audition, plus a list of repertoire and technique studied at the college level.

Transfer students who have completed four semesters of lower-division piano must complete the Upper Division Jury requirements for admittance into 3000-level study. Previous college study must include a Bach Prelude and Fugue, a complete Classical Sonata, and a variety of Romantic and Contemporary selections.

The audition must include three repertoire selections, including a work by J. S. Bach, a first or third Classical Sonata movement and either a Romantic or Contemporary selection. Technique requirements at the audition may include four-octave major, harmonic minor, and melodic minor scales, four-octave major, minor and diminished-seventh arpeggios, and two-octave major, minor and diminished-seventh broken chords.

Transfer students who do not meet the upper division requirements may be accepted into the program at the 2000-level study and still be eligible for scholarship consideration. Contact the piano faculty with any questions regarding audition selections.

Voice

Freshman level. Students should prepare two contrasting songs from the classical repertoire, sung by memory, one in English and the other in Italian, German or French.

Sophomore level. Students should prepare three contrasting selections from the classical repertoire, sung by memory, one in English, one in Italian, and one in either German or French. An aria may be substituted for one selection.

Junior level. Students should prepare five contrasting selections from the classical repertoire, sung by memory and totaling approximately 12-15 minutes. Two selections should be sung in English, one in Italian, one in German and one in French. One of the selections must be an opera or oratorio aria.

Transfer students should provide copies of all transcripts at the audition, plus a list of repertoire and technique studied at the college level.

Voice Minors. Students at all levels should prepare two contrasting songs from the classical repertoire, sung by memory, either two in English **or** one in English and one in Italian, German or French.

Non-Music-Major Talent Scholarships. Students should prepare two contrasting songs from the classical repertoire, sung by memory, a foreign language is welcome but not required.

Composition

Entering Freshmen. For lower-division composition majors, a portfolio of original compositions is recommended but not required. At the lower division, this optional portfolio should contain two to three original compositions or arrangements, including audio if possible (.mp3 preferred or web links) and score (.pdf preferred, or Finale / MuseScore files). If submitted, the portfolio must be emailed directly to the composition faculty, preferably two weeks prior to the in-person audition date (see below). Ideally, beginning composition majors will be able to demonstrate some composing / music writing experience (notated or otherwise), and/or moderate competence in music theory / notation. Those possessing neither tend not to do well as composition majors.

All composition majors must also audition on a primary instrument or voice, following the relevant requirements outlined elsewhere on this document.

All incoming composition majors must schedule an interview with the composition faculty prior to enrolling. Preferably, this will take place the same day as the in-person audition. This interview includes discussion of the submitted portfolio (if included), as well as an exploration of the applicant's previous music writing experience, music theory and notation competence, stylistic/aesthetic preferences and goals, and career aspirations. Please contact the composition faculty with any questions regarding the application process.

Transfer Students. Incoming transfer student composition majors must prepare a portfolio containing three to four original compositions or arrangements, including audio if possible (.mp3 preferred or web links) and score (.pdf preferred, or Finale / MuseScore files). The portfolio must be emailed directly to the composition faculty, preferably two weeks prior to the in-person audition date (see below). For direct placement into upper-division composition lessons, this portfolio must demonstrate creativity, technical writing skill (including proper notation), and motivation. Applicants lacking one or more stated requirements may be provisionally accepted into lower-division applied composition study.

All composition majors must also audition on a primary instrument or voice, following the relevant requirements outlined elsewhere on this document, including those of the Upper-Division Jury to gain entrance to applied study in the primary instrument or voice. Transfer students not meeting the applied performance requirements of the Upper-Division Jury may be provisionally accepted as a composition major while taking lower-division upper-division applied performance study in preparation for re-taking the Upper-Division Jury later.

Transfer students should provide copies of all prior transcripts at the audition.

All incoming composition majors must schedule an interview with the composition faculty prior to enrolling. Preferably, this will take place the same day as the in-person audition. This interview includes discussion of the submitted portfolio, as well as an exploration of the applicant's previous music writing experience, music theory and notation competence, stylistic/aesthetic preferences and goals, and career aspirations. Please contact the composition faculty with any questions regarding the application process.

Music Scholarships

The Music Department awards scholarships to music majors and minors each year. These scholarships may be awarded to continuing music majors, entering freshmen, and transfer students. The criteria for selecting scholarship recipients are established by faculty committee, which then makes award decisions.

Funds for music scholarships are derived from University scholarship resources and special gifts. Scholarship awards are credited directly to the recipient's financial aid account, one-half during the Fall semester, and the remaining half in the Spring semester.

Music Department scholarships are offered to entering freshman music majors and transfer students on the basis of academic preparation and entrance audition results.

Guidelines for Scholarships. Students must be aware of the following.

Basic Scholarship Requirements. Students must always meet the following requirements and fulfill the following responsibilities to receive or retain a scholarship award. These requirements apply in any semester a scholarship is awarded.

1. General. All scholarship offers are contingent upon successful acceptance for admission to the University of Texas at Tyler. To receive a music scholarship, you must enroll at UT Tyler for a minimum of six (6) semester hours. Scholarships are processed and credited to your account after your enrollment and attendance are verified by UT Tyler. If you fail to meet GPA and/or ensemble enrollment requirements once your scholarship is entered into

the financial aid database, your scholarship will be deleted. This will delay any other financial aid you receive.

2. Required Course Enrollment. Each music-major scholarship recipient must be enrolled in a major performing ensemble: Wind Ensemble (MUEN x140) , Chorale (MUEN x145), Accompanying (MUAP xx71), or Guitar Ensemble as appropriate to the student's primary performing area. Music education majors with a performance emphasis in guitar must enroll in four semesters of Guitar Ensemble plus four semesters of Chorale or Wind Ensemble as appropriate. Music majors must also enroll in applied lessons for two (2) credits; non-music majors are very strongly encouraged to enroll in applied music for one credit.

3. Grade Point Average. Students must maintain a suitable Grade Point Average (GPA). A 2.5 cumulative GPA is required to retain a music scholarship, as well as a 3.0 GPA in all music classes. (The 3.0 music GPA requirement does not pertain to first-semester freshmen.)

4. Course Drops. In the event that a music course must be dropped, the student must obtain prior written permission from his/her advisor and the Music Department Chair.

5. Progress toward Degree. Music majors must continue to exhibit satisfactory progress toward degree requirements and in applied study.

6. Deportment. Scholarship recipients are expected to demonstrate exemplary professional behavior. Students who skip *any* music classes, and/or who earn below a "B" in required ensembles or private lessons will see a reduction in scholarship or will lose the scholarship entirely, depending on the severity of attendance or grade problems.

Probationary Status. Students who fail to meet the requirements above will be placed on probationary status. Please be advised that any student who loses part or all of his/her music scholarship may petition the Music Department Chair for reinstatement after one semester, assuming that GPA and other requirements listed above are met. Petitions must be typed and submitted no later than the end of the eighth week of classes.

Academic Advising and Degree Plans

Each music major is assigned an academic advisor within the Music Department. The Department establishes a file for each student accepted as a music major or minor. This file, available to the faculty, contains audition and admission data, degree plans, transcripts from other schools, jury results, advising and course registration information, and other appropriate records.

Meet With Advisor Before Registration. During the advisement period that precedes registration for each semester, it is the responsibility of students to meet with their advisors for assistance in course selection and to ensure that all graduation requirements are ultimately met. Attention to the Department's recommended course enrollment sequence is important to assure success in courses and to avoid delays in graduation. Proper advisement will also prevent problems with courses that are offered on rotation.

Enrollment codes (computer call numbers) for private lessons will be given only during advising. Do not ask the Music Department Administrative Assistant for codes.

Filing of Degree Plan. During the advisement period for the second semester of music-major study at UT Tyler, the student must contact his/her advisor to file a degree plan. The advisor and other involved faculty may review the student's progress to determine potential for future success in the program. Failure to file a degree plan may delay graduation. The signed degree plan reflects the student's chosen course of study, and only complete fulfillment of all requirements (including proficiency examinations) will enable the student to graduate.

Status as a Music Major or Minor. Students must promptly report any changes in their status as music majors (or minors) to their advisor.

Change of Music Degree Program or Enrollment Status

Change of Degree. Students wishing to change from one music degree program to another, or to change from a music minor to a major, must obtain the approval of their applied instructor(s) and the Chair. If the desired degree change requires demonstration of performing ability either in a new area of study, or at a higher level than previously required or exhibited, the student must re-audition before a panel of faculty members from the performance area in question. The audition results are reported to the Chair and the decision is made whether to allow the requested change, and if approved, at what level of applied study to enroll.

Change of Full-time/Part-time Status. Students anticipating a change from full-time to part-time enrollment, or the reverse, must notify their advisor, applied music instructor, and the Chair.

Readmission after Voluntary Leave. Music majors in good standing who choose to leave the program for one or more semesters may be required to re-audition upon their return to the program.

Readmission after Dismissal. Once dismissed from the music major program, a student must wait at least one year before applying for readmission and must audition once again. A further dismissal after readmission is absolutely final.

Applied Study

Lesson Scheduling. Students are responsible for arranging lesson times with their private applied instructor(s) during the first week of each semester, following the procedure required by the individual instructor(s).

Required Number of Lessons. Fourteen completed lessons are required per semester to receive credit for the applied music course.

Attendance Guidelines. These are general Music Department guidelines. Individual instructors may have more stringent or elaborate attendance policies as described in their course syllabi. Unless specified otherwise, acceptable reasons for absences include:

- serious or contagious illness
- family emergency
- participation in a UT Tyler-sanctioned event, if the instructor is informed in advance
- other unavoidable circumstances in which the instructor deems an excuse is justified

Except in emergency situations, students must contact the applied instructor prior to the lesson time in order to receive consideration for an excused absence. Makeup lessons will be given or denied at the discretion of the instructor.

Lesson Preparation. Lack of preparation is, of itself, not a legitimate excuse for missing or postponing a lesson. A student who misses a lesson has the obligation to continue practice and to contact the instructor promptly to make necessary arrangements. Course expectations and requirements will not be altered because of missed lessons, either excused or unexcused.

Jury. All students taking applied music lessons must perform for a faculty jury at the end of the semester. Jury forms are available in the Music Office. The jury grade will be figured into the semester course grade according to the instructor's syllabus.

Penalties for Unexcused or Excessive Absences. Instructors may adopt their own procedures. Each instructor's syllabus describes how absences are figured into the final semester grade.

Status as a Music Major or Minor. A student who changes during the course of a semester from a music major or minor to a degree program with fewer requirements will remain responsible for completing all former applied music requirements until the end of that semester. In essence, the change of major does not become effective until the end of the semester. Scholarship awards for successive semesters may be affected by a change of major.

Music Department Standards and Requirements

In addition to meeting the University's requirements for good academic standing (see the University Catalog), there are several areas in which a student must exhibit satisfactory progress, as determined by the music faculty, in order to retain music-major status.

Progress in Primary Performing Area. In applied music, a student is expected to progress from one Level of Study to the next in two semesters. Failure to progress to the next level after one additional semester of study may result in a Formal Review and denial of permission to continue in that program. Permission to register for the next level will be granted by faculty jury.

Applied Music Courses and Ensembles. All music majors in the BM degree program must be enrolled in Primary Applied Study and appropriate ensemble every semester of attendance until completion of the appropriate senior recital requirement for their degree emphasis (MUAP 3100/4100 recital). This holds true in all cases, even if the *minimum* required number of semesters of study has been completed prior to the recital. Music majors may not drop a required course of applied instruction without prior permission of their studio instructor, advisor, and the Chair. Failure to obtain such permission results in a formal review of the student's music-major status.

Theory/Aural Skills. A student who twice fails or drops the same Music Theory, Aural Skills or Harmony and Keyboard course will be subject to formal review and may be dismissed from the music major program.

Music Course Grades. A grade of D or F in any required music course in a student's music major or minor program will not count toward the degree and will result in a formal review of their music-major (or minor) status. If the student continues in the program, the course which earned the D or F must be retaken and completed with a passing grade.

Course Repeats via Independent Studies. A student who earns a grade of D or F in a music course, for any reason, may not make up the course by means of an independent study. The student must retake the course when it is next offered in the regular rotation, regardless of the student's desired graduation date.

Sophomore Evaluation. Music majors will be assessed by faculty at the end of their sophomore year to determine their potential to complete the music degree. This evaluation will include the following items:

- the outcome of the Upper-Division Jury discussed below
- evaluation of the student's formal English communication skills as reflected in a research paper assigned in MUSI 2308: Music Literature
- evaluation of the student's performance on the exit examinations which conclude Music Theory IV, Aural Skills IV and Harmony and Keyboard IV (equivalent to the Theory, Aural Skills and Piano Proficiency Exams administered to transfer students)

Unsatisfactory performance in any area may result in the assignment of remedial classes or dismissal from the music major program.

Upper-Division Jury. To be permitted to progress to 3000-level applied study, all music majors must perform several prepared pieces, including technique as assigned, for a panel of faculty in their performance area (piano, vocal, instrumental). This normally takes place during the jury examination concluding the fourth semester of applied study, or during the entrance audition for transfer students. Transfer students should bring to the audition a list of repertoire and technique studied at the college level.

Only the studio teacher may permit a delay in scheduling the upper-division jury. If the performance is judged unsatisfactory, students must enroll for additional lower-division applied music courses until the jury is passed. Students who fail to pass the jury in two attempts are subject to a formal review and may be dismissed from the music major program.

Transfer Student Requirements

Transfer Student Entrance Evaluation. Students wishing to transfer as upper-division music majors must perform an audition equivalent to the Upper-Division Jury discussed above (see “Auditions” above for specific requirements), and must take the Proficiency Exams (equivalent to the final exams) for Music Theory IV, Aural Skills IV, and Harmony and Keyboard IV.

Transfer students must successfully demonstrate a command of repertoire and technique comparable to that required for the Upper-Division Jury in order to enroll in upper-division applied music in their Primary Performing Area. Students who do not meet this level must enroll for lower-division applied music until the Upper-Division Jury is passed.

In the music academic course areas, students are strongly advised not to register for upper-division classes in any area in which proficiencies are not met. Students may elect to take lower-division courses or retake the proficiency exams or jury at the conclusion of the next semester.

Students wishing to transfer as lower-division music majors must audition for a faculty committee, submit an academic transcript, and submit a list of repertoire and technique studied at the college level.

Graduation Requirements. In addition to all formal coursework, transfer students must complete a total of eight semesters of recital attendance. This total will include up to four semesters transferred from former institutions, plus a minimum of four semesters of MUSI 1000 concert attendance at UT Tyler.

Transfer students must also pass the proficiency exams for piano, music theory, and aural skills. Regardless of courses completed, the Department will not sign off a student’s graduation evaluation until these requirements are fulfilled.

Recital Attendance Requirements and Policies

MUSI 1000. The Music Department requires enrollment in MUSI 1000: Recitals, Concerts and Productions each semester of university enrollment, for a total of eight consecutive semesters. Transfer students may receive credit for up to four semesters earned at previous institutions. Attendance is required at Music Department student recitals, at other performances produced by the Department, and at performances produced or sponsored by outside organizations. A list of approved performances is provided at the beginning of each semester, which includes a syllabus containing the exact requirements in effect at any given time.

Each music major or minor will be issued a recital attendance card each semester. Cards will be punched to indicate attendance. See the current semester's syllabus for detailed procedures.

Failure to complete all recital attendance requirements, on time, in any semester will require a minimum of one additional semester of attendance, which will delay graduation.

Status as a Music Major or Minor. A student who changes during the course of a semester from a music major or minor to a degree program with fewer requirements will remain responsible for completing all former MUSI 1000 requirements until the end of that semester. In essence, the change of major does not become effective until the end of the semester.

Recital Presentation Policies

Types of Recitals

Student Recitals. Student recitals are scheduled on a regular basis every semester. To schedule an appearance on a student recital, a student must (1) have his/her applied instructor register his/her performance on the signup sheet for the recital in question, and (2) completely fill out a Student Recital Information Form, available in the Music Office or at www.uttyler.edu/music, and return it directly to the faculty member indicated on the form. Note that the form contains further instructions.

Student accompanists for student recitals may be requested by completing the Collaborative Pianist Request Form available in the Music Office and at www.uttyler.edu/music. Early deadlines apply and accompanists are assigned at the discretion of the piano faculty and the student's applied instructor. If an accompanist cannot be assigned, students are responsible for securing and paying their own pianist, subject to the approval of the applied instructor. A list of area pianists may be obtained from the piano faculty.

Neither student nor faculty accompanists are provided for MUSI 3100/4100 recitals. The student must engage his/her own pianist for these events, with instructor approval.

MUAP 3100 Recital. A 30-minute recital appearance given by B.M. Performance majors during their third level of study (junior recital) or by B.M. Music Education or Pedagogy majors during the fourth level of study (senior recital). Students must coordinate recital hall reservations, printed programs, and other details with their applied instructors. See procedures below.

MUAP 4100 Recital. A one-hour recital appearance given by B.M. Performance majors and B.A. Composition majors during their fourth level of study (senior recital). Students must coordinate recital hall reservations, printed programs, and other details with their applied instructors. See procedures below. Composition majors must recruit, hire, and rehearse all musicians on their own time and at their own expense.

Optional Recitals. Full- or half-recitals not required by degree programs as described above are optional. Students wishing to present such recitals must obtain approval from their applied instructor and area faculty. See scheduling priority and procedures below.

Scheduling Priority for Recitals

Each academic year's Calendar of Performances is scheduled on a priority basis as follows:

1. Ensembles & Performing Groups
2. Faculty Recitals and Visiting Artists
3. Degree-Required Student Recitals
4. Optional Student Recitals

The student works with his/her applied instructor in choosing and confirming recital performance dates and all rehearsals in the recital hall. Recitals may NOT be scheduled against a UT Tyler ensemble performance or rehearsal.

Junior/Senior Recital Responsibilities

Students preparing a MUAP 3100/4100 recital have several related responsibilities.

Scheduling Deadline. Recitals must be scheduled before the sixth class day of a given semester. The Department Chair and MUSI 1000 faculty coordinator must also be notified to ensure that the program is entered into the various performance calendars. Performances scheduled after the fifth class day will not be guaranteed recital hall space, publicity, or recording.

Recital Hall Reservations. The student must reserve time in the recital hall through his or her applied instructor. Arrangements should be made for rehearsal time prior to the hearing, the hearing itself, additional rehearsal prior to the recital, and the recital itself.

Recital Hearings. Students preparing a MUAP 3100 or 4100 recital must be enrolled in both the appropriate applied music and recital course numbers and must perform their repertoire for a faculty committee. This hearing is to be scheduled no closer than four weeks prior to the proposed recital date, the exact period to be determined by the instructor. In some cases, this schedule may be exclusive of school holidays; for example, if spring break falls within the four-week period, the hearing may be scheduled five weeks prior to the recital date. In order to be approved to perform the recital, the student must formally perform the entire recital program, with accompaniment if applicable, at a level judged acceptable for public performance. Full performance dress and procedure is expected. The student shall supply copies of the recital music

for each panel member. The panel will evaluate the performance on a pass/fail basis. The decision of the committee is final.

In the event that the student passes the hearing, but the recital cannot be given in the semester enrolled, a grade of Incomplete will be assigned for the MUAP 3100/4100 course and the student must continue to enroll in applied music until completion of the recital. It is not possible to simply fulfill the Incomplete without re-registering for applied music. Failure to complete the recital within one year of the issue of the Incomplete grade will result in a grade of F for the recital course and a formal review.

Upon failure to pass the hearing, a second hearing may be scheduled at a date determined by the committee. A maximum of three hearings will be scheduled for a required recital. Failure to gain permission to perform the recital in three hearings will result in a grade of F for the recital course.

A student's studio instructor has the option to cancel the recital hearing and recital at any time prior to the hearing.

Interim Period. After a successful hearing, the student must continue rehearsal with accompanist, incorporating any suggestions made by the hearing committee. Regular practice and full rehearsal is important in the period between the hearing and recital. Students must remember that the MUAP 3100/4100 grade is awarded for the recital performance itself, not the hearing. Failure to polish the program during the interim period threatens the recital grade.

Submission of Program Copy and Program Notes. Program copy, including program notes, must be initially approved by the student's applied instructor prior to the hearing. Copies must then be provided for each panel member's review at the recital hearing. Following a successful hearing, clean, properly edited copy must be given to the applied instructor for final proofing at least three weeks before the performance. Final, fully corrected program masters must be submitted at least two weeks prior to the recital date to the Department Chair or his/her designee for final approval, who will then forward the program to the music Administrative Assistant for production.

The Department can provide a sample program to guide students in submitting correct and complete program copy, and an editable template is available on the music website at www.uttyler.edu/music. The Department reserves all rights to edit programs for professional appearance and tone, errors, and inappropriate content. Content must be appropriate to both professional standards and the public university environment. "Special Thanks" pages will not be included on the program. Such gestures are appropriate at the reception following the recital. Prose must demonstrate professional command of English style, grammar, spelling, and mechanics.

Graphical images are generally not permitted. If a student wishes to include a graphic, it must be approved by the applied instructor and the Department Chair.

The program must include the following statement, normally applied at the bottom of the back cover: "This program is presented in partial fulfillment of the requirements for the Bachelor of Music [or Bachelor of Arts] degree in [your emphasis]. [Yourname] is a student of [yourinstructor]." Example: "This program is presented in partial fulfillment of the requirements for the Bachelor of Music Degree in Piano Performance. Delrin Highlower is a student of Dr. Roberta Musician."

The Performance. Performers will dress appropriately and professionally. Confirm dress with your applied instructor. Schedule a standard start time for your recital unless there are compelling reasons to change. The Department schedules evening performances at 7:30, Sunday afternoon performances at 3:00. Choice of another time creates confusion for all concerned.

Grading. The recital grade will be awarded by consensus of the members of the hearing committee. If a member is unable to attend the performance, he/she will base the grade upon evaluation of the audio recording.

Accompanist Fees. Students must hire their own accompanists, and must be aware of the cost from the outset. These costs will include rehearsals prior to the hearing, the hearing itself, rehearsals between the hearing and the recital, and the recital itself. Students are expected to adhere to the payment terms established with their accompanists. In any case, full payment must be made by the recital date. Failure to do so will result in a grade of Incomplete for the recital until all accounts are settled.

Recording. For audio recording of approved performances in Braithwaite Hall, students must submit a request form, with the assistance of their applied instructors, at least two weeks in advance of the recital date. The form is available on the music website. Students must pay for recording media. Video recordings require a second technician, and arrangements must be made separately.

Publicity. Recital programs are typically displayed within the building prior to a recital. Students may choose to prepare their own posters for display and distribution on campus. Approval must be obtained from the Department. If posters are to be displayed in other areas of campus, the student must gain approval from the Office of Student Development prior to posting.

Assistants. Students must provide their own assistants to handle backstage duties such as doors, lights, piano adjustments, programs and receptions. A page turner should also be selected if needed. Professional dress is expected of all assistants.

Receptions. Family and friends may provide a reception following a MUAP 3100 or 4100 recital. Students must reserve the lobby and a table through the Music Office, and must check for conflicts with other events in the building. All setup, cleanup, and expenses are the responsibility of those providing the reception. The lobby must be left clean and orderly.

Rehearsal Time in Recital Hall. Specific guidelines for rehearsal use of Braithwaite Hall prior to a student's scheduled performance are as follows:

Pianists (solo):

Full recital, 8 hours; half recital, 4 hours; student recital, lab or jury, 2 hours

All others:

Full recital, 3 hours; half recital, 2 hours; student recital, lab or jury, 1 hour

Practice and Rehearsal Facilities

Eating, drinking, and smoking are prohibited in practice and rehearsal facilities. Music and personal belongings are to be removed upon leaving, and the room restored to its proper order.

When leaving the Wenger modules, leave the lights off and the ventilation fans on. Leave the doors slightly ajar for air circulation. Please do not leave the doors wide open, blocking the hallway. Fire codes prohibit such blocking of egress, and ADA regulations require a minimum open space. Turn off the V-Room electronics when leaving.

When leaving the rehearsal room, return all objects to their proper places. Evidence of misuse or vandalism of any facility should be promptly reported to the Music Office.

Do not remove music stands from the rehearsal room. Students should purchase their own music stands for practice use.

Piano Lab and Listening Lab. When classes are not meeting, the piano lab may be used for individual keyboard practice or computer use. Music students may enter the piano lab via their student ID cards. Do not bring food or drink into the lab. Do not alter connections to the equipment. Heed any equipment use guidelines posted in the lab. Turn all equipment off when leaving. Leave the lights **on** and make sure the door is closed securely.

The listening lab is likewise available for completion of listening assignments and individual listening study. Treat all recorded media with care. Always sleeve, case, and properly store recordings immediately after use. Turn off all equipment and lights when leaving.

Rehearsals in Recital Hall. (Performances and practice other than MUAP 3100/4100 Recitals.) Students may rehearse in Braithwaite Hall only with a faculty member's approval. Reservations are required, which may be arranged through the Music Administrative Assistant. For rehearsals not attended by faculty, the student takes full responsibility for the room's use.

Equipment normally located in the recital hall, storage closet, or backstage area should not be removed from the area without faculty approval. Only University items may be left or stored in these locations.

When finished with practice, the piano must be locked, covered and returned to its usual location. Standard setup for Braithwaite is the 9-foot Steinway center stage, with its bench. Chairs and stands are to be stored backstage. Excess stands must be returned to the rehearsal room upstairs. Students must leave the hall clean and orderly.

Leave lights at the appropriate settings. During normal school hours, students should change the lights to "House Low" before leaving. During non-school hours, students should change the lights to OFF before leaving.

Recital Hall Pianos. The 9-foot Steinway piano is available for use by piano students and for recital rehearsals with accompanists. Piano students may put up a \$10 deposit to receive a key

from the piano faculty. All regulations for recital hall use must be followed and any misuse may result in loss of deposit and key privileges. The deposit will be returned upon return of the piano key.

Vocal and instrumental students may check out a key from the Music Administrative Assistant when the piano is needed for rehearsal, concurrent with your recital hall reservation. If scheduled rehearsals occur after music department office hours, students must arrange in advance to check out a key from the Administrative Assistant and request the hall to be unlocked. Arrangements should be made at least one day in advance in order to allow notification of University Police.

The instruments must not be used without authorization.

The 7-foot Steinway is kept covered and locked in room 1018. It may be moved onstage for duo-piano use. When the lift is needed for other purposes, the pianos are rolled carefully onstage or into storage, as appropriate. When the stage must be entirely clear, the 7-foot moves into room 1018 and the 9-foot moves onto the lift.

NEVER move either piano on or off of the stage, the lift, or into or out of the hall without piano faculty approval, faculty supervision, and a crew of at least three people.

NEVER use the lift without faculty supervision. It can kill or dismember you.

NEVER lower the lift without first being *absolutely certain* that no one and no property is under the platform.

NEVER leave either piano partially on the lift and partially on the floor. The lift will bleed down and damage the piano. The lift must always be left down when not in actual use.

Immediately report damage to or malfunction of either piano to the piano faculty or the Music Office.

Copyright

Photocopying of music materials is limited by Federal copyright laws. The “fair use” precedents within the law are being viewed in an increasingly limited way. The Music Department intends to avoid any violation of the copyright laws in its use of musical scores, recordings, and other materials. As a consequence, no student may photocopy music or text materials with the intent of using them for performance, or to avoid purchase of scores, texts, or anthologies for classroom use, nor may any student reproduce recorded media. All materials must be purchased originals.

Photography and Publication

Students may not engage in photography or videography of fellow students or faculty without obtaining prior written permission. No images of faculty may be posted to any Internet site.

The University obtains a signed photography release for any individual images of students used in University publications. Students are expected to follow this principle. Please be considerate of others and do not publicize them without permission.