DEPARTMENT OF Music
COLLEGE OF LIBERAL AND FINE ARTS

UNDERGRADUATE STUDENT HANDBOOK

UNIVERSITY OF TEXAS AT SAN ANTONIO

Updated January 2019
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MUSIC FACULTY AND STAFF

Administrative Staff
Tracy Cowden, Chair
Stacey Davis, Associate Chair
Naomy A. Ybarra, Administrative Associate
Steven Hill, Administrative Assistant
Victor Mendiola, Administrative Assistant
Cynthia R. Solis, Events Manager

Music Faculty
Michael Acevedo, mariachi ensemble
Jennifer Beavers, music theory
Jennifer Berg, oboe
Andrew Bergmann, music technology
Mark Brill, world music, music history
Joe Caploe, music technology
Francisco Chavez-Silva, piano technician
Joseph Cooper, trumpet
Tracy Cowden, collaborative piano
Stacey Davis, music theory, music psychology
Allyson Dawkins, viola
Christine Debus, collaborative piano
Susan Dill, music education
Eugene Dowdy, orchestra, music education
Sherri Downey, class piano
Matthew Dunne, guitar
Rami El-Farah, saxophone
Ron Ellis, band
Patty Fagan-Miller, bassoon, music education
Richard Herrera, music education
Jourdan Laine Howell, voice
Ivan Hurd, piano, piano pedagogy
Sean Johnston, music theory
Kasandra Keeling, piano
Laura Kelly, music theory
Angela Leonhardt, music education
Rita Linard, flute
Andrew Lloyd, organ, composition
Gary Mabry, choir, voice
William McCravy, opera, voice

Randi Miles, color guard, dance
Si Millican, music education
Michael Mixtacki, percussion
Yoojin Muhn, choir
Ryan Murphy, cello
John Nix, voice, vocal science
Susan Olson, voice
Steven Parker, trombone
Kristen Pellegrino, music education
Johnny Peña, guitar
Michelle Pietri, opera, dance
Gary Poffenbarger, tuba, euphonium
Christopher Prosser, music theory, composition
Ben Pyles, percussion
Stan Renard, music marketing
Jan Roller, trumpet
Peter Rubins, horn
Sherry Rubins, percussion
Adrian Ruiz, jazz
Megan Rulewicz, dance
Eric Schneeman, world music, music history
William Sherrill, music history
Drew Stephen, music history
Sara Stolt, clarinet
James Syler, composition, music literature
Stephanie Westney, strings
Ethan Wickman, composition, music theory
Laurie Williams, music education
John Zarco, band
Steven Zeserman, double bass
The mission of the UTSA Department of Music is:

- To offer programs of such caliber in the areas of Music Studies, Performance, Composition, and Music Marketing as to be useful and stimulating to students who seek training for a professional life in music.
- To offer additional courses that will be useful and stimulating to students in other UTSA departments and colleges who wish to study music for its cultural or educational value.
- To provide an atmosphere conducive to creativity and research by faculty and students.
- To serve the community by offering a variety of performances, clinics, and workshops by faculty, students, and visiting artists.

The Department of Music offers the Bachelor of Music degree with a concentration in music studies, the Bachelor of Music with an emphasis in performance, composition, or music marketing, and the Bachelor of Arts in Music. The Department also offers a Minor in Music, a Minor in Jazz Studies, a Minor in Music Marketing, and a Minor in Music Technology. The Department of Music is accredited by the National Association of Schools of Music.

AUDITIONS AND MUSIC DEPARTMENT ADMISSION

In order to declare music as a major, students must successfully audition for UTSA music faculty on their principal instrument. Information on auditions can be obtained by visiting UTSA Music Major Auditions. Students can also contact the appropriate Area Coordinator (see list below).

- **Guitar**: Dr. Matthew Dunne, matthew.dunne@utsa.edu
- **Keyboard**: Dr. Kasandra Keeling, kasandra.keeling@utsa.edu
- **Strings**: Dr. Stephanie Westney, stephanie.westney@utsa.edu
- **Voice**: Dr. Susan Olson, susanolson@utsa.edu
- **Winds**: Dr. Rita Linard, rita.linard@utsa.edu
- **Percussion**: Prof. Sherry Rubins, sherry.rubins@utsa.edu

Students may audition to be a music major a maximum of three times. In addition, if a student is not enrolled in Private Instruction for two or more consecutive long semesters (Fall and Spring), the student must re-audition for admission as a UTSA music major.

Prospective music minors are not required to audition, but must interview with the corresponding program advisor (see list below) and submit a signed Declaration of Music Minor Form.

- **Minor in Music**: Dr. Laura Kelly, laura.kelly@utsa.edu
- **Minor in Jazz Studies**: Dr. Adrian Ruiz, adrian.ruiz@utsa.edu
- **Minor in Music Marketing**: Dr. Stan Renard, stan.renard@utsa.edu
- **Minor in Music Technology**: Dr. Andrew Bergmann, andrew.bergmann@utsa.edu
**Music Theory Exams for Prospective Transfer Students**

Prospective transfer students who have completed 1-3 semesters of music theory and aural skills (and are not currently enrolled in level 4) will take the Music Theory Diagnostic Exam on their UTSA music audition day. Results will be used to determine appropriate placement in the theory and aural skills sequence at UTSA. The exam consists of clef reading, scales, key signatures, intervals, triads and 7th chords, part-writing, harmonic analysis with Roman numerals, non-chord tones, phrase identification, and cadences.

Prospective transfer students who have completed four semesters of music theory and aural skills (or are currently enrolled in level 4) will take the Music Theory and Aural Skills Proficiency Exam on their UTSA audition day. A passing grade on this exam is required of all UTSA music majors prior to enrolling in most upper-level music courses.

If admitted based on their performance audition, prospective transfer students who receive a passing grade on the proficiency exam will have completed the theory/aural skills requirement and be given permission to enroll in any upper-level music classes.

Admitted students who do not receive a passing grade on the proficiency exam will be required to enroll in MUS 2173: Tonal Analysis Review and/or MUS 2122: Aural Skills Review. Students who pass the required review course(s) after their first or second attempt will be given permission to enroll in all upper-level music courses. Students who do not pass within two attempts (which is the equivalent of two academic years) will be required to change their major to a field outside the Department of Music.

The Music Theory Proficiency Exam includes:

1. Fundamentals (scales and modes, intervals, chord qualities, terminology)
2. Harmonization of bass lines and four-voice part-writing
3. Harmonic analysis with both diatonic and chromatic chords
4. Form (phrases, cadences, motivic comparisons, form identification)

The Aural Skills Proficiency Exam includes:

1. Melodic dictation (diatonic melody with decorative chromaticism)
2. Harmonic dictation (four-voice progression with both diatonic and chromatic chords, bass and soprano lines only)
3. Rhythm sight reading (using counting syllables, while conducting the beat)
4. Prepared melody singing (either major or minor, using solfege, while conducting the beat)
5. Major melody sight singing (diatonic with decorative chromaticism, using solfege)
6. Minor melody sight singing (diatonic with decorative chromaticism, using solfege)

**Piano Diagnostic Exam for Prospective Students**

Prospective transfer students who have completed 1-4 semesters of Class Piano at another institution will take a piano diagnostic exam. Students who have prior private piano lesson experience are also eligible to take this exam. The results of this exam will be used to determine appropriate placement in the four-semester Class Piano sequence (or exempt students from the sequence altogether). Transfer students who have completed four semesters of Class Piano at another institution must pass the Piano Proficiency Exam in order to complete their piano requirement at UTSA.
MUSIC SCHOLARSHIPS

All prospective students who audition from January-March are eligible for merit-based music scholarships. During that audition, music faculty will assess the student’s qualifications for both admission into a music degree program and receipt of a music scholarship. Those scholarships typically range from $1000-4000 per year, depending on a student’s qualifications, principal instrument, chosen degree program, and available funds.

By agreement of the institutional members of the National Association of Schools of Music (NASM), all students who are offered a merit-based music scholarship must accept the offer in writing. NASM also has ethical guidelines for the offering and accepting of music scholarships. These guidelines state that prior to May 1, it is a student’s responsibility to notify the Associate Chair of the UTSA Department of Music if s/he accepts another school’s scholarship offer. Acceptance of that offer would void the UTSA music scholarship offer. After May 1, the acceptance of a UTSA music scholarship is binding for the upcoming academic year. If a student accepts a UTSA music scholarship offer on or before May 1, s/he cannot accept a music scholarship offer from another school that is a member of NASM or of the Texas Association of Music Schools. If a student chooses to audition at another institution after May 1, the student must inform that school that s/he has already accepted a music scholarship offer from UTSA and cannot consider or accept any other music scholarship offers. Once a UTSA music scholarship is accepted, a student cannot be released from the scholarship commitment to UTSA without the written consent of the Chair of the UTSA Department of Music.

All students who accept a merit-based scholarship from the UTSA Department of Music must meet the following requirements:

- Maintain status as a music major
- Complete a minimum of 15 credit hours per semester (or 6 hours for graduate students)
- Maintain a minimum cumulative grade point average of 3.0
- Make an exemplary musical and academic contribution to the Department of Music
- Submit all university required scholarship paperwork by May 1 (acceptance form, thank-you letter to scholarship donor, biographical information, and photo)

Each student’s scholarship status will be evaluated at the conclusion of every semester. Scholarships will be canceled for students that fail to meet the criteria outlined above.

Students must also apply for scholarship continuation each year, with awards pending availability of funds. Undergraduate students can receive a music scholarship for a maximum of five years, while graduate students can receive a music scholarship for a maximum of two years.

ADVISING AND REGISTRATION

Following a successful audition, new music students will be advised in the Arts and Humanities Advising Center, located in the Multidisciplinary Studies Building (MS 4.01.52). The AHUM advising center can assist with evaluating degree progress, conducting degree audits, and answering other general advising questions. For more information, call (210) 458-6513.
All music majors are also assigned a music faculty advisor. Students should schedule a meeting with their music faculty advisor at least once every semester in order to understand course sequencing, check prerequisites, and monitor progress toward their degree. Private instruction assignments will be authorized by Area Coordinators each semester. Naomy Ybarra in the Music Department Office will give each student permission to enroll in the correct level and section of private instruction. Students should contact their area coordinator with questions about their assigned level and/or section of private instruction each semester. See p. 14 of this handbook for additional details about the Department of Music private instruction policy.

Music Faculty Advisors:

General Undergraduate Advising Dr. Stacey Davis
Composition Dr. Ethan Wickman
Performance (guitar, keyboard, strings, winds, percussion) Dr. Kasandra Keeling
Performance (voice) Dr. Susan Olson
Music Marketing Dr. Stan Renard
Music Studies (winds, percussion) Dr. John Zarco
Music Studies (strings) Dr. Kristen Pellegrino
Music Studies (choral) Dr. Susan Dill
Bachelor of Arts in Music Dr. Jennifer Beavers

Minor in Music Dr. Laura Kelly
Minor in Jazz Studies Dr. Adrian Ruiz
Minor in Music Marketing Dr. Stan Renard
Minor in Music Technology Dr. Andrew Bergmann

ADMISSION TO SPECIFIC EMPHASES AND CONCENTRATIONS

In addition to the general audition requirement to declare the music major, individual emphases and concentration have specific admission requirements.

Performance Emphasis
All students who wish to pursue the Performance emphasis within the Bachelor of Music degree must pass a public, 30-minute Qualifying Recital. A committee of at least three faculty will evaluate both the performance and presentation quality of the recital. Students must receive a passing grade from this committee prior to being accepted into the Performance program and enrolling in upper-level private instruction.

The Qualifying Recital must occur no later than the third semester of enrollment in MUS 2542. As a prerequisite to this recital, students must have at performed at least one time in MUS 2001: Music Convocation and/or seminar. Exceptions to this prerequisite may be granted by the Area Coordinator for transfer students.
Instrumental students must adhere to the following additional guidelines:
- Perform only solo repertoire (no chamber selections will be permitted).
- Include repertoire from at least two historical periods/styles.

Voice students must adhere to the following additional guidelines:
- Include no more than one chamber selection (with assistance by other singers or instrumentalists, other than piano).
- Include repertoire in four different languages (English, Italian, German, French), with different historical periods/styles represented.
- Write program notes on the recital repertoire (not to exceed two pages front/back) and distribute them with the recital program.

**Composition Emphasis**
Students intending to pursue the Bachelor of Music with an emphasis in Composition must enroll in MUS 1141: Beginning Composition during the Spring semester of their first year at UTSA. After completing this course, students will interview with composition faculty to determine admission into the composition program. Students should bring written and/or recorded samples of their music compositions to the interview.

**Music Studies Concentration**
Students pursuing a traditional EC-12 Texas Teacher certification must complete all of the degree requirements and comply with all catalog requirements for the Bachelor of Music in Music Studies. Admission to the teacher certification program is granted by the College of Education and Human Development. In order to qualify for admission to the teacher certification program, music students must have:
- Successfully passed a pre-certification interview given during study days at the end of each Fall and Spring semester.
- Completed or scheduled the senior qualifying recital.
- Earned a cumulative GPA of at least 2.5
- Passed MUS 2012: Aural Skills IV and MUS 2162: Basic Skills IV with grades of D- or better.
- Passed the Music Theory and Aural Skills Proficiency exam.
- Passed MUS 2521: Class Piano 4 with a grade of D- or better.
- Earned passing grades in the required semesters of lower-level private lessons (MUS 1512, MUS 1542, and MUS 2542).
- Passed all other admission requirements as outlined by the College of Education and Human Development.

**Students Seeking Teacher Certification Only**
Students who have already earned a college degree and are interested in obtaining teacher certification have two options.
- Option #1: Earn a second degree (the Bachelor of Music in Music Studies). Students selecting this option must comply with all catalog requirements for the Bachelor of Music in Music Studies.
- Option #2: Complete the required credit hours to obtain a teaching certification without getting a second degree. Students who select this option must meet the academic requirements of the College of Education and Human Development’s Post Baccalaureate Certification Program.
Students pursuing teaching certification are only required to audition if they intend to enroll in private instruction. If students enroll in private instruction, they are required to simultaneously enroll in an assigned ensemble.

Students who choose Option #2 must request a transcript evaluation from the Office of Teacher Certification (210-458-4424). Concurrently, a copy of the transcript should be sent to Dr. Dill (Music Education area coordinator). He will evaluate the music courses and send a list of the fulfilled requirements to the Office of Teacher Certification. For further information, contact Dr. Dill (susan.dill@utsa.edu).

### STUDENT TEACHER ATTENDANCE POLICY

Student teaching should be the primary focus during the capstone semester for students pursuing the Music Studies concentration within the Bachelor of Music degree. In addition to the guidelines from the College and Education and Human Development, the Department of Music has the following additional requirements.

- The student teacher is expected to shadow the cooperating teacher(s) in every aspect of their job. Because of the realities of the job, some of these activities may occur before or after school hours or on weekend. Examples of these types of required activities include booster meetings, in-service meetings, sectional rehearsals, competitions, faculty meetings, and performances.
- Students may not enroll in other university courses or participate in any UTSA ensembles during their semester of student teaching unless prior approval has been granted by their UTSA Department of Music student-teaching supervisor.
- Students are not permitted to participate in any student organization activities, outside work commitments, or any other activities that conflict with student teaching commitments unless prior approval has been granted by their UTSA Department of Music student-teaching supervisor. Examples of unapproved conflicts include, but are not limited to, applied lessons, evening ensembles or performance groups, and sorority/fraternity events.
- Student teachers are required to attend all seminar meetings at the university. These dates will be published at the beginning of each semester. These meetings take priority over the above directive regarding shadowing the cooperating teacher(s) at all times.

### DISMISSAL FROM MUSIC DEGREE PROGRAMS

Once admitted, music majors are expected to make consistent, satisfactory progress toward their degree. A student who fails to meet this expectation will meet with a program area advisor and may be required to change his or her major to a field outside the Department of Music.

MUS 1102: Aural Skills I and MUS 1112: Basic Skills I are designated as Gateway Courses in the UTSA course catalog. Students must pass both of these courses in no more than two attempts, including dropping with a “W” or taking them at another institution. Students who are unable to successfully complete each course after two attempts will be required to change to a major outside the Department of Music. See [http://www.utsa.edu/registrar/students/gateway.html](http://www.utsa.edu/registrar/students/gateway.html) for more information.
The UTSA course catalog states that students must pass levels 2, 3, and 4 of Basic Skills and Aural Skills within three attempts each. Students who are unable complete each course after three attempts will be required to change to a major outside the Department of Music.

Transfer students who completed four semesters of music theory, ear training, and class piano at another institution must complete any necessary review/proficiency requirements and be eligible for upper-level music courses within two years of entering the UTSA Department of Music and declaring the music major. Transfer students who fail to meet this expectation will be required to change to a major outside the Department of Music.

**ATTENDANCE**

Students are expected to attend all sessions of courses, private lessons, seminars, and ensembles for which they are registered. Attendance policies for all music courses are defined in the individual syllabi distributed at the beginning of the semester. It is the responsibility of each student to become familiar with and comply with the policies of each class for which they are registered.

**PROBLEMS AND GRIEVANCES**

If students encounter problems that cannot be resolved, there are a series of steps that should be taken to attempt a solution. First, a student should take up the problem with the specific instructor of the course in which the problem occurs, presuming the problem is class-oriented. If this is not the case, or if the problem still exists, the student should consult their Music Faculty advisor. If the student feels that a solution has not been reached, the Associate Chair of the Department will be available for consultation. If the problem remains, the student should confer with the Chair of the Department.

In all but the most extreme cases, student problems will be solved at the Chair's level or earlier. In extreme cases, however, a student has recourse (in this order) to the Associate Dean of the College of Liberal and Fine Arts, the Dean, and the Provost. The President of UTSA is the final point of appeal.

**ACADEMIC HONESTY**

All students at UTSA are expected to contribute to an atmosphere of high ethical standards, observing all accepted principles of academic honesty. Academic dishonesty is a violation of the Student Code of Conduct, and includes, but is not limited to, cheating, plagiarism, collusion, submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts. Specific information concerning procedures and penalties for scholastic dishonesty may be found in the UTSA Information Bulletin.

In all cases, the UTSA Handbook of Operating Procedures and the Student Code of Conduct are the final word in academic policy and procedures for students and faculty. For further information, see the UTSA Information Bulletin.
CONCERT ATTENDANCE

All students pursuing the Bachelor of Music degree (composition, marketing, performance, music studies) must fulfill the Concert Attendance requirement.

**Total Number of Concerts**

All Bachelor of Music students must attend a minimum of 48 concerts. Students are recommended to attend eight concerts for each of their first six semesters to meet this requirement. Deficits in one semester can be made up by attending additional concerts in another semester.

**Deadline**

Students must complete the Concert Attendance requirement by the end of their second-to-last semester, which is the semester before they intend to register for their capstone project. Students who have not met this requirement cannot register for MUS 4561: Senior Recital, MUS 4833: Music Marketing Internship, or C&I 4716: Student Teaching.

**Types of Concerts**

The concerts can be of any type (solo, ensemble, or student). Concerts can also be on or off campus.

**Transfer Students**

All students who attend UTSA for at least six semesters must attend a total of 48 concerts. Students who are at UTSA for less than six semesters must attend at least eight concerts each semester except their last. For instance, a student who is at UTSA for five total semesters must attend eight concerts for four of those semesters (for a total of 32 concerts).

**Academic Honesty**

UTSA’s Academic Honesty Policy applies to this Concert Attendance policy. Any student attempting to receive credit for a concert that was not attended is guilty of scholastic dishonesty and will be subject to university disciplinary action.

**Concert Attendance Procedure (on-campus concerts)**

- Obtain a bar code sticker for your UTSA ID card at the Instrument Repair Room.
- Bring UTSA ID card to every on-campus concert. Students cannot receive attendance credit without showing their UTSA ID card (with barcode attached).
- Check in to the concert before entering the UTSA Recital Hall. Plan to arrive early to have your UTSA ID card scanned. The check-in station is located at the entrance to the Recital Hall and will open 15 minutes before the performance begins. No check-ins will be allowed after the performance begins, so there is no concert attendance credit for late arrivals.
- Check out at the conclusion of the performance by having your UTSA ID card scanned again. The check-out station will not be available prior to the end of the performance.
- Students must have both a check-in and a check-out scan in order to receive credit for a concert.
- Concert attendance credit cannot be earned if a student is participating in that performance.

**Concert Attendance Procedure (off-campus concerts)**

- Obtain a program or other documentation of the concert attended.
- Take the program to your music faculty advisor for approval signature. It is the faculty member’s decision to approve a particular program as appropriate.
- Turn in the approved program to the Concert Attendance box in the Music Department office.
**Bachelor of Arts in Music students**
This concert attendance policy does not apply to students pursuing the Bachelor of Arts in Music degree. These students are instead required to register for and successfully complete two semesters of MUS 2001: Music Convocation. See syllabus for that course for specific grade requirements.

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All **Bachelor of Arts in Music** students must enroll in a minimum of 6 semesters of ensemble.

All **Bachelor of Music** students (composition, music marketing, music studies, and performance) must enroll in an ensemble every semester. The only exceptions are:

- The semester of student teaching for the Music Studies concentration
- The semester of internship for the Music Marketing emphasis
- The semester of senior recital for guitar, piano, and organ principals in the Music Performance emphasis
- The semester of senior recital for students in the Composition emphasis

**Assigned Major Ensembles:**
Students must audition for an assigned major ensemble at the beginning of every semester in which they are required to enroll. Placement and seating are determined by each ensemble director. Possible assigned major ensembles for each instrument are listed below.

**String principals**
- MUS 3761: UTSA Orchestra

**Wind and percussion principals**
- MUS 3731: University Band
- MUS 3751: UTSA Symphonic Band
- MUS 3821: UTSA Wind Ensemble

**Voice principals**
- MUS 3721: UTSA Men’s Glee Club
- MUS 3781: Concert Choir
- MUS 3811: Women’s Choir

**Guitar and keyboard principals**
- MUS 3721: UTSA Men’s Glee Club
- MUS 3781: Concert Choir
- MUS 3811: Women’s Choir

*unless pursuing the Instrumental Music Studies degree (see table on next page for details)

**Additional Ensembles**
- MUS 3711: Mariachi Ensemble
- MUS 3771: Jazz Ensemble**
- MUS 3791: Lyric Theatre
- MUS 3801: UTSA Marching Band
- MUS 4581: Chamber Music (any ensemble)

**With advisor approval, jazz ensemble could be considered a major ensemble (up to two semesters) for guitar and piano principals.**
# ENSEMBLE REQUIREMENTS BY DEGREE AND INSTRUMENT

<table>
<thead>
<tr>
<th>Concentration/Emphasis</th>
<th>Total ensemble credits in degree</th>
<th>MAJOR ensemble requirement</th>
<th>ADDITIONAL ensemble requirement</th>
<th>Special degree requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition:</td>
<td>8</td>
<td>6 semesters</td>
<td>2 semesters of MUS 4581: Chamber Music</td>
<td>Must be in an ensemble every semester (except Senior Recital)</td>
</tr>
<tr>
<td>Music Marketing:</td>
<td>8</td>
<td>6 semesters</td>
<td>2 semesters of MUS 4581: Chamber Music</td>
<td>Must be in an ensemble every semester (except Marketing Internship)</td>
</tr>
<tr>
<td>Music Studies:</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>All-Level Choral</td>
<td>4</td>
<td>Every semester (except semester of Student Teaching)</td>
<td>Voice: none</td>
<td>Minimum of 4-6 ensemble credits beyond degree requirement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Guitar and keyboard:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 semesters of MUS 4581: Chamber Music</td>
<td></td>
</tr>
<tr>
<td>All-Level Instrumental</td>
<td>4</td>
<td>Every semester (except semester of Student Teaching)</td>
<td>Strings: none</td>
<td>Minimum of 4-6 ensemble credits beyond degree requirement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wind/percussion:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 semesters of MUS 3781: Marching Band (complete in first two Fall semesters)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Guitar and keyboard:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 semesters of MUS 4581: Chamber Music</td>
<td></td>
</tr>
<tr>
<td>Performance:</td>
<td></td>
<td></td>
<td>2 semesters of MUS 3791: Lyric Theatre</td>
<td>Minimum of 2 ensemble credits beyond degree requirement</td>
</tr>
<tr>
<td>Voice</td>
<td>8</td>
<td>Every semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strings, Winds, and Percussion</td>
<td>8</td>
<td>Every semester</td>
<td>2 semesters of MUS 4581: Chamber Music</td>
<td>Minimum of 2 ensemble credits beyond degree requirement</td>
</tr>
<tr>
<td>Guitar</td>
<td>8</td>
<td>4 semesters</td>
<td>4 semesters of MUS 4581: Guitar Ensemble</td>
<td></td>
</tr>
<tr>
<td>Piano</td>
<td>8</td>
<td>2 semesters</td>
<td>2 semesters of MUS 4581: Chamber Music</td>
<td>Must be in an ensemble every semester except semester of Senior Recital</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 semesters of MUS 2501: Accompanying</td>
<td></td>
</tr>
<tr>
<td>Organ</td>
<td>8</td>
<td>4 semesters</td>
<td>4 semesters of MUS 4581: Chamber Music</td>
<td>Must be in an ensemble every semester except semester of Senior Recital</td>
</tr>
<tr>
<td>Bachelor of Arts:</td>
<td>6</td>
<td>4 semesters</td>
<td>Students choose 2 semesters with advisor approval</td>
<td>None</td>
</tr>
</tbody>
</table>
Enrollment in Private Instruction is available only to registered music majors who are actively pursuing and making satisfactory progress toward their degree. The following policies are intended to help students move through the degree in a consistent and timely manner.

**Degree Requirements and Maximum Semesters of Private Instruction**

- All music majors are permitted to enroll in private instruction for a maximum of two semesters beyond the degree requirement.
  - Music Studies, Marketing, and Composition = 8 total semesters (6 count toward the degree)
  - Performance = 10 total semesters (8 count toward the degree)
  - B.A. in Music = 4 total semesters (2 count toward the degree)
- Bachelor of Music
  - One extra semester will be lower-level (MUS 1512, 1542, or 2542)
  - Second extra semester will be upper-level (MUS 3532 for Music Studies, Composition, and Marketing; MUS 3543 or MUS 4543 for Performance)
- Bachelor of Arts in Music
  - Both extra semesters will be lower-level (MUS 1512, 1543, or 2542)
  - BA students may not enroll in upper-level private lessons
- All music majors (BM and BA) may enroll in MUS 1511 (Secondary Instrument) a maximum of two semesters beyond the degree requirement. Students must have passed Class Piano 4 in order to enroll in secondary piano lessons.
- The following students are permitted to enroll in MUS 2132: Introduction to Improvisation and MUS 3583: Advanced Improvisation.
  - Students who have declare the Minor in Jazz Studies, where both classes are required
  - Students pursuing the Bachelor of Arts in Music degree, where both classes are options in the lower and upper-level additional music requirements
  - All music majors, with the approval of both the instructor and the department chair.

**Prerequisites, Sequencing, and Other Enrollment Requirements**

- A minimum grade of C- is required to move from one level of private instruction to the next.
  - Students who do not earn at least a C- after two attempts at MUS 1512 will not be permitted to continue as music majors.
- Bachelor of Music students must pass Basic Skills IV, Aural Skills IV, Class Piano 4, all sections of the theory/aural skills proficiency exam, and the scale barrier (woodwind/brass students only) in order to enroll in upper-level lessons (MUS 3532 or MUS 3543).
  - Students who have reached the maximum of five semesters of lower-level private instruction will be prohibited from enrolling in private lessons until the theory, aural skills, and scale barrier requirements are met.
  - When necessary, students are encouraged to enroll in summer Basic and Aural Skills classes in order to avoid any disruption in the private instruction sequence.
- Bachelor of Arts in Music students (woodwind/brass only) must pass the scale barrier prior to enrolling in MUS 2542.
• Students are not permitted to enroll in earlier levels of private instruction after they have moved forward in the sequence and/or completed the maximum number of attempts at a certain level.
• Music Studies majors are not permitted to enroll in private instruction during the semester of student teaching. This applies to both principal and secondary lessons.
• Students enrolled in private instruction must be simultaneously registered for an assigned ensemble. A minimum grade of C- in ensemble is required to continue in private instruction the next semester.

Petitioning for One Additional Semester of Upper-Level Private Instruction
• After reaching the maximum number of semesters, Bachelor of Music students may petition to enroll in one additional semester of private instruction based on the recommendation of the private instructor and the area coordinator. Petition forms are due on or before the first day of class of the semester in which the student intends to enroll.
• The Academic Policy and Curriculum committee will evaluate all petitions and submit a recommendation to the Department Chair for final approval.
• Students whose petitions are approved will enroll in one semester of MUS 3532, 3543, or 4543, depending on the student’s degree program and prior private instruction enrollment.
• Bachelor of Arts in Music students are not permitted to petition for additional semesters of private instruction.

Recital Timing
• Music Studies majors must perform a recital no later than their third semester of MUS 3532.
• Performance majors must perform the qualifying recital no later than their third semester of MUS 2542. The Senior Recital (MUS 4561) must occur during the final semester of MUS 4543.

Transfer Students
• All transfer students will enroll in MUS 1512 during their first semester.
• Although faculty can decide to skip ahead in the sequence in the following semester, transfer students must still follow the same policies regarding total number of semesters, maximum attempts at each level, prerequisites, sequencing, and recital timing.

Principal Instrument
A student’s principal instrument is that on which the student auditioned and was admitted as a music major. These include voice, woodwind, brass, percussion, strings, classical guitar, piano, and organ. In addition, the following limitations apply to the Bachelor of Music degree with a concentration in Music Studies:

• The principal instrument for those whose student teaching will be in band must be a woodwind, brass, or percussion instrument. Principal instruments for percussion students must be found in a band or orchestra (i.e., timpani, mallet instruments, and multi-percussion, but not drum set).
• The principal instrument for those whose student teaching will be in string classes or orchestra must be violin, viola, cello, or contrabass (not electric bass).
• The principal instrument for those whose student teaching will be in choral-general music must be voice, piano or guitar (not electric bass).
Assignment and Change of Applied Studio Instructor
Private instructor assignments are made by the Area Coordinators and studio instructors. In order to change private instructors after their initial assignment, students must follow the procedure described below.

- Have a conference with their present applied teacher and gain written consent in support of the change.
- After completing the above step, have a conference with their choice for an applied teacher and gain written consent in support of the change.
- Present the two documents of consent to the Chair of the Department for reassignment at the beginning of the next semester. The Chair may not grant the change if teaching loads are negatively affected.

Private Instruction Attendance
- Each student must receive a total of fifteen private lessons during the semester of enrollment. The length of the lesson is determined by the course number (MUS 1511 = one 30-minute lesson per week; all others = one 1-hour lesson per week).
- Private instructors are not required to offer make-up lessons for unexcused absences. Lessons missed due to excused absences (with notification) may be rescheduled at the instructor's discretion.
- If a student misses four private lessons, the instructor will initiate one of the following actions:
  o If the fourth lesson is missed prior to the drop deadline, the instructor will recommend to that the student drop the course and automatically receive a “W” for the course grade
  o If the total of four absences is not reached until after the drop deadline, the student will receive either an “IN” or “F” as considered appropriate by the instructor.
- It is the student's responsibility to contact the instructor at the beginning of each semester (no later than the first week of classes) to schedule lessons.
- If Private Instruction faculty miss lessons or are habitually tardy to lessons, the student should inform the Chair of the Department of Music.

Area Seminars
All students enrolled in private instruction are required to attend area seminar each week. Weekly seminar times are subject to change, but are generally scheduled at the following times:

- Guitar – Thursday, 11:30-12:20
- Keyboard – Tuesday or Thursday, 12:30-1:20
- Strings – Thursday, 11:30-12:20
- Voice – Thursday, 11:30-12:20
- Winds and Percussion – Thursday, 11:30-12:20
- Composition – selected Tuesdays, 11:30-12:20

Grading
- Each student must present a jury performance at the conclusion of each semester of enrollment in Private Instruction. A final grade for private instruction will not be issued unless such a performance is given. Postponements (with a grade of IN) will be granted in the event of a valid and justified request, but will not be given to allow for additional preparation time.
- Preliminary grades from the instructor and seminar attendance will be submitted prior to jury examinations. The instructor's grade will count for 60% of the final grade, the jury grade for 30%, and the seminar attendance grade for 10%.
Jury Scheduling
Area Coordinators will post time and room schedules for jury signup at the end of each semester. Vocalists must finalize jury selections no later than two weeks prior to juries. Instrumental students should check with instructors or the staff accompanists for the deadline to request a jury accompanist (four weeks before the jury is the typical cut-off date). Instrumental students will be assigned staff accompanists for juries based on the guidelines described in this Handbook.

Performance Proficiency Standards
All students majoring in music are required to meet music performance proficiency standards established for principal instruments. Proficiency must be demonstrated during the last semester of private instruction by one of the following methods, depending on the degree and concentration or emphasis:

- Students in the Music Studies concentration will demonstrate proficiency by performing a public 30-minute recital. A minimum grade of C must be earned to pass the recital. The Music Studies faculty and private instructor may consider an extended public jury in lieu of the recital.

- Piano and guitar principals in the Choral Music Studies concentration must elect voice as their secondary instrument. A minimum of two semesters of private instruction on voice will be required. To demonstrate vocal proficiency, students are required to perform an extended jury during their second semester of enrollment in MUS 1511. That jury will include a minimum of 3 songs representing at least 2 languages (sung from memory). Students must also demonstrate an ability to sing with good intonation, breath management, accuracy of language, and good tone quality in order to be vocally proficient in the area of public school teaching.

- Students in the Performance emphasis will present a senior recital of approximately one hour in length, approved by the appropriate recital committee. Students must register for MUS 4561 during the semester in which they are performing the Senior Recital. Students must follow area requirements when selecting repertoire for the recital (i.e., including a chamber music piece, a variety of style periods or languages, etc.).

- Students in the Music Marketing and Music Composition emphases will perform an extended jury examination. Area faculty, in consultation with the private instructor, may approve a public 30-minute recital in lieu of an extended jury.

- Students in the Composition emphasis are required to give a public Senior Recital (MUS 4561) during their last semester before graduation. The student’s senior recital shall include a selection of the student’s compositions totaling a minimum of 30 minutes. The student will submit a portfolio of completed musical scores representing a majority of the proposed recital program, as well as a listing of works-in-progress and works still to be written for the recital, to an examining committee made up of the composition faculty the semester before that of the recital. The examining committee shall determine the acceptability of the recital and can require that the portfolio of scores be resubmitted before the student is approved to give a recital. Composition students enrolled in Senior Recital (MUS 4561) must be simultaneously enrolled in MUS 4142. Composition students must appear on their recital as either a performer or conductor.
• Bachelor of Arts students must successfully complete a minimum of two semesters of private lessons on their principal instrument, including MUS 1512 and MUS 1542, and pass the jury for MUS 1542 with a grade of C or better.

| STAFF ACCOMPANISTS |

**Required Student Recitals**

Students who are registered for upper-level private instruction and preparing a required degree recital may be provided a departmental accompanist. Students must adhere to the following procedure in order to be considered for a departmental accompanist:

• Complete the Accompanist Request Form. This form must include a list of repertoire that will be performed on the recital, as well as the signature of the private lesson teacher.

• Submit the completed Accompanist Request Form and scores for all recital pieces to Ms. Christine Debus by **April 15** for upcoming Fall recitals and **October 1** for upcoming Spring recitals. Incomplete submissions will not be accepted (unsigned forms, missing scores, etc.).

• Students who have submitted complete materials will be considered for a staff accompanist based on degree status and accompanist load. Priority will be given first to graduate students, then Bachelor of Music-Performance majors, then Bachelor of Music-Music Studies majors.

• A list of students who have been assigned a staff accompanist will be posted on Ms. Christine Debus’ office door on or before **May 1** (for upcoming Fall recitals) and **October 15** (for upcoming Spring recitals).
  
  o Instrumental students will be able to work with their assigned accompanist for 6 rehearsals, the dress rehearsal, and the recital.
  
  o During the semester of their recital and up until their recital, vocal students will work with their accompaniment for one hour per week (1/2 hour during weekly lesson + 1/2 hour of rehearsal), the dress rehearsal, and the recital.

• Students who are not assigned a staff accompanist will be required to contract an outside accompanist at their own expense. Students should consult with their private lesson teacher and/or performance area coordinator for suggestions about outside accompanists.

• All students giving required recitals (regardless of whether they have a staff or an outside accompanists) must complete and submit the Recital Request Form. This form must be signed by the private lesson teacher, faculty advisor, performance area coordinator, and accompanist before it is submitted to the Department of Music Events Manager (Ms. Cindy Solis). It must also include the names of all faculty who will be grading the recital.
  
  o Required degree recitals for the upcoming Fall semester must be scheduled from May 16-September 15. Non-required recitals may be scheduled from September 15-22.
  
  o Required degree recitals for the upcoming Spring semester must be scheduled from October 15-December 1. Non-required recitals may be scheduled from December 1-8.
Juries
For juries, staff accompanists are only provided to instrumental students enrolled in 2000 or 3000-level private instruction. A faculty committee will determine which students will have the opportunity to work with one of the staff accompanists for their jury. Other students will be required, in consultation with their private instructor, to contract an outside accompanist at their own expense.

When a staff accompanist is provided, students will receive two rehearsals with that accompanist prior to the jury. Students are responsible for signing up for and attending those rehearsals. Missed rehearsals cannot be rescheduled. Deadlines for submission of music are October 25 for Fall semester juries and March 15 for Spring semester juries. Rehearsal signup sheets will be posted on accompanist studio doors after those dates.

MUS 2001 Performances & Area Seminars
Instrumental students whose private instructor assigns them to perform in a MUS 2001 recital or an area seminar are responsible for contacting the accompanist coordinator and scheduling two rehearsals prior to the performance. Vocal students who are assigned to perform in a MUS 2001 recital or an area seminar will work with their assigned accompanist for that semester.

USE OF UNIVERSITY OWNED INSTRUMENTS
Music majors who do not own their principal instrument may borrow one from the Department of Music for their first two long semesters (Fall and Spring). After those two semesters, students must purchase or rent their principal instrument themselves. Students should consult with studio teachers for advice and suggestions about obtaining their own instruments.

The Department of Music will also provide instruments in the following situations:
- Students enrolled in all methods courses that are required for the Music Studies degree (Woodwinds, Brass, Percussion, and Strings).
- Students enrolled in MUS 1511: Secondary Private Instruction
- Students who are assigned to play something other than their principal instrument in one of the university ensembles.

CERTIFICATE OF RECOGNITION IN INSTRUMENTAL PERFORMANCE
The Certificate of Recognition in Instrumental Performance provides instrumental students outside the Performance emphasis the opportunity to demonstrate performance skills and ability beyond the requirements of their degree. This certificate is not a university degree program and will not be reflected on the student’s transcript or diploma.

Instrumental students enrolled in the Bachelor of Music degree (non-performance emphasis) must apply for entry into the performance recognition program during their last semester of enrollment in MUS 2542. Applications must be submitted by the university census date for that semester. Students must perform and pass an extended jury at the end of the semester of application in order to be
admitted to the program. After being admitted, students will replace their last semester of MUS 3532 with MUS 3543. They must enroll in MUS 3543 during the semester of the Performance Recognition recital.

The Performance Recognition recital will be one hour in length and may satisfy the requirements of the student’s proficiency recital. The recital should be representative of a senior-level performance recital and must include a chamber work. Students who successfully pass the recital will receive the Certificate of Recognition in Instrumental Performance.

**CONCERTO AND ARIA COMPETITION**

The UTSA Department of Music Concerto and Aria Competition provides full-time, degree-seeking music majors who are enrolled in Private Instruction and opportunity to experience competition and possibly perform with the UTSA Orchestra. Competitors must submit their completed application forms to Dr. Eugene Dowdy, orchestra director, no later than one month before the competition.

The orchestra director will choose which applicants may audition based upon the appropriateness of the proposed performance literature. Criteria will include suitability for the concert program and length of composition. The orchestra director will be responsible for programming, selecting judges, and arranging the audition date and facility. Further rules and regulations may be imposed.

**SCALE BARRIER**

The Scale Barrier is required of all woodwind and brass students pursuing the Bachelor of Music degree, as well as woodwind and brass students in the Bachelor of Arts degree who choose to pursue private instruction past the 1000 level. This Scale Barrier requires that students demonstrate the ability to proficiently perform all major, natural minor, harmonic minor, and melodic minor scales prior to enrolling in upper-level private instruction.

The Scale Barrier will be offered at least three times each semester. Dates, times, and locations will be posted at the outset of each semester. A student may take the Scale Barrier Examination any time it is offered and as many times as necessary. Students should contact the Instrumental Performance Area Coordinator (Dr. Rita Linard) for further information.
In order to enroll in most upper-level courses, all UTSA music majors are required to: (1) achieve a passing grade in both Basic Skills IV (MUS 2162) and Aural Skills IV (MUS 2112) and (2) achieve a passing grade on the theory/aural skills proficiency exam.

The theory proficiency exam includes:
- Fundamentals (scales and modes, intervals, chord qualities, terminology)
- Harmonization of bass lines and four-voice part-writing
- Harmonic analysis with both diatonic and chromatic chords
- Form (phrases, cadences, motivic comparisons, form identification)

The aural skills proficiency exam includes:
- Melodic dictation (diatonic melody with decorative chromaticism)
- Harmonic dictation (four-voice progression with both diatonic and chromatic chords, bass and soprano lines only)
- Prepared melody singing (while conducting the beat, using solfege, either major or minor)
- Rhythmic sight reading (while conducting the beat, using counting syllables)
- Major melody sight singing (using solfege, diatonic with decorative chromaticism)
- Minor melody sight singing (using solfege, diatonic with decorative chromaticism)

Beginning in the 2017-2018 academic year, students will have two opportunities to take this exam during the semester that they are enrolled in MUS 2112: Aural Skills IV and MUS 2162: Basic Skills IV. The first attempt will occur around the sixth week of the semester; the second attempt will occur during the university scheduled final exam period. Failure to attend a scheduled exam will result in a failing grade for that attempt. Students must pass the exam according to minimum proficiency standards. If a student passes the exam during one of these two attempts, their earned grade for the corresponding course will be posted at the end of the semester and they will be eligible to enroll in all upper-level music courses. If a passing grade is not achieved, the student will receive an incomplete for Basic Skills IV and/or Aural Skills IV and be required to enroll in MUS 2173: Tonal Analysis Review and/or MUS 2122: Aural Skills Review. The incomplete(s) will be changed to the earned course grade(s) if the student successfully passes the review course(s) within two attempts. The student will then be eligible to enroll in any upper-level music courses.

In order to maintain the same minimum level of proficiency for all music majors, transfer students who enter UTSA having successfully completed four semesters of theory and aural skills courses at another institution are also required to pass this exam prior to enrolling in most upper-level music classes. The exam will be given on the same day that they audition for admission as a music major at UTSA. Results from this exam may be factored into the admission decision. If admitted, students who receive a passing grade on the exam will have completed the proficiency requirement and be given permission to enroll in any upper-level music classes. Students who do not receive a passing grade will be required to enroll in MUS 2173: Tonal Analysis Review and/or MUS 2122: Aural Skills Review. Students who pass the required review course(s) after their first or second attempt will be given permission to enroll in all upper-level music courses. Students who do not pass within two attempts (or two academic years) will be required to change their major to a field outside the Department of Music.
In order to demonstrate keyboard proficiency and enroll in most upper-level courses, all UTSA music majors whose principal instrument is something other than piano are required to successfully pass MUS 2621: Class Piano 4. A passing grade in Class Piano 4 is also a prerequisite for enrollment in private secondary piano lessons (MUS 1511). Keyboard principals are instead required to successfully complete MUS 1552: Functional Piano for Keyboard Principals.

In order to maintain the same minimum level of proficiency for all UTSA music majors, prospective transfer students who have successfully completed four semesters of Class Piano at another institution will take a piano proficiency exam on their UTSA music audition day. The results of that exam will verify completion of the piano requirement or determine required enrollment in one of the Class Piano courses. Prospective transfer students will be given a packet of materials to prepare prior to their audition day. Students should contact the Class Piano coordinator, Dr. Ivan Hurd, with any questions about this exam (ivan.hurd@utsa.edu).

Piano Proficiency Requirements for Non-Keyboard Principals

Solo Repertoire:
Prepare and perform a solo repertoire piece.

Accompanying:
With a soloist, perform a solo instrumental or solo vocal accompaniment at performance tempo. The class piano coordinator or a class piano instructor must approve the choice. Faking skills are encouraged.

Score reading:
Prepare and perform a 4-voice choral score in open score, a 3-voice instrumental score with a transposing instrument, or a 3-voice instrumental score with an alto clef. Excerpts will be 8-10 measures in length.

Technique:
- Perform all major and harmonic minor scales hands separately in two-octaves.
- Perform all major and minor arpeggios hands separately in two-octaves.
- Perform the following chord progression, hands together in close position, beginning with root-position triads: I-IV-V/V-V-I.

Improvisation:
- Using primary chords, improvise an accompaniment for a given folk tune.
- Improvise a melody above a given chord progression of primary chords.

Sight Reading:
After two minutes of preparation, sight read one example written in a chorale style.

Harmonization:
Harmonize a given melody with primary and secondary chords using an accompaniment style such as waltz or Alberti bass.
RECITAL SCHEDULING

Student Recitals
Senior recitals (MUS 4561) and graduate recitals (MUS 6941) may be scheduled at 5:00 or 7:30 p.m. Monday through Thursday, during the semester. Qualifying recitals and special degree requirement recitals must be scheduled at 5:00 p.m. Monday through Thursday, and must be presented as joint recitals (no intermission). All students may be required to preview their recital for the appropriate area faculty before the actual recital performance.

Students are responsible for making arrangements for an accompanist as described in the “Staff Accompanists” section of this Handbook.

Student recitals may not exceed the scheduled time. Recitals consisting of 60 minutes of music may have an intermission of no more than 10 minutes.

Ensemble Concerts and Faculty/Guest Recitals
Ensemble concerts, faculty recitals, and guest recitals must be scheduled at 7:30 p.m. on Monday through Saturday or on Sunday at 3:00 p.m. Faculty and guest recitals are best scheduled during the first eleven weeks of the semester, reserving the final month for ensemble and student recitals.

Restrictions
No recitals or concerts will be scheduled during university study days or final exams. No recital may be scheduled during the week prior to final exams.

Two events should not be scheduled at the same time. Only in extenuating circumstances exceptions be made to this policy.

Scheduling Procedures and Priorities
The Recital Date Request Form must be used to schedule all recitals, special events, guest artists, etc. All needs associated with the recital (rehearsal times, special equipment, sound reinforcement, recording, publicity, programs, location, etc.) must be indicated on the form. The completed form should be submitted to the Events Manager, after which it will be forwarded to the Chair for approval or disapproval. All student recital requests must be approved by the private instructor, area coordinator, accompanist, and faculty advisor before being forwarded to the Chair. No recital should be considered set until approved by the chair.

Scheduling priorities and deadlines are as follows:
- Ensemble concerts, faculty recitals, and guest artist concerts must be scheduled by May 15 (for concerts occurring in the following academic year).
- Required degree recitals for both graduate and undergraduate students must be scheduled from May 16-September 15 (for upcoming Fall recitals) and from October 15-December 1 (for upcoming Spring recitals).
• Non-required student recitals must be scheduled from September 16-22 (for upcoming Fall recitals) and from December 1-8 (for upcoming Spring recitals).

Exceptions to the scheduling deadlines noted above will be made infrequently and only with unusual cause. Petition must be made in writing to the Events Manager and subsequently to the Area Coordinator and Department Chair in order to place a recital on the schedule after the above deadlines.

**Cancellations**
Changes to the recital schedule are discouraged. The only change that will be accepted is a cancellation of a recital, which should be done only in the event of serious and substantial reasons and must be documented in writing. Petition to cancel a scheduled recital must be made to the Events Manager, subject to the approval of the Area Coordinator and the Department Chair.

If a recital is canceled, it may not be rescheduled until the next long semester. Any student who cancels a recital will receive an “incomplete” (IN) for her/his private lesson (if a non-performance major) or MUS 4561 (if a performance or composition major). The “Removal of Incomplete” form, submitted by the course instructor, shall state a completion deadline of Census Date of the following long semester (i.e., Fall or Spring). Unless the recital requirement is fulfilled prior to the stated deadline, the instructor will submit a grade of “F” for the student. Approval of any additional postponement of the recital date must be obtained by petition, following the same policy outlined above.

**Concert and Recital Programs**
Information for programs must be received in person or emailed to the Events Manager (cynthia.solis@utsa.edu) at least three school days before the date of the recital. Information not received by the deadline will not be accepted. Specific information concerning programs and program notes are included with the Recital Request Form.

**Events Staff**
The Events Manager will provide one stagehand and one usher for each faculty and guest recital during the concert and recital season. Ensembles are to make their own arrangements for setting up before and clearing the stage after concerts. The Events Manager will utilize student volunteers, including Phi Mu Alpha, to perform these services. A student work-study could also be employed as stagehand.

**Recordings**
Recordings will be made of all student, faculty, guest, and ensemble performances. These recordings are free and are available online to current UTSA students and faculty.
PRACTICE ROOMS

Practice Rooms are located on the third floor of the Arts Building. They are available on a first-come, first-served basis, and are to be used exclusively for practice. The following policies apply:

- Food, beverages, and smoking are prohibited in the practice rooms.
- If a student leaves a practice room for more than 10 minutes, that room shall be considered vacant and available for other students. Leaving one's music, books, coats, etc., in the room will not hold the room longer than 10 minutes.
- Students pursuing the Bachelor of Music degree with emphasis in piano performance and students whose principal instrument is piano may reserve practice time in practice rooms containing one or two grand pianos. Such reserved practice time is limited to no more than two hours per day. If a student is 10 minutes late for a reserved practice session, the reservation is forfeited. In such a case (and in cases when the room is unreserved), the room is considered available on a first-come, first-served basis.
- Students should never leave valuables in the practice rooms, including musical instruments. The Department of Music and the University do not have insurance coverage for personally owned instruments, and cannot be held responsible in the event of their loss. Students should check to see if coverage is included in their parents’ homeowner’s policy, or may sometimes add a rider to cover musical instruments away from the primary residence.
- Teachers' offices/studios, rehearsal rooms (such as 2.03.22 and 2.03.20), stairways, and hallways are not to be used for individual practice.
- The Recital Hall, classrooms, and room 1.02.10 may be reserved for practice, according to certain guidelines. See the Music Office for more information regarding these areas.

STUDENT LOCKERS

Student lockers in the Arts Building are available on a first-come, first-served basis to music majors and to non-music majors that are currently enrolled in a UTSA music ensemble. Most lockers are assigned based on the student’s need for instrument storage, typically determined by the size of instrument.

Students should inquire about reserving a locker at the Instrument Repair Room. Although there is no fee to rent a locker, students must meet deadlines for vacating the locker at the end of each academic year. If deadlines are not met, students will be charged a fee.

USE OF THE RECITAL HALL

Hieronymous Organ
Organ Practice and Teaching is typically scheduled on Mondays, 8:00am-12:00pm; Tuesdays, 8:00-11:00am; and Wednesdays, 8:00am-12:00pm. Students pursuing the Bachelor of Music in Organ Performance are allowed a two-hour time slot per week for rehearsal in the Recital Hall. Organ principals pursuing other music degrees are allowed a one-hour time slot per week.

The organ will be locked at all times when not in use for lessons, authorized practice, and performances. Students may obtain a key from the Department of Music Office immediately before an authorized practice session. The key must be returned at the conclusion of the practice session. For
after-hours and weekend practice, students must see the Events Manager (Cindy Solis) to make arrangements for entrance to the Recital Hall.

An additional rehearsal organ practice room is available in 3.03.02 and may be scheduled through the Events Manager (Cindy Solis) for additional practice time. Organ students are reminded that weekend hours are also available for practice. Lesson and practice sign-ups should take place in the first week of each semester.

**Recital Hall Concert Grand Pianos**
The concert grand pianos in the Recital Hall will be closed, covered, and moved to the stage left side when not in use. Each user is responsible for closing, covering, and moving the instruments and bench to the stage left side before leaving the hall. Any breach of this policy will subject the student to a loss of practice privileges.

**Ensemble Rehearsals**
On-stage dress rehearsals for ensembles should occur during the regularly scheduled rehearsal time for that ensemble. Two consecutive rehearsals are allowed in the Recital Hall per performance. In order to schedule such rehearsal times, dates for all rehearsals to be held in the Recital Hall must be submitted to the Events Manager (Cindy Solis) by the Fall semester census date.

**Student Practice in the Recital Hall**
Authorization for student practice or performance use of the Recital Hall is given only by the Chair of the Department of Music through the office of the Events Manager, and must be requested at least 24 hours in advance. The student's reservation is noted in the schedule book kept by the Events Manager. Such authorization will also note the specific use of the hall (i.e., organ, piano, voice and piano, etc.).

The student should enter the Recital Hall from the first-floor stage entrance. The key must be obtained from the Music Department Office during normal business hours. University Police will not unlock or open doors for students after hours.

At the conclusion of the authorized practice time, the student should return the stage area to normal, and leave via the backstage doors, checking to be certain that the hall is secured. Only the student(s) specifically authorized by the Chair of the Department of Music will be allowed in the hall. If other persons are admitted by the authorized student, the University Police have been instructed to clear the hall.

A closed-circuit television system will monitor activity in the hall to ensure that any use of the hall and instruments is authorized.

**Student Pre-Performance Practice**
Students preparing for a performance in the Recital Hall may sign up for practice time in the hall according to the following guidelines:

- Graduate Recitals (required) and Senior Recitals – 2 hours of pre-performance practice
- Qualifying, other required recitals, and non-required recitals – 1 hour of pre-performance practice

Reservations must be made with the Events Manager at least 24 hours in advance. The key may be picked up before 5:00pm in the music office and must be returned to the office lockbox after the
practice time. The student will be responsible for returning the stage area to normal and securing the hall at the scheduled end of the practice time. The stage and hall will be monitored by closed-circuit television at all times.

**Conflict Calendar**
At the beginning of each semester, organ lessons and practice sessions will be assigned to their respective times, as delineated above. Also, prior to the second week of class, all noted conflicts with dress rehearsals of the mentioned ensembles and any approved special events of the semester must be listed in a conflict calendar prepared by the Events Manager and submitted to the Department Chair and all others involved in the conflicts. Any conflicts arising after that time must receive special consideration and approval by the Chair of the Department in consultation with the parties concerned.

**Other Uses**
The only other activities in the hall after-hours or on weekends will be those official activities of the Department of Music (e.g., recitals, concerts, rehearsals, master classes, opera scenes, etc.).

**Loss of Student Access Privileges**
Students must cover the pianos and move them to stage left when finished in the hall. Students must put chairs and stands away after rehearsals and concerts. Smoking, eating, or drinking in the Recital Hall is strictly prohibited. Any breach of this policy or other policies established regarding use of the Recital Hall will result in loss of the student's access privileges.

### USE OF OTHER MUSIC BUILDING FACILITIES

**Percussion Studios**
Use of the percussion studio will be scheduled by Ms. Sherry Rubins.

**Student Computing Lab (3.01.30B)**
Use of the student computing lab will be scheduled by Dr. Andrew Bergmann. Classes and meetings must be approved by Dr. Bergmann two weeks prior to use.

**Other Facilities**
The following facilities are accessible only to those faculty to whom keys have been issued. Student use must be under direct supervision or authorization of faculty as noted below. Any other use is unauthorized.

- Teachers' offices and studios are not to be used for student practice.
- Recording Booth (2.03.16) – only those students authorized by the Department Chair, Events Manager, or Music Technology area coordinator.
- Music Performance Library (2.03.24) – only those students authorized by ensemble directors. Such students may work in the library during normal hours (8:00am – 5:00pm). After-hour or weekend work must be under the direct supervision of the ensemble director. For normal hour usage, the student must be admitted by the Music Office or one of the ensemble directors; they will also secure the room at the end of such use. A closed-circuit television system will monitor all movement in and out of 2.03.24.
- Instrument Storage Room (2.03.26) – student use must be under direct supervision of an ensemble director.
• Electronic Piano Laboratory (3.01.30G) – to be used only for scheduled classes.
• Instrumental Rehearsal Room (2.03.20) – to be used only in relation to UTSA instrumental ensembles (and for other scheduled classes); use should be authorized by Prof. Ellis or Dr. Dowdy and scheduled through the Events Manager.
• Choral Rehearsal Room (2.03.22) – to be used only in relation to UTSA choral ensembles (and for other scheduled classes); use should be authorized by Dr. Mabry or Dr. Dowdy and scheduled through the Events Manager.