



School of Music

Undergraduate Student Handbook

2020-2021

music.utah.edu

Contact Information:

David Gardner Hall
1375 E Presidents Circle
Room 204
SLC, UT 84112
801-581-6762
info@music.utah.edu

Table of Contents

Advising

- School of Music Academic Advisors
- School of Music Applied Advisors
- School of Music Degree Emphasis Area Heads
- [Scholarships](#)
 - [University Financial Aid & Scholarships](#)
 - [School of Music Scholarships](#)
- [Auditions for Admission & Scholarships](#)
- Declaring a Major
- Important Information for Graduating in Four Years

[Undergraduate Degree Programs and Curriculum](#)

- Degree Program Learning Outcomes
 - Bachelor of Arts in Music
 - Bachelor of Music
- [Music Course Rotation](#)
- Private Lessons
 - [Lesson Application Information](#)
 - Missed Lessons
- Jury Examinations
 - Missed Juries
- Standings Policy
- Area Review Procedures
- Ensemble Requirement
- Special Course Application
 - Undergraduate Independent Study Course Application
- Policies
 - University Communication
 - Minimum Grade Requirement
 - Repeating Courses
 - Requesting Permission Codes for Academic Classes
 - Convocation/Concert Attendance
 - Piano Proficiency Requirement
 - Exceptions to Policy
 - Incoming Undergraduate Transfer Students
 - Course Waivers Credit by Examination or Petition
 - Theory Equivalency Examination
 - Residency Requirement
- Recitals
 - Procedures for Printed Programs
- [Performing Opportunities](#)
 - Auditioned Large Ensembles
 - Non-auditioned Large Ensembles

Auditioned Small Ensembles
Non-auditioned Small Ensembles

School of Music Facilities and Performance Venues

Piano and Harpsichord Care

Lockers

Practice Rooms

[Practice Room Access Form](#)

[Emma Ray McKay Music Library](#)

Eleanore Engelbretson Student Lounge

Resources

[School of Music Office Personnel](#)

[College of Fine Arts](#)

WELCOME TO THE UNIVERSITY OF UTAH SCHOOL OF MUSIC

The University of Utah General Catalog of The University of Utah is the primary source for information regarding curricula and academic matters. The School of Music Undergraduate Student Handbook is not intended to replace the General Catalogue or the Undergraduate Bulletin. It is intended to provide music students with important information related to their degree programs. While attempts have been made to ensure the accuracy of the information presented in this handbook, if there are contradictions with the General Catalogue or the Undergraduate Bulletin, then the policies set forth in these university documents will take precedence over the policies in the SoM Undergraduate Handbook. The University of Utah also publishes a Student Handbook. Students should consult the University Student Handbook for questions regarding University policies. The [University Student Handbook](#), the [General Catalog](#), and the [Undergraduate Bulletin](#) are available on the web.

This handbook is subject to change without notice. Please contact the Music Office with questions regarding policy, practice, or requirements in the School of Music.

Contact Information:

David Gardner Hall
1375 E Presidents Circle
Room 204
SLC, UT 84112
801-581-6762

ADVISING

Students are to meet with their advisors every semester to review their current course schedule, to plan a course of study for subsequent semesters, and to review degree progress. It is not uncommon for the University to place a hold on a student's registration. A hold can be placed for several reasons. These include: missing admission credentials, unpaid tuition/fees, academic advising requirements, and immunization requirements. Clearing registration holds as quickly as possible prevents delays in registration or graduation, and meeting with an academic advisor may be the only way of releasing a hold. Optimally, students should meet with their Major Emphasis Advisors (e.g., music education advisor; string performance advisor) and the Undergraduate Academic Advisor every semester.

School of Music Academic Advisors

Undergraduate Academic Advising:

advisor@finearts.utah.edu
Appointments: <http://createsuccess.utah.edu>
Trouble making an appointment? 801-585-1416

Incoming Transfer Advisor:

Dr. Jared Rawlings, Director of Undergraduate Studies
j.rawlings@utah.edu
316 DGH

Honors Advisor:

Dr. Elizabeth Craft
elizabeth.craft@utah.edu
308 DGH

Students who wish to declare a major and students transferring to The University of Utah from another institution should first see an Undergraduate Academic Advisor. After meeting with an Undergraduate

Academic Advisor, students seeking to transfer credits from another institution should see the Director of Undergraduate Studies.

School of Music Applied Advisors

Brass

Dr. Donn Schaefer
d.schaefer@music.utah.edu
154 DGH

Jazz

Dr. Donn Schaefer
d.schaefer@music.utah.edu
154 DGH

Percussion

Dr. Michael Sammons
mike.sammons@utah.edu
268 DGH

Piano and Organ

Dr. Ning Lu
ning.lu@music.utah.edu
218 DGH

Strings, Harp, and Classical Guitar

Dr. Hasse Borup
hasse.borup@music.utah.edu
152 DGH

Voice

Prof. Julie Wright Costa
julie.wrightcosta@utah.edu
424 DGH

Woodwind

Dr. Mark Ely
mark.ely@music.utah.edu
314 DGH

School of Music Degree Emphasis Area Heads

Bachelor of Arts

Dr. Paul Sherrill
d.paul.sherrill@utah.edu
420 DGH

Composition

Dr. Elisabet Curbelo
elisabet.curbelo@utah.edu
418 DGH

Jazz Studies

Dr. Donn Schaefer
d.schaefer@music.utah.edu
154 DGH

Keyboard

Dr. Ning Lu
ning.lu@music.utah.edu
218 DGH

Minor in Music

Dr. Peyden Shelton
peyden.shelton@utah.edu
164 DGH

Music Education

Dr. Jared Rawlings
j.rawlings@utah.edu
316 DGH

Music History and Literature (Musicology)

Dr. Jane Hatter
jane.hatter@utah.edu
408 DGH

Music Technology Minor and Certificate

Dr. David Michael Cottle
d.cottle@utah.edu
186 DGH

Music Theory

Dr. Michael Chikinda
m.chikinda@utah.edu
430 DGH

Voice

Prof. Julie Wright Costa
julie.wrightcosta@utah.edu
424 DGH

The University does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator, to the Department of Education, Office for Civil Rights, or both.

If you or someone you know has experienced sexual misconduct including sexual harassment, we encourage you to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action:

*Sherrie Hayashi
Title IX Coordinator/Director
Office of Equal Opportunity and Affirmative Action (OEO/AA)
135 Park Building
Salt Lake City, UT 84112
801-581-8365
oeo@utah.edu*

Online reports may be submitted at oeo.utah.edu.

*For further information, please see:
<https://www.utah.edu/nondiscrimination/regulations.utah.edu/general/1-012.php>
[regulations.utah.edu/general/1-011.php](https://www.utah.edu/nondiscrimination/regulations.utah.edu/general/1-011.php)*

Scholarships

To be considered for scholarships available from the School of Music, please follow these instructions:

1. [Apply to The University of Utah](#).
2. Schedule an [audition](#).
3. Apply for [School of Music scholarships](#).
4. Complete the [FAFSA application](#).
5. Apply for [financial aid](#) through The University of Utah.

Auditions for Admission & Scholarships

The audition for admission into the School of Music is used to determine whether a student is ready to begin performance study at the undergraduate level. This audition is also used as a basis for determining whether a student qualifies for a Music scholarship. All music major and minor emphases require an audition, except for the Minor in Music Technology. For students who wish to begin study in the Fall Semester, the audition process for being admitted into the School of Music begins in January. This process ends when performance areas are full. Placement in major degree programs (i.e., B.M., B.A.), program emphases (e.g., Composition, Performance, Music Education), and the music minor program, as well as considerations regarding music scholarships are based on recommendations from faculty members who attend the auditions.

- All undergraduate music major and minor applicants are required to be admitted to The University of Utah and to [audition](#) on their major instrument or voice.
- A live audition is recommended.
 - Two (2) audition days are scheduled every winter. The first audition takes place on the last Saturday in January, and the second audition takes place on the second Saturday in February.
 - To schedule an audition, please visit the [School of Music website](#) and request a time.
- If distance prevents a live audition, applicants may submit a video recording of the audition materials to scholarships@music.utah.edu. The video should capture you from head to toe,

- including your hands, as you perform the audition requirements listed under your performance area. Brass and woodwind players must show your embouchure in the recording.
- If you have any questions about audition requirements, please contact the School of Music.

Declaring a Major

Acceptance to The University of Utah does not guarantee acceptance into the School of Music. All prospective students, must have auditioned and been accepted into a specific emphasis. After applicants are accepted to The University of Utah and the School of Music, the Academic Advisor will declare the students as music majors at new student orientation.

Music students are monitored closely each semester. They are expected to demonstrate an appropriate level of musical progress and development on their primary instrument, and they are expected to maintain high academic standards. A grade of **C** or better is required in all music courses. Students receiving a **C-** or lower in any music course will be required to repeat that course in order for it to count towards their Music degree. Students who do not meet these expectations may be advised to take remedial courses, receive remedial instruction, or pursue a different course of study.

Change of Degree and Degree Emphasis

Schedule an appointment with the desired Degree Emphasis Area Head to discuss details of changing the degree emphasis. After completing this appointment and satisfying additional admission requirements, if necessary, schedule an appointment with the Undergraduate Academic Advisor. Generally, if an audition is required, this audition will take place at the end of the Fall and Spring semesters. Please review all scholarship agreements prior to changing degrees or degree emphases.

Deferment & Leave of Absence

As per University policy, newly accepted freshman, transfer, or readmitted degree-seeking undergraduate students who wish to defer their start date to a later semester may apply for an admission deferment through the Office of Admissions. Requests to defer an offer of admission will be reviewed on a case-by-case basis and may be granted for reasons including, but not limited to illness, military service, and humanitarian or religious service.

As per University policy, a Leave of Absence allows degree-seeking undergraduate students who have registered for and completed university credit courses to request an extension of their enrollment eligibility for a maximum period of seven consecutive semesters (including summers). Requests are reviewed on a case-by-case basis and may be granted for the following reasons: illness (personal or familial), military service, humanitarian or religious service, or participation in a University of Utah sponsored program.

Students who have not taken University of Utah courses required for their music major or minor for 3 or more consecutive years will be required to re-audition for acceptance into the School of Music. To reapply for music major status, contact the appropriate Major Emphasis Advisor. Readmitted students may need to repeat previously completed courses.

Scholarships

If deferment is approved, the University will defer some scholarships for up to seven consecutive semesters (including summers). Scholarships will not be considered for deferment unless a student has an official deferment of an offer of admission approved by the Office of Admissions. However, not all scholarships

qualify for deferment. Please contact the University Office of Scholarships and Financial Aid (UOSFA) at The University of Utah for questions regarding scholarship deferment. To find out whether a Music scholarship qualifies for deferment, please contact the [School of Music Scholarships Coordinator](#). Students must notify the School of Music in writing of their intent to defer or take a leave of absence. Official documentation must be attached to the letter of notification. Please email scholarships@music.utah.edu

Important Information for Graduating in Four Years

- The School of Music has published Guideline Sheets for each degree emphasis. These Guideline Sheets list the courses required to complete the degree by semester and year. It is highly recommended that students follow the appropriate Guideline Sheets for their particular degree emphases each semester when selecting courses. In addition, students should monitor their progress toward graduation by utilizing the Degree Audit system.
- In general, the structure of School of Music programs differs from most degree programs across the University. For example, required general education courses are distributed uniquely in order to complement early and sustained involvement in performance and academic music classes. Please reference the appropriate degree emphasis Guideline Sheet when questions arise.
- Areas such as Music Theory, Music History, and Music Education require courses that are sequential or courses that have co-requisites and prerequisites. Students who do not take the required courses in the proper sequence will be unable to register for courses out of sequence. For example, it is impossible to register for Music History I in a spring semester, so not registering for the prerequisite course in the fall semester could result in an additional year of study to complete a degree. In addition, students who pass musicianship, but fail the corresponding theory course, cannot advance in the musicianship sequence. Trailer sections are only offered in the freshman theory sequence; there are no trailer sections offered in subsequent years. Please reference the appropriate Degree Audit and Guideline Sheet when selecting courses.
- Students entering the University under a specific set of curricular requirements as published in the General Catalog are able to graduate under those requirements within a five-year period. If a student's enrollment is interrupted and a change is made in the requirements for a particular degree emphasis, please see the Undergraduate Academic Advisor.

UNDERGRADUATE DEGREE PROGRAMS AND CURRICULAR CONCERNS

Degree Program Learning Outcomes

Bachelor of Arts in Music

The purpose of the Bachelor of Arts degree in Music is to educate young musicians to a high standard within the field of music and to complement their musical higher education with other fields of study. Upon completion of the Bachelor of Arts in Music program, students will:

- a) Identify and discriminate between elements of music notation including rhythm, melody, harmony, structure, timbre, texture with a success rate of a "C" or better.
- b) Demonstrate competency of fundamental musical knowledge and skills through analytic listening, sight-singing, and playing piano with a success rate of a "C" or better.

- c) Read and perform music notation at sight with a success rate of a “C” or better.
- d) Recognize and dictate melodies and harmonic progressions in various meters and tonalities with a success rate of a “C” or better.
- e) Identify and label compositional processes including cadences, phrase types, and formal structures of music notation from the baroque, classical, or romantic time periods with a success rate of a “C” or better.
- f) Classify music notation into historical, cultural, and stylistic contexts with a success rate of a “C” or better.
- g) Defend, in writing, musical judgements with a success rate of a “C” or better.
- h) Perform as a soloist and ensemble performer with a success rate of a “C” or better.
- i) Apply elements of music including rhythm, melody, harmony, structure, timbre, texture from a variety of musical styles with a success rate of a “C” or better.
- j) Demonstrate knowledge and skills in one or more areas of music appropriate to the individual’s needs and interests with a success rate of a “C” or better.

Bachelor of Music

The Bachelor of Music is a professional degree designed for students wishing to prepare for careers as performers, teachers, and scholars. Students audition for entrance to the degree program and have already achieved a high degree of excellence and show potential for success in the profession. The degree is designed to further develop student performance technique, musicality, interpretive skills, scope of repertoire, career goals, and to foster a disposition for learning, individual initiative, and ability to integrate knowledge. Breadth of skills is emphasized through performing solo repertoire, pedagogy, group performance skills, and collaborative aspects of the profession.

Upon completion of the Bachelor of Music program, students will:

- a) Perform technical skills required for artistic self-expression in at least one applied performance area both reading music notation and at sight with a success rate of a “C” or better.
- b) Interpret the repertoire in their applied performance area and perform a cross-section of that repertoire with a success rate of a “C” or better.
- c) Demonstrate music knowledge and rehearsal skills required to lead interpretation of music notation with a success rate of a “C” or better.
- d) Demonstrate growth in artistry, technical skills, collaborative competence and knowledge of repertoire through regular, varied ensemble experiences with a success rate of a “C” or better.
- e) Demonstrate competency with the elements of music including rhythm, melody, harmony, structure, through analytic listening, sight-singing, aural dictation, and playing piano with a success rate of a “C” or better.
- f) Identify and label musical forms, processes, and structures from the baroque, classical, and romantic time periods with a success rate of a “C” or better.
- g) Classify music notation into historical, cultural, and stylistic contexts with a success rate of a “C” or better.
- h) Solve musical problems by combining knowledge and skills in performance; aural, verbal, and visual analysis; composition/improvisation; and history and repertoire in compositional, performance, analytical, scholarly, and pedagogical applications with a success rate of a “C” or better.

Music Course Rotation

School of Music courses (MUSC subject) are offered on a rotation. As such, not all courses are offered every semester and most courses are not offered during the summer academic terms. Please consult the degree emphasis Guideline Sheet for your degree program (i.e., Bachelor of Music in Vocal Performance). Questions about music course rotations should be directed to the Undergraduate Academic Advisor.

Private Lessons

In order to enroll in private lessons, please schedule an appointment with the appropriate Applied Advisor.

1 credit hour = 30 minutes per week for 14 weeks = a total of 7 hours per semester.

3 credit hours = 50 minutes per week for 14 weeks = a total of 14 hours per semester.

A special fee is charged for [private lessons](#).

Failure to submit the Private Lessons Application before the deadline may result in the denial of private lesson registration for that semester.

To qualify for private lessons as a music major, a student must meet all of the following conditions:

1. Be a declared music major.
2. Be concurrently enrolled in other academic music classes required in the degree program. A student is expected to make significant progress towards completion of the degree each semester.
3. Be concurrently enrolled in a [large ensemble](#) as outlined in the student's program guidelines and degree audit. Exceptions to these policies MAY be made only after consulting with Degree Emphasis Area Head Advisors, private applied instructor(s), and ensemble directors.
4. It is necessary to complete an online Private Lessons Application every semester. The online application is available by the end of the previous fall or spring semester, and applications must be completed online by 5:00 p.m. on the third day of each semester.
5. Receive a class number, permission code, instructions for registration, and contact information for the instructor by the end of the first week of classes.

All University students are eligible to enroll in private lessons. To qualify for private lessons as a non-music major, a student must meet and audition with the appropriate Applied Advisor and with an appropriate private applied teacher. Moreover, students who take private applied lessons must be enrolled in a large ensemble. Students who want to take piano lessons should meet with the piano Applied Advisor.

Private Lesson Applications

Private Lesson Applications can be found at http://www.music.utah.edu/undergraduate_studies/undergraduate_forms

Selecting an Instructor

It is the responsibility of the Applied Advisor, in consultation with all full-time area faculty, to assign students to private instructors. Students may indicate a teacher preference on the Private Lesson Application.

It is the student's responsibility to contact the private lesson instructor to set up lesson times. Students unable to contact their instructors within a reasonable length of time should contact the School of Music Office immediately.

Changing Instructors

Changes in private lesson instructors must be coordinated through the Applied Advisor in conjunction with the private instructors involved in the change. A student wanting to change instructors should: 1) speak to the Applied Advisor about the possibility of changing instructors; and 2) have a conversation with your current private instructor about studying with another instructor.

Private Lesson Policy

1. In a given semester, students may enroll for private lessons on their primary instrument and one secondary instrument. Students may not register for more than one private lesson course on their primary instrument in the same semester.
2. When a student has completed the private lesson requirement, they may continue private study only with permission of the Director of the School of Music and the recommendations of the Applied Advisor and private instructor. The student must be concurrently registered for an approved large ensemble in each semester.

Missed Lessons

If at any time during the semester a student cannot make a scheduled lesson, it is **the responsibility of the student** to notify the instructor as soon as possible before the missed lesson. The instructor is under no obligation to make up a missed lesson unless notified at least 24 hours in advance. From time to time, instructors may need to cancel a scheduled lesson. Cancelled lessons will be rescheduled at another time. In all instances, missed lessons are to be completed before the end of the semester. If private lessons missed as a result of the instructor's absence are not completed by the end of the semester, students should inform the School of Music Office staff.

Jury Examinations (Juries)

Music Majors (B.M., B.A.)

Juries are final playing examinations for music majors who are enrolled in private lessons. They provide each student with an opportunity to demonstrate the technical and musical growth that has been achieved throughout the semester to area faculty. Undergraduate music majors enrolled in private lessons are required to perform a jury each semester; however, students who have performed a junior or senior recital during a semester and students taking lessons on secondary instruments may be exempt from juries at the discretion of their private instructors. Juries are typically held during the final examination week.

Jury performance requirements vary among Applied Areas and instructors. Each performance area maintains a set of guidelines and criteria upon which the jury adjudication is based [\[link???](#)]. These guidelines and criteria may include: 1) information on what is to be performed (e.g., scales/arpeggios; etudes; solos), 2) extra-musical considerations (e.g., concert deportment); and 3) expectations for overall musicianship. Students should check course syllabi and consult with their private instructors for more precise requirements.

Each faculty member attending the jury will complete an evaluation form, providing feedback and offering suggestions for improvement. All of the evaluation forms become a permanent part of a student's academic record. Students are given copies of the evaluation forms for their records.

Missed Juries

A student who fails to sign up for a jury appearance or who does not appear at a scheduled jury will be given a FAILING grade for the semester in the absence of a valid excuse presented to the instructor concerned PRIOR to the jury day. In extreme cases where prior notice is not possible, exceptions will be determined by the instructor and the Applied Advisor.

Music Minors

Music minors may be required to perform a jury examination. Please refer to the course syllabus.

Non-music Majors

Non-music majors are not required to perform a jury examination.

Standings Policy

Following each jury performance, faculty evaluating the jury performance will discuss the student's standing as a music major. This standing will be based on: 1) the jury performance; 2) information provided by the student's private instructor; and 3) information provided by Applied Advisor and Degree Emphasis Area Head faculty. Students will be evaluated as follows:

- **Good Standing** – A student's jury performance must be deemed appropriate for the level of instruction or advancement by evaluating faculty. In addition, a student's private lesson grade and jury evaluation must be a C or above to be considered in "good standing." Following two semesters of being in good standing at a particular level, students may be advanced to the next higher level of private lessons if the evaluating faculty indicate that the student is ready to advance.
- **Probation** – A student may be placed on probation if the evaluating faculty members believe that the jury performance is not appropriate for the level of instruction. A student who receives a grade for private lessons lower than a C will be placed on probation. A probationary student is required to meet with the Applied Advisor and the private instructor to draft a written contract outlining a course of action to regain good standing status. After meeting with the Applied Advisor and the private instructor, probationary students should meet with the Undergraduate Academic Advisor. Students may not appeal probationary status. Probationary students must repeat the current level of private lessons and retake the jury. For a student to return to good standing, the evaluating faculty members must deem the jury performance to be appropriate for the level of instruction and the student must receive a private lesson grade of C or higher. If a student receives a grade lower than a C for a second time, then that student will be dismissed from the degree program. A student may appeal this action.
- **Degree and Degree Emphasis Dismissal** – If the evaluating faculty members believe that a student's jury performance is not appropriate for the level of instruction, and if a student receives a grade for private lessons lower than a C in two consecutive semesters of study at one level, then that student will be dismissed from the degree program. Students who are dismissed from the degree program can meet with the Undergraduate Academic Advisor to discuss options. Students may also choose and have every right to audition for another degree program or emphasis.

A student whose **cumulative GPA and semester GPA have been below a 2.0 during academic probation**, is subject to academic dismissal. A registration hold will be placed on the student's record and will prevent the student from registering for courses at the University. If the student is registered for the following semester, their courses will be dropped.

A student who has been dismissed from the university must sit out for a minimum of three (3) semesters and can only appeal for readmittance to the university if they are eligible for academic renewal. Please contact the Academic Advising Center if you have any questions regarding dismissal, academic renewal, or the appeal process for reinstatement.

Student seeking to appeal their standing, see University Policy 6-400: Code of Student Rights and Responsibilities.

Area Review Policy

Some Applied Areas within the School of Music regularly enact review procedures during undergraduate coursework. Registration for upper division applied coursework requires the successful completion of an advancement examination. Undergraduate students studying percussion, piano, strings, and composition require the completion of an advancement examination. Please see the Area Head for advancement requirements.

Ensemble Requirement

All music majors should register for a large ensemble until that requirement is complete. Ensembles must be appropriate for the student's performance specialty (i.e., voice students must be in a vocal organization, string students must be in orchestra, etc.). Exceptions to these policies MAY be made after consulting with the Area Head Advisor, Degree Emphasis Area Head, private applied instructor, and ensemble directors. Consult your Degree Emphasis Guideline Sheet for specific requirements.

Enrollment in most ensembles is available for variable credit from one (1) to three (3) semester hours. All students may register for any number of hours in this range but are not required to enroll for more than one (1) credit. Performing ensemble requirements are defined by the number of semesters of participation and not by the number of credit hours earned. If a program stipulates eight semesters of participation, this cannot be satisfied by eight hours of credit. Also, if a student registers for two performing organizations in a given semester only one will count toward satisfying the requirement. Each Music degree program has different graduation expectations with regard to the total number of semesters of large ensemble enrollment.

- The number of semesters of large ensemble participation for graduation varies across degree emphases. Students must enroll in the appropriate number of large ensembles required for their [degree emphasis](#).
- Guideline Sheets for all music degree programs are available in the Music Office and on our website at www.music.utah.edu.
- The specific ensembles that satisfy the Ensemble Requirement for each major are listed on the major's Guideline Sheet and in the University Catalog.

Special Course Applications

Undergraduate Individual Research Course Application

MUSC 4910 – Individual Research

Step 1) Complete an Individual Research application (available in the Music Office)

Step 2) Take completed [undergraduate Individual Research course application](#) to your supervising faculty member to obtain signature

Step 3) Meet with your School of Music [Emphasis Advisor](#) to obtain signature

Step 4) Meet with the School of Music Undergraduate Academic Advisor to obtain signature

Step 5) Turn in **signed** application to 204 DGH by the deadline to obtain School of Music Director of Undergraduate Studies signature

Step 6) The School of Music Office will email you your course registration number

Step 7) Register for Independent Research through [Campus Information Services](#) - opens new window (CIS)

As the designation implies, the purpose of this course is to allow a student to pursue a subject of interest introduced in the classroom further in a one-on-one setting with the instructor. Individual research is neither designed nor intended to take the place of curricular courses. If a student has been prevented from taking a required course through the fault of the SoM, Individual Research may be used to satisfy that requirement. Individual Research requires the consent of the instructor.

Senior Recital/Project Course Application

MUSC 4920 – Senior Recital

- Step 1)** Complete application at music.utah.edu/students/forms-applications.php
- Step 2)** The School of Music will email you your course registration number after the Emphasis Advisor approves the application
- Step 3)** Register for Independent Research through [Campus Information Services](#) - opens new window (CIS)

The purpose of this course is to provide a capstone performance experience for undergraduate music majors. Music Performance majors are required to perform a 60 minute recital. Students majoring in Music Education are required to perform a 30 minute recital; however, no application is necessary. All students must consult with their private lesson instructors and Emphasis Advisors regarding recital requirements.

MUSC 4970 – Senior Project (Non-Recital)

- Step 1)** Complete application at music.utah.edu/students/forms-applications.php
- Step 2)** The School of Music will email you your course registration number after the Emphasis Advisor approves the application
- Step 3)** Register for Independent Research through [Campus Information Services](#) - opens new window (CIS)

The purpose of this course is to provide a capstone experience for students majoring in Music Composition, Jazz Composition, Music Theory, and Music History and Literature (Musicology). All students must consult with their Emphasis Advisors regarding the details, administration and timely completion of the Senior Project.

MUSC 4999 – Honors Thesis/Project*

- Step 1)** Complete application at music.utah.edu/students/forms-applications.php
- Step 2)** The School of Music will email you your course registration number after the Emphasis Advisor approves the application
- Step 3)** Register for Individual Research through [Campus Information Services](#) - opens new window (CIS).

*The Honors Thesis/Project is the culmination of the Honors Bachelor degree. It is a significant undergraduate research project completed under the supervision of a faculty member approved by the Honors Advisor in the student's major. Its purpose is to advance knowledge and understanding within the context of a research university and to further develop the student's intellectual, professional, musical, and personal growth as a member of the Honors College. Although thesis projects may take different forms in different majors, they always demonstrate research expertise in the major field, a command of relevant scholarship, and an effort to contribute to that scholarship. This special course is open to all music emphases.

Policies

University Communication

A University assigned student email account (UMail www.umail.utah.edu) is the University's official means of communication with all University of Utah students. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion. Important communication such as all scholarship and financial aid information are sent to the UMail address. Please note that forwarding UMail to another email account is **not** reliable.

Minimum Grade Requirement

Students who do not receive a “C” or better in a music course will be required to repeat that course.

Repeating Courses

The School of Music upholds University Policy 6-100: Instruction and Evaluation, Revision 25 (under G.6: <https://regulations.utah.edu/academics/6-100.php>). To this end, an undergraduate student shall be ordinarily limited to three attempts at taking any particular course (the initial taking, and subsequent retaking twice). A student must meet with the Academic Advisor before attempting a course for the third time. A exception allowing further retaking beyond the third-attempt limit may only be granted by the Director of the School of Music.

Requesting Permission Codes to Register for Academic Classes

Permission codes are required in four situations: 1) A student does not meet the prerequisites as listed in the catalog for a course; 2) The course met capacity and is now restricted; 3) The registration system does not recognize the prerequisite and a permission code is required to override the system; and 4) Permission codes are necessary during the second week of the semester if an exception to add that week has been granted from the Director of Undergraduate Studies. Send requests to receive a permission code for MUSC prefixes to the Degree Emphasis Area Head. For example, a request for a permission code for Music Theory I (MUSC 1110) would be sent to the Music Theory Area Head. If a permission code for another department is needed, please visit the Office of the Registrar’s website. All communication will be through UMail. A request for permission code **does not** guarantee enrollment into a course.

Convocation/Concert Attendance

Attending student convocations and concerts (MUSC 1000) for 4 semesters is a required, co-curricular component of most undergraduate music degree emphases.

Piano Proficiency Requirement

All first year students will enroll in MUSC 1150 and be evaluated using the Piano Proficiency Examination. All students not passing the Piano Proficiency Examination must be enrolled for Keyboard* (MUSC 1150, 1160, 2150, or 2160) until the piano proficiency exam is passed. The exam is administered at the beginning of each semester. Private piano study may not be substituted for Class Piano or the Piano Proficiency Exam. Please refer to the details of the Piano Proficiency Examination policy found on the link below:

<https://music.utah.edu/documents/undergraduate-forms/PianoProficiencyRequirement2017-2018.pdf>

*BMUS Jazz Composition and Performance Majors enroll in MUSC 1150, 1160, 2181, and 2182.

Exceptions to Policy

Schedule an appointment with the Undergraduate Academic Advisor.

Incoming Undergraduate Transfer Students

Schedule an appointment with the Undergraduate Academic Advisor.

Course Waivers/Credit by examination or petition

In some instances, a student may already have knowledge or skill beyond the level required in a particular course. Credit is not always awarded if duplicated by previous course work or examinations, nor if the student has earned higher-level course credits of similar content. If a student can demonstrate competency and wishes to have a course waived, then this student should: 1) discuss options with the instructor of the course, and 2) meet with the Director of Undergraduate Studies. Such changes require students to complete an Exception to Policy form. Please contact the Undergraduate Academic Advisor to request this form. Challenge examinations are not available to those seeking university credit for material learned in high school, or "...classes previously failed or classes from which the student withdrew" (<https://admissions.utah.edu/apply/special-credit/challenge-a-course-for-credit.php>). Such changes require students to complete an Exception to Policy form. Please contact the Undergraduate Academic Advisor to request this form.

For a waived course to appear on a student's transcript, the student must receive credit for the course by passing the final examination for that course. The Petition for Credit by Examination form must be obtained from the Admissions Office. The Director of the School of Music must approve the taking of the exam, and an examination fee of \$50.00 must be paid to the cashier in the Student Service Building before the examination is given. A faculty member will grade the exam, sign the Petition for Credit by Examination form, and take the completed form to Michelle Addison in the SoM Office. For more details see the General Catalog under *Credit by Examination or Petition*.

Theory Equivalency Examination

Students who have either taken a college level theory course prior to coming to the School of Music or who have received a score of 5 on the AP exam in high school qualify to take the Theory Transfer Exam. Theory Transfer Exams are available for Theory I through III. Students who earn a C or better on the Transfer Exam for a given level of theory may begin with the next level. Students who received a score of 4 on the AP exam may begin Theory I without taking the theory diagnostic assessment.

Recitals

Please refer to the details of the Recital policy found on the link below:

<https://music.utah.edu/students/forms-applications.php>

Procedures for Printed Programs

Please refer to Procedures for Printed Programs at <http://music.utah.edu/students/forms-applications.php>.

Residency Requirement

There are two components to the University's Residency requirement (Policy 6-101, Section III, part D):

- Component 1: All undergraduate candidates must earn at least 30 semester credit hours from the University of Utah
- Component 2: At least 20 of the last 30 semester credit hours earned toward a student's degree must be earned from the University of Utah

Note: Although the residency requirement allows students to transfer up to 10 of their last 20 credits, students who are transferring credits during their last term should apply to graduate the following term to allow time for transcripts to arrive and be evaluated by the Office of Admissions.

Performing Opportunities

Auditioned Large Ensembles (visit music.utah.edu for ensemble audition requirements and dates)

Wind Ensemble (<https://music.utah.edu/ensembles/bands/wind-ensemble.php>)

Utah Marching Band (<https://music.utah.edu/ensembles/bands/marching-band/index.php>)

U Chamber Choir (<https://music.utah.edu/ensembles/choirs/chamber-choir.php>)

A Cappella Choir (<https://music.utah.edu/ensembles/choirs/a-capella-choir.php>)

Jazz Ensemble (<https://music.utah.edu/ensembles/jazz/big-bands.php>)

Jazz Repertory Ensemble (<https://music.utah.edu/ensembles/jazz/big-bands.php>)

Lyric Opera Ensemble (<https://music.utah.edu/ensembles/opera/lyric-opera.php>)

Utah Philharmonia (<https://music.utah.edu/ensembles/orchestras/index.php>)

University Campus Symphony (<https://music.utah.edu/ensembles/orchestras/index.php>)

Non-auditioned Large Ensembles (visit music.utah.edu for ensemble audition requirements and dates)

Symphonic Band (<https://music.utah.edu/ensembles/bands/symphonic-band.php>)

Voci Altissime (<https://music.utah.edu/ensembles/choirs/womens-chorus.php>)

Auditioned Small Ensembles

Pep Band (<https://music.utah.edu/ensembles/bands/pep-band.php>)

Infrared A Cappella (<https://music.utah.edu/ensembles/choirs/InfraredACappella.php>)

Jazz Guitar Ensemble (<https://music.utah.edu/ensembles/jazz/guitar-ensembles.php>)

Jazz Combos (<https://music.utah.edu/ensembles/jazz/jazz-combos.php>)

New Music Ensemble (<https://music.utah.edu/ensembles/small-ensembles/index.php>)

Percussion Ensemble (<https://music.utah.edu/ensembles/small-ensembles/index.php>)

Harp Ensemble (<https://music.utah.edu/ensembles/small-ensembles/index.php>)

Flute Choir (<https://music.utah.edu/ensembles/small-ensembles/index.php>)

String Chamber Music (<https://music.utah.edu/ensembles/string-chamber-music/index.php>)

Non-auditioned Small Ensembles

Early Music Ensemble (<https://music.utah.edu/ensembles/small-ensembles/index.php>)

SCHOOL OF MUSIC FACILITIES AND PERFORMANCE VENUES

Information about the School of Music facilities and performance venues can be found at:
<https://music.utah.edu/about/facilities/index.php>

David P. Gardner Hall (DGH), including the Concert Hall, is open seven days a week* from 6:30 AM until midnight. For security reasons, The University of Utah security personnel close (lock) the building nightly at 10:00 PM. If students are in the building when it is secured at 10:00 PM, they may remain inside the building until midnight. Practice room access is available from 6:30 AM to 11:00 PM. After 11:00 PM,

students cannot enter the practice rooms. All students must leave the building by midnight. There may be no unsupervised students in the building between midnight and 6:30 AM.

*David Gardner Hall is closed on all federal holidays. Card readers are inoperable on those days.

Please go to the Music Office for access to any locked space that you have been scheduled to use. It is not appropriate to ask a member of the faculty, other students, or the custodial staff to unlock a room in David Gardner Hall.

Piano and Harpsichord Care

The University of Utah School of Music holds the designation as an *All-Steinway School*. From the practice room to the recital and concert halls, students have access to some of the finest pianos available. To keep the instruments in professional condition, do not place anything on top of the pianos (including food and drink) as these items may scratch the high polish finish. Also, please cover grand pianos when not in use. For more information on Piano and Harpsichord care, use, and repair, please see the Piano Area Policies

Lockers

Lockers of various sizes are located on the basement, first, and third floor levels of Gardner Hall and on the first floor of the Concert Hall section of the building. See the following website for more information:

<https://music.utah.edu/students/undergraduate-students.php>

Practice Room Access

See the following website for more information:

<https://music.utah.edu/students/undergraduate-students.php>

Emma Ray McKay Music Library

See the following website for more information:

<https://music.utah.edu/students/mckay-music-library/index.php>

Eleanore Engelbretson Student Lounge

The Engelbretson Student Lounge is located in room 104 at the east end of the first level of Gardner Hall. Adjacent to the Student Lounge is a kitchen area with cabinets, a refrigerator, microwave ovens, vending machines, and an ASUU courtesy telephone. Please do not eat in classrooms, practice rooms and hallways. Music majors, music minors, and non-majors taking music classes may access the Student Lounge using their UCard. Contact the Music Office if you need help accessing the Student Lounge.

UNIVERSITY RESOURCES

ASUU Tutoring Center

Phone: 801-581-5153
Hours: Monday-Friday 8 a.m. - 5 p.m.
Location: 330 SSB
Email: tutors@sa.utah.edu

Student Success

Phone: 801-587-8556
Hours: Monday-Friday 8 a.m. - 5 p.m.
Location: Sill

University Counseling Center

Phone: 801-581-6826
Hours: Monday-Friday 8 a.m. - 5 p.m.
Location: 426 SSB
Emergencies: For after-hours emergencies, contact the 24/7 Crisis Line. 801-587-3000

Office of Undergraduate Research

Phone: 801-581-8070
Hours: Monday-Friday 8 a.m. - 5 p.m.
Location: 005 Sill
Email: our@utah.edu

Financial Aid & Scholarships Office

Personal Money Management Center

Undergraduate Bulletin

University Student Handbook
Student Handbook