

Chair's Welcome

Welcome to the Andrews University Department of Music! My colleagues and I appreciate your choosing to make our Department of Music your Department of Music. Our hope is that you will grow musically as your talents blossom, that your musical dreams will become realities, that you will come to know Jesus the Christ as the One glorified through your music, and that your educational experience at Andrews University will be one you will cherish and value for the rest of your lives. I am pleased to share with you the Department of Music educational philosophy as well as our vision and mission Statements.

Philosophy, Vision, and Mission Statements

Our **philosophy** is expressed in 2 Pillars that provide the foundation for all we do in the Department of Music. Modeled by faculty, these form the undergirding upon which we individually and collectively build all our artistic, academic, and inter-personal endeavors.

Pillar 1: Excellence in music performance and academics.

We believe in creating an environment and expectation in which students are stimulated and encouraged to learn and excel as they strive after the standards of excellence modeled by world-class musicians, performers, and scholars.

Pillar 2: Character development.

Mentoring: We believe in practicing the biblical concept of shepherding in interactions with students, modeling an attitude of acceptance and encouragement. We interact with students with a desire to shape, mold, and care for them within the relationship of master to pupil.

Character building: We believe in helping students grow in character and mature as human beings.

Spiritual development: We believe in encouraging students to be aware that they can grow spiritually. We provide opportunities in which students are invited to participate.

Service to others: We believe in fostering an attitude of service that is manifested in acts of service.

Our **vision** is to provide a vibrant musical and learning environment in which students excel artistically and academically, grow in character and spirituality, and engage in acts of service.

Our **mission** is to mentor students in artistic, intellectual, and character development.

Part I: General and Undergraduate Information

The Department of Music Student Handbook

The *Andrews University Bulletin* is the primary source of information regarding the music curricula at Andrews University. Since it is not possible to include in the *Bulletin* all the details that relate to the study of music on our campus, the *Student Handbook* has been prepared to explain departmental procedures and to facilitate the understanding of the various requirements for graduation. Please keep your copy of the *Student Handbook* for reference and personal use throughout your stay at Andrews University.

The Student Handbook is divided into the following two sections:

- I. General and Undergraduate Information
- II. Graduate Information Supplement

All forms, evaluation sheets, and specific requirements referred to in the *Student Handbook* are available upon request from the music office.

When you have questions or problems, feel free to discuss them with your academic advisor, the department chairperson, or a faculty member. If you have ideas that might be useful in the operation or administration of the department, or in making it more effective, we solicit your comments.

Accreditation

All Andrews University music degrees are accredited by the National Association of Schools of Music (NASM), the national accrediting organization for schools of music. The Andrews University Department of Music has maintained accreditation since 1964.

A Comprehensive Education

The Andrews University Department of Music offers degrees that are designed to provide experience, knowledge, and skills in the areas of music education, literature and style, theory, performance, research, and music ministry.

In addition to music requirements, all undergraduate students must meet the general education requirements as specified in the *Andrews University Bulletin*. The *Student Handbook*, along with the *Bulletin*, will guide you as you pursue your degree and will give you the necessary information with regards to seeking and obtaining a comprehensive education.

Admission as a Music Major

Before a student is considered for admission as a music major, he/she must satisfy all admission requirements established by the University. Initially, all

students are admitted on a conditional basis into the Department of Music until the following admission departmental requirements are met.

Admission Process

During the week prior to the start of the first semester the following abilities/skills will be assessed. Results will be used for placement purposes as well as to evaluate if entering students possess adequate knowledge and skills to pursue a career in music.

1. Performance: consists of an audition in which students play technical exercises and pieces of their repertoire. Administered by applied music area coordinator.
2. Musical Elements: written test covering areas of music reading, elemental music writing skills, knowledge of scales and keys, and basic music terminology. Administered by Music Theory Coordinator
3. Musical Experience: all entering students will fill out a form in which they will relate all previous musical experiences including formal instruction, ensemble participation, performance activities previous to college experience, and any other experience that has served as preparation to initiate a music career. Forms to be provided by and returned to Freshmen Advisor.

Students who satisfy the above competencies will be voted to regular admission at the end of their first semester during the time of their first Applied Music Examination (AME). Students showing deficiencies at the time of their first AME will have their admission status delayed to a subsequent semester. Those who do not show the level of competency required and do not show clear potential to achieve it will be denied admission and will be advised to change careers.

Music students who transfer to Andrews University from another school will have their transcripts reviewed by the Department of Music Chair. After one semester of study they will be considered for regular admission at the time of their first AME.

Advising

Undergraduate Advising

Freshman advisor: All freshman students will be advised by the departmental freshman advisor until the end of their freshman year. Music education majors must also consult during their freshman year with the departmental Coordinator for Music Education.

Faculty advisors: The rest of the departmental faculty will serve as advisors to students, taking them from their sophomore year to the time of graduation. Only salaried faculty members may serve as advisors.

Advisor selection process: Freshman students will be assigned to the Department of Music freshman advisor by the Student Success Center. The freshman advisor will help advisees in choosing the right degree track, will plan with the student his/her first year of school, will assist the student with registration, and will deal with all other issues pertaining to incoming students such as placement tests, student inventory tests, remedial courses, etc.

At the end of the freshman year students will be placed under the guidance of a faculty member in their major area of performance. Music education majors will advise with the departmental Coordinator for Music Education. Before the start of every school year, the Department Chair will send an updated list of advisors and advisees to the Student Success Center. The Student Success Center ensures that advisors have access to their advisees' academic files.

Applied Music

Applied Music is an important component of musicianship and all music majors are required to take lessons and develop their performance skills to varied levels of proficiency. While devoting time and energy in the study and practice of an instrument or voice is essential, all music professionals must also be aware of potential risks involved in the process. One may regard these risks as minimal but current evidence and research show that there are real risks that relate to hearing loss, musculoskeletal functions, emotional stress, and other health factors. The Department of Music wants its faculty and students to be aware of these potential risks and to exercise caution in the practice of their performance careers. Furthermore, the Department of Music will be proactive in providing additional information and in organizing events such as conferences, lectures, and information sessions featuring health professionals to promote good health among all musicians in our community. Every year, at the beginning of the Fall semester, an informative presentation on hearing health and injury prevention will be offered, followed by free hearing screening for all music faculty, music majors, and music minors. At the beginning of the Spring semester, an informative presentation on musculoskeletal health and injury prevention will be offered, followed by the possibility of free individual screenings. Furthermore, the Music Library (MMC) provides materials dealing with various health issues characteristic of musical practice, and advice on how to cope.

All music majors are required to be registered for performance study each semester in residence until they complete their senior recital.

Registration Process

All music majors must register for lessons with the Department of Music Administrative Assistant. Students fill out a blue card and a registration form that need to be taken to the Registrar's office and then receive a lesson time with their assigned instructor.

One-credit lessons receive a 25-minute lesson per week; two-credit lessons receive a 50 minute lesson per week.

Performance Levels and Course Numbers

Performance levels and course numbers in applied music maintain a specific and very significant correspondence. Prior to the registration of any applied music lesson, students must consult with their advisor regarding their appropriate performance level and course registration number.

The student must have the instructor's permission before entering a performance degree program. Students may register for 300-level performance credit only after they have been voted to upper division in performance studies by the Department of Music Faculty and after they have passed the Piano Proficiency Examination.

The following table explains and illustrates appropriate performance levels and course numbers for the different music degrees:

Performance Level	Course Number	
Bachelor of Music in Performance	MUPF 165 MUPF 265 MUPF 365 MUPF 465	Freshman level Sophomore level Junior level Senior level
Bachelor of Music Education and Bachelor of Arts in Music	MUPF 164 MUPF 264 MUPF 364 MUPF 464	Freshman level Sophomore level Junior level Senior level
Master of Music in Performance	MUPF 560	Graduate level performance
Master of Music Education and Master of Arts	MUPF 500	Graduate level non-performance

Lesson Fees

See applicable music fees in the College of Arts & Sciences Charges section of the *Andrews University Bulletin* (page 72 in the 2012-2013 *Bulletin*).

Practice Requirements

Practice requirements for music majors vary according to their specific applied area. Students will also keep an accurate accounting of practice time for

reporting at the time of their Applied Music Examinations. Current practice requirements for the different applied areas are as follows:

Organ:

Performance majors: 1 cr. 7 hours/week; 2 crs. 12 hours/week
Non-performance majors: 1 cr. 5 hours/week; 2 crs. 8 hours/week
Non-music majors: 1 cr. 3 hours/week; 2 crs. 5.5 hours/week

Piano and Strings:

Performance majors: 20 hours/week
Non-performance majors: 12 hours/week
Minors: 6 hours/week

Voice:

Undergraduate majors: 7 hours/week per credit
Graduate majors: 10 hours/week per credit

Wind/Percussion:

Performance majors: 7 hours/week per credit
Non-performance majors: 5 hours/week per credit
Minors and non-majors: 3 hours/week per credit

Practice Rooms and Keys

Hamel Hall has designated sixteen practice rooms in. During registration each semester, students who register for private lessons may request a key for the practice rooms from the Department of Music administrative assistant. All practice room users must read and observe the policies and procedures posted inside each practice room. Practice schedules are posted on practice room doors. To reserve a specific practice time observe the following procedure:

1. All music majors may sign up during the first week of classes.
2. All music minors may sign up during the first three days of the second week of classes.
3. All non-music majors or minors and private students may sign up after the third day of the second week of classes.

Lesson Appointments and Attendance Policy

Students who find it necessary to miss a private lesson for reasons of illness or emergency may ask their instructor to make up the missed lesson provided an effort was made to inform the instructor no later than 8:00 a.m. the day of the lesson. Students must promptly take the initiative in arranging make-up lessons. The instructor may decide whether pre-arranged absences will be rescheduled. Missed lessons without prior notification to the instructor are considered unexcused absences and instructors are not required to make up unexcused absences. Students who come to a lesson unprepared run the risk of forfeiting

the lesson. Students should read and familiarize themselves with the section on “Class Absences” in the Undergraduate Colleges Bulletin. This section applies to lesson appointments as well as class appointments.

Instructor’s Absence

If your instructor fails to meet a lesson, it will be made up. If the instructor cannot finish the term, another instructor will be substituted or your money will be refunded for missed lessons.

Advancement to Upper-Division

Music Majors may not register for upper-division studies in applied music until they have been granted upper-division status by the music faculty. Students seeking upper-division status must request this by checking the appropriate box in the AME form submitted at the end of their sophomore year. To be advanced to upper-division status students must:

1. Perform at the required level as specified in the document *Department of Music Performance Levels*.
2. Be in good academic standing.
3. Have taken the piano proficiency examination (required for all non-keyboard majors).

When students are considered for advancement to upper-division status the music faculty will make one of the following recommendations:

- a. Student is ready for upper-division status.
- b. Student will be asked to reapply for upper division standing after one or more additional terms of lower-division study.
- c. Student will receive counsel regarding his/her educational and professional plans.

Off-Campus Instructors

When a specialist in an instrument is not available on the regular music faculty or the adjunct faculty, a student may apply for private instruction from a qualified off-campus instructor. In this event, special procedures for enrollment and for reimbursing the private instructor are as follows:

1. Obtain the form *Request for Off-Campus Instructor* from the music office.
2. Have it signed by the coordinator of that general area, i.e., wind instrument, strings, etc.
3. Turn it into the music office.

Music majors who are taking applied music lessons in a particular instrument or voice at Andrews University are not permitted to study the same performance medium with another instructor outside of the University. Any exceptions to this must be discussed with the student’s major professor and the department chairperson.

Purchasing Music for Private Study

Music may be ordered through the Department of Music office. When ordering through the Department, you will need to complete a *Resale Music Order Form* furnishing information about the title, composer, publisher, order number and any other information that will help to identify the composition. If the music office orders music for you, allow seven to ten days for delivery, unless you request—and are willing to pay for—overnight or 2nd-day air delivery. Resale music orders are placed by the office regularly and include a 6% Michigan sales tax.

Copying Music

It is the practice of the Andrews University Department of Music to conscientiously uphold and support the guidelines put forth in the document *Guidelines with Respect to Copyrighted Music Material* (National Association of College and University Business Officers). Department of Music office staff will not make photocopies of music for any faculty, student, or staff. Individual deviation from departmental practice is done at personal risk.

Accompanists

Contact your applied music instructor regarding accompanists. Junior and senior music majors who are preparing for a required recital need to make arrangements for an accompanist through their applied instructor.

Recital Attendance

Nothing rivals a live concert. During the school year you will have many opportunities to hear orchestras, choirs, wind ensembles, chamber music, and solo performances. Be involved in and attend as many as possible. All students attending concerts or recitals, whether on or off campus, should wear appropriate attire, observe concert etiquette, and attend with an attitude of adventure.

All music majors must register for the 0-credit class MUPF 489 Recital Attendance every semester in residence and attend nine (9) complete musical programs each semester. Seven (7) of these must be concerts or recitals sponsored by the Department of Music and two (2) may be other off-campus concerts. To receive recital credit the student must attend the entire concert or recital, sign the printed program, print ID#, and turn it in to the music office. Programs must be turned in to the office no later than the Friday of the week following the concert or recital in order for it to be counted. Programs will be returned to music majors in their departmental mailbox at the end of the semester. The MUPF 489 Recital Attendance class is graded Pass/Fail. Students who do not attend the required number of recitals will receive an Incomplete grade and will be given the opportunity of making up the required number of recitals during the course of the following semester. Music majors and minors

who do not fulfill this requirement may risk losing their standing as a music major or minor.

Concert and Recital Ushering

All music majors (undergraduate and graduate) must participate in the Concert and Recital Ushering program. This program is set up to help musical events run smoothly and to welcome the people attending the events. Each student must participate in one (1) ushering event per year. For recitals there will be four (4) student ushers. *Ushering Guidelines* may be obtained from the Music Office. For recitals, the student ushers should be at the performance venue no later than 30 minutes prior to the beginning of the program. After the program the student ushers will pick up the extra recital programs and bring them to the music office the following work day.

Credit Recitals

Credit recitals are prepared and presented under the guidance of the student's applied music instructor and follow the guidelines presented in the documents *Recital Protocol* and *Recital Checklist*. To receive recital credit the student must enroll in and register for recital credit the semester in which the recital is given. A full recital consists of a minimum of sixty (60) minutes playing time and receives two credits; a half recital consists of a minimum of thirty (30) minutes playing time and receives one credit. All recital credits are part of the total performance requirements for the degree.

Recitals for Bachelor of Arts in Music

Students are required to give a 1 or 2-credit recital or project.

Recitals for Bachelor of Music in Music Education

Music education students, in consultation with their major applied instructor, may choose to perform a half (1-credit) or full (2-credit) recital. A lecture-recital is also a viable alternative.

Recitals for Bachelor of Music in Performance

Performance majors are required to give a recital in their junior and senior years with the junior recital carrying one credit and the senior recital two credits.

Honors Recital

Music majors who are Andrews Scholars may earn honors credit by giving an honors recital in their junior and/or senior years. Consent of the performance instructor is required before an Andrews Scholar registers for an honors recital.

Recital Memorization

All degree recitals must be memorized according to standard performance practices in applied area. Exceptions for special circumstances must be made with the instructor prior to the audition date.

Recital Auditions

Auditions for degree recitals will occur at least four (4) weeks before the scheduled recital date. Recitals to be performed from memory must be memorized at the time of the audition. The student should be expected to perform any piece listed on the recital program. The student and his/her professor will work together to choose an audition date. At the audition, a copy of the program should be made for each of the three members of the audition panel. The panel will approve the recital, or direct that another audition be scheduled at a later time. The student's major professor will communicate to the Department Chair the results of the audition and, if approved for the recital, the Chair will bring the panel's recommendation to the full faculty for final approval.

Recital Dates

Recital preparation normally begins one year in advance. Students presenting a recital in partial fulfillment of degree requirements can arrange for a recital date only after they have passed their recital audition. Once the recital audition has been approved, the student and his/her applied instructor can schedule a date with the Department of Music administrative assistant. Please consult the document *Recital Protocol* for additional details regarding schedules and dates. Students are encouraged not to schedule their degree recitals during finals week.

Policy and Checklist for Student Recitals

A detailed policy and checklist form are available from the music office. When you arrange for your recital date you need to bring the *Recital Checklist* completely filled out and signed. This checklist is to be filled in with the assistance of your applied instructor. A photocopy of the completed form is to be filed with the instructor and the original turned in to the music office. Printed programs must have the approval of the applied instructor before final copy goes for printing. Music office personnel are trained to help you in producing a recital program and promotional material, but your drafts must be submitted within the established deadlines if the music office will be expected to assist you.

Recital Receptions

An optional recital reception is the responsibility of the recitalist.

Recital Continuation

Undergraduate students whose recital preparation requires that the recital be given during a term after which the student has enrolled for the recital, must register for MUPF 490 Recital Continuation for undergraduates or MUPF 640 Recital Continuation for graduates in each subsequent semester until the recital is given. Students must also be enrolled in applied lessons (for credit or no-credit, in consultation with their applied music instructor) during the semesters in which they take recital continuation credit.

Applied Music Examinations-Transfer

Applied Music Examinations (AME) for transfer students are normally held the end of the first semester in residence. Summer semester Applied Music Examinations will be held, if necessary, during the last week of the summer semester.

Applied Music Examination Performance

1. Applied Music Examinations normally last 15 minutes.
2. The performance at each Applied Music Examination will be evaluated by a designated faculty panel.
3. Faculty comments and suggestions will be shared with the student by his/her performance instructor and filed in the music office.
4. A student may be excused from giving an AME in any semester during which he/she has given a degree recital.

Please consult applied music examination policy for complete details regarding Applied Music Examinations.

Applied Music Examination Preparation

In preparing for the Applied Music Examination the student is responsible for accomplishing the following items:

1. Secure and complete an Applied Music Examination Term Repertory Report form from the music office at least two weeks before the Applied Music Examination.
2. List all compositions and technical studies completed during the present semester or since your last Applied Music Examination.
3. Type all information requested using correct spelling of both the works and full names of composers.
4. Have your performance instructor approve and sign the completed form.
5. The completed form should be turned into the music office no later than one week before your Applied Music Examination.
6. A sign-up sheet for specific Applied Music Examination times will be posted approximately two weeks before the scheduled Applied Music Examination.

Ensembles

All music majors are required to be enrolled in a major ensemble each semester in residence. While ensemble requirements are given in the music section of the Andrews *Bulletin*, piano and organ students are reminded that a portion of their ensemble credit must be earned in the areas of Keyboard Accompanying and Collaborative Piano as follows:

Piano Majors

- Undergraduate performance majors: 2 credits of Collaborative Piano and 2 credits of Accompaniment.
- Undergraduate non-performance majors: 1 credit of Collaborative Piano and 1 credit of Accompaniment.
- Graduate performance majors: 1 credit of Collaborative Piano and 1 credit of Recital Accompaniment.
- Graduate non-performance majors: 1 credit of Collaborative Piano or 1 credit of Recital Accompaniment.

Organ Majors

Same as above but minor changes appropriate to the nature and use of the instrument (not to the number of credits) may be allowed with the approval of the student's instructor.

Piano Proficiency Requirement

All music majors and minors must fulfill a Piano Proficiency Requirement. The piano proficiency requirement may be met by one of the following two ways: 1) by passing the piano proficiency examination as stated in the document **ANDREWS UNIVERSITY DEPARTMENT OF MUSIC INFORMATION SHEET: PIANO PROFICIENCY EXAMINATION** available at the Music Office as well as at the Department of Music webpage, or 2) by taking four semesters of piano instruction for credit at the Andrews University Department of Music with a minimum passing grade of a B in each semester.

All music majors and minors must take this examination before they can be advanced to upper division standing.

Piano Proficiency requirements also apply to graduate students who have not passed a piano proficiency examination prior to their enrollment at Andrews University.

Department of Music Scholarships and Financial Assistance

The Department of Music offers the following financial assistance options:

- Department of Music Scholarships – available to undergraduate and graduate students.
- Performance Scholarships – available to undergraduate and graduate music majors and minors as well as to other Andrews’s students. Performance Scholarships are offered in the areas of choir, wind symphony, orchestra and piano. They are awarded by coordinators in each of these areas and require an audition in addition to filling out the scholarship form.
- Graduate Assistantships – available to graduate students only in the areas of music history, music theory, choral conducting, wind conducting, orchestra conducting, piano, strings, voice, and music library.

Application forms for music scholarships are available at the Department of Music office and should be submitted by April 15 of the school year prior to the year for which scholarship is requested. Students will be notified in as timely a manner as possible regarding their applications.

Project Requirements and Standards for Written Work

An undergraduate project should not be less than 25 double-spaced, typewritten pages, exclusive of appendices. Projects are written under the direction of a project advisor. Before beginning the project, the student will file with the chairperson of the Department of Music a Project Proposal form which can be obtained from the music office. The student will state the problem and the justification for the study, the objectives involved, and the sources, methods, and procedures to be used.

After the proposal has been approved, the student will work closely with the project advisor in completing the project. A draft of the completed project should be presented to the project advisor not less than two weeks before the project is due for final grading.

All major papers and projects will follow the writing style as contained in *A Manual for Writers* by Kate L. Turabian. The acceptance and title page will conform to the format suggested in the Andrews University publication, *Standards for Written Work*. Both publications are available in the University Bookstore.

Original musical compositions submitted as a thesis or project must be legible and have the following:

1. An acceptance page
2. A written introduction to the composition
3. An analysis of the form and style.

Teacher Certification and Student Teaching

Teacher Certification

Students wishing to teach music in grades K-12 should choose the Bachelor of Music in Music Education degree program. Students must consult the current School of Education Bulletin to keep abreast of the most recent certification requirements. Students must have annual advising sessions with the Certification Clerk in the School of Education. Denominational certification is not automatic with state certification and is not required for graduation. For more information contact the Certification Clerk in the School of Education.

Student Teaching

Application for student teaching must be made prior to the semester in which the student teaching experience occurs. In addition to applying, students must take the Michigan Teacher Competency Test. For more information, contact the Certification Clerk in the School of Education.

Student Teaching constitutes a full semester's work. Therefore, the student should not plan on registering for any additional courses during this semester. Any exceptions should be discussed with the student's major professor, the Department of Music Education Coordinator, and the Director of Teacher Education in the School of Education.

Part II: Graduate Information Supplement

The information in Part II is intended for the graduate student and is a supplement to the information contained in Part I and the *Andrews University Bulletin*.

Master of Music Degrees

Areas of Concentration

Five areas of major concentration and specific course requirements for each degree are found in the Graduate Programs Bulletin. These are:

1. Master of Arts in Music Emphasis
2. Master of Arts in Music Ministry
3. Master of Music in Music Education
4. Master of Music in Performance
5. Master of Music in Conducting

At the time of registration the student should choose his/her degree program and major. If the student desires to change from one area of undergraduate studies to a different major in graduate studies, deficiencies may exist. These deficiencies may be fulfilled by undergraduate courses or additional graduate courses as determined by the Music Graduate Program Director.

Placement Examinations

All incoming graduate music degree students are required to take placement examinations in music history and music theory before they enroll for graduate music history and music theory classes. The purpose of these examinations is to assess strengths and weaknesses in the different areas of music history and music theory and to allow the students to make up for areas of deficiency by attending the respective sequences in the undergraduate music history and/or music theory courses.

The examinations will be given each semester on the Friday before the beginning of classes. The times for the examinations are 9:00-11:00 a.m. and 1:00-3:00 p.m. Note that all incoming graduate students are required to be present for both examinations and during both of the listed examination times.

The Graduate History Placement Examination will last two hours. It will contain an objective section of matching technical terms with historical periods, a listening section where the student will recognize style periods for a number of musical selections, and four essay questions with twenty minutes writing time for each question.

The Graduate Theory Placement Examination will last two hours and contains questions in the areas of music fundamentals, diatonic harmony, chromatic

harmony, twentieth-century practices, ear training, melodic dictation, and sight singing.

Students who pass the Graduate History and Graduate Theory Placement Examinations with a minimum of 70% in all sections will not have to take remedial classes. Students who do not score 70% or higher will have to register for the respective undergraduate history and/or theory class section for which they are deficient. A minimum grade of B is required to pass the remedial class. Remedial classes must be started at the beginning of the graduate program to ensure that the student will be able to finish all required remedial sections during the first year of graduate studies. Students may not register for any graduate music history or music theory course in which they have deficiencies until they have met the requirements for the remedial class. In case of conflict with regular classes, remedial classes take precedence.

At the time of registration students must also take a Piano Proficiency examination unless they have completed a similar requirement at the undergraduate level.

All graduate students must take the GRE General Examination. Information regarding this exam may be obtained from the Counseling and Testing Center.

Advisement

Each graduate student has an advisor selected by the Graduate Program Director. At the time of registration each student will consult with his/her advisor regarding course selection. For comprehensive exams an evaluation committee is appointed; this committee is made up of the student's major professor or area coordinator plus one member of the music history faculty and one member of the music theory faculty.

Application for Degree Candidacy

Upon completion of 50 percent of course work, graduates should:

1. Secure the form Application for Advancement to Degree Candidacy from the music office. This form is not to be confused with the Application for Graduation which must be filed with the Graduate Records Office separately.
2. Fill out the form completely and secure the signatures of instructors working with you on recitals or projects.
3. Secure the Department of Music Graduate Program Director signature.
4. Return the completed form to the music office; copies are forwarded to the Graduate Dean's office.

Graduate Recitals, Theses, and Projects

A full-length recital is required of all students completing the Master of Music in Performance. A written thesis is required of all students completing the

Master of Arts program with a primary focus on music history and literature. All other graduate music degrees must fulfill one of the following:

1. A thesis
2. A credit recital
3. Two projects
4. One project plus a one-credit recital

Project Requirements and Standards for Written Work

A graduate project should not be less than 40 double-spaced, typewritten pages, exclusive of appendices. Projects are usually written in connection with a graduate class and under the direction of the instructor of that class. Before beginning the project, the student will file with the Department of Music Graduate Program Director a Project Proposal form which can be obtained from the music office. The student will state the problem and the justification for the study, the objectives involved and the sources, methods, and procedures to be used.

After the proposal has been approved by the instructor of the class and the Graduate Program Director, the student will work closely with the project advisor in completing the project. A draft of the completed project should be presented to the project advisor not less than two weeks before the project is due for final grading.

All major papers and projects will follow the writing style as contained in *A Manual for Writers* by Kate L. Turabian. The acceptance and title page will conform to the format suggested in the Andrews University publication, *Standards for Written Work*.

Original musical compositions submitted as a thesis or project must be legible and have the following:

1. An acceptance page
2. A written introduction to the composition
3. An analysis of the form and style

When one of these options is completed, a letter of verification from the performance instructor is placed in the student's folder.

Applied Music Examinations

Graduate students will take part in the Applied Music Examinations that are given in the fall and spring semesters. Graduate students who enroll and who are not in residence during the school year will participate in summer Applied Music Examinations. Information regarding performance regulations and preparation steps can be found under the section Applied Music Examination Performance and Applied Music Examination Preparation of Part I of the

Student Handbook. Students not enrolled for applied lessons are not required to participate in an Applied Music Examination.

Recital Auditions

Those graduate students enrolled in residence on the Andrews University campus who choose to present a recital must have at least one half of their applied music credits completed in their major performance area while in residence and must be enrolled for at least two consecutive semesters of applied music lessons prior to their recital date. All students intending to give a recital must first pass a recital audition. See information under the section, Recital Auditions, in Part I of the Student Handbook. Students who wish to major in a performance area other than that of the undergraduate degree must give two recitals, only the second of which may be for credit. Performance majors must have completed an undergraduate degree in performance or give a qualifying recital.

Students not in residence during the school year, will, in consultation with their advisor, make plans for their graduate recital in the summer session one year prior to their final semester.

Recital Memorization and Length

Ordinarily, candidates for the Master of Arts and the Master of Music in Music Education are required to memorize only one half of their recital. However, the instructor may determine the level of memorization required.

Those enrolled in the curriculum Master of Music in Performance are required to memorize their recitals according to performance practices in their applied area. The student may present a recital that is not memorized provided that a second performance is arranged which would include one of the following options or something of equal value:

1. A second non-memorized recital
2. A major solo role in a production such as an oratorio
3. Performing as accompanist in an especially challenging situation
4. A concerto performance
5. A duo-piano program
6. An active membership in a chamber music ensemble including a public performance
7. A comparable experience requiring performance skill recognized as being graduate level of difficulty

Masters level two-credit recitals should be a minimum of 60 minutes of music in length. One-credit recitals should be a minimum of 30 minutes of music in length.

Recital Continuation

Graduate students whose recital preparation requires that the recital be given during a term after which the student has enrolled for the recital, must register for MUPF 640 Recital Continuation in each subsequent semester until the recital is given. Students must also be enrolled in applied lessons (for credit or no-credit, in consultation with their applied music instructor) during the semesters in which they take MUPF 640.

Ensembles

All graduate students are required to be registered in an ensemble each semester in residence. While ensemble requirements are given in the music section of the Andrews *Bulletin*, piano and organ graduate students are reminded that a portion of their ensemble credit must be earned in the areas of Keyboard Accompanying and Collaborative Piano as follows:

- Graduate keyboard performance majors: 1 credit of Collaborative Piano and 1 credit of Recital Accompaniment.
- Graduate keyboard non-performance majors: 1 credit of Collaborative Piano or 1 credit of Recital Accompaniment.

Scholarships

Applications for graduate financial assistance are available from the Department of Music Office. These forms must be submitted to the chairperson of the Department of Music according to the posted/published guidelines. Students will be notified in as timely a manner as possible regarding their applications.

In addition to the formal application, new students must submit a recent performance of several representative compositions. These may be recorded if an audition in person is not practical. Two letters of recommendation from former or present music instructors are also required. It is the student's responsibility to request these letters.

Annual award amounts vary. Financial assistance is given only to those students who will be in residence for two or more continuous semesters and who plan to graduate with a master's degree in music at the conclusion of their residency.

Graduate Assistantships

In addition to scholarships, financial assistance is available to graduate students in the form of assistantships. The amount of each assistantship is in proportion to the amount of work expected from the student. Graduate teaching assistantships are available for work in the following areas:

- Music History
- Music Theory
- Choral Conducting
- Wind Symphony Conducting
- Orchestra Conducting
- Piano
- Strings
- Voice
- Music Library Assistant

Comprehensive Examinations

Information regarding the format, dates, preparation for and all other parameters for comprehensive examinations is contained in the information sheet *Comprehensive Examinations* available in the music office. Students should obtain a copy of this information sheet at the beginning their degree program.

Study guides and/or study questions pertaining to the major and minor areas of study are available in the music office. These are only guides and are not the actual questions to be found on the examinations.

Application for Comprehensive Examination

When the student is notified that his or her Application for Candidacy has been approved, the student may enroll for MUHL 670 Comprehensive Exam. Comprehensive examinations are scheduled about one month before the end of the semester.

Grading and Retaking of Comprehensive Examinations

- Comprehensive examinations are graded on a “pass” or “fail” basis. All parts of the comprehensive examinations must be passed before a “pass” for the complete comprehensive examination is recorded.
- A student who does not achieve a satisfactory level on a part or parts of a comprehensive examination may be allowed a “partial rewrite” of that part or parts at the discretion of the department.
- At least two thirds of a comprehensive examination must be passed before a “partial rewrite” on any part may be undertaken. The “partial rewrite” may be oral or written.
- Only one “partial rewrite” is permitted and it must be completed by the end of the semester in which the original comprehensive was administered.
- Students who receive a “no pass” have the opportunity to repeat an entire comprehensive examination only once at a time no earlier than the next regularly scheduled comprehensive examination dates in the succeeding semester but with no less than a 10-week interval between the first and the second examination. The entire comprehensive examination must be taken and the entire comprehensive examination must be passed at a satisfactory level with no possibility of any “partial rewrite.”

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