

MSM Student Manual

Contents

Introduction	5
I Need Help	5
Policy Links	5
Moore School Basic Information	6
The MSM Mission Statement & Core Values	6
MSM Accreditation.....	6
The Moore School of Music Society	7
McGovern Arts Connect (MAC app).....	7
Organization of the School	7
Who-to-Call	8
UH.....	8
Main Line.....	8
Advising and Curriculum.....	8
Information Technology	9
Moore Opera House	9
MSM Programs/Recitals.....	9
Piano Technicians	10
Room Scheduling.....	10
Community Arts Academy (CAA)	10
Health and Safety	10
Health and Safety Document	10
Covid-19 and other Health Resources	10
Counseling and Psychological Services (CAPS).....	10
Fire Alarm.....	10
Injury	11
Lost and Found.....	11
Security	11
UH Alerts	11
MSM Spaces	11
Classrooms	11
Keys	12
Lockers.....	12
Music Library.....	12

Performance Halls.....	13
Practice Rooms	13
Public Spaces	14
ROAR Archive.....	14
Stands and Chairs.....	14
Studios.....	14
Academics.....	14
Academic Calendar.....	14
Academic Honesty	15
Advising Office.....	15
Barriers.....	15
Barriers for Performance Majors	15
Performance Barrier Parameters by Division:	16
Music Education Barriers.....	16
Music Composition Barriers	18
Voice Barriers	18
Double Majors and Barriers.....	19
Degrees and Majors/tracks without barriers:	19
Recital Credit Notice.....	19
Concerts and Events.....	19
Courses and Degrees.....	20
Course Evaluations	21
Exams.....	21
Grades	21
Online Resources	21
Syllabi	21
Instruments for Loan.....	22
Juries	22
Lessons.....	22
Piano Maintenance.....	22
Recitals.....	22
Students – Graduates.....	23
Committees	23
Comps (MM).....	23
Comps (DMA)	24

DMA Foreign Language Requirements.....	25
Minor Declaration (DMA).....	26
Placement Exams.....	26
Tracks (DMA).....	26
Students – Undergraduates.....	26
Changing/Double Majors.....	26
Placement/Entrance Exams.....	27
Recital Credits.....	27
Transfer Students.....	27
Tuesday Recitals.....	27
Travel Fund.....	27
Recital Guide.....	28
Recital Contacts.....	28
Scheduling Basics.....	28
Types of Student Recitals.....	29
Early Recital Scheduling Opportunity.....	29
Joint Recitals.....	29
Steps/Timeline for Scheduling a Recital.....	30
1. Confirm Recital Eligibility.....	30
2. Establish your Recital Committee.....	30
3. Find Possible Dates.....	31
4. Submit Your Recital Application.....	31
5. Confirm Your Recital Reservation.....	31
6. Prepare your program.....	31
7. Perform Your Pre-Recital Assessment.....	32
8. Schedule Your Dress Rehearsal.....	32
9. Perform Your Recital.....	32
10. Submit Your Audio Recording to the Music Library Archive – (ROAR).....	32
Special Circumstance Recitals.....	33
Collaborative Artist Recitals.....	33
Conducting Recitals.....	33
Non-degree Recitals.....	34
Off-Site or “Other” Location Recitals.....	34
Recital Substitution.....	34
Other Recital Aspects.....	34

Historical Keyboard Instruments	34
Flyers	35
Livestreaming.....	36
Equipment.....	36
Receptions.....	36
Clean-up	36
Recital Checklist	36
Scholarship Handbook.....	37
Scholarship Duration.....	37
Music Major Status.....	37
Appropriate Progress.....	37
Minimum Hours Requirement	37
Semester GPA Requirement	38
Ensemble Requirements.....	38
Applied Music.....	39
Music Course Grade Requirement.....	39
Code of Conduct	39
Academic Honesty	39
Waiver of Requirements	39
Probation	39
Revocation	40
Appeals.....	40
Scholarship Extensions	40
Scholarship Retention	41
Re-application for Scholarships.....	41
Important Points of Information	42
Division-Specific Information	42
Bands.....	42
Composition	43
Music Education	43
Keyboard.....	43
Percussion	46
Strings	46
Voice.....	50
Winds/Brass	54

Extra/Co-Curricular	57
A Capella Ensembles	57
Community Arts Academy	57
Fraternities and Sororities	57
Gig Office	57
Student Organizations and Committees	57
Work Study Positions.....	57

Introduction

The Moores School of Music (MSM) is a part of the Kathrine G. McGovern College of the Arts (KGMCA) – one of several colleges at the University of Houston (UH) main campus. We average about 500 music majors, with about 60% undergrad students and 40% graduate or post-baccalaureate students. There are about 75 faculty members, many of whom are full-time faculty and others who are part-time lecturers or affiliate artists (professional Houston musicians who teach a small studio). Moores is the central building, but we also hold band classes in Winston, and specialized classes in the Fine Arts building in Dudley Recital Hall and the Organ Recital Hall. The Moores Opera House is at the northwest corner of MSM. The east (main) entrance faces Wilhelmina’s Grove, the north entrance faces the parking lot and has a loading zone in front of the statue known as Winged Victory. The loading dock door is on the south side of the building.

This Manual is designed to answer many of your questions (if you want a topic included, email the associate director!). UH Policies supersede this document.

I Need Help

See Who-to-Call below.

Still not sure where to go with your question?

- Mental Health: start with CAPS (Counseling and Psychological Services), even if you’re not sure they are the right ones to help you
- General: check the Table of Contents above, if questions remain, start with the MSM Front Desk
- Degrees/academic progress: start with your Advisor
- Advice on your professional path: start with your applied professor or another faculty member
- Problem with a class: start with the instructor, always speak first to the instructor about your concerns. However, if you feel this would be unsafe or problematic, go to the division head, if that feels unsafe or problematic, see the associate director (who will consult with the director if necessary). There’s also the Dean of Students.
- Concern about a fellow student: see if you can work out an interpersonal conflict amongst the interested parties; otherwise, if it’s within the studio or a class, start with the instructor; advisors and the associate director are helpful when there’s a big problem or even a *possible* big problem.

Policy Links

- Academic Catalogs, Course Listings, Academic Calendar, Academic Regulations, and UH Student Handbook: <http://publications.uh.edu/>

- SAM (System Administrative Memoranda) and MAPP (Manual of Administrative Policies and Procedures): <http://www.uh.edu/policies/>

Moore School Basic Information

MSM Contact Information

Moore School of Music
University of Houston
3333 Cullen Boulevard, Room 120
Houston, Texas 77204-4017
Front Desk: (713)743-3009

<https://uh.edu/music/>

MSM Building Hours: (subject to change)

Monday–Friday: 7am–9pm

Saturday: 9am–8pm

Sunday: 12pm–8pm

Summer Hours: Monday to Friday 8am–8pm

All MSM faculty and students in the card access system can enter the building after posted hours. Doors should not be propped open or held for those you do not know are MSM community members.

Music Library Hours: (subject to change)

Monday–Friday: 8am–5pm

Saturday: Closed

Sunday: 10am–4pm

The MSM Mission Statement & Core Values

To provide an outstanding comprehensive music education on the undergraduate and graduate levels, overseen by a faculty and staff second-to-none; to continue to develop recognition of the school at the local, national, and international levels in order to attract students of the highest caliber; and to provide the university community and the city with the highest quality performances that will both educate and entertain.

The purpose of the Moore School of Music is to enrich lives through music. We are:

- dedicated to excellence in the arts,
- focused on student success,
- team players and problem solvers,
- models of integrity and collegiality, and
- passionate, energetic, and tenacious in our work.

MSM Accreditation

The Southern Association of Schools and Colleges (SACS) is the university's regional accrediting agency; the National Association of Schools of Music (NASM) accredits the university's music programs. The school is also a member of the Texas Association of Music Schools (TAMS).

The Moores School of Music Society

The Moores Society's mission is to support the Moores School of Music through programs and events that benefit scholarships, special projects and educational opportunities for music students at the University of Houston. Read more about the Moores Society here:

<https://uh.edu/kgmca/music/giving/moores-society/>

Membership form: <https://giving.uh.edu/msm/>

McGovern Arts Connect (MAC app)

The MAC is an app found [here](#). By the end of your first week of school, please log on (it may help to log onto AccessUH first, then “accept all” permissions when asked) and create your profile (a 2-minute process) then sign the Photo Release. You’ll use the MAC for many routine administrative tasks like request a locker or a room reservation and sign for a borrowed instrument; you’ll also use it to register UG recital credits, sign up for your jury, and apply for your recital. Most functions work fine on your mobile device but if you have trouble, use a desktop or laptop computer. As a shortcut, you can “pin it” to your Teams icons (Activity, Chat, Calendar, etc.)

Organization of the School

Leadership

Dr. Steven Block, Interim Director
Dr. Katherine Turner, Associate Director
Dr. Marcus Maroney, Director of Graduate Studies
Mr. Daryl Robinson, Director of Undergraduate Studies

Front Office

Ms. Deforest Jones, Front Office Manager
Vacant, Office Coordinator
Mr. Tobin Wright, Office Coordinator
Ms. Sarah Hardin, Scholarship Coordinator

Advisors

Ms. Stacia Morgan-Dunn
Dr. Marion Russell-Dickson

Division Heads and Coordinators

Dr. Matthew Dirst, Division Head of Composition, Music Theory, Musicology
 Dr. Rob Smith, Composition Coordinator
 Dr. Timothy Koozin, Theory Coordinator
Dr. Julie Derges, Division Head of Music Education
Mr. Timothy Hester, Division Head of Keyboard and Collaborative Piano
 Mr. Daryl Robinson, Organ Coordinator
 Dr. Todd Van Kekerix, Class Piano Coordinator
Dr. Blake Wilkins, Division Head of Percussion
Dr. Kirsten Yon, Division Head of Strings
Ms. Cynthia Clayton, Division Head of Voice
 Mr. Joseph Evans, Voice Coordinator
Ms. Dana Pradervand-Sedatole, Division Head of Winds/Brass

Ensemble Head Directors

Mr. David Bertman, Band
Mr. Lawrence Edelson, Opera
Mr. Franz Anton Krager, Orchestra
Mr. Noe Marmolejo, Jazz
Dr. Rob Smith, AURA Contemporary Ensemble
Dr. Betsy Cook Weber, Choral
Dr. Blake Wilkins, Percussion

Faculty Roles: new undergraduates will quickly notice that college faculty are not the same as high school teachers. While some consider themselves professional teachers, many consider themselves professionals who teach. Their responsibilities often include research or creative activities such as writing books or performing with the Houston Symphony Orchestra, and service such as sitting on committees or serving on boards. Many hold the title of “Doctor” meaning they hold a PhD – Philosophical Doctorate (an academic/research degree) or a DMA – Doctor of Musical Arts (a performance degree). Faculty titles vary greatly and if you’re not sure what to call a faculty member, a safe bet is “Professor LastName.”

Teaching Fellows and Teaching Assistants: these are graduate students who have an assignment with a class or an instructor. TFs teach classes or lessons on their own, TAs are supervised and coordinated by a faculty member. Some TAs are primarily graders or administrative support for faculty.

Who-to-Call

UH

UH Police (emergency)

- 3-3333 or 911

<https://uh.edu/police/>

UH Police (non-emergency)

(713) 743-0600

police@uh.edu

Counseling and Psychological Services (CAPS)

<https://www.uh.edu/caps/> • 3-5454

Health Care Center (UH)

<https://uh.edu/uh-health/> • 3-5151

Dean of Students

dos@uh.edu <https://uh.edu/dos/>

Main Line

MSM 120, Front Desk, Administrative Offices and Conference Room

msmfrontdesk@uh.edu • 713-743-3009 [3-3009]

Teams: Virtual Front Desk (video and message chat)

Advising and Curriculum

Student Academic Advising

Jason Barkemeyer, Executive Director for Academic Affairs and Student Success

jpbarkem@Central.UH.EDU • 3-5163

Undergraduates in Performance and Graduate Students

Stacia Dunn, Assistant Director

slmorga2@uh.edu • 3-3314

Undergraduates in Music Education and other majors
Marion Russell-Dickson, Advisor II
mkdickso@central.uh.edu • 3-2463

Scholarships

Sarah Hardin, Administrative Assistant
sjhardin@uh.edu • 3-3169

Academic Honesty, Academic Policy Questions & Requests

Undergraduate
Daryl Robinson, Director of Undergraduate Studies
darobins@central.uh.edu • 3-7316

Graduate

Marcus Maroney, Director of Graduate Studies
mkmaroney@uh.edu • 3-9477

Information Technology

MSM Classroom and Office Technology

Raymond Pina, IT Manager
rapina@central.uh.edu • 3-6892

MSM Recording Engineer (AV Manager)

Dave Siegel, AV Manager
dmsiegel@central.uh.edu • 3-7078

Web Updates/Page Creation and News & Announcements

<https://uh.edu/kgmca/about/marketing/>

Moore's Opera House

Moore's Opera House

Kristi Johnson, Theater Manager
kljohnson13@uh.edu • 3-3305

Jason Burton, Building Coordinator
Assistant Theater Manager and Scenery and Props Construction Supervisor
jburton@uh.edu • 3-3431

MSM Programs/Recitals

Student Recital Scheduling and Programs

Tobin Wright, Office Coordinator
mmsprog@central.uh.edu • 3-5826

Tuesday Recital Scheduling

Andrew Staube, Faculty Coordinator
apstaube@uh.edu • 3-4113

Piano Technicians

Piano Maintenance

UHPiano@uh.edu

Corbin Sturch, Head Piano Technician

chsturch@central.uh.edu • 3-0108

Jim Kozak, Piano Technician

pianos@jimkozak.com

Room Scheduling

Incidental/Single-Event Room Scheduling

Check Ad Astra (schedule app) then use the MAC app

For questions, see the front desk staff

msmfrontdesk@uh.edu • 3-3009

Re-Occurring/Long-Term Room Scheduling

[Katherine Turner, Associate Director](#)

Klturner5@uh.edu • 3-3863

Community Arts Academy (CAA)

www.uh.edu/kgmca/music/events/caa

Evan Leslie, Director of CAA

ealeslie@central.uh.edu • 3-2822

Michelle Girardot, Office Coordinator

CAA@central.uh.edu • 3-3398

Health and Safety

Health and Safety Document

MSM has information about protecting your body, hearing, and voice in your pursuit as a professional musician. <https://uh.edu/kgmca/music/about-us/health-and-safety/>

Covid-19 and other Health Resources

UH information and policy page: <https://uh.edu/covid-19/>.

Counseling and Psychological Services (CAPS)

<https://www.uh.edu/caps/> • 3-5454

24/7 Crisis Line: 713-743-5454

There are many ways that CAPS assists students. Please see their website. Faculty can walk with you to their office and with your permission, that can be a good first step.

Fire Alarm

When the fire alarms sound, faculty and students must exit the building. Safety wardens are assigned to specific areas to assist with evacuation. Leave the building quickly. If exiting into the Grove (east side), move into the park area and away from the building. Those who exit toward the parking lot (north side) should stand across the street. Those using emergency doors on the south side of the building should move across the street toward the

Science Building, and those exiting west should move to the sidewalk on Cullen. You may not re-enter the school until you have been instructed by the Safety wardens to do so.

Injury

If you or anyone else is injured on campus, dial 911 if appropriate; please also make the front desk aware.

Lost and Found

Any items left on or near the building (or in the adjacent grounds or parking garage) can be brought to the front office. Please put on a piece of paper where you found it and your name/ID number. If it's after hours, the items can go to UHPD, please also email the front desk so we can direct anyone who asks about their item to the right place.

Lost items left in the front office for 30 days will be turned over to UHPD. Except umbrellas. We keep those.

Security

Every effort is made to ensure the safety and security of our students, staff, faculty, and guests. Exterior doors are locked after hours (accessible with your Cougar Card) and must not be propped open; interior doors may not be propped open or left unlocked (in the case of classrooms). Students must follow the Practice Room Policy. Security cameras and Panic buttons are stationed strategically in the building. If you see something or someone suspicious, report it to the front desk or UHPD immediately. There is an emergency phone in the parking lot across from the music building. A security escort is also available from UHPD, 713-743-3333.

UH Alerts

The University distributes emergency notifications and other timely information by UH Alert. In P.A.S.S. you may elect to receive this information via text, email, the UH GO App, and on the emergency information page: <http://alerts.uh.edu/>. If the university closes campus, no curricular events including classes, studios, lessons, rehearsals, CAA, or outside events may take place until campus is reopened. If you feel the weather or other conditions make it hazardous to yourself or students, use your discretion in cancelling classes.

MSM Spaces

Classrooms

The main classrooms for instruction are 108, 110, 112, 114, 116, and 118. The music ed room is 131, and 145 is used both as a classroom and a sectional room.

On the second floor is 212 (Class Piano Lab), 214 (Computer Lab), and 220A (Library Seminar Room).

Ensemble rooms include 147A (recording studio), 160 (Choral Recital Hall), 175 (Jazz and Opera Rehearsal), 185 (Orchestra Rehearsal), and 129 (Opera Rehearsal).

Chamber music rooms are 242 and 252.

Dudley Recital Hall and Organ Recital Hall are in the Fine Arts building.

Winston Band Hall has both Large and Small Rehearsal Halls.

Keys

Keys should be considered a privilege, not a right. Percussion, Piano, and Organ majors may request in the MAC to have their own key to the designated practice rooms. Keys must be paid for by credit card.

If you have a verified room reservation, you may borrow a key from the front office for that space; it must be returned immediately after you unlock the door.

If you lose a key or it is stolen, please report it to the front desk immediately and then to Key Access Services (KAS) to remove the key from your file. Then you can go back to the MAC and request a new key.

Before you graduate or when you leave the university, you **MUST** return your keys to KAS. It is a security risk for unaccounted keys to be floating around.

Lockers

The MSM is pleased to have more than 400 lockers for music majors to use while enrolled. Lockers too need to be understood as a privilege, not a right. Priorities for lockers are as follows: largest instruments and MSM shared instruments; medium and multiple instruments; small instruments, pianists, vocalists, conductors, composers and academic majors. Undergraduates who are behind on their recital credits will have their applications put on the bottom of the request queue. This does not apply to new students or grad students.

Requests for lockers generally start one week before the fall semester and may be done through the MAC. A complete application will include the make, model, and serial number of your instrument and the barcode number of any UH-owned instrument. You may add your method instruments to your file once the teacher assigns you an instrument.

Lockers are to be cleaned out regularly with no food, candy or drink left in them overnight. Before winter break, clean your locker out with a disinfecting wipe. At the end of the spring, a notice will be placed on your locker, you may request the same locker for the following year, but you may not keep your locker over the summer unless you are a TMF participant.

The locker remains the property of UH and may be opened by the administration at any time for any reason. Only the designated MSM lock may be placed on the locker, any other lock will be cut off without regard or forewarning. UH/MSM cannot be held responsible for theft or lost items.

Music Library

The music library (located on the second floor) is a branch library of the university's main M. D. Anderson Library. Music Library staff can assist with Interlibrary Loan (ILL), also found on the library's services webpage. Access the music library web site at <http://info.lib.uh.edu/music/index.html>. See below for Online Resources.

In addition to print and physical audio resources, the front desk manages course reserves (used by faculty when many people need to share a physical resource) and special resources used by ensembles. The library has several computers, as well copiers and a KIC stand that can scan and email material.

There is a quiet workspace and a comfortable lounge in the back where students may study, collaborate on projects or relax between classes.

Performance Halls

Choral Recital Hall (CRH or 160) is used during the day by various choirs, and in the evenings and weekends as a space for student recitals and masterclasses.

Dudley Recital Hall (DRH) is in the Fine Arts Building across the Grove. Main activities include Tuesday Recital at 1pm, piano studio hours, masterclasses, faculty and guest recitals and student recitals.

It is critical that users take responsibility for moving stands and chairs off stage after rehearsals and performances, especially in the evenings. Art classes begin at 8:00 am each morning and the stage must be cleared before that time. **Please note: the lectern** in Dudley that is used for art lecture classes **must NOT be moved** backstage or anywhere else during School of Music recitals. It is very heavy and full of delicate electronic equipment and **must not** be moved. Also, follow instructions on the back-stage lighting panel precisely, as it very easy to erase lighting presets.

Pianos are to be covered and moved to the sides of the stage after each use. When moving covered pianos, use two people, watch the boundaries of the stage, and maintain access through the two stage doors.

The Organ Recital Hall (ORH) is located in the Fine Arts Building. It houses a Rudolf von Beckerath organ built in 1973, when the Fine Arts Building opened. It currently seats only 49 people for fire code reasons. The primary practice organs are located in MSM 244 and 248. This hall is expected to close in Summer 2023 for renovations.

Practice Rooms

Please be sure you display your ID in the practice room window. Practice rooms may only be used for active practicing with the voice, piano, or other musical instrument related to an MSM class, lesson or ensemble. Students are encouraged to use the Practice Room Booking app (QR codes on the doors lead to the app). Practice sessions may be booked up to two weeks in advance.

The second and third floors contain most of the practice rooms for the building. Some are designated, and keyed, for only percussion or organ students. On the second floor some rooms are designated for piano majors only, these are keyed. All other practice rooms should be unlocked (the front office can assist if this is not the case).

MSM 242 has specific hours designated for the Community Arts Academy, you will be asked to move during their reserved hours.

Classrooms, ensemble rooms, and other spaces such as hallways may NOT be used for practice.

Public Spaces

The main lobby is a great place to take a short break, have your lunch or relax for a few minutes. Please clean up any messes, let the front desk know if there's a spill or other issue. Microwaves are available, again please keep them clean so that everyone can enjoy them. Also, watch your head under the stairs and near the sculpture!

The public areas are not for practicing, loud conversation, or long breaks. There are often children in the halls and lobby waiting for their CAA lessons so please keep it PG!

ROAR Archive

M.D. Anderson Library maintains a digital collection called the Research Open Access Repositories (ROAR). This is the archive that MSM uses as the storehouse for the audio recording of all student degree recitals. It is accessible only to those with UH credentials. It can be found here: <https://uh-ir.tdl.org/handle/10657/5879>

Stands and Chairs

You are welcome to use the stands and chairs while in MSM, Dudley, Organ Hall, and Winston. They may also travel temporarily to the Grove or Winged Victory circle. They may not go in your car, your domicile, your gig or your mom's house. If you find one of our stands or chairs that has been zipped through a black hole or time warp to another location, please bring it back home. You earn good vibes this way. Broken stands may be left neatly along the hall near 161 for maintenance.

Studios

The word "Studio" has a few uses:

1. You are part of your teacher's Studio – the collective of students taking lessons with a particular professor.
2. Your teacher has a studio (office) where he or she teaches lessons. Note: no one may take a lesson or any other MSM activity at a professor's house or other location without the explicit permission of the Associate Director. Not even if you both agree that this is fine. It's not ok, there are legal liability issues associated with off-campus teaching.
3. Studio class refers to the meeting of all students in the studio – it's usually one hour the same time and place every week.

Academics

Academic Calendar

UH posts the important dates of the semester like start/end of term, "dead days" (1-3 days between the last class day and the start of exams) and breaks.

Other important dates include the start of registration for the next term, the end of registration and the last day to Withdraw from a class without penalty.

<http://publications.uh.edu/content.php?catoid=42&navoid=15332>

Academic Honesty

The MSM expects all students to uphold the highest ideals of intellectual integrity. Acts of academic dishonesty impact not only the quality of education, but the value of a UH degree. If you are not sure if something qualifies, please ask! It's a very good question and your professor or library staff will be happy to help you. Understanding the difference between cheating and good research sometimes requires the nuance of an experienced professor or librarian.

Everyone is responsible for knowing and understanding the UH Academic Honesty Policy. The Hearing Officers for MSM are the Directors of Graduate and Undergraduate Studies.

<https://uh.edu/provost/policies-resources/honesty/>

Advising Office

KGMCA employs professional advisors who are trained to assist students with a variety of issues. Fundamentally, they assist students in their degree plan and policies related to enrollment and graduation. They also assist students with specific needs such as international students or those who request accommodations.

Barriers

Barriers for Performance Majors

- **Standards of success:** students majoring in performance who pass a Sophomore Barrier demonstrate the potential to successfully perform a 30-minute Junior recital with at the end of the junior year (two more semesters of study), and a more substantial Senior recital at the end of the senior year (four more semesters of study). Further, a student who passes this examination should demonstrate a strong potential for success in auditioning for graduate performance programs upon completion of their degrees, or for establishing a performance-related career (see below).
- **Timing:** the barrier jury for performance majors will take place at the end of the fourth semester of collegiate applied study. Adjustments for transfer students will be determined by their audition panel and clearly communicated to the student and applied instructor prior to matriculation.
- **Minimum duration of jury examination:** 15 minutes
- **Barrier Committee:** determined by Division Head; generally, a minimum of three evaluators. For divisions with fewer than three faculty members, the minimum may be fewer than three.
- **Simple majority rules:** The student's committee passes or fails with a simple majority. If there is an even number of evaluators, and the vote is a tie, the applied instructor, in consultation with the Division Head, will make the determination of Pass/Fail.
- **Mixed votes:** As with all juries, barrier-takers will receive evaluator comments, including each evaluator's pass/fail vote. For students who pass their barriers without unanimous votes, there will be a greater expectation of improvement in areas of concern in future juries and recitals.
- **Grading:** Faculty will evaluate the barrier fairly on the performance aspects (see Standards of Success, above). There are always two aspects to this

evaluation: the barrier (pass/fail) and the jury itself as a semester grade. It is possible to get a passing (or better) jury grade for the semester but not pass the barrier.

- **Recital attendance credit requirements:** All students must have 48 Recital Attendance Credits at the time of the barrier (adjusted for transfer students). Students may use the ROAR Archive/Deficiency Contract with permission of the division head for 10% (five) recitals.
- **Second attempts:** students who fail their first performance barrier attempt may make a second, and final, attempt with approval of the applied instructor. The process and timeline for second attempts varies by division and is summarized below. Regardless of division policy, students should register for 3000-level lessons for their next semester of applied study.
- **Exceptions:** any exceptions to the parameters above must be approved by the Division Head and the Director of Undergraduate Studies.

Performance Barrier Parameters by Division:

[These parameters will be determined by the faculty in each division and included in this section of the Student Handbook, and will include:]

- Definition of specific performance standards for the division, in addition to the general standards of success outlined above
- Typical duration of barrier jury (if greater than 15 minutes)
- Specific repertoire requirements
- Memorization requirements, if applicable
- Sightreading requirements, if applicable
- Self-prepared selections, if applicable
- Any other division-specific requirements or procedures, if applicable
- Process and specific timeline for re-attempting a failed barrier (this may not add semesters to the degree; students are expected to register for 3000-level applied lessons regardless of barrier outcome unless they change majors to the Bachelor of Arts degree or another degree outside of MSM).

Music Education Barriers

- **Standards of success:** students majoring in Music Education who pass a barrier should demonstrate a high likelihood for success in completing state certification and seeking a music teaching position at the completion of their degree.
- **Timing:** the barrier process takes place every spring semester during the first week of finals. This is generally undertaken at the end of the sophomore year but must be taken by any student planning to take MUED 3320: Introduction to Music Education in the following school year.
- **Barrier Committee:** the committee shall consist of the Music Education faculty.
- **Recital attendance credit requirements:** All students must have 48 Recital Attendance Credits at the time of the barrier (adjusted for transfer students). Students may use the ROAR Archive/Deficiency Contract with permission of the division head for 10% (five) recitals.
- **Academic Requirement:** Students must provide an unofficial transcript that shows a GPA of 2.5 or higher for both their cumulative and music GPAs.

- **Certification Requirements*:** Following requirements for teacher certification, all music education students must complete the following items as part of the barrier process:
 - Create a [Texas Education Association Login \(TEAL\) ID](#)
 - Complete the [Teacher Education Application](#) for the College of Education
 - Complete the [MSM Music Education Pre-Candidate Application Form](#)
 - Complete [TEA Ethics Training for teachers](#) (online module).
**Certification requirements are determined by the Texas Education Agency and are subject to change.*
- **Writing Proficiency Examination:** Prospective music education students must upload a paper exhibiting your best academic writing (e.g., a paper from an English or Music History course) in the [MSM Music Education Pre-Candidate Application Form](#) as part of the Music Education Barrier. The writing proficiency must be passed with a minimum score of 22/30, [per this evaluation rubric](#).
- **Pre-interview:** prior to the interview, each candidate's applied instructor and ensemble director will have the opportunity to provide written feedback regarding the candidate to the committee.
- **Interview:** After completing all items above, prospective music education students must complete the [Music Education Interview](#) with the full-time music education faculty with a minimum score of 17/25. Students will be evaluated on the following parameters:
 - attitude toward teaching
 - aptitude & awareness of strengths/weaknesses
 - ability to form appropriate relationships and demonstrate leadership
 - eye contact & body language
 - verbal communication.
- **Performance:** There is no performance barrier; students will complete their applied lessons jury as usual. Results of this examination may be made available to the Music Education evaluators if requested.
- **Notification of Barrier Results:** Students will be officially notified about the results of their barrier via email before the start of the fall semester.
 - **Admitted:** Students who pass the Barrier will receive notification that they are officially admitted to the University of Houston Teacher Education Program and are approved to continue in the upper-level music education courses. They are required to provide notice that they accept this admission to the program through completion of the [Formal Admission Acceptance Form](#) through the College of Education.
 - **Declined:** Students who do not pass the Barrier will receive notification that they are declined admission to the University of Houston Teacher Education Program at this time. This notification will list the areas of deficiency from the Barrier process and inform the students that they may have one additional attempt to pass. If they choose to attempt the Barrier again, they should contact the Division Head of Music Education to determine when this will take place. If they do not pass the Barrier on their second attempt, then they may not move forward in the music education degree.

Music Composition Barriers

- **Standards of Success:** Composition students who pass their sophomore barrier jury will demonstrate, through the completion and performance of at least several original compositions, the following:
 - a mastery of music theory fundamentals
 - proper use of music notation
 - idiomatic instrumental and/or vocal writing
 - musical creativity
 - the ability to successfully employ several contemporary compositional techniques.
- **Barrier Committee:** the committee shall consist of the Composition faculty.
- **Timing:** Students will be considered for promotion to junior level composition (3000) after successfully completing at least two, but no more than four, semesters of sophomore level composition (2000). Students will be considered for senior level composition (4000) after successfully completing at least two, but no more than four, semesters of junior level composition (3000). Students who fail to move to the next level after three semesters at any one level may be removed from the degree program.
- **Recital Requirements:** Students are to present performances of original compositions whose combined total length is no less than 60-minutes. Approximately half of these compositions should be performed on the Junior Recital with the remaining works to be performed on the Senior Recital.
- **Recital attendance credit requirements:** All students must have 48 Recital Attendance Credits at the time of the barrier (adjusted for transfer students). Students may use the ROAR Archive/Deficiency Contract with permission of the division head for 10% (five) recitals.

Voice Barriers

- Typical duration of barrier jury: 15 minutes
- Specific repertoire requirements: five songs prepared with instructor, comprising at least three languages
- Memorization requirements: all barrier jury selections should be memorized
- Sightreading requirements: none
- Self-prepared selections: an additional (6th) selection will be assigned by the Division Head three weeks ahead of the jury. Student must prepare and memorize this without instructor assistance or input, and perform it on the barrier jury
- Process and specific timeline for re-attempting a failed barrier: With instructor permission, students who do not pass on their first attempt may choose to make a second attempt the next semester. Remember, all students must register for 3000 level lessons regardless of the outcome of the barrier, and the junior recital must be completed in or before the second semester of 3000-level lessons.

Double Majors and Barriers

Students are permitted to attempt two different barriers concurrently at the end of the second sophomore semester if they have interest in two career tracks. If they successfully pass both barriers, they may opt for the double major. Complete degree requirements must be fulfilled for both areas in order to pursue the double major. If one of the areas is music education the student teaching semester will occur after the completion of the Senior Recital.

Students who attempt and pass both barriers may ultimately choose to pursue only one major. This decision should be clearly communicated to the advisor and all relevant faculty.

Degrees and Majors/tracks without barriers:

- **Bachelor of Music, Music Theory:** no barrier, but cannot be declared until MUSI 1310, MUSI 1311, MUSI 1170, MUSI 2210, MUSI 2170, and MUSI 2171 are completed with an average 3.00 in the courses. A 3.25 grade point average in all music theory courses must be maintained for graduation. This major includes applied lessons through the Junior level and completion of a Senior Thesis in lieu of a recital.
- **Bachelor of Music, Elective Studies in Music Marketing:** no barrier, includes a 30-minute Senior recital.
- **Bachelor of Music, Elective Studies in Non-profit Arts Leadership:** no barrier, includes a 30-minute Senior recital.
- **Bachelor of Arts in Music:** no recital, applied lessons conclude after four semesters.
- BA or BS in another major, with the possibility of a minor in Music

Recital Credit Notice

Please note that all Music majors must meet the recital attendance credit requirements for their degree as outlined in the Undergraduate Catalog before they can schedule a recital or apply for graduation.

Concerts and Events

Students are encouraged to attend a variety of musical and non-musical events both on and off campus. Many Houston-area organizations have student discounts or cheap ticket sales at the door.

MSM events come in a variety of guises. Tuesday Recitals are held each week at 1pm. MSM large and chamber ensembles present concerts throughout the Fall and Spring semesters. Guest Artist/Faculty Recitals and Special Series events are fantastic opportunities to hear top quality performances and meet internationally known performers. Masterclasses in your instrument may be required by your teacher, but you should also attend some outside of your instrument; lessons on musicality and performing style transcend the instrument! All of these are eligible for Recital Credit.

Reminder that undergrads need a minimum of four Tuesday Recital credits each semester and a minimum of 12 credits total per semester. Events at which you are a performer do not qualify as a recital credit. You will also attend weekly studio classes, division-wide studio,

Thursday Voice Recital, freshman seminar or technique classes, and short-duration (< 30 min.) events that do not qualify for recital credit.

MSM students are eligible for two free tickets to all MSM ticketed events. See the KGMCA Calendar of Events for links to reserve tickets for in person or livestreamed events. <https://uh.edu/kgmca/music/events/calendar/>. Tickets for MSM students are included in their course fees; free tickets are available to MSM faculty and staff. All tickets must be reserved online before the concert, there is no Will Call.

1. Set up an AudienceView account with your **cougarnet ID** by registering/logging in here <https://kgmcaofficeofmusic.universitytickets.com/w/>
2. From a calendar page for a particular event: click “Purchase” for a live event.
3. The system may ask you to log in if you’re not currently logged in to AccessUH
4. You can simply go to AccessUH, go to the MSM Box Office icon and click it, it will take you to the AudienceView ticket page. Click Login, then Student/Fac/Staff and it should automatically log you into your account, if you set it up with your cougarnetID.
5. Your free tickets will be available, if you are logged in correctly, you will see UH Faculty ticket type and the price \$0.00. If not, contact Julian Waneck ajwaneck@central.uh.edu and he can show you how to properly login.

Courses and Degrees

The [Undergraduate and Graduate Catalogs](#) include up-to-date information on available degrees. See also the [UH-in-4](#) program for fixed tuition and other incentives. This website includes “Academic Maps” for every degree which may help any student chart their degree progress.

Undergrad music majors may audition with a specific degree in mind but do not formally declare a major until after the Sophomore Barrier. The Advisors will help you select courses that put you on the right path for your intended major. The first 4 semesters are fairly standardized for everyone with courses in theory/aural skills, group piano, history, lessons, ensembles, and a few Core courses to fill out a load of 12-18 hours per semester.

Music courses often have “pre-requisites” which means you may not register for a course until a preceding course has been successfully completed or tested out of by exam or transfer credit. Example, you must pass Theory I before you can take Theory II and some Core Courses require ENGL 1301 as a pre-req. Note that sequential courses may only be taught once a year. If you do not pass Music History I, you cannot register for Music History II, and you will need to wait an entire year until MH I is offered again, causing you to fall behind. For this reason, it is imperative that you work hard to pass classes the first time and plan out your degree early.

Double majoring requires planning and diligence. Some majors outside the arts have degree requirements that make it difficult to double, but it is possible for those really invested in this path. Expect that additional semester and/or summer school courses may be required. Most on campus minors are a smaller investment of time and with some planning, can complement your music degree.

Course Evaluations

Students are expected to complete course evaluations for each course (including lessons, ensembles, and Independent Studies) each semester of enrolled credit. Evaluations are available in AccessUH approximately two weeks before the last day of classes. All information is anonymous, and faculty cannot see the evaluations until after grades have been finalized.

Exams

Final exams are held according to the [UH Final Exam Schedule](#). Please review syllabi and the exam schedule before planning any travel. All courses with a set time and date in the course schedule must hold the final exam (if there is one) on the day and time stated in the chart, exams are held in the usual classroom.

Applied lessons and other courses listed as TBA in the course schedule may have a final exam/jury time at a time determined by the instructor or division head.

Grades

There are minimum grades for passing a course or for advancing to subsequent classes, details are in the UH Catalogs. See also the specifications for calculating GPA. Students should find both the grading scale and the rubrics for assessment in a course's syllabus or course materials. If you are unclear on what or how you are being graded, make an appointment with the faculty member to ask. It is better to ask these questions before you submit an assignment or receive a grade.

Final Grades are posted by the end of the term. Questions regarding grades in KGMCA courses must be resolved within 90 calendar days following the posting of the grade.

A grade of "Incomplete" may be appropriate in extenuating circumstances. This allows a student to complete a relatively small percentage of a course after final grades have been submitted. The student should initiate the request for an "I" grade by speaking with the professor to determine what needs to be completed and the deadline for doing so, then submitting the paperwork in the MAC. Most "I" grades can be satisfied by early in the following semester, enabling you to move on with your current classes. "I" grades will convert to an F if not satisfied within one year.

Online Resources

There are numerous resources to assist students. Among the most important are the [Dean of Students](#) website, [UH Covid](#) website, the [UH Catalog](#), and the [Music Library Resources](#) page.

The music library has online streaming (audio and video), as well as print/research resources and scores. Top picks include Naxos Music Library (depth of listening), Music Online (breadth of listening), Oxford Music Online for encyclopedias and bibliographies, and JSTOR for academic articles.

Syllabi

Each course is required to distribute (electronically or in hard copy) a syllabus which should include at a minimum the contact information for the professor, learning objectives, required books/resources, and the means of assessment, detailing how your grade will be determined. Read these carefully and be sure you understand what is expected of you.

Instruments for Loan

UH has a small number of instruments for loan (primarily larger instruments or shared instruments like F tuba, mellophone and English horn), contact your instructor for more information. MUED students in method classes will be assigned an instrument as appropriate. Students are responsible for signing the off-campus form and any other documents required by the instructor. These instruments remain the property of the MSM and should be cared for properly. They must be returned on request or at the end of the course, and no later than the end of the spring exam period.

Juries

Applied lessons conclude with a Jury – a performance final exam. Your instructor will assist in preparation. Juries are generally waived the semester you successfully perform a recital. Juries are scheduled by the division head and are generally held the week after the last day of classes. Two to four faculty members make up the panel of graders. Jury registration is completed in the MAC, which is where you'll find your grade and any comments submitted by the faculty panel.

Lessons

If you are registered for a one- or two-credit lessons, you should expect 14 x 25-minute lessons over the course of the semester. If you are registered for three- or four-credit lessons, you should expect 14 x 50-minute lessons over the course of the semester. Always come prepared for your lesson; no shows or failure to adequately prepare will be reflected in your grade. See the syllabus for makeup and cancellation policies of the studio. You cannot cram for a lesson. Progress can only be made with consistent work over a period time needed to assimilate.

Teachers who are teaching through the Community Arts Academy may teach lessons and hold recitals at MSM via CAA. Otherwise, it is a violation of UH policy for any individual to teach privately for money on campus. We regret that we cannot accommodate recital space for private studios.

Piano Maintenance

The piano technicians maintain several hundred keyboard instruments. Performance, classroom, and practice instruments are tuned, tweaked and tempered regularly. If you find an instrument in need of repair or tuning, please use the QR code found in most practice and classrooms to submit a request. To check the status of a submitted ticket, please click [here](#).

Recitals

Degree recitals are a fundamental part of the music major experience. You'll attend many of these before you perform your own recital, so pay attention to what makes a good recital. The semester before your recital, do three things: plan your repertoire, get commitments from your collaborators (pianists, chamber music partners, etc.), and talk to prospective committee members [voice UG and MM do not need to do this]. The tricky logistical spots are getting your preferred date, submitting a successful/formatted program, and completing the audio recording submission. All of these are described in the Recital Info section below. Planning ahead is key!

Students – Graduates

Both MM and DMA degrees require comprehensive exams.

Committees

There are several different kinds of committees. MM students have a Comp Exam Committee and a Recital Committee, the only one likely to overlap is the major professor. DMAs have a Research Committee (Music Ed only has this one committee) and a Recital Committee.

The student forms a “Recital Committee” before their first recital; this committee is responsible for adjudicating recitals and recital programs (with the exception of the lecture recital). Before beginning work on their lecture recital and doctoral essay or document, the student will form a “Research Committee,” which is charged with guiding the student’s written work on those projects.

Both the Recital and Research Committees will consist of (1) the student’s major professor; (2) a second faculty member from the student’s major field; (3) one at-large faculty member from the School of Music but from outside the student’s discipline; and (4) one at-large faculty member from any discipline, inside or outside the School of Music. At least one committee member must be from an academic division within the school of music (music theory, musicology, composition, or music education), and in all cases, the committee must include at least one member who has written a doctoral document or dissertation. Students may add a fifth at-large member to the committee, if appropriate. Both committees may consist of the same members, but it is recommended that the student chooses a Research Committee in which at least members (3) and (4) are knowledgeable about the student’s area of research.

The student’s major professor chairs the Recital Committee. In cases in which the major professor is an affiliate artist, the committee is co-chaired with another full-time faculty member. For the Research Committee, the committee member most knowledgeable about the student’s research area should serve as chair (in many cases this will be a member of one of the school’s academic divisions).

Comps (MM)

MM exams are taken on a pre-set date towards the end of the semester you expect to graduate.

MM Exam purposes:

1. To ensure a comprehensive review of the materials covered in the MM program
2. To test your mastery and synthesis of these materials, and
3. To provide for the faculty and administration a measure of the effectiveness of the graduate program.

MM Exam Committee: This is a customized exam written and graded for each student by a committee of three faculty members: your major-area professor, one music theory professor, and one musicology professor. Both the music theory and musicology professors are selected from those who taught your advanced elective coursework (not including theory/history review courses). For some students, there may only be one option in a particular area. You should approach your faculty about their willingness to serve on your

exam committee early in the semester. It is preferable to use classes in which you are not currently enrolled.

MM exam procedures: The comp exam will consist of four sections: student's major area, musicology, music theory, and score identification. Material for questions will also be selected from the content of graduate courses taken during enrollment, as well as general musicianship. An important focus of the exam will be to test knowledge in the major area. For applied music (performance) students, the literature of the graduate recital will be one area of attention. Musicology and music theory students should expect their thesis topic will likewise be stressed. All students should be prepared to deal with pedagogical issues in their major area. Also, from an examination of musical scores, you will be expected to describe important structural and stylistic characteristics of the music.

MM Exam Grading: The comprehensive exam is administered on a Pass/Fail basis. If the written exam is passed, no oral exam is required. If mastery of the material is undetermined on the basis of the written exam, an oral exam is required for resolution. If the written exam is failed, no oral exam is given and the test must be retaken the following semester.

MM Delay/Cancellation: If a student must delay or cancel the exam, the student is responsible for contacting each committee member, DGS, the advising office, and the MSM office coordinator.

Comps (DMA)

DMA exams are proctored in August, January, and May over three consecutive days; dates determined by DGS. Admission to candidacy is granted upon successful completion of the comp exam.

DMA Exam purposes:

1. To ensure a comprehensive review of the materials covered in the DMA program
2. To test your mastery and synthesis of these materials, and
3. To provide for the faculty and administration a measure of the effectiveness of the graduate program.

DMA Exam Committee: This is a customized exam written and graded for each student by a committee of four faculty members (not necessarily your doctoral committee members): your major-area professor, one representative from the minor field, one music theory professor, and one musicology professor.

DMA exam procedures: The comp exam will consist of four sections: student's major area, minor area, musicology, and music theory. Students should seek guidance from the faculty committee members regarding expected content.

DMA Exam Grading: Each committee member gives a grade of pass, fail, abstain, or oral exam required for each section. If the written exam is passed, no oral exam is required. If mastery of the material is undetermined on the basis of the written exam, an oral exam within three weeks is required for resolution. If the majority grade a section as failed, the student may re-take the section within six months. A second failure will result in dismissal from the program.

DMA Delay/Cancellation: If a student must delay or cancel the exam, the student is responsible for contacting each committee member, DGS, the advising office, and the MSM office coordinator.

DMA Foreign Language Requirements

There is no foreign language proficiency requirement for doctoral students in wind/brass/string/percussion/piano/organ performance, composition, wind/jazz conducting and music education.

Doctoral students in collaborative piano, choral conducting and orchestral conducting must demonstrate reading proficiency in one foreign language. Students may choose any language relevant to their research and/or performance aims. The choice of language must be approved by the student's research committee and the Director of Graduate Studies.

Students must demonstrate proficiency in one of the following ways:

- a. A grade of B or better in two graduate (6000-level) readings courses in the foreign language. A grade of B- will not be accepted. Please note that these graduate-level courses are taught only sporadically by the Department of Modern and Classical Languages and the Department of Hispanic Studies—you should not rely on them being offered in any particular semester.
- b. A grade of B or better in one graduate (6000-level) readings course in the foreign language plus a 500-word translation. A grade of B- will not be accepted.
- c. Recent completion of beginning and intermediate college levels (four semesters) of foreign language with a grade of B or better. (Placing out of beginning courses may be considered as fulfilling part of the requirement.) Two undergraduate courses plus a 500-word passage translation can also meet this requirement. Coursework to meet this option cannot be more than five years old (counted from the semester the student begins in the graduate program).
- d. Certification of competency by the Modern and Classical Language Department or the Hispanic Studies Department at the main campus of the University of Houston.
- e. B2 or higher certification from the Common European Framework of Reference for Languages (CEFR) or equivalent for non-European languages. In this case, the certification will be reviewed and approved by the chair of the student's Research Committee and the Director of Graduate Studies.
- f. If a student cannot satisfy the Language Requirement in another way, it may be possible for a Moores School of Music faculty member with competence in the language to provide certification. Note: This is only an option when it is impossible to satisfy the requirement by options (a) - (e).
- g. For students whose native language is something other than English, the following foreign language requirements apply. Students in this category will file and sign a general petition with the Director of Graduate Studies declaring their native fluency in a language other than English. If the student is studying a topic that requires research only in his or her native tongue plus English language sources, then the student will be considered language compliant by virtue of native fluency plus English mastery as indicated through a passing score of either 550 on the paper TOEFL exam and the ITOEFL (Institutional TOEFL) or 79 on the internet-based exam. If the student is studying a topic that requires research in sources in other languages beyond her/his native tongue and English, then the student will need to demonstrate competency in those languages as outlined above.

Doctoral students in voice performance must pass a three-part language proficiency exam in order to gain admission to candidacy. The content of the exam is normally as follows (consult the voice area coordinator for more information):

Part 1: Translation, with the aid of a dictionary, of an approximately 300-word prose text in the student's choice of French, German or Italian.

Part 2: Translation, with the aid of a dictionary, of a poetic text (song or aria) in the student's choice of French, German or Italian.

Part 3: Transliteration using IPA, without the aid of a dictionary, of four texts in, respectively, French, German, English, and Italian.

Minor Declaration (DMA)

Doctoral students must select a minor field comprised of twelve credits of graduate-level coursework. The most common minor fields are in musicology (ethnomusicology, music history, or music literature) and music theory. Other options may include music education, a field outside music (students may have to satisfy prerequisites before enrolling in courses offered in other university departments), or an applied/research minor in music comprising six credits of applied instruction and six credits of research-oriented coursework (i.e., in musicology or music theory). This last option may include work in early music (applied work on a period instrument, for example, with musicological studies in early music), studies in contemporary music (including, for example, composition and analysis of contemporary music), collaborative arts (applied study in collaborative arts, for example, with relevant work in musicology or music theory), or vocal pedagogy and voice science. All applied study in such minors is subject to approval by appropriate area faculty and must be on the graduate level. The minor field should be selected in consultation with, and is subject to the approval of, the chair of the student's doctoral committee and the Director of Graduate Studies. The minor field must be declared by the end of the first year of study.

Placement Exams

Incoming graduate students take placement exams in history and theory. Reviewing undergraduate standard texts in these subjects will help prepare for the exams which are administered before the beginning of the student's first term. Insufficient knowledge will result in the student enrolling in Graduate Music History Review and/or Graduate Theory Review. These courses (or a passing score on the entrance exam) are required to enroll in all theory and history courses at the graduate level.

Tracks (DMA)

All DMA students have the option to complete their degrees on one of two tracks: the doctoral document track or the doctoral essay track. Generally, the doctoral essay track will require one extra recital and a shorter, essay-style final research project (see below, under "Final Research Project: Doctoral Essay Track"); the doctoral document track will require one fewer recital and a longer, multi-chapter final research project. Both tracks require a lecture recital. Students must propose to complete their degrees on one of the two tracks following completion of their second DMA recital.

Students – Undergraduates

Changing/Double Majors

The first two years of the music major degree are largely uniform across the BM degrees. You formally declare your major after the Sophomore Barrier (see below). Early in your

academic career, make an appointment to talk to faculty members and advisors about your career path, talk to upper-class students and professionals about their experiences as well. Be sure to see your advisor; even as a freshman, you want to be on the right path for your intended major (there are some degree-specific classes you can take in the freshman and sophomore years). If you intend to double major, you must plan very carefully.

Placement/Entrance Exams

Placement exams in theory and piano are given to all incoming new and transfer students. These are conducted as part of the orientation process. Students will be placed in the appropriate courses, which may include a pre-theory course.

Recital Credits

Undergraduate students must accrue a minimum of 96 recital credits to graduate. Students are expected to attend 12 qualifying events each semester, four of which must be from MSM Tuesday Recitals. Music Education majors who student teach in the 8th semester only need 84 credits. There are check points at the Barrier Jury, Junior Recital, and Senior Recital; students will not be permitted to proceed without sufficient credits.

To submit a recital credit:

- Attend an MSM event (large ensemble, faculty or guest recital or masterclass, student or studio recital). You must be present from the beginning to the end to submit the credit.
- Print your name and 7-digit ID number on the program page and upload an image to the MAC Recital Credit tab.
- If you are a participant in the event, you are ineligible to receive credit.

Transfer Students

Students with credits from another institution or credit-by-examination should review their transcripts with an Advisor as early as possible. Transfer students are required to take placement exams in theory, aural skills and piano proficiency.

Tuesday Recitals

The MSM undergraduate body convenes on Tuesdays at 1pm in Dudley Recital Hall. Most Tuesday Recitals are a variety of short performances by students; occasionally, faculty, guest artists or special informational sessions are held. This informal recital hour is an opportunity to practice performing for an audience. Students who wish to perform should begin with their applied instructor.

Travel Fund

Current MSM students participating in a professional development activity such as presenting at a conference, major performance opportunity, competition, etc. may apply for a travel grant to offset costs related to gas, airfare, hotel, and registration fees. Application is not a guarantee of funding and the award may not cover all of your expenses. We hope to help as many students as we can! Please submit an application as soon as you have acceptance to the event and a budget, [Puddin's Student Travel Fund Application](#).

Recital Guide

Producing recitals entails not only rehearsals for students and professors, but also scheduling of facilities, maintenance of pianos, production of programs, and promotion to the public. The performance and attendance of recitals are important degree requirements for music students at all levels, and the following procedures ensure compliance with, and proper completion of, these requirements. **Please read carefully and direct any questions to the appropriate person.**

Recital Contacts

- For Recital Inquiries: MSMRecitals@uh.edu
- For Recital Program Inquiries: MSMStudentPrograms@uh.edu
- MSM Front Desk: MSMFrontDesk@uh.edu
- MAC app help/bug report: macapp@uh.edu

Please note the following:

- Recitalists are expected to perform an in-person, live event.
- All recitalists must submit the MSM Student Recital Request application.
- All recitalists pay a \$50 Recital fee for each recital which goes toward the direct costs of producing and administrating recitals.
- Livestreaming or posting the video of your recital for the public is *optional*. Audio recording submission is *required*.

Scheduling Basics

Early application (see below) opens August 1 and January 1. All recitalists may apply between August 11–October 15 (Fall) and January 11–March 15 (Spring). Recitals may take place in Dudley Recital Hall or the Choral Recital Hall (MSM 160) on the following days/times. If you would like to propose an alternative, see “Special Circumstances” below.

Monday through Friday

6:30pm

8:30pm

Saturday and Sunday

12:00pm 2:00pm

4:00pm 6:00pm

8:00pm

Recitals must be presented between the first and last day of MSM classes. No degree recitals may be presented during intersession or summer semesters. Each semester, there will be days that are unavailable for student recitals, such as university holidays and breaks. You can find the calendar here:

<http://publications.uh.edu/content.php?catoid=42&navoid=15326>

The standard recital reservation is for two hours: 30 minutes to warm-up, one hour for performance, and 30 minutes to meet the audience and exit the hall. (Example: The actual timing of a recital reservation for a 6:30 weeknight performance is from 6:00 to 8:00pm.) Recital guests and materials must be completely clear of the recital hall and lobby at least 30 minutes before the next recital.

Completion of the Recital Request application through MAC is required. For best results use a desktop or laptop as a phone or tablet may make it difficult to complete the application.

Additional policy links:

UG: http://publications.uh.edu/preview_entity.php?catoid=41&ent_oid=3095&returno=14787

MM: <http://publications.uh.edu/content.php?catoid=40&navoid=14201#recitals>

CPM: http://publications.uh.edu/preview_program.php?catoid=40&poid=13949

DMA: <http://publications.uh.edu/content.php?catoid=40&navoid=14202#recitals>

Types of Student Recitals

Degree recitals are considered the “capstone” project in most degrees. No student should be performing more than one full degree recital in any given semester. Special circumstances like substitutions, non-degree recitals and segmented recitals are detailed below.

Undergraduate:

- Junior Performance majors should perform 30 minutes of music in their 5th or 6th semester.
- Senior Performance majors should perform a recital of 50 minutes of music in their 7th or 8th semester and register for MUSI 4198 Recital.
- Senior Music Education majors should perform 30 minutes of music in their 7th or 8th semester.
- Composition majors should present at least 25 minutes of original compositions on a Junior Recital in their fifth or sixth semester. The balance of a total of 60 minutes of music should be presented on a Senior Recital (with registration for MUSI 4189) in their seventh or eighth semester.

Graduate:

- Masters students should perform 50-60 minutes of music in their 3rd or 4th semester.
- Doctoral and CMP students should plan out their multiple recitals during their first semester of matriculation.
- CMP Recitals: 50-60 minutes for each of four recitals curated with the committee chair. Two of the four must be on campus.
- Doctoral Solo Recitals: 50-60 minutes of music primarily focusing on the solo literature. These are usually the first two recitals.
- Doctoral Chamber Recital: 50-60 minutes of music primarily focusing on chamber literature. This is typically the third recital.
- Doctoral Lecture Recital: 50-60 minutes of combined performance and presentation.

Early Recital Scheduling Opportunity

Students may apply for their recital early under the following requirements:

1. You have an incomplete recital from a previous semester (recital is expected to be complete within 8 weeks of the start of the semester) —OR—
2. You have pre-arranged to participate in a joint recital.

Joint Recitals

Joint recitals are presented by co-recitalists and may be scheduled during early application.

1. Junior performance and Senior Music Ed recitalists each with about 30 minutes of music qualify. You do not need to be in the same studio or even the same instrument. It is permissible to “double dip” in the sense that a chamber work

- including both of you performing counts for each of you). Each applied instructor must approve; the recital committees may or may not overlap. Other examples:
2. A soloist and a collaborative pianist are performing together with both parties fulfilling all or part of their degree recital.
 3. Two or more conductors are co-presenting on a concert or recital outside of the Moores Opera House as part of their degree recitals.

Benefits of a joint recital:

- First pick of dates and venue with early application
- Twice the audience, twice the fun!
- Chamber pieces count towards the time requirement for each recitalist
- Share a reception
- Committees can overlap but do not have to
- There is no restriction on pairing (Jr Perf violin and Sr MUED trumpet is fine!)
- This streamlined approach is an efficient use of faculty, staff, and resources.

Steps/Timeline for Scheduling a Recital

1. Confirm Recital Eligibility

Confirm with your applied instructor that this is the proper semester for you to perform your recital and that you are registered correctly for the appropriate course number(s). Undergraduates must be current on recital attendance to complete the recital application process.

Recital Credit Requirements:

Junior Recital: 60

Senior Recital: 84

MUED Senior Recital in the 7th semester of study: 72

Graduation: 96

Undergraduates who are “deficient” by 1-10 recital credits are expected to complete their remaining credits expeditiously. We will schedule your recital as normal, but it will be cancelled if by 14 days before your recital, you are still deficient.

Undergraduates who are “deficient” by 11+ recital credits will sign a contract in MAC in which you agree to complete the deficiencies using current offerings and the ROAR archive. Please see the note below. We will process your recital application, but we will not reserve a date until you email the recital coordinator that you are at 10 credits or below; at which point the above rules apply.

A note about the ROAR Archive: this is a short-term “boost” to assist with a deficiency, not a substitute for completing your live recital attendance requirement. It may only be used once in a student’s career and can be used for a maximum of five recital credits.

2. Establish your Recital Committee

Bachelors and Masters students should consult with their applied instructor to choose an appropriate three-person recital committee. DMA and Certificate students must have a four-person committee. Please submit all committee member names at the time of application; all committees must be declared at least two months prior to a recital. Special rules apply to

DMA committees, see links above. Note: The Voice Area Coordinator assigns voice BM and MM committees.

3. Find Possible Dates

Students planning a recital must consult with their applied instructor and committee members to choose three (3) possible recital slots (this is built into the MSM Student Recital Request application). Students should review the syllabi of their courses, the ensemble schedules, the UH calendar, and MSM concert calendar to ensure there are no major conflicts. *The MSM administrative office is not responsible for checking date availability.*

Please note that there is limited availability, especially the last few weeks of the semester. Recital requests are processed in the order in which they are received.

4. Submit Your Recital Application

Complete the MSM Student Recital Request application in the MAC Database. You may return to update your application if your committee or other details change. The recital coordinator will reserve a date you select or communicate with you if none of those dates are available.

5. Confirm Your Recital Reservation

The Recital Coordinator puts a date on hold. Within the next 10 days:

- Through the MAC, the student must book the pre-recital reservation in consultation with the committee and collaborators with a date that is 14+ days before the recital date.
- The Chair must approve the recital date and the pre-recital reservation.

When these two tasks are complete within the 10-day window, the recital is formally booked, and all committee members will be able to see the pre-recital and recital details in the MAC. If 10 days passes and both tasks are not complete, the date is released, and the student will have to submit new dates through the MAC after re-confirming with the instructor.

The student is responsible for communicating the date, time, and location of the recital and pre-recital to the collaborators. The Recital Coordinator will post the recital on the MSM calendar and inform the business office. The student's account will be charged the \$50 non-refundable recital fee.

6. Prepare your program

The Recital program is due *at least two weeks before your recital date* (the date of your pre-recital assessment). Your Recital date may be cancelled if the program is not submitted on time. Templates for your recital may be found here: [Recital Templates and Examples](#). Download the appropriate template and review the instructions and exemplars.

Fill in the required information (making sure to double check composers' dates and the spellings of titles and composers' names, and the formatting of titles [italics vs quotation marks]). After your committee chair has approved your program, upload it as a Word doc to the MAC.

Program notes are optional, though they are required by some committee chairs. Submit these as a Word doc one week before your recital to the MAC and they will be linked with a QR code on your program. The Recital Coordinator does not proofread notes, so be sure to review them carefully with your instructor.

The finalized document(s) must have approval from your committee chair; the Recital Coordinator will post them on the MAC as a PDF. The Recital Coordinator will print 35 copies of your recital program and place them in your committee chair's mailbox one business day before your recital.

7. Perform Your Pre-Recital Assessment

Students should confer with their instructor and division head about pre-recital assessment dates and procedures. Most pre-recitals are a dry run or spot check of your recital material. For conducting and composition recitals, the pre-recital may be an assessment of appropriate progress towards the recital given recent rehearsals and other preparatory material. This is a firm deadline; no recital may proceed without a satisfactory pre-recital assessment 14 days before the recital date. At this time, the recital committee will decide if you are adequately prepared to present a recital. Note: Voice and Keyboard Area pre-recital juries are scheduled respectively by the division head.

8. Schedule Your Dress Rehearsal

Most students like to have a dress rehearsal the week preceding the recital. After your recital is confirmed per step 5, you may book one dress rehearsal time of 1 or 2 hours, depending on hall availability. Dress rehearsals cannot be booked until after the recital application period ends (Oct. 15 or Mar. 15) unless your recital is before Nov. 1/Apr. 1. After that date, any unused recital times on nights and weekends will be available for dress rehearsals. Note that rehearsal times are extremely limited, please use off-peak times when possible.

9. Perform Your Recital

Once you have completed the steps above, you're ready to perform your recital! Recital monitors will be assigned to your event. They will usher and manage backstage.

Breathe and remember everyone wants you to be successful.

10. Submit Your Audio Recording to the Music Library Archive – (ROAR)

For more information see the "ROAR Archive" entry above. We are excited to archive your performance for posterity; this is a requirement of your recital completion. Please submit your audio-only recording.

- Your first step is to please [read this document](#) and [fill out this form](#) as soon as possible after your recital, and no later than the first day of semester exams.
- Upload audio file to wetransfer.com (it's free and no need to sign up) in one of these formats: mp3, AIFF, WAV, MPEG Audio, RealAudio using the following naming convention: **lastname_peoplesoft number YYYYMMDD**. Once you

add your audio file, put your name in the message and email it to msmprog@central.uh.edu.

- If the file is over 2GB, compress it (Locate the file or folder that you want to zip. Press and hold (or right-click) the file or folder, select (or point to) “Send to”, and then select Compressed (zipped) folder. A new zipped folder with the same name is created in the same location.)

Special Circumstance Recitals

When you request a recital through MAC, you’ll find questions related to recitals with Special Circumstances.

Collaborative Artist Recitals

Students pursuing a graduate degree in collaborative piano should be in communication with their committee chair regarding the scheduling of their recital material. A single “recital” may be completed during one event or over multiple performances. Only one recital application and \$50 Recital fee are required for each degree recital.

Conducting Recitals

Students pursuing a graduate degree in conducting should be in communication with their committee chair and the Graduate Academic Advisor regarding the scheduling of their recital material. A single “recital” may be completed during one event or over multiple performances. Only one recital application and \$50 Recital fee are required. You should begin in MAC in the first semester that you complete a portion of what qualifies as “recital” material. Each time you complete a portion, you will add it to the MAC.

“Incomplete” Recital Completion

If you are registered in either a degree recital or lessons associated with a degree recital, you are expected to complete the course requirements before the last day of classes in the semester of enrollment.

In extenuating circumstances, a temporary “Incomplete” or “I” grade may be assigned if you cannot perform your recital in this time frame. To receive an “I” grade, you must:

- obtain consent from your committee chair;
- fill in and submit the “Incomplete” grade form to the Director of Undergraduate Studies or the Director of Graduate Studies for approval; *[link to form; form needs to be updated with a space for DUS/DGS signature]*
- email the recital coordinator to release your reservation; and
- inform your committee members and collaborators of the cancellation.

After receiving an “I” grade, you must complete the recital requirement any time within the 12 months from the end of the term in which the “I” grade was received. Recitals should be completed as soon as possible, as space limitations and other logistical issues may arise.

You may not re-enroll for courses for which you have received an “I” in subsequent semesters until the Incomplete is resolved.

For further information, click this link:

<http://publications.uh.edu/content.php?catoid=37&navoid=13422>

Non-degree Recitals

Pending availability, students wishing to perform a non-degree recital should plan for a recital date in the first ten weeks of class; if after the mid-semester application date has passed and there are still recital slots available, a non-degree recital may be considered. The division may require a full committee and/or a pre-recital assessment. A program is required, and undergraduates must be current on their recital attendance credits. The recital application and \$50 Recital fee are required.

Off-Site or “Other” Location Recitals

Off-Site Recitals are permitted with the approval of the committee chair and the Associate Director. The recitalist is responsible for procuring the venue and any additional requirements the venue may impose such as cost, ushers, and equipment. The date must be between the first and last day of MSM classes, but the time is flexible based on the venue’s schedule. Functions of the MAC, including the printed program remain the same for an off-site or “other” location recital. A recital application and \$50 recital fee are required.

For CMPs, two of the four required certificate recitals must be performed on campus. The venue and program for any off-campus recital must be approved by the student’s committee in advance of the event, and students must provide their committees with a high-quality video recording of any off-campus recital.

Recital Substitution

DMA students may substitute one of their Doctoral Solo Recitals with a suitable solo performance, such as a lead role in an opera or solo concerto performance. CMP students may substitute two of their required degree recitals with a suitable performance. Requests must be submitted no fewer than 14 days before the performance; approval of the committee chair and Associate Director is required. A pre-recital assessment is required and will be determined by the committee chair. A recital application and \$50 recital fee are required.

Other Recital Aspects

Historical Keyboard Instruments

The Moores School of Music has the following historical keyboard instruments:

1. Saxon two-manual Harpsichord by Willard Martin with keyboard shift capable of performances at A=390, A=415, and A=440 pitches.
2. French two-manual Harpsichord by John Phillips with keyboard shift capable of performances at A=415 and A=440.
3. Florentine-style single manual harpsichord by John Phillips with keyboard shift capable of performances at A=415 or A=440.
4. Copy of Walther fortepiano ca. 1795 by Chris Maene, pitch at A=430.
5. Bösendorfer fortepiano ca. 1840, pitch at A=430.

Of these four instruments, the Martin Harpsichord is normally available for student recitals. The other three instruments may be available on a case-by-case basis after consultation with the head keyboard technician and appropriate faculty.

Usage of the Martin Harpsichord is subject to the following requirements: you must make a request to the piano technicians *at least three weeks* prior to the recital date by emailing uhpiano@uh.edu with the times/dates of the recital and the dress rehearsal. Include proposed usage citing the works to be performed, the solo instrument, and any preferences for pitch and temperament.

You will be expected to supply two able-bodied movers to assist in the transportation of the harpsichord to and from each event, immediately before and after the event. These movers should be available during the performance as well to move the instrument to the side of the stage after the piece(s) are performed. The harpsichord will have been tuned just prior to the move, and the pieces using it should be programmed first on the program before the instrument has time to go out of tune. The harpsichord must be returned right after the recital—under no circumstances can it be left in the recital space overnight.

Once the movers have been chosen, you must give the piano technicians their names, as well as that of your applied instructor. The piano techs will prepare the instrument, tune it, supply moving equipment, and supervise the moves. In the event that schedule conflicts arise and the piano techs cannot be there for the dress rehearsal and/or the performance, the applied instructor may supervise the moves, provided the movers have been trained ahead of time in proper moving techniques.

Recitals requiring a harpsichord or prepared piano must schedule the pre-recital, dress rehearsal and recital on a Monday through Friday. No weekend or the day following a holiday may be scheduled. The recital coordinator and head piano technician must approve all dates as soon as the recital date is finalized.

These procedures have been in use for several years already. Planning ahead and good communication make for a successful recital event!

Flyers

Students may promote their recitals around the building by posting flyers. Students' virtual flyers may also be posted in their calendar event listings by editing the MAC recital application to include an upload of your PDF or Photo File.

- Marketing has created poster templates – just insert your text and pics and you have a designed and UH-branded poster! See link below:

[DIY Poster Template Instructions - CLICK HERE](#)

- Students should post flyers only after successful completion of the pre-recital assessment.
- Digital flyers must be approved by the Recital Coordinator.
- On-campus flyers must be approved and stamped by the front office, just like any other posting in the building. Post flyers only to the bulletin boards and only using pushpins. Do not use tape or staples.
- Any flyers found in unsanctioned areas will be removed and discarded without notice. Please promptly remove your flyers within three days of the completion of your recital.

- Flyers are prohibited on windows, doors, walls, lockers, in bathroom stalls, in stairwells, or any painted area of the building.
- Flyers should include the names of all collaborative artists performing on the recital.
- MSM has a diverse community; please keep the subject matter of flyers appropriate for all ages.

Livestreaming

Students may choose to broadcast their performance. Note that this may be required by the committee chair if a committee member is out of town and unable to attend the recital in person. The recital coordinator will post your video link on the calendar if it is uploaded to the MAC *at least two days before your recital date*.

Equipment

Students are responsible for the moving of any equipment to and from the recital hall. Any stands/chairs/equipment moved for the recital must be returned to their proper places immediately following the recital. The student monitors are not available to transport equipment as they have other duties during recitals.

The School of Art has invested in a projector as well as an AV system for the podium in Dudley Recital Hall that has simplified the audio and projection capabilities. The podium is currently equipped with HDMI, mini display port, and 3.5mm audio cords. If you require adapters or equipment other than those attached to the podium it is your responsibility to provide those items for your presentation. Please do not remove any of the wires or cords on, or inside, the podium; the podium must remain on the floor (cannot be moved to the stage). Requests to borrow audio-visual equipment can be made with the Recital Coordinator.

Receptions

Receptions are a common way for family and friends to celebrate student accomplishments, though they are not required. Student recital receptions are held in the Moores School of Music lobby area. During peak recital times, this means the Moores School of Music lobby will be shared by two students and their families. This is a normal occurrence. Note: Dudley Recital Hall Lobby may not be used to hold receptions. Recital receptions may not take place inside a classroom. Recitalists are responsible for cleaning up the area after the reception.

Clean-up

Remember that **YOU** are responsible for returning the hall to its original arrangement upon the conclusion of your recital.

Recital Checklist

- I am registered for the appropriate course(s) and my applied instructor confirms that this is the proper semester to perform my recital.
- I am current with my recital credits (UG only).
- I have completed the recital request form in MAC.
- My faculty member and I have confirmed/scheduled the recital and pre-recital dates.
- My committee members and collaborators are confirmed.

- I have submitted my approved recital program at least 2 weeks before the recital.
- A satisfactory pre-recital assessment was completed 14+ days before the recital.
- I submitted the URL at least two days before the recital if I am livestreaming it.
- I performed and audio recorded a magnificent recital.
- I completed the form and submitted the audio for the ROAR.

Scholarship Handbook

The Moores School of Music scholarship fund is sustained by private donations from generous organizations and individuals who feel an obligation to support aspiring musicians in their studies at the University of Houston. Many of these donors attend Moores School of Music functions, and students may be asked to participate in special events or to write thank-you notes.

Scholarship Duration

Undergraduate scholarships are awarded to Bachelor of Music students for four years (eight semesters) and to Bachelor of Arts students for two years (four semesters).

Masters students are awarded scholarships for two years (four semesters) and doctoral students for three years (six semesters).

Scholarships are renewed each year if requirements are met, as determined by semester review. Withdrawal from the university will result in cancellation of a student's scholarship and in some circumstances may require repayment of scholarship funds.

All scholarship awards are subject to the availability of funds.

Music Major Status

Students must be continuously coded as music majors through the university admissions office.

Appropriate Progress

Students must demonstrate appropriate progress towards degree completion.

- Undergraduate students must follow their declared degree plan. Deviations from this degree plan must be approved by an Undergraduate Advisor.
- Undergraduate students are required to attend the appropriate number of recitals each semester as stated in the university catalog. Recital attendance progress may be checked at any time but will definitely be checked before a student completes a sophomore barrier exam, schedules a junior recital, schedules a senior recital, or applies for student teaching. Final check of recital attendance is performed upon application for graduation.
- Graduate appropriate progress is maintained by taking courses from the degree plan or as advised by an Academic Advisor.

Minimum Hours Requirement

Undergraduate students must be enrolled in and complete a minimum of 12 hours per semester. Graduate students must be enrolled in and complete a minimum of 9 hours per semester. Certificate in Music Performance students must be enrolled in and complete a

minimum of 6 hours per semester. (International students must be enrolled in and complete full-time hours (12: undergraduate, 9: graduate) in order to maintain good visa status, as required by the U.S. Citizenship and Immigration Service.) Failed and withdrawn courses do not count toward completed hours.

Semester GPA Requirement

Students who matriculate or are awarded scholarship for the first time, beginning in Fall 2019:

- All scholarship students (Undergraduate, Graduate and Certificate in Music Performance) must achieve a semester GPA of 3.0 or better.

Students who matriculated prior to Fall 2019:

- Undergraduate students must achieve a semester GPA of 2.5. Graduate students and Certificate in Music Performance students must achieve a semester GPA of 3.0 or better.

Ensemble Requirements

Students partially fulfill their obligation to contribute meaningfully and responsibly to the activities of the Moores School of Music through participation in ensembles and must participate in at least one large ensemble every semester. The ensemble directors, in consultation with applied instructors and division chairs, determine placement. Students must earn a grade of B or better in all ensembles every semester.

- Orchestral string students (undergraduate and graduate) will play in the Moores School Symphony Orchestra and/or AURA as otherwise assigned.
- Brass, woodwinds, percussion, and harp students will play as assigned in one or more of the following: Jazz Orchestra or Ensemble, Marching Band, Orchestra, Wind Ensemble, AURA and/or other designated groups.
- Voice students will sing as assigned in one or more of the following appropriate choral ensembles: Concert Chorale, University Chorus, ManCorps, Concert Women's Chorus or Opera Production (major role).
- Composition majors will participate in a large ensemble as assigned. In the senior year, an appropriate small ensemble (as determined by the composition division chair) may be substituted. Graduate students will be assigned as appropriate.
- Guitar and jazz bass students will participate in ensembles as assigned. Many students fulfill this requirement with participation in Jazz Orchestra or Jazz Ensemble.
- Keyboard majors (piano, organ, or harpsichord) will participate in designated large ensembles and/or serve as assigned accompanists. Undergraduate keyboard performance majors must participate in a large ensemble until after they have passed their sophomore barrier after which time, they may substitute Undergraduate Accompanying (MUSI 4197) for ensemble participation.
- Graduate students will be assigned appropriately by the division head.
- In lieu of participating in an ensemble, graduate music theory, literature, and education scholarship recipients may be assigned to provide service as a research assistant and/or assist with classroom duties (grading, material preparation, etc.) for 3-6 hours per week.

Applied Music

All students must enroll in applied music (lessons) each semester until degree requirements are met and must earn a grade of B or better. Enrollment exceptions may be granted after degree requirements are met. If applied music is not required on a student's degree plan, this requirement is automatically waived.

Music Course Grade Requirement

Undergraduate, Masters, and Certificate in Music Performance students must receive a grade of C- or better in all MUSI and MUED courses (see above for applied lessons and ensemble grade requirements).

Doctoral students must receive a grade of B- or better in all degree-required courses (see above for applied lessons and ensemble grade requirements).

Code of Conduct

The Moores School of Music is one of the most visible units of the university. Scholarship students will demonstrate appropriate behavior at all MSM and/or University activities. The official university Code of Conduct is found in the University of Houston Catalog and the UH Student Handbook. Issues will be handled in accordance with established university procedures (see student handbook) and standards. The scholarship status of students found to be in violation is determined by the Director and/or Associate Director of the Moores School of Music. In cases of revocation, an official appeal can be made to the directors within five class days of notification. Students are responsible for self-reporting any sanctions outside of the Moores School of Music.

Academic Honesty

Students must meet all standards of academic honesty as stated in the University of Houston Catalog and UH Student Handbook. Issues of academic honesty will be handled in accordance with established university procedures (see student handbook). The scholarship status of students found to be in violation is determined by the Director and/or Associate Director of the Moores School of Music. In cases of revocation, an official appeal can be made to the directors within five class days of notification. Students are responsible for self-reporting any sanctions outside of the Moores School of Music.

Waiver of Requirements

The Scholarship Committee will consider requests for waivers of requirements only when warranted by extenuating circumstances. Forms are available from the Scholarship Coordinator.

Probation

Students failing to meet scholarship requirements will be placed on probation for one semester with no effect to their scholarship funds. Only one probationary semester is permitted.

Reasons for probation include but are not limited to the following:

- A semester GPA below the requirement. *see Semester GPA requirement section above for specific GPA requirement per entrance term or award period. Probation is imposed even if the cumulative GPA meets award requirements.
- Failure to enroll in or complete the minimum number of semester credit hours (undergraduates: 12, graduates: 9).
- Failure to earn a grade of B or better in applied music and/or assigned ensemble(s).
- Failure to earn a grade of C- or better (undergraduates, masters, certificate students) or B- or better (doctoral students) in all other MUSI and MUED courses.
- Failure to meet standards of academic honesty and/or code of conduct (may also result in revocation).
- Incomplete grades:
An incomplete grade will result in probation until the final grade is posted. If the final grade meets all requirements of the scholarship agreement, the probationary status will be voided. If the incomplete grade does not meet the requirements of the scholarship agreement, the probationary status will stand. If the incomplete grade is not resolved in the probationary semester, the student's scholarship will be revoked.
- Students not in compliance with the terms of the scholarship agreement by the 12th class day will be placed on probation or may have their scholarship revoked for the current semester.

Revocation

After a student has been placed on probation, any subsequent failure to meet scholarship requirements will result in the revocation of his/her scholarship. Incomplete grades not resolved in the probationary semester will result in the revocation of a student's scholarship. Revocation without probation may occur in severe circumstances as determined by the Scholarship Committee, and a student may be required to return any scholarship funds received for that semester.

Appeals

A student can appeal a scholarship probation or revocation by requesting a form from the Scholarship Coordinator. This form must be filed according to the instructions and deadlines posted for the semester.

Scholarship Extensions

Extension requests are approved or denied by the Scholarship Committee, after which funding is provided by the division involved if funds are available. If granted, the amount of an extension is generally reduced but may, under certain circumstances, be continued at its previous level.

Letters of support from faculty members should only be included if they address extenuating circumstances as described below.

- Bachelor of Music with Teacher Certification
A student in this program is routinely granted an extension for a fifth year if he/she can demonstrate appropriate progress towards graduation. An extension request must be filed.
- Other Bachelor of Music students
A student is granted a fifth-year extension if he/she can document that there were extenuating circumstances that precluded his/her ability to complete the degree in

four years. Typically, the only circumstances accepted by the Scholarship Committee involve documented health issues or serious family emergencies.

- Bachelor of Music double major students
A student who is seeking two music degrees may be eligible for a fifth-year extension if he/she can demonstrate appropriate progress towards graduation in both degrees.
- Master of Music students
A student is granted a third-year extension if he/she can document that there were extenuating circumstances that precluded his/her ability to complete his/her degree in two years. Typically, the only circumstances accepted by the Scholarship Committee involve documented health issues or serious family emergencies. The Scholarship Committee will not consider required remedial coursework or assignments as extenuating circumstances.
- Doctoral students
A doctoral student is awarded an extension provided that he/she can demonstrate that the degree will be completed at the end of the fourth or fifth year or can provide documented extenuating circumstances that precluded his/her ability to complete the degree in four or five years. Typically, the only extenuating circumstances accepted by the scholarship committee involve documented health issues or serious family emergencies. The Scholarship Committee will not consider required remedial coursework or assignments as extenuating circumstances. The standard scholarship extension amount for doctoral students is \$1,000. A fifth-year extension may be awarded if a student has completed all course requirements except the doctoral document, and if a student can document the extenuating circumstances described for fourth year extensions. The maximum amount allowed for a fifth-year extension is \$1,000.

Scholarship Retention

Scholarship retention requests due to leave of absence must include detailed justification and must be turned in with advance notice, no later than the last business day before the semester of leave begins. Retention is subject to approval by the applied faculty, with written approval by the division chair. Scholarship amounts are always subject to availability of funds.

If scholarship retention is approved, in the event that student does not return in the anticipated semester and does not notify or request a further extension, the scholarship will be cancelled. In the event that a period greater than 12 consecutive months passes while the student is on leave, re-audition for scholarship will be required.

Final decisions will not be made until all grades have been posted in the semester during which the request is made. The Scholarship Coordinator will notify the student of the decision in writing, usually by email.

Re-application for Scholarships

Revocation will result in ineligibility for scholarship funds for one full semester. In that semester of ineligibility, or any semester thereafter, students may begin the re-application process provided they are meeting all scholarship requirements. Scholarship re-

consideration forms can be obtained from the music scholarship office and must be submitted two weeks before the last class day of the semester (no exceptions).

Students requesting re-consideration for scholarship must re-audition and provide the necessary letters of recommendation. Applications for re-consideration are only available at the conclusion of the Spring semester and the student's end of year jury will be used as his/her re-audition. Decisions will not be final until semester grades have posted. Reinstatements are subject to the availability of funds, and a student's scholarship will not necessarily be reinstated at the previous level.

If reinstatement is approved, students must meet all award agreement requirements and special conditions as advised. Students' previous probations remain on their files. As a result, the first semester after reinstatement in which scholarship requirements are not met will result in immediate scholarship revocation.

Important Points of Information

- It is the responsibility of all scholarship students to monitor their own registration and financial status.
- It is important that the MSM scholarship office have current contact information at all times. Students should keep this information updated in PeopleSoft.
- Scholarship awards for BA degrees are for two years (four semesters). If scholarship funds have been disbursed for four semesters before switching to a BA, the scholarship commitment is fulfilled.
- If a student is dropped from a class by a professor for any reason and, as a result, the minimum required hours are no longer met, the student will be placed on probation or will have their scholarship revoked if a previous probation is on record.
- If a student elects to drop a class for any reason and, as a result, the minimum required hours are no longer met, the student will be placed on probation or will have their scholarship revoked if a previous probation is on record.
- Scholarships will be listed as pending financial aid until disbursement on the first day of classes. Reasons your scholarship may not appear on your account are:
 - Minimum registration requirements (12 hours – undergraduates, 9 hours - graduates) have not been met.
 - Minimum cumulative GPA requirements have not been met.
 - Financial stops prevent activation. Stops must be cleared before scholarship funds can be applied to student accounts. No university scholarships can be used to pay financial stops. Check with Student Financial Services in the Welcome Center.
- All decisions of the Moores School of Music Scholarship Committee may be subject to review by the Director and/or Associate Director. This document is intended to clarify policies and procedures pertaining to MSM scholarships and is reviewed annually by the Scholarship Committee.

Division-Specific Information

Bands

forthcoming

Composition

General Requirements

Composition students must keep a 3.5 GPA (B+) in all composition and music theory coursework. Students who fail to do so for one semester will be put on probationary status; students who fail to do so for two semesters may be dismissed from the program.

Composition students are expected to have a minimum of two readings and one public performance of their compositions each semester and complete listening/score study assignments and concert attendance requirements as specified in the syllabus.

At the end of each semester composition students are to submit scores and recordings of their compositions for evaluation by the faculty.

Composition students are required to attend the weekly Composition Forum, Thursdays 1-2pm. Accommodations will be made for students with conflicting masterclasses – see syllabus for details.

Applied Instruction

Undergraduate students should take a minimum of two semesters at each level (2000, 3000 and 4000). Students will be considered for promotion to junior level composition (3000) after successfully completing at least two, but no more than four, semesters of sophomore level composition (2000). Students will be considered for senior level composition (4000) after successfully completing their junior recital and at least two, but no more than four, semesters of junior level composition (3000) and their junior recital. Students who fail to move to the next level after three semesters at any one level may be removed from the degree program.

MM students should take four semesters of applied instruction.

DMA students should take 18 credits of applied instruction.

Recitals

Undergraduate students should present performances of one-hour of their compositions to be split between a Junior and Senior recital. Ideally, each of these recitals will be approximately 30-minutes long. Students must register for their Senior Recital (MUSA 4189); the Junior Recital does not require registration.

MM students should present performances of one-hour of their compositions in one recital. No registration is required for this recital.

DMA students should present two performances of their compositions: MUSA 8240 (one-hour chamber music recital) and MUSA 8241 (a performance of their major work).

Music Education

Forthcoming

Keyboard

Expectations for Lessons

- Lessons are held once per week — students arrange lesson times in consultation with their individual teachers at the beginning of each new semester. Please check your teacher's syllabus for more specific information.
- In addition to lessons, students are expected to attend the following:
 - weekly studio class
 - their individual teacher's recitals
 - any recital presented by a member of the keyboard area faculty
 - master classes by visiting artists
 - recitals given by anyone in their individual teacher's studio
- Grades for lessons are generally based on the following system:
 - A = 95-100
 - A- = 90-94
 - B+ = 86-89
 - B = 83-85
 - B- = 80-82
 - C+ = 76-79
 - C = 73-75
 - C- = 70-72
- In performance, the following elements will be considered in the grading process: tone, rhythm, musicality, recovery from errors, style, form, technique, physical setup, pedaling and stage presence. At the discretion of the teacher, other elements may be added as needed.
- Teachers may modify the grading system, so students should consult with their instructors to determine specific grading expectations.
- Pianists must fulfill accompanying requirements if enrolled in applied lessons. Please check the Moores School Website for exact requirements for each degree.

Studio Class

- Studio classes are scheduled weekly. Check with your individual teacher for studio class times.
- Teachers set specific guidelines for their individual studio classes.

Jury Requirements

- Every student (except as listed below) is required to play a jury at the end of the semester. Jury grades constitute 30% of final lesson grades.
- The following students are exempt from playing a jury (however, they may still choose to do so if they wish to get more experience):
 - Students who performed a recital that semester
 - Students who participated in the MSM Concerto Competition
 - DMA candidates; however, the teacher has the option of requiring their DMA student to perform a jury.
- Each student will sign up for a 15-minute time slot.
- Works composed after 1950 are not required to be memorized.
- Repertoire will be decided by either the teacher, or by the student with the teacher's approval.
- Students must sign up in the MAC for a Jury time.

Sophomore Barrier (see section above)

Recitals

- Non-Degree
 - Students may request to present non-degree recitals at any time. Instructors must approve non-degree recitals, and students must be current on recital attendance. Non-Degree recitals will be at least 60 minutes in length.
 - Repertoire will be decided by the teacher, or by the student with the teacher's approval.
 - A pre-recital jury MUST be successfully completed no fewer than 14 days before the recital date.
- Junior Performance Major
 - The junior recital will consist of no less than 30 minutes of music.
 - Repertoire will be decided by the teacher, or by the student with the teacher's approval. Works composed after 1950 are not required to be memorized.
 - A pre-recital jury MUST be completed and approved no fewer than 14 days before the recital date.
 - Students in music education or other elective studies concentrations are not required to play junior recitals.
- Senior Music Education Major
 - Music Ed majors will follow the requirements for Junior Performance major.
- Senior Performance Major
 - The senior recital of performance majors will consist of no less than 60 minutes of music.
 - Works composed after 1950 are not required to be memorized.
 - Repertoire will be decided by the teacher, or by the student with the teacher's approval.
 - The pre-recital jury MUST be completed and approved no fewer than 14 days before the recital date.
- Master of Music Performance Major
 - Requirements for the Masters recital are the same as performance majors' senior recitals, except that it must reflect Masters level repertoire.
- Master of Music Collaborative Piano Major
 - Requirements for the collaborative piano recital do not require memorization.
 - The repertoire must be approved by the Director of Keyboard Collaborative Arts, Professor Timothy Hester.
- Master of Music Performance & Pedagogy Major
 - The recital must be no less than 30 minutes of music and the pedagogical component may involve presentation of private students in recital. Details of the pedagogical component will be provided by the Professor of Piano & Piano Pedagogy, Todd Van Kekerix.
- Doctoral of Musical Arts Performance Major
 - Solo Recital
 - The solo recital will be no less than 60 minutes of music.
 - Works composed after 1950 are not required to be memorized.
 - The student's DMA committee must approve the repertoire at least two months before the scheduled recital date.
 - The pre-recital jury MUST be completed and approved no fewer than 14 days before the recital date.
 - Chamber Music Recital
 - Chamber music recitals will be no less than 60 minutes of music.

- Memory requirements for chamber music recitals are waived.
- The student's DMA committee must approve chosen repertoire at least two months before the scheduled recital date.
- The pre-recital jury MUST be completed and approved no fewer than 14 days before the recital date.
- Lecture Recital
 - The lecture recital will consist of two parts, performance and lecture, roughly equal in length and totaling approximately 60 minutes.
 - The student's DMA committee must approve the chosen topic at least two months before the recital.
 - The pre-recital jury (performance segment) MUST be completed and approved no fewer than two weeks before the recital date.
 - The text of the lecture segment must be made available to the DMA committee to read for approval no later than the pre-recital jury.
- Concerto Recital
 - The DMA concerto recital will consist of a concerto performed with an orchestra (not second piano orchestral reduction allowed).
 - The student's DMA committee will approve the chosen concerto at least two months before the scheduled recital date.
 - The pre-recital jury MUST be completed and approved no fewer than 14 days before the recital date.
 - The DMA committee will evaluate the performance. In case the performance is away from Houston, the candidate will provide the DMA committee with an unedited high-quality video of the performance.
- Performer's Certificate

All recitals follow the same requirements as that of DMA performances (either solo or collaborative piano)

Percussion

Forthcoming

Strings

Expectations for Lessons

- Lessons are held once per week — students arrange lesson times in consultation with their individual teachers at the beginning of each new semester.
- In addition to lessons, students are required to attend the following:
 - weekly studio class
 - their individual teacher's recitals
 - any recital presented by a member of the string area faculty
 - string master classes by visiting artists
 - recitals given by anyone in their individual teacher's studio
- Grades for lessons are generally based on the following system:
 - A = 95-100
 - A- = 90-94
 - B+ = 86-89
 - B = 83-85

B- = 80-82
C+ = 76-79
C = 73-75
C- = 70-72

- In performance, the following elements will be graded: tone, tuning, rhythm, musicality, recovery from errors, style, form, technique, bow form and usage. At the discretion of the teacher, other elements may be added as needed.
- Teachers may modify the grading system, so students should consult with their instructors to determine specific grading expectations.
- Pianists are assigned to accompany lessons. It is the student's responsibility to communicate with the pianist and arrange for a weekly 30-minute rehearsal within the first week of classes. Pianists are required to be available during lesson times, unless special arrangements are made.

Studio Class

- Studio classes are scheduled weekly. Check with your individual teacher for studio class times.
- Teachers set specific guidelines for their individual studio classes.

Jury Requirements

- Every student (except as listed below) is required to play a jury at the end of the semester. Jury grades constitute 20% of final lesson grades.
- The following students are exempt from playing a jury (however, they may still choose to do so if they wish to get more experience):
 - Students in the first semester of their undergraduate degrees
 - Students who performed a recital that semester (the recital must have been graded by three faculty members)
 - Students who participated in the MSM Concerto Competition
 - DMA candidates
- Each student will sign up for a 15-minute time slot and will have 12 minutes to perform.
- Evidence of Memory is required at every jury — at least one work must be performed by memory.
- Repertoire will be decided by either the teacher, or by the student with the teacher's approval.
- Students must sign up in the MAC for a Jury time after consulting with the accompanist.

Sophomore Barrier (see section above)

Recitals (see section above)

- Non-Degree
 - Students may request to present non-degree recitals at any time. Instructors must approve non-degree recitals, and students must be current on recital attendance. Non-Degree recitals will be between 25-65 minutes of music.
 - The student must select a Recital panel of at least three instructors who will evaluate both the pre-recital jury and recital. Two instructors must be from the string area, and the third member may be from any area.

- Repertoire will be decided by the teacher, or by the student with the teacher's approval.
- A pre-recital jury MUST be successfully completed no fewer than two weeks before the recital date.
- Junior Performance Major
 - The junior recital will consist of 25-35 minutes of music and should be in the 6th semester of lessons (adjusted for transfers)
 - The student must select a Recital panel of three instructors who will evaluate both the pre-recital jury and recital. Two instructors must be from the string area, and the third member may be from any area.
 - At least one work must be memorized.
 - Repertoire will be decided by the teacher, or by the student with the teacher's approval.
 - A pre-recital jury MUST be completed and approved no fewer than 14 days before the recital date.
 - Students in music education or other elective studies concentrations are not required to play junior recitals.
- Senior Music Education Major
 - Music Ed majors will follow the requirements for Junior Performance major
 - The recital will take place in the 7th or 8th semester of lessons (adjusted for transfers)
- Senior Performance Major
 - The senior recital of performance majors will consist of 55-65 minutes of music.
 - The student must select a Recital panel of three instructors who will evaluate both the pre-recital jury and recital. Two instructors must be from the string area, and the third member may be from any area.
 - At least one work must be memorized.
 - Repertoire will be decided by the teacher, or by the student with the teacher's approval.
 - The pre-recital jury MUST be completed and approved no fewer than 14 days before the recital date.
- Masters
 - Requirements for the master's recital are the same as performance majors' senior recitals.
- Doctoral
 - Solo Recital
 - The solo recital will be between 55-65 minutes of music.
 - At least one work must be memorized
 - The student's DMA committee must approve the repertoire at least two months before the scheduled recital date.
 - The pre-recital jury MUST be completed and approved no fewer than 14 days before the recital date.
 - Chamber Music Recital
 - Chamber music recitals will be between 55-65 minutes of music.
 - Memory requirements for chamber music recitals are waived.
 - The student's DMA committee must approve chosen repertoire at least two months before the scheduled recital date.

- The pre-recital jury **MUST** be completed and approved no fewer than 14 days before the recital date.
- Lecture Recital
 - The sixty-minute lecture recital will consist of two parts, performance and lecture, roughly equal in length.
 - The student's DMA committee must approve the chosen topic at least two months before the recital.
 - The pre-recital jury (performance segment) **MUST** be completed and approved no fewer than two weeks before the recital date.
 - The text of the lecture segment must be made available to the DMA committee to read for approval no later than the pre-recital jury.
- Concerto Recital
 - The DMA concerto recital will consist of a concerto performed with an orchestra.
 - The student's DMA committee will approve the chosen concerto at least two months before the scheduled recital date.
 - The pre-recital jury **MUST** be completed and approved no fewer than 14 days before the recital date. The orchestra need not be present for the pre-recital jury.
 - The DMA committee will evaluate the performance. In case the performance is away from Houston, the candidate will provide the DMA committee with an unedited high-quality video of the performance.

Changing or Adding Majors

- Students at the sophomore level or below who wish to become performance majors should begin the process by speaking first to their individual teacher and then to the undergraduate advisor.
- Students at the junior level or above who wish to become performance majors must first successfully complete a sophomore barrier jury in front of members of the string faculty (with the advanced approval of their individual teacher).
- It is possible for students to double major in performance and another area such as music education or composition. Interested students should first meet with their individual teachers and then with the undergraduate advisor.

Scholarship Increase/Consideration Requests (see section above)

- At the end of each semester, students on scholarship may apply for increases and those without scholarships may apply for scholarship consideration. Students must complete the required application in order to be considered.
- Consideration for scholarship increases or scholarship awards requires a live jury at the end of the semester. No exceptions will be considered.
- The student must meet the required musical and academic performance criteria as outlined in the scholarship handbook in order to be considered for scholarship increases or awards.
- Forms for Scholarship Increases and Scholarship Consideration are available from the scholarship coordinator, and are posted on the scholarship bulletin board outside of room 118 each semester.
- Scholarship awards or increases are contingent upon available funds.

Voice

Minimum Semester and Recital Requirements for students enrolled in 1 hr. Applied Voice Lessons

- Freshman, MUSA 1300, both semesters
Learn: four songs
Jury Requirement: four songs, two languages
Thursday Voice Recital: Teacher discretion, pending recital space. Freshmen who perform on a TVR are still responsible for four additional songs for the jury; however, the TVR appearance may fulfill the language requirement.
- Sophomore, MUSA 2300, first semester for all, and second semester for those NOT attempting a Vocal Performance barrier jury
Learn: five songs
Jury Requirement: four songs, three languages
Thursday Voice Recital: one appearance; must be material learned this semester
- Sophomore, MUSA 2300, second semester for those attempting Vocal Performance barrier jury
Learn: six songs, plus one additional song assigned three weeks prior, to be self-prepared
Thursday Voice Recital: one appearance, must be material learned this semester
Barrier Jury Requirement: five songs, three languages, plus the self-prepared piece
The Voice Division policy for students attempting the Performance barrier:
At the time of your jury, information regarding your recital attendance, Thursday Voice Recital attendance, and studio class attendance/participation will be made available to the jury, to assist with their evaluation. It is the faculty's shared opinion that a strong attendance record and enthusiasm for all aspects of performing correlates to success in the Performance track. It is also important to ensure that you are on track to meet the requirements to schedule your degree recitals on time. Consult the Student Handbook for complete information about this barrier jury.
- Junior, MUSA 3400, Music Education and other Elective Studies majors
Learn: six songs
Jury Requirement: five songs, three languages
Thursday Voice Recital: one appearance; must be material learned this semester
- Junior, MUSA 3400, Vocal Performance Majors who have passed the barrier
Learn: six songs
Jury Requirement: four songs, three languages
Thursday Voice Recital: two appearances, must be material learned this semester; in the recital semester, it may include any recital material, regardless of when learned, though not if it has been performed at a prior TVR.
Junior Recital: During the second semester, present a Junior Recital (no-credit), consisting of a minimum of 30 minutes of memorized music, representing three languages and three historical periods or genres. A pre-recital jury is required two weeks prior to the recital. A final jury is not required in the same semester as the recital.
- Senior, MUSA 4400, Music Education and other Elective Studies majors
Learn: seven songs
Jury Requirement: six songs, four languages
Thursday Voice Recital: one appearance, must be material learned this semester; in the recital semester, it may include any recital material, regardless of when learned,

though not if it has been performed at a prior TVR or Jury. (NB: selections should not be graded more than once.)

Senior Recital: Music Ed and other Elective Studies majors present a Senior Recital (no-credit), consisting of 30 minutes of memorized music. A pre-recital jury is required two weeks prior to the recital. A final jury is not required in the same semester as the recital. The final grade will consist of a combination of the studio grade given by the Applied Voice instructor, and a recital grade given by the voice faculty. See specific recital information below.

- Senior, MUSA 4400, Vocal Performance majors

Learn: seven songs

Jury: first semester: five songs, four languages;

Thursday Voice Recital: two appearances, must be material learned this semester; in the recital semester, it may include any recital material, regardless of when learned, though not if it has been performed at a prior TVR or Jury. (NB: selections should not be graded more than once.)

Senior Recital: Vocal Performance majors will present a Senior Recital (MUSI 4189; 1 credit), consisting of 50 minutes of memorized music, representing four languages and four historical periods or genres. A pre-recital jury is required two weeks prior to the recital. A final jury is not required in the same semester as the degree recital. See specific recital information below.

Minimum Semester Requirements for students enrolled in ½ hr. Applied Voice Lessons

<u>Course#</u>	<u>Repertoire</u>	<u>Jury Requirement</u>	<u>TVR</u>
Freshman (MUSA 1200)	3 songs	3 songs	teacher discretion
Sophomore (MUSA 2200)	4 songs	3 songs	one appearance
Junior (MUSA 3200)	5 songs	4 songs	one appearance
Senior (MUSA 4200)	5 songs	4 songs	one appearance

Minimum Semester Requirements for Graduate Students

- Master of Music candidates, MUSA 6300 or 6400

Learn: eight songs

Jury: six songs, four languages

Master's Recital: Master's candidates will present a graduate recital, consisting of a minimum of 55 minutes of memorized music, representing four languages and four historical periods. A pre-recital jury is required two weeks prior to the recital. A final jury is not required in the same semester as the degree recital. See specific recital information below.

Thursday Voice Recital: teacher discretion, pending recital space. No credit.

- Doctoral and Certificate of Performance candidates: no jury or TVR requirements.

Recital Requirements

Degree recitals are academic requirements and will be regarded as graded demonstrations of creative and scholarly achievement (as are research papers and final exams). All selections included in a degree recital, as well as all related printed matter, must be approved in advance by the faculty advisor and committee. Additional selections not presented for faculty consideration at the recital hearing and not included in the printed program cannot be performed on degree recitals. In addition, because degree recitals are academic events, personal speeches not related to the performance material are considered inappropriate and therefore discouraged. Program notes appropriate to degree level are expected.

Recitals will be presented in a timely manner. Expectations are that vocal performance junior recitals will be presented in the sixth semester of voice study at the Moores School of Music, and senior recitals will be presented in the eighth semester. Double majors will perform recitals within the same timeframe as performance majors. For music education majors, the senior recital can be presented during the seventh or eighth semester with the approval of the faculty.

If the recital hearing date or performance is delayed for any reason other than illness, injury, family emergency, or other critical extenuating circumstance, the semester grade will be lowered one full letter grade.

Additional Information

Repertoire requirements for each recital level are stated below. Recitals are to be presented in a professional and dignified manner. Musical styles and genres not usually associated with classical voice study are not encouraged. Standard opera and operetta arias and scenes should be considered programmed encores, rather than as fulfillment of major requirements. In certain circumstances and with the approval of the recital committee, musical theater selections may be included. Other genres not appropriate to academic recitals will not be approved.

I. Vocal Performance Major Junior Recital

Vocal Performance majors, having passed the barrier, must present a Junior Recital [no-credit], consisting of a minimum of 30 minutes of memorized music, representing three languages and three historical periods. A final jury is not required in the same semester as the recital presentation, and the Thursday Voice Recital appearances may include recital material that has not been previously presented in a TVR or jury.

In a format separate from that of the recital program, the student recitalist will provide translations for any songs or arias in a language other than English. Additional program notes are encouraged. One week prior to the recital hearing, the student will present a draft of such translations and program notes to the studio teacher for review. Corrected drafts will be presented to the faculty at the hearing. Then the student will print an appropriate number of copies for distribution at the recital.

II. Senior Recital for BM with Teacher Certification

Candidates for the Bachelor of Music with Teacher Certification [Voice] will present a Senior Recital [no credit] during the senior year, consisting of 30 minutes of memorized music, representing at least three languages, including English, and three historical periods. A final jury is not required in the same semester as the recital presentation.

In a format separate from that of the recital program, the student recitalist will provide translations for any songs or arias in a language other than English. Additional program notes are encouraged. One week prior to the recital hearing, the student will present a draft of such translations and program notes to the studio teacher for review. Corrected drafts will be presented to the faculty at the hearing. Then the student will print an appropriate number of copies for distribution at the recital. The final semester voice grade will consist of a combination of the studio grade given by the applied voice instructor and a recital grade given by the voice faculty.

III. Vocal Performance Major Senior Recital

Vocal Performance majors must present a Senior Recital [MUSI 4189, 1 credit], consisting of a minimum of 50 minutes of memorized music, representing four languages and four historical periods. A final jury is not required in the same semester as the recital presentation, and the Thursday Voice Recital appearances may include recital material that has not been previously presented in a TVR or jury.

In a format separate from that of the recital program, the student recitalist will provide translations for any songs or arias in a language other than English. Additional program notes are required and will be included as appropriate. Samples of program notes will be provided to the student by the studio teacher. One week prior to the recital hearing, the student will present a draft of translations and program notes to the studio teacher for review. Corrected drafts will be presented to the faculty at the hearing. Then the student will print an appropriate number of copies for distribution at the recital. Because of the senior recital credit, the final semester voice grade will be the studio grade given by the applied voice instructor, and the recital grade will be an average of the grades submitted by the evaluators.

IV. MM in Performance Recital

Master's Vocal Performance candidates will present a graduate recital consisting of 55-60 minutes of memorized music, representing four languages and four historical periods or genres. A final jury is not required in the same semester as the recital presentation. An exception to the memorization requirement is permitted in chamber works. A request for any other exceptions in the format must be made to the Chair of the Recital Committee (your applied instructor), in writing, at least six weeks prior to the recital date. Approval of exceptions will be by consensus of the recital committee and voice faculty. An exception to the memorization requirement is permitted in chamber works.

In a format separate from that of the recital program, the student recitalist will provide translations for any songs or arias in a language other than English. Additional program notes are required and will be included as appropriate. Samples of program notes will be provided to the student by the studio teacher. One week prior to the recital hearing, the student will present a draft of translations and program notes to the studio teacher for review. Corrected drafts will be presented to the faculty at the hearing. Then the student will print an appropriate number of copies for distribution at the recital.

V. MM in Performance & Pedagogy Recital

Requirements are the same as the MM Performance recital, except that the performance duration is 30-40 minutes, representing three or four languages and three or four historic periods or genres. Otherwise, the requirements are the same as for the MM in Performance degree recital. This recital is in addition to the pedagogy project which will be presented in another forum.

VI. DMA in Performance and Certificate of Performance candidates:

Doctoral candidates will present recitals consistent with standards as outlined in the DMA handbook. Certificate of Performance candidates are afforded a degree of flexibility in recital programming. **Candidates may not use music performed in any previous degree recital**

without explicit permission from the applied instructor and division head.* Consult the applied instructor and the program requirements published in the Graduate Catalog.

**added January, 2023*

Winds/Brass

Studio Lesson Procedures

- Students enrolled in a MUSA course with a SCH of 3 or 4 are to be scheduled for 50-minute lessons each semester (14 lessons each semester)
- Students enrolled in a MUSA course with a SCH of 1 or 2 are to be scheduled for 25-minute lessons each semester (14 lessons each semester)
- All lessons must be conducted on the UH campus
- Studio masterclasses are 50 minutes one time weekly and are required of ALL students.
- Division-wide studio masterclasses are to be held every Thursday at 1pm in Dudley Recital Hall (except those Thursdays designated for MSM Faculty Meetings).

Freshman, MUSA 13xx, both semesters

Repertoire: To be determined by the studio teacher

Jury Requirement: both semesters

Sophomore, MUSA 23xx, both semesters

Repertoire: To be determined by the studio teacher

Jury Requirement: both semesters

WW/Brass Barrier Jury: see below

Junior, MUSA 34xx Music Education and Elective Studies

Repertoire: to be determined by the studio teacher

Jury Requirement: both semesters

Junior, MUSA 34xx WW/Brass Performance majors who have PASSED the Sophomore Barrier.

Repertoire: to be determined by the studio teacher

Jury Requirement: one semester

Junior Recital: During the second semester, present a Junior Recital (no course credit), consisting of a minimum of 30 minutes of music. A Pre-Recital Jury is required two weeks prior to the recital. A final jury is not required in the same semester as the recital. The final grade will consist of a combination of the studio grade given by the applied instructor, and a recital grade given by the recital committee.

Senior, MUSA 44xx Music Education majors on the four+ year plan and Music Business majors

Repertoire: to be determined by the studio teacher

Jury Requirement: one semester before Senior Recital.

Senior Recital: Music Ed and Music Business majors present a Senior Recital (no course credit), consisting of 30 minutes of music. A Pre-Recital jury is required two

weeks prior to the recital. A final jury is not required in the same semester as the recital. The final grade will consist of a combination of the studio grade given by the applied instructor, and a recital grade given by the recital committee. Note that Music education students may take additional semesters to complete their course requirements, but lessons only extend to 8 semesters.

Senior, MUSA 44xx Music Education majors on the four-year plan

Jury Requirement: None because only 1 semester of MUSA 44xx is taken and is concurrent with the recital

Repertoire: to be determined by the studio teacher

Senior Recital: present a Senior Recital (no course credit), consisting of 30 minutes of music. A Pre-Recital jury is required two weeks prior to the recital. The final grade will consist of a combination of the studio grade given by the applied instructor, and a recital grade given by the recital committee.

Senior, MUSA 44xx. WW/Brass Performance majors

Repertoire: to be determined by the studio teacher

Jury Requirement: first semester

Senior Recital: WW/Brass Performance majors will present a Senior Recital (MUSA 4189; 1 credit), consisting of 50 minutes of music. A Pre-Recital jury is required two weeks prior to the recital. A final jury is not required in the same semester as the degree recital. In this case, the recital grade and lesson grade are separate.

Master of Music Minimum Semester Requirements, MUSA 63xx

Repertoire: To be determined by the studio instructor

Masters Recital: Masters candidates will present a graduate recital, consisting of a minimum of 55 minutes of music. A Pre-Recital jury is required two weeks prior to the recital. A final jury is not required in the same semester as the recital. The final grade will consist of a combination of the studio grade given by the applied instructor, and a recital grade given by the recital committee.

Jury Requirement: all semesters not including a recital

Thursday Wind Recital/Masterclass: Teacher discretion

Studio masterclass: To be determined by the studio teachers.

DMA and CMP Minimum Semester Requirements,

Repertoire: To be determined by the studio instructor

Recital: CMP candidates must perform 4 solo recitals in accordance with the degree plan. A Pre-Recital jury is required two weeks prior to the recital and a 4-person panel is required to evaluate both pre-recitals and recitals. DMA candidates will perform between 2 to 3 recitals dependent on if the student elects to pursue the Essay or Lecture Recital. A pre-recital jury is required two-weeks prior to the recital and a 4-person panel is required to evaluate both pre-recitals and recitals.

Jury Requirement: all semesters not including a recital-if there are special circumstances that arise, this may be waived with the approval of the Wind Division chair.

Thursday Wind Recital/Masterclass: Teacher discretion

Studio masterclass: To be determined by the studio teachers.

Ensemble Auditions

1. Ensemble Auditions will occur at the beginning of each semester.
2. Material will consist of:
 1. two contrasting etudes or solos
 2. 3 - 5 excerpts (one must be a band excerpt)
3. Live auditions will be conducted the first week of each semester.
4. After auditions have been evaluated, students will be assigned to an ensemble according to their audition and with the consensus of the applied faculty and ensemble directors.

Semester Juries

- Scheduling: At the end of each semester, the Division Head will schedule Jury recital day and times. Students will select times in the MAC.
- Requirement: Every Undergraduate and Graduate student will perform a jury each semester. Exception: students giving a recital are exempt from performing a jury in the semester of their recital.
- Repertoire: to be determined by the studio instructor.
- Evaluation: All juries will be evaluated by the studio instructors and one of the ensemble directors:
 - Flute/Saxophone studios
 - Double Reeds studios
 - Clarinet studios
 - Trumpet studios
 - French Horn studios
 - All Low Brass studios
- Evaluation/Documentation: Each committee member will submit their grade in the MAC for each student, along with any comments. This must be completed within 2 days of the jury.

Sophomore Barrier Jury

*Required of all 4th semester students (may be adjusted for transfer students)

Students should communicate with their professor at the end of their third semester on the next semester's Barrier Jury.

- Scheduling date, time and room reservations is the responsibility of the Division Head and specific date will be released in conjunction with the semester jury date.
- Evaluation Committee: Each Barrier must be evaluated by at least 3 faculty members. It is the responsibility of the STUDENT to assemble the Barrier Committee. The studio instructor must APPROVE the members of the Barrier Committee.
- This Barrier Jury does NOT require a Pre-Recital.

Extra/Co-Curricular

A Capella Ensembles

The choral area sponsors several student-led ensembles open by audition to students enrolled in a qualifying choral ensemble credit. Each group may request a standing reservation of one 90-minutes, or two 45-minute rehearsals a week, in an MSM classroom during the Fall and Spring semesters.

Community Arts Academy

The CAA offers lessons and programming to community members. If you wanted to take secondary lessons for example, you could do it through CAA, or you could teach through CAA! Life-long learning programs are also offered. Creative Community Service Crew is the newest component – think artsy-do-gooders. See the CAA office in MSM 120 for more information.

Fraternities and Sororities

Section coming soon

Gig Office

If you'd like to register with the "gig office" fill out this [form](#). Justin Langham, LLC runs a clearinghouse for MSM students and alumni seeking gigs. Anytime someone calls and asks us to recommend a string quartet for a wedding or a jazz trio for a party, etc. we refer them to Justin. He refers them to people on the gig list.

Student Organizations and Committees

Students at all levels and degrees are encouraged to participate in the life of UH and MSM! There are several Registered Student Organizations (RSO) (a designation with the UH Center for Student Involvement) indicating that an organization has the support of one or more faculty sponsors, is approved to be active on campus, and is eligible for RSO funds. At MSM these include the Fraternities and Sororities and *a capella* choir ensembles.

Other opportunities include the MSM Director's Student Advisory Committee (the KGMCA Dean has a similar committee), this is usually set up each August. Two students are also elected each spring (renewable) to the MSM Diversity, Equity, and Inclusion Committee. Talk to a faculty member about nominating you!

Work Study Positions

Every semester, MSM and KGMCA post positions for student workers. Some are federal College Work Study, which require qualifying with an approved FAFSA. Other positions are open application for any student. MSM posts open positions with the University Career Services, Student Employment.