

# MUSIC at MSU DENVER



## STUDENT HANDBOOK

Policies and Procedures approved by the Music Faculty: SPRING 2020



**METROPOLITAN STATE UNIVERSITY**<sup>SM</sup>  
OF DENVER

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## DISCLAIMER

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The Department of Music Student Handbook and Policy Manual is not a binding contract between the Metropolitan State University of Denver (MSU Denver) and students. The Department of Music reserves the right to change its contents at any time, without advance notice.

## ABOUT THE DEPARTMENT

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Music at Metropolitan State University of Denver (MSU Denver) offers professional programs designed to prepare students for careers as music teachers, performers, or composers. Students seeking a broad, general coverage of the field may pursue the music minor.

Metropolitan State University of Denver is an accredited institutional member of the National Association of Schools of Music. In addition, the college teacher certification program is fully accredited by the National Council for the Accreditation of Teacher Education and by the Colorado Department of Education.

### Mission Statement

The Department of Music at Metropolitan State University of Denver recognizes music as an essential part of a multicultural, global, and technological society. Dedicated to excellence, we seek to inspire and develop all students, with a focus on musicianship, accessibility, musical creativity, and lifelong engagement with the art. We embrace all forms of musical expression and are committed to the ideals of a liberal arts education and a professional education in music which provides students with a broad range of skills for post-graduate work and careers in and beyond the field of music. Using the city as a classroom, we engage with Denver's vibrant artistic community through partnerships, internships, and performances.

**Accessibility and Inclusivity.** We believe that students of all backgrounds, interests, and disciplines should have access to a diverse, affordable, and substantive musical education. Our students learn in an environment inclusive of all identities and cultural backgrounds. We embrace the diversity of our community in performance, analysis, creation, and collaboration through meaningful study of varied musical traditions.

**Musicianship and Creativity.** Students need to develop musical fluency for future success. We promote creativity through active engagement in performance, composition, research and teaching, preparing them for the variety of options that exist for 21st century musicians.

**Technology and Innovation.** Promoting the use of technology and recognizing its place in teaching, learning, performance, and composition, we are committed to a musical education that empowers students to be innovative as musicians, future educators, graduate students, and entrepreneurs.

# POLICIES AND PROCEDURES FOR MUSIC STUDENTS

## ADVISING

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Students in the Music Department are assigned faculty advisors based upon their instrument and desired degree. Faculty advisors assist students in the navigation of course sequences, facilitate course registration, and provide career advice. Advisor assignments are emailed to students in the first semester of study and remain the same throughout the student's course of study. Students are responsible for setting up meetings with their advisors and are recommended to meet with their advisor at least once per semester. Consult the music office for your faculty advisor's name and contact information.

## PRIVATE INSTRUCTION POLICIES

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Private instruction is available in both classical and jazz tracks for all instruments. Private instruction is also available in composition. Students enrolled in private instruction must attend the weekly Performance Class for their instrument area, and must also concurrently enroll in MUS 0020: Recital Attendance, and the major ensemble for their instrument. [See sections Performance Class, Recital Attendance, and Ensemble Requirement]. Once students have fulfilled the major ensemble and recital attendance requirements specified by their degree program, students may continue to enroll in private instruction without these co-requisites. However, students must continue to be enrolled in an ensemble of their choosing.

MSU Denver students who have declared music as their major or minor must pass a private instruction audition. Auditions are held at various times throughout the year; the dates for Audition Days are listed on the music department website. To sign up for an audition, new students must first meet with an Arts Advisor. Advising appointments may be set up by calling the music department office: 303-615-1010. Current students auditioning on a secondary instrument may set up an audition by contacting the music office at least one month prior to Audition Day. On Audition Day, students must complete a Private Lesson Request form prior to performing their audition.

Students who pass their audition but have not taken Essentials of Music Theory or tested out of the course by taking the Music Theory Placement Exam are expected to complete Essentials of Music Theory during their first semester of private instruction.

Students enrolled in private instruction are required to attend all private lessons. Individual private lesson times are scheduled between the private teacher and student during the first week of classes. Accompanists are provided by the department.

In the event that a student must miss a lesson, it is the student's responsibility to give both the teacher and the accompanist at least 24 hours' notice, except in emergency. Please contact both the teacher and the accompanist via email and phone (leave a message if unanswered). The private teacher is not required to make up lessons missed by the student; however, lessons cancelled by the teacher will be rescheduled. Failure to notify the MSU Denver staff accompanist of

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any missed lesson or appointment may result in the immediate loss of the privilege of the accompanist's services.

**NOTE:** Students are expected not to withdraw (W) at any time from private instruction or their co-requisite major ensemble. If circumstances require an exception to this policy, students must meet with the Department Chair to obtain permission to withdraw. Students who withdraw without the permission of the Department Chair may not be allowed to enroll in future private instruction until they (1) pass a re-audition; and (2) receive permission to enroll after presenting their case before a faculty committee including their private instructor, area director, and the Department Chair.

### Private Instruction Grades

Private instruction grades are provided by the student's private instructor in consultation with the area director. Grades for private instruction may be based on lesson quality, lesson attendance, Performance Class attendance, recital performance, and/or the final jury. Please consult your syllabus, private instructor, and area director for specific grading policies in your instrument area.

### Jury Examinations

All students enrolled in private instruction must perform a jury examination before at least three members of the music faculty, one of whom must be the student's private instructor and one of whom must be a full-time faculty member. These examinations are scheduled during finals week each semester.

Students will follow these procedures:

1. Students enrolled in 45-minute lessons will sign up for a single-timeslot jury.
2. Music Performance majors enrolled in one-hour lessons will sign up for a double-timeslot jury.
3. Students must prepare printed programs or repertoire sheets as required by their instrument area guidelines.
4. Students are expected to dress professionally for jury examinations.
5. Each jury examination must demonstrate growth and development according to the area guidelines.

Failure to perform a jury examination will result in a semester grade of either "I" or "F" for private lessons. A grade of "I" will be awarded only in emergency situations (i.e. hospitalization, severe illness, etc.). To receive a grade of "I," the studio teacher must receive adequate advanced notice and appropriate arrangements must be made for a make-up jury. It is the responsibility of the student to schedule a make-up jury. Failure to appear without notification will result in a grade of "F."

Students must re-audition for private instruction if they do not progress to the next level of private lessons in two consecutive semesters (fall or spring), or if they have withdrawn from private instruction without permission from the Department Chair.

### Accompanists

The Music Department provides piano accompanists for private lessons, rehearsals, performance classes, and juries. Please consult your syllabus, private instructor, and area director for more information about the piano accompanist policy in your instrument area.

### Performing on a Recital Attendance Convocation

All Music Performance majors must perform at least once on a Recital Attendance Convocation in every semester of performance-level private lesson study. To perform on a convocation, students must submit their complete and accurate program information on an online form, found on the Department of Music website. In addition to turning in the form,

1. Students in some instrument areas must successfully perform the selection in a Performance Class prior to the Recital Attendance Convocation. Please consult your instrument area guidelines for the policy in your area.
2. Music selected for performance must be literature studied with the studio teacher and approved by the studio teacher.
3. The student and accompanist must have adequately rehearsed before the performance. Students are expected to give their accompanist adequate notice of anticipated performances.
4. Students and accompanists are expected to dress professionally for all performances.

### Performing in a Performance Class

Student requests to perform in a Performance Class vary by instrument area. Some areas assign students to specific dates, while others require students to submit a Performance Class Request form to the area director one week prior to the Performance Class. Please consult your instrument area director for the policy in your area.

The student and accompanist must have adequately rehearsed before performance in the Performance Class. Students are expected to give their accompanist adequate notice of anticipated performances. Students and accompanists are expected to dress professionally for all performances.

## PERFORMANCE CLASS ATTENDANCE

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All students enrolled in private instruction must attend the weekly Performance Class for their primary instrument area. The Performance Class for students in the Jazz, Guitar, Piano, and Brass instrument areas meets on Mondays, 2:30-3:20 pm. The Performance Class for students in the Strings, Woodwinds, Percussion, and Voice areas meets on Wednesdays, 2:30-3:20 pm. Each studio teacher will keep attendance records. Tardiness, leaving early, and/or excessive absences will be considered in determining the student's final grade for private instruction, as well as his/her advancement to the next level of instruction.

Students studying in more than one private lesson area should attend the performance class for their primary performance area on the first scheduled meeting and consult with their area director about remaining performance classes.

There are seven dates throughout the semester in which a Recital Attendance Convocation occurs in place of either the Monday or Wednesday Performance Class. **Students in ALL instrument areas are required to attend the convocations.** Dates for Recital Attendance Convocations are emailed to students prior to the start of the semester.

## RECITAL ATTENDANCE

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All students must enroll in MUS 0020: Recital Attendance every semester they are enrolled in private lessons until they have completed the required number of semesters stipulated by their degree program. **Students will automatically be enrolled in Recital Attendance when they are enrolled in private lessons by the Music Department. For students taking elective lessons who have met the Recital Attendance requirement for their degree program, it is the responsibility of the student to drop Recital Attendance from their schedule.**

Students must attend six (6) Recital Attendance Convocations held throughout the semester and an additional four (4) Music Department **bolded concerts** in order to receive a grade of Satisfactory for the semester. Only **bolded concerts** on the Music Department Calendar of Events are eligible for Recital Attendance credit.

To receive credit for attending a Recital Attendance Convocation or a bolded Music Department concert, students must fill out a paper attendance slip and turn it in at the end of the event. Paper attendance slips are handed out and collected by event staff at the main doors to the concert/recital hall. Students who arrive late or leave early will not receive attendance credit. No partial credit is given. To receive credit for attending the musicals produced by the Theatre Department, students must turn in their ticket stub to the Music office, AR-287.

Students cannot receive credit for a bolded concert in which they are a participant (exception: ushers, stagehands, and page turners). Students will receive credit for participation in Recital Attendance Convocations; if listed on the program, they do not need to turn in an attendance slip.

Students will be assigned a grade of “Satisfactory” or “Unsatisfactory” based on recorded attendance. A grade of “Unsatisfactory” will require the student to take an additional semester of Recital Attendance.

### Recital Attendance Incomplete Agreement

Grades of “Incomplete” are granted to students who attend a total of eight (8) or nine (9) concerts in a semester. Students may turn their grade of “Incomplete” to a “Satisfactory” by taking the following steps:

- Students must fill out the online Recital Attendance Incomplete Agreement on the Music Department webpage prior to the first day of classes in the subsequent semester.
- Students who had a total attendance of nine (9) concerts must attend a total of twelve (12) concerts in the subsequent semester.
- Students who had a total attendance of eight (8) concerts must attend a total of fourteen (14) concerts in the subsequent semester.
- Students who had a total attendance of seven (7) concerts or below may not take an “Incomplete.” They will receive a grade of “Unsatisfactory” and will be required to take an additional semester of Recital Attendance.

## ENSEMBLE REQUIREMENT FOR PRIVATE INSTRUCTION

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Music majors and minors must participate in an ensemble during each semester of private instruction. Students must enroll in the corresponding major ensemble for their instrument area until they have fulfilled the major ensemble requirement specified by their degree program. Once the major ensemble requirement has been met, students may enroll in an ensemble of their choosing. Some major ensembles require an audition.

### Classical Guitar

For students seeking a minor, BA or BM whose primary instrument is guitar, the major ensemble is Guitar Ensemble.

For students seeking a BME whose primary instrument is guitar, the major ensemble is assigned by the Director of Music Education.

### Jazz and American Improvised Music

For students whose primary instrument is in a jazz lesson area, the major ensemble is Jazz Ensemble or Jazz Combo as assigned by the Director of Jazz Studies.

- For new students, the initial private lesson audition on Audition Day serves as the audition for jazz ensembles.
- For continuing students, the student's private lesson jury serves as the audition for jazz ensembles in the following semester.

### Piano and Organ

For students seeking a minor, BA, or BM whose primary instrument is piano or organ, the major ensemble is Chamber Music as assigned by the Director of Piano Studies.

For students seeking a BME whose major instrument is piano or organ, the major ensemble is assigned by the Director of Music Education.

### Strings

For students whose primary instrument is strings, the major ensemble is Symphony Orchestra or String Sinfonietta, as assigned by the Director of Orchestras.

- Symphony Orchestra auditions are held on the first day of each semester. String players are required to audition every semester. Prospective Symphony Orchestra students can find audition materials and sign up for an audition on the Music Department website at <http://www.msudenver.edu/music/ensembles/orchestraauditions/>.
- No audition is required for String Sinfonietta.

## Voice

For students whose primary instrument is voice, the major ensemble is Chorale, University Treble Choir, or University Basso Choir.

- Auditions for the Chorale are held during finals week for the following semester, as well as during the first two days of classes at the start of each semester. Prospective Chorale students can find audition materials and sign up for an audition on the Music Department website at <http://msudenver.edu/music/ensembles/choirauditions/>.
- University Basso Choir and University Treble Choir require a brief and simple voice placement test, which occurs during the first class meeting of the semester.

## Woodwinds, Brass, and Percussion

For students whose primary instrument is woodwinds, brass, or percussion, the major ensemble is Wind Ensemble or Symphonic Band.

- Students wishing to audition for Wind Ensemble must contact the Director of Bands to determine eligibility.
- No audition is required for Symphonic Band.

## SPECIFIC ENSEMBLE REQUIREMENTS FOR EACH DEGREE PROGRAM

### Minor in Music

- 2 semesters of the major ensemble that corresponds with the primary instrument.

### Bachelor of Arts in Music

- 5 semesters of the major ensemble that corresponds with the primary instrument.
- 1 semester of Chamber Music.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### Bachelor of Arts in Music Theory

- 5 semesters of the major ensemble that corresponds with the primary instrument.
- 2 semesters of an elective ensemble.
- 1 semester of Chamber Music.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### Bachelor of Music

#### Bachelor of Music: Composition Concentration

- 6 semesters of the major ensemble that corresponds with the primary instrument.
- 1 semester of Wind Ensemble\*, Symphonic Band, or Secondary Instrument Band.
- 1 semester of Symphony Orchestra\*, or String Sinfonietta.
- 1 semester of Chorale\*, University Treble Choir, University Basso Choir, or Auraria Choir.
- 1 semester of Chamber Music.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### **Bachelor of Music: Guitar Concentration**

- 8 semesters of Guitar Ensemble\*.
- 4 semesters of Chamber Music.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### **Bachelor of Music: Jazz and American Improvised Music Concentration**

- 10 semesters of Jazz Ensemble\* or Jazz Combo\*.
- 2 semesters of Chamber Music, Early Music Ensemble, Guitar Ensemble\*, or Percussion Chamber Ensemble.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### **Bachelor of Music: Piano or Organ Concentration**

- 8 semesters of Chamber Music.
- 4 semesters of Wind Ensemble\*, Symphonic Band, Secondary Instrument Band, String Sinfonietta, Symphony Orchestra\*, Chorale\*, University Treble Choir, University Basso Choir, or Auraria Choir. 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### **Bachelor of Music: Strings Concentration**

- 8 semesters of Symphony Orchestra\* or String Sinfonietta.
- 4 semesters of Chamber Music.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### **Bachelor of Music: Woodwind, Brass, or Percussion Concentration**

- 6 semesters of Wind Ensemble\* or Symphonic Band.
- 2 semesters of Symphony Orchestra\*.
- 4 semesters of Chamber Music.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### **Bachelor of Music: Voice Concentration**

- 8 semesters of Chorale\*, University Treble Choir, or University Basso Choir.
- 3 semesters of Opera Ensemble\* and/or Chamber Music.
- 1 semester of Opera Ensemble\*, Chamber Music, or Early Music Ensemble.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

## **Bachelor of Music Education**

### **Bachelor of Music Education: Primary Instrument in Jazz**

- 5 semesters of Jazz Ensemble\* or Jazz Combo\*.
- 1 semester of Chamber Music, Early Music Ensemble, Guitar Ensemble\*, or Percussion Chamber Ensemble.
- 1 semester of Wind Ensemble\*, Symphony Orchestra\*, Symphonic Band, String Sinfonietta, or Secondary Instrument Band.
- 1 semester of Chorale\*, University Basso Choir, University Treble Choir, or Auraria Choir.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

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### **Bachelor of Music Education: Primary Instrument in Woodwinds, Brass, or Percussion**

- 6 semesters of the major ensemble that corresponds with the primary instrument.
- 1 semester of Chamber Music.
- 1 semester of Chorale\*, University Treble Choir, University Basso Choir, or Auraria Choir.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### **Bachelor of Music Education: Primary Instrument in Piano, Organ, or Classical Guitar**

- 6 semesters of a major ensemble as assigned by the Director of Music Education.
- 1 semester of Chamber Music.
- 1 semester of a major ensemble not associated with the primary instrument area; options are Wind Ensemble\*, Symphonic Band, Secondary Instrument Band, Symphony Orchestra\*, or String Sinfonietta.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### **Bachelor of Music Education: Primary Instrument in Strings**

- 6 semesters of the major ensemble that corresponds with the primary instrument.
- 1 semester of Chamber Music.
- 1 semester of Chorale\*, University Treble Choir, University Basso Choir, or Auraria Choir.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

### **Bachelor of Music Education: Primary Instrument in Voice**

- 6 semesters of the major ensemble that corresponds with the primary instrument.
- 1 semester of Chamber Music.
- 1 semester of Wind Ensemble\*, Symphonic Band, Secondary Instrument Band, Symphony Orchestra\*, or String Sinfonietta.
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble.

An asterisk (\*) denotes that the ensemble requires an audition. Participation in Symphonic Band does not require an audition, but ensemble members are expected to have experience equivalent or greater than a senior in high school.

## **FORMAL ADMISSION TO PROFESSIONAL DEGREE PROGRAMS**

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The Department of Music offers three professional degree programs: Bachelors of Music in Performance (BM Performance), Bachelors of Music Education (BME), and Bachelors of Music in Composition (BM Composition). Each of these programs requires formal admission as outlined below.

There is no formal admission process for Bachelors of Arts in Music (BA Music).

### **Music Composition (BM Composition)**

Students wishing to pursue the BM Composition degree must successfully complete MUS 3650: Basic Techniques of Composition and submit a portfolio to the composition faculty for evaluation. The composition faculty admits composition students into the degree program based upon the quality of the student portfolio, abilities demonstrated in class, theory class grades, and instructor load.

### **Music Performance (BM Performance)**

#### **Brass or Percussion Concentrations**

Students wishing to pursue the BM Performance degree in brass or percussion must successfully complete MUS 171 and 172 (Private Instruction I and Private Instruction II) as well as successfully complete a Music Performance Audition prior to enrollment in MUS 273 (Performance III). This audition is approximately 24 minutes in length and is heard by a committee consisting of no less than the student's studio teacher and the area director.

For students enrolled in private instruction, the audition is administered during final exam week in place of their regular jury examination. For incoming transfer students and others not currently enrolled in private instruction at MSU Denver, the audition may be scheduled during one of the Audition Days preceding the fall or spring semester.

To schedule a Music Performance Audition, students must notify their studio teacher and the Director of Brass Studies at least one month prior to the anticipated examination date. Students who have previously failed the audition must present written evidence of further private study before requesting another audition.

#### **Classical Guitar Performance Concentration**

Students wishing to pursue the BM Performance degree in guitar must successfully complete MUS 171 and 172 (Private Instruction I and Private Instruction II) as well as successfully complete a Music Performance Audition prior to enrollment in MUS 273 (Performance III). This audition is approximately 24 minutes in length and is heard by a committee consisting of no less than the student's studio teacher and at least one full-time faculty member.

For students enrolled in private instruction, the audition is administered during final exam week in place of their regular jury examination. For incoming transfer students and others not currently

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enrolled in private instruction at MSU Denver, the audition may be scheduled during one of the Audition Days preceding the fall or spring semester.

To schedule a Music Performance Audition, students must notify their studio teacher and the Director of Guitar Studies at least one month prior to the anticipated examination date.

### Jazz and American Improvised Music Concentration

Students wishing to pursue the BM Performance in Jazz and American Improvised Music must successfully complete MUS 171 and 172 (Private Instruction I and Private Instruction II) as well as successfully complete a Music Performance Audition prior to enrollment in MUS 273 (Performance III). This audition is approximately 24 minutes in length and is heard by a committee consisting of no less than the student's studio teacher and the area director. Students will perform with the faculty as part of their audition.

For students enrolled in private instruction, the audition is administered during final exam week in place of their regular jury examination. For incoming transfer students and others not currently enrolled in private instruction at MSU Denver, the audition may be scheduled during one of the Audition Days preceding the fall or spring semester.

To schedule a Music Performance Audition, students must notify their studio teacher and the Director of Jazz Studies at least one month prior to the anticipated examination date.

### Piano/Organ Concentration

Students wishing to pursue the BM Performance degree in piano or organ must successfully complete MUS 171 and 172 (Private Instruction I and Private Instruction II) as well as successfully complete a Music Performance Audition prior to enrollment in MUS 273 (Performance III). This audition is approximately 20 minutes in length and is heard by a committee consisting of no less than the student's studio teacher and the area director. This audition requires four pieces of contrasting styles (single movement is acceptable) performed from memory. The student also demonstrates technical studies including all major and harmonic minor scales and arpeggios.

For students enrolled in private instruction, the audition is administered during final exam week in place of their regular jury examination. For incoming transfer students and others not currently enrolled in private instruction at MSU Denver, the audition may be scheduled during one of the Audition Days preceding the fall or spring semester. Students currently not enrolled in private instruction at MSU Denver must contact the Director of Piano Studies in advance to confirm the repertoire selection.

To schedule a Music Performance Audition, students must notify their studio teacher and the Director of Piano Studies at least one month prior to the anticipated examination date. Students who have previously failed the audition must present written evidence of further private study before requesting another audition.

### Strings Concentration

Students wishing to pursue the BM Performance degree in strings must successfully complete MUS 171 and 172 (Private Instruction I and Private Instruction II) as well as successfully complete a Music Performance Audition prior to enrollment in MUS 273 (Performance III). This audition is

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approximately 24 minutes in length and is heard by a committee consisting of no less than the student's studio teacher and at least one full-time faculty member.

For students enrolled in private instruction, the audition is administered during final exam week in place of their regular jury examination. For incoming transfer students and others not currently enrolled in private instruction at MSU Denver, the audition may be scheduled during one of the Audition Days preceding the fall or spring semester or a video audition may be submitted online at the Department of Music website.

To schedule a Music Performance Audition, students must notify their studio teacher and the Director of Strings Studies at least one month prior to the anticipated examination date.

### Voice Concentration

Students wishing to pursue the BM Performance degree in voice must successfully complete MUS 171 and 172 (Private Instruction I and Private Instruction II) as well as successfully complete a Music Performance Audition prior to enrollment in MUS 273 (Performance III). This audition is approximately 15 minutes in length and is heard by a committee consisting of the student's studio teacher and at least two other voice faculty members.

For students enrolled in private instruction, the audition is administered during final exam week in place of their regular jury examination (if the current semester's entire repertoire is offered in the audition). For incoming transfer students and others not currently enrolled in private instruction at MSU Denver, the audition may be scheduled during one of the Audition Days preceding the fall or spring semester.

To schedule a Music Performance Audition, students must notify their studio teacher and the Director of Voice Studies at least one month prior to the anticipated examination date. Students who, on the basis of their audition, are not admitted into the Music Performance program, or those who are removed from the Music Performance program on the basis of their semester-end jury, may not immediately re-audition for entrance into the next semester of study and must wait to audition for consideration in the following semester.

### Woodwind Concentration

Students wishing to pursue the BM Performance degree in woodwinds must successfully complete MUS 171 and 172 (Private Instruction I and Private Instruction II) as well as successfully complete a Music Performance Audition prior to enrollment in MUS 273 (Performance III). This audition is approximately 24 minutes in length and is heard by a committee consisting of no less than the student's studio teacher and at least one full-time faculty member.

For students enrolled in private instruction, the audition is administered during final exam week in place of their regular jury examination. For incoming transfer students and others not currently enrolled in private instruction at MSU Denver, the audition may be scheduled during one of the Audition Days preceding the fall or spring semester.

To schedule a Music Performance Audition, students must notify their studio teacher and the Director of Woodwind Studies at least one month prior to the anticipated examination date.

### Music Education (BME)

1. Students should apply for formal admission to the music education program during the semester following completion of MUS 2340: Foundations of Music Education with a grade of “C-” or higher.
2. Students who apply for admission to the music education program must have a GPA of 2.75.
3. Transfer students must complete MUS 2340: Foundations of Music Education at MSU Denver prior to application for formal admission to the music education program.
4. Students may be evaluated for admission to the music education program during final exam week in each fall and spring semester. The music education faculty will evaluate the student’s progress in the degree to date, as well as professional dispositions as evaluated by current ensemble directors and other instructors at MSU Denver.
5. The criteria for admission to the music education program are as follows:
  - Academic progress in all course work as measured by grades received in MSU Denver courses to equal a GPA of 2.75 or greater.
  - Well-defined career goals and aspirations as evidenced by the Personal Philosophy of Music Education (developed in Foundations of Music Education).
  - Outstanding personal and professional dispositions as evaluated by current MSU Denver instructors.
  - Potential for success as a music educator as evaluated by the music education faculty utilizing all of the above criteria.
6. For admittance into the music education program, students must distribute the “Personal and Professional Dispositions” link to all of the following:
  - Each ensemble director for the past two semesters at MSU Denver
  - The current instructor of MUS 2340: Foundations of Music Education
  - Each private lesson instructor at MSU Denver for the past two semesters
  - Another music faculty of their choice
  - A self-evaluation

The Personal and Professional Dispositions link will include brief instructions and enough space for each instructor to complete the evaluation. Each chosen instructor must complete the form confidentially and return it directly to the Director of Music Education the last day of classes (Friday before finals week) in the current semester.
7. Students must submit the following materials to the Music Education organization available on Blackboard:
  - A copy of the student’s Personal Philosophy of Music Education
  - The Application for Music Education
8. When the jury examination schedule is posted, each student applying for admission to the music education program must sign up for a time slot in order to complete the interview process.

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9. Students will be notified of the results of the admission process by the end of finals week. Students may be admitted fully or provisionally, and may apply again up to two times if not admitted.
10. If Provisional Admission is granted, students will be notified of the deficiencies to be corrected along with the deadline for doing so.
11. Only students admitted formally or provisionally to the music education program will be allowed to enroll in MUS 3350: General Music Methods, MUS 4370: Vocal Music Methods, MUS 4360: Instrumental Music Methods, and each paired Supervised Field Experience (MUS 3351, MUS 4371, and MUS 4361).

### Ongoing Enrollment in Music Education

1. Students enrolled in any music education field experience course must sign up for and attend a music education jury at the end of the semester. Successful attendance and completion of this jury is required in order to pass each field experience course and in order to enroll in further music education methods and field experience courses.
2. After each music education jury, the faculty will either pass the student, pass the student provisionally with provisions for correcting deficiencies, or not allow the student to continue in the music education program.
3. Students who do not successfully complete the music education jury will receive a grade of "F" for the corresponding music education course. In special circumstances, a grade of "I" may be awarded, but students must complete the jury on the Audition Day prior to the following semester.
4. Students who receive a grade of "F" for any supervised field experience course may not enroll in any additional music education methods or field experience courses until the course is re-taken and passed, and any deficiencies identified by the music education faculty corrected.
5. When the jury examination schedule is posted, each student who is enrolled in either a Supervised Field Experience course or is planning to student teach in the following semester must sign up for a time slot in order to complete the music education jury. Students should complete the online portfolio in Blackboard as part of their music education jury. In addition, students should bring two copies of their field experience logs.

## SENIOR EXPERIENCE REQUIREMENTS

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### Junior Recital for Performance Majors (*optional*) or Other Non-Required Performances

Music Performance majors are not required, but are strongly encouraged, to perform a Junior Recital the year prior to their Senior Recital. Music Education majors are not required, but are strongly encouraged to perform a Junior Recital prior to Student Teaching. Music Composition majors are not required, but are allowed to give a Composition Recital during their final semester of private instruction. Accompanists for are provided by the department.

The recital must be scheduled in consultation with the performance area director and the studio teacher by December 1 for the following spring semester, or by May 1 for the following fall. The area director and/or studio teacher will schedule the recital with the department events coordinator; students may not schedule directly with the events coordinator.

Once the recital is scheduled, the student must submit a Recital Hearing Request to the events coordinator signed by the student, the studio teacher, and the area director. Hearings are scheduled at the discretion of the area director and the studio teacher and must take place three weeks prior to the recital. The Hearing Committee must be comprised of at least three faculty members, including the area director, the studio teacher, and another faculty member preferably from an outside area.

The recital program must be submitted to the committee at the hearing and to the office immediately upon approval of the hearing. For a Junior Recital, program notes are not included in the program.

Performance of a jury during the same semester as the Junior Recital is left to the discretion of the area director and the studio teacher. Technical requirements normally required for the jury may be tested by the studio teacher in the student's final lesson of the semester.

### Senior Recital Requirements

Music Performance majors must perform a Senior Recital in order to fulfill their senior experience requirement for graduation. Students must pass a Recital Hearing and perform their Senior Recital during their final semester of private instruction, MUS 4740: Performance VIII. A student cannot pass MUS 4740: Performance VIII without performing a Senior Recital.

### Recital Scheduling

The Senior Recital must be scheduled in consultation with the performance area director and the studio teacher by December 1 for the following spring semester, or by May 1 for the following fall. The area director and/or studio teacher will schedule the recital with the department events coordinator; students may not schedule directly with the events coordinator. Recital venue scheduling is tentative until the signed Senior Recital Hearing Request form is submitted.

### Hearing Request

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Once the recital is scheduled, the student must submit a Recital Hearing Request to the events coordinator signed by the student, the studio teacher, and the area director. Hearings are scheduled at the discretion of the area director and the studio teacher and must take place three weeks prior to the recital.

It is the area director's responsibility to work with the student to form the Hearing Committee and to secure the proper commitment and signatures of the committee. The Hearing Committee must be available to attend both the Hearing and the Senior Recital, and must be comprised of at least three faculty members, including the area director, the studio teacher, and another faculty member preferably from an outside area. If an unanticipated conflict should arise, the committee may request a video recording. The Hearing Committee must approve the student's hearing before the Senior Recital can be performed. No publicity will be produced or distributed until the hearing has been successfully completed.

### Program

Students must submit their program with accurate timings for each piece to the Hearing Committee at the Recital Hearing. The program must include:

- Titles of works to be performed, including title of larger work derived from, if applicable
- Composer's full name and birth/death years
- Movement numbers and complete titles of movements
- Names and instruments of other performers

Some performance areas also require program notes; consult your area director for area-specific requirements. The Hearing Committee may require changes to the program. A corrected program must be submitted to the events coordinator no later than two weeks before the date of the Senior Recital.

### Evaluation

The Senior Recital performance will be graded by the Hearing Committee and the student must pass with a C- or higher. Performance of a jury during the same semester as the Senior Recital is left to the discretion of the area director and the studio teacher.

### Senior Project

Students who are completing the Bachelor of Arts in Music (BA Music) must complete MUS 4950: Senior Project in order to fulfill their senior experience requirement for graduation.

The student, supervised and coached by their instructor, will create a research project in the area of music theory, history, literature, composition, performance, or pedagogy. In this course, students will:

- use research tools to investigate music, musical styles and composers
- use analytical tools to understand musical styles
- create a research project using a concise, analytical, and technically correct language

The project most typically results in a research paper of approximately 30-50 pages, but the student may negotiate with the instructor to design and complete an alternate project, such as part paper/part performance or another hybrid project that includes a research and writing component.

## Student Teaching

Music Education majors will complete one semester of student teaching at the end of their degree program.

Music Education students must complete the following in order to be eligible for student teaching:

- Degree program course requirements met with sufficient grades
- All Music Education juries passed

The student will enroll in MUS 4971 and MUS 4972 the semester they student teach.

**NOTE:** It is not possible to work or enroll in other courses during the semester of student teaching.

## Senior Composition Project

Music Composition majors must compose a piece for either Symphonic Band or Symphony Orchestra for MUS 4960: Senior Composition Project in consultation with their private composition instructor and the area director.