

## **FOREWORD**

The Undergraduate Catalog contains most of the necessary information regarding admission and graduation requirements for the various music programs, as well as course descriptions and departmental activities. The program requirements in whichever biennial Catalog is current when students begin their UW-W coursework remain in force during their entire course of study.

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

## **TERMINOLOGY**

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

Secondary Applied Study: all non-Primary applied study (class or private, required or elective) is termed Secondary study.

Levels: The four Levels of Applied Study (studio lessons) correspond to the freshman-through-senior years of enrollment. Applied study for vocalists: MUSC 170, MUSC 270, MUSC 370, MUSC 470, for instrumentalists; MUSC 160, MUSC 260, MUSC 360, MUSC 460. For example, the third Level of Applied Study is called "the 300 level." It is imperative for each student to verify, and enroll, in the correct Level of Study as they progress through their Applied Study.

Licensure: Bachelor of Music (Emphasis in Music Education) (BMME) students follow a course of study approved by the Wisconsin Department of Public Instruction. Following the prescribed course of study, with field experience and culminating in Student Teaching, the final degree may lead to a license ("licensure") to teach music in Wisconsin.

## **I. CURRICULAR MATTERS FOR MUSIC MAJORS**

### ***A. Advising***

Each music major is assigned an academic advisor - for most BM students, a faculty member from the student's primary area (keyboard, instrumental, or voice). BM majors (Theory/Composition emphasis) are advised by a faculty member who teaches in those areas.

The Music Office establishes a file for each student accepted as a music major. This file, available to faculty, contains audition and admission data, jury results, course registration information, and other records.

During the advising period that precedes registration for each semester, it is the responsibility of each student to meet with his advisor for assistance in course selection and to see that all graduation requirements are eventually met. Adherence to the Department's recommended course-enrollment sequence is especially critical to BM students in the two Music Education emphases seeking to graduate in a timely manner.

Students must promptly report any changes in their status as music majors (or minors) to the

Registrar, the Music Office, their advisor, and the Department chair. See also I.D. below, "Change in Music Program or Status."

Ultimately, it is each student's responsibility to take all of the required courses listed on WINS and in the proposed order as per the Music Education Course Grid so that students can graduate in a timely manner. Students will be offered an opportunity to meet with a master advisor in their junior and senior years to discuss their progress. This gives students the opportunity to have one more advisor looking over their AAR to identify coursework still required in order to earn their degree and graduate "on time."

### ***B. Degree Requirements***

Course requirements for all degrees are found in the Undergraduate Catalog. Students seeking a teaching license should also read the College of Education sections "Admission to Professional Education" and "Teacher Licensure Requirements" and Music Education Handbook.

Note: The University does not permit students to enroll in two BM emphases at the same time.

### **Writing Requirement**

#### ***What is the writing requirement?***

UW-Whitewater students must "demonstrate writing proficiency in their majors" in order to qualify for graduation. In the Department of Music, majors must fulfill the "writing requirement," which appears as a requirement on your Advising Report directly underneath the requirements for your major.

#### ***What do I have to do to complete my writing requirement?***

The Department of Music has a list of designated courses in which you can complete the writing requirement. These courses will include a paper as part of the coursework. Notify your instructor that you will be attempting the writing requirement in their class. The faculty member will grade your paper as an assignment for the class – and provide a separate evaluation for the writing requirement itself. It is possible to pass the course assignment without passing the writing requirement and vice versa. Please note that you must earn a B or better on the paper in order to satisfy the writing requirement in the Department of Music

#### ***What are the requirements for this paper?***

You should find specific instructions and special requirements regarding the completion of the writing requirement on your class syllabus.

#### ***What will I be evaluated on?***

The purpose of this requirement is to demonstrate your writing competence at the university level.

#### ***What is my deadline to fulfill my writing requirement?***

You should attempt the writing requirement by no later than the first semester of your senior year. This will give you at least one semester to meet the requirement if you are not successful on your first attempt.

***What happens if I don't pass (a B-, or lower) the writing requirement on the first try?***

If your first attempt is ultimately unsuccessful, you should enroll in another class which qualifies for the writing requirement in your major. It is strongly recommended that you seek assistance from the Writing Center if you need it.

***Ultimately, do I have to complete the writing requirement?***

The writing requirement is a graduation requirement and cannot be substituted or waived.

Classes that provide the opportunity to pass the writing requirement: MUSC 240, MUSC 338, MUSC 344, MUSC 345, MUSC 443, MUSC 455, MUSC 465, MUSED 437, and MUSED 466. LIST ENGLISH CLASS

*Other opportunities that are not offered as frequently: MUSC 436, 438, 445, 447, 448, 450, 463 and 464*

***C. Department Standards and Requirements***

In addition to meeting the University's requirements for good academic standing (see Undergraduate Catalog), students must exhibit satisfactory progress in Applied Study in order to retain music-major status:

- a. Change of Level (Primary Performing Area): BM (Music Performance) students must complete two semesters graded "B" or better to pass to the next level of instruction. All other (BM or BA) majors must complete two semesters of "C" or better to pass from 100 level to 200 level, and then two semesters of "B" or better to pass from 200 to 300 level applied study. Students failing to meet these standards may continue study one additional semester, but will be dropped as a music major if the grade requirement is then still unmet.
- b. Upper-Division Jury: To be permitted to progress to 300-Level applied study, all music majors must perform several pieces for a panel of faculty from their applied area. This normally takes place during the fourth semester of applied study, and only the studio teacher may permit a delay in its scheduling. If the jury performance is judged unsatisfactory, students may attempt this Jury once more, during the next semester of enrollment. Students who fail to pass this Jury after two attempts are dismissed from the music major program.
  - a. Before **students studying voice** may move to the third year of study, normally at the end of the fourth semester, they must be approved at a full voice faculty Jury for upper division standing. The student's grade for the fourth semester (MUSC127 & MUSC270) will be assigned at the fourth semester jury. If that grade is below "B", voice study at this level may be repeated one time to earn a subsequent jury grade of "B" or better, and upper division standing is achieved. Upper division jury requirements for all courses of study are found below (section III.4). For music minors with voice as their primary applied instrument, the various minor programs are described in the University Bulletin; policies governing the program requirements and advising are covered in the Music Department Student Handbook, (online) section VII.
- c. Note: Individual applied areas may have more specific policies as to repertoire to be performed.
- d. Completion of Applied Music Courses: All Bachelor of Music students must be enrolled in Primary Applied Study during each semester of enrollment until completion of the Senior Recital requirement. Music majors may not drop a required course of applied instruction without prior permission of their advisor, studio instructor, and the Department chair.
- e. Minimum Grades: A grade of D or F in any required applied music course results in a formal review of a student's music-major status.

**II. RECITAL ATTENDANCE (MUSC 100, S/NC grades) - Requirements and Policies**

An essential component of musical study at the university level is consistent attendance at public performances. Failure to fulfill this requirement will delay graduation. All students are responsible for completing the appropriate number of semesters for their degree program, and tracking their attendance at required events throughout the semester.

Exceptions to the Music Department policy that requires enrollment in MUSC 100 (Recital Attendance) will be granted to students who enroll in 18 or more units during a given semester. For this enrollment exception, students will be required to submit an additional form, the Recital Attendance Overload Form, along with their Academic Advising Record, to enable the Music Department office to track their recital attendance.

Attendance Requirements for both music majors and minors will be outlined on the current semester's MUSC100 Syllabus (distributed at first convocation). These will include designated 12:00 M/W/F recitals, master classes, guest lectures, and convocations, as well as attendance at a specified number of Department-approved performances from its Calendar of Events. Students not meeting these requirements receive an "NC" grade for that semester. No incomplete grades are given.

The Department of Music requires enrollment in Recital Attendance for an appropriate number of semesters as follows:

- BM (Performance), 8 semesters
- BM (/Theory/Composition), 8 semesters
- BM (Music Education), 7 semesters
- BA (Music), 6 semesters
- Music Minor, 4 semesters

**MUSIC MAJORS**—Attendance at any 10 events during each semester, chosen from the attendance options listed on the 2021 events calendar, or approved events on the convo schedule.

**MUSIC MINORS**— Attendance at any 5 events during each semester, chosen from the attendance options listed on the 2021 events calendar, or approved events on the convo schedule.

*Multiple performances (musicals, opera, etc.) will not count more than once.*

Off-campus performances will count toward fulfilling the requirement unless you have emailed permission from the Department Chair **1 week in advance** of the performance you'd like to attend.

If you do not attend the required number of events, you will receive an "NC" for the semester. There are no incomplete grades given for recital attendance.

Students that do not pass MUSC 100 may "double-up" on the requirement. See MUSC 100 syllabus for details.

Exceptions: Any exceptions to the above requirements must be requested in writing to the Department chair. Modifications will be considered only in case of extreme hardship.

#### ***D. Change in Music Program or Status***

1. Students wishing to change from one music major program to another, or change from a music minor to a major, must obtain the approval of the Department chair. When the desired program 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 audition before a panel of faculty members from the relevant performance area. This is usually accomplished by a special jury held at the end of the semester. The audition results are reported to the Department chair and used to decide whether to allow the change requested. Probationary Status: When an audition indicates a student's present level of preparation or musicianship to be insufficient to begin music study at the college level, but the student displays potential to develop their abilities sufficiently with one semester of college-level study, a student may be admitted on PROBATION for one semester.

The progress of students admitted by the Department as “probationary” will be reviewed after their initial semester. Probationary students will play juries at the same time as Upper Division juries and will thus be reviewed by the full area. Probationary status will be lifted for those who have 1) achieved a level of musicianship expected of entering freshmen as evidenced by a Satisfactory (S) grade in probationary lessons and 2) achieved a "C" or better in all other music courses, and a minimum GPA of 2.5 for all courses for the probationary semester. Those not meeting these guidelines will not be retained as music majors.

The Department has prepared Advising Guidelines for Probationary Majors, including limits on ensemble participation and permitted total units.

2. Re-admission: Music majors in good standing who choose to leave the program for two or more semesters (serious illness, financial hardship, other personal matters) must audition once again.

3. Re-admission after Academic Dismissal: Once academically dismissed from the university, a student must wait at least one semester before applying for re-admission and must audition once again. Subsequent dismissal after re-admission is absolutely final.

#### ***E. Advanced Placement Exam Credit***

Music majors and minors will receive credit for their achievement on the AP Music Theory Exam as follows: Score of "3" = credit for MUSC 151 (Theory I); "4" = credit for MUSIC 151 (Theory I) and 153 (Aural Skills I); "5" = MUSC 151/152 (Theory I/II) and MUSC 153 (Aural Skills I).

### **III. PRIVATE APPLIED STUDY**

Music majors must designate a primary applied area, to be selected from keyboard, instrumental, or vocal categories. Area coordinators oversee applied instruction and related issues in each category.

#### ***1. Lesson Scheduling***

Students are responsible for arranging lesson times with their private applied instructor(s) during or before the first week of each semester. Students must provide each instructor with a copy of their semester class schedule no later than the first day of classes. Students unsure of their teacher assignment should deliver their schedule to the coordinator of the appropriate applied area.

## **2. Attendance**

- Missed lessons will be made up for a student's absence due to family emergency, participation in a UW-W-sanctioned event (if the instructor is informed in advance), and other unavoidable circumstances deemed justifiable by the instructor.
- Faculty are not required to make up lessons canceled due to student illness.
- Lack of preparation is, of itself, not a legitimate excuse for missing or postponing a lesson.
- Students who miss a lesson, even for a legitimate reason, must contact their instructor as quickly as possible to reschedule. Undue delay in doing so may result in a missed lesson being reclassified as an unexcused absence.

Note: These are general departmental guidelines. Individual instructors may stipulate more stringent or detailed attendance policies in their course syllabus. Attendance policies for studio seminars are determined by each applied faculty member.

## **3. Penalties for Unexcused Absences**

Each instructor's syllabus describes how unexcused absences are figured into the final semester grade.

## **4. Juries and Proficiency Examinations**

Jury: Every music major enrolled in applied lessons is required to perform before a panel of faculty members at the end of the semester's study. Such a panel, and the hearing itself, is referred to as a jury. Jury grading procedures and requirements are determined by individual studio instructors. Students are expected to consult their private instructors and studio syllabi to determine repertoire and how jury results are calculated.

Upper-Division Jury: In the fourth semester of private study, students must present and pass an upper division jury to be permitted to progress to 300 level lessons. The upper division jury will be presented in front of faculty members from the students appropriate area (instrumental, keyboard, voice). Upper division jury grading procedures and requirements are determined by individual studio instructors.

Note: If a student has performed a required Junior or Senior recital during the semester, the instructor may waive the jury requirement.

## **5. Collaborative Pianists and Accompanying**

Music majors and minors may require a collaborative pianist for lessons, studio classes, competitions, juries or recitals. Paid accompanists may include students or independent freelance pianists. All students hiring collaborative pianists are required to sign a contract before rehearsing or performing commence. Student accompanists should be approved by piano faculty in advance, and contract forms are available from the piano area. Students are expected to prepare in advance of all rehearsals, arrive promptly, and notify accompanists of schedule changes at least 24 hours in advance. Students who miss rehearsals without notice ("no shows"), or who fail to notify pianists of schedule changes at least 24 hours in advance of the meeting are still responsible for payment. Students that withdraw from courses requiring accompaniment must honor payment for rehearsals and performances that have occurred. Collaborative pianists should receive payment in full for service of the semester prior to juries or recitals. Students

who neglect to pay their accompanists before juries or recital may not be allowed to perform or may receive a reduced grade; check with your studio instructor on specific policies about accompanists and penalties for non-payment. Piano faculty do not have load time for student accompanying.

## **2. Piano Proficiency Exam**

BM students (all emphases) whose principal instrument is not piano or organ are required to pass a piano proficiency exam. The test is given during the jury time at the end of each semester as well as the beginning of the fall semester. It can be scheduled once the student and instructor both feel that the student is adequately prepared. Students must initially take the test as a whole, but can later retake any parts they have failed.

### **1. General Certification Vocal and Instrumental Area Students**

- a. All major and (harmonic and melodic) minor scales, 2 octaves
- b. All major and minor triads and inversions, 1 octave
- c. All major and minor arpeggios, 3 octaves
- d. Orchestral score excerpt including transposing instrument
- e. Prepared piece (need not be memorized) must be approved by a member of piano faculty
- f. Sight reading (two 8-bar pieces) steady tempo must be emphasized
- g. Accompanying a vocal (choral) piece
- h. Playing two lines out of four choral parts (soprano and alto, for example)
- i. Harmonization of a given melody
- j. Students are given the music for (g), (h), and (i) one week before the jury.

### **II. Theory/Composition Major Students**

- a. All major(harmonic and melodic) minor scales, 2 octaves
- b. All major and minor triads and inversions, 1 octave
- c. All major and minor arpeggios, 3 octaves
- d. Prepared piece (need not be memorized) must be approved by a member of piano faculty
- e. Sight reading (two 8-bar pieces) steady tempo must be emphasized
- f. Playing two lines out of an orchestral score (one must be from a transposing instrument)
- g. Harmonization of a given melody
- h. Students are given the music for (g) and (h) one week before the jury:-

Note:Students passing this exam are waived from any remaining Class, Functional, or Secondary Piano requirements. They may then be permitted to enroll in individual keyboard lessons, subject to faculty (teaching-load) availability.

### **5. Change of Instructor**

Change of instructor requests are granted only when the student and instructor are both convinced that a change would be in the student's best interest, or where there is compelling evidence of incompatibility. Requests will not be considered during the course of a semester, and only exceptionally during a student's first year of instruction.

Students experiencing serious difficulty with a private instructor should first make an attempt to deal with the problem directly through open discussion with the teacher concerned. If this approach fails, or if the nature of the difficulty is such that direct discussion seems inappropriate,

the student should refer the matter to the Department chair.

#### **IV. RECITAL PRESENTATION POLICIES**

##### ***A. Student Recitals***

1. ALL students giving recitals, whether required or optional, must present a recital hearing. See Appendix One (Instrumental), Appendix Two (Vocal/Keyboard), and Appendix Three (Theory/ Composition) below for specific requirements and procedures.
2. Junior Recitals (BM Performance Emphasis only): These students must perform a half recital (25 or more minutes of music) during the third Level of Study.
  - NOTE: Studio instructors reserve the right to modify the recital length requirement for BM Performance students.
3. Senior Recitals: While studying at the fourth Level of Study, all BM candidates are required to prepare and present a senior (solo) recital in their primary applied area.
  - BM Performance majors must prepare a full recital with a minimum of 50 minutes of music.
  - BM Education and BM/ Theory/ Composition majors must prepare a recital with a minimum of 25 minutes of music.
    - NOTE: Studio instructors reserve the right to modify the recital length requirement for BM Education students.
  - BM Theory/Composition majors must prepare a recital with a minimum of 25 minutes of original compositions.
    - NOTE: Studio instructors reserve the right to modify the recital length requirement for BM Theory/ Composition students.

##### ***B. Optional (Non-Required) Recitals***

1. Students wishing to present a non-required recital must obtain consent of their primary studio instructor, present a recital hearing, and adhere to scheduling requirements consistent with part C. below. See Appendix One (Instrumental), Appendix Two (Vocal), or Appendix Three (Theory/ Composition) for specific requirements and procedures.

##### ***C. Scheduling and Presenting Recitals***

The scheduling of recitals is coordinated through the Office of Public Events.

All required recitals must occur on campus. Students preparing a recital have several related responsibilities:

1. Publicity and Program Information: regardless of recital hearing date, the Office of Public Events (OPE) must have this information a full month prior to the event. Guidelines for submission will be emailed to recital performers approximately 6 weeks before the recital. The OPE prepares press releases for all scheduled performances. Students may choose to prepare their own posters, etc. for display and distribution on campus. Programs may be edited for errors and inappropriate content.
2. Assistants: students must make their stage set-up and lighting needs known to the stage manager(s) who will be assisting them with their recital. A page turner should also be recruited if needed.
3. Forms for piano/harpsichord reservation, reception serving, and stage manager request are available online as PDF files (IV.G.1).
4. Recital Fee: A \$75 fee will be assessed for every required or elective student recital sponsored by the Department. 12:00 p.m. student recitals, studio recitals and recitals organized by



Department-sponsored student organizations are exempted. Students sharing a recital each pay half (\$37.50). The fee supports purchase and maintenance of Recital Hall recording equipment, hiring of recording technician(s), and tuning/maintenance of the concert grand piano. For this fee, students receive 75 copies of a professionally-prepared program and a CD of the performance. Note that the Department is not responsible for recording recitals that do not take place in the Recital Hall. Fees will be assessed through the student's UW-W Fees in two installments:

5. Students will be assessed a \$35 fee (\$17.50 for a half recital) at the time they schedule the recital. This fee is not refundable. If a student must reschedule a recital, they will need to pay the \$35 fee again.
6. Students will be assessed the remaining \$40 (\$20.00 for a half recital) at the time they present their publicity and program information, one month prior to the recital date.
7. NO required or elective student recital will be allowed to be performed during finals week. [See the University semester schedule for further details.](#)

#### ***D. Private study during the semester of the student's senior recital.***

All students will enroll for 1 credit of MUSC 488 (BM Education, BA, Non-Required) OR MUSC 489 (BM Performance) during the semester of their recital. BM Education students will enroll for 1 credit of 400-level lessons that semester. BM Performance students will enroll for 3 credits of 400-level lessons, unless they have already fulfilled the requirement for 24 total credits of applied study, in which case they will enroll for 2 credits. In all cases, private study will continue until the end of the semester.

BM Theory/ Composition students who are presenting a Senior Composition Recital will enroll in 1 credit of MUSC 488 during the semester of their recital. It is recommended for students to enroll in MUSC 462 concurrently so that private study will continue until the end of the semester.

#### ***E. Student (Convocation) Recitals***

Student recitals are scheduled every semester, during the 12:00 p.m. convocation hour. All music majors and minors are encouraged to perform. To schedule a performance on a student recital, students must fill out a Student Recital Information Sheet, have it signed by their primary studio instructor, and submit it to the Student Recital Coordinator.

## **V. PRACTICE AND REHEARSAL FACILITIES**

### ***A. Practice Rooms***

Rooms 12, 17, and 19 (grand pianos) and 20-through-26 (upright pianos) are locked at all times. Policies concerning access and use are described below:

Priorities on Practice Room Use: Rooms 19, 20 and 21 are for piano majors only. Priority for use of Rooms 25 and 26 is assigned to instrumental practice.

Other Guidelines in the Use of Practice Rooms (These also apply to other practice and rehearsal facilities):

- Eating, drinking, and smoking are prohibited.
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- Music and personal belongings are to be removed upon leaving, and the room restored to order (lids down on grand pianos).
- Evidence of misuse/vandalism should be reported to the Music Office promptly.
- Abuse of practice facilities, or failure to abide by these policies, can lead to withdrawal of practice privileges.

CA 1001 (Light Recital Hall): Teaching or rehearsals scheduled by faculty take priority over student use of this room. Doors must be locked after practice.

### ***B. Rehearsal Rooms***

CA 1, 3, 5, 6, 30, and CA 1005 are available for student rehearsals. CA1005 is not available during Recital Hall performances or when needed by a departmental performing ensemble.

Reservations are arranged through 25Live.

Room Set-Up and Security: If it is necessary to move chairs, stands, or other equipment in these rooms, the original set-up must be restored when finished. Specialized musical and audio/visual equipment is not to be used without faculty permission. The door must be locked afterward.

### ***C. Rehearsals in Recital Hall***

Students may practice or rehearse in the Recital Hall. Reservations are arranged through the 25 Live.

Equipment normally in the Recital Hall or storage room should not be removed from the area without faculty approval. Only Department-owned items can be left or stored in these locations.

When finished with practice, the piano must be locked, covered, returned to its usual location, and plugged in. Stands and chairs, too, are to be straightened up. Students must lock doors and turn lights off.

Recital Hall Pianos: The Steinway 9-foot concert grand, to which access is restricted, is covered and locked when not in use. A key for the keyboard lock may be obtained from the Program Assistant and returned immediately upon completion of use. The instrument must not be used without authorization.

### ***D. Keyboard Instruments--Care and Relocation***

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Keyboard instruments are not to be moved from their normal location without faculty approval and supervision. Mechanical defects or damage to instruments should be reported promptly to the keyboard coordinator, who notifies the piano technician. Keyboards with humidifiers must be plugged in when not in use. Report flashing lights on humidifiers to the Program Assistant.

## **VI. SCHOLARSHIPS (Music Majors only)**

The Department of Music awards a number of scholarships to music majors each year. These scholarships are awarded to both new freshman and to continuing music majors. The criteria for selecting scholarship recipients vary according to the source of the funding.

Funds for music scholarships are derived from several sources including endowments, gifts and donations, proceeds from benefit concerts or events, and music-student organizations. Scholarship awards are credited directly to the recipient's financial aid account as follows: one-half the award during the eleventh week of the Fall semester, and the remaining half distributed after midterm of the Spring semester.

Music Department Scholarships are offered to new freshman music majors on the basis of academic preparation and entrance audition results. Continuing music majors wishing to be considered for a scholarship must submit an application; application forms and instructions are available online (<https://www.uww.edu/coac/students#music#how-to-apply>).

Departmental Scholarship offers and awards for the following academic year are typically announced by the first week of April. Scholarship award decisions are made by the Department's Scholarship Committee, which consists of the Area Coordinators, Department chair, and Scholarship Coordinator, who chairs the Committee.

In addition to Department Scholarships, other organizations award scholarships to music students. These organizations have their own criteria and application processes. In recent years, scholarships have been awarded to music students by the Collegiate National Association for Music Education (CNAfME), Delta Omicron (DO), and others.

### ***A. Guidelines for Scholarships***

Music Department Scholarships are awarded for one academic year. Half of each Music Scholarship is awarded to qualifying students for the fall semester, and the remaining half is awarded for the spring semester. All music scholarships are credited directly to student financial aid accounts in the UW-Whitewater Financial Aid Office.

Music Scholarship recipients are selected on the basis of performance auditions, demonstrated academic preparation and success, service, and potential to contribute positively to the music profession. Students must apply for scholarships:

<https://www.uww.edu/coac/students#music#how-to-apply>.

#### Initial Semester:

In order to receive a scholarship award for an initial semester, the student must:

1. Be enrolled as a full-time music major (at least 12 credits) pursuing a B.M. or B.A. degree in Music.
2. Be enrolled in music classes, applied lessons, and ensembles appropriate for the music degree pursued, as selected in consultation with a music department faculty advisor. As a condition of the award, scholarship students may be required to perform in specific departmental ensembles.
3. Meet instructor's attendance and course requirements for all classes, lessons, and ensembles.
4. Apply for any/all scholarships.

In the event that a music scholarship recipient must drop a course during the semester, recipients must obtain written permission from an Academic Advisor and the Music Department Chairperson. Failure to meet this requirement will result in loss of the scholarship.

The Music Scholarship Committee reviews fall semester grades of all music scholarship students. Scholarship students earning grades lower than 'B-' for any music class, private applied lesson or music ensemble become ineligible for continued music scholarship support, and the second semester portion of any scholarship award will be canceled.

#### Second Semester:

In order to receive a scholarship award the second semester:

1. The student must continue to be enrolled as a full-time music major.
2. The student must have earned an overall cumulative grade point average of at least 3.0 for all classes, and have earned a grade of 'B-' or higher in all of the previous semester's music courses.
3. The student must be enrolled in the appropriate applied lessons, music classes, and departmental large concert ensembles (concert band, chamber choir, orchestra, concert choir or wind ensemble) as selected in consultation with a music faculty advisor. As a condition of the scholarship, students may be required to perform in specific departmental ensembles.
4. The student must meet instructor's attendance and course requirements for all classes, lessons, and ensembles.

All UW-Whitewater music majors are eligible to apply for music department scholarship support during the spring semester of each year. Music Department scholarship awards for continuing music majors are announced to recipients in early May, and will be credited to student financial aid accounts in two installments, during the following September and January.

## **VII. THE MUSIC MINOR**

NOTE: While Section VII. contains music-minor-specific information, minors are responsible for all applicable portions of Section IV above.

### ***A. Course Requirements***

The various music minor programs are described in the Undergraduate Catalog.

Active Minor: To be considered an active minor, a student who has not completed all four of these courses must be enrolled in at least one: MUSC151 (Theory I); MUSC153 (Aural Skills I); MUSC152 (Theory II); MUSC 247 (Music Theory III). When enrollment must be limited for a course taken by both majors and minors, the Department gives preference to majors.

### ***B. Private Applied Study***

Private lessons are available to music minors as elective credits. Due to teaching-load considerations, however, it may not be possible to provide private applied lessons to all minors wishing to enroll during any given semester. Scheduling priority is given to active minors who have not yet completed their applied music requirement (if applicable).

Advising

The Music Dept. designates one or more faculty as Music Minor advisors. During the period of advisement that precedes registration for each semester, it is the responsibility of each music minor to meet with their advisor. The Music Minor advisor(s) can assist students in course selection, keeping in mind requirements for maintaining active music- minor status (see especially VII.A. above).

Students must promptly report any changes in their status as music minors to the Registrar, the Music Office, and their advisor.

## **APPENDIX ONE: Instrumental Area Recital Procedures**

Recital hearing procedures and guidelines (Revised 2/6/02)

1. The date of the hearing must be scheduled at least one month (4 weeks) in advance of the recital date. Any deviation from this timeline requires consent of the primary instructor.
2. A "recital hearing form" must be secured from the Music Office or may be found online in digital format. This may be done by the performer, studio instructor or a committee member, but should be coordinated by the student and studio instructor prior to the hearing.

3. It is the responsibility of the performer to arrange the hearing date, time, and secure the other faculty members for the committee, other than the primary instructor. This should be coordinated with the studio instructor and accompanist (when applicable) to determine a primary date as well as one or two alternate times in order to expedite the process.
4. For voice and instrumental students, the committee is to consist of three faculty members (primary studio instructor and two other faculty members). For keyboard students, the committee will consist of 2 faculty (primary studio instructor and one other faculty member)
5. In the event of a scheduling conflict, alternate faculty may be selected to serve on the hearing committee.
6. The jury should be scheduled during a 50-minute time slot. In the case of shared recitals, performers may request separate hearings. (This is up to the discretion and coordination of primary studio instructors, performers and accompanists.)
7. Chamber music may be performed at the hearing but is not required. (This is left to the discretion of the primary studio instructor.)

#### **APPENDIX TWO: Keyboard/Voice Area Recital Procedures**

1. A student is eligible to apply for permission to present a recital only after performing solo works on at least three departmental student recitals or during studio class, and only with his or her studio teacher's permission.
2. The student and/or studio teacher must submit a completed recital request form to the vocal or keyboard coordinator before April 1st of the academic year before the proposed recital is expected to be performed.
3. If the recital request is approved by the voice/keyboard faculty, the form is forwarded to the Office of Public Events. Students approved for recitals must meet with the Office of Public Events to schedule a recital date. Recital requests not approved are returned to the studio teacher.
4. At least four weeks before the scheduled recital, a recital hearing must be performed for a three-person faculty committee (two for keyboard area), including the student's studio teacher. The student must contact the area coordinator at least eight weeks before the recital date to schedule the hearing. (If the recital is scheduled during the first eight weeks of the fall semester, the student must contact the coordinator during the first week of classes.)
5. For the recital hearing, the student must provide three area comment sheets listing the works to be performed (including movements where appropriate), and three copies of the music for the committee members.
6. In order to be approved to perform the recital, the student must perform the recital program at a level judged acceptable for public performance at the recital hearing. This

is decided solely by the recital hearing committee. In rare cases, the recital committee may allow the recital to be performed with one or more pieces removed from the recital program if the student still meets the total time requirement after any deletions.

7. A student's studio teacher has the option to cancel the recital hearing and recital at any time prior to the hearing.
8. After successfully passing the recital hearing, the student must contact the Office of Public Events and make all arrangements for facilities reservations, program preparation, stage managing, recording, etc. Students who do not pass the recital hearing are not permitted to perform the recital.

### **APPENDIX THREE: Theory/ Composition Recital Procedures**

For students presenting a composition recital:

1. The date of the hearing must be scheduled at least one month (4 weeks) in advance of the recital date. Any deviation from this timeline requires consent of the primary instructor.
2. A "recital hearing form" must be secured from the Music Office or may be found online in digital format. This may be done by the performer, studio instructor or a committee member, but should be coordinated by the student and studio instructor prior to the hearing.
3. It is the responsibility of the performer to arrange the hearing date, time, and secure the other faculty members for the committee, other than the primary instructor. This should be coordinated with the studio instructor and performers to determine a primary date as well as one or two alternate times in order to expedite the process.
4. The committee is to consist of three faculty members (primary studio instructor and two other faculty members).
5. In the event of a scheduling conflict, alternate faculty may be selected to serve on the hearing committee.
6. The jury should be scheduled during a 50-minute time slot. If all performers cannot attend a single recital hearing, the hearing may be broken up into multiple sessions as necessary, as long as at least 2 faculty are present at the sessions.
7. The recital must consist of at least 25 minutes of original compositions, chosen in conjunction with your studio teacher. This can include up to 10 minutes of purely electronic music. These requirements may be adjusted in consultation with primary studio faculty.