

**Missouri
State**

SCHOOL *of* THE ARTS
Department *of* Music

**MISSOURI STATE UNIVERSITY
UNDERGRADUATE MUSIC MAJOR HANDBOOK
2026-2027**

Revised April 24, 2026

Contents

Missouri State University Department of Music.....	3
Program Admission as a Pre-Major	4
Undergraduate Degree Programs in Music	5
Bachelor of Arts, Music & Bachelor of Science, Music (B.A., B.S., Music):	5
Bachelor of Music Education (B.M.E.):	5
Bachelor of Music, Performance (B.M., Performance):	5
Bachelor of Music, Performance (B.M., Jazz Studies):	5
Bachelor of Music, Composition (B.M., Composition):	6
Bachelor of Fine Arts, Musical Theatre (B. F. A., Musical Theatre):	6
Diploma in Applied Music	6
Music Minors & Certificate Programs	6
Advising for Music Majors and Minors	7
Requirements for Admission to Degree Programs (for all majors other than BFA in musical theatre)	8
Degree Requirements	10
I. Recital Attendance	10
II. Applied Music Study	10
III. Recital Scheduling	13
IV. Piano Proficiency	14
Piano Proficiency Requirements by Degree.....	14
V. Ensemble Participation	14
VI. Supervised Teaching	15
VII. Credit by Examination	16
General Information	17
I. Practice Room Policies	17
II. Music Lockers	17
III. Rental of College-owned Instruments	17
IV. MSU Music Department Facilities Scheduling	17

Missouri State University Department of Music

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

- A 238-seat Recital Hall with a 40-rank Cassavant pipe organ
- Hamra Recital Hall: an 88-seat Junior Recital Hall used for recitals, masterclasses, lectures, classes, and rehearsals
- A Dowd double manual French harpsichord
- Two concert Steinway pianos
- Teaching studios and classrooms
- Rehearsal rooms and practice rooms

The Wehr Band Hall, located at 625 S. Clay, houses the band program, percussion studio and classroom spaces. This facility includes several large rehearsal areas.

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

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.

A directory of music personnel can be found on our website – missouristate.edu/music. This includes all music faculty and staff, listed with their phone number, email address, office location, and teaching assignments, where applicable.

Program Admission as a Pre-Major

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 to be accepted into the program. This audition should take place prior to a student's first semester. Prospective students are to use Acceptd, a third-party audition management service, found on the music website, to sign up for a live audition or to submit materials for an online audition.
2. A passing score on the theory entrance exam is a prerequisite for enrollment in MUS 103 (Theory and Musicianship I) and MUS 137 (Piano Class I). These courses are required for all majors and minors in Music. Passing the theory exam is NOT required for admission into the program, but students should complete the exam before class registration during summer orientation. Students with Dual-Credit or Advanced Placement credit for MUS 100 or MUS 103 do not need to take the exam. The exam is not required for transfer students with previous college-level theory credits that have transferred or will transfer to Missouri State.

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. Upon matriculation, student performance level will be evaluated and the amount of transfer credit applied to the degree in the requisite performance will be accepted. 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. Transfer students are recommended to contact advisors in the music department as early as possible to discuss the transfer of courses. Transfer of credit requires both the completion of courses that match MSU course description and the possession of knowledge and skills that are the focus of those courses.

Undergraduate Degree Programs in Music

Bachelor of Arts, Music & Bachelor of Science, Music (B.A., B.S., Music):

The Bachelor of Arts and Bachelor of Science Music degrees are 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. These are non-comprehensive degrees.

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 elementary 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. Candidates for this degree are admitted through two stages. All candidates for this degree are admitted as a pre-major based on admission to the university and an audition. Pre-majors are eligible for admission to the degree after meeting the following criteria: (a) 8 credits of private study on their major instrument, (b) successful completion of the Qualifying Performance Jury, (c) successful completion of the piano proficiency, and (d) maintaining a major GPA of 3.0 over at least four semesters and (e) maintaining a GPA of at least 2.75 over at least four semesters. Both native and transfer students are required to meet the same eligibility requirements for Program Admission.

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 successful completion of MUS 327 (Composition Class) and composition portfolio review in the spring semester of the first year.

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 & Certificate Programs

The Music Department offers minors to complement any degree program at the university. Additionally, the department offers undergraduate certificate programs in Jazz Studies and Recording Arts.

Advising for Music Majors and Minors

Please Note: It is suggested that you initiate action for registration permission *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.

Advising is a developmental process that assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. Your advisors are available for you to discuss academic goals, successes, personal and academic progress and help you navigate the university.

Early in your enrollment at Missouri State, you should develop your own degree plan that will help you navigate the courses that you will take over multiple semesters. Effective advising cannot occur if you are only planning one semester at a time.

Prior to registration, students should complete the following steps:

1. You are responsible for making an appointment with your advisor and for being prepared to discuss your progress and your **trial schedule**. You and your advisor will have ongoing discussions about the courses for which you should register and how this impacts the progress toward your degree. Your advisor will need to provide you with a release for you to register electronically. You will need an advisor release until you have completed 75 hours.
2. Course permission for applied lessons, ensembles and courses requiring permission ordinarily comes from course instructors. If you have additional questions, contact your academic advisors.
3. Many music courses are only offered at one time. You may need to search for which section will work best with your schedule. You may need to choose alternate sections to get the courses that you need.
4. Billing procedures will be presented online with varying options and payment deadlines.
5. **Registration deadlines:** University policies stipulates that courses may only be added in the **first five days** of each semester. Requests for exceptions to this policy are at the discretion of the department head. Appeals are not ordinarily granted without a compelling justification. If you experience circumstances beyond your control, you should contact your advisor
6. **Please Note:** Timely registration is **your responsibility**. 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.

Requirements for Admission to Degree Programs (for all majors other than BFA in musical theatre)

Students who are accepted to study music as a major are categorized as PRE-majors through their first two years of study. Students are eligible to apply for admission to a degree program after the fourth semester as a music major (typically after the spring semester of their sophomore year). The time may vary for transfer students. **To be accepted for formal admission to the degree program, students must:**

1. **Upper Division Applied Status (MUS 298)** Specific requirements may vary by Applied Division. This qualifying jury typically 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 they will be capable of attaining the necessary performance level on their 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. Responsibility for delayed graduation will belong to the student. 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.
2. The student must have a combined cumulative GPA of 2.75 overall and a cumulative GPA of 3.00 in Music Courses.
 3. **Additional requirements for the BME major:** In addition to the three requirements listed above, all Bachelor of Music Education majors must be admitted to Teacher Education. These requirements include
 - Pass MUS 148 with a C- or above
 - Pass MUS 200 with a C- or above
 - Pass COM 115 with a C- or above
 - Interview with music education faculty

- Completion Dispositions Self-Assessment (received via email from Office of Educational Assessment)
- Completion of Missouri Volunteer and Employee Criminal History Service (MOVECHS)
- Complete practica in music education courses successfully
- Completion of Professionalism and Student Contracts
- Completion of Piano Proficiency
- GPA of 3.0 or better in music courses
- Pass all professional education courses with C or better
- Gain successful admission to the Teacher Education Program

Admission to Teacher Education is automatic, once these criteria have been fulfilled. Formal approval is granted by the Education Preparation Provider Faculty Committees. Questions about admission to teacher education should be directed to the music education faculty or the Director of Secondary Education.

Degree Requirements

I. Recital Attendance

Attendance at Department of Music convocations is required for all BA, BS, BM and BME music majors (full- and part-time students). Attendance is not mandatory for music minors. Convocations will take place on pre-selected Fridays throughout the semester at 11:15am. Music majors will not be permitted to register for other classes at this time. Exceptions must be cleared through the student's advisor and signed by the department head. Students enrolled in recital attendance will receive a regularly updated listing of department events on the first day of each week.

1. For Recital Attendance purposes, only events sponsored by the Music Department will be monitored.
2. Students will track their own recital attendance through a convocation card, administered to them at the first convocation.
3. Students may only receive credit for attending, as an audience member, said recitals. Credit will be given for one participation in an event.
4. The requisite number of Departmental events a student must attend each semester shall be 15. This includes four (4) convocations, three (3) faculty/guest artist recitals, one (1) performance of each large ensemble (band, jazz ensemble/jazz symposium, choir, & orchestra), and four (4) other recitals.
5. Recital attendance must be taken a minimum of seven semesters, and students must receive a passing grade each of those semesters.
6. Students will receive credit by returning their completed recital attendance card to the main office no later than Study Day at the end of each semester.

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.
2. Students must be seated at the beginning of the recital.
3. Students are expected to stay for an entire performance, whether that be a Friday morning convocation or an evening recital. Students must have their card signed in and out to receive credit for that recital. Failure to receive both signatures will invalidate that recital

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).

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

B. Applied Study Requirements by Degree

1. B.M., Performance:

- a) A minimum of 21 credit hours of Applied Music in the instrument of concentration 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: 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.E., Education:

- a) A minimum of 14 hours of Applied Music in the instrument of concentration is required.
- 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) Senior recital: BME students must present a senior recital (MUS 498) with a minimum of 30 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.

3. B.M., Composition:

- a) A minimum of 12 hours of Applied Music is required; four of these hours must be in keyboard and the remaining 8 hours should be in one applied area, i.e., voice, clarinet, etc.
- b) Each candidate must register for (MUS 498) and present a full recital of original compositions with a minimum of 45 minutes of music during the senior year.

4. B.F.A. Musical Theatre:

- a) A minimum of 11 hours of Applied Music is required. One half-hour per semester (1 credit) in the first four semesters, and one hour (2 credits) per semester in the final 4 semesters.

- 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 applied study.
- c) Each candidate must register for (MUS 498) during the semester that the required senior project/recital is presented. The recital should be a minimum of 25 minutes of music and is typically a joint recital.

5. B.A. Music and B.S. Music:

- a) A minimum of 6 hours of Applied Music is required with at least 4 hours in one applied area. A recital is not required for these majors.
- 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 applied study.

C. Music Fees

All students enrolled in applied lessons are assessed additional fees per credit hour. Information on these fees can be found at: [2025-2026 Tuition and Fees - Student Resources - Office of the Registrar - Missouri State](#)

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.

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

E. Applied Grades

Advancement of students to subsequent applied study is determined by lesson progress and a required jury at the end of each semester. Specific requirements can be found in course syllabi. 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 through audition to resume their current course of study.

III. Recital Scheduling

A. Junior/Senior Recital

All students except those in the BM Composition degree 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.

B. Recital Scheduling Procedures

1. Each student and applied faculty member will discuss their progress regularly, including how they are advancing toward their recital requirements.
2. At an announced date, the student will sign up to reserve a time for his/her recital in the Music Office
3. 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.
4. Committee chairman arranges the date, time, and place.
5. 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.
6. If the student does not pass the initial hearing, the same committee members must serve on subsequent hearings.
7. After the hearing is passed, the Committee Chairperson returns the form to the Music Office for official recital scheduling.
8. 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.

IV. Piano Proficiency

All BM, BME, BA and BS music majors are required to take MUS 137, 138, and 237, if enrollment space is available. 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. For students who already possess the piano skills required on the proficiency, it is possible to pass the exam without taking additional course work.

The purpose of the Sophomore 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.

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

Piano Proficiency Requirements by Degree

B.M. Performance & B.M. Composition	A, B, C
B.M.E.	A, B, C, D
B.A., B.S.	A, B, C
Piano majors ONLY	A, E, F

A. Sight-read a piano piece.

B. Play an approved, prepared accompaniment with a soloist.

Minimum difficulty: "Wiegenlied" by Mozart.

C. Play two (2) approved, prepared pieces. Minimum difficulty: "Bagatelle" by Gerstein or "German Dance" by Beethoven

D. Play a prepared open vocal score with a minimum of four parts (e.g. "Credo" from Schubert's Mass in G)

E. Play all major and minor scales for four octaves, hands together.

F. Play all major and minor arpeggios for four octaves, hands together.

V. Ensemble Participation

Students in the following degree programs must meet the following minimum 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 choral ensemble.
- B. **String majors** must be in the University Symphony.
- C. **Wind, brass, and percussion Music Education majors** must be in a band or orchestra. At least two of these semesters must be spent in marching band.
- D. **Keyboard majors** who are candidates for the B.M., B.A. or B.S. degrees can meet this requirement through enrollment in MUS 192/392 (Accompanying) and/or a major choral or instrumental ensemble.
- E. **B.M.E.** students should select ensembles appropriate to the certification plan chosen. A maximum of three semesters will be counted for enrollment in MUS 192/392. **If on an ensemble scholarship, the student must enroll in a large ensemble.**

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. Submit an application to student teach (August 1 for Fall, February 1 for Spring)
3. Met with music education faculty to review application
4. Hold current and valid professional liability insurance
5. Be on track to complete all major coursework prior to student teaching
6. Completion of Missouri Volunteer and Employee Criminal History Service (MOVECHS) waiver
7. Completion of FBI Fingerprinting Background Check
8. Attempt the Music Praxis Assessment
9. Scheduled for MUS 498
10. All major course work must have been completed or be in progress.
11. The Piano Proficiency must be successfully passed.

Additional information on the requirements for student teaching can found at <https://www.missouristate.edu/ProfessionalEd/StudentTeaching/default.htm>

For questions about student teaching of the student teaching application process, contact the Coordinator of Music Education.

VII. Credit by Examination

- A. Piano Proficiency.** See previous section on Piano Proficiency
- B. Theory I & II.** Student must pass a test like 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.
- C. Dual Credit.** Dual credit courses are considered official courses at the university level. All dual credit courses taken through MSU dual credit will appear on a student's transcript. The grades earned in the courses contribute to the student's GPA at Missouri State. Dual credit courses taken at other institutions are handled as if transferred from another institution. You can view the courses through my.missouristate.edu. If they do not appear, then you will need to request a transcript from the conferring institution.

General Information

I. Practice Room Policies

Ellis Hall has practice rooms available for student use. Practice rooms in Ellis Hall are for the exclusive use of music majors and minors and BFA musical theatre majors. Piano majors will sign up for practice room usage in the first-floor practice rooms. In addition, practice time for the applied organ area is assigned in the organ practice room. 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 available for public use are located in Wehr Band Hall.

II. 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, The Band Office in Wehr Band Hall, and Director of Orchestral Activities in HHPA for information and instructions.

III. 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. Instrument rental will be administered through the music and band offices, and music faculty.

IV. MSU Music Department Facilities Scheduling

Spaces in Ellis Hall and Hammons Hall for the Performing Arts (Rm. 305) are to be requested through the music office. Spaces in Wehr Band Hall are to be requested through the band office.