



COLLEGE OF PERFORMING AND VISUAL ARTS

DEPARTMENT OF MUSIC

Cedar City, UT 84720 • (435) 586-7890

A Handbook of Policies and Regulations

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General Information

Mission Statement

The Department of Music at Southern Utah University provides a dynamic educational environment where a community of learners explore pathways in music by developing individual strengths and pursuing collective excellence to prepare for lifelong learning, 21st-century careers in music, and active engagement in community performances.

Department/Program Learning Outcomes

All Degrees

1. Performance and Musicianship. Music graduates will:
 - a. demonstrate a level of technical and artistic proficiency that is on par for the national standards for success in graduate school.
 - b. have designed and executed musical events such as solo recitals with a level of professionalism that is on par for graduate study.
 - c. demonstrate a deep and broad understanding of the literature in their field.
2. History, Theory, Analysis. Music graduates will have:
 - a. a far-reaching exposure to and knowledge of literature in their area of expertise.
 - b. knowledge of multiple pedagogical approaches in their area of expertise.
3. Social and Cultural. Music graduates will be prepared to:
 - a. contribute to the community and the profession through performances on a professional level.
 - b. promote appreciation of art music within the society.
4. Music in Social and Cultural Contexts. Music graduates will:
 - a. have an understanding of the role of music in society.
 - b. participate in cultural experiences which will enlarge multicultural understanding.
 - c. possess an understanding of the responsibility of building the audiences of the future.

Additional Learning Outcomes, Bachelor of Music Education Degree

1. Performance and Musicianship. Music graduates will:
 - a. demonstrate a level of technical and artistic proficiency that is on par for the national standards for success in graduate school.
 - b. have designed and executed musical events such as solo recitals with a level of professionalism that is on par for graduate study.
 - c. demonstrate a deep and broad understanding of the literature in their field.
2. History, Theory, Analysis. Music graduates will:
 - a. have a far-reaching exposure to and knowledge of literature in their area of expertise.
 - b. knowledge of multiple pedagogical approaches in their area of expertise.
3. Social and Cultural. Music graduates will be prepared to:
 - a. contribute to the community and the profession through performances on a professional level.
 - b. promote appreciation of art music within the society.

NASM Accreditation

The Southern Utah University Music Department has been nationally accredited by NASM, the National Association of Schools of Music, since 1991. The quality of our program is re-evaluated on a regular basis. Superior standards must be met and maintained in order to receive and retain this prestigious accreditation.

The National Association of Schools of Music, founded in 1924, is an organization which evaluates the degree programs of music departments, schools of music, and conservatories of music, and determines if the highest standards of quality are being met. This evaluation process provides the basis for ensuring that the quality of instruction, educational experience, and degree requirements at one nationally accredited music program will be comparable to those at other nationally accredited music programs. One of the goals of NASM is to establish that the prime objective of all educational programs in music is to provide the opportunity for every music student to develop individual potentialities to the utmost.

Faculty and Staff Directory

A directory of current faculty and staff is available here:

<https://www.suu.edu/pva/music/faculty.html>

Important Links

Music Department Website www.suu.edu/pva/music/

Naxos Music Library <http://southutahu.naxosmusiclibrary.com/>

Music Major's Handbook <http://www.suu.edu/pva/music/pdf/handbook.pdf>

Accompaniment Request Form <http://www.suu.edu/pva/music/pdf/requestform2016.pdf>

Instrumental Jury Form <http://www.suu.edu/pva/music/pdf/instrumentaljuryform.docx>

Vocal Jury Form <http://www.suu.edu/pva/music/pdf/vocaljuryform.docx>

Keyboard Proficiency Exam

for Majors <http://www.suu.edu/pva/music/pdf/keyboard-proficiency-exam-major.pdf>

for Minors <https://www.suu.edu/pva/music/pdf/keyboard-proficiency-exam-minor.pdf>

Recital Checklist <https://www.suu.edu/pva/music/pdf/recitalchecklist.docx>

Solo Recital Approval Form <http://www.suu.edu/pva/music/pdf/jrsrrecitalapprovalform.pdf>

Music Gateway Form <http://www.suu.edu/pva/music/pdf/sophomore-assessment-gateway.doc>

Friday Student Recital Request <http://www.suu.edu/pva/music/pdf/studentRecitalRequest.pdf>

Voice Jury Forms <http://www.suu.edu/pva/music/pdf/vocaljuryform2017.docx>

Health and Safety <http://suu.edu/pva/music/resources.html>

Degrees Available

- Master of Music Education
- Master of Music, Music Technology
- Bachelor of Music, Instrumental Performance Emphasis
- Bachelor of Music, Vocal Performance Emphasis
- Bachelor of Music, Piano Performance Emphasis
- Bachelor of Music Education, Emphasis in Secondary Choral or Secondary Instrumental
- Bachelor of Arts in Music
- Academic Minor in Music

An entrance audition must be passed before acceptance into a music degree program is granted.

General Academic Policies

Advisement

In addition to the College of Performing and Visual Arts (CPVA) Academic Advisor, each music student is assigned an advisor within the Music Department; this person is typically their full-time applied music professor. Students are required to make an appointment with both of their advisors prior to each registration period. **Failure to seek advisement may result in problems with sequence courses** causing the student to go beyond the normal time required to finish their music degree. Transfer students must have their music coursework evaluated by the Department Chair and their transfer counselor before registering for classes.

Music Major Course Outlines to assist with advising can be found on the Music Department Website: <https://www.suu.edu/pva/music/academic.html>.

Transfer Students

Transfer and new students in music must perform an entrance audition in applied music in order to be accepted as a music major. Acceptance of transfer credit towards graduation requirements in music theory, music history, and other music courses is determined by the Department Chair. Any student having had Advanced Placement Theory in high school or any student who feels that they are proficient may bypass Theory I and/or Aural Skills if they pass an evaluative test.

Piano Proficiency Requirements

Music Majors must pass the piano proficiency exam prior to enrolling in Music Theory III. Music Minors must pass the piano proficiency exam prior to graduation. The exam is scheduled and administered by the Class Piano instructor. Class Piano (MUSC 1150 and MUSC 1160) prepares

the student to pass the exam. The appropriate forms and supplemental material can be found here: <http://suu.edu/pva/music/handbook.html>.

Sequential Courses

Students enrolled in any series of sequential courses, such as Music Theory, Class Piano, Music History, Conducting, etc. **must receive at least a “C”** in a given course to progress to the next level and receive degree credit.

Repeated Courses

The Music Department allows a student to repeat a course (excluding applied lessons and ensembles) no more than one time (a total of 2 times to take the same course).

- A student may elect to repeat a course for grade change or improvement. The highest grade received will be used in computing the grade average at graduation with “E” (Exclude) added to all other attempts of that course (see exception below). Courses taken at other colleges and repeated at SUU will not qualify for change of grade unless the student can provide the Registrar’s Office written proof from the appropriate SUU department that the courses involved were of similar content.
- A student may elect to repeat a course more than once for credit which can apply toward graduation. However, a statement indicating the course can be repeated for credit must appear in the SUU Catalog course description. Unless such a statement is included in a course description, the repeated class shall not apply to the 120 credit hours required to graduate.
- The University reserves the right to deny access to courses for students wishing to enroll following a second attempt. The University will grant additional attempts based on the student’s ability to benefit as determined by the appropriate department or discipline. This is a general University policy; additional enrollment may be more restrictive in selective programs and courses (e.g., student teaching). As per Utah Board of Regent’s Tuition and Fees Policy 4.16, “tuition for repeating a course more than once shall be charged at the full cost of the instruction.”

Courses that may be repeated for credit do not fall under the first point above when retaken for improvement of the grade. When requesting a GPA recalculation on these types of courses, the **most recent grade** must be used. The student **may not** take credit by examination in order to replace a poor previous grade.

Scholarships

Scholarships are decided by the faculty, with discussion in faculty meetings and final decisions are made by the Department Chair. Scholarships are based on academic and musical merit, service to the Department and financial need. In order to receive a scholarship, the following things are required. Specific areas might have additional requirements.

- **GPA:** 3.0 for a Music Scholarship, 3.4 for the Presidential Music Scholarship
- **Ensembles:** 2 ensembles per semester, one must be a large ensemble. Additional ensemble requirements may be area specific

- **Lessons:** Students must be enrolled in hour lessons in their major instrument each semester.

Recital and Concert Attendance

All music majors are required to enroll in and pass Music 0990 (Recital Attendance):

- Bachelors of Music 8 semesters
- Bachelors of Music Education 7 semesters
- Bachelor of Arts 6 semesters
- Music Minors 2 semesters

This requirement is designed to expose the music student to a variety of musical experiences and provide a suitable audience for recitals and concerts. Each semester, a listing of officially approved recitals and concerts for Music 0990 will be posted on the departmental bulletin board. Each student will be responsible for attending twelve different events on the approved list, at least three of which must be events in which the student does not personally perform. For information about the current method of attendance-taking consult with the music faculty or the Administrative Assistant.

Purchasing Music

All music students need to realize that the purchase of music is important in building a personal library and is a standard of the profession. The student's applied studio teacher will assist each student in the proper selection of music for each student's individual library. Students who use photocopies or digital scans of music they have not purchased are breaking the law unless the music is in the public domain. Fines for breaking copyright law are considerable and put the individual, the department, and the university at risk. Students will not be allowed to perform a jury or recital without owning their music.

Admission to Teacher Education

All students pursuing a program leading toward a Utah state teaching license must apply for admission to the Teacher Education Program. The criteria for admission are listed under general Requirements for Teacher Education Programs in the University catalogue. Any questions regarding professional education course requirements should be directed to the College of Education.

Alternating Year Schedule

Odd-Year Fall	4610	Vocal Pedagogy for Singers
	4960	Choral Methods
	4970	Instrumental Methods
Even-Year Spring	2680	French Diction and Literature
	4620	Vocal Pedagogy Seminar
Even-Year Fall	4700	Choral Literature
	4710	Instrumental Ensemble Literature
Odd-Year Spring	2670	German Diction and Literature

Ensembles

General Requirements

Each music major must be enrolled in a major ensemble each semester until they have completed the requirements for their degree. The major ensembles are: Wind Symphony (MUSC 3320), Concert Choir (MUSC 3360), Women's Choir (MUSC 3340), and Symphony Orchestra (MUSC 3380). Nor more than one ensemble per semester will count towards their degree:

- Bachelors of Music 8 semesters
- Bachelors of Music Education 7 semesters
- Bachelor of Arts 6 semesters
- Music Minors 2 semesters

Department Performing Groups

In addition to the major ensembles, other opportunities for performance include Opus Chamber Choir, Opera/Musical Theater, Jazz Ensemble, and various brass, woodwind, percussion, piano, guitar and string ensembles.

Student Travel Approval

In order for a student music group or ensemble to travel the following procedures must be followed:

- A music faculty member must be responsible for the group and be able to accompany the group for the entirety of the trip.
- A music faculty member must propose student travel in writing to the Department Chair in a timely fashion, state a tentative itinerary, and list the proposed dates with an estimate of cost.
- The Department Chair in consultation with the music faculty will approve or disapprove the request based on budgetary and artistic considerations.

Applied Music

Applied Music Requirements

Prospective music majors must pass an entrance audition in order to be accepted into a music degree program at SUU. After the completion of a successful entrance audition, majors must be registered for applied music study every semester until the senior recital is completed. Transfer students will be placed in an applied music level after their entrance audition. Freshmen will begin with MUSC 1410 level applied instruction. All music majors will be evaluated at the end of the MUSC 2410 level (see “Music Gateway,” below) to determine whether each student is meeting the requirements and level of expertise expected of his/her major instrument or voice. All applied students are assigned to study with a particular teacher by the head of the applied area. Any student who is admitted on a provisional basis will be evaluated at the end of the first year of study.

Majors and minors must register in the MUSC 1410-2410-3410-4410 series. Advancement from the 1410 level to subsequent levels (2410, 3410, and 4410) **requires an average grade of “B” or higher in two semesters** of each level and permission of the applied instructor.

All applied (individual instruction) students are required to pay \$253 for one credit hour or \$422 for two credits of private instruction. In addition to the applied fee there is a \$20 practice room rental charge per semester. This \$20 practice room fee is non-refundable. Students should see the Administrative Assistant to be assigned a room, a code or key to that room, and to sign up for practice times. The practice room code will be erased at the end of each semester or when applied study ends. Instrument lockers may be obtained through the Music Office.

Juries

All music majors are required to perform an applied music jury at the conclusion of each semester of study. A passing grade in their major applied area cannot be assigned until a jury is performed. The jury grade is advisory and the applied music grade will be determined by the applied instructor. Only students who have performed a junior or senior recital may be exempt from performing a jury during the semester of the recital performance.

Music minors must perform at least one applied music jury during their two semesters of study. Students taking applied lessons as an elective or majors studying a secondary instrument will perform a jury at the discretion of the applied instructor.

Jury Procedures

- Applied music juries will normally be held during final exam week.
- Participants should be dressed in performance attire (**women:** dress/skirt or dress pants and appropriate shoes; **men:** shirt, tie and appropriate shoes).
- Students will be asked by the faculty jury to perform literature listed on the student’s semester repertoire sheet. Repertoire required for the semester jury is determined by the medium of performance and the applied instructor. The repertoire sheet should list works which are ready for performance, music that is in progress, exercises that have been

studied during the semester, and should indicate works which have been performed in recitals and/or concerts.

- Written comments may be made by the jury members. The decision to share these comments with students will be at the discretion of the applied music instructor.
- Jury forms and repertoire sheets are found at the Music Department webpage www.suu.edu/pva/music/. Students must complete the jury forms and sign up for a jury time at the Music Office prior to final exam week. Both jury sheets and repertoire sheets should be typed.
- Instrumental students should make five (5) copies each of the repertoire and jury sheets. Vocal and piano students should make three (3) copies each of the repertoire and jury sheets.

Music Gateway

All music majors must complete a Music Gateway. This is a performance jury and interview that usually takes place in the spring, at the end of the student's second year of full-time study as a music major. Before taking the Music Gateway, students must:

- have successfully completed a minimum of 60 credit hours
- provide evidence of passing the piano proficiency
- be passing their second semester of MUSC 2410 applied lessons (B or higher)
- be passing MUSC 3070 (Form and Analysis) and MUSC 2140 (Aural Skills IV) (C or higher)
- provide a portfolio and appropriate forms (which are found on the Music Department website)

Passing the Music Gateway enables the student to begin upper-level applied studies (MUSC 3410) and upper-level Music courses.

A student who passes the Music Gateway as a BM or BMed student may change their degree to a BA without retaking the Music Gateway.

A student who passes the Music Gateway as a BA student and wishes to change their degree to a BM or BMed must retake their Music Department Gateway - at the BM or BMed level.

Transfer students wishing to matriculate at the Junior level of applied lessons (MUSC 3410) must pass the Music Gateway during the first month of their first semester in residence at SUU (if they have passed and transferred two semesters each of the equivalent of MUSC 1410 and MUSC 2410 with grades of B or higher). In these circumstances the student must also have passed and transferred the equivalent of MUSC 2110 and MUSC 2130 (Music Theory III and Aural Skills III with grades of a C or higher). Otherwise transfer students will take the Music Gateway when the required courses/credits for the Music Gateway have been satisfied.

The faculty jury will notify the students of their results, orally, at the time of their Music Gateway. The Music Department Chair will notify the students, by written letter, of the results

of their Gateway. The original will be given to the student, and a copy will be placed in the student's file in the Administrative Assistant's office.

A student who does not pass the Music Gateway on their first attempt may continue at the MUSC 2410 level of lessons and retake the Music Gateway after additional study.

After the second failure a student will be advised to find another major, will no longer be listed as a music major, and will not be allowed to enroll in upper-level classes and/or lessons in the Music Department. Students may remain in music ensembles and change to the academic music minor.

In addition to the Music Department's Music Gateway, music education students must also fulfill the Education Department's requirements to be admitted to upper-level classes for the Secondary Education program. These include:

- completion of the Education Department's admission application
- completion of a group interview
- a cleared background and fingerprint check
- ACT scores at or exceeding the following minimums:
Composite score of at least 21, English 20, math 19, reading 18, science 18
or
Praxis test no. 5751—Core Academic Skills for Educators (required if the student's ACT scores are below the minimum requirement in any area)
- a 3.0 cumulative GPA. No course with a "D" grade is accepted for licensure, this includes any transfer credit. A minimum semester GPA of 3.0 is required from date of admission onward into the Secondary Education program. Students must maintain a semester 3.0 GPA. A lower GPA will result in probation. After two semesters of GPA below 3.0, admission will be revoked.

Recitals

Departmental (Friday) Recitals

Periodically, there are departmental student recitals scheduled on Fridays at 12:00 P.M. These events are maintained to help students gain solo performance experience.

Music majors are required to perform on a minimum of one of these afternoon recitals per semester which will count for 10% of the applied lesson grade. Only one Friday recital performance is required for music minors and BFA students during their entire time of study. They are welcome to perform on more than one recital if there is time available on a particular date, but it is not required. Non music majors taking lessons are not required to perform on a Friday recital, but they are welcome to perform if there is time available on a particular date.

Recital requests must be submitted by noon on the Wednesday before the recital.

Appropriate dress is required for all recitals. Appropriate dress consists of **either**:

- suit or sport coat, shirt and tie, and dress shoes (no tennis shoes or flip-flops); **or**,
- a dress or skirt (knee length or below), or dress pants, appropriate shoes (no tennis shoes or flip-flops), and no bare midriff tops.

Junior/Senior Recitals

The Bachelor of Music degree in performance requires a half recital in the junior year and full recital in the senior year. The Bachelor of Music Education degree requires a half recital in the senior year. The Bachelor of Arts degree requires a half recital in the junior year. **All music majors must enroll in applied music until this requirement is met.** Degree recitals must be performed on the SUU campus.

Recital Requirements

- **Half recitals** for the B.A. degree, the B.M. degree (juniors), and the B.M.Ed. degree (seniors) must be a minimum of thirty minutes of actual music and a maximum of forty-five minutes. Normally, two half recital students will present a joint recital. The recital will be presented in Thorley Recital Hall except under unusual circumstances, in which case the applied instructor will determine if another facility is deemed necessary.
- **Full recitals** for the B.M. degree must be a minimum of fifty minutes of actual music and a maximum of sixty minutes. Full recitals will normally be held in the evening at 7:30 p.m. (or a weekend afternoon at 2:00 or 4:00 p.m.). The same consideration concerning venue listed above also applies to full recitals. Degree recitals must be performed on the SUU campus.
- Recitals cannot be scheduled during the last week of classes or finals week.
- Students must use the Recital Checklist on the Music Department website.

Staff Accompanists

General Policies

Staff accompanists are available to music majors and music minors for lessons, rehearsals, and performances sponsored by SUU contingent on the following policies:

- A student who needs an accompanist should submit the Accompaniment Request Form to the Director of Collaborative Piano **no later than the third Monday of the semester.** The student will then receive an email from the assigned accompanist with a schedule of lessons and rehearsals and the amount due (see the fee schedule, below).
- Accompanist fees must be paid before fall break or spring break, depending on the semester. Students with outstanding fees will not be allowed to perform their jury and a hold will be put on their account
- Accompanist fees must be paid before fall break or spring break, depending on the semester. Students with outstanding fees will not be allowed to perform their jury and a hold will be put on their account. Fees must be paid through the Cashier's Office (use code MUSPER) and the receipt given to the Administrative Assistant.

- Music must be turned in no later than **four weeks** before a scheduled performance. Students must give all music **directly** to their assigned accompanist.
- Since there is a limited number of accompaniment hours available, students must give **24 hours advance notice** to cancel a rehearsal or lesson time or they will forfeit their accompaniment time. Students must notify their assigned accompanist of the cancellation, and no refunds will be made.

Fee Schedule

Category	Hour Limit	Includes	Cost to Student
Regular Vocal Undergraduate	4 hours	Up to 6 half-hour lessons, student recital, jury	\$60
Regular Instrumental Undergraduate	3 hours	Up to 4 half-hour lessons or rehearsals, student recital, jury	\$45
Gateway—Vocal	6 hours	Up to 10 half-hour lessons or rehearsals, student recital, Gateway	\$90
Gateway—Instrumental	5 hours	Up to 8 half-hour lessons or rehearsals, student recital, Gateway	\$75
Half Recital (only in the semester of the recital)	8 hours	Up to 12 half-hour lessons, preview, dress rehearsal, recital	\$120
Full Recital (only in the semester of the recital)	10 hours	Up to 12 half-hour lessons, preview, dress rehearsal, recital	\$150
NATS Competitions	—	Accompaniment at the competition	\$20 per event

Facilities

Bulletin Boards

The official Music Department bulletin board is located outside the music office. Official notices and general departmental information will be posted on this board. Students should look at it regularly in order to keep themselves informed about departmental business. Other bulletin boards relate to more specialized areas and general information.

Facility and Equipment Use

To gain access to a practice room and/or instrument locker for a semester, see the Administrative Assistant in the Music Office, Room 208. Please be aware that music student status does not automatically guarantee use of music facilities and equipment. For a variety of reasons, the music department cannot permit unlimited after-hours use of rehearsal rooms and/or musical equipment. Therefore, only short-term requests will be considered under normal circumstances. Please check with the Department Chair about the use of any facilities or equipment in the music building. Corresponding with this departmental policy is a

University policy which states that school equipment, such as instruments or recording equipment cannot be checked out to individuals for private use.

SUU Instrument Use

Students needing to use an SUU instrument for the semester will be issued an instrument after signing the rental form and paying the rental fee of \$30 per semester. Special one-time uses will be coordinated through ensemble directors or applied teachers and may or may not have a fee attached. To check out an instrument, see the ensemble director or applied teacher for whom the instrument will be used. Any damage to the instrument beyond reasonable wear will be the responsibility of the student and repairs will be charged to the student's account.

Student Organizations

NAfME Music Club

The Student Chapter no. 481 of NAfME: National Association for Music Education is open to all students interested in music and seeks to enhance the musical and educational experience of all students participating in the music program and music throughout the University. There are two "divisions" of the club:

- **Workshops**, which sponsor music education related events, such as informational meetings, service projects, guest speakers, field trips, and attendance at the state conference of the Utah Music Educators Association (UMEA), and
- **Activities**, which sponsor many service and social events in the Music Department.

ACDA Club

The American Choral Directors Association student chapter provides opportunities for future choral directors to be directly involved with their professional choral organization while in college. Our chapter provides learning opportunities outside the classroom, serves the choral area and music department, and it encourages student leadership and direct experience with the choral arts.

Percussion Club

The SUU Percussion Club is a student run organization with a mission to spread the love of percussion to anyone who wants to be a part of it. Members meet at least once a month to discuss percussive topics, learn new instruments, and prepare for percussive events both on and off campus, such as the Utah Day of Percussion or the Percussive Arts Society International Convention (PASIC). Members also perform a student run concert once a year and wherever their services are requested.

Rhapsody in Red (MTNA)

Rhapsody in Red is Southern Utah University's collegiate chapter of Music Teachers National Association. It is open to all college and university students with an interest in music, subject to membership regulations of the affiliated state and national associations. The club works to

enhance students' classroom studies by hosting educational, musical, social and professional activities.