

Department of Music
Music Student Handbook
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FORWARD

The *Student Handbook* serves as a guideline and policy statement for The Department of Music. It is intended to acquaint students and new faculty with the department's policies, practices, and procedures. It is expected that all departmental constituents will familiarize themselves with its contents.

It is sometimes necessary to amend policies and procedures. If and when amendments are made they will be posted on the bulletin boards, announced at Thursday recitals, and generally publicized so that those concerned may be aware of the changes.

The *department's faculty members revise the Student Handbook periodically*. For it to be most useful, it contains those items of interest and concern to all departmental constituents. Students, through the Student Advisory Council, are encouraged to offer suggestions for the inclusion of additional information for future revisions.

The *Student Handbook*, supplementary to The University of Toledo General Catalog, is prepared for the convenience of students and faculty of the Department of Music, and is not to be construed as an official publication of the Board of Trustees. In case of any divergence from or conflict with the Bylaws and Policies of the Board of Trustees and with those of the College of Arts and Sciences, the official Bylaws and Policies of the Board and College will prevail.

I. REQUIREMENTS & POLICIES OF THE DEPARTMENT OF MUSIC

A. Admission to the Department

1. Requirements for admission to the University are listed in the University Catalog. Pertinent to the music program are the sections for the College of Arts and Sciences (Bachelor of Arts degree in music and the Bachelor of Music degree in performance), and College of Education (Bachelor of Education degree in music). Music courses are described in the College of Arts and Sciences section; music education courses in the College of Education section.
2. In general, a prospective music student should show evidence of a) a good academic record in previous work, b) potential skill and artistry in some specialized area of performance, and c) at least a general understanding of music theory and music history.
3. The procedure for applying to the Department of Music is as follows:
 - a. Request an official application form from the Director of Admissions of The University of Toledo.
 - b. You will then be asked to submit transcripts of previous academic work, and to take the A.C.T. test, or a transfer test.
 - c. Students applying to UT and who wish to be music majors must also concurrently apply for admission to the Department of Music by completing and returning the department's application form. Prospective music majors must also schedule an audition through the music department office. To receive an application form, schedule an audition, and for information on audition requirements, prospective students should call the departmental office at (419-530-2448), or secure an application at the department's website at www.utoledo.edu/as/music A student may be accepted or denied admission to music degree work.

B. Grade Point Average (GPA) Requirements/Probation

1. The grade averages required for graduation by the College of Arts and Sciences are 2.0 (cumulative) for all work at the University and 2.0 (cumulative) for all music courses. Candidates for the Bachelor of Education degree in music must maintain a 2.7 (cumulative and in major) in order to be recommended for teacher licensure.
2. A grade of "C" or better is required within each class of the music core curriculum (music theory and ear training, music history, class piano).
3. All Professional Education courses (B.Ed. Majors) must be passed with a grade of "C" or higher, and an accumulated G.P.A. of 2.7 must be attained at the time of application for student teaching.
4. A student will be placed on Probation when the GPA falls below that required or when the student does not attain the necessary applied music level within a three-semester period. The student must regain good standing the next semester of enrollment through meeting the required GPA in both performance and classroom-taught subjects or in attaining the next applied music level, whichever might apply.

A student will be allowed one probationary period during the undergraduate experience. The student will automatically lose music major status if a second probationary period is earned. A student who is dropped from the major due to not meeting the required GPA or applied music level must re-enroll in the music class(s) in which he/she did not achieve a grade of C or better, and/or re-audition. In the latter case, the student will be placed at the level deemed appropriate by majority vote of the audition committee, regardless the previous level achieved.

5. A student is limited to two retries to pass a music course required for graduation.
6. A student dropping music major status and then reentering the program will follow the policies of the current Student Handbook and University Catalogue.
7. Consult the University Catalog of either college for description of grade point averages and for conditions pertaining to probation, suspension, and dismissal.

C. Attendance

1. Policy

Students are expected to attend all classes or lessons for which they are registered.

D. Thursday recitals

1. Description

Student recitals will be held each Thursday at 1 p.m. in the Recital Hall (PA1025) and may include departmental announcements. If scheduled student performances do not fill a particular program, faculty performances, lectures, or other activities may be substituted.

2. Attendance

All music majors and minors are required by the Department of Music to attend these recitals. No class may be scheduled to conflict with this time. Any unavoidable conflicts must be reported immediately to the Recital and Concert Attendance Coordinator, and all absences must be excused by him/her. All majors must enroll in MUS1000:001 (audit). Though no credit is given for MUS1000:001, 8 semesters with a grade of “audit” are required of B.A. and B.M. music majors, 7 semesters for music education majors, 2 semesters for music minors, and 2 semesters for interdepartmental majors choosing music as an area. No more than two absences are permitted each semester for a grade of “audit.” An incomplete is given for three or four absences. The incomplete may be made up the following semester only, by having only one absence (for three the previous semester), or no absences (for four the previous semester). The number of semesters of MUS1000:001 required of transfer students will be proportionate to the credits transferred. Under exceptional circumstances, part-time majors may have part of this requirement waived by the department chair.

3. Performance requirement

All B.M. and B.E. music majors must document a minimum of six performances in MUS 1000:001 recitals prior to their recital hearing. The student may perform as a soloist or as a member of a small ensemble, but at least three of the required six performances must be as a soloist. It is recommended that these performances be spread over the sophomore, junior and senior years. Any student desiring to perform more often may do so with the approval of the applied music teacher. Memorization may be required at the discretion of the applied music instructor. Instructors should note solo performances on Jury Repertoire forms.

Students must perform in a minimum of four performances prior to their Junior Recital. Two of the performances must be as soloist.

4. Recital form

The student should consult with the applied music instructor and together fill out a form giving the information pertinent to the performance. The instructor will then return this form to the Thursday recital coordinator as far ahead of the date of the desired recital as possible. The coordinator will inform the instructor if the date is satisfactory.

5. Dress

Performing students should dress in a manner consistent with a professional performance.

E. Outside work

1. A student enrolled as a full time student at The University of Toledo is expected to place school obligations above all outside or extra-curricular activities. Going to college demands a student’s full time efforts. Outside work must never conflict with a student’s performance or rehearsal responsibilities, or with classroom attendance; it must never impair the quality of a student’s schoolwork. If economic considerations are such that conflicts are unavoidable, it may be better to take a reduced load until such time as the student is in a position to devote the proper attention to his/her studies.
2. It is advisable that a student on academic probation not be engaged in any outside work.
3. Students who are student teaching should not be engaged in any outside work.

II. REQUIREMENTS AND POLICIES PERTAINING TO APPLIED MUSIC

A. Philosophy

Music is a performing art. The liberal arts student learns to appreciate music as an art, and the music education student learns to teach music as an art in the public schools. Both approaches to the study of music require a certain breadth of coverage, particularly in the case of the music education student preparing to meet the diverse needs of elementary and secondary schools, but the substance of the art is best explored by the deepest possible probe into the experience of performing music.

Thus, applied music is the focal point of any music student’s work, whether preparing to become a teacher, a performer, or a listener. The applied music student learns to bring together musical background, acquired skills, and artistic sense. The performance is the end product. The more artistic the performance, the more significant the musical experience will be and the deeper the student’s understanding of music as an art form is likely to be.

B. Requirement

If a student achieves the required performance level for his/her degree program before the required hours are accumulated, the student has the following options:

1. The student can continue taking applied music until the required hours are accumulated even though the performance level is met.

2. The student can submit a petition for advanced standing in order to be released from any additional hours. However, it is the student's responsibility to make sure that the total number of hours necessary for the degree is still completed prior to graduation.

It should be noted that early completion of the performance level requirement in no way reduces the number of hours of applied music required for the degree.

C. Registering for applied music lessons

When registering for applied music lessons, students will need the following information:

1. The applied music course's section number indicates the length of the lesson, and the applied instrument or voice. If the student is enrolling for a half-hour lesson per week, the first digit will be 0. If the lesson is for an hour per week, the first digit will be 1. The last two digits indicate the instrument/instructor. These numbers can be obtained from the schedule of classes each semester.
2. A music major should always take a one hour lesson on his/her major instrument until his/her curriculum requirements are completed.
3. Lesson priority order: Masters/Majors, Minors, Majors on Secondary Instruments, Non-majors, Post Secondary Option (HS students, tuition paid by state), Over 60 years of age, Faculty/Staff

D. Assignment to instructor

The Chair of the Department will assign each student to an applied music instructor. If, for any reason, a student desires to change his/her applied music teacher, the request should be addressed to the Chair. The action taken will depend upon the circumstances in each instance. Credit for applied music can be given only for study with instructors employed by The University of Toledo.

E. Requirement for Missed Lessons

An applied music instructor is not obligated to make up a private lesson missed by a student unless sufficient reason for missing (in the judgment of the applied music instructor) is given to the instructor by the student at least 24 hours before the scheduled time of the lesson or in the event of sudden illness, in which case the instructor (or Music/Dance Department Office, Ext. 2448) should be notified before the scheduled lesson time. The applied music instructor may elect to require the student to make up any missed lessons. Lack of practice is not considered a valid reason for absence from a lesson.

F. Thursday recital performance requirement

Students of applied music must perform on the Thursday 1 p.m. recitals as outlined in paragraph 1-D-3 above.

G. Jury Examinations

1. Goals for the semester; Purpose of the exam; Proficiency levels

The applied faculty should present each student with a syllabus for the applied music course. Faculty should establish goals for that semester's lessons. Applied music examinations (juries) will be given each semester during the week of final examinations. One of the purposes of the exam is to determine the level of proficiency that the student has achieved on his/her instrument or voice. The applied music instructor will give a detailed description of the proficiency levels and how they apply to graduation requirements to each student. All students taking applied music are required to take a jury. An applied instructor is authorized to excuse each student from a jury once each calendar year, if circumstances should warrant this. No two consecutive semesters may be skipped. The exam will have a bearing on the applied music grade. The collective grade of the jury panel will be averaged with the instructor's semester grade on the following basis:

Credit Hours Taken	Exam Weight in Semester Grade
1 credit hour	10%
2 credit hours	20%
3-5 credit hours	30%

2. Jury format and procedures

A jury exam usually lasts about 10 minutes. A sign-up schedule will be posted near the music office before the end of each semester by the coordinator of the applied music area. It is the student's responsibility to watch for the posting of the schedule and to sign up for the exam.

The coordinator for each applied music area will arrange a jury panel of a minimum of three faculty members, including the instructor: piano and organ, strings and guitar, voice, woodwinds, brass and percussion, and jazz.

Students will secure the Jury Repertoire form from the applied instructor and complete the information requested on the form and return it to the instructor. This should be completed no later than one week prior to the jury exam. The instructor will ensure accuracy of information. The form must be legibly printed in ink or typed.

The instructor will bring the student's completed form to the jury exam. The area coordinator will bring the Jury Comment/Recommendation forms to the exam, on which each jury panel member will provide a constructive written critique of the performance.

Jury panel members will also assign a jury grade on the Jury Comment/Recommendation form. The forms will be collected by the area coordinator and given to the applied music instructor. The instructor will determine the average collective grade of the jury, including the instructor's jury grade, and compute the appropriate jury percentage weight as defined above with the semester grade earned. The numerical result will stand as the final grade. Prior to the end of the University's exam period, the instructor will provide a copy of the student's Jury Repertoire form and Jury Comment/Recommendation forms to the student, the student's advisor, and retain a copy for his/her records.

Prior to the end of the University's exam period, the instructor will provide a copy of the student's Jury Repertoire form to the student's advisor, a copy to the chair of the Scholarship Committee for scholarship recipients, and will retain a copy for his/her records.

3. Content of the exam

The student should discuss with his/her applied music instructor the repertoire to be performed for the exam. The student will also prepare technical studies required by the applied area for the proficiency level. The performance materials must be included on the Jury Repertoire form. Sight-reading is also required. Memorization may be required at the discretion of the applied music instructor.

H. Applied Music Levels

Applied Music Levels are considered *minimum* requirements and expectations with regard to repertoire and technical studies. Each applied music area has 4 defined levels. B.M. majors must complete MUS 4800; B.E. majors must complete MUS 3800; B.A. majors must complete Level 2800 (the Upper Division Entrance Exam). MUS 1800 and MUS 2800 are *Lower Division* and MUS 3800 and MUS 4800 are *Upper Division*. MUS 1810 is Non-Major Status. While MUS 1810 will earn university credits, the credits will not be included as those required by the degree major.

Each applied area may subdivide the four basic levels as it chooses. The defined Levels consist of a list of representative repertoire of particular musical and technical difficulty expected for each specific level. Technical studies listed may be more specific, depending upon the applied area.

The applied music level assigned to each student will be determined by majority vote of the jury panel.

A student is allowed a maximum of three semesters to advance from one level to the next; if this is not achieved in three semesters, a student may be placed on a probationary status. Students must complete the requirements for the level within one semester of being placed on probationary status. A student will automatically lose music major status if a second probationary period is earned.

MUS 5800 and 6800 are graduate level applied music courses and do not have defined levels. MUS 5800 is used as an elective for non-performance students or for secondary study by performance majors; the 6800 number 6000 is reserved for performance majors.

I. Piano Proficiency Exam

The piano proficiency examination required of music majors enrolled in the Bachelor of Education program is satisfied by completing the requirements for piano classes as follows: instrumental concentration complete through Music 2570, vocal concentration complete through Music 2580. Keyboard concentrations are exempt from piano class and take other classes to substitute for these courses.

J. Upper Division Entrance Exam

The Upper Division Entrance Exam is rigorous and determines entrance to Upper Division applied music courses (MUS 3800) and appropriateness of the degree program for the student. The exam will be performed for the jury panel at the time the student is attempting to gain acceptance to Level III. The same procedures apply to the Upper Divisional Entrance Exam as for semester juries. The exam will be extended to approximately 20 minutes. The student's advisor and area coordinator must attend the exam and be prepared to discuss the student's overall academic performance and suitability to the degree program. The jury panel will consider the input of the advisor and instructor with regard to the progress of the student. The jury panel, however, will solely determine the appropriate level for the student.

Immediately upon completion of the performance, the student must be prepared to discuss his/her career aspirations relative to the degree program. The student's academic performance in music classes to date will also be considered. If deemed appropriate by either party, the advisor and applied music instructor may confer on the student's progress toward the degree. The student should be advised appropriately as to the outcome of the exam.

K. Music teaching competency audition

For B.E. in Music Education majors: Prerequisite Skills for Music Education Methods Courses

All music education majors who are concluding the second year of music theory (MUSIC THEORY IV) and who wish to enroll in professional music education methods courses the following year must pass the competency audition as a prerequisite to the following courses: Music for Children, Secondary Vocal Methods and Elementary/ Secondary Instrumental Methods) and/or College of Education professional education courses. The audition may be taken three times. Each portion of the audition is graded pass/fail. Retakes need only include the portions of the exam that were not successfully passed on earlier attempts. Failure to successfully complete all aspects of the exam will result in the student's removal from the music education degree program. The exam will be given at the end of both the fall and spring terms. The audition committee consists of faculty who teach music education courses and, at times, other music faculty.

PERFORMANCE TASKS for the Music Teaching Competency Audition.

1. Prepared song - The student is to secure the song from the coordinator of music education, which will be made available near the end of the semester. During the audition:
 - a. The student will sing the song with no accompaniment
 - b. Create a piano accompaniment to the song while singing the song.
2. Sight-sing a simple folk song - The student will be given a folk song to sight-sing. You will have two minutes to examine the song. The student may use any sight singing system (moveable do, fixed do, numbers, neutral syllable, letter names, text, etc) as you sing the melody. The student will be able to play one note on the piano to establish a pitch (tonic or first note). The student will then be asked to sing the melody observing correct pitches and rhythms.
3. Sight-sing a part other than the melody of a simple choral arrangement. The student will select a part (usually the alto, tenor, or bass lines) of a 4-part simple choral arrangement and sing that part while the melody is played on piano or sung.
4. Improvise an accompaniment to the folk song in #2 above. - The student will be given 5 minutes to play on the piano in order to decide what type of an accompaniment you want to create. The chords used include the I, IV, V7, and V7/V.
5. Error Detection Skills - The student will listen to a tape recording of the following:
 - a. 2-part rhythm error detection. There are two exercises for this portion. One exercise is in duple meter and the other exercise is in triple meter. The student will be given 3 minutes to study the exercise during which he/she can count/pat/clap etc., quietly so as not to disturb others during the group proctoring of this portion of the exam. During the playing of the tape, the student will mark the beat in which the rhythm error occurred; bonus points are awarded for marking the correct beat and the correct voice in which the error occurred.
 - b. 3-part harmonic error detection - The student will be given 15 minutes to study the exercise in the piano lab. During the playing of the tape, you are to mark the beat in which the wrong note occurred and bonus points are awarded for marking, not only the correct beat, but the correct voice in which the error occurred.
6. Applied Instrument - A music education representative will be present at the sophomore applied (upper divisional) jury. The requirements for this will be the same as what the student performs for the sophomore applied (upper divisional) jury.
7. The student will be given a question at the conclusion of the error detection and asked to answer briefly regarding some aspect of music education. The response will be a written answer in order to examine the student's written communication skills. Follow-up questions may be asked during the exam in order to examine the student's verbal communication skills.
8. Questions related to the classes that the student has taken in the areas of Foundations of Music Education, Brass/Woodwind/String/Percussion methods, vocal methods and other music education types of classes that the student has completed will be asked.

L. Junior and Senior Recitals

1. Who must perform junior and senior recitals

Candidates for the Bachelor of Music degree must present a full recital in the senior year at 4800 and at least a half recital in the junior year at 3800. Candidates for the Bachelor of Education degree in music must give a minimum half senior recital at a minimum level of 3800, or share a senior recital with one other student. This recital must take place prior to student teaching. Candidates for the Bachelor of Arts degree are encouraged but not required to give or participate in a recital.

2. Procedure

Any student giving a junior or senior recital must first earn the approval of a faculty committee. Procedures are as follows:

- a. The student must be enrolled concurrently in applied music MUS 4800 (1 credit hour) and MUS 3801 Junior Recital or MUS 4801 Senior Recital (1 credit hour) during the semester in which the recital is given. The student and applied music instructor must confer and determine an appropriate program.
 - b. A time and date for the examination (recital approval hearing) will be set by the instructor after conferring with the student and must take place within 3 weeks *minimum* before the recital date. A tentative recital date will also be determined no later than at the time of scheduling the examination. The applied music instructor and student are encouraged to select a time and date for the hearing and recital as early in the semester as possible, but only after ensemble directors and faculty have selected their concert dates. Permission to select a date prior to the hearing must be obtained from the Chair of the department, and through the applied music instructor. Chamber ensembles recital dates are chosen by the chamber ensemble faculty instructor. The examination will last about thirty minutes. The student may be asked to play any part or the entire program. On the basis of the examination the committee, by majority vote, shall approve/ not approve the recital to be presented. See Appendix A Recital Reservation Form and Appendix B Recital Program Procedure for additional information regarding recital scheduling.
- E. It is the responsibility of the student, in consultation with applied teacher to schedule a hearing by the jury committee. The applied teacher will chair the jury committee. The committee will be comprised of at least three music faculty members: the instructor, one from the applied area, and one from the general music faculty.
 - F. The applied music instructor and two members of the music faculty will attend the recital. The student and instructor in consultation with each other will choose the two music faculty members. The three-member recital committee will grade the recital. The average of the committee grade will be the final grade for MUS 3801 Junior Recital and 4801 Senior Recital.
 - G. The recital program must consist of material adequate to demonstrate the student's fitness to receive a degree, and it must comprise no less than fifty minutes of actual playing time, or twenty-five minutes for each recitalist if a joint recital (or to qualify as a half recital for the B.Ed.). Programs for candidates for the B.M. degree in Performance should consist of music learned in the MUS 4800 applied music courses. There cannot be duplication in repertoire from the Junior Recital.
 - H. Following successful completion of the hearing, the instructor and the student will submit an application for a recital date to the music office. It is the responsibility of the instructor and student to make sure that the chosen recital date is at least 2 weeks, but not more than 6 weeks, after the successful hearing. The time and date selected cannot conflict with any previously scheduled recitals, concerts, or programs sponsored by the department. The department secretary (or chair, in secretary's absence) is responsible for entering dates on the concert calendar.
 - I. All printed programs of any concert or recital must adhere to the departmental policy with regard to size and appearance. A book of yearly programs is created at the end of each academic year and sent to ASCAP and BMI. The department is required by law to furnish a book of programs to these performance rights organizations each year. The book is also distributed to appropriate offices on campus.

M. Additional recitals

In exceptional cases, a student may elect to give an additional full recital in the junior year, or share a recital with another student. A student desiring to give a public recital that is not a part of his/her curriculum may do so, provided that he/she makes application and secures approval in accordance with the procedure outlined above and is enrolled in an applied lesson. These stipulations do not apply to those students whose instructors desire that they perform in programs not open to the general public. Full recitals given before the junior and senior year are not substitutes for the junior and senior recitals.

N. Permission of instructor

A student studying applied music at the University is considered to be under the "musical care" of the applied music instructor, who is responsible for guiding the student's progress on the instrument. So that this guidance can be most effective, a regularly enrolled student must obtain the permission of the applied music instructor to give a public performance on that instrument or voice when representing UT.

O. Practicing

Music students are expected to maintain regular practicing habits. The Bachelor of Music student should practice an average of four hours per day on the major instrument/voice while other majors practice two hours per day on the major instrument/voice, plus one hour per day on each minor instrument. Practice schedules should be carefully devised. Students may sign up for practice time on the forms posted on the doors of the practice rooms. If a student leaves a room vacant for more than ten minutes, the student loses claim to the room for that hour. If rooms signed out are habitually left vacant, the signee may lose claim to the room for the entire semester.

Smoking, drinking and eating are not permitted in the practice rooms.

P. Lesson seminars

Applied music instructors may hold class lessons (seminars) in addition to the regularly scheduled private lessons. The seminars may be counted as part of the credit requirement for the lessons, and may cover any material or consist of any format the applied music instructor deems appropriate. The seminars are at the discretion of the instructor, and may be held as often as one hour per week.

Q. Applied music fees

Applied music lessons are costly to the University since each class enrolls only one student. Therefore, in addition to the regular hourly tuition, an extra fee must be levied to make it possible to provide the lessons.

- R. Accompanist – Students may request an accompanist by submitting an accompanist request form to Ms. Ilana Kennell. The accompanist request form is posted under current students on the Department’s web site. It is the responsibility of the applied student to fill out an accompanist request form and submit music at least 4 weeks in advance of performance such as a studio, master, performance class, or weekly recital, or jury. The request must include:

- Be sure to have your teacher’s signature
- Title, Composer, exact timing of the pieces
- Provide date(s) and time(s) of performance(s)

Submit 2 copies of the Accompanist Request Form to the Music Office between 8:30 and 5, Monday through Friday at least 5 weeks before any performance or jury. Applied students must be prepared on your music and be prompt at all rehearsals. Check with pianist before scheduling any performance or jury. Set initial rehearsal with accompanist BEFORE the first lesson. Provide accompanist with all important dates (dept. recitals, studio classes, rehearsals, etc.)

If the deadlines for requesting accompanists are not met, the accompanist may refuse to accept the assignment.

- S. Post Secondary Option students must secure the permission of the applied music instructor prior to registration in applied music. Enrollment will be dependent upon the instructor’s workload, schedule, and availability of departmental budget. Post secondary students may tentatively sign up for lessons through a *course request form*, available from the Post Secondary Office, until the instructor and department chair grant final permission.

III. PARTICIPATION IN PERFORMANCE ORGANIZATIONS

All students participating in an ensemble must officially enroll in that ensemble.

A. Large Ensemble Requirements

Each student taking applied music must be enrolled in at least one of the music department's large ensembles on his/her major instrument or voice.

Large ensembles include:

Band (Symphonic, Wind Ensemble, and Marching, but not Varsity)

Symphony Orchestra

Men’s Chorus, Women’s Chorus and Concert Chorale

Jazz Lab Band (for Instrumental Jazz Majors)

Vocalstra (for Vocal Jazz Majors)

Guitar Ensemble serves for guitar majors

Accompanying serves for piano and organ majors

When a student enrolls for less than 12 hours, he/she is not required to be in a large ensemble. This does not reduce the degree requirement of an accumulation of a specific number of semesters of large ensemble. Obviously it is to the advantage of the student to enroll full-time and enroll in large ensembles until the requirement is met. Full-time students will not be charged a tuition fee for any ensemble unless University policy dictates. Part-time students are assessed the regular tuition fee. Each student enrolled in ensembles will be assessed a lab fee.

When a student has earned the required ensemble hours in the degree program, he/she must continue to perform in a large ensemble each semester of enrollment in applied lessons.

Post Secondary Option students will not be allowed to take or participate in the music department's ensembles unless they remain in good standing with their high school music programs. A letter of support from their appropriate high school music teacher is required for their enrollment in a UT music class. Post secondary students may tentatively sign up for ensembles through a *course request form*, available from the Post Secondary Office, until the instructor and/or department chair grant final permission. A list of post-secondary students will be forwarded by the post-secondary director's office at the beginning of each academic term.

B. Applied Music/Ensemble Requirements

Every student taking applied music also must be enrolled in one of the department's large ensembles on his/her major instrument.

Individual exceptions must be approved by the Department Chair through written petition by the applied music instructor.

1. Students violating this requirement will be dropped from their applied lessons.
 - a. This rule also applies to non-music majors who take private lessons.
 - b. When a student taking applied music does not have performance skills adequate to allow ensemble participation, it is possible, upon request of the applied music instructor and ensemble director and with permission of the department chair, for the ensemble co-requisite to be waived. The student is then required to meet the co-requisite requirement as soon as the applied professor feels the student has the necessary performance skills. In this case, the co-requisite would not be retroactive.
 - c. If a student achieves a performance level that completes the requirement in applied music, and subsequently wants to take applied music in a secondary instrument and play it in an ensemble, the rule specifying performance on the major instrument can be waived. The department chair gives his/her approval based on the recommendation of the ensemble instructor.
 - d. When a student, not in the orchestra, wishes to play in the Rocket Marching Band on a secondary instrument, the large ensemble requirement can be fulfilled on the secondary instrument. In this manner, a drum major can fulfill the requirement as a conductor even though he/she is not performing on the major instrument.

C. Attendance

It is the policy of most directors of performing organizations to base a student's grade largely on attendance. Do not request permission to be absent from rehearsal to take private lessons, to participate in another ensemble, schedule classes or work which conflicts with regularly scheduled rehearsals.

D. Public performance

Any student who, without advance notice or without valid excuse, is absent from an officially scheduled public performance at the University or elsewhere in which participation is required, is subject to failing the course and, if on scholarship, lose the award. (In such instances, the instructor will notify the chair of the scholarship committee and the department chair.) However, any student with a legitimate conflict is not obligated to commit to a performance scheduled and posted within 10 days of the performance; but if the student agrees to perform, the commitment is binding.

E. Punctuality

In order to receive the most benefit from the time allotted, all performing organizations are to begin on time and end at the appointed hour. The tardiness of one performer can impair the progress of the group.

F. Warm-up

It is a matter of professional training that a student be in place, warmed-up, and ready to play by the scheduled beginning of the rehearsal so that the rehearsal may begin on time in order to achieve maximum benefit. Students in doubt as to a proper warm-up procedure should consult their applied music instructor or ensemble director.

G. Mutes and accessories

It is assumed that all string players will always have mutes and that all brass players will provide the various mutes required of the music. Reed players are expected always to have with them a good assortment of reeds. Cleaning cloths, swabs, valve oil, cork grease, and any other necessary accessories are also the responsibility of the student.

H. Concert dress

The director of each musical organization will determine appropriate dress. Obtaining concert dress is the responsibility of the student.

I. Music folders

Each director will make clear a policy regarding the handling and use of music in his/her organization. Any student who takes music from a rehearsal is responsible for returning the music by the beginning of the next rehearsal. In case of illness or other adversity, the student is still fully responsible for returning the music promptly, even if it means sending it by special delivery. Students must replace lost or damaged music.

J. School-owned instruments

If a student wishes, or is required to use an instrument owned by the University, he/she must sign out the instrument through the appropriate channel, after first securing permission from the proper authority (conductor or instrument class teacher). The student is solely responsible for the safety of the instrument and for its care in normal use. Students are not to undertake any repairing of the instrument without permission of the director or instructor.

IV. GENERAL INFORMATION

A. Advisers

1. The advisers for the music degree programs are assigned by the department chair and will be announced at the beginning of each academic year. They are ready to assist and consult with the student regarding the academic program, school life, or any problem having to do with the student's work at the University. All students are responsible for making certain that they obtain the most current degree requirements and flowcharts from their advisers.
2. The Chair of the department is available to consult with a student(s) on any problem for which the student(s) think he/she might be of help.
3. Music students will find the faculty eager to be of assistance as they can. Applied music instructors, because of their close relationship with their students, are often particularly good counselors.

B. CPA Protocol

Eating or drinking is not permitted in classrooms, rehearsal rooms, keyboard lab, computer lab, recital hall, or Doermann Theater. Smoking is not permitted in any UT building.

1. Lobby

The CPA Lobby serves as the main entrance to the Department of Music and the Department of Theatre and Film, and is located adjacent to both departments' offices. It is expected that music students observe protocol appropriate for a public building AT ALL TIMES. This includes keeping voice and noise levels low, no physical game playing, and emptying all trash. Instrumental and vocal practicing/playing is to be done in a practice room.

2. Computer labs

Music students needing use of the computer lab should use the lab available to them in the music wing of the building. At no time is a music student to use the computer lab that serves the theatre and film department unless, of course, that student is enrolled in one of that department's courses.

3. Practice Rooms

It is expected that all students will follow practice room policies. Students not observing policies may lose their practice room privileges.

4. Music majors wishing to remain in the CPA past 11:00 p.m. need the permission of the chair. The student's name and I.D. number will be forwarded to campus security.

C. Bulletin boards

1. There are several bulletin boards in the areas assigned to the music department. Official announcements and notices containing binding information are posted in the locked case in the hallway behind the Recital Hall. Announcements of a general nature will be placed on the board near the department office.
2. Each music student should develop the habit of checking the bulletin boards frequently, at least once or twice a day. All music students will be held responsible for being alert to announcements on the bulletin boards.

D. Lockers

Lockers for storing coats, books, and some instruments are located near the instrumental rehearsal room (PA 1023), and directly above on the second floor. See the music secretary to sign-out these lockers.

E. Messages

Students who wish to leave written messages for faculty members may leave them in the department office; office personnel will place the message in the faculty member's mailbox. Voice-mail and e-mail also are strongly recommended for leaving messages for faculty. In the case of illness or other extenuating circumstance causing the student to miss a class, lesson or rehearsal, the student is expected to leave a message on the faculty member's voice mail. It is preferable that notification of a missed lesson or class be delivered 24-hours in advance.

F. Insurance of instruments

It is advisable to have your personal instrument insured against theft, fire, accident, and total loss. ***NEVER LEAVE ANY INSTRUMENT OR PERSONAL BELONGINGS UNATTENDED IN A PRACTICE ROOM OR REHEARSAL AREA.***

G. Publications of interest

1. Every student should have a copy of the University Catalog. Listed in it are Department of Music courses and requirements, college and university requirements, and general information. The catalog can be obtained in the Office of Admissions, office of the College of Arts and Sciences, Office of Student Services in Snyder Memorial (College of Education), and elsewhere on campus.
2. The University of Toledo Student Handbook contains much information of importance and interest to every student. It can be obtained in the Office of Student Affairs.
3. A Schedule of Classes can be obtained in the music office, the College of Arts and Sciences office, the College of Education office, or elsewhere on campus.

H. Honors in Music

Music majors may qualify for a departmental honors citation at graduation. A minimum of GPA of 3.0 and a 3.5 in 12 hours of upper level classes are required to apply for this honor. Students accepted into departmental honors complete an independent study that includes an oral presentation. Consult the General Catalogue for further information.

I. Clubs and Societies: Consult The University of Toledo Student Handbook for a description of student organizations.

1. Mu Phi Epsilon is an international professional music fraternity for men and women. Election to membership is based on scholarship, musicianship, and character. Scholarships are available to qualifying members.
2. O.C.M.E.A. (Ohio Collegiate Music Education Association), a student chapter of M.E.N.C. (Music Educators National Conference), was founded on the campus in 1974. It is open to all students interested in music education. The M.E.N.C. is the organization that serves as leader and spokesman for music education in the country.
3. Kappa Kappa Psi is a national band service fraternity for students of any major enrolled in band.
4. M.T.N.A. (Music Teachers National Association) is a professional association for music teachers, particularly those engaged in private teaching.
5. A.C.D.A (American Choral Directors Association) is the largest single professional choral organization in the country.
6. The Student Advisory Council, elected by the music student body at the beginning of each academic year, meets with the Chair of the department on a regular basis to discuss topics of mutual interest and concern.

J. Scholarships, Loans, Grants-in-Aid

1. The office of Financial Aid has information about various awards, scholarships, loans, etc. A list of current departmental scholarships is available in the music office.
2. Through competitive audition, the Department of Music gives a number of scholarships to students who demonstrate outstanding potential in the field of music. In return, the student is obligated to make his/her performing talents available to the best interests of the department by performing in a second ensemble when requested. The scholarship awards are for one year only, but may be renewed annually up to four (4) years dependent upon satisfactory participation, maintenance of a high performance level, GPA, positive attitude and availability of funds. Any student on academic probation during the second semester of a scholarship will be denied that portion of the award.
3. Scholarship recipients must maintain a 3.0 grade point average in music and a total grade point average of 2.0 or 2.7 for music education majors. Students falling below either of these levels will lose the scholarship the following semester.
4. Scholarship Review Process
 - a. All applied music scholarships will be reviewed annually as part of the normal jury process at the end of each spring semester. In order to maintain a scholarship, an average grade of "B" or better must be achieved in both fall and spring semester juries. In cases where a student does not achieve an annual average applied grade of

“B,” the area coordinator will convey the recommendation of the area faculty to the Chair within three days of the spring jury. An Applied grade “B-“ is not sufficient to maintain a Music scholarship.

- b. Students who are already receiving a Music scholarship and wish to be considered for a scholarship increase must audition for the department Scholarship Committee during one of the regularly scheduled scholarship audition days for new students held during the spring semester. Students who are not receiving a scholarship and would like to be considered for a Music scholarship must follow the same procedure.
- c. If for any reason a student who is receiving a scholarship is unable to perform either a fall or spring semester jury, they must make arrangements through their applied teacher to re-audition for members of the Scholarship Committee in the semester following the missed jury before the end semester exam period. A student who has missed a jury and does not make arrangements to re-audition for the Scholarship Committee will automatically be placed on scholarship probation. They may also have their Music scholarship reduced or eliminated.
- d. Students placed on scholarship probation may only return to normal status through the re-audition process, and receiving a positive recommendation from the Scholarship Committee to the Chair.

5. Graduate Scholarships

The Department of Music typically has graduate tuition waivers and a limited amount of cash awards funded by endowments and gifts. Graduate waivers cannot be divided into half-waivers. The Coordinator of Graduate Studies makes all final decisions about graduate waivers, based on recommendations and the availability of scholarship resources.

7. Graduate Assistantships

Graduate teaching assistantships and graduate staff assistantships are available to qualified graduate students. To be eligible for a graduate assistantship, students must be admitted to the Graduate School and be in good academic standing. Tuition is waived, via a tuition-waiver scholarship, for students during the period of their appointment to assistantships. In addition, tuition is waived for the summer session adjacent to (preceding or following) the assistantship appointment period providing the student is an admitted graduate student during that summer.

K. Lab Ensemble

B.Ed. majors are required to participate in 5 semesters of Tuesday 1:00 Lab. Several courses include lab participation. Register for MUS1000:002 to complete the 5-semester requirement if your particular class schedule does not result in the required number.

V. CURRICULA

Students should consult with their advisers to determine the most appropriate degree preparation for their musical goals.

A. Bachelor of Arts degree

This degree is intended for the individual who desires a broad-based liberal arts education. The degree program requires more intensive study in academic areas in addition to music and offers the college graduate various career options. It is not intended to prepare the student for a music-teaching career. Students seeking performance careers are encouraged to audition for the Bachelor of Music degree.

B. Bachelor of Education in Music Education degree

The nature of the public school situation is such that the prospective teacher should have as broad and varied a musical experience as possible, while also developing artistically through performance in a specialized area. This dual approach to the study of music is possible in the intensive major, which requires that about half of the degree work consists of music courses (there is no additional minor requirement). The student so prepared qualifies for the teaching license in music, valid for vocal and instrumental teaching of students ages 3 - 21. Students may declare this major as freshman, but official status begins in the sophomore year. See the adviser for specifics.

C. Bachelor of Music in Performance degree

The professional degree in performance offers the qualified student the opportunity for intensive study on the major instrument or voice in preparation for careers in solo or ensemble performance, private teaching, or preparation for graduate studies in performance or pedagogy.

D. Bachelor in Music with an Emphasis in Jazz

This degree program prepares the student for a career in instrumental or vocal jazz performance. While the student also receives a thorough background in traditional art music, he/she receives intensive study in the area of jazz performance, improvisation, jazz pedagogy, and jazz analysis.

E. Master of Music in Performance

This graduate degree elevates the student's performance abilities and offers more intensive study in the other academic areas of music. Students who earn this degree oftentimes become members of professional ensembles or pursue studies at the doctoral level.

F. Master of Music Education

The M.M.E. assists the student to continue their professional development toward a richer understanding of music and music education. It helps to fulfill licensure renewal requirements and may entitle the student to a higher teaching salary. For those students who earned a B.A. or B.M. degree and then decide to become certified in music education, they can pursue a M.E. (Master of Education) Multi-Age Music Licensure. Students who seek this degree should meet with the music education advisor to determine the exact course requirements for licensure.

G. Music Minors (See music section of current UT General Catalogue for program options)

Arts and Sciences students become music minors if they satisfy requirements outlined in the general catalog. Interdepartmental majors in Arts and Sciences may also be considered music minors if they choose music as one of their three areas of specialization. Students need to complete the A&S College's Change of Major and/or Concentration form to declare their intent to complete a music minor program. Minor concentrations are offered in the areas of Jazz, Instrumental, Vocal, Keyboard, Music Theory, Music History and Literature, and Music Technology. All minor programs require 22 credit hours in music. See the current general catalog for information on specific requirements for earning a minor in music.

1. Music minors who wish to follow any of the performance concentrations must audition for the appropriate applied music instructor.
2. The music minor must register for MUS 1000:003 and attend at least 16 concerts sponsored by the department and 4 non-departmental concerts before graduation.
3. The music minor with a concentration in one of the performing areas must register for MUS 1800 or MUS 3800 as the instructor advises.
4. Must pass music courses required for the minor with a grade of C or better.

H. Independent Study

Students need to contact individual faculty members to make arrangements for an independent study course. Independent study should not be used as a substitute for regular offerings. An independent study course is not included on a faculty member's load and is done voluntarily. Faculty members must gain permission from the Chair of the Department prior to committing to an independent study course.

IN CONCLUSION

Upon reviewing the *Student Handbook*, you have recognized several methods and procedures in assessing student progress. The Department formally assesses expected student outcomes on an annual basis and constantly strives to improve its delivery of instruction.

At the time of your graduation, undergraduate and graduate degree candidates are requested to make an appointment with the Chair of the Department for an Exit Interview. The interview is a private and confidential discussion that centers on the student's perceptions on any aspect of the Department - its degree programs, courses, performance program, policies and practices, and the like, as they pertain to career or graduate school preparation.

About 4-5 years after graduation, graduates will receive a questionnaire in which the Department's alumni will be requested to again assess the program, at which time most all should be working in the field.

The final two assessment measures will aid us significantly in program improvement and program innovation.

Revised Fall 2009 by the Faculty of the Department of Music

Appendix A RECITAL RESERVATION FORM

Please refer to the Student Handbook on the Department of Music website for details on recital guidelines and procedures.

Name: _____ Local Phone: _____

Instrument: _____

1. SCHEDULE RECITAL (tentative until hearing is approved).

Recital Date: ___/___/___ Time: _____ to _____ Location: _____

Applied Teacher signature: _____

2. SCHEDULE HEARING

Hearing must be passed a minimum of 3 weeks before the recital. The hearing and hearing rehearsals may be reserved 2 weeks before the hearing. **Applied faculty Signature** _____

Rehearsal: ___/___/___ Time: _____ to _____ Location: _____

Hearing Date: ___/___/___ Time: _____ to _____ Location: _____

Hearing Passed: ___/___/___ Teacher: _____

Committee: _____

Committee: _____

3. PROGRAMS

After the hearing has been passed, submit the approved recital program electronically to Angela Riddel (angela.riddel@utoledo.edu). Failure to do so will prevent you from being able to schedule dress rehearsals.

Programs submitted: ___/___/___ Received by _____

4. PIANO TUNING FEE

After the hearing has been passed, pay Piano Tuning Fee of \$90.

Date Paid: ___/___/___ Received by _____

5. SCHEDULE REHEARSALS

Rehearsal times may be reserved with the Music Office once the signed preliminary program, final printed programs, and this form have been submitted.

Rehearsals: Senior and Masters recitals: 3 hrs. All other degree recitals: 2 Hrs.

Location:

Date: ___/___/___ **Time:** to _____

Date: ___/___/___ **Time:** to _____

Date: ___/___/___ **Time:** to _____

Appendix B

Recital Program Procedure

Procedure Checklist

Before hearing

- _____ 1. Type program information in program template found at http://www.utoledo.edu/as/music/current_students.html
- _____ 2. Proof your program according to specifications below.
- _____ 3. Take a copy to your applied teacher for further proofing.

When Hearing is Passed

- _____ 4. Submit proofed and approved program to Angela Riddel (angela.riddel@utoledo.edu) within 3 days of hearing approval.
- _____ 5. Applied teacher's signature is required on one final printed program.
- _____ 6. Write in timing for each piece on one final printed program for the Recording Studio.

Before Recital

- _____ 7. Turn in to Department of Music Office 12 correct final printed programs including 1 signed program by applied teacher, and 1 program with timings.

Program Specifications

Programs not meeting these specifications will be returned to you to be reprinted.

- Must use program template
- Must use Department of Music paper
- Must use Garamond font for all text
- Minimum font size: 9
- Recitalist's name and instrument in largest font
- Names and instruments of all other performers as indicated on template
- Correct type of recital: Junior, Senior, Graduate or Special
- Names of all pieces and movements to be performed
- Full names of all composers with their birth and death dates
- Full name of arranger in addition to composer's name/dates, if piece is arranged
- Intermission or Interval, if needed
- Fulfillment statement
- Name of recitalist's teacher: (Your name) is a student of (teacher's first/last name).
- Complete date, place, and time of recital in **CAPS**
- Faculty acknowledgement, if faculty member performs
- No unnecessary information or symbols added (i.e. receptions, stars etc.)