



**SCHOOL OF MUSIC,
THEATRE, AND DANCE
COLORADO STATE UNIVERSITY**

Music Undergraduate Student Handbook

Updated 08.21.17

 TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
DEGREE PROGRAMS IN MUSIC.....	4
<i>B.M., Music Education Concentration</i>	4
<i>B.M., Music Therapy Concentration</i>	4
<i>B.M., Performance Concentration</i>	4
<i>B.M., Performance Concentration, Jazz Studies Option</i>	4
<i>B.M., Composition Concentration</i>	4
<i>B.A. in Music</i>	4
<i>Music Minor</i>	5
ADMISSIONS REQUIREMENTS.....	5
GENERAL ACADEMIC REQUIREMENTS AND GUIDELINES	5
<i>Music Program Fee</i>	5
<i>Advising</i>	5
<i>Academic Standards</i>	6
<i>Guideline on Credit Hours and Minimum Student Preparation Hours</i>	6
<i>assessment of Music Majors</i>	6
<i>Applied Music</i>	7
<i>Upper Division Qualifying Examination (UDQE)</i>	8
<i>Keyboard Competency Requirement</i>	9
<i>Tutoring</i>	10
<i>Student Code of Conduct and Appeals of grading decisions</i>	10
PERFORMING ARTIST HEALTH AND SAFETY INFORMATION.....	10
<i>Equipment and Technology Safety</i>	11
<i>Hearing Safety</i>	11
RECITAL GUIDELINES.....	11
<i>Degree Recitals</i>	11
<i>Scheduling of Degree Recitals</i>	12
<i>Cancellation Policy</i>	12
<i>Dress Rehearsal Scheduling</i>	12
<i>Recital Programs and Recording</i>	12
FACILITIES AND EQUIPMENT.....	13
<i>Building Hours</i>	13
<i>Office Hours</i>	13
<i>Technology Laboratories</i>	13
<i>Lockers</i>	13
<i>AcCess and KEYCARDS</i>	14
<i>Sectional and Seminar Room Reservations</i>	15
<i>Recital and Concert Hall Rehearsal Guidelines</i>	15
<i>School of Music, Theatre, and Dance Property</i>	15
<i>Use of Concert Grand Pianos</i>	15
<i>Piano/Harpsichord Tuning</i>	16
<i>Instrument Rental</i>	16
<i>Smoking</i>	17
<i>Pets, Bicycles, and Roller Blades</i>	17
<i>Instruments</i>	17
<i>Elevator</i>	17
SCHOLARSHIPS.....	17
<i>Policies and Guidelines</i>	17

<i>Scholarship Ensemble Requirement</i>	18
AWARDS AND RECOGNITIONS	18
<i>Undergraduate Academic Excellence Award</i>	18
<i>Wendel Diebel Music Performance Award</i>	19
<i>Zeta Nu Chapter of Pi Kappa Lambda</i>	19
<i>Concerto Competition</i>	19
<i>Singer of the Year</i>	19
CSU STUDENT/LOCAL MUSIC ORGANIZATIONS	20
<i>Delta Omicron</i>	20
<i>Music Therapy Student Association</i>	20
<i>Phi Mu Alpha Sinfonia</i>	20
NATIONAL ASSOCIATION FOR MUSIC EDUCATORS	20
FORT COLLINS MUSIC TEACHERS ASSOCIATION.....	21
MUSIC PROGRAM GOVERNANCE.....	21
<i>Music Executive</i>	21
<i>Applied Area Coordinators</i>	21
<i>Academic Area coordinators</i>	21

DEGREE PROGRAMS IN MUSIC

The School of Music, Theatre, and Dance offers five undergraduate degree programs in music: The Bachelor of Music (B.M.) degree with concentrations in music education, music therapy, music composition, and music performance, and the Bachelor of Arts (B.A.) degree in music. The performance concentration of the B.M. is further subdivided into the following options: orchestral instrument, organ, piano, piano pedagogy, string pedagogy, voice, and jazz. A minor in music is also offered. For specific curricular requirements for all of the above, consult the current Colorado State University general catalog. Individual check sheets for these programs are available in the School of Music, Theatre, and Dance Office, UCA 120 and online at <http://music.colostate.edu/academics/undergraduate/undergraduate-checksheets/>

B.M., MUSIC EDUCATION CONCENTRATION

The B.M., Music Education Concentration prepares students for teaching choral, instrumental, and general music in elementary and secondary schools. This degree prepares students to apply for State of Colorado music teaching licensure (Grades K-12).

B.M., MUSIC THERAPY CONCENTRATION

The B.M., Music Therapy Concentration prepares students for varied careers in music therapy, an allied health profession whose members generally work as an interdisciplinary team in the role of learning specialists or providing comprehensive health care.

B.M., PERFORMANCE CONCENTRATION

The B.M., Performance Concentration prepares students for potential professional careers in the music and creative industries as performers, entrepreneurs, and private music teachers as well as for continued study at the graduate level.

B.M., PERFORMANCE CONCENTRATION, JAZZ STUDIES OPTION

The Bachelor of Music in Performance, Jazz Studies Option offers instrumental students a balanced course of study in both performance and academic classes to help them develop their skills as jazz artists and educators. Students in the degree program have the opportunity to study jazz history, theory, improvisation, pedagogy and composition and arranging, in addition to taking private lessons with both traditional applied faculty and jazz specialists.

B.M., COMPOSITION CONCENTRATION

The B.M., Composition Concentration is designed to prepare the student to compose original music for a wide variety of venues including live concerts, music to accompany film, video, dance, and theatre.

B.A. IN MUSIC

The B.A. in Music degree permits students to study music within the larger context of a liberal arts education. In comparison to the programs leading to the B.M. degree, less emphasis is placed on studies specifically in music, with greater flexibility for studies in a field outside of music.

MUSIC MINOR

A minor in music provides students in majoring in areas outside of music to continue pursuing music studies throughout their time at CSU within the structure of a minor program. The student music minor completes a minimum of 22 credits of which a minimum of 12 must be upper division. It also requires eight semesters of ensembles.

ADMISSION REQUIREMENTS

In addition to meeting the academic requirements for admission to Colorado State University, the successful passing of an audition as assessed by applied area faculty is required for admission into all music degree programs and the music minor program. In addition to the audition, music therapy, music education, music composition, and jazz faculty must approve prospective students desiring to pursue degrees and options in these areas.

For information about auditions and to apply for acceptance into a music degree program or the music minor, please go to <http://music.colostate.edu/admissions/undergrad-apply/>

Information about the general application to CSU: <http://admissions.colostate.edu/applying-to-csu/>

All students wishing to transfer into any degree program in music at CSU must meet the criteria listed above, including those currently attending institutions holding articulation agreements with WCSU. All transfer applicants will be assessed in the areas of applied music, keyboard competency, music history, music theory, and sight-singing/ear-training to determine eligibility for matriculation as well as for transfer credits that may be accepted in individual coursework.

GENERAL ACADEMIC REQUIREMENTS AND GUIDELINES

MUSIC PROGRAM FEE

In addition to regular University tuition and fees, the music program fee is a mandatory charge for all music majors and minors. The fee subsidizes expenditures associated with the study of music at CSU, including, but not limited to applied music instruction, collaborative pianists, vocal coaches, ensemble repertoire, field supervision, piano maintenance, instrument purchase and maintenance, facility maintenance, chamber ensemble coaching, and support staff. This fee is pro-rated per semester and is assessed each semester a student is enrolled in classes at CSU, including the semester of student teaching or music therapy practicum/internship, and regardless of the types of courses for which the student is registered.

ADVISING

One of the most important aspects of your career as a student at CSU is your relationship with your advisor. It is recommended that you see your advisor often, including a meeting early in pre-registration time to review your course of study and path to graduation. It is your responsibility to read the university catalog and be familiar with all of the graduation requirements listed therein.

KEY ADVISOR AND COORDINATOR OF UNDERGRADUATE STUDIES:

- **Murray Oliver** – Murray.Oliver@colostate.edu; Room 120D; (970) 491-5193

ACADEMIC SUCCESS COORDINATORS:

- **Heather James** – Heather.James@colostate.edu
- **Marjorie Moss** – Marjorie.Moss@colostate.edu

Heather and Marjorie share an office: Room 145H; (970) 491-3178

ACADEMIC STANDARDS

- A minimum grade of C is required in all music courses designated as required within the major programs in music (B.A. and B.M.). Courses where a lower grade is received must be repeated, with the caveat that a course may be repeated only once.
- Students must have successfully passed the first-year musicianship sequence (MU 117, MU 118, MU 127, MU 128, MU 150, MU 151/MU 153) with a minimum grade of C by the end of their fourth semester as a music major. If a student has not passed the first-year musicianship sequence by the end of their fourth semester as a music major, they will be considered for dismissal from the music program for lack of academic progress.
- At the discretion of the instructor, a temporary grade of Incomplete (I) may be given to a student who demonstrates that he/she could not complete the requirements of the course due to circumstances beyond the student's control and not reasonably foreseeable. A grade of incomplete must be changed to an actual grade within one year. After this time period an incomplete automatically becomes an F. Please note that incomplete grades are rarely assigned for work in Applied Music. For specific information on incomplete grades please see: <http://registrar.colostate.edu/faculty-staff/incomplete-grades/>
- Please refer to the university catalog for more information regarding University scholastic standards. Unsatisfactory academic performance may lead to probation or dismissal from the program.

GUIDELINE ON CREDIT HOURS AND MINIMUM STUDENT PREPARATION HOURS

A credit hour is defined as 50 minutes of lecture or discussion/recitation per week for 16 weeks (800 minutes in a semester), 100 minutes of laboratory per week for 16 weeks (1600 minutes in a semester) when outside preparation is required, or 150 minutes of laboratory per week for 16 weeks (2400 minutes in a semester) when no outside preparation is required. For workload planning purposes (and to graduate with 120 credits in eight semesters), students should plan on an average of 15 credits per semester and should expect each credit hour will require approximately two to three hours (for some students, in some classes, more time and in a few classes, less time) of effort per week to attend classes and to accomplish readings and out-of-class assignments in preparation for successful completion of the course requirements.

ASSESSMENT OF MUSIC MAJORS

- The faculty and staff at CSU are committed to the success of every student enrolled as an undergraduate student. Because of this, all music majors are assessed each semester by the faculty to determine progress in expected levels of achievement specific to each degree program. Methods of assessment are both direct and indirect and include performance juries, exams, coursework, interviews, and preparation of ensemble and recital repertoire.
- Students identified as having performance deficiencies are notified by their applied studio teacher, and a plan for remediation is established.

- Students identified as having academic deficiencies are notified by their area coordinator and the appropriate academic success coordinator, and a plan for remediation is established.
- Serious deficiencies or lack of progress may result in a recommendation that a student should change their major. In some cases, failure to meet specific academic and/or performance thresholds will result in removal from the degree program. These notifications are made in writing by the director of the School of Music, Theatre, and Dance.

APPLIED MUSIC

- All music majors/minors must register for applied instruction each semester until program requirements for applied study are met.
- Normally, students may not exceed the total number of required semesters and required credits of lessons according to their degree program as follows:
 - **Bachelor of Arts** (MUS 172, 272, 472) 1 SH Credit. Students enrolled in the B.A. in Music degree program receive 14 half-hour lessons per semester, plus an additional 14 hours of studio class instruction for a maximum of four semesters*. Students are expected to spend a minimum of three additional hours of practice time per week in preparation for their applied lesson. *Please note that voice students take MU 172 Freshman Voice Studio in place of MU 272 for the first two semesters of study.*
 - **Bachelor of Music, Music Therapy Concentration** (MUS 172, 272, 472) Students enrolled in this degree program receive 14 half-hour lessons per semester, plus an additional 14 hours of studio class instruction for a maximum of five semesters. Students are expected to spend a minimum of three additional hours of practice time per week in preparation for their applied lesson. *Please note that voice students take MU 172 Freshman Voice Studio in place of MU 272 for the first two semesters of study.*
 - **Bachelor of Music, Performance Concentration** (MUS 172, 272, 472) 2 SH Credits: Students enrolled in this degree program receive 14 one-hour lessons per semester, plus an additional 14 hours of studio class instruction for a maximum of eight semesters**. Students are expected to spend a minimum of six additional hours of practice time per week in preparation for their applied lesson. *Please note that voice students take MU 172 Freshman Voice Studio in place of MU 272 for the first two semesters of study.*
 - **Bachelor of Music, Performance Concentration–Jazz Studies Option** (MUS 272, 274, 474) 1-2 SH Credit(s): Students enrolled in this degree program receive four semesters of MU 272 and four semesters of MU 274 in their first four semesters of study, and four semesters of MU 474 upon passing their UDQE, plus an additional 14 hours of studio class instruction, for a maximum of 16 semester hours of credit in applied music. Students are expected to spend a minimum of six additional hours of practice time per week in preparation for their applied lesson(s).
 - **Bachelor of Music, Music Education Concentration** (MUS 172, 272, 472) Students enrolled in this degree program receive 14 half-hour lessons per semester, plus an additional 14 hours of studio class instruction for a maximum of seven semesters. Students are expected to spend a minimum of three additional hours of practice time per week in preparation for their applied lesson. *Please note that voice students take MU 172 Freshman Voice Studio in place of MU 272 for the first two semesters of study.*
 - **Music Minor** (MUS 172, 272, 472) 1 SH Credit. Students enrolled in the music minor receive 15 half-hour lessons per semester, plus an additional 15 hours of studio class instruction for a maximum of four semesters. Students are expected to spend a minimum of three additional hours of practice time per week in preparation for their applied lesson. *Please note that voice students take MU 172 Freshman Voice Studio in place of MU 272 for the first two semesters of study.*

- **Non-Majors** (MUS 495H) 1 SH Credit. Students enrolled in the music minor receive 14 half-hour lessons per semester, plus an additional 14 hours of studio class instruction for a maximum of four semesters. Students are expected to spend a minimum of three additional hours of practice time per week in preparation for their applied lesson. Non-majors must register for MU495H.

*B.A. students intending to perform a half-recital as per the B.A. degree plan must do so no later than their eighth semester after passing a UDQE in their fourth semester. B.A. students may take applied music for 1 SH credit as per their degree program plan for a maximum of 10 SH Credits, including MU 172 Freshman Voice Studio.

**For B.M. degrees that include recital(s) in the program of study, students must be enrolled in applied music concurrently with their degree recital(s). Should they exceed the maximum semesters of lessons, registration for 1 Credit of applied music is required during the semester in which the degree recital occurs.

- Students receiving university credit for applied lessons must concurrently enroll in one large conducted¹ ensemble appropriate to their instrument or voice as assigned by audition and/or through consultation with ensemble conductors, applied faculty, and the director of SMTD.
- Students enrolled in applied piano or organ may register for Accompanying (MU 407) as their primary ensemble, upon advisement by the coordinator of Collaborative Piano. Keyboard students not enrolled in MU 407 must enroll and participate in a large conducted ensemble as assigned by audition and/or through consultation with ensemble conductors, applied faculty, and the director of SMTD.
- Applied music instruction includes weekly studio classes as part of the required time on task. Please contact your applied instructor for the studio class schedule.
- All students registered for applied lessons in any field will be required to take a jury during the final week of the semester, with the exception of those performing degree recitals. Jury requirements are available from your applied instructor.
- If a student fails to stay continuously enrolled in applied lessons during their course of study, they will be required to re-audition for their respective studio.
- Exceptions to the above guidelines may be granted by the director of SMTD upon consultation with applied faculty.

UPPER DIVISION QUALIFYING EXAMINATION (UDQE)

In order to register for applied study at the upper division (400) level, students must perform an Upper Division Qualifying Examination (UDQE) for a panel made up of the members of their applied area faculty at the end of their 4th semester of applied study. The UDQE panel may also include additional members of the music faculty as appropriate to the specific degree program.

This requirement pertains to all B.M. students in their fourth semester of applied study as well as B.A. students intending to perform a half-recital as per their B.A. plan of study, if appropriate. Students who do not pass the UDQE on the first try may study one additional semester at the MU 272 level during which the UDQE must be repeated. Failure to pass the UDQE the second time will result in the student's major being changed to the B.A., non-recital track, or a major outside of music, if appropriate. Neither the student nor teacher has the prerogative to opt out or delay the UDQE, unless there are verifiable exceptional extenuating circumstances.

In addition to the UDQE: B.M., Music Education Concentration majors are also required to take and pass a sophomore interview with the music education faculty during the same semester as their UDQE. Information about the sophomore interview is available from the music education faculty and also in the music education program packet.

¹ University Orchestra/Sinfonia (Theatre/Chamber Orchestra), Symphonic Wind Ensemble, Symphonic Band, Jazz Ensemble, Chamber Choir, Concert Choir, Opera Theatre

1. UDQE Prerequisites:
 - a. MU 131 must be completed with a grade of C or better.
 - b. MU 117 and MU127 must be completed with a grade of C or better.
 - c. MU 118 and MU128 must be completed with a grade of C or better, or the student must be enrolled in MU 118 and MU128 during the semester in which the upper division qualifying examination is attempted.
 - d. Keyboard Competency requirement must be complete (see page 9-10)
2. Expectations – Please see your applied area coordinator for details based on your instrument.

KEYBOARD COMPETENCY REQUIREMENT

KEYBOARD COMPETENCY REQUIREMENT: All Bachelor of Music majors must fulfill a keyboard competency requirement prior to their UDQE and/or sophomore interview (excluding students in the piano, organ, and piano pedagogy options). For all music majors, keyboard competency requirements are met by passing courses as articulated below.

KEYBOARD COMPETENCY REQUIREMENT BY DEGREE:

B.A. in Music

- MU 150 Piano Class I (Fall Semester-First Year)
- MU 151B Piano Class II: Performance, Composition, and General Studies (Spring Semester-First Year)

B.M., Performance Concentration

- MU 150 Piano Class I (Fall Semester-First Year)
- MU 151B Piano Class II: Performance, Composition, and General Studies (Spring Semester-First Year)

B.M., Performance Concentration, Jazz Studies Option

- MU 150 Piano Class I (Fall Semester-First Year)
- MU 154 Jazz Piano Class (Spring Semester: First or Second Year)

B.M., Music Education Concentration

- MU 150 Piano Class I (Fall Semester-First Year)
- MU 151A Piano Class II: Music Educators (Spring Semester)

After successful completion of the MU 150, both Instrumental and choral-track majors must also successfully pass MU 151A Piano Class II: Music Educators by the date of their sophomore interview [typically April of the sophomore year] in order to proceed into upper-division degree coursework. Students will not be permitted to register for upper-division coursework until they have passed MU 151.

- NOTE: Choral-track music education majors must successfully pass an additional piano class (MU 152: Piano Skills for Choral Directors) before they can be assigned a student teaching placement. This course should be taken during the junior year, and is not part of the basic piano skills requirement.

B.M. in Music Therapy

- MU 150 Piano Class I (Fall Semester-First Year)
- MU 153: Piano Skills for Music Therapists (Spring Semester-First Year)

MU 153 is designed to work on functional piano skills that will be important for practicum and the clinical

setting. This course will also help students prepare and understand the guidelines for the music therapy proficiencies. At least five piano proficiencies must be passed by the time students enroll for the level one practicum (MU 486A; typically junior year). MU 153 will also help those students who need more guidance and help to prepare for the MU 250 qualifying exam (end of fall semester, sophomore year), in which students must sing and play the piano.

Students wishing to test out of keyboard competency requirements or with questions regarding piano proficiency should contact Denise Apodaca, Keyboard Competency coordinator at denise.apodaca@colostate.edu.

TUTORING

Any student needing assistance from a tutor should contact the TILT (970-491-4820) or online at www.tilt.colostate.edu

STUDENT CODE OF CONDUCT AND APPEALS OF GRADING DECISIONS

- All students at CSU are expected to maintain standards of personal integrity in harmony with educational goals; to be responsible for their actions; to observe national, state, local laws and University policy, and to respect the rights, privileges, and property of other people. To view the entire CSU Student Code of Conduct, please visit: <https://resolutioncenter.colostate.edu/wp-content/uploads/sites/7/2016/03/student-conduct-code-brochure-v2015.pdf>
- Information regarding the appeal of grades and the resolution of other conflicts may be found at <https://resolutioncenter.colostate.edu/conflict-resolution/grade-appeals/>

PERFORMING ARTIST HEALTH AND SAFETY INFORMATION

The School of Music, Theatre, and Dance is very concerned about the safety and health of our students. As you receive instruction on your instrument or voice, your professors will teach you proper performance and rehearsal techniques to help optimize your vocal, pulmonary, and musculoskeletal health. Correct technique will help prevent injuries including minimizing repetitive stress disorder, carpal tunnel syndrome, and vocal nodes. Students are requested and required to immediately report any physical discomfort or injury related to the performance of their instrument to their applied faculty and ensemble directors so that that student's learning plan may be adjusted to best overcome those challenges. Our faculty wants to help you be as healthy as possible. Please do not hesitate to consult them if you have any concerns related to your health. They can help provide resources and options of which you may not be aware.

Students are encouraged to supplement information obtained in their lessons, master classes, and guest lectures regarding performing artist health and safety issues by utilizing some of the resources listed below. Additionally, SMTD students are encouraged to take advantage of the Performing Arts Medicine Association (PAMA) in order to obtain information about local resources available. To become a student member of PAMA, please go to: <http://www.artsmmed.org/membership-levels>

Protecting Your Hearing Health

- OSHA: Noise/Hearing Conservation
- Hearing Loss Decibel Levels
- Noises and Hearing Loss

Musculoskeletal Health and Injury

- MusiciansHealth.com

Psychological Health

- Performance Anxiety (WebMD)
- *The Inner Game of Music*, by Barry Green and W. Timothy Gallwey
- *A Soprano on Her Head: Right-Side-Up Reflections on Life and Other Performances*, by Eloise Ristad

EQUIPMENT AND TECHNOLOGY SAFETY

Students working as stage managers in all venues within the University Center for the Arts must complete a training session on how to safely move the grand pianos on stage. Contact Valerie Reed at Valerie.Reed@colostate.edu for information. Theatre students working on technical crews must undergo safety training on all equipment in all facilities.

Students working as audio/recording technicians must complete a training session on how to safely use the sound system and recording equipment, and how to safely lift and carry stage monitors. Contact Jim Doser at James.Doser@colostate.edu for information.

HEARING SAFETY

The School of Music, Theatre, and Dance encourages all music major to receive a hearing screening once a year. This screening is also available to students (taking six credits or more) free of charge through the Hartshorne Health Center. Visit www.health.colostate.edu for more information. General Information on hearing safety (best practices) can be found at www.ehs.colostate.edu and is made available through CSU's Environmental Health Services. Your applied professors and ensemble directors will coach you on how to best protect your hearing during your time here. If at any time the volume of an ensemble is making you uncomfortable or causing you concern, please report this to your director. Students are permitted and encouraged to wear ear protection as needed during rehearsal. For exceptionally loud pieces, the university will provide ear protection.

Although CSU's acoustically-treated practice, rehearsal, and performance facilities meet [OSHA Noise Standards](#), students must be mindful of exposure to excessive noise levels for extended periods of time. OSHA guidelines define excessive noise levels as 90 decibels or higher for more than 8 hours. For more information, please [click here](#) for a decibel comparison chart. Please see below for decibel levels specific to musical performance and listening: [Chart: Musical Decibel Levels](#)

RECITAL GUIDELINES

DEGREE RECITALS

Students pursuing a performance degree must present a junior and a senior solo recital. Those concentrating in music education must demonstrate performance capability by presenting a half-length solo recital, preferably jointly with another student. Time limits (including time for entering, leaving, and between pieces) are as follows, and must be strictly adhered to:

Full recitals are 60 minutes total time (including entering and leaving)

Half recitals are 30 minutes total time (including entering and leaving)

• B.M., Performance Concentration, Senior Recital	Full recital
• B.M., Performance Concentration, Junior Recital	Half recital
• B.M., Performance Concentration, Piano Pedagogy Senior Recital	Half recital
• B.M., Music Education Concentration Recital	Half recital
• B.A. Recital (approved as Capstone Project)	Half recital

Any student presenting a recital sponsored by the School of Music, Theatre, and Dance must have passed the upper division qualifying exam, be concurrently registered for the appropriate section of MU472 applied study, and have the approval of the applied area faculty (normally granted through a recital pre-hearing). Music education majors may not schedule their recitals during the student teaching semester.

SCHEDULING OF DEGREE RECITALS

Degree recitals are scheduled by the recital coordinator. To schedule a recital, complete the following:

1. Obtain a current degree recital prep list from the main office.
2. Read the prep list in its entirety and fill out the request form online, using the link provided.
3. Complete and submit the request form online by the submission deadline.

CANCELLATION POLICY

If a student cancels a recital for any reason, other than a family emergency, he/she may not reschedule that recital until the following semester. However, if the student and applied teacher believe that extenuating circumstances exist, they may petition the Music Advisory Council for an exception to this rescheduling policy. Even with council approval, rescheduling of the recital within the same semester will be possible only if there remains an available recital slot.

DRESS REHEARSAL SCHEDULING

One two-hour dress rehearsal time may be reserved in the recital venue. The student is responsible for making these arrangements with the applied faculty in consultation with the Events Office and the coordinator of Collaborative Piano.

RECITAL PROGRAMS AND RECORDING

Students are responsible for preparing recital programs and printing them for the recital. Approved templates for the recital program must be used, and can be found on the Y drive in room G204 the Music Performance Library/Listening Lab. Applied instructors must also approve the program. The School of Music, Theatre, and Dance will automatically provide an audio recording. This recording will be an unedited master distributed to the student immediately following the performance. Any additional editing, mastering services, sound reinforcement, video, or specialty lighting must be coordinated with Jim Doser, UCA Audio Technology coordinator, available at James.Doser@colostate.edu.

FACILITIES AND EQUIPMENT

BUILDING HOURS

- Monday–Friday: 7 a.m. - 10 p.m.
- Saturday and Sunday: 10 a.m. - 10 p.m.

Students in the building after hours triggering the alarm will liable for costs incurred by the School of Music, Theatre, and Dance and may face trespassing charges if detained by campus police.

GAME DAY FACILITY ACCESS: The University Center for the Arts will be restricted to SMTD students, faculty, and staff, and/or rental clients ONLY on the following days during the fall semester:

- Saturday, Aug. 26, 2017
- Saturday, Sept. 9, 2017
- Saturday, Oct. 14, 2017
- Saturday, Oct.28, 2017
- Saturday, Nov. 11, 2017
- Saturday, Nov. 18, 2017
- Saturday, Dec. 2, 2017 (if CSU hosts Mountain West Championship)

Access will be through the use of a valid CSU ID at access points equipped with scanners.

OFFICE HOURS

The SMTD Office, UCA 120, is open from 7:45 a.m. - 4:45 p.m., Monday-Friday, with an hour-long closure from 12-1 p.m. for lunch.

TECHNOLOGY LABORATORIES

Room G204 is the Music, Theatre, and Dance Performance Library/Listening Lab, which is funded by technology fees and staffed by student employees. Hours of operation vary by term and will be posted on the door. The Music Listening area contains approximately 5000 CDs. CD listening may occur at any one of the computers, and headsets are available for checkout. Professors in the music division may place materials on reserve in the lab.

Printing is available to primary majors in music, theatre, and dance majors. Print limits are established based on the tech fee paid by students and concerns should be directed to the College of Liberal Arts (C138 Clark). Food and drink are not allowed at the computers or carrels. Posted lab policies will be strictly enforced.

Room 201 is the Music Technology and Keyboard Lab, which is an academic space used for students enrolled in specific courses; it is not a computer lab with open hours.

LOCKERS

Lockers in the basement of the UCA are available for rent for CSU students only throughout the course of the academic school year for this primary instrument (the one they take applied lessons on). The rental of one of these lockers is free to students who are currently enrolled as full time students and are declared music majors or are declared as music minors who are also enrolled in applied lessons and/or are participating in an ensemble during the semester that they need to use a locker.

All locker rentals are considered to be on a continuous basis until the student completes the check out process.

Music majors or minors who require a locker for instruments other than their primary instrument may request an additional locker at the main office. Locker space for a second instrument will be provided if it becomes available.

CSU students other than music majors and music minors participating in ensembles will be charged \$35/semester for the use of the locker, if applicable. This fee will be charged to their student account at the end of the semester of usage. Students who share a locker will be charged \$17.50/semester for the use of the instrument.

In order to rent a locker at the UCA, all students must complete the online locker request form that is available at the following site: <http://music.colostate.edu/academics/undergraduate/current/> by clicking on the tab "Lockers".

All students who rent a CSU instrument will be provided with a locker and will not need to fill out this form, nor will they be charged a locker rental fee.

PLEASE NOTE: The \$35/semester fee for renting a locker will be charged to the students' account each semester until the locker is formally checked in (including the summer semester). Simply vacating your locker without notifying the office does not constitute a check-in. You must return the lock from your locker to a person in the main office; simply leaving the lock in the main office on the desk does not constitute a return. **Lost** locks will result in an additional charge of \$10.00 to the student account, to defray replacement and administrative costs.

Music majors and minors must also vacate lockers at the end of the spring semester, unless they make prior arrangements with Sandra Sanchez in the main office. Music majors and minors requesting a locker in the summer will be responsible for the \$35/semester fee for a summer locker rental, as this period of usage is not covered in their program fee.

Lockers that are not vacated at the end of the spring semester and have not been requested for summer rental will be cleaned out and the items stored in the main office for up to three months, after which time the items will be considered abandoned and will be disposed of.

ACCESS AND KEYCARDS

- Access to UCA practice rooms is available for CSU students for an entire calendar year (including the summer). The use of these spaces is free to students who are currently enrolled as full-time students and are declared music majors or music minors and are also enrolled in applied lessons during the semester that they require practice room access.
- Theatre majors enrolled in TH 153 or TH 253 may also request practice room access at no additional charge.
- Access to practice rooms for non-majors and non-minors is extremely limited and available only to students participating in CSU music ensembles. Non-major students are assessed a \$50/semester or \$100/year fee for access to practice rooms. This fee will be charged to the student's account at the end of the semester of usage.
- In order to request practice room access at the UCA, all students must complete the online practice room keycard request form that is available at the following site: <http://music.colostate.edu/academics/undergraduate/current/> by clicking on the tab "Practice Room Keycard Request".
- Students wishing to practice or rehearse in any area of the UCA other than a practice room must have their applied instructor reserve the room in Meeting Room Manager.
- Practice rooms (or classrooms) are not to be used to teach private lessons. Non-compliance with this policy will result in the revocation of practice room privileges.
- Remember, food and drinks are not permitted in the practice rooms. Water bottles are permitted. In

addition, please do not put any items on the pianos, including water bottles.

SECTIONAL AND SEMINAR ROOM RESERVATIONS

- Use of the Sectional Rooms 202, 204, and G212 is limited and rehearsal reservations are on a first come first serve basis.
- Due to the high demand for ensemble and sectional rehearsals only limited times are offered each week for students to practice in these rooms.
- Students interested in reserving sectional rooms should make their reservations on the schedule posted on the door of the appropriate sectional room; for recurring reservations, contact your applied lessons instructor.
- All equipment must be returned to its original state and the room itself must be secured.
- Use of all UCA space is reserved for CSU students, faculty and staff, and rental clients as applicable.

RECITAL AND CONCERT HALL REHEARSAL GUIDELINES

- Griffin Concert Hall and Organ Recital Hall are limited to be reserved primarily for official CSU ensembles and organ practice.
- Piano practice in Griffin Concert Hall (GCH) and Organ Recital Hall (ORH) is restricted to piano majors under the direct supervision of piano faculty. Because these pianos are the primary instruments used for performances in the music program, their use is restricted.
- Due to high demand for classes and rehearsals, only students currently preparing for a recital may schedule practice time in these rooms.
- For more information about scheduling and using these rooms, please have your applied instructor contact the events manager.

SCHOOL OF MUSIC, THEATRE, AND DANCE PROPERTY

School properties are not to be taken from the premises unless the director of the School of Music, Theatre, and Dance gives authorization. The director must also authorize any use of the building that is not directly connected with CSU Music.

USE OF CONCERT GRAND PIANOS

- Concert Grand pianos located in GCH and ORH must not be moved unless they are fully covered.
- Never attempt to move one of these pianos unless there are at least two people to help.
- Care should be taken not to bump the pianos into doors, walls, etc.
- Nothing, including water bottles, should be placed on the pianos.
- Piano practice in GCH and ORH is restricted to piano majors under the direct supervision of piano faculty. Because these pianos are the primary instruments used for performances in the music program, their use is restricted.

PIANO/HARPSICHORD TUNING

All requests for tuning or repair should be made via a form available in the SMTD Office, UCA 120. Do not allow broken strings or un-tuned pianos to go unreported. Complaints regarding the condition of the pianos must be brought to the attention of the piano technician so that the repairs can be scheduled.

All students who wish to use the harpsichord should obtain approval from the keyboard area coordinator and will be held responsible for paying for its tuning.

INSTRUMENT RENTAL

CSU instruments are available at no charge to students currently enrolled as full time students and are declared music majors or music minors enrolled in applied lessons and/or ensembles during the semester in which they require the instrument(s).

CSU instruments are available for rent for CSU students only throughout the course of the academic school year and are not available during the summer. Non-majors and non-minors enrolled needing an instrument in order to participate in a CSU ensemble will be charged \$50/semester for the use of the instrument. This fee will be charged to their student account at the end of the semester of usage. Students who share an instrument will be charged \$25/semester for the use of the instrument.

In order to check out an instrument, all students must complete the online instrument request form that is available at the following site: <http://music.colostate.edu/academics/undergraduate/current/> by clicking on the tab "Instrument Rentals." Students should read through all of the terms of the rental agreement so they understand what they are liable for throughout the course of their rental period.

Students are reminded that the rental agreement they sign requires them to return the instrument to the instrument curator or Anthony Lederhos in person (not to the teacher of the class or to another student) by the last day of exams at the end of the semester in which it was rented. If the student wishes to rent the instrument the following semester, s/he must contact the instrument curator before the semester ends and complete a new instrument request form. Instruments may be rented over the winter break with the permission of the appropriate applied faculty or large ensemble director.

Any instruments that are not returned by the last day of classes during the appropriate semester will be considered lost. The replacement cost of the instrument will be charged to the appropriate student's account and will remain there until the instrument is returned. A \$25 non-refundable late fee charged to any student's account that returns an instrument after the last day of exams.

If **any** student needs to rent a CSU instrument over the summer months, they will be charged the \$50/semester fee for the rental, as this period of usage is not covered in their program fee (for music majors and minors). Any student renting an instrument over the summer will need the express, written permission of the appropriate applied faculty member in order to complete the rental process. Anthony Lederhos will need to receive this written notification in order to complete the rental.

All CSU instrument rentals will include an appropriately sized locker for the instrument at no extra charge. The lockers for all CSU instruments are located behind the ORH, in Room 204, or in the Annex. No CSU instruments are allowed to be stored in the basement lockers. They must be accessible to the instrument curators at all times and will be stored in the lockers behind the ORH.

SMOKING

No smoking is allowed in any of the UCA facilities and within 25 feet of any entrance, passageway, operable window, or ventilation system of any building. Please refer to the CSU smoking policy for further information at <http://tobaccopolicy.colostate.edu>

PETS, BICYCLES, AND ROLLER BLADES

Pets, bicycles, and roller blades will not be allowed in the UCA at any time, with the exception of service animals.

INSTRUMENTS

The School of Music, Theatre, and Dance will not be responsible for damage to any instruments kept in the UCA, including those stored in lockers. It is highly recommended that students insure their instrument(s) against loss, damage or theft.

ELEVATOR

An elevator is located on the main floor across from the SMTD Office, UCA 120.

SCHOLARSHIPS

Students wishing to be considered for music scholarships must audition for the appropriate applied area faculty. Audition dates can be found by contacting the SMTD Office, 120 UCA.

Students who receive music scholarships must uphold all criteria, participate in ensembles as assigned, and remain an active contributor to the CSU music program. The applied faculty assesses this information and, combined with their observations of performance in applied lessons and juries, make their recommendations on renewal every spring.

POLICIES AND GUIDELINES

- Undergraduate scholarship recipients must be registered for a minimum of 12 credits.
- Students must have and maintain a cumulative GPA of a minimum of 2.4 and a GPA of 3.0 in music classes to retain a music scholarship.
- Students must comply with policies regarding Satisfactory Academic Progress (see Student Financial Services for more information).
- Students must comply with the policies regarding proving Lawful presence (see Student Financial Services for more information).
- Students who receive a scholarship funded by a donor must write a letter of thanks. This letter is uploaded through the Academic Works Scholarship system. The basic components of the letter should be: an expression of sincere thanks, biographical information, details of the impact the scholarship has made, and career/musical goals.
- Students may receive scholarships for no more than eight semesters.
- The faculty will evaluate each student's academic and musical progress annually. Lack of satisfactory progress may result in the revocation of a scholarship.
- Any student who in any way lapses in eligibility for their scholarship and has **not** had a scholarship for one year must re-audition.

- Students who have a CSU music scholarship and who wish to transfer to another university during the academic year, or after May 1 of the upcoming year, must contact the director of the School of Music, Theatre, and Dance to authorize their release from the scholarship obligation, as per the NASM Code of Ethics.

SCHOLARSHIP ENSEMBLE REQUIREMENT

- Students awarded a talent-based scholarship on a particular instrument/voice are required to enroll in and participate in two large conducted ensembles as assigned by audition and/or through consultation with ensemble conductors, applied faculty, and the director of SMTD. All scholarship students will be reviewed each semester for compliance, with the understanding that non-compliance will result in the revoking of the scholarship.
- Participation in two of the following CSU music ensembles will fulfill scholarship and ensemble requirements:
 - Brass: University Orchestra (MU 302), Symphonic Wind Ensemble (404), Symphonic Band (MU 304), Jazz Ensemble (MU 309)
 - Keyboard (Piano/Organ): Accompanying (MU 407), Chamber Choir (MU 400), Concert Choir (MU 305), Opera Theatre (401), University Orchestra, Symphonic Wind Ensemble, Symphonic Band, Jazz Ensemble
 - Percussion: University Orchestra, Symphonic Wind Ensemble, Symphonic Band, Jazz Ensemble
 - Strings*: University Orchestra/Sinfonia (Theatre/Chamber Orchestra-MU 402*), Symphonic Wind Ensemble, Symphonic Band, Jazz Ensemble
 - Voice: Chamber Choir, Concert Choir, Opera Theatre
 - Woodwinds: University Orchestra, Symphonic Wind Ensemble, Symphonic Band, Jazz Ensemble
- Marching Band (MU 204), Jazz Combo (MU 310), Chamber Music (MU 408/608), New Music Ensemble (MU 406), Chamber Music-Percussion Ensemble (MU 408), may be used to fulfill scholarship requirements in some circumstances, through consultation with ensemble conductors, applied faculty, and the director of SMTD.
- University Chorus (MU 202), Concert Band (MU 205) and Concert Orchestra (MU 206) may be considered as a large conducted ensemble under extenuating circumstances, e.g., lack of open seats in other large ensembles, unavoidable schedule conflicts, etc, at the discretion of the director of the School of Music, Theatre, and Dance upon consultation with applied faculty and ensemble conductors.
- *Please note that string students on scholarship are required to participate in all orchestral activities and in chamber ensembles (MU 408/608) as determined by the string faculty. Please also note that the University Orchestra (MU 302 and Sinfonia (Theatre/Chamber Orchestra-MU 402) each have separate course numbers.
- Deviations from this policy require approval from ensemble conductors, applied faculty, and the Director of SMTD as appropriate.

AWARDS AND RECOGNITIONS

UNDERGRADUATE ACADEMIC EXCELLENCE AWARD

Given annually by the academic faculty to that student who has achieved scholastic excellence in music history and music theory.

WENDEL DIEBEL MUSIC PERFORMANCE AWARD

This award is given each semester and is based on quality solo and small ensemble musical performances. It is presented to the undergraduate music major that, in the director's estimation, has been the outstanding and most consistent performing musician on concerts sponsored by the School of Music, Theatre, and Dance.

ZETA NU CHAPTER OF PI KAPPA LAMBDA

Faculty Contact:

The purpose of this society is to provide an organization dedicated to the furtherance of music in education and education in music in colleges, universities, and other institutions of higher learning, which offer music degree programs in one or more fields. The primary objective of the Society is the recognition and encouragement of the highest level of musical achievement and academic scholarship. The Society is convinced that recognizing and honoring persons who have enhanced their talents by serious, diligent, and intelligent study will stimulate others to do the same.

Consideration for membership is based upon the following regulations:

- Seniors must be in the upper one-fifth of their class
- Juniors in the upper one-tenth of their class
- Graduate students must have grades of A (or the equivalent if letter grades are not used) in two-thirds of their graduate studies.
- Faculty members may be elected to membership in accordance with regulations stated in the National Constitution.

Nominations and elections are the responsibility of the faculty committee of the chapter.

CONCERTO COMPETITION

Faculty Contact: Wes Kenney

The University Concerto Competition is an annual event designed to give outstanding undergraduate and graduate students an opportunity to perform with one of the University orchestras. The competition is open to any CSU student currently studying with an applied teacher in the music program and who is in their second year or more of study; previous first place winners may not compete in consecutive years. Application forms are distributed in the fall term and must have the approval of the applicant's applied music teacher.

SINGER OF THE YEAR

Faculty Contact: Tiffany Blake

The popular annual Singer of the Year competition features CSU's finest undergraduate vocal students competing for awards and scholarships including the \$5,000 "Singer of the Year" scholarship. Finalists perform and winners will be announced at the conclusion of the evening.

CSU STUDENT/LOCAL MUSIC ORGANIZATIONS

DELTA OMICRON

Faculty Advisor:

Delta Omicron is a professional fraternity for women and men interested in pursuing a career in music. It requires a 3.0 average in music and a 2.0 average in all other subjects. Delta Omicron was founded to foster fellowship and to arouse the appreciation of good music. CSU's chapter is involved in service projects throughout the year. They also sponsor a faculty recital, private musicals, and lectures.

MUSIC THERAPY STUDENT ASSOCIATION

Faculty Advisor: Andrew Knight

Website: <http://www.musictherapy.org/>

The purpose of CSU's Music Therapy Student Association is to provide students with the opportunity to become familiar with the American Music Therapy Association, and to provide supplemental learning experiences to their classroom studies. This is accomplished through the efforts of the club to bring in clinicians, speakers, and to provide the opportunity to participate in volunteer projects. MTSA is open to all interested students.

PHI MU ALPHA SINFONIA

Faculty Advisor: Richard Frey

Website: <http://www.sinfonia.org/>

Phi Mu Alpha Sinfonia Fraternity is a national men's music fraternity dedicated to the support and advancement of music in America. Sinfonia works to foster music at the University level, in the community, and nationally. The group is open to men interested in music with an overall GPA of at least 2.4.

NATIONAL ASSOCIATION FOR MUSIC EDUCATORS

Faculty Advisor:

The CSU chapter of the National Association for Music Education (NAfME) is an organization open to students who are interested in any phase of music teaching. Its purposes are: 1) to provide for professional development beyond the usual matters of classroom instruction; 2) to make it possible for students to further their education through participating in state, division, and national meetings of the NAfME and in on-campus activities of the Chapter; and 3) to provide opportunities for students to become acquainted with leaders in the profession.

Annual chapter dues cover student fees from the national, state, and student chapters. Also included in this sum is reduced admission to the annual CMEA state convention, nine issues of the *Music Educators Journal*, and four issues of the *Colorado Music Educator*.

FORT COLLINS MUSIC TEACHERS ASSOCIATION

Website: http://www.fcmta.org/fcmta_home.php

FCMTA is an affiliate of the Colorado State Music Teachers Association (CSMTA) and Music Teachers National Association (MTNA). Music Teachers National Association's membership includes 24,000 collegiate and private music teachers, with affiliates in all fifty states and over 500 local associations such as ours. Members are dedicated to enhancing the quality of music education and promoting musical culture in our communities.

MUSIC PROGRAM GOVERNANCE

MUSIC EXECUTIVE

Dan Goble, Director, School of Music, Theatre, and Dance - SMTD

Murray Oliver, Coordinator of Undergraduate and Graduate Studies

Peter Sommer, Music Advisory Committee

Erik Johnson, Music Advisory Committee

Rebecca Phillips, Music Advisory Committee

APPLIED AREA COORDINATORS

Janet Landreth, Keyboard

Tiffany Blake, Voice

John McGuire, Brass

Eric Hollenbeck, Percussion

Peter Sommer, Woodwinds

Ron Francois, Strings

ACADEMIC AREA COORDINATORS

Erik Johnson, Music Education

Blythe LaGasse, Music Therapy

Jim David, Theory/Composition/History

Peter Sommer, Jazz Studies