

**MISSOURI STATE UNIVERSITY
UNDERGRADUATE MUSIC MAJOR HANDBOOK
2012-2013**

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Missouri State University Department of Music

The Department of Music is housed in three buildings on the Missouri State University campus: the Roy Ellis Hall of Fine Arts, the Wehr Band Hall, and the Juanita K. Hammons Hall for the Performing Arts. The Roy Ellis Hall of Fine Arts has been home to the main portion of the Music Department since 1959. Located in Ellis Hall are the following:

- A 298-seat Recital Hall with a 40-rank Cassavant pipe organ
- A Dowd double manual French harpsichord
- Two concert Steinway pianos
- Teaching studios and classrooms—including the Fite Family Computer Assisted Instruction Classroom
- Rehearsal rooms and practice rooms

The Wehr Band Hall, located at 625 S. Clay, is home to the band program at MSU. This facility includes several rehearsal areas and a recording studio.

The Juanita K. Hammons Hall for the Performing Arts, located on the northwest side of the campus, is home to our orchestral and choral programs. Hammons Hall houses the following:

- Performance and rehearsal spaces
- Additional faculty studios
- An electronic music studio

Additionally, the Jane A. Meyer Carillon is located at Meyer Library. This 48-bell instrument was cast by Royal Eijsbouts in 2001. The instrument is used for lessons and regular noontime recitals.

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Choosing a Degree Program

All prospective music majors and minors must audition for entrance into any Music Department degree program. The procedures for doing this are:

- 1) All students (transfer students included) must pass an entrance audition in order to be accepted into the program. This audition should take place either prior to entering the university (preferred) or at the beginning of a student's first semester.
- 2) Complete and pass the theory entrance exam for placement in theory courses.

Note: Transfer Students—

Those students transferring to MSU from other universities, colleges, or community colleges as music majors will be expected to achieve the MSU minimum applied standards and command of specified repertoire prior to being recommended for graduation. Some students will find it necessary to increase the amount of lesson and rehearsal time in order to meet this requirement. Additional lessons necessary to achieve MSU required applied levels and credits will be billed to the student, subject to those conditions for lesson fee waivers as detailed below.

Undergraduate Degree Programs in Music

Bachelor of Arts, Music (B.A., Music):

The Bachelor of Arts, Music degree, is intended for students with a music background who wish to explore the theoretical, historical, and performance contexts of music, within a degree program which allows study in a particularly broad range of fields. All candidates for this degree, including transfer students, are admitted on a trial basis contingent upon the completion of an approved jury hearing (known as the Qualifying Performance Jury) by the end of their fourth semester of study. This is a non-comprehensive degree.

Bachelor of Music Education (B.M.E.):

The Bachelor of Music Education degree is designed to prepare each student to work as a music teacher in primary and secondary schools and for further study at the graduate level. This comprehensive degree is certifiable in grades K-12 with an emphasis in choral, instrumental, or combined choral/instrumental music. All candidates for this degree, including transfer students, are admitted on a trial basis contingent upon the completion of an approved jury hearing (known as the Qualifying Performance Jury) by the end of their fourth semester of study.

Bachelor of Music, Performance (B.M., Performance):

The Bachelor of Music, Performance degree is designed to prepare each student for a career as a performer or as a private music teacher, and for further study in a specialized area at the graduate level. All candidates for this degree, including transfer students, are admitted on a trial basis contingent upon the completion of an approved jury hearing (known as the Qualifying Performance Jury) by the end of their fourth semester of study.

Bachelor of Music, Performance (B.M., Jazz Studies):

The Bachelor of Music, Performance degree is designed to prepare each student for a career as a jazz performer or as a private music teacher, and for further study in a specialized area at the graduate level. All candidates for this degree, including transfer students, are admitted on a trial basis contingent upon the completion of an approved jury hearing (known as the Qualifying Performance Jury) by the end of their fourth semester of study.

Bachelor of Music, Composition (B.M., Composition):

The Bachelor of Music, Composition degree is designed to develop students' abilities in composition, and to prepare students for graduate study in a specialized area. All candidates for this degree are admitted on a trial basis contingent upon the completion of an approved jury hearing (known as the Qualifying Performance Jury) at the completion of Theory IV.

Bachelor of Fine Arts, Musical Theatre (B. F. A., Musical Theatre):

The Bachelor of Fine Arts, Musical Theatre degree is designed to develop students who will be "triple threats" (*i.e.*: actors/singers/dancers) possessing strong foundations in the skills needed to pursue careers as performing professionals in musical theatre, including "book" musicals and variety productions. All candidates for this degree are admitted on a trial basis contingent upon the completion of an approved jury hearing (known as the Qualifying Performance Jury).

Diploma in Applied Music

(Requires a 3.0 GPA in music courses)

A Senior Diploma Recital may be given by students in the B.A., Music, or B.M.E. The student's applied music teacher must request consideration for the Diploma Recital during the scheduled recital hearing for the proposed senior recital. Those regulations set forth in the policy for the senior recital will apply; however, five faculty members must hear the student in jury. The jury committee may require performance of either the entire recital or a representative portion of the recital. At the hearing, four affirmative votes of the five-member jury committee are required for approval to present a Senior Diploma Recital. Students not passing a recital hearing must use the same committee members at any subsequent hearing. Programs must be submitted to the Music Office as explained in the section "Recital Scheduling Procedures." The heading of the recital program will read "Senior Diploma Recital." Upon completion of the recital, the department head will request the special diploma for the student; this diploma will include the student's name and instrument.

Music Minors

The Music Department offers minors to complement degree programs in other departments. The following minors are available:

- Bachelor of Arts
- Bachelor of Science
- Composition
- Recording Arts

Class Registration for Music Majors and Minors

Please Note: It is suggested that you initiate action for registration *at least two weeks* before you are scheduled to register. This will allow ample time to see your advisor, ensemble directors, and applied music instructors without undue frustration. Prior to registration, students should complete the following steps:

1. Make an appointment with your advisor and bring a copy of your **degree audit** to that meeting. Your advisor will review your audit and make suggestions regarding courses for which you should register. The courses you decide to take will be recorded by your advisor in Advising Notes. Your advisor will then release you to register electronically. Students must continue to follow this procedure until they have completed 75 hours.
2. With a list of courses you need, or are advised to take, go online and follow the directions for registering at **MyMissouriState**. **NOTE:** It will not be possible for you to register prior to an assigned time and without release from your advisor (if you have completed fewer than 75 hours). Course permission for applied lessons and ensembles will come from the director or instructor. There are three steps to the process. [1.] The student contacts the director/instructor to ask for permission. [2.] The director/instructor will go online and do an override. [3.] The student must then go online and register. **Please note that the override from the instructor/director does not register you for the class.** You must go on line to do that.
3. Determine which section will be best—check each section against closed listings posted online. You may need to choose an alternate section.
4. Billing procedures will be presented online with varying options and payment deadlines. **Registration deadlines:** Because assignment of students to applied faculty and to ensembles occurs during the first week of classes, students **may add music classes only through the initial add period.** Requests for exceptions to this policy must be presented immediately to the department head who will expect substantive reasons to grant an exception.
5. **Please Note:** If you opt not to register at your assigned time, you may find that the courses you wish to take (or need to take) are full or have been cancelled. **Should you not register on time, such problems are your responsibilities.**

Requirements for admission to degree programs

(for all majors other than BFA in musical theatre)

The student is eligible to apply for admission to a degree program after the fourth semester as a music major (normally spring of the sophomore year). This time may vary for transfer students.

In order to be accepted for formal admission to the degree program, students must:

1. Successfully complete the Piano Proficiency Examination

All BM and BME music majors are required to take MUS 137, 138, and 237. Exceptions are allowed only in cases of juried proficiency or credit by examination, which should be accomplished in the first week of the semester after the student has been designated as a pre-music major. Those students not passing the piano proficiency exam are required to re-enroll in MUS 237.

The purpose of the Piano Proficiency exam is threefold: 1) to ensure that students possess the functional use of the piano required in their chosen career; 2) to reinforce theoretical knowledge in a performance medium (*i.e.*: the piano); and 3) to demonstrate the students' grasp of material from MUS 137, 138, and 237.

For the exceptional student, it is possible to pass the exam without taking additional course work.

The Piano Proficiency exam shall be jury-examined by three faculty members.

Piano Proficiency Requirements by Degree

<i>B.M., Performance & B.M., Composition</i>	A, B, C, D, G, (H or I), J
<i>B.M.E., Vocal</i>	A, B, C, D, E, G, I, J
<i>B.M.E., Instrumental</i>	A, B, C, F, G, H, I, J
<i>B.M.E., Vocal/Instrumental Combined</i>	A, B, C, D, E, F,G, H, I, J
<i>B.A.</i>	A, B, C, D, G, (H or I), J

Please note that keyboard majors are not required to prepare category "G".

- A. Play all major scales for two octaves, hands together.
- B. Play all harmonic minor scales, which begin on white keys, for two octaves, hands together.
- C. Sight-read a single melody line accompanied by indicated chords (primary triads only) in a stylistically appropriate accompanimental pattern.
- D. Play a prepared open vocal score with a minimum of four parts.
- E. Sight-read an open vocal score with a minimum of two parts.
- F. Read a single transposing instrument's line from a full orchestral or concert band score.
- G. Play an approved, prepared piece.
- H. Play an approved, prepared accompaniment with an instrumental soloist.
- I. Play an approved, prepared accompaniment with a vocal soloist.
- J. Sight-read a piano piece.

2. **Upper Division Applied Status (MUS 298)** Specific requirements may vary by Applied Division. This qualifying jury normally happens in the Spring semester of the sophomore year.

Students must pass this qualifying performance jury.

- Students who fail to advance to the next level will be contacted in writing by the department head. After more than one failure to advance, a student may be advised to leave an applied area if it is clear to the jury that there is little chance that he/she will be capable of attaining the necessary performance level on his/her major instrument. Students in this situation may reapply for admission to an applied area at a later date. In this situation, students must wait a minimum of one semester before reapplying. Any responsibility for delayed graduation will be the student's. Each division (brass, keyboard, percussion, strings, woodwinds, voice) will determine specific criteria for re-admission.
 - Degree candidates in music who have achieved 80 semester hours of credit, either by transfer and/or at MSU, and who have not been advanced to upper-level applied study must be heard by a called jury of five faculty members, and must have the permission of that jury and the Department Head prior to being enrolled in a subsequent semester of applied study in the division in question.
3. **The student must have a Cumulative GPA of 2.50 overall and a cumulative GPA of 2.75 in Music Courses.**
 4. **Additional requirements for the BME major:** In addition to the three requirements listed above, all Bachelor of Music Education majors must:
 - Pass MUS 148 with a C or above
 - Pass MUS 200 with a C or above
 - Pass COM 115 with a C or above
 - Have their ACT scores on file
 - Pass all CBASE tests with a score of 265 or above
 - Gain successful admission to the Teacher Education Program

Degree Requirements

I. Convocation/Recital Attendance and Credit

Attendance at Department of Music convocations is required for all BA, BM and BME music majors (full- and part-time students). Attendance is not mandatory for music minors. Music majors will not be permitted to schedule classes at this time. Exceptions must be cleared through the student's advisor and signed by the department head.

- 1) For Recital Attendance purposes, only events sponsored by the Music Department will be monitored.
- 2) Students may only receive credit for attending, as an audience member, said recitals. Credit will be given for one participation in an event.
- 3) The requisite number of Departmental events a student must attend each semester shall be 15.
- 4) Recital attendance must be taken a minimum of seven semesters, and students must receive a passing grade each of those semesters.
- 5) Students will receive credit by returning their completed recital attendance card to the main office by Study Day at the end of each semester.

In order to be given credit for attendance at a convocation or recital (day or evening hours), it is expected that:

- 1) To attend means more than to be physically present. It means ***to be attentive!*** Thus all cell phones and other electronic devices ***must be turned off and put away.*** If special circumstances require that you must have your cell phone active, it must be put on vibrate. If you must answer it, you must leave the room and you will not be allowed to return and the convocation/recital will not be counted.
- 2) Students must be seated at the beginning of the hour scheduled (example: 10.45 a.m.).
- 3) Students must remain in a convocation (or day recital) until completion of the class hour (11:35 a.m.) or in an evening recital until completion of the program. Professional courtesy is requested. If a student finds it necessary to leave prior to the performance of a selection that would go past the class hour, he/she should do so. However, leaving prior to the end of the class time (11:35 a.m.) cannot be recognized as having met the requirement. There may be several instances in which the convocation length will run past the class hour, but each student is encouraged to remain for the full convocation if possible. Students will be expected to be present for the full length of evening programs if attendance is to be counted.

II. Applied Music Study

All majors in professional music degrees are required to concentrate in one instrument (keyboard, brass, voice, strings, wind, or percussion instrument) and perform a senior recital on that instrument, registering for MUS 498. There is no recital requirement for the B.A. degree.

A. **Applied study** begins only after an acceptable audition. Students are then considered to be ready for private instruction at the university level.

B. **Approved lessons by degree and by credit hour**

Bachelor of Arts	One half-hour per semester (1 credit) total 6 hours
B.F.A., Musical Theatre	One half-hour per semester (1 credit) in the first five semesters. There is one hour (2 credits) per semester in the final 3 semesters. Total 11 hours.
Bachelor of Music	One hour per semester (2 or more credits). Total 21 hours
Bachelor of Music Education	One hour per semester (2 credits) for 7 semesters. Total 14 hours

C. **Music Fees**

All students enrolled in applied lessons are assessed a \$60 fee per semester for a one credit hour lesson and a \$105 per semester fee for a two credit hour lesson. This is in addition to the per credit hour tuition fee.

D. **Applied studio instruction**

Instruction is available on the following instruments; however, an entrance audition is required before actual instruction can begin or count toward a degree program.

Baritone Horn	Flute	Percussion	Viola
Bass Violin	*Guitar	Piano	Violin
Bassoon	Harp	Saxophone	Voice
Carillon	Horn	Trombone	
Cello	Oboe	Trumpet	
Clarinet	Organ	Tuba	

*We do not offer this area as a major in a degree program.

E. Applied Study Requirements by Degree

1) *B.M., Performance:*

- a) A minimum of 21 credit hours of Applied Music is required for graduation. BM students always take hour lessons. Amount of credit for the semester's lessons should be determined in consultation with one's advisor.
- b) Music 298. Students must pass a qualifying performance jury to achieve upper division applied status. This should happen at the end of the 4th semester of study as an applied Pre-Major. Students will be entered into the degree program and designated as a Music Major only after MUS 298 has been successfully completed.
- c) Junior recital (MUS 398): BM students must present a junior recital (MUS 398) of a minimum of 30 minutes of music, following the guidelines of the individual studio. Students will register for MUS 398 in lieu of registering for applied study during the semester of the recital.
- d) Senior recital: BM students must present a senior recital (MUS 498) with a minimum of 45 minutes of music, following the guidelines of the individual studio. Students will register for MUS 498 in lieu of registering for applied study during the semester of the recital.

2) *B.M., Composition, B.A., Music, or B.M.E.:*

- a) **The B.M., Composition degree**, requires 12 hours of Applied Music; four of these hours must be in keyboard and the remaining 8 hours should be in one applied area, i.e., voice, clarinet, etc. Students will register for MUS 498 in lieu of registering for applied study during the semester of the recital.
- b) **The B.A., Music degree** requires 6 hours of Applied Music with at least 4 hours in one applied area.
- c) **The B.M.E. degree** requires 14 hours of Applied Music., including a senior recital (MUS 498). Students will register for MUS 498 in lieu of registering for applied study during the semester of the recital.

F. Applied Grades

Although student grades are the prerogative of the applied instructor, advancement of students to subsequent applied study and a suggested semester grade is to be determined by a required jury given at the end of each semester. The applied instructor of the individual student will be one member of that jury.

Students receiving a grade lower than a "C" for two consecutive semesters, will not be allowed to study that instrument or voice for a least one semester and must be readmitted to the program through audition.

Instructors will provide to students the repertoire requirement for graduation.

III. Ensemble Participation

Students in the following degree programs must meet the following requirements:

- BA: Student must be in a large ensemble for 4 semesters.
- BM: Student must be in a large ensemble each semester enrolled (minimum of 8 semesters).
- BME: Student must be in a large ensemble for each semester enrolled except for the student teaching semester (minimum of 7 semesters).

The ensemble must be in the area of the applied major. Specifically:

- A. **Voice majors** must be in a vocal ensemble (either MUS 162/262/362/462, or 165/265/365/465, or 168/268/368/468).
- B. **String majors** must be in MUS 176/276/376/476 (University Symphony).
- C. **Wind, brass, and percussion Music Education majors** must be in a band (MUS 175/275/375/475 or 176/276/376/476). At least two of these semesters must be spent in marching band.
- D. **Keyboard majors** who are candidates for the B.M. or B.A. degrees can meet this requirement through enrollment in MUS 192/292/392/492 (Accompanying) and/or a major choral or instrumental ensemble. A maximum of four semesters will be counted for enrollment in MUS 192/292/392/492. B.M.E. students should select ensembles appropriate to the certification plan chosen. **If on a scholarship, the student must enroll in a large ensemble.**

IV. Performance

A. ***B.A., Music, B.M.E., or B.M., Composition:***

Each freshman, sophomore, junior, and senior candidate for any of these degrees are encouraged to appear as a soloist or member of a chamber ensemble in a studio class, convocation, or public recital at least one time during each academic semester. A half senior recital (20-30 minutes of music) is required of the B.M.E. student. A formal senior recital is not required of the B.A. Music candidate, but one may be presented.

B. ***B.M. Performance:***

Each freshman and sophomore candidate for this degree is encouraged to appear as a soloist or member of a chamber ensemble, in a studio, convocation, or public recital at least one time during an academic semester. Each B.M., Performance candidate must present a minimum of a half recital (30 minutes) during the junior year, and a full recital (45 minutes of music) during the senior year.

C. ***B.F.A. Musical Theatre:***

Each senior Musical Theatre major must enroll in MUS 498 during the semester the required senior project/recital is presented. The full recital should be a minimum of 45 minutes of music.

V. Recitals

Junior/Senior Recital

All students planning a junior or senior recital must pass a recital hearing two weeks prior to the program being scheduled. All hearings must be completed by Wednesday of the 12th week of classes. The recital hearing must include a brief yet representative performance of all selections to be presented on the proposed program. The hearing should be no more than 15 minutes in length.

Recital Scheduling Procedures

- a. Student and applied faculty member will discuss the appropriate semester to schedule the recital.
- b. At an announced date, the student will sign up to reserve a time for his/her recital in the Music Office
- c. Applied instructor assigns a hearing committee consisting of a minimum of three faculty members. To pass, students can receive no more than one negative vote.
- d. Committee chairman arranges the date, time and place.
- e. Recital hearing must be passed no later than two weeks prior to the performance date. No changes to the program should be made after the hearing.
- f. If the student does not pass the initial hearing, the same committee members must serve on subsequent hearings.
- g. After the hearing is passed, the Committee Chairman returns the form to the Music Office for official recital scheduling.
- h. Program printing information and publicity information are to be submitted to the Music Office immediately upon the final scheduling of a performance time. The applied music instructor must initial the program.

VI. Supervised Teaching

Bachelor of Music Education: Supervised Teaching Requirements

In order to be approved by the Music Education Faculty for supervised teaching, students must have met the following criteria:

- 1) MUS 298 must have been passed.
- 2) The hearing for the senior recital must have been passed and the recital scheduled. Students are encouraged to schedule the hearing as early as possible in the semester of the recital.
- 3) All Music Department course work must have been completed or be in progress.
- 4) The Piano Proficiency must be successfully passed.

VII. Credit by Examination

- A. Piano Proficiency.** See previous section on Piano Proficiency
- B. Theory I & II.** Student must pass a test similar to the final exam given in these classes with a grade of 80% or better. Tests are normally given on the Saturday before classes begin each semester (including summer). Please contact the Music Office to schedule such a test.

General Information

Practice Room Policies

The Roy Ellis Hall of Fine Arts has practice rooms available for student use. Priority should be given to piano majors for rooms in which there is a grand piano. In addition, practice time for the applied organ area is assigned in the organ practice room and in the Recital Hall. Food and beverages are not permitted in the practice area or rooms. Ellis Hall is a non-smoking building. Practice rooms are not to be used for storage of instruments, books, or other personal possessions. Windows are not to be blocked. Practice privileges in Ellis Hall will be revoked for the balance of the semester for any student violating these rules. Practice rooms are also available in WBH.

Music Lockers

There are lockers in three of our campus buildings of music instruction: Ellis Hall, Wehr Band Hall and Juanita Hammons Hall for the Performing Arts. See the Music Office for lockers in Ellis Hall, Maxine Sullivan in Wehr Band Hall, and Dr. Robert Quebbeman in HHPA for information and instructions.

Rental of College-owned Instruments

Selected college-owned instruments are available on loan to students enrolled in applied lessons, ensembles, group classes, or music lab classes. There is a musical instrument rental fee per semester per instrument. The rental fee is used to cover normal maintenance of these instruments. In addition, the students will be financially responsible for any extraordinary repairs to the instruments. The rental procedure is as follows:

- 1) Buy a voucher at the Bursar's Office in the amount necessary to rent the instrument.
- 2) Take the voucher and authorization card to the instrument office (Wehr) or the orchestra office (HHPA).
- 3) Sign a checkout and responsibility slip upon receiving an instrument.
- 4) Return all instruments and accessories by the last day of the semester before finals.
- 5) Instruments retained in the spring and/or summer require that additional rental fees be paid at the beginning of each semester.

MSU Music Department Facilities Scheduling Policy

Each semester there is a listing of available times for student recitals. This document gives the details of signing up and the date when students giving junior and senior recitals can begin choosing a date for their recitals.

Other than recitals and associated rehearsals, students may reserve facilities for a maximum of two hours no more than seven days in advance. Special events (regional workshops, competitions, etc.) may be scheduled at the discretion of the department head.