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Maps of McCrory Music Building and Waco Hall

Introduction and General Information
This handbook describes policies and procedures for undergraduate students enrolled as music majors in the School of Music at Baylor University. The provisions of this handbook do not constitute a contract, express or implied, between Baylor University or the School of Music and any applicant, student, student’s family, or faculty or staff member. Baylor University and the School of Music reserve the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. Changes will become effective at the time the proper authorities so determine, and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and is not intended to nor does it contain all regulations that relate to students in the School of Music.

The School of Music at Baylor University was established in 1921 and has grown to a current undergraduate and graduate enrollment of approximately 400 students pursuing degrees in music. The School of Music employs approximately 60 full-time faculty members and is currently housed in four facilities:

**Waco Hall**
This building houses the administrative offices of the School of Music and the Keyboard, Academic, Music Education, and Vocal faculties. In addition, it is home to the 2500-seat Waco Hall Auditorium, the 500-seat Roxy Grove Hall, the 120-seat Recital Hall II, and numerous classrooms. This complex also houses the piano and music education labs, the music education historical collection, and the ShowTime! rehearsal hall. The Piano Pedagogy Wing in the Waco Hall complex includes a children’s classroom for the Piano Laboratory Program and adjacent computer lab for PLP use, observation room for parents and pedagogy students, teaching studios for graduate students, classrooms, the PLP director’s office, and houses the O’Neal Collection of piano pedagogy materials.

**McCrary Music Building**
Housed within the multilevel 70,000 square-foot Glennis McCrary Music Building are the 1,000-seat Mary Gibbs Jones Concert Hall; the 200-seat Meadows Lecture/Recital Hall; the Markham Organ studio/recital hall; the Hearn recording studio, a 24-track digital recording complex; and the McLane organ of 92 ranks with great, positive, swell, solo, and pedal divisions. The building features 71 practice rooms, 6 percussion practice rooms, a MIDI lab, large and small ensemble rehearsal rooms, and four rooms for chamber music and seminars, as well as studio and office spaces for the ensemble conductors and the wind, percussion, string, and organ faculty. An extensive library of choral, orchestral, band and chamber music is housed adjacent to the faculty studios.
**Opera Theater**

The Opera Facility is located across from the McCrary Music Building and behind the Lewis Art Building. Home to the Baylor Opera Theatre Program, the Opera Facility consists of an 84-seat performance space, a rehearsal studio, dressing rooms, and storage.
## Academic Calendar

### Fall Semester, 2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18-20</td>
<td>Financial settlement for all students in Robinson Tower, 8:00 a.m. – 5:30 p.m. Classes will be CANCELLED at the end of the third class day if you have not completed financial settlement.</td>
</tr>
<tr>
<td>April 30-August 20</td>
<td>Registration and schedule changes can also be made in the Office of the Registrar, third floor, Robinson Tower, Monday – Friday 8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>April 30-August 27</td>
<td>BearWeb will be open to all eligible students for registration and schedule changes. (Closed on holidays)</td>
</tr>
<tr>
<td>August 23</td>
<td>Beginning August 23, late registration and schedule changes can be made in the Office of the Registrar, third floor, Robinson Tower, Monday – Friday 8:00 a.m. – 5:00 p.m. August 31 is the last day to register or add a class. Late payment fees will begin the 4th class day instead of the 1st class day. The fee will be $30 for class days 4-5 and $50 beginning class day 6 and after.</td>
</tr>
<tr>
<td>23</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>23-27</td>
<td>BearWeb will be open for late registration and schedule changes 8:00 a.m. – 8:00 p.m. After August 27, BearWeb will be closed for the Fall 2004 term.</td>
</tr>
<tr>
<td>31</td>
<td>Last day for graduating seniors to file for Fall 2004 Commencement.</td>
</tr>
<tr>
<td>31</td>
<td>Last day to register or add a class.</td>
</tr>
<tr>
<td>September 17</td>
<td>Courses dropped after this date will be recorded as &quot;WP&quot; or &quot;WF,&quot; according to the report of the professor.</td>
</tr>
<tr>
<td>October 26</td>
<td>School of Music Advisement, Jones Concert Hall, 4:10 p.m.</td>
</tr>
<tr>
<td>15-17</td>
<td>Fall Break</td>
</tr>
<tr>
<td>19</td>
<td>Courses dropped after this date will be recorded as failed.</td>
</tr>
<tr>
<td>Nov. 24-28</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>December 6</td>
<td>Last day of classes for the semester.</td>
</tr>
<tr>
<td>6</td>
<td>Last day for removal of “incomplete” grades.</td>
</tr>
<tr>
<td>7-8</td>
<td>Study days.</td>
</tr>
<tr>
<td>9-15</td>
<td>Final Examinations (includes Saturday, Dec. 11).</td>
</tr>
<tr>
<td>18</td>
<td>Commencement at Ferrell Center.</td>
</tr>
</tbody>
</table>
Spring Semester, 2005

Nov. 19-Januray 14- BearWeb registration and schedule changes.

3-7 Registration and schedule changes can also be made in the Office of the Registrar, third floor, Robinson Tower, 8:00 a.m. – 5:00 p.m. Monday – Friday.

6-7 Financial Settlement for all students in Robinson Tower, 8 a.m. -5:30 p.m. Classes will be CANCELLED at the end of the third class day if you have not completed financial settlement.

10-14 BearWeb late registration and schedule changes. After January 14, BearWeb registration will be closed for the Spring 2005 semester.

10 Classes begin.

10 Beginning January 10, late registration and schedule changes can be made in the Office of the Registrar, 8:00 a.m. – 5:00 p.m. weekdays. Late payment fees will begin the 4th class day instead of the 1st class day. The fee will be $30 for class days 4-5 and $50 beginning class day 6 and after.

14 Last day for graduating seniors to file for Spring 2005 graduation.

17 Martin Luther King, Jr. Holiday.

19 Last day to register or add a class.

February 7 Courses dropped after this date will be recorded as “WP” or “WF.”

March 7 Courses dropped after this date will be recorded as failed.

12-20 Spring Break.

22 School of Music Advisement, Jones Concert Hall, 4:10 p.m.

25-28 Easter Holidays

April 14 Diadeloso

May 2 Last day of classes for the semester.

2 Last day for removal of incomplete grades.

3-4 Study days.

5-11 Final examinations (includes Saturday, May 8).

14 Commencement, Ferrell Center
Advisement and Registration

Each semester, continuing students may register for classes for the following semester according to the schedule determined and published by the Office of the Registrar. Just prior to the beginning of the University registration period, the School of Music will conduct a group advisement session at which time music faculty will be available to provide advice and assistance to students in selecting classes for the coming semester. The date, time, and place for this advisement session will be posted throughout Waco Hall and the McCrary Music Building and announced in music classes approximately two weeks before the advisement day.

Advisement packets will be prepared for all currently enrolled students prior to the advisement/registration period. Students should pick up packets before the day of advisement according to the times and places posted. The packet will include an advisor's slip and other pertinent materials. **Students should come to the advisement session with a suggested schedule of classes, as well as with a long-term degree plan.** The faculty member's role in advisement is not to tell a student what classes to take, but to approve, modify, or suggest alternatives in a student’s plan for the following semester. **Responsibility for advisement/registration rests with the student. Any student who does not attend the School of Music group advisement session will be required to wait until the late registration period for advisement and registration.**

Web Registration

All students register using BearWeb. **All music majors will be required to attend School of Music Advisement,** and must submit a signed Advisor's Slip to the Assistant for Academic Records before registering on BearWeb. A “hold” will be placed on all music majors’ registration until the signed advisor’s slip has been received by the Assistant for Academic Records.

Advanced Placement

Students seeking to place out of freshman theory or musicianship have three options:

1. Credit by Baylor Exam-- receive credit for 1301 and/or 1101 by scoring 80 or higher on 1301/1101 final exams. (a fee of $230 per exam is paid to Baylor).
2. Credit by AP Exam-- receive credit for 1301 and/or 1101 by scoring a 4 or higher on the College Board Advanced Placement Music Theory Exam. Credit for 1101 also requires a score of 80 or higher on the 1101 Final Exam. No fee is required other than the fee for the AP Test itself.
3. Advanced Placement Without Credit-- place ahead in theory or musicianship by scoring 80 or higher on final exam(s). No fee is required. The student must make up the missed hours by taking a more advanced theory course later in his/her course of study.

For information on the Advanced Placement Test, contact Jana Marak, Baylor’s Office of Institutional Research & Testing, 710-8859. To schedule a 1301 or 1101 final exam, contact Dr. Barbara Wallace, 710-1417.

Applied Music

Applied music refers to the study of the performance of an instrument or the voice, either as a major, concentration, or elective. The maximum amount of credit that can be earned in one applied music subject in any one semester is 6 semester hours. No student may be registered for more than one section of a given applied music subject in a semester. The maximum total amount of credit that can be earned in applied music in one semester is 8 semester hours. In a summer session term, 5 hours of private instruction are given for one hour of credit, and 10 hours of instruction are given for 2 hours of credit. The maximum credit that can be earned in a summer term in one subject of applied music is 2 semester hours. The maximum total applied music credit that can be earned in one summer session term is 3 semester hours. Credit earned for applied music study may not be used to satisfy degree requirements until candidate is officially admitted to the School of Music. All applied music course numbers have four elements as follows:

The first digit indicates the division: (level of study)
   1-Lower division  3-Upper division  5-Graduate

The second digit indicates the amount of credit in semester hours.

The third is the letter which indicates the instrument "family":
   B-Brass  M-Midi  V-Voice
   H-Harp   P-Percussion W-Woodwinds
   K-Keyboard S-Strings

The fourth digit identifies the instrument within the "family":
   B1-Trumpet H1-Harp  M1-Midi
   B2-Horn   K1-Piano P1-Percussion
   B3-Trombone K2-Organ P2-Timpani
   B4-Euphonium K3-Harpsichord
   B5-Tuba    K4-Carillon
   S1-Violin W1-Flute
   S2-Viola  W2-Oboe
   S3-Cello  W3-Clarinet
   S4-Bass   W4-Bassoon
   V1-Voice W5-Saxophone
Example: Registration for MUS 12B1 would register the student for a lower division (1), 2 credit hour (2) course in trumpet (B-brass, 1-trumpet).

To schedule major applied lessons, a student should meet with his or her applied music teacher during the first week of classes. In the vocal and keyboard divisions, a list of teacher assignments will be posted on the door of the divisional office during the first week of class.

Final exams for applied music subjects, called juries, consist of a brief performance before a committee of faculty members in the division. These exams are held during finals week each semester. Sign-up sheets are posted several days prior to the day of the exam. Jury requirements vary from department to department. Students should check with their applied music instructor for more detailed information regarding juries. In addition to regular juries, a variety of divisional exams are required for advancement to upper levels or as prerequisites for recitals in some degrees. These exams replace juries for the semester in which they are given.

Applied class instruction subjects are:

- 1122 Class piano (levels I - II, music majors only)
- 1123 Class piano (level III, music majors only)
- 1124 Class voice (generally for non vocal performance majors)
- 1125 Class piano (non-music majors only)

Auditing Courses

Students who wish to take a course without earning academic credit may be eligible to audit the course with the written permission of the dean of the appropriate academic unit. The fee for auditing a course $150.00 per course. Courses taken for audit may not exclude a student seeking credit, may not be repeated at a later date for credit, may not be changed in status after the registration period, and are not considered part of the course load. In certain special cases, students may be allowed to audit an ensemble. For regulations pertaining to the advanced ensemble participation policy, see page 12 of this handbook.

Change of Degree / Concentration

Students who wish to change a degree major or an area of concentration within the School of Music must have approval from the faculty of the current degree/concentration, as well as approval from the faculty of the degree/concentration to which the student wishes to change. Students should obtain a “Change of Major in the School of Music” form from the student records office (RG-107), and
secure the necessary faculty signatures after auditioning or petitioning for the new degree or area of concentration. The form should then be submitted to the Associate Dean for Academic Affairs of the School of Music for final approval. A student’s change of degree/area of concentration is not recorded officially in the student records office until after approval of the Associate Dean has been secured. (A sample form is included in the Appendix of this handbook.)

Future Course Rotations

Some music courses are not offered every semester; therefore it is important to plan ahead in scheduling these courses and progressing toward degree completion. At the end of the sophomore year, students should set a tentative graduation date and then make a semester-by-semester plan for completing all remaining degree requirements. It is also important to note courses which are prerequisites to other courses.

A partial listing of courses which are degree requirements and are not offered every semester is listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1111</td>
<td>Flute/Saxophone Methods</td>
<td>Spring</td>
</tr>
<tr>
<td>MUS 1112</td>
<td>Oboe/Bassoon Methods</td>
<td>Fall</td>
</tr>
<tr>
<td>MUS 1113</td>
<td>Clarinet Methods</td>
<td>Fall</td>
</tr>
<tr>
<td>MUS 1114</td>
<td>Trumpet/Horn Methods</td>
<td>Fall</td>
</tr>
<tr>
<td>MUS 1115</td>
<td>Trombone, Baritone, Tuba Methods</td>
<td>Spring</td>
</tr>
<tr>
<td>MUS 1116</td>
<td>Strings (non-major)</td>
<td>Fall</td>
</tr>
<tr>
<td>MUS 1117</td>
<td>Violin</td>
<td>Fall, odd # years</td>
</tr>
<tr>
<td>MUS 1118</td>
<td>Viola</td>
<td>Spring, even # years</td>
</tr>
<tr>
<td>MUS 1119</td>
<td>Percussion</td>
<td>Spring</td>
</tr>
<tr>
<td>MUS 1120</td>
<td>Cello</td>
<td>Fall, even # years</td>
</tr>
<tr>
<td>MUS 1121</td>
<td>Double Bass</td>
<td>Spring, odd # years</td>
</tr>
<tr>
<td>MUS 1151</td>
<td>Diction II</td>
<td>Fall</td>
</tr>
<tr>
<td>MUS 1152</td>
<td>Diction III</td>
<td>Spring</td>
</tr>
<tr>
<td>MUS 1153</td>
<td>Diction IV</td>
<td>Spring</td>
</tr>
<tr>
<td>MUS 3260</td>
<td>Instr. Conducting</td>
<td>Spring</td>
</tr>
<tr>
<td>MUS 3261</td>
<td>Choral Conducting</td>
<td>Spring, prerequisite to MUS 4337</td>
</tr>
<tr>
<td>MUS 3332</td>
<td>Vocal Music in Sec. School</td>
<td>Fall</td>
</tr>
<tr>
<td>MUS 3335</td>
<td>Instr. Music in Sec. School</td>
<td>Spring</td>
</tr>
<tr>
<td>MUS 4219</td>
<td>Marching Band/Jazz Ped.</td>
<td>Fall</td>
</tr>
<tr>
<td>MUS 4280</td>
<td>Senior Seminar</td>
<td>Spring</td>
</tr>
<tr>
<td>MUS 4337</td>
<td>Choral Literature</td>
<td>Fall</td>
</tr>
</tbody>
</table>

A limited number of courses are offered in alternating years (such as piano pedagogy, literature, and elective music history courses). Students taking these courses should check with their academic advisor before including these courses in a long-term degree plan. (A copy of the Music History Rotation is included in the appendix of this handbook.)
Course Sequences

Academic Studies

Music Theory - The freshman and sophomore theory and musicianship sequences are designed to complement one another—Theory I should be taken concurrently with Musicianship I, Theory II with Musicianship II, etc. Therefore, generally, all music majors enrolled in Theory I-IV (or MUS 1200, Introductory Music Theory) should be enrolled in the corresponding musicianship course. A student may, however, take a theory course while being enrolled in the previous musicianship course if at some point the student’s level of achievement in musicianship falls behind the level of achievement in theory. A student may not take a musicianship course unless the corresponding theory course has been completed or is being taken concurrently. In no event may a student have more than one semester “discrepancy” in enrollment between theory and musicianship courses.

Music History - The music history sequence in the core music courses required of all music majors consists of four courses: MUS 3324 (The History of Music Before 1600), MUS 3325 (The History of Music from 1600 to 1800), MUS 3326 (The History of Music from 1800 to World War I), and MUS 3327 (The History of Music from World War I to the Present). These courses are intended to be upper-level material; and they may be taken in any order, although more advanced theory studies are required for some than for others. Only three of the four courses are offered each semester, so students should plan ahead to make sure courses will be available when they are needed.

Music Education

MUS 1330, Introduction to Music Education, must be taken in the freshman or sophomore year and is a prerequisite to all upper-level music education courses. For BME (choral) majors, MUS 3261 (Choral Conducting, Spring) is a prerequisite to MUS 4337 (Choral Literature, Fall).

Dropping or Adding a Course

Courses may be added or dropped through BearWeb registration or through the Registrar's Office. A drop/add slip is not required; however, it is advisable to check with your music school advisor before making any schedule changes. Courses dropped before the end of the twentieth class day are not recorded on the transcript. After the twentieth day, the student’s standing in the course is determined by the professor. If the student is failing at this time, the grade will be recorded as “WF”, which is equivalent to “F.” After the fortieth class day of the semester, the grade will be “WF,” except
for reasons of serious illness or emergency beyond control of the student. In those cases the approval of the Dean is required in order to withdraw without failing. Failing to officially drop a course will result in a grade of “F.”

Incompletes

A grade of “I” is given for any course in which the course work is not completed or the final exam is missed due to illness or other just cause. A student who is unable to take a jury or final examination must take the responsibility for scheduling a delayed examination at the earliest possible time. The “I” grade must be removed by the end of the following semester (including summer terms) or it becomes an “F.” An “I” grade is not included in hours attempted or grade point average until it expires or becomes a grade. A student may petition for an extension of time for the removal of an incomplete. A student must submit an “Extension of Time for Incomplete Grade” form to the Dean of the School of Music for approval. This form can be secured from the Student Records Office (RG-107). (A copy of this form is included in the appendix of this handbook.)

Marching Band/HP Credit

Credit in MUS 0102, Marching Band, may be used to satisfy degree requirements in Human Performance. However, Marching Band enrollment may not satisfy both Human Performance and Ensemble requirements in the same semester. Any student enrolled in Marching Band for H.P. credit must also be concurrently enrolled in a second ensemble.

Ensembles

Participation in at least one ensemble is required of BM and BME majors for every term in residence with one exception: BME majors are exempt from ensemble participation during the semester in which they are fulfilling student teaching requirements. Each instrumental and voice BM and BME major must participate in a performing ensemble in his/her major area each semester of enrollment. All BM voice and instrumental majors must receive credit for participation in major ensembles for at least 8 semesters, and all BME choral and instrumental majors must receive credit for participation in major ensembles for at least 7 semesters. Instrumental Music Education (Wind/Percussion) students must complete 2 semesters of Marching Band as part of their 7 major ensembles. Ensemble requirements for keyboard majors include accompanying, keyboard skills, chamber music, and piano ensemble. **Finally, no student may be enrolled in more than two performing ensembles during any one semester.** Any exception to the ensemble policies must be approved by the Dean in consultation with the major professor and ensemble director.
Major and Performing Ensembles are listed below:

**INSTRUMENTAL**

<table>
<thead>
<tr>
<th>Major Ensembles</th>
<th>Conductor</th>
<th>Performing Ensembles</th>
<th>Conductor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baylor Symphony</td>
<td>Mr. Stephen Heyde</td>
<td>All major ensembles</td>
<td></td>
</tr>
<tr>
<td>Wind Ensemble</td>
<td>Dr. Kevin Sedatole</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Symphonic Band</td>
<td>Dr. Kevin Sedatole/Dr. Barry Kraus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jazz Ensemble</td>
<td>Mr. Alex Parker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concert Band</td>
<td>Mr. Christopher Bianco</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marching Band</td>
<td>Dr. Barry Kraus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VOCAL**

<table>
<thead>
<tr>
<th>Major Ensembles</th>
<th>Conductor</th>
<th>Performing Ensembles</th>
<th>Conductor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Cappella Choir</td>
<td>Dr. Donald Bailey</td>
<td>B U Men’s Choir</td>
<td>Dr. Randall Bradley</td>
</tr>
<tr>
<td>Concert Choir</td>
<td>Mr. John McLean</td>
<td>Women’s Chorus</td>
<td>Dr. Michele Henry</td>
</tr>
<tr>
<td>Chamber Singers</td>
<td>Dr. Donald Bailey</td>
<td>Opera Theatre</td>
<td>Mr. Richard Aslanian</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ShowTime!</td>
<td>Dr. Leta Horan</td>
</tr>
</tbody>
</table>

**Ensemble Advanced Participation Fee** - After completion of all ensemble degree requirements, a student may be eligible for participation in an ensemble for zero credit, at the financial rate of one fourth the tuition rate for one semester hour. Registration in section EA of any ensemble requires 1) permission of the respective ensemble director and the Dean of the School of Music, and 2) registration in another ensemble for credit. A grade of credit/no credit will be given for students enrolled in section EA of any ensemble. Non-music majors may enroll in section EA of an ensemble only after having received credit for that ensemble for two semesters.

**Music 4V80 - Independent Studies**

Music 4V80 is a course designed for independent research undertaken by the student under the supervision of one faculty member and is limited to areas of study other than applied music. This course is further limited to superior students working in their major area. It cannot duplicate the content of another course or substitute for degree requirements. Students wishing to register for MUS 4V80 must have approval of the Associate Dean before registering. Students should secure a “Request for MUS 4V80” form (see Appendix) prior to advisement/registration. After completing the form and obtaining the required faculty signatures, the form should be returned to the Associate Dean for final approval. (A sample form is included in the Appendix of this Handbook.)
Recital Attendance - MUS 1001

All BM, BME, and BA (music) majors must successfully complete six semesters of MUS 1001 (0 hours credit, Pass/Fail graded), which requires attendance at 15 events during the semester. Music Minors must successfully complete two semesters of MUS 1001.

The above requirement is modified for transfer students who were music majors at their transfer institution as shown below:

- **Freshmen** Music Transfers (up to 30 hours completed): 6 semesters required
- **Sophomore** Music Transfers (30 hours completed): 4 semesters required
- **Junior** Music Transfers (60 hours completed): 2 semesters required
- **Senior** Music Transfers (90 hours completed): 1 semester required

Transfer students who were not music majors at their transfer institution must complete six (6) semesters of MUS 1001.

MUS 1001 is an academic course at Baylor, and the University Honor Code applies fully to work done in this course. Any dishonesty related to MUS 1001 is a violation of the Honor Code and will be treated as such. This includes misrepresenting in any way a student's attendance at a recital, or being aware of such misrepresentation without notifying the Associate Dean for Academic Affairs.

The following additional requirements applying to MUS 1001 should be noted:

1. First- and Second-Semester Freshmen music majors must register for MUS 1001.
2. Students are strongly advised to register for MUS 1001 each subsequent semester until the requirement is completed.
3. Any student who does not register for MUS 1001 may not receive credit for the course. If the course is added after the semester is underway, the student must process the drop/add procedure and will be assessed the drop/add fee.
4. No more than six departmental music hours may be counted toward satisfaction of this requirement. Any music hour which lasts fewer than 45 minutes may not be counted toward satisfaction of this requirement.
5. No more than **three outside performances** (excluding Waco Symphony and Lyric Opera of Waco) will be accepted.

6. Attendance at Distinguished Artist Series events, Waco Symphony concerts, and Lyric Opera of Waco performances will receive double recital credit. Double credit will **not** be given for any other events, unless approved by the Associate Dean for Academic Affairs. Credit **will not** be given for TMEA events.

7. Students who do not meet requirements for any given semester will receive a grade of “F”. Deficiencies **may not** carry over into a subsequent semester. A student **may not** substitute an academic music course for failing grades in MUS 1001.

8. Students will not receive credit for attendance at an event in which they participate as a performer for any portion of the program.

9. The last day to earn recital credit is the last class day of the semester.

**Procedure Regarding Attendance Slips**

**THIS PROCEDURE WILL BE FOLLOWED WITHOUT EXCEPTION.**

**PLEASE READ CAREFULLY.**

1. Each student must pick up and return **his or her own** recital slip to the attendant(s) at the door.

2. **All slips** will be passed out at the **front door(s) only**. All students receiving credit for attending a performance must enter and exit through these doors (ex: left side of Jones Concert Hall; front door of Roxy Grove Hall).

3. Students who wish to receive credit for any performance he or she attends must turn in a recital slip. **If slips are not available**, put your full name, classification, instrument, and teacher on your program and turn the program in to the Student Records Office (RG-107) **the following academic day**.

4. Recital slips will be passed out 15-20 minutes prior to the performance. For larger concerts (i.e. The President’s Concert, etc.), recital slips will be available 30-40 minutes prior to the performance. These slips will be passed out until the performer(s) are on stage.
5. **Under no circumstance will any** recital slips be issued once the performer(s) are on stage. For this reason, it is extremely important to arrive early.

6. Recital slips will be taken up by the attendant(s) **immediately** after the performance is over. If you leave the performance early, your slip will not be collected.

7. **Under no circumstance** should any student argue with the slip attendant(s). The attendant(s) follow the recital procedures from the School of Music Handbook and cannot deviate from these rules in any manner. Remember, these students are working to make the distribution and collection of recital slips easier for everyone.

**Please remember to check the periodically posted lists of recital attendance credits.** These lists are available to you on the Student Records bulletin board (RG-107) and also on the bulletin board outside the Instrumental Music Office (MMB-112). If you see any discrepancies or have any questions at any time, please go to the Office of the Assistant for Academic Records (RG-107). She will be able to handle all questions and concerns.
Assessment Requirements

Assessment of student outcomes is an integral accreditation requirement for the School of Music and the University. All graduating students will be required to participate in one or more assessment activities. The Major Field Achievement Test will be required of all graduating students. Students will be notified by mail of the time and place for this examination. Additionally, Music Education majors will be required to take the ExCET (Examination for the Certification of Educators in Texas), and those students who take the Major Field portion of the Graduate Record Examination will be requested to have their scores sent to Baylor University. Individual scores will not be reviewed; rather, the data from these examinations will be compiled and reviewed collectively in an effort to assess the effectiveness of the overall curriculum in the School of Music.
The following degree plans list degree requirements for the Bachelor of Music degrees in Church Music with Voice Emphasis, Keyboard Emphasis, and Instrumental Emphasis.

### Degree Plan Bachelor of Music

**Church Music, Vocal Emphasis**

**(131 hours)**

#### Freshman-Fall Semester

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<tr>
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<td>Christian Scriptures</td>
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<td>Musicianship I</td>
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#### Freshman-Spring Semester

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**Total Hours:** 16

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**Total Hours:** 15

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**Total Hours:** 16-17
### Junior-Fall Semester
- **Foreign Language (1 of 2)**: 3-4
- MUS 3301 Theory V: 3
- MUS 3324 History of Music I: 3
- MUS 12V1 Voice (5 of 8): 2
- MUS Major Ensemble (5 of 8): 1
- MUS Additional Ensemble I (3 of 4): 1
- MUS 1001 Recital Attendance (5 of 6): 0
- MUS 1007 BACM (5 of 8): 0

**Odd Year**
- MUS 3275 Music Ministry Administration: 2
- MUS 3276 Church Choral and Solo Lit.: 2

**Even Year**
- MUS 3270 Children's Music Ministry: 2
- MUS 3277 Instr. Music in the Church: 2

**Total Hours:** 17-18

### Junior-Spring Semester
- **Foreign Language (2 of 2)**: 3-4
- MUS 3261 Choral Conducting: 2
- MUS 3325 The History of Music II: 3
- MUS 12V1 Voice (6 of 8): 2
- MUS Major Ensemble (6 of 8): 1
- MUS Additional Ensemble I (4 of 4): 1
- MUS 1001 Recital Attendance (6 of 6): 0
- MUS 1007 BACM (6 of 8): 0

**Odd Year**
- MUS 3271 Youth and Adult Music Ministry: 2
- MUS 3279 Handbell Techniques: 2

**Even Year**
- MUS 3273 Worship in the Church: 2
- MUS 3278 Intro. to Keyboard Instruments: 2
- MUS 3274 Congregational Song: 2

**Total Hours:** 17-18

### Summer between Junior and Senior Years
- MUS 4220 Music Ministry Internship: 2
  - **Total Hours:** 2

### Senior-Fall Semester
- PSC 2302 American Constitution: 3
- Elective (1 of 2): 3-4
- MUS 3326 The History of Music III: 3
- MUS 12V1 Voice (7 of 8): 2
- MUS Major Ensemble (7 of 8): 1
- HP Human Performance: 1
- MUS 1007 BACM (7 of 8): 0

**Odd Year**
- MUS 3275 Music Ministry Administration: 2
- MUS 3276 Church Choral and Solo Lit.: 2

**Even Year**
- MUS 3270 Children's Music Ministry: 2
- MUS 3277 Instr. Music in the Church: 2

**Total Hours:** 17-18

### Senior-Spring Semester
- Elective (2 of 2): 3-4
- MUS 3327 The History of Music IV: 3
- MUS 4171 Issues in Church Music: 1
- MUS 12V1 Voice (8 of 8): 2
- MUS Major Ensemble (8 of 8): 1
- HP Human Performance: 1
- MUS 1007 BACM (8 of 8): 0

**Odd Year**
- MUS 3271 Youth and Adult Music Ministry: 2
- MUS 3279 Handbell Techniques: 2

**Even Year**
- MUS 3273 Worship in the Church: 2
- MUS 3278 Intro. to Keyboard Instruments: 2
- MUS 3274 Congregational Song: 2

**Total Hours:** 17-18

*Church Music Recital*
Keyboard Emphasis

All piano concentrations must be proficient in Level VII. Piano concentrations must pass the proficiency exam in voice. Organ concentrations must take piano at Level IV for their applied minor.

In addition to above courses, keyboard majors must choose from the following:

- MUS 4210 Organ Methods (for organ concentrations)
- MUS 4312 Piano Pedagogy I (for piano concentrations).

Instrumental Emphasis

Instrumentalists are only required to take six semesters of their Applied Major. Instrumentalists are required to take four semesters of Applied Voice (4 semester hours).

Four semester hours of piano (at least through Level IV) are required for the Applied Secondary Instrument. Instrumental majors are required to select three semester hours from three areas other than performing area.

Instrumental and Keyboard majors are not required to take MUS 1150, 1151, 1152.
Class Attendance

University policy requires that to earn credit in a course a student must be officially enrolled by the end of the second full week of the semester and attend at least 75% of all class meetings. Faculty members may establish additional attendance requirements as outlined in course syllabi. Any student who is not present for at least 75% of the scheduled class sessions for any course will automatically receive a grade of “F” in the course. Any University-related activity necessitating an absence from class will count as an absence when determining whether a student has attended the required 75% of class meetings.
Collaborative Pianists

Vocalists and instrumentalists who are studying applied music are expected to engage the services of a collaborative pianist in a timely fashion to play for lessons, rehearsals, and performances. Please see the “Guidelines for Working with Collaborative Pianists” that appear below. Compensation for these services is the responsibility of the student. A limited number of student pianists are provided free of charge by the School of Music. These are graduate assistants and students from the undergraduate and graduate accompanying courses. Because of the demand for collaborative pianists, students presenting degree recitals will be given first priority for these pianists. Collaborative pianists are also available on a private, free-lance basis. A list of pianists is available at RG 209, or via e-mail. (Pianists wishing to be included in this list should contact the Director of Collaborative Piano.) Fees for freelance pianists typically range from $8 to $15 per half hour, depending on the level of experience of the pianist, and the amount and difficulty of repertoire to be prepared. While the list of pianists is provided through the school, all arrangements with these pianists (contracting, scheduling and payment) are the exclusive responsibility of the student. Please e-mail the Director of Collaborative Piano with any questions regarding collaborators or collaborative services.

Guidelines for Working with Collaborative Pianists

The essential guideline: plan ahead

1. The student soloist is responsible to contact the pianist in advance to allow for adequate preparation of repertoire for rehearsals, lessons, and performances. This demonstrates respect for the pianist’s time and other performing commitments as well as a desire for a high-quality musical experience.

2. Music should be given to the pianist as soon as it has been assigned. Do not wait until you wish to rehearse together to get the pianist the music.

3. Inadequate preparation time may result in a delayed performance. These minimum amounts of preparation time for various activities must be met for pianists provided through the school:
   (time allowed should be increased with the difficulty of the piece)

   - Rehearsal: 48-72 hours
   - Lessons: 1 week
   - Performances (music hours, recital hearings, juries, etc.): 2 weeks

   It is well within the pianist’s right to refuse a request for a rehearsal, lesson or performance date if she/he was not given the music in a timely fashion, or if the minimum preparation time was not met.
4. A minimum of 24-hours notice is to be given for **cancellation or rescheduling** of rehearsals, lessons or other engagements. Meetings cancelled with less than a 24-hours notice, unless the direct result of an emergency situation, will only be rescheduled at the pianist's discretion.

5. Know the best way to reach your pianist. Pianists have been advised to respond to **messages** in a timely fashion; however, a soloist should not assume that the pianist “got the message” and should keep calling or writing until confirmation is received.

6. Pianists who are provided through the school are assigned a certain number of hours per week. **Hours** may not be “banked” or “stored” for a later use unless the pianist agrees to do so. Hours beyond those assigned per week are **subject to a charge** at the pianist's discretion. Fees and method of payment should be discussed in advance.

7. In working with freelance pianists, students should show similar consideration for the pianist’s time by procuring her/his services well in advance, by making sure she/he has the score, and by discussing all fees and how they are to be paid. It is strongly suggested that some sort of invoice system be used to facilitate this.

   *Any questions, comments or concerns should be directed to:*
   
   Director of Collaborative Piano
   
   710-6514
   
   RG 209
Graduation

One semester prior to anticipated graduation, students should schedule a conference with Georgianne VanDyke in the Student Records Office (RG-107). At this conference the student will review the degree audit with Mrs. VanDyke, confirm the anticipated date of graduation, and sign a graduation card. The Commencement Committee will mail a brochure detailing Commencement procedures to students early in the semester of graduation.

Lockers

Lockers are available for student use in both Waco Hall and the McCrary Music Building. To reserve a locker in Waco Hall, students should see Karen Johnson in WHE-206 between 8:30 and 11:30 a.m. Lockers in the McCrary Music Building are reserved in conjunction with instrument check-out. To inquire about an instrument locker in MMB, students should check with their applied instructor.
Music Education

Teachers in Texas elementary and secondary schools are required by law to hold a valid Texas teacher’s certificate for the subject to which they are assigned. The program for teacher certification in music is a joint program of the School of Music and the School of Education. A music student who meets requirements for a provisional teacher’s certificate must also meet the requirements for a Bachelor of Music Education degree.

Music Education Degree Planning

Listed below are semester-by-semester BME degree plans for the freshman and sophomore years. It is extremely important that these degree plans be followed as closely as possible so that students will be ready for upper-level study at the beginning of the junior year. Following the sophomore year and the successful completion of the sophomore evaluation, each student, with his/her advisor, will develop an individual degree plan for the coming semesters.

Bachelor Of Music Education Degree

Suggested Semester-by-Semester Plans, Freshman and Sophomore years

Choral (Vocal/Keyboard)

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BME EVALUATION   Y/N
### Instrumental (Wind/Percussion)

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#### Sophomore Year

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### Instrumental (String)

#### Freshman Year

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**Evaluation of Music Education Students**

**Freshman Year Evaluation (First Year Evaluation for Transfer Students)**

Following the first two semesters of work, grade-point averages for all freshmen and transfer students will be reviewed. All students below a 2.5 (2.6 for students entering Fall 2003 and after) GPA overall and in music will be contacted for a conference with the Music Education Division Director.

All BME majors will be advised to take MUS 1330, Introduction to Music Education, in the spring semester of their freshman year. Transfer students should take this course in either their first or second semester at Baylor.

**Sophomore Evaluation**

During the spring semester of the sophomore year (or for transfer students, after completing MUS 1330), each BME student must apply for professional review and for admittance into upper level study in music education. This must be done in writing to the Division Director, using the form provided for the student in the advisement packet. The application form must be given to the Division Director no later than the final Friday in March. In order to make application for upper level study, a student must have completed MUS 1230 and have a 2.5 overall GPA and a 2.5 GPA in music (2.6 for students entering Fall 2003 and after). Three letters of recommendation from members of the music faculty, including the major professor in the applied concentration, an ensemble director, and an academic music/music education faculty member, are also required. The forms for the letters, including instructions, will also be included in the student's advisement packet. (Sample forms are included in the appendix of this Handbook.)

Those students who have completed the written application for admittance to upper-division music study will be notified to schedule a professional review conference with the music education advisory committee during exam week of the semester of their application. At this review, the student’s strengths and weaknesses will be discussed in terms of their demonstrated ability to complete degree requirements. At the end of the review, the faculty committee will make one of the following recommendations concerning the student:

1) Recommended admittance into upper-level study in music education
2) Recommended probation with re-application
3) Recommended dismissal from the music education degree program

The student will be notified in writing of the results of the professional review conference. No student will be allowed to register for upper-division music education or conducting courses before he/she has been admitted into upper-level study in music education following successful completion of his/her Sophomore Evaluation. Standards required for admission to upper-level music education courses must be maintained in subsequent enrollments.

**BME Re-admission Application Procedures**
Any student who has been advised that he or she may not continue in the Bachelor of Music Education degree program as a result of the sophomore evaluation process may apply for re-admission to the program based on the following procedures:

I. A student may apply for admission to the BME degree program no sooner than two semesters (not including the summer term) after leaving the BME major.

II. To apply for re-admission, the student must meet the following criteria:

A. The student must re-audition for the applied faculty in the area of the applied major. All grades in the applied major since the withdrawal from the BME major must be B or above. The applied faculty must submit a written letter of recommendation for re-admission to the BME program to the Director of Music Education.

B. The student’s current transcript must reflect the following:
   - Grade of C or above in all music courses. A course may be repeated only once after withdrawal from the BME degree program. Grade of WF in a course will be considered as an attempt at the course. The requirement for the grade of C or above applies to all music courses taken at Baylor University, not just those taken since withdrawal from the BME major.
   - A minimum cumulative GPA of 2.5 in all non-music courses (2.6 for students entering Fall 2003 and after).

C. The student must make written application for re-admission to the Director of Music Education in the form of a letter, addressing the reasons for the request and the strategies planned for successful completion of the degree program. A meeting will then be scheduled with the student and the music education advisory committee. The committee will review all materials, interview the student, and make a recommendation to the Dean as to re-admittance to the degree program.
Music Library

Baylor University’s A. Guy Crouch Fine Arts Library, located on the third floor of Moody Memorial Library, has long been one of the outstanding music libraries in the Southwest and one of the largest in Texas, with holdings that include nearly 50,000 audio and video recordings as well as approximately 100,00 scores and books on music. The Crouch Music and Fine Arts Library also houses a fine collection of rare materials which includes the Mrs. J.W. Jennings Collection of Medieval Music Manuscripts and Early Printed Music, the Francis G. Spencer Collection of American Popular Sheet Music (numbering over 30,000 items); and the Sir Frederick Arthur Gore Ouseley Collection, containing the 18th- and the 19th-century holdings of this English historian, church musician and scholar.

Other special collections include the David Guion Collection, which contains this Texas composer’s papers and some manuscripts; the Charles Leonard Special Collection in Music Education, which contains materials pertaining to Prof. Leonard’s life and contributions to the field of music education; and the Cecil Porter Collection of Organ Music, which boasts over 2,500 organ scores and anthologies and 150 compact discs of organ music.

Checkout Procedures

Baylor University faculty, staff, and students may check out recordings, books, and scores from the service desk in the Crouch Library. Clients must present a valid Baylor ID for use of library materials.

Students may check out any circulating materials with the following guidelines:

Books/Scores – 3 weeks; 2 renewals
CDs, Cassettes and LPs – 1 week; 2 renewals
DVDs, Videos and Laser Discs – 4 days; 0 renewals
CD-ROMS – limit of 2; 4 days; 0 renewals

All students are limited to checking out a TOTAL of 5 MEDIA ITEMS and up to 40 items on their student account. Students may renew their materials and view their circulation information in the library’s online catalog, BearCat.

An item is considered late after Circulation Services has sent several notices to which the student has not responded. Approximately three weeks after the due date, the student will be billed a replacement fee (varies with the item), processing fee ($40.00), and a non-refundable billing fee ($20.00). When the
student returns the item after being billed, a credit will be made to the student’s account for the replacement fee and the processing fee.

**METALab**

The METALab is a specialized instructional technology center for music applications. The lab is located in the Viewing/Listening area of the Crouch Music Library on the third floor of the Moody Library. Each of its twelve stations houses an iMac DV with CD-ROM drive and a Kawai K11 synthesizer. All are equipped with software for drill and practice in theory, ear-training and foreign-language diction, notation software (Finale 2003 and Sibelius), sequencing software (MusicShop) and various CD-ROM titles.

The lab is available for use during the library’s regular hours of operation:

- **Monday-Thursday**: 8:00 a.m. - 12:45 a.m.
- **Friday**: 8:00 a.m. - 4:45 p.m.
- **Saturday**: 9:00 a.m. - 9:45 p.m.
- **Sunday**: 2:00 p.m. - 12:45 a.m.

Library staff members are available at all hours to provide minimal assistance (checking out reserve items, CD-ROMs, etc.). Specialized assistance is also available during the fall and spring semesters from theory department graduate assistants. These teaching assistants are trained to assist you with the computer software and are also available as tutors. They work in the lab for approximately thirty hours a week; hours are posted in the lab.

The following procedures will help make your use of the lab most effective.

1. Before using the lab for the first time, you will need to get a Bear ID. To do so, go to the Moody Library Computer Lab (in basement). The process will take only about 5 minutes.

2. The music reserve desk has headphones, software manuals, and CD-ROMs available for check-out. You will need your student ID to check out these items.

3. Notebooks at each station contain assignment lists and detailed instructions for most computer assignments. Before asking for help with an assignment, check in the front of the lab notebook for instructions on using the software. Assignment lists are located under the course number.

4. Score report slips (yellow) are available from lab monitors. Whenever you want to report a computer score or activity to your instructor, fill out a score report slip, ask a lab monitor to verify it, and leave it with the lab monitor to be entered in the lab score database.
Organizations

The School of Music offers a wide range of extracurricular activities, including a variety of service and professional organizations. Some organizations are open to all interested students; others offer membership by invitation. These groups provide valuable services to the School and the community, as well as offering social and professional contacts and opportunities.

**BACM**

**Baylor Association of Church Musicians**
The Baylor Association of Church Musicians serves as a professional organization for students who expect to participate in church music as a full-time or bi-vocational church music leader. Although most appropriate for church music majors, all music emphases, as well as majors in other university disciplines, participate in the organization's programs. BACM meets regularly once a month for programs presented by experienced church musicians from the surrounding area, Texas and throughout the United States.

**BUMEA**

**Baylor University Music Education Association**
BUMEA is an organization for music education majors of all areas dedicated to advancing the field of music education through leadership, professional development, and community involvement opportunities. Throughout the year we have monthly meetings which consist of guest speakers who are successful music educators. The leadership and community involvement experiences offered to members provide ways to improve communications skills, build contacts, and further one’s insight into the field of music education. In addition, members can apply to join larger organizations, Music Educators National Conference (MENC), and Texas Music Educators Association (TMEA), which offer monthly journals and the opportunity to attend conferences. Please contact Michele Henry, the BUMEA sponsor, at Michele_Henry@baylor.edu for more information on this organization.

**ΚΚΨ**

**Kappa Kappa Psi**
Kappa Kappa Psi is a national honor band fraternity for college bandsmen. The organization serves the School of Music and the bands at Baylor. Members represent all areas of the University.

**ΜΦΕ**

**Mu Phi Epsilon**
Mu Phi Epsilon is an international professional music fraternity. Membership in the Baylor chapter is open to women in music by application and invitation. The organization strives for excellence in musicianship, scholarship and service to
Members also become eligible for scholarships both during and after their undergraduate work.

**Phi Mu Alpha Sinfonia**
Phi Mu Alpha is a professional fraternity for men in music. This fraternity is dedicated to the promotion of the "highest standards of creativity, performance, education and research in music in America."

**Pi Kappa Lambda**
Pi Kappa Lambda is the only professional honor society for outstanding music students. Membership, which is offered to a limited number of upperclassmen each year by invitation only, is decided on a basis of grade point average and excellence in musical endeavors.

**School of Music Student Council**
The Student Council is an elected group of student representatives from each area of discipline, which serves as the student advisory body to the office of the Dean of the School of Music.

**Tau Beta Sigma**
Tau Beta Sigma is a national honorary sorority dedicated to serving bands through active involvement with all the Baylor bands, the School of Music, and throughout the community. During the fall semester, our activities revolve around the Golden Wave Marching Band as we assist with daily operations of rehearsals, game day setup, mailouts, and uniform and instrument check-out, along with providing financial support for the cost of some of the marching band equipment. Throughout the entire school year, we host receptions after band concerts, help with band recruiting, and keep the concessions in Waco Hall operating during school and community events. To serve the local area we are proud participants of the Adopt-a-Highway program, the Adopt-a-Band program, and Steppin’ Out. In addition to providing service and leadership opportunities, Tau Beta Sigma members share in the joy of sisterhood by participating in social activities. To become a member of this organization, you must be in a musical ensemble each semester, maintain a GPA of 2.5, and go through a five-week training period. Please contact Dr. Barry Kraus (Barry_Kraus@baylor.edu), our chapter sponsor.
Performance, Jury, and Recital Attendance
Requirements in Piano

Recitals
Undergraduate

- Piano Performance: a senior recital of solo material 60 minutes in length and a junior recital of solo material at least 25 minutes in length; the balance of repertoire studied during the junior year will be presented at the student’s jury.
- Piano Pedagogy: a senior recital of solo material at least 50 minutes in length.
- Music Education, Church Music, and BA Applied Music: a senior recital of solo material at least 25 minutes in length; one piece from Level VII or a work from the piano ensemble literature may be performed on the recital.

Recital Hearings
An undergraduate recital hearing must be passed with an average grade of B or higher at least two weeks before the public performance. The recital hearing committee will consist of at least three piano faculty, one of whom is the student’s teacher.

Music Hour Performances
Piano majors in the BM degree are required to perform on Music Hour at least once a year. Piano Pedagogy majors will present a fifteen-minute public performance each semester during the junior year. Following the freshman year, piano concentrations in Music Education, Church Music, and BA Applied Music are required to perform on Music Hour at least once a year. The faculty will include the Music Hour performance when evaluating students in their jury critiques and grades.

Juries
Undergraduate

- Students in undergraduate piano degrees must present a jury in semesters they do not give a degree recital.
- Piano majors and concentrations will be evaluated in overall musical growth and pianistic accomplishment after four semesters of study to confirm their degree
program and to determine whether they are on track or will need extra time to complete the degree.

- Students can register for upper division credit in piano when they reach the following piano levels: Level VII for piano concentrations (BME, BM Church Music, BA Applied Music), Level VIII for piano majors in Piano Pedagogy, Level IX for piano majors in Piano Performance.
- Music majors in secondary piano must present a jury each semester until all degree requirements in piano have been passed.

**Jury Exemptions and Incompletes**

Any instructor who determines that a piano major or concentration would profit from a jury exemption in order to work without a deadline on technical matters should practice the following procedure. Written permission to the division director should be received from the student’s instructor with justification for a jury exemption for the semester. This exemption should be counter-signed by the division director. The student who is exempt from the regular semester jury should understand that a jury exemption may increase the length of time required to finish the degree. If the student is a graduate student with an assistantship, he/she should understand that the assistantship cannot be guaranteed beyond two years. In addition, the student should understand that repertoire requirements which are normally met in a jury must be made up in future semester juries if a jury exemption is approved.

Non-music majors (electives) and students who have completed degree requirements in secondary piano must present a jury at least every other semester.

A grade of “Incomplete” in piano may be given when a jury is missed due to illness confirmed by a doctor’s excuse or to a death in the immediate family or when a student passes a recital hearing at the end of a semester and the recital will be performed at the beginning of the next semester. In addition, a grade of “I” may be given on very selective occasions when a teacher feels that holding the student responsible for his/her work is preferable to failing the student. The student receiving a grade of “Incomplete” must understand that the “I” will automatically become an “F” if the work is not made up during the following semester, or summer if the I is received for a course taken in the Spring semester. (Please see page 12 regarding incompletes)
**Recital Attendance**
Graduate and undergraduate piano majors and concentrations must attend 12 piano department events from the following list during each semester that the student is registered as a full-time student.

- Faculty Solo Piano, Duo-Piano, and Piano Duet Recitals
- Guest Piano Recitals, including performances on the Lyceum and Distinguished Artist Series
- Faculty and Guest Collaborative Recitals (Chamber Music, Instrumental Duo, or Vocal Recitals)
- Advanced Performers Certificate Piano Recitals
- Graduate Piano Recitals
- Undergraduate Piano Recitals
- Piano Music Hour Recitals
- Waco Symphony Concerts featuring Guest Artists in Piano
- Faculty Piano Master Classes
- Guest Piano Master Classes

Attendance is required at all solo, duo-piano, and piano duet recitals presented by piano faculty and guest pianists. In addition, students must attend at least one collaborative piano recital and one piano master class presented by a faculty or guest pianist each semester. Individual instructors have the option of requiring attendance at other specific events to be counted among the twelve total events required.
Undergraduate piano majors and concentrations will need to attend only 3 additional music events beyond the 12 required piano events to satisfy the MUS 1001 recital attendance requirement. Policies relating to MUS 1001 will also pertain to the Piano Department Recital Attendance Policy: no more than 6 music hours will count toward the requirement; double credit will be given for DAS and Waco Symphony performances involving solo piano; credit will not be given for performances in which the student takes part.

It is the student’s responsibility to sign the departmental attendance sheet immediately after the piano event is over. Students who leave without recording their attendance will not receive credit for attending the event. Any dishonesty related to the Piano Recital Attendance Policy is a violation of the University Honor Code and will be treated as such. This includes misrepresenting in any way a student’s attendance at a piano recital or master class, or being aware of such misrepresentation without notifying the Director of Keyboard Studies.

The student’s piano instructor will determine the consequences when a student fails to meet the requirements of the piano recital attendance policy.
**Practice Rooms**

Practice rooms are located on the second floor of the McCrary Music Building. These rooms are unlocked and are available to all applied music students. There are a limited number of locked rooms which are designated for students studying piano, level V or above. To obtain a key for one of these rooms, students should bring a written request from their piano teacher to Karen Johnson in Roxy Grove, Room 213, between 1:00 and 5:00 p.m.

The practice room area in McCrary Music Building is secured by card access from 6:00 p.m. until the building closes at 1:00 a.m. After the 12th class day, ID cards will be activated for any student enrolled in a music course. Only these ID cards will provide access to the practice room area. It is important for students using practice rooms to maintain the security of the area.

A limited number of warm-up rooms are available in the basement of Roxy Grove Hall. These rooms are available from 8:00 a.m. to 5:00 p.m. and should only be used for a maximum of 30 minutes to warm-up for a lesson or a performance in the Waco Hall complex. **Warm-up rooms are not to be used for practice.**
Recitals

Scheduling / Reserving a Hall

All reservations for recitals are made through Linda Dreyer (McCrary Lobby) between the hours of 8:30 a.m. and 11:30 a.m., and 1:30 p.m. and 4:30 p.m. Monday through Friday.

Recitals may not be scheduled against a faculty or ensemble performance.

Exceptions
Any deviations from the specified policies must be approved by the Dean.

Collaborative Pianists

Pianists are to be contacted early in the recital planning process; they are to be given music a minimum of six weeks in advance of the hearing in order to allow for their optimum preparation. All fees and arrangements for payments are the responsibility of the student and are to be discussed in advance. All collaborating musicians’ names are to be included on any programs, advertisements, flyers, etc.; the term “assisted by” should not be used under any circumstances, and the term “pianist” should be used instead of “accompanist.”

Cancellations and Re-scheduling

In the event that a reservation is added or changed after the first day of class, the new reservation may not supplant a previously scheduled faculty or student performance.

Scheduling Recitals

Recitals must be presented on or before the last day of classes in a semester. Student degree recitals may be scheduled as follows:

Fall:
- Graduate Students: September 9-10
- Senior and BME: September 13-14
- Junior: September 15-16
- Other: September 20

Spring:
- Graduate Students: January 20-21
- Senior and BME: January 24-25
- Junior: January 26-27
- Other: January 31

Once a recital is scheduled on the School of Music calendar, a $25.00 fee will be assessed for every change.

An Undergraduate Recital Reservation Form must be submitted to Linda Dreyer (McCrary Lobby) in order to schedule a recital. Before submitting this
form, please make sure all performers are available. (A sample form is included in the Appendix of this handbook.)

A recital reservation will include a thirty (30) minute setup time before the program and a thirty (30) minute breakdown and storage time after the program. An additional thirty (30) minutes of setup time may be requested for percussion and composition recitals.

**Location and Time**

Senior BM Recitals may be presented in Meadows Lecture/Recital Hall, Roxy Grove Hall, or Recital Hall II at any time on Monday through Saturday or prior to 6:00 p.m. on Sunday. All other degree recitals must be scheduled so that the halls are vacated prior to 7:00 p.m.

Non-degree recitals may not be presented after November 15 for fall recitals or March 16 for spring recitals. Performances may be presented in Meadows Lecture/Recital Hall, Roxy Grove Hall, or Recital Hall II on Monday through Friday. The time must be scheduled so that the halls are vacated prior to 6:15 p.m.

**Length of Recital**

A maximum of fifty (50) minutes and a minimum of forty (40) minutes of music is required for a Senior BM recital. All other degree recitals may not exceed twenty-five (25) minutes of music.

**Scheduling Hearings**

Hearings may be scheduled with Linda Dreyer (McCrary Lobby) thirty (30) days prior to the recital date. Hearing must be passed a minimum of fifteen (15) days before the recital.

**Scheduling Rehearsals**

**Hearing Rehearsals**

Rehearsal time may be reserved at the time the hearing is scheduled or a maximum of 15 days before the hearing. Scheduled rehearsal time for hearings will be deducted from the allocated rehearsal hours.

An Undergraduate Recital Reservation Form must be submitted to Linda Dreyer (McCrary Lobby) in order to schedule recital hearing rehearsals.

**Recital Rehearsals**
Recital rehearsal time may be scheduled once the hearing is passed and the recording fee, signed Recital Reservation form, and 27 correct final printed programs have been submitted to Debbie Dunham (WHE 304 8-12, WHE-206 1-5 p.m.).

Up to three (3) hours of rehearsal time (including setup and breakdown) in the hall for Senior BM recitals may be distributed as the performer desires. All other undergraduate recitals may schedule up to two (2) hours of rehearsal time (including setup and breakdown) in the hall. In the event of unusual setup and breakdown circumstances, an additional thirty (30) minutes of time may be reserved for each rehearsal.

A signed Undergraduate Recital Reservation Form must be submitted to Linda Dreyer (McCrary Lobby) in order to schedule recital rehearsals.

Recital Programs

The layout and printing of student recital programs are the responsibility of the performer. Students are required to follow this new procedure and its specifications listed below. If you have any questions, please see Dr. Georgia Green, Associate Dean for Academic Affairs (WHE-128).

Before Hearing
1. Type program information in program template (on METALab & MERC computers).
2. Proof your program according to specifications below. Refer to examples of other student recital programs in bound program book (in METALab and MERC) if needed.
3. Take a copy to your applied teacher for further proofing.

When Hearing is Passed
4. Make any final corrections as needed after hearing is passed.
5. Take master copy for final proofing to Debbie Dunham (WHE 304 8-12, WHE-206 1-5 p.m.).
6. Take master copy to Central Duplication (Morrison Constitution Hall Room 150, Monday-Friday, hours 7:30-5:00) at least 24 hours in advance of due date. Kinko’s may be used if official music paper is purchased from Central Duplication.
7. Request Central Duplication or other printer to print on music paper the quantity of programs you need plus the 27 we need, to cut all to centered 6 1/4” x 9 1/2” size, and to shrink-wrap 20 of the programs.
8. **Applied teacher’s signature is required on one final printed program and the recital reservation form.**

9. Write in timing for each piece on one final printed program (for Recording Studio).

**After Hearing is Passed and No Later than Ten Days Before Recital**

10. Turn in the **27 correct** final printed programs (includes 20 shrink-wrapped programs, 1 signed program by applied teacher, 1 program with timings), appropriate recording fee, and signed Recital Reservation Form to Mrs. Dunham (WHE 304 8-12, WHE-206 1-5 p.m.) **All items must be turned in at the same time.** Programs will be checked and Recital Reservation Form will be signed.

11. Take Recital Reservation Form, signed by Mrs. Dunham, to Linda Dreyer (McCrary Lobby) to schedule dress rehearsals. **Dress rehearsals cannot be scheduled until #10 has been fulfilled.**

**Program Specifications**

**Programs not meeting these specifications will be returned to you to be reprinted:**

- Must use program template
- Camera-ready master must be printed on laser printer
- Must use School of Music paper (purchase from Central Duplication)
- Printer must cut to exactly 6 1/4” x 9 1/2” centered
- Must use Palatino font for all text except recital type and fulfillment statement, which is to be **Zapf Chancery**
- Minimum font size: 9
- Recitalist’s name and instrument in largest font
- Names and instruments of all other performers as indicated on template
- Correct type of recital: Senior, Junior, BME, Church Music, BA, Special
- Names of all pieces and movements to be performed
- Full names of all composers with their birth and death dates
- Full name of arranger in addition to composer’s name/dates, if piece is arranged.
- Intermission or Interval, if needed
- Fulfillment statement in Zapf Chancery
- Name of recitalist’s teacher: (Your name) is a student of (teacher’s first/last name).
- Complete date, place, and time of recital in **CAPS**
- Faculty acknowledgement, if faculty member performs
- No unnecessary information or symbols added (i.e. receptions, stars etc.)
- If 2 pages are needed, request Central Duplication to print front to back; submit 1 extra final program. If 2-page joint recital, submit 2 extra final programs.

**Recording**

A member of the School of Music recording studio staff will make an audio recording of each approved performance for which the recording fee has been paid. (See program policy on pp. 26-27 for procedure). Staff members will be available thirty (30) minutes before the performance to assist with pre-concert setup of recording equipment, and for thirty (30) minutes following the concert to
assist with recording equipment breakdown and storage. The School of Music does not provide video taping of performances.

**Recording Fees**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50</td>
<td>Senior &amp; Special Recitals</td>
</tr>
<tr>
<td>$40</td>
<td>Junior, BME, Church Music, &amp; BA Recitals</td>
</tr>
<tr>
<td>$40 ea.</td>
<td>Joint Recitals</td>
</tr>
</tbody>
</table>

**Note:** Special recitals will not be recorded unless requested by the performer. To arrange for recording, notify the Recording Studio (MMB-212), and submit a check for the recording fee to Mrs. Dunham (WHE 304 8-12, WHE 206 1-5 pm).

**Assistance for stage setup, ushers, and house managers are the responsibility of the performer.**

**Special Instruments**

The Dowd harpsichord is available for use only in Roxy Grove Hall. The Collegium harpsichord is also available for use in School of Music sponsored functions. Anyone wishing to use the Collegium harpsichord should contact Dr. Jann Cosart. Requests for harpsichord tuning should be submitted to the piano technician at least two weeks in advance of the performance.

The Hamburg Steinway concert grand in Roxy Grove Hall is to be used only for faculty and piano degree recitals.
Division of Keyboard Studies  
Secondary Piano Requirements

In keeping with NASM requirements, all music majors must demonstrate proficiency at the piano to satisfy their secondary piano requirement. The proficiency requirements differ according to degree plan/applied emphasis and are outlined below.

The class piano sequence (Levels I – III) normally lasts four semesters (Level I, 1\textsuperscript{st} semester; Level II, 2\textsuperscript{nd} semester; Level III, 3\textsuperscript{rd} – 4\textsuperscript{th} semesters). Advancement into each higher level is contingent upon successful demonstration of proficiency at the current level before a faculty committee. The proficiency requirements for Levels I and II consist of a balanced presentation of repertoire, major scales and arpeggios, and the ability to improvise an accompaniment to and transpose a melody. The requirements for Level III, in addition to those mentioned above, include the ability to play minor scales and arpeggios, standard hymns at sight, 2 parts from a 4-part open score and to learn standard instrumental transpositions. In rare circumstances, Level III+ may be substituted for Level III based on placement exam results. Requirements for Level III+ are identical to those for Level III, but Level III+ allows students with significant piano background to move at their own pace through the curriculum.

Upon successful completion of Level III, any further piano study is conducted on an individual instruction basis with a member of the piano faculty.

Students entering with no previous piano background will be placed in Level I class piano and will continue through the sequence until the final requirements for the student’s degree have been satisfied. Those entering with previous piano training will be given a placement exam to determine the appropriate level for that student. Once placed in a given level the student must continue through the sequence in the established order—retaking the placement exam to skip levels is not allowed.

Final piano requirements according to degree and applied area:

**BA in Music:**
Completion of *Level III*.

**BM and BME with instrumental applied area:**
Completion of *Level III*.  

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BM Church Music, BME with vocal applied area:
Completion of Level IV. This level is normally completed as a two-semester course of study following completion of Level III.
Requirements: all major and harmonic minor scales, white-key melodic minor scales, and all major and minor root-position triad arpeggios (two octaves, hands together); preparation of four piano solos; sight reading of a piano solo or accompaniment; playing of a SATB choral work from score; improvising an accompaniment to a melody with and without chord symbols; prepared transposition of a hymn; performance of an accompaniment with soloist.

BM Voice:
Completion of Level IV. This level is designed as a two-semester course of study following completion of Level III.
Requirements: all major and harmonic minor scales, white-key melodic minor scales, and all major and minor root-position triad arpeggios (two octaves, hands together); preparation of four piano solos; sight reading of a piano solo or accompaniment; playing of a SATB choral work from score; transposition of an art song accompaniment; performance of an accompaniment with soloist.

BM Music History:
Completion of Level V. This level is designed as a two-semester course following completion of Level IV.
Requirements: all major, harmonic minor and melodic minor scales and all major and minor triad and diminished seventh chord root position arpeggios (four octaves, hands together); preparation of six piano solos (two memorized); sight reading of a piano solo; performance of an accompaniment with soloist.

BM Theory or Composition:
Completion of Level V. This level is designed as a two-semester course of study following completion of Level IV.
Requirements: all major, harmonic minor and melodic minor scales and all major and minor triad and diminished seventh chord root position arpeggios (four octaves, hands together); preparation of four piano solos (one memorized); sight reading of a piano solo; improvising an accompaniment to a melody with and without chord symbols, employing secondary triads and sevenths; playing of a SATB choral work or four-part instrumental
work (with one transposing part) from score; performance of an accompaniment with soloist.

**BM Organ:**
Completion of *Level V*. This level is designed as a two-semester course of study following completion of Level IV.
Requirements: all major, harmonic minor and melodic minor scales and all major and minor triad and diminished seventh chord arpeggios in all positions (four octaves, hands together); major and minor triads and diminished sevenths played as broken chords (four octaves, hands together); preparation of five piano solos (two memorized); sight reading of a vocal solo or choral accompaniment; transposition of a hymn at sight, including an appropriate modulation; sight playing three lines of a SATB choral work from score; performance of an accompaniment with soloist.

More detailed descriptions of the secondary piano curriculum and final proficiency requirements are available in the Piano Office (RG-213).
Some Scheduling Tips

Know your curriculum!
It is your responsibility to schedule and register for the courses that you need in order to graduate.

1. Register for MUS 1001 (Recital Attendance) every semester until the six-semester requirement is completed.

2. Schedule secondary piano every semester until the requirement is completed.

3. Schedule MUS 1122 and 1123 (Class Piano) first, before scheduling other classes with multiple section choices.

4. Schedule music classes with only one section, (example - Music History) before scheduling other multiple-section courses. Plan ahead for future semesters.

5. Always plan ahead at least one semester when deciding on a schedule of classes for a given semester. This allows for flexibility in the schedule.

6. Check the catalog for prerequisites before scheduling classes.

7. Set goals. Make plans for finishing competency-based requirements (piano proficiency, music ed. evaluation, recital attendance, recital, etc.).

8. When planning to take a course off campus for transfer credit, check with Georgianne VanDyke in the Student Records Office (RG-107) before taking the course to insure that it will transfer.

9. Remember that upper-level music courses are those which begin with the digit “3” or “4.”

10. Do not register for a higher level of Musicianship than that of Theory.

11. Each semester, be sure to schedule applied major, applied minor (until completed), ensemble, and theory/musicianship (until completed).

12. Be aware of classes that are not offered every semester. Plan ahead.
Security, Safety, and Health Information

Baylor University and the School of Music strive as much as possible to ensure the safety and security of students. Students should make themselves aware of security measures in place and cooperate in their effectiveness. Baylor Police may be reached by dialing 2222 in the event that a student needs assistance or observes any suspicious activity. Baylor Police provide a free escort service for students walking alone on campus at night. This service may be requested by dialing Baylor Police at 2222.

Baylor University also provides psychological counseling services for its students. Students experiencing periods of stress or distress as a result of college life may benefit from the services available through the Baylor University Counseling Center. The staff are available to students, whether they are feeling overwhelmed and need assistance or simply have a routine concern they wish to discuss. Appointments are preferred, although students in crisis may come to the offices located in the Student Life Complex anytime between 8:00 a.m. and 5:00 p.m. Monday through Friday. Call 710-2467 to schedule an appointment. Psychologists are on call for emergencies after regular office hours at 710-2467. Students have access to counseling services if they have paid the student services fee and are enrolled at the time services are sought. The Office of Counseling Services is closed during academic breaks, and students are advised to contact mental health resources in their hometowns. In Waco, students can call 776-1101 in the event of a psychological emergency.

The Baylor University Chaplain fulfills the role of campus minister whose primary concern is the spiritual well-being of the Baylor community. In times of crisis, the chaplain ministers to students, faculty, staff, and their families. The chaplain can be reached by dialing 3517.

The Baylor Health Center, located on the second floor of the Student Life Complex, provides short-term health services to students while they are attending Baylor University. The Health Center can be reached by dialing 2461. Available staff includes: physicians, pharmacists, psychologists and counselors, a health educator, and administrative and support personnel. Physicians, nurses, and pharmacists are available from 8:00 a.m. to 5:00 p.m. Monday through Friday and from 9:00 to 11:00 a.m. on Saturday, during the fall and spring semesters. During the summer, physicians, nurses, and pharmacists are available from 1:30 to 5:00 p.m. Monday through Friday; and students may report for emergency sick call beginning at 8:00 a.m. A physician and psychologist are on call for emergencies after hours. Nurses are on duty and present 24 hours a day to provide urgent care, assessment, and referral after clinic hours.
APPENDIX
These forms may be copied as needed
### MUSIC HISTORY ROTATION

<table>
<thead>
<tr>
<th>Semester</th>
<th>8:00 TR Music History</th>
<th>9:30 TR Music History</th>
<th>9:00 MWF Music History</th>
<th>1:00 MTWRF Music History</th>
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<td>MUS 3324</td>
<td>MUS 3325</td>
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<tr>
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<td>MUS 3327</td>
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<tr>
<td>Summer 2005</td>
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<tr>
<td>Summer 2010</td>
<td></td>
<td></td>
<td></td>
<td>MUS 3324</td>
</tr>
</tbody>
</table>

Theory Prerequisites for Music History Courses:

- **3324** The History of Music before 1600  
  Prerequisites MUS 1102 and 1302

- **3325** The History of Music from 1600 to 1800  
  Prerequisites MUS 2101 and 2301 or concurrent enrollment

- **3326** The History of Music from 1800 to WWI  
  Prerequisites MUS 2102 and 2302

- **3327** The History of Music from WWI to the Present  
  Prerequisites MUS 2102 and 2302 or concurrent enrollment
## CHANGE OF MAJOR IN THE SCHOOL OF MUSIC

### BM DEGREE
- **Applied**
  - Wind, String, or Percussion Emphasis
  - Voice
  - Organ
  - Piano
- **Church Music**
  - Voice Emphasis
  - Keyboard Emphasis
  - Instrumental Emphasis
- **Composition**
- **Pedagogy**
- **Theory**
- **Music History and Literature**

### BME DEGREE
- **Choral Music**
  - Voice Concentration
  - Keyboard Concentration
- **Instrumental Music**
  - String Concentration
  - Wind/Percussion Concentration

### BA DEGREE
- **Applied**
  - Piano Emphasis
  - Non-Piano Emphasis
- **Academic**

---

(name)  [student ID]  (date)

(present major)  (desired major)

This change has been approved by the faculty of the (division)

Division, pending final approval based on academic eligibility for the degree in question.

### Audition Committee Signatures (if audition was necessary)

<table>
<thead>
<tr>
<th>Applied Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of present major</td>
</tr>
<tr>
<td>Director of desired major</td>
</tr>
</tbody>
</table>

Date of Audition ____________
Associate Dean for Academic Affairs, School of Music
EXTENSION OF TIME FOR INCOMPLETE GRADES

STUDENT INFORMATION:

last name   first name   middle name

ID number of student

course number and section   semester/year course taken

EXTENSION INFORMATION:

TIME SHOULD BE EXTENDED TO: ______________________________

REASON FOR EXTENSION: ______________________________________

________________________________________________________________

DATE OF REQUEST: ____________________________________________

APPROVAL:

instructor

department chairman

dean of college/school

FOR ACADEMIC RECORDS USE
Received in Academic Records: ______________________________________
Request for Course 4V80: Independent Studies

Please complete this form and return it to the Associate Dean before registering for MUS 4V80.

The following catalog description applies to MUS 4V80 - Independent Studies:

“Independent research undertaken by the student under the supervision of one faculty member. This course is limited to superior students working in their major area. It cannot duplicate the content of another course or substitute for degree requirements.”

Name of Student ___________________________ ID # ______________

Classification __________________________ Major ______________________

Supervising Teacher ____________________________________________

Semester in which work is to be done ________________________________

Current GPA _________________ Number of credit hrs. requested _______

Provide a thorough description of (a) the research to be undertaken and (b) the work that the student will present for evaluation:

Provide a justification for requesting independent studies (how does the research differ from the contents of other courses, and how will it benefit the student?):

Signatures and Dates:

Student ___________________________________________ Date ______________

Supervising Teacher _________________________________ Date ______________
Approval must be received prior to registration in MUS 4V80.
BME SOPHOMORE EVALUATION
STUDENT APPLICATION FORM

LAST NAME FIRST MIDDLE I.D. NUMBER

LOCAL ADDRESS PHONE NUMBER

PERMANENT ADDRESS

OVERALL G.P.A. MUSIC G.P.A.

LETTERS OF RECOMMENDATION

Three letters of recommendation from members of the music faculty, including the major professor in the applied concentration, an ensemble director, and an academic music/music education faculty member, are required to complete this application. It is your responsibility to provide each of the faculty members who will write your recommendations with a “Letter of Recommendation” form with your name already filled in at the top, and an envelope which has already been addressed to the Director of the Music Education Division, School of Music, Box 97408, Campus. Each of the faculty members will then mail the completed form to the Director of the Music Education Division so that your application will be complete before the March deadline.

Please list the names of the Music Faculty members from whom you will be requesting recommendations:

__________________________
Professor in Applied Concentration

__________________________
Ensemble Director

__________________________
Academic Music Faculty Member

REQUIRED WRITTEN ESSAY

To complete your application, please write a brief (3 or 4 paragraph) essay describing how you anticipate incorporating your BME preparation in your intended
professional career. Attach your essay to this Application Form and give both of them to
the Director of the Music Education Division.

All BME Sophomore Evaluation materials are due the last Friday in October (Fall)
and the last Friday in March (Spring).

LETTER OF RECOMMENDATION FOR BME STUDENT

Name of Student

Date                                    Name of Faculty Member (Printed)

PLEASE CHECK ALL THAT APPLY:

☐ This student is studying his/her applied concentration with me.

☐ This student is performing in an ensemble with me.

☐ This student is studying with me in ____________________________
   Name of class or other Music School activity

PLEASE CHOOSE ONLY ONE OF THE FOLLOWING STATEMENTS:

☐ In my professional opinion, this student has the potential to complete the
  requirements for the BME degree and become an effective teacher.

☐ In my professional opinion, this student may have the potential to complete the
  requirements for the BME degree and become an effective teacher. I have some
  questions and concerns which I have described below.

☐ In my professional opinion, this student does not have the potential to complete
  the requirements for the BME degree and become an effective teacher.
  I have written about my concerns below.

COMMENTS (Please use the back of this sheet or another sheet if needed):
This recommendation should be sent to the Director of the Music Education Division of the School of Music before the last Friday in October (Fall semester) and before the last Friday in March (Spring semester).
BAYLOR UNIVERSITY
Degree Program Petition

Academic Unit: Degree_________________Major_________________
Concentration (if applicable)_________

A&S [ ] Business [ ]
Education [ ] Music [ ]
EGR & CSI [ ] Nursing [ ]

Current Date__________________________
Anticipated Graduation Date______________

Student’s Name ____________________________ ID# ____________________
(Please Print)

Local Address ______________________________________ Zip_________Phone____

E-Mail Address______________________________________________

Briefly state your petition. (Use additional sheets if necessary.)


Do not write below this line.

[ ] I support this petition Date__________ [ ] I support this petition Date__________

[ ] I do not support this petition Date__________ [ ] I do not support this petition Date__________

Signature: ____________________________ Signature: ____________________________

Dean’s Office: Comments: ____________________________

[ ] Approved Date______________

[ ] Not Approved Date______________

Signature ____________________________

[ ] Applies only to the major and degree listed above.

[ ] Applies to any major within the degree listed above.

Please make the following changes to the student’s degree program:

Course Substitution: Required Course ____________________________ Hours________

Substitution ____________________________ Hours________
Course waiver:
Waive ___________________________________________ Hours ________

University requirement waiver or substitution:

__________________________________________

Course repetition (Grade of “C”) Course _____________________________________

RECITAL RESERVATION FORM
Undergraduate Students

Please refer to the Undergraduate Student Handbook for details on recital guidelines and procedures on the School of Music website.

Name: ________________________________ Local Phone: ________________

1. SCHEDULE RECITAL

Instrument: ________________________________ Teacher: __________________

Type of Recital: ___ Sr BM ___ Jr BM ___ BME ___ Church Music ___ BA ___ Non-Degree

Recital Date: ___/___/___ Location: ___Roxy Grove ___Recital Hall II ___Meadows Hall ___*Jones Hall

Time: _____ to _____

2. SCHEDULE HEARING

Hearing must be passed a minimum of 15 days before the recital. The hearing and hearing rehearsals may be reserved 15 days before the hearing.

Rehearsal: ___/___/___ Location: ___Recital Hall II ___Roxy Grove ___Meadows Hall ___*Jones Hall

Time: _____ to _____

Hearing Date: ___/___/___ Location: ___Recital Hall II ___Roxy Grove ___Meadows Hall ___*Jones Hall

Time: _____ to _____

Hearing Passed: ___/___/___ Teacher: __________________________

Committee: __________________________

3. SUBMIT RECORDING FEE AND PROGRAMS

After the hearing has been passed, and no later than 10 days before your recital, submit this signed Recital Reservation Form with recording fee and 27 correct final printed programs (see Program Procedure on reverse) to Debbie Dunham, (WHE 304 8-12; WHE 206, 1-5 p.m.). Failure to do so will prevent you from being able to schedule dress rehearsals with Linda Dreyer (McCrary Lobby).

27 Final Programs submitted: ___/___/___ Received by __________________________

Recording fee paid: ___/___/___ Paid $_____ Received by __________________________

4. SCHEDULE REHEARSALS

Rehearsal times may be reserved with Linda Dreyer (McCrary Lobby) once this form, the recording fee, and 27 correct final printed programs have been submitted to Mrs. Dunham.
Rehearsals: Senior B.M. = 3 Hrs.
All others degree recitals = 2 Hrs.

Location: Roxy Grove
Recital Hall II
Meadows Hall
*Jones Hall

Date: ___/___/___  Time: _____ to _____
Date: ___/___/___  Time: _____ to _____
Date: ___/___/___  Time: _____ to _____

*Percussion and organ recitals only as approved by respective professors.

8/11/04