

Theory Repeat Policy

(ratified by HSoM Faculty, March 2015)

Each Music Theory and Aural Skills course (Music Theory I-V, Aural Skills I-IV, and Contemporary Musicianship) may be taken a maximum of three times (one initial unsuccessful attempt followed by two retakes). Withdrawal past the initial 5-day Drop/Add period counts as an attempt. Unsuccessful completion of any course within the three-attempt limit will require the student to seek admission to an alternative degree program outside the Hayes School of Music.

Jazz Certification Program

The Hayes School of Music has established a Jazz Certification Program that is available to all students of the University upon the recommendation of the Director of Jazz Studies. The purposes of the program are to identify students with a special interest in jazz, promote high standards of jazz performance, provide a structured sequence in the field of jazz, provide a vehicle for the proper advising with this interest, and to expand the circle of students who have meaningful experiences with jazz during their college careers. The student must complete an application form (available from the Director of Jazz Studies). The completed form must be returned to the Office of the Dean of Music. Upon completion of the program, the student will receive a Jazz Certificate indicating competence in this area of study. Jazz Certificates will be awarded during the annual Honors Seminar.

Requirements (14 s.h.):

MUS 1104 Jazz Ensemble 4 semesters MUS
2014 Jazz in American Society 3 s.h. MUS
2045 Jazz Improvisation I 2 s.h.
MUS 2046 Jazz Piano 1 s.h.
MUS 3003 Jazz/Pop Theory 2 s.h. MUS
3045 Jazz Improvisation II 2 s.h.

Completion of Level 4 in the Applied Area

Performance Certificate (PC)

Program Description

The Performance Certificate (PC):

1. provides an opportunity to motivated undergraduate non-performance music majors (music education, music industry studies, and music therapy), who already demonstrate a keen interest and aptitude in performance studies to earn recognition for achievement in performance;
2. is offered as encouragement to non-performance majors wishing to pursue a more intensive study beyond the basic requirements of their degree program;
3. allows students to acquire professorial guidance and distinction in music performance while attending the Hayes School of Music.

Rationale:

1. In addition to the objectives above, the PC allows a recruiting advantage for strong performers in these non-performance degree areas, who are seeking to distinguish our program from others as they select their school.
2. This sends a message that we value performance skills as a part of every degree.
3. This potentially sets the bar higher for our non-performance majors and in turn, raises the bar higher for performance majors

Eligibility:

1. Enrollment in the Hayes School of Music as a full-time undergraduate major in one of the following degree programs:
 - a) Music Education
 - b) Music Industry Studies
 - c) Music Therapy

Requirements:

1. Presentation of a **half recital**.
2. The student must achieve **Level 4 Proficiency or above in their applied lesson** to present a PC recital.
3. During the semester of the PC recital, the student must be registered for applied music studies at least at the 2-credit level.
4. The preparation of the PC recital shall follow the standard HSOM Degree Recital preparation process and timelines. e.g., a PC recital committee will hear a recital jury two weeks prior to the recital.
5. **The PC recital committee shall attend the PC recital.** The committee will then vote to grant or decline the certificate.
6. Music Therapy and Music Industry Studies majors who are approved for the PC program will work with their applied faculty to craft a reasonable timeline towards a successful recital .
7. Music Education majors who are approved for the PC program **must** complete the required degree recital **before or concurrently** with their PC recital.
 - a) Their sixth semester degree recital may be combined with the PC recital for a full recital.
 - b) If the student chooses not to combine their degree and PC recitals, the student will perform their PC recital on their 7th semester of study.

Procedures

Eligibility

- Music Industry Studies majors
- Music Therapy majors
- Music Education majors

Participation Declaration / Participation Withdrawal / Nomination

- Entering freshmen may **declare** their intent to pursue the PC program at the **second semester (spring) applied jury**.
 - a. Students will **audition** to be accepted to the PC program at their **fourth semester jury**.
- Continuing/transfer/returning students may declare their intent to pursue the PC program at the **fall semester applied jury**.
 - a. Students will work with their applied faculty and the Music Performance Coordinator to craft a **feasible application audition and recital timeline** toward successful completion of the student's PC recital.
- Applied faculty may also nominate their students for the PC program.
 - a. If the student agrees to participate in the PC program, the applied faculty and the Music Performance Coordinator will work with the student to craft a **feasible application audition and recital timeline** toward successful completion of the student's PC recital.
- The student may discontinue their participation in the Performers Certification process at any point of the process by notifying their applied teacher. If the student fails to audition for the Performance Certificate program, the student's application will not move forward and will be removed for consideration.
 - a. The applied faculty will update the student's PC application form to reflect the student's withdrawal from the program.

Note: Diction I and II courses are required for voice students to present a recital. Therefore, voice students must consult with their applied faculty and advisor to incorporate these two diction courses in their plan of study.

Process

1. The student will declare their intent to pursue the PC by completing a fillable "Performance Certificate Application" PDF form. The student must forward the application form to their applied faculty to be completed.
2. The student's applied faculty shall review and complete the application form. The faculty will then send the form to the Music Office to be filed.
3. The student must audition to be approved for the PC program during their semester jury. The audition timeline is specific to the student's application semester (see the previous section). The applied jury faculty will inform the student of the audition result. If the student fails to audition for the Performance Certificate program during their set audition timeline, the student's application will not move forward in the Performer Certificate process and will be removed for consideration.
4. The applied faculty shall update the student's "Performance Certificate Application" form with the audition result. This form was filed during the initial application process.
5. Music Therapy and Music Industry Studies majors who are approved for the PC program will work with their applied faculty to **craft a feasible timeline towards a successful recital** .
6. Music Education majors **must** complete the required degree recital **before or concurrently** with their PC recital.
 1. Students may perform their PC recital on their 6th semester (if combined as a full recital), or their 7th semester if performed as a separate half-recital.

7. The preparation of the PC recital shall follow the standard HSOM Degree Recital preparation process and timelines. e.g., a PC recital committee will hear a recital jury two weeks prior to the recital
8. **The PC recital committee shall attend the student's PC recital.** The committee will then vote to grant or decline the Certificate.
9. Upon the successful completion of the student's Performance Certificate Recital, the studio faculty will update the student's "Performance Certificate Application" form. This form will then be sent to the Music Office for record keeping.

• *Referral should be made to the Student Handbook for recital requirements and protocol.*

Performance Certificate

Action Table

Note: Not all students will be able to follow this timetable. Such students include continuing, transfer, and returning students. These students will work with their applied faculty and the Music Performance Coordinator to craft a feasible timeline for a successful completion of the PC program.

Stage	Semester	Level	Student Actions	Faculty Actions
A	1			
	2		<ul style="list-style-type: none"> • Declare intent to pursue the PC program at semester jury. • Students will complete a fillable "Performance Certificate Application" PDF form. Students will forward the form to their applied faculty. 	<ul style="list-style-type: none"> • Studio faculty may nominate students to pursue the PC program. • Faculty receive the student's "Performance Certificate Application" form. They will complete and submit the form to the Music Office • Studio faculty begin planning for Stage B with the student
	3			
B	4	Min @ Level 4	<ul style="list-style-type: none"> • Students will audition to be accepted to the PC program at semester jury. • Music Therapy and Music Industry Studies majors who are approved for the PC program will work with their applied faculty to plan a feasible recital timeline. 	<ul style="list-style-type: none"> • Jury faculty will recommend or decline the student's PC application • Studio faculty update student's PC Application form • Studio faculty begin recital planning with approved PC student for Stage C
C	5		<ul style="list-style-type: none"> • Students will form their PC Recital faculty committee of 3 members. 	<ul style="list-style-type: none"> • Student's applied faculty will serve on the student's PC recital committee • Applied faculty will serve on other PC recital committees • Upon the successful completion of the student's PC recital, the student's applied faculty will update the student's "Performance Certificate Application" PDF form
	6		<ul style="list-style-type: none"> • Music Education students perform a half degree recital. • Music Education students may combine the degree recital with a PC recital to perform a full recital 	
	7		<ul style="list-style-type: none"> • Music Education students will perform their PC half-recital if the student did not combine their degree recital and PC recital at the previous semester 	
	8			

Performance Certificate (PC) Application Form

SECTION I: (to be completed by the student)

Upon completion of Section I of the form, please email your form to

1. your area **Music Performance Program Director** – if you are a vocalist, please email your form to Dr. Gennard Lombardozi. For instrumentalists, please email your form to Dr. James Stokes.
2. **Music Performance Program Directors** – please save the file in the “PC Application Form” **shared drive**. Look for the folder under “Shared Drives.” Then notify the student’s applied teacher by sharing a copy of the form with them.

Date: _____

Name: _____

Instrument/Voice: _____

Student’s Applied Teacher: _____

Degree Program of Study: _____

Eligibility: Music Therapy, Music Industry Studies, and Music Education majors

When was your first semester of applied study? (e.g., Fall 20XX): _____

(Please initial your name next to the line)

_____ I declare my intent to apply for the Performance Certificate Program.

_____ I understand that I am required to present a **half PC recital**.

_____ I understand that I must achieve a **Level 4 Proficiency or above in my applied lesson** to present a PC recital.

_____ I understand that during my PC recital semester, I must be registered for applied music studies at least at the 2-credit level.

Second-semester freshman

_____ I understand that I must audition to be accepted to the PC program at my **fourth-semester lesson jury**. I will audition to be accepted to the PC program on my _____ **(e.g., Spring 20XX) lesson jury**.

Continuing/returning students

_____ I will audition to be accepted to the PC program on my _____ **(e.g., Fall 20XX) lesson jury**.

Voice students only

_____ I understand that Diction I and II courses are required for voice students to present a recital. I will consult with my applied faculty and advisor to incorporate these two diction courses into my plan of study.

Music Therapy and Music Industry Majors only

_____ I understand if I am approved for the PC program, I must work with my applied faculty to craft a feasible timeline for a successful PC recital.

Music Education Majors only

_____ I understand that if I am approved for the PC program, **I must complete my required degree recital before or concurrently** with my PC recital. My degree recital may be combined with the PC recital for a full recital. If I choose not to combine my degree and PC recitals, I will perform my PC recital **during the next semester of study.**

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

SECTION II: (to be completed by the applied faculty)

PC Audition
(STAGE B)

Note: The student's end-of-semester applied jury serves as the audition to continue with the PC program. **Please see the student's application on the previous pages for the planned PC audition semester.**

Jury semester and year: _____

The student's current Proficiency Level: _____

(please check next to the line)

- _____ The student is approved for the PC program
- _____ The student is not approved for the PC program
- _____ The student has withdrawn from the PC program

Faculty Jury Panelists: _____

Director of Keyboard Activities: _____

Music Performance Director: _____

Degree Program Director: _____

Date: _____

SECTION II continued...

(to be completed by the applied faculty)

PC Recital Planning

Note:

- **The student must have achieved Level 4 Proficiency or above in their applied lesson to present a PC recital.**
- Diction I and II courses are required for voice students to present a recital.

Music Therapy and Music Industry majors

- The student will perform their PC recital during _____ (e.g., spring 20XX) semester.

Music Education majors

- The student will perform their **degree recital** during _____ (e.g., spring 20XX) semester.
 - The student intends to combine their degree and PC recital for a full recital.
- The student will perform their PC recital during _____ (e.g., spring 20XX) semester.
- I _____ approve this PC Recital plan.
(the student's applied teacher)
- The student will achieve their Level 4 Proficiency during _____ (e.g., spring 20XX) semester.

SECTION II continued...

(to be completed by the applied faculty)

PC Recital Result
(STAGE C)

Recital Date: _____

The student's current Proficiency Level: _____

(please check next to the line)

_____ The student's PC recital was successful.

_____ The student's PC recital was not successful.

_____ The student has withdrawn from the PC program.

PC Recital Committee Members
