

LIBERTY UNIVERSITY™  
DEPARTMENT OF MUSIC AND HUMANITIES  
Dr. John W. Hugo, Chairman

# BACHELOR OF MUSIC STUDENT HANDBOOK 2008-2010



Including policies related to music minors

**Liberty University™**  
**Department of Music and Humanities**  
**Faculty and Staff Directory**

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Dr. Ruth Foley, Voice, PA 107, 582-2216

Dr. Ching-hsuan Lily Hsieh, Voice, PA 137, 582-2795

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Dr. Taeseong Kim, Piano, PA 212, 592-4603

Dr. Wayne Kompelien, Voice/Chamber Singers/Opera Workshop, PA 139, 582-2364

Dr. Kevin Super, Percussion, PA 143, 582-2593

Dr. Samuel Wellman, Piano/Composition, PA 138, 582-2097

## Bachelor of Music Student Handbook

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Information presented in this Student Handbook provides details and clarification related to other information that may be found in other official Liberty University publications such as the Liberty University catalog and The Liberty Way.

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**A Word from the Department Chairman  
Dr. John W. Hugo, Chairman  
Department of Music and Humanities**

Dear Liberty Music Student:

On behalf of the faculty of the Department of Music and Humanities, it is my privilege to welcome you to Liberty University! It is our prayer that you will apply yourself diligently to the study of music while you are here, and that you will become a musician whose professionalism and testimony bring honor to the Lord Jesus Christ. This handbook provides answers to questions about programs in music at Liberty University. It is MUHU's official source of information about policies and additional requirements with which all music students need to be familiar. *Read it carefully and keep it in a safe place.* Each student should maintain a file folder of important official documents (e.g., this handbook, Degree Completion Plans, grade reports, recital attendance cards, and any communication from the department or from the university). Students should also maintain electronic versions of all e-mail correspondence.

There are three vitally important things that every student needs to do upon arriving at Liberty University to begin musical studies:

- **Take the Music Theory Placement Test** if you have not already done so at a CFAW activity. The scheduled times are announced in the new student orientation schedule and posted in the Performing Arts Building;
- **Audition for private lessons** (sign up for an audition time on the appropriate bulletin board in the Performing Arts Building).
- **Audition for *and* enroll in a major music ensemble** (watch bulletin boards for scheduled auditions or attend the first class meeting of the ensembles that interest you; Marching Band students simply attend band camp and audition for section placement as a part of their activities).

If you don't take care of these things right away, you may have great difficulty completing the Bachelor of Music degree in the allotted eight semesters!

While reading the following text is no substitute for reading this handbook, there are several things that you **must** know from the very beginning of your pursuit of the Bachelor of Music Degree. In order to graduate with a Bachelor of Music degree you **must** complete all program requirements as stated in the University Catalog, and you must:

- Earn a Grade Point Average (GPA) no lower than 2.0
- Pass all MUSC prefix courses with a C or better
- Pass the Piano Proficiency Exam (offered only twice each year)
- Pass the Performance Review
- Pass the recital hearing and present the Senior Recital
- Accumulate 34 upper level credit hours (classes at the 300 or 400 level)
- Register attendance at no fewer than 56 approved concerts and recitals before the senior recital can be presented.

You must be careful to consult frequently with your CASAS advisor (Karen Young at the time of publication) and your faculty mentors to be certain that you are completing your program requirements on time and in good order. Your music faculty mentor (your private instructor) is a great source of advice, since he/she knows the music program well and will meet with you weekly for private instruction. It is, of course, your responsibility to register for the designated courses and to meet all program requirements.

All that said, I pray that your experience here as a Bachelor of Music student will be rewarding and will prove extremely beneficial to you as you prepare for a life of service in music. If there is anything I can do to answer your questions at any time, please know that my door is always open to students. Study hard, be cheerful, and act honorably. And remember always that the Lord is with you.

Thank you, and God bless you,

Dr. John W. Hugo, Chairman  
Department of Music and Humanities  
Liberty University

## **INTRODUCTION**

### **A Biblically-Based Philosophy Of Baccalaureate Music Education**

Scripture is replete with references to musical activity, demonstrating that (1) music was present at the time of the creation (Job 38: 7), (2) there is singing and instrumental music in Heaven (Revelation 5: 8-10), (3) God has made man, who makes and responds to music (Genesis 4: 21), (4) God, in whose Image man is made, commands His people to thank and praise Him through singing and through the playing of musical instruments (Ephesians 5: 19 and Psalm 150), (5) the Apostle Paul admonishes believers to “sing with the spirit and with the understanding also” (I Corinthians 14: 15) and (6) God gives good gifts to all people according His good pleasure, to lovingly enrich the lives of all people, and music is among these gifts (James 1: 17, Matthew 5: 45). Christian higher musical education should therefore have among its goals: (1) the effective presentation of the theoretical, historical, and practical aspects of music as they serve to guide aspiring musicians to apprehend fully the knowledge, interpretive and technical skills, and attitudes in the field of professional music; (2) the fulfillment of God’s intention that His worship be accomplished by skillful musicians (I Chronicles 6: 32 and 15: 16-22); (3) the fulfillment of God’s expressed desire that Christians be both salt and light in the world (Matthew 5: 13-15); that is, by using their refined musical gifts in the worlds of performance, church ministry, and education, Christian musicians can edify those within the body of Christ and attract those outside the body of Christ to the light of the gospel; and (4) to fulfill the biblical injunction to think on things that are true, noble, right, pure, lovely, admirable, excellent, and praiseworthy (Philippians 4: 8). Finally, Christian higher music education should encourage the integration of music making and spirituality to the end that when music is made, it is the product of the soul, spirit, mind, and body working together in balance. Musical training must convey the idea that the soul, the spirit, the mind, and the body cooperate in music making, that a technically excellent, historically informed performance must be balanced with genuine personal expression, and that genuine personal expression through music can only occur when technical mastery is evident. Therefore, musical training should promote the synthesis of performance knowledge, technical skills, and personal expressiveness that translates as “musicality.”

The Liberty University Department of Music and Humanities is a community of Christian scholar/musicians engaged in the disciplines of music performance and music education. The purposes of Department of Music and Humanities music programs are: (1) to provide comprehensive music training to those preparing for professional lives as performers, church music ministers, and music educators (who will be academically qualified and fully equipped to pursue musical studies at the graduate level); (2) to provide such training in a manner that helps students integrate their musicianship with their lives as Christians; and (3) to provide a Christian alternative to similar programs offered by secular institutions. These purposes are achieved through a graded curriculum that leads students to progressively higher levels of music achievement in the cognitive, affective, and psychomotor domains of learning. This purpose is achieved to a lesser degree through the music minor programs for students who wish to develop their musical gifts, but do not wish to devote themselves to full-time careers in music. The ultimate goal of the Department of Music and Humanities Music programs is to send Christian professionals into the fields of music performance, church music ministry, and music education, where, by the quality of their work and the excellence of their testimony, they may bear an effective witness for Christ to professionals in their field and to those they serve as musicians.

## **STATEMENT OF PURPOSE**

The purpose of the Department of Music and Humanities is to provide academic study and professional training for students seeking careers in music and students wishing to pursue music courses on an elective basis. Specifically, the department seeks to prepare individuals to function as ministers of music, instrumental and choral directors, performers, and music educators. Further, the department programs are designed to prepare students for graduate education. Instructional goals seek to develop students' music knowledge, performance skills, and aesthetic sensitivity. This handbook is a guide to procedures specific to the music area within the Department of Music and Humanities. The student thoroughly familiar with its contents will be able to plan a course of study with confidence. The student handbook amplifies sections of the Liberty University catalog and details matters related specifically to studies in music. Because the handbook is subject to revisions, each current student handbook is authoritative in all matters concerning music degree requirements and department policies. Any substitutions, waivers, and exceptions must be approved by the student's CASAS advisor and by the Department Chairperson. The music faculty of the Department of Music and Humanities invites constructive discussion of the validity of policies contained in the handbook. Communication between faculty members and students can often be valuable in making decisions and planning instructional procedures. The positive contributions made by students can have a strong influence on the departmental decision-making process. Music students and faculty in the Department of Music and Humanities share similar goals. All have an interest in developing and maintaining a department where quality is emphasized and each member is dedicated to an intense study of the art of music. The desire of the Department of Music and Humanities is to provide music students with the best possible environment for achieving musical excellence through study, observation, practice, and performance opportunities.

## **DEPARTMENTAL LEARNING OUTCOMES**

**[It should be noted that these learning outcomes are currently under revision; they will change in organization but not in basic content. JWH 8-8-08]**

### **Learning Outcomes: Core Curriculum**

1. The student will demonstrate comprehension and skills related to music theory.
2. The student will demonstrate skills in ear training and sight singing.
3. The student will demonstrate an understanding of important events, people, and styles encompassing the history of Western Music.
4. The student will demonstrate cognitive and psychomotor skills in conducting and rehearsing choral and instrumental ensembles.
5. The student will demonstrate acceptable performance skills at the piano keyboard.
6. The student will demonstrate acceptable performance technique, knowledge, and expressive musicianship in the principal performance area.
7. The student will demonstrate functional computer skills as they relate to the discipline of music.

### **Learning Outcomes: Choral Specialization**

1. The choral specialization student will demonstrate skills in the singing pronunciation of different languages.
2. The choral specialization student will have the ability to arrange music for choral ensembles.
3. The choral specialization student will demonstrate the skills necessary for successful participation in choral ensembles.
4. The choral specialization student will demonstrate a basic understanding of the techniques of instrumental music performance.

### **Learning Outcomes: Instrumental Specialization**

1. The instrumental specialization student will demonstrate the basic skills and understanding of pedagogical knowledge related to string, woodwind, brass, and percussion performance.
2. The instrumental specialization student will have the ability to arrange music for instrumental ensembles.
3. The instrumental specialization student will demonstrate the skills necessary for successful participation in instrumental ensembles.
4. The instrumental specialization student will demonstrate a basic understanding of the techniques of vocal music performance.

### **Learning Outcomes: Music Performance**

1. The performance concentration student will demonstrate advanced skills in the respective performance area(s).
2. The performance concentration student will demonstrate understanding of the performance techniques specific to the performance medium.
3. The performance concentration student will demonstrate a familiarity with the body of music literature associated with the performance area.

### **Learning Outcomes: Choral and Instrumental Teacher Licensure**

1. The teacher licensure student will demonstrate an understanding of child development and a familiarity with the methods and materials necessary for successful music teaching in elementary school general music.
2. The teacher licensure student will demonstrate an understanding of pedagogical techniques used in the direction of middle school and high school choral and instrumental ensembles.
3. The teacher licensure student will demonstrate an understanding of the basic

principles related to classroom management.

4. The teacher licensure student will demonstrate a knowledge of standardized music tests used in the assessment and recruitment of music students.

## UNDERGRADUATE DEGREE PROGRAMS

### The Bachelor of Music Degree Program

The Department of Music and Humanities offers 12 different programs leading to a Bachelors degree in music. These include:

- B. M., Choral, Voice, Concentration: Performance
- B. M., Choral, Voice, Concentration: Music Teacher Licensure
- B. M., Choral, Voice, No Music Concentration
- B. M., Choral, Keyboard, Concentration: Performance
- B. M., Choral, Keyboard, Concentration: Music Teacher Licensure
- B. M., Choral, Keyboard, No Music Concentration
- B. M., Instrumental, Non-keyboard, Concentration: Performance
- B. M., Instrumental, Non-Keyboard, Concentration: Music Teacher Licensure
- B. M., Instrumental, Non-Keyboard, No Music Concentration
- B. M., Instrumental, Keyboard, Concentration: Performance
- B. M., Instrumental, Keyboard, Concentration: Music Teacher Licensure
- B. M., Instrumental, Keyboard, No Music Concentration

The Department of Music and Humanities Bachelor of Music program is not supported by courses offered by the Department of Worship and Music Studies (DWMS); many of the courses offered by DWMS have MUSC prefixes, some of which courses may be taken as electives, but which do not satisfy major program requirements in the Department of Music and Humanities. (For information on the B.S. in Worship and Music Studies, please contact the Chairman of the Department of Music and Worship Studies, housed in David's Place.)

In addition, a program in music can be combined with courses from other areas of study to form a unique program which will culminate in a **Bachelor of Science in Interdisciplinary Studies**. This degree program permits a student to combine two separate concentrations, each comprising 21 hours. A 3.0 grade point average is required for admission to this program. The Interdisciplinary Studies degree is *not* a music degree and should be pursued only when a music degree cannot satisfy the specific needs and professional goals of the student. This degree program is designed for highly talented students who have special professional goals

## **MUSIC DEGREE DESCRIPTIONS**

### **Bachelor of Music: Choral or Instrumental Music (with no music concentration)**

This degree program is designed for the student contemplating graduate studies in music, or for students who wish to pursue a music degree with a minor in another area. It affords the student a variety of curricular options in a music program that may be completed in four years. The music major component includes packages of courses in either the choral or instrumental areas of specialization. Further, a student may include a maximum of 30 elective hours with courses in music, music performance, or an area other than music. A person considering graduate school should consult frequently with an advisor regarding recommendations for appropriate elective courses.

This program requires a 25-35 minute senior recital. Note: Keyboard can be used as the principal performance area in either specialization.

### **Bachelor of Music: Choral or Instrumental Music with the Concentration in Performance**

This degree program is designed for the highly gifted and motivated student contemplating graduate studies in music performance. It affords the student additional opportunities in private instruction and musical performance. The music major component includes courses in either the choral or instrumental areas of specialization. Performance is an elective concentration, but the student must satisfy the faculty by the Junior Candidacy Performance Review that the pursuit of this concentration is appropriate. A person considering graduate school should consult frequently with an advisor regarding recommendations for appropriate elective courses. A 25-35 minute junior recital is one of the requirements of this concentration. This program requires a 50-70 minute senior recital. Note: Keyboard can be used as the principal performance area in either specialization.

This program requires a 25-35 minute junior recital and a 50-70 minute senior recital. Note: Keyboard can be used as the principal performance area in either specialization.

### **Bachelor of Music: Choral or Instrumental Music with the Concentration in Music Teacher Licensure, K-12**

A student pursuing this program can graduate in four years with a Bachelor of Music: Choral or Instrumental degree with Virginia Teacher Licensure, K-12. Studies in both music and education are included, and these studies culminate in the Teacher Performance Practicum (student teaching), supervised by a music education faculty member. Both choral and instrumental specializations are available, either of which qualifies the music education graduate to teach at both the elementary and secondary levels in public schools in the Commonwealth of Virginia (and in all states with reciprocity agreements with the Commonwealth of Virginia). Note: Keyboard can be used as the principal performance area in either specialization.

This program requires a 25-35 minute senior recital. Note: Keyboard can be used as the principal performance area in either specialization.

## **COURSE REQUIREMENTS FOR BACHELOR OF MUSIC DEGREES**

### **GENERAL EDUCATION CURRICULUM AND CRST 290 (57 TOTAL HOURS)**

### **CORE COURSES FOR ALL BACHELOR OF MUSIC DEGREE PROGRAMS (27 HOURS)**

#### **Courses/Hours**

MUSC 105 MUSIC THEORY I (3)  
MUSC 106 MUSIC THEORY II (3)  
MUSC 107 AURAL SKILLS I (1)  
MUSC 108 AURAL SKILLS II (1)  
MUSC 205 MUSIC THEORY III (3)  
MUSC 206 MUSIC THEORY IV (3)  
MUSC 207 AURAL SKILLS III (1)  
MUSC 208 AURAL SKILLS IV (1)  
MUSC 311 MUSIC HISTORY BEFORE 1750 (3)  
MUSC 312 MUSIC HISTORY SINCE 1750 (3)  
MUSC 316 CHORAL CONDUCTING (2)  
MUSC 317 INSTRUMENTAL CONDUCTING (2)  
MUSC 498 SENIOR RECITAL (1)

### **OTHER PROGRAM REQUIREMENTS OF ALL BACHELOR OF MUSIC DEGREE PROGRAMS (15 HOURS)**

AT LEAST 7 SEMESTERS OF PRIVATE INSTRUCTION IN THE PRINCIPAL PERFORMANCE AREA, (7 hours)

2 SEMESTERS AT THE 100 LEVEL (1 + 1)  
2 SEMESTERS AT THE 200 LEVEL (1 + 1)  
2 SEMESTERS AT THE 300 LEVEL (1 + 1)  
AS LEAST 1 SEMESTER AT THE 400 LEVEL (1)

(Note: Hours in private instruction normally vary between 7 and 14 depending on the chosen concentration. Students not pursuing Virginia teacher licensure normally complete an additional semester of private instruction at the 400 level and present the senior recital (MUSC 498) in the 8<sup>th</sup> semester.)

### **AT LEAST 7 SEMESTERS OF ENSEMBLE PARTICIPATION FOR MUSC CREDIT (7 HOURS)**

4 SEMESTERS AT THE 100 LEVEL (1 + 1 + 1 + 1)  
3 SEMESTERS AT THE 400 LEVEL (1 + 1 + 1)

(Note: a music major who is a full-time student must be enrolled in a department ensemble each semester they are classified as a full-time student, with the exception of students pursuing music teacher licensure who have already completed 7 semesters of major ensemble requirements and are completing the teaching performance practicum).

### **16 HOURS OF ELECTIVES (See individual Degree Completion Plans for specific requirements)**

These electives help the student to choose freely from courses in music and in other interest areas. The student should be careful to select classes that help fulfill the 34 upper level credit hour requirement in this major. Students in the Teacher Licensure program fulfill the upper level course requirement automatically by completing their elective concentration.

**SPECIALIZATIONS: CHOOSE BETWEEN CHORAL (9 HOURS) AND INSTRUMENTAL (10 HOURS)**

**CHORAL SPECIALIZATION—9 HOURS**

MUSC 318 CHORAL ARRANGING (2)

MUSC 393 VOCAL DICTION (3)

4 SEMESTERS OF A SECONDARY PERFORMANCE AREA (TYPICALLY PIANO FOR VOICE MAJORS, AND VOICE FOR PIANO MAJORS) (1 + 1 + 1 + 1)

**INSTRUMENTAL—10 HOURS**

MUSC 309 ORCHESTRATION (2)

MUSC 355 BRASS CLASS (2)

MUSC 357 WOODWIND CLASS (2)

MUSC 363 PERCUSSION CLASS (2)

MUSC 374 STRING CLASS (2)

**CONCENTRATION LEADING TO VIRGINIA MUSIC TEACHER LICENSURE**

**Total Concentration 30 hours)**

In addition to the 55 General Education hours and the 50-51 required Music hours, and CRST 290, students pursuing teacher licensure must take the following courses:

*MATH 115 MATHEMATICS FOR LIBERAL ARTS\** (3)

*PSYC 210 DEVELOPMENTAL PSYCHOLOGY\** (3)

EDUC 125 INTRODUCTION TO EDUCATION (1)

EDUC 126 INTRODUCTION TO EDUCATION PRACTICUM (1)

EDUC 221 CONTENT AREA READING (2)

EDUC 235 INSTRUCTIONAL DESIGN (SECONDARY) (1)

EDUC 236 INST. DESIGN PRACTICUM (SECONDARY) (2)

EDUC 360 FOUNDATIONS OF EDUCATION (2)

MUSC 437 ELEMENTARY MUSIC METHODS (2)

MUSC 438 ELEMENTARY MUSIC METHODS PRACTICUM (1)

MUSC 490 SECONDARY MUSIC METHODS (2)

MUSC 491 SECONDARY MUSIC METHODS PRACTICUM (1)

EDUC 475 SEMINAR IN CLASSROOM MANAGEMENT (2)

EDUC 476 STUDENT TEACHING (ELEMENTARY) (5)

EDUC 477 STUDENT TEACHING (SECONDARY) (5)

CHORAL SPECIALIZATION STUDENTS ONLY:

MUSC 380 INSTRUMENTAL OVERVIEW (2)

INSTRUMENTAL SPECIALIZATION STUDENTS ONLY: or

MUSC 390 FOUNDATIONS OF VOCAL TECH. (2)

\*These courses must be taken as general education requirements as parts of the requirements for Virginia Teacher Licensure and are listed but not counted here as parts of the concentration's 30 hours. Students planning to complete this degree should opt to take MATH 115 (or higher) and PSYC 210 to fulfill the general education requirements listed on the Degree Completion Plan. (EDUC 311 Educational Psychology is no longer required as of fall 2006)

### **CONCENTRATION IN MUSIC PERFORMANCE** (Approved Spring 2006)

Total Concentration 15-17 hours

**In addition to** the 55 General Education hours and the 50-51 required Music hours, students pursuing this concentration must take the following courses:

MUSC 1X1 Private Music Instruction (Fr) (0-1)

MUSC 1X1 Private Music Instruction (Fr) (1)

MUSC 2X1 Private Music Instruction (So) (1)

MUSC 2X1 Private Music Instruction (So) (1)

MUSC 3X1 Private Music Instruction (Jr) (1)

MUSC 4X1 Private Music Instruction (Sr) (1)

MUSC 398 Junior Recital (1)

Upper level music electives (9-10)

Total 15-17 hours

[Students interested in this concentration should make their intentions known to their principal performance area instructors early on; only students demonstrating advanced performance skills should consider pursuing the performance concentration.]

### **MINOR PROGRAMS IN MUSIC**

"Minors" are abbreviated programs through which students can pursue a secondary interest. Students pursuing the Bachelor of Music degree may minor in Worship and Music Ministry, but students pursuing the Bachelor of Science in Worship and Music Ministry may not minor in music.

#### **The Minor in Music—Liberal Arts\* 17 hours**

MUSC 105 Music Theory I 3

MUSC 106 Music Theory II 3

MUSC 107 Aural Skills I 1

MUSC 108 Aural Skills II 1

MUSC 311 Music History before 1750 3

MUSC 312 Music History since 1750 3

MUSC 400 Music of Worship 3

\*Program has the additional requirement of attendance registration at 24 approved concerts and recitals.

#### **The Minor in Music Performance—Brass, Woodwind, or Percussion\* 18 hours**

MUSC 105 Music Theory I 3

MUSC 106 Music Theory II 3

MUSC 107 Aural Skills I 1

MUSC 108 Aural Skills II 1

MUSC 151 Private Instruction (2 semesters) 2

MUSC 251 Private Instruction (2 semesters) 2

MUSC 351 Private Instruction (2 semesters) 2

Any two of the following courses: (4)

MUSC 355 Brass Class 2

MUSC 357 Woodwind Class 2

MUSC 363 Percussion Class 2

\*Program has the additional requirement of attendance registration at 24 approved concerts and recitals.

**The Minor in Music Performance—Voice, Keyboard. or Strings\* 19 hours**

MUSC 105 Music Theory I 3  
MUSC 106 Music Theory II 3  
MUSC 107 Aural Skills I 1  
MUSC 108 Aural Skills II 1  
MUSC 1X1 Private Instruction (2 semesters) 2  
MUSC 2X1 Private Instruction (2 semesters) 2  
MUSC 3X1 Private Instruction (2 semesters) 2  
Two semesters of ensemble participation 2

**Specific Area Courses (choose 1)**

Voice: MUSC 393 Vocal Diction (3)  
Keyboard: MUSC 304 Keyboard Pedagogy (3)  
Strings: MUSC 375 String Pedagogy (3)

\*Program has the additional requirement of attendance registration at 24 approved concerts and recitals.

**The Minor in Music—Church Music\* 17 hours**

MUSC 105 Music Theory I 3  
MUSC 106 Music Theory II 3  
MUSC 107 Aural Skills I 1  
MUSC 108 Aural Skills II 1  
\*\*MUSC 303 Church Music Methods and Materials II (3)

or

\*\*MUSC 307 Church Music Administration (3)  
MUSC 316 Choral Conducting 2  
MUSC 400 Worship Music Literature 3

One semester of lessons in voice or keyboard 1

\*Program has the additional requirement of attendance registration at 24 approved concerts and recitals.

\*\*MUHU no longer schedules these courses, but will substitute similar courses with WRSP prefixes.

**ADDITIONAL REQUIREMENTS FOR ALL MUHU MUSIC MINORS**

A STUDENT PURSUING A MUSIC MINOR IS REQUIRED TO ATTEND A TOTAL OF 24 APPROVED CONCERTS AND/OR RECITALS BEFORE GRADUATION. Attendance procedures are detailed in this Handbook under the topic "Concerts and Recitals."

## **MUSIC EDUCATION and TEACHER LICENSURE**

### **The Bachelor of Music with Virginia Teacher Licensure:**

Choral or Instrumental degrees with Commonwealth of Virginia Music Teacher Licensure, K-12, are made available by the Department of Music and Humanities in association with the School of Education. Any student planning to complete the music teacher licensure program at Liberty University must meet the requirements for admission to the Teacher Licensure Program. This admission usually takes place during the second semester of a student's first year as part of the course requirements for EDUC 125/126; Introduction to Education and Introduction to Education Practicum.

The initial entrance requirements into the Teacher Licensure Program for music education majors are listed in the LU Catalog and quoted below:

1. a minimum cumulative GPA of 2.5;
2. the successful completion of 30 semester hours of undergraduate study including the Foundational Studies. (Transfer students must complete a minimum of 15 of the 30 hours at Liberty in order to meet this standard. Transfer credits in education are not likely to meet licensure requirements. Any exceptions must be approved by the Chair of Initial Teaching Programs ) Because of the special requirements for teacher licensure, all nonresidential courses must be approved by the Chair of Initial Teaching Programs;
3. certification by the Office of Student Development that the student has exhibited satisfactory citizenship and behavior while enrolled at Liberty. Teacher candidates who have been expelled or suspended are not eligible for initial entry until fully reinstated to good standing by the Office of Student Development;
4. completion of EDUC 125/126, Introduction to Education, with a minimum grade of C. (Transfer credit must be approved by the Chair of Initial Teaching Programs);
5. demonstration of minimum competency in oral and written communication skills and in computational skills, as shown by an acceptable score on all three sections of Praxis I (PPST): Reading, Mathematics, and Writing (which includes an essay);
6. completion of 30-hour practicum (EDUC 125/126) and computer competencies; and
7. demonstration of handwriting competence (EDUC 220 or 221).

Equally important to the admission requirements of the Teacher Licensure Program are those criteria which govern the maintenance of the candidate's status once admitted to the program:

1. A minimum cumulative GPA of 2.5 must be maintained. Teacher candidates who fall below this minimum will be dropped from the program.
2. Satisfactory citizenship and behavior must be maintained. The student who is suspended or dismissed from the University will be dropped from the program.
3. Any teacher candidate who has not been admitted or who has been dropped from the program will be ineligible to take upper level education courses.
4. Any teacher candidate who has been dropped from the program is eligible to reapply in writing through the Teacher Licensure Program no sooner than during the semester following dismissal from the program. **A student may, however, be reinstated only once.**
5. The teacher candidate is subject to dismissal from the program at any time following his initial acceptance should any disqualifying circumstances arise.

### **Teacher Performance Practicum (T. T. P.))**

The Teacher Performance Practicum (Student Teaching) is the culmination of the Teacher Licensure Program, is usually completed during the student's final semester. It is of utmost importance that each student be thoroughly prepared for the student teaching field experience. During the T.T.P., no student will be permitted to participate in any other time-consuming activity.

In the area of music, the Teacher Performance Practicum consists of three parts:

EDUC 475: Seminar in Classroom Management

EDUC 476: Student Teaching I

EDUC 477: Student Teaching II

These three parts are completed during the course of one semester and are collectively called the Teacher Performance Practicum (T.P.P.). A student may enroll in the T. T. P. courses only when the following requirements have been met:

1. Admission to the Teacher Licensure Program for at least one full semester before student teaching.
2. Application filed at the beginning of the semester prior to student teaching. The Teacher Education Department will approve or disapprove all such applications based upon the following criteria in addition to those listed above:
  - a. Current TB test.
  - b. Evidence that the teacher candidate is not on academic or social probation. (Behavior that relates to the moral, social, ethical and personal standards of professional competency of the student will be subject to periodic review and appraisal).
3. **A minimum cumulative GPA of 2.50 (2.8 GPA for external placement).**
4. Completion of all professional education coursework, as well as all courses in the student's major area of study. Grades below a "C" are not acceptable in any EDUC course, in any concentration course (Secondary/Comprehensive Licensure).
5. Acceptable scores on the Praxis tests and other tests required for Virginia licensure.
6. Graduation checklist submitted indicating all coursework, except student teaching, is completed.
7. The student has successfully completed the Senior Recital.
8. The student has passed the Piano Proficiency Examination prior to the semester of the Teacher Performance Practicum.

The Teacher Performance Practicum can be completed at either private or public schools located within comfortable driving distances (50-mile radius) from campus. Every effort will be made to ensure a successful and pleasant T. P. P. experience with special consideration given to each student's needs and abilities.

### **Praxis Tests and Teacher Licensure**

Each music teacher licensure candidate must successfully complete the Teacher Performance Practicum and obtain minimum scores (which vary from state to state) in the required Praxis tests. ***Praxis I must be taken not less than two semesters prior to the student teaching semester, and scores for the Praxis II (for music content knowledge) must be submitted not later than the semester prior to student teaching semester.*** The Praxis may be taken at Liberty on dates scheduled by the Teacher Education Department. In the event a conflict prohibits the student from participating in a scheduled Praxis testing time at Liberty University, it is possible to take the exam at another testing site. A student should consult with the School of Education for details. Acceptable Praxis I scores and current Praxis II scores must be submitted to the School of Education before a music teacher candidate may participate in the T. T. P. Students meeting these requirements may apply for Teacher Licensure through the School of Education. Virginia has reciprocal agreements with many other states.

### **New Information 8/7/08**

#### **Substituting the VCLA for Praxis I**

Praxis I continues to be the state required test for entrance into a "state approved program"; therefore, all candidates pursuing entrance into the Teacher Licensure Program at LU must take Praxis I prior to registering for EDUC 225/226 or 235/236 unless they are exempt based on ACT/SAT scores. However, if candidates obtain at least a **probationary score** on the Praxis I test and are admitted into the TLP on probation status, they will not have to take the Praxis I test again if they can pass the VCLA. Please note: In order to take advantage of this substitution policy, the candidate must follow the timeline given below:

- o VCLA must be passed before registration for EDUC 360 and above.
- o Praxis II must be passed before student teaching placement begins.

#### **Teacher Licensure outside of the Commonwealth of Virginia**

A student desiring teaching licensure in a state other than Virginia should consult with the Teacher Licensure Coordinator in the School of Education. Contact the Licensure Office (TE 102, Ext. 2632) to determine the requirements in effect for any other state in which you might be interested in finding teaching employment.

#### **COURSE REGISTRATION [New information May 2006]**

Course Registration for a forthcoming semester normally begins on-line within the last six weeks of a semester in progress. The student is reminded to meet periodically with his/her CASAS advisor to discuss progress toward the chosen degree. While music majors assigned to a CASAS professional, the private music instructor can also give good counsel about the bachelor of music program. CASAS advisors maintain a registration counseling file for each advisee and can access their advisees' course histories through ASIST, so it is to the advisee's advantage to meet frequently with his/her CASAS advisor, and especially at registration time: under the current system, the student may not register for classes without the approval of his/her CASAS advisor. Students pursuing the concentration leading to teacher licensure should consult with the MUHU's Music Education Coordinator to obtain important guidance with respect to completing the degree program in a timely way. It is not the responsibility of the CASAS advisor to ensure the completion of the advisee's program. LIBERTY UNIVERSITY PLACES THE RESPONSIBILITY OF FULFILLING ALL REQUIREMENTS FOR GRADUATION SOLELY WITH THE STUDENT. A STUDENT SHOULD BE FAMILIAR WITH THE APPROPRIATE GRADUATION REQUIREMENTS AS STATED IN THE LIBERTY UNIVERSITY CATALOG AND DEGREE COMPLETION PLANS. A STUDENT MAY NOT GRADUATE OR PARTICIPATE IN COMMENCEMENT EXERCISES UNLESS ALL STATED ACADEMIC AND NONACADEMIC REQUIREMENTS HAVE BEEN SATISFIED. THE STUDENT IS RESPONSIBLE FOR COMPLETING ALL THE NECESSARY DOCUMENTS BEFORE GRADUATION DEADLINES.

A student's CASAS advisor and the Department Chairman/MUHU--CASAS Liaison Officer must approve every important change in a student's program. The student is encouraged to see his/her CASAS advisor for help with any problem that may be encountered during the academic year. Degree Completion Plans for each music major degree program should be a part of every student's personal records. Degree Completion Plans may be obtained on the Liberty University Web Site by typing "registrar" in the search line, clicking on the "Registrar Official Page," clicking on "Degree Completion Plans," clicking on "residential degree programs/majors," clicking on "Music."

**SPECIAL NOTES:**

**MUSC 206 Music Theory IV and MUSC 208 Aural Skills IV are offered only in Spring Semesters! The Department of Music and Humanities does not permit a student to register for any of the following courses more than twice: MUSC 100, 105, 106, 107, 108, 205, 206, 207, 208. Students who fail a semester of private instruction must sit out for a semester before resuming study. Students receiving less than a C in any course in the major do not receive credit toward graduation.**

**SEQUENCING OF UPPER LEVEL COURSES**

The student should plan the academic schedule in accordance with the sequencing of upper level courses:

**Courses Taught only in Fall Semesters**

MUSC 184 Marching Band I  
MUSC 311 Music History to 1750  
MUSC 316 Choral Conducting  
MUSC 318 Choral Arranging  
MUSC 357 Woodwinds Class  
MUSC 374 Strings Class  
MUSC 380 Instrumental Overview (Choral T. L. Students)  
MUSC 390 Foundations of Vocal Technique (Instrumental T. L. Students)  
MUSC 393 Vocal Diction  
MUSC 484 Marching Band II  
MUSC 470 Opera Workshop (also offered in spring as needed)  
MUSC 490 Secondary Music Methods and Materials  
MUSC 491 Secondary Music Methods and Materials Practicum

**Courses Taught only in Spring Semesters**

MUSC 192 Percussion Ensembles  
MUSC 194 Wind Ensemble I  
MUSC 206 Music Theory IV  
MUSC 208 Aural Skills IV  
MUSC 304 Keyboard Pedagogy  
MUSC 309 Orchestration  
MUSC 310 Arranging for the Contemporary Church Ensemble\*  
MUSC 312 Music History Since 1750  
MUSC 317 Instrumental Conducting  
MUSC 355 Brass Class  
MUSC 363 Percussion Class  
MUSC 437 Elementary Music Methods and Materials  
MUSC 438 Elementary Music Methods and Materials Practicum  
MUSC 492 Percussion Ensemble  
MUSC 494 Wind Ensemble II

**Courses offered in alternate years or on demand**

MUSC 303 Church Music Methods & Materials II (Spring Semesters, even-numbered Years, currently not being scheduled)  
MUSC 319 Choral Literature (Fall Semesters, even-numbered years only on demand)  
MUSC 375 String Pedagogy (On demand, normally in Spring Semesters)  
MUSC 401 Art of Accompaniment (On demand)  
MUSC 411 Marching Band Techniques (Fall, on demand)  
MUSC 407 Solo Vocal Literature (Spring Semesters, odd-numbered years)

MUSC 408 Vocal Pedagogy (Spring Semesters, even-numbered years)

**FEES (Subject to change)**

For the following courses, an additional fee is charged. The rates given here are current as of Fall 2002. The current fee schedule is always listed in the Class Schedule Booklet.

MUSC 111 Piano Class I \$15.00  
MUSC 112 Piano Class II \$15.00  
MUSC 120 Voice Class \$30.00  
MUSC 121, 221, 321, 421 Private Voice \$30.00/1 hr.  
MUSC 141, 241, 341, 441 Private Keyboard \$30.00/1 hr.  
MUSC 151, 251, 351, 451 Private Instrumental \$30.00/1 hr.  
MUSC 184/484 Marching Band (Fall Semesters) \$10.00  
MUSC 194/494 Wind Ensemble (Spring Semesters) \$150.00  
MUSC 211 Piano Proficiency Preparation \$15.00  
MUSC 212 Piano Proficiency Preparation \$15.00  
MUSC 243 Class Piano Level 3  
MUSC 244 Class Piano Level 4  
MUSC 245 Class Piano Level 5  
MUSC 246 Class Piano Level 6  
MUSC 330 Computer Literacy for Musicians \$22.50  
MUSC 389 Junior Recital \$40.00  
MUSC 498 Senior Recital \$40.00

**ENSEMBLE REQUIREMENTS**

Participation in music ensembles enables the aspiring music professional, as well as those with strong extra-curricular interests, to achieve a wide variety of growth-inducing musical experiences. Students usually make the greatest contribution to the particular performing group that relates most strongly to their previous musical training, skill, and development.

**A FULL-TIME MUSIC MAJOR AT LIBERTY UNIVERSITY IS REQUIRED TO PARTICIPATE IN AT LEAST ONE MAJOR ENSEMBLE EACH SEMESTER OF FULL-TIME ENROLLMENT, AND A MAJORITY OF ENSEMBLE PARTICIPATION MUST BE IN THE STUDENT'S PRINCIPAL PERFORMANCE AREA.**

A minimum of seven semesters of ensemble credit is required for graduation. It should be noted that a teacher licensure student does not normally participate in a Department of Music and Humanities major or minor ensemble during the T. P. P. (student teaching) semester.

Questions concerning ensemble participation should be directed to the student's performance instructor, and area coordinator, or ensemble director. A student should choose ensembles that are suited to the respective degree curriculum and applied music specialization. Consideration should also be given to involvement with ensembles featuring different types of musical literature and performance. The student may enjoy participation in more than one ensemble during the semester if schedule and time permit. The total number of ensembles, however, should generally not exceed more than two during a semester.

The following ensembles are offered for one hour of academic credit:

**Vocal Ensembles**

MUSC 180/480 University Chorale I, II  
MUSC 181/481 Concert Choir I, II  
MUSC 182/482 Chamber Choir I, II

### Instrumental Ensembles

- MUSC 183/483 Jazz Ensemble I, II
- MUSC 184/484 Marching Band I, II (fall semesters only)
- MUSC 185/485 Orchestra I, II\*
- MUSC 186/486 Brass Choir+
- MUSC 188/488 Woodwind Choir+
- MUSC 192/492 Percussion Ensemble
- MUSC 194/494 Wind Ensemble I, II (spring semesters only)

\*Fulfills ensemble requirement for string majors only.

+This course does not fulfill major ensemble requirements for music majors.

All ensembles at Liberty University require an audition for admission or placement, and some ensembles are highly selective regarding admission requirements. A student may receive Christian/Community Service credit for participation in some ensembles, and it may be possible in some ensembles to receive course credit and CSER credit at the same time. Banner/Asist provides details regarding class meeting day and time, instructor, and credit hours.

A student's final semester grade may be related to attendance at rehearsals and performances. Each ensemble has its own attendance standards and guidelines that are specified in the respective course syllabus. The final semester grade may also be derived from the consideration of factors such as attitude, achievement, and/or evaluation of individual performance during a concert or recording session. Information pertaining to course requirements and the final grade is included in each course syllabus or may be discussed with the respective ensemble director.

#### Special Policy Notes

A student must serve a *majority* of their ensemble participation in the ensemble that relates most closely to his or her specialization. That means that students taking 7 semesters toward their degrees must serve at least 4 semesters in an ensemble that relates most closely to their specialization. See the table below:

Seven Semester Programs requiring ensemble participation	Band and/or Wind Ensemble Minimum service*	Orchestra Minimum Service	University Chorale, Concert Choir, and/or Chamber Singers Minimum Service
Choral: Voice			4 semesters
Choral: Piano			4 semesters
Instrumental: Piano	4 semesters		
Instrumental: Brass, Woodwind, Percussion	4 semesters		
Instrumental: Strings		4 semesters	

\*All Brass, Woodwind, and Percussion majors must audition for Wind Ensemble each year. Players not assigned to Wind Ensemble in spring semesters may audition for and claim equivalent major ensemble credit by serving in the Orchestra, with the approval of the CAS Dean, the MUHU Chairman, the Director of Bands, and the Orchestra Director.

Music majors who are full-time students in their eighth semester and beyond must participate in a major ensemble and must also satisfy the majority requirement. Please see the table below:

Eight Semester Programs requiring ensemble participation	Band and/or Wind Ensemble Minimum service*	Orchestra* Minimum Service	University Chorale, Concert Choir, and/or Chamber Singers
Choral: Voice			5 semesters
Choral: Piano			5 semesters
Instrumental: Piano	5 semesters		
Instrumental: Brass, Woodwind, Percussion	5 semesters		
Instrumental: Strings		5 semesters	

\*All Brass, Woodwind, and Percussion majors must audition for Wind Ensemble each year. Players not assigned to Wind Ensemble in spring semesters may audition for and claim equivalent major ensemble credit by serving in the Orchestra, with the approval of the CAS Dean, the MUHU Chairman, the Director of Bands, and the Orchestra Director.

It should be noted that music majors and minors are not permitted to “catch up” on ensemble participation or to “bank” ensemble participation by taking two ensembles in a single semester without special permission of the Department Chairman. Students who participate in more than one ensemble in a single semester are reminded that full-time students must be enrolled in a major ensemble during every semester they are full-time, regardless of the fulfillment of the seven semester program requirement: students typically count the eighth semester as a music elective.

## **PRIVATE INSTRUCTION**

### **General Policies**

Private music instruction is an important part of the curriculum for all music degree programs and for most music minor programs. A full-time music major is **required** to register for private lessons in a principal performance area each semester until the senior recital has been presented. All of the music degree programs require proficiency in one principal performance area and one secondary performance area (See requirements under Choral and Instrumental Specializations for details). A performance audition is required in each performance area to facilitate instructor assignments and to assess performance levels. The secondary performance area for Choral Specialization students must be piano until the piano proficiency examination is passed. Instrumental students do not have a piano course requirement, but such students are still required to pass the piano proficiency exam, and it is considered prudent for such students to take piano instruction until the piano proficiency exam is passed.

Depending on the specific program requirements, a music major or the student pursuing a music minor should register for 1 academic credit or 2 academic credits of private music lessons each semester as appropriate. A student receiving 1 credit will meet with the instructor for 25 minutes of private instruction per week. A student registering for 2 credits will meet with the instructor for 50 minutes of private instruction per week. **THE STUDENT MUST COMPLETE TWO SEMESTERS AT EACH COURSE LEVEL OF PRIVATE INSTRUCTION BEFORE PROCEEDING TO THE NEXT LEVEL.** A student pursuing a major or minor in music may enroll in private instruction for only two semesters before continuous enrollment in music theory and aural skills classes is required. The Department of Music and Humanities expects that in the semester following the completion of MUSC 105 and 107, the major or minor will enroll in MUSC 106 Music Theory II and MUSC 108 Aural Skills II to complete their program requirements on time). A student who has no theory background should consider enrolling in MUSC 100 Fundamentals of Music, which is offered each semester. Students who fail music theory or aural skills classes may enroll no more than two times for any Music Theory and Aural Skills courses. Students who do not pass MUSC 106 Music Theory II and MUSC 108 Aural Skills II may continue to enroll in private music instruction, but must enroll in MUSC 106 and MUSC 108 the next time it is offered.

Music majors (and prospective music majors) must complete Music Theory I and II and Aural Skills I and II during the first two years of private study in order to receive continuous private music instruction.

### **Performance requirements associated with Private Instruction**

All performance areas require practice outside of the private music lesson and most require a major to participate in at least one Tuesday Departmental Student Recital (TDSR) per semester. These requirements, applied at the discretion of each instructor, will vary for the student pursuing a music minor.

### **Detailed explanation of private instruction enrollment policies**

- Students taking their second semester of private instruction at the 100 level must also be enrolled in at least MUSC 100 Music Fundamentals, but preferably in MUSC 105 Music Theory and MUSC 107 Aural Skills.
- The Department of Music and Humanities expects that in the semester following the completion of MUSC 105 and 107, the major or minor will enroll in MUSC 106 Music Theory II and in MUSC 108 Aural Skills II to complete their program requirements on time.
- A student who has no theory background should consider enrolling in MUSC 100 Fundamentals of Music, which is offered in each semester.

- **Students have only two chances to register for any of the following courses: MUSC 100, 105, 106, 107, 108, 205, 206, 207 and 208. Students who fail to pass any of these courses after two attempts are no longer eligible for private instruction and may not complete the major or minor.**
- Freshman and sophomores (students enrolling with no fewer than six semesters remaining before planned graduation) may enroll in private instruction for one semester, after which, they must be continuously enrolled in Music Theory I and II to enroll in private music instruction.
- **Students may not enroll in private instruction unless it will be possible for them to complete all requirements for a major or minor before the anticipated time of their graduation.**
- Students who have completed their minors may not proceed on to the 400 level without permission from the Department Chairman.
- It is the student's responsibility at the beginning of each semester to forward a copy of his or her class schedule to the assigned performance instructor (Music Lesson Scheduling Forms are available in the Department of Music and Humanities office). When instructors receive their students' scheduling forms, they assign appropriate lesson times to their students. Students will be informed of their assigned lesson times by the instructor via campus e-mail or other means; instructors also post their teaching schedules outside their offices early in the semester.
- **A student is not permitted to study with another on-campus or off-campus instructor in the respective area while taking credited private music lessons at Liberty.**
- Teacher Licensure Candidates should be enrolled in both the 400 level of private instruction in their respective performance areas and in MUSC 498 Senior Recital in the semester prior to registering for the courses that make up the Teacher Performance Practicum (student teaching). Teacher Licensure Candidates are not permitted to enroll in the Teacher Performance Practicum until the senior recital is successfully presented. Consult with the School of Education for additional requirements.

### **Accompanying**

A music major or a student pursuing a music minor taking private voice or instrumental music lessons is frequently required to perform music which requires piano accompaniment. An accompanist is required for recitals and juries, and some students must find an accompanist to play for their lessons as well. The Department of Music and Humanities maintains a list of qualified accompanists under the supervision of the accompanying instructor. A list of these qualified pianists will be available each semester. (Students interested in being considered qualified accompanists must do so by audition.) In order to ensure a good rapport between soloist and accompanist, the following guidelines are suggested:

1. It is the student's responsibility to secure the services of an accompanist, arrange for practice time, and provide the printed music.
2. Names of approved accompanists are available through the performance instructor and the accompanying instructor. The services of other pianists are welcome, but these pianists must be able to play at the required level of difficulty.
3. The student is expected to pay for all accompanying services. The faculty of the Department of Music and Humanities has approved the following schedule of fees:

#### **Student Accompanist:**

Rehearsal: \$10.00 per hour (\$5.00 minimum)

Student Departmental Recital: \$5.00 per student

Senior Recital: \$50.00 for half hour recital (does not include rehearsals)

\$100.00 for full recital (does not include rehearsals)

**Faculty Accompanist:**

Student Departmental Recital (TDSR): \$20.00 per student (includes one rehearsal of

the musical performance)

Recital Practice Tape: \$50.00 (student must provide a 90 minute cassette tape)

Senior Recital: \$100.00 for half hour recital (includes all rehearsals)

\$200.00 for full recital (includes all rehearsals)

Jury Service: \$30.00 (includes 2 rehearsals of all jury material with the student)

Practice time and lesson time should be budgeted accordingly. Some exceptions are made to the standard rate, as in the case of students whose accompanying duties are a requirement of the accompanying course. The amount and method of payment should be established in advance.

4. The student must provide music for the accompanist well in advance of any planned rehearsal, lesson or performance. In the case of a senior recital, the accompanist should be provided with music in the first two weeks of the semester of the recital presentation. For the first lesson/rehearsal of a single recital piece, music must be submitted to an accompanist at least one week in advance. Difficult pieces always require more preparation time.

5. The soloist and the accompanist should rehearse together on a regularly scheduled basis. If there is a need to alter the schedule of rehearsals, the parties must be notified at least 24 hours in advance of the change.

6. Any problems or questions which may arise between the accompanist and the soloist should be directed to the private lesson instructor or the accompanying instructor.

7. The Department of Music and Humanities neither permits nor endorses the use or of photocopies in violation of copyright law.

**Private Instruction Performance Evaluations (Juries)**

A music major taking private lessons is required to appear at the end of each semester at a performance evaluation, referred to in this document as a 'jury.' Music majors performing on a secondary instrument, music minors, and other students taking private instruction may also be required to present juries at the discretion of the private instructor. Vocal minors are required to present a jury in the final instructional semester of their individual programs. Juries are normally held during the week of final exams each semester; students may schedule jury appointments on sign-up sheets posted by area coordinators. The jury examination schedule for each area will be announced at the beginning of each semester. Jury forms are to be completed and submitted to the jury board by the student before performing at the jury.

A student will be evaluated according to specific criteria determined by each performance area in course syllabi, and each instructor will explain these criteria to the student. Typically, a student is asked to perform one or more solos studied during the semester. If a vocal or instrumental solo requires an accompaniment part, the student must arrange for the accompanist to be present during the jury. In addition to the solo requirements, scales, arpeggios, rudiments, vocalises, technical studies, and sight reading may be performed if these are specified in the course syllabus. Memorization of music for performance at a jury varies with the performance area. The student should refer to the individual course syllabus for memorization requirements.

A jury board is comprised of the instructors in a specific performance area. In addition to evaluating the student's performance, the area faculty may choose not to permit the student to advance to the next course level. The jury board may also recommend alternative courses of action.

#### **A Note for Music Performance Minors**

Any minor program that requires private instruction also requires what is known as a "terminal jury." The student must appear before the jury panel described above in the final semester of private instruction in order to complete the minor, and the student must satisfy the panel that the appropriate level of performance has been achieved during the course of study. The terminal jury also applies to choral specialization students who must complete four semesters of piano as a minor area within their concentration.

#### **Other Lesson and Make-Up Lesson Policies**

In the normal course of a semester, students must complete a minimum of 12 regular weekly lessons, and faculty are obligated to provide weekly lessons throughout the course of the semester without interruption. If the teacher misses a lesson for any reason, the lesson must be made up before the end of the semester. Faculty are obligated to provide make-up lessons for students when the student misses a lesson due to documented illness, family emergency, or because of a conflicting official university activity or a departmentally sanctioned activity. Faculty are obligated to provide only two make-up lessons per semester. When a faculty member has to miss a lesson appointment with a student, the faculty member must reschedule the lesson. Faculty are not obligated to make up lessons for students when an absence is unexcused. Faculty members are not obligated to reschedule lessons at the convenience of student. Faculty members are not obligated to make up a lesson unless the student has contacted the faculty member at least 24 hours prior to the lesson appointment time. • If a student misses a lesson for a legitimate reason (illness, family emergency, etc.) the teacher may choose to make up the lesson (as necessary to provide the 12 lesson minimum), or the teacher may choose not to make up the lesson (if there is confidence that the 12 lesson requirement will be met by the end of the semester). • The student should make every effort to inform the teacher in advance if a lesson is to be missed so that the teacher can reschedule the student's lesson if appropriate. The starting date for the beginning of instruction is normally the Monday following the last day of the drop/add period, but this day may vary depending on the university calendar.

**Examples of unacceptable rationales** for not attending a lesson or ensemble rehearsal (actual examples offered by students).

"I slept through my alarm/my *roommate* turned off my alarm."

"The *only* time I could (fill in the blank) was during my lesson/rehearsal time."

"I was meeting with my *advisor*."

"I was at the *registrar/financial aid office/CASAS*."

"I'm in my friend's *wedding* party, so I *have* to leave today!"

"My *parents* want me to come home to *sing in church*, and the *only* ride I can get leaves before my lesson/rehearsal time today."

"I *have* to go home: I *have* to see my little *brother* in his *last high school play*."

"My *friend* is going through a *break-up* and I didn't want to leave him/her *alone*."

"I pulled an *all-nighter* and I didn't think *you'd* want to see me at a lesson/rehearsal."

"I came by *right at my lesson time* and *you weren't* there, so I left."

"I had to fix my *hair* for the (fill in the blank)."

"I have a *concert* tonight."

"I left my music in my dorm/trunk/apartment, so I thought it was *useless* to come."

"I haven't bought/received my music yet, so it didn't make *sense* to come."

"I was in the computer lab and I just lost track of time."  
 "I was on the phone with my *parents/friend* and I lost track of time."  
 "My *ride* is leaving *early* for Fall/Thanksgiving/Christmas/Spring Break, so I *can't* come to my lesson/rehearsal."  
 "My plane ticket *can't* be changed, so I *have* to leave early."  
 "I'm going *hunting* so I won't be at my lesson/rehearsal."  
 "I have tickets to a show in *Washington/Charlottesville/New York...*"  
 "My family has planned a week-long family reunion."  
 "I *had* to take my friend to the hospital."  
 "I just *forgot* to come; can't we *reschedule*?"  
 "My *parents/friend's parents* are visiting and they wanted to take me to *lunch*."  
 "I didn't *feel* all that well, so I just went back to the dorm and took a *nap*."  
 "I didn't feel prepared for the lesson/rehearsal, and I didn't want to waste *your* time."  
 "I had to work on a *paper* during my lesson/rehearsal."  
 "There was a *train...*"  
 "I couldn't find a place to *park*."  
 "My alternator is broken, AGAIN!"

### **Notes on Piano Class and the Secondary Area in the Choral Specialization**

As MUSC 111 is a foundational piano class for students with no previous piano experience, it is not considered in the count of hours in the Secondary Performance Area. Courses that satisfy the requirement are MUSC 112, 141\*, 241\*, 243, 244, 245, 246, 341\*, 441\*.  
 \*(Private Instruction courses satisfy this requirement and may be repeated twice.)

### **MUHU PRACTICE POLICIES**

Since a student taking private lessons is required to practice assigned music, practice rooms are made available in the Performing Arts Building to enable each student to fulfill this requirement. A student is permitted to use a practice room in accordance with performance area private instruction syllabi.

Only students who are enrolled in private instruction or performance courses may use MUHU practice facilities. Because these facilities are normally locked when not in use, a practice room monitor is on duty during regular posted hours during the week and also during the weekend hours. Students sign up for practice times at the beginning of each semester as announced by the Department of Music and Humanities Office.

In order to use a practice room, a student must sign in with the monitor, who will then unlock the appropriate practice room for the student. It is the responsibility of the student to ensure that the door is secured (closed and locked) when the student is not present in the practice room. Other policies concerning practice room use include:

1. Eating, drinking, or misbehaving in the practice room are not permitted.
2. Groups of two or more people are not permitted in the rooms without written permission from a performance instructor on LU letterhead.
3. Any problems concerning practice rooms should be reported to the monitor or the MUHU Office as soon as possible.
4. A student using the practice room is to work on assigned lesson material only.
5. The window of the practice room may not be completely covered.

### **Practice rooms are normally available in accordance with the following schedule:**

Sunday 1:00 p.m. - 11:00 p.m.

Monday through Friday 8:00 a.m. - 11:00 p.m.

Saturday 9:00 a.m. - 11:00 p.m.

Practice rooms are not available for use during Sunday and Wednesday Church services, during Hall Meetings, and during Monday, Wednesday, and Friday Convocation meetings, and at other times.

## **JUNIOR CANDIDACY PERFORMANCE REVIEW**

The Junior Candidacy Performance Review is administered by the entire music faculty of the Department of Music and Humanities. The faculty evaluates each student presentation as a demonstration of the student's progress toward the level of technical fluency and musical expressivity in performance required for the presentation of a successful senior recital. Because this important assessment is based on a relatively brief musical demonstration, the student's preparation for the hearing should be approached with due seriousness and discipline. ***The decision of the faculty pertaining to the student's area of specialization upon the completion of the review process is final*** (see the section on "Appeals" under "Performance Review Policies").

Any soloist requiring an accompanist must practice with the accompanist on all music presented at the Performance Review Committee **for a minimum of four consecutive weeks immediately preceding the Performance Review**. Students performing in the piano and vocal areas shall present only memorized selections. In accordance with the requirements of the instrumental area, one memorized selection is required.

A teacher licensure student who has not completed the senior recital requirement within five semesters of passing the Performance Review must successfully complete the Performance Review again. Similarly, a student pursuing elective courses comprising a concentration other than teacher licensure must present the senior recital requirement within six semesters of passing the Performance Review. Failure to do so will necessitate a second Performance Review presentation. (Please see additional information under the heading "Senior Recital.")

### **Performance Review Guidelines**

The following guidelines are followed for the Performance Review:

1. Early in the fourth semester of private instruction in the student's principal performance area, the performance instructor will submit the student's name to the Department Chairman as a student requesting participation in the Performance Review.
  - a. Each student must complete the Performance Review documents.
  - b. The student will be notified to schedule a specific time with the MUHU secretary for his/her appearance at the Performance Review.
  - c. At the Performance Review, the student will be prepared to perform three (3) separate compositions previously selected by the student and the performance instructor.
2. The music faculty takes action on each student participating in the Performance Review. The faculty may:
  - a. Move to ACCEPT a student as a degree candidate in the Department of Music and Humanities;
  - b. Move to ACCEPT a student CONDITIONALLY. The faculty requires that certain additional requirements be met before a student is formally accepted as a degree candidate in the Department of Music and Humanities;
  - c. Move to RECALL a student to appear at the next Performance Review. The faculty requires a student to repeat the Performance Review because of notable deficiencies; or,
  - d. Move to REDIRECT a student to either another degree program within the Department of Music and Humanities (Internal Redirect) or to a major in another field (External Redirect). When a student is redirected to a major other than music, it is possible under very specific circumstances for the student to APPEAL the decision of the faculty to the Performance Review Appeals Committee (PRAC). *Appeals are entertained only in the event of a decision to externally redirect.*

### **Acceptance**

The student displaying music performance skills commensurate with accepted standards of fluency and expressivity for prospective music degree candidates approaching the junior year is accepted by the Department of Music and Humanities as candidates for the Bachelor of Music degree.

### **Conditional Acceptance**

The student is accepted into a music degree program under conditions imposed by the music faculty. These conditions normally specify performance requirements, which must be met by a student within a specified time period. When these conditions are met within the specified time period, the student is fully accepted as a degree candidate in a music program. However, when these conditions are not met within the specified time period, the student is immediately subject to recall and must appear before the music faculty at the next Performance Review. When extraordinary circumstances prevent a student from satisfying the conditions of acceptance, the student should consult with the Department Chairman immediately.

### **Recall**

The faculty chooses to recall a student who displays degree candidacy potential but who fails to demonstrate that this potential has been sufficiently realized. The student under recall is encouraged to make an increased effort and is required to appear again before the faculty at the next Performance Review. The faculty may only recall a student one time before making a final decision as the acceptance of a student into the major. At a student's second appearance before the faculty, one of the following actions will be taken: (1) the student will be accepted or conditionally accepted as a degree candidate; (2) the student will be internally redirected; or (3) the student will be externally redirected. The student under recall who fails to appear before the faculty as scheduled is automatically subject to external redirection.

### **Redirection (Internal and External)**

The student may be redirected to another major when music performance skill or potential does not represent an acceptable level of fluency and/or expressivity required of prospective music degree candidates approaching the junior year.

**Internal Redirection** allows the faculty to accept a student as a degree candidate in a different music program. Internal Redirection is always equivalent to either acceptance or conditional acceptance, depending on the will of the faculty. The student may accept the faculty decision or may elect a major outside the department.

**External Redirection** informs the student that further pursuit of a degree program in music will not be permitted. With External Redirection, a student may appeal the decision of the music faculty to the Performance Review Appeals Committee (PRAC) only under the special conditions discussed below.

### **Appeal**

On rare occasions, extraordinary circumstances arise which make it impossible for an individual to appear at a particular performance review, or to perform at his or her usual level of skill (generally due to severe illness or other personal tragedy). Under such circumstances, a student may appeal the decision of the faculty to externally redirect to the Performance Review Appeals Committee (PRAC). The student must appeal to the PRAC in writing through the Department Chairman, submitting documentation supporting the validity of the appeal. It is the option of the Department Chairman to refer the appeal to the PRAC, or to refuse to entertain the appeal. If the appeal is referred to the PRAC, the PRAC may

1. work to ascertain the validity of the appeal,
2. make recommendations about the disposition of the appeal.
3. request a special audition where the student appears before the PRAC in lieu of an audition before the entire music faculty.
4. act in place of the music faculty to accept, recall, or redirect a student,
5. decide to allow a student to appear before the music faculty at the next Performance Review with or without a recommendation to modify the application of policies respecting the amount of time that must elapse between successful completion of the performance review and the senior recital presentation.

Those comprising the PRAC are the Department Chairman, the Performance Coordinator, the Keyboard Coordinator, the Instrumental Coordinator, and Vocal Coordinator. Typically, a student's instructor is invited to PRAC meetings to assist in the discussion of any appeal. Each member of the PRAC has only one vote, regardless of the number of positions a member may hold. The decision made by the PRAC is approved by a simple majority vote. A student may appeal a decision of the faculty with respect to the performance review only one time, and the decision of the PRAC is final.

#### **Notification**

Upon completion of the Performance Review, the student will be notified of the faculty decision by either the student's performance instructor or by the Department Chairman, usually the day of or the day following the Performance Review.

#### **JUNIOR RECITAL MUSC 398**

The Junior Recital is normally presented only by music majors accepted by the faculty into the Concentration in Performance. It is typically presented in the second semester in the junior year. All regulations governing the Senior Recital adhere to the Junior Recital (except the recital attendance requirement). Please see immediately below for more information.

#### **SENIOR RECITAL MUSC 498**

##### **(The policies below apply to the Junior Recital as well)**

The Senior Recital is an exhibition of the knowledge, techniques and interpretive musicianship that the student has gained during study in a particular performance area. The Senior Recital is typically presented during the final semester of study before graduation, except for Virginia Teacher Licensure Candidates, who must present the senior recital in the semester before the Teacher Performance Practicum (student teaching). **A MUSIC MAJOR MUST HAVE REGISTERED ATTENDANCE AT 56 APPROVED CONCERTS AND/OR RECITALS PRIOR TO PRESENTING THE SENIOR RECITAL.** (Transfer students should refer to the section on recital attendance) **Following the successful completion of the performance review, a minimum of two semesters of private instruction must be completed before a student may register for MUSC 498 Senior Recital.**

Each performance area has separate guidelines for recital program content. The student should consult his/her private lesson instructor about these guidelines early in the planning process. The requirements for the length of a senior recital are based upon a student's specific music program. Typically, a student pursuing a music degree with no specific concentration, or with a concentration leading to teacher licensure, must present a senior recital of not less than 25 and not more than 35 minutes in performance length (25-35 minutes of music). A student pursuing the concentration in performance must present a senior recital of not less than 50 and not more than 70 minutes in performance (50-70 minutes of music).

### Senior Recital Planning

The following procedure should be followed when planning the Senior Recital:

1. Obtain a Senior Recital Information Packet from the Department of Music and Humanities Office. The Request to Present Senior Recital form found in the packet must be submitted to the Department Chairman for approval a minimum of three weeks (15 business days) prior to the recital date. It is the student's responsibility to obtain the signature of the Performance Instructor and the Performance Coordinator prior to submission of the form to the Chairman of the Department of Music and Humanities. The student must schedule an appointment with the Department Chairman to discuss guidelines related to the recital presentation.
2. Meet with the performance instructor early in the semester to select two desirable dates for the recital presentation. The Music Faculty meets at the beginning of each semester to determine the concert and recital schedule. The faculty tries to honor the dates selected by the instructor and the student.
3. Reserve a room with the MUHU secretary for a reception, if one is planned.
4. Check the availability of the accompanist for the recital date and agree on the accompanist's fee. Give the accompanist all the printed music as early as possible.
5. Finalize the recital program with the instructor. The format for the program may be obtained from the Department of Music and Humanities secretary. When the student has arranged the program according to the format, the student's instructor must review and approve the program prior to its submission to the Department of Music and Humanities for processing. The student, in collaboration with the performance instructor, must submit a program to the respective area faculty at the recital hearing for their perusal and suggestions.
6. Submit program copy to the MUHU secretary no later than 15 business days before the recital. The program must be word-processed and must be delivered to the Department of Music and Humanities electronically, arranged according to format, and approved by the performance instructor. The student must include any program notes or text translations with the recital program copy (only word-processed electronic file submissions will be accepted).
7. Recital hearings must be scheduled not later than four weeks prior to the established recital date. As necessary, a second attempt to pass the recital hearing must be scheduled not later than two weeks prior to the recital date. Only two attempts to pass the recital hearing are permitted. Failure to pass the second hearing results in the cancellation of the recital presentation. Students may register for MUSC 498 in the following semester under the repeat policy if they are eligible to do so.
8. The female recitalist must have her recital apparel approved by a Faculty Apparel Committee (any three women of the full-time music faculty) not later than two weeks prior to the scheduled recital date.
9. Late changes in the recital dress code include the acceptance of spaghetti straps on ladies' gowns and the option of tail coats for gentlemen.

The student should consult the Senior Recital Guidelines throughout the process of recital preparation. ***Before the senior recital may be given, the student must pass a hearing of the recital program before the music faculty of the respective performance area.*** The area faculty determines whether or not the student has prepared sufficiently well to present a senior recital program.

### Voice Area Policy for Senior Hearing

1. The music must be memorized unless it is traditionally performed with the score (e.g., some oratorio and vocal chamber music literature).
2. The musical ensemble must be cohesive.
3. The content of the program may not be changed once the senior recital hearing

has been passed.

**Instrumental Area Policy for Senior Recital Hearing**

1. If piano accompaniment is used, the musical ensemble must be cohesive.
2. The content of the program may not be changed once the senior recital hearing has been passed.
3. One selection on the program must be memorized.

**Keyboard Area Policy for Senior Recital Hearing**

1. The music for the program must be memorized.
2. The content of the program may not be changed once the senior recital hearing has been passed.

The Senior Recital is the culmination of study in the performing area. Therefore, the focus of the student should be on the successful performance of the program literature. The student should not allow secondary concerns such as invitations, receptions, staging, or extra-curricular activities to interfere with the preparation and performance of the recital program. **Respecting the MUSC 398 Junior Recital, all particulars of policy and procedure regulating the Senior Recital apply.**

## **PIANO PROFICIENCY EXAMINATION (PPE)**

The Department of Music and Humanities requires that a student majoring in music demonstrate proficiency in specific piano skills. The Piano Proficiency Examination (PPE) is the testing instrument used to establish that a student can demonstrate the required competencies in specific skill areas. The skills required for the PPE are consistent with skills required by university music departments at most major institutions of higher learning.

A teacher licensure student must successfully complete the entire PPE NO LATER THAN THE SEMESTER PRIOR TO THE SEMESTER OF STUDENT TEACHING. No one will be admitted to student teaching who has not first passed the PPE. All music majors must pass the PPE prior to graduation in order to receive a diploma.

A student pursuing a major in music who has completed 30 hours of course work or is enrolled in the third semester at Liberty University (full-time or part-time) is required to take the PPE. The student must continue to take the PPE every succeeding semester until the entire examination is passed. The student is required to attempt to pass at least one section of the PPE at each testing opportunity. The requirements of the PPE do not have to be passed in any particular order. The student may be aided in preparing for the PPE by enrolling in MUSC 111, MUSC 112, MUSC 243, and MUSC 244. The student may also register for private keyboard instruction through the Department of Music and Humanities or study privately with any qualified piano instructor (subject to availability). The student is strongly encouraged to seek assistance if the requirements of the examination present a formidable challenge. *Student procrastination is the leading cause of difficulty for completing the examination within the established time parameter.*

The PPE is given only twice each year as announced, usually on the third Thursday of each September, and the third Thursday of each February. The dates of the PPE are normally posted on the Keyboard Area Bulletin Board, and throughout the department. For additional information and musical materials related to the PPE, please obtain the Piano Proficiency Handbook, which is available through the Office of the Department of Music and Humanities.

**REMINDER: THE SECONDARY PERFORMANCE INSTRUMENT FOR A STUDENT MAJORING IN MUSIC MUST BE PIANO UNLESS THE STUDENT HAS ALREADY PASSED THE PIANO PROFICIENCY EXAMINATION.**

### **The Requirements of the Piano Proficiency Examination**

- **Repertoire Requirements**  
The student must perform two piano solos as defined in the Piano Proficiency Handbook. Memorization is optional.
- **Patriotic Songs and Congregational Hymns**  
"The Star Spangled Banner" in Ab and "My Country Tis of Thee" in G One congregational hymn, selected from the list provided in the Piano Proficiency Handbook, played either as it appears in the hymnal or in "congregational style."
- **Harmonization**  
(1) Harmonize, in any major key up to three sharps and three flats, a melodic line with the Roman numerals written in, using the IV, V/V, V, and ; using block chords. (Jump bass, waltz bass, or Alberti bass accompaniments are optional.)  
(2) Play the: I, IV, vii, iii, vi, ii, V, I progression in the major keys of C, F and G.
- **Sight-reading**  
Examples of the type of sight-reading one encounters on the PPE are found in the Piano Proficiency Handbook.

- **Technique**

(1) Major scales, C, G, D, A, E, B, F#, C#, F, Bb, Eb, Ab (MM 60 = a quarter note) Scales played in sixteenth notes, two octaves, (hands separate is acceptable). The committee may choose to hear any and all of the scales listed above.

(2) Major Arpeggios, C, D, Eb and F#; Minor Arpeggios, c, c# and d# (MM 60 = a quarter note) Arpeggios played in eighth note triplets, two octaves, (hands separate is acceptable). The committee may choose to hear any or all of the above arpeggios listed above.

Note: Please see the Piano Proficiency Handbook for detailed information regarding these requirements.

### **Preparing for the Piano Proficiency Examination**

To acquire the skills necessary to pass the Piano Proficiency Examination (PPE), the following courses of study are recommended:

1. The student may enroll in MUSC 111, 112, 243, 244. This sequence of courses can help the student acquire the skills necessary for passing the PPE. Elements of the PPE may be completed as a part of examinations in these classes. Please see the Class Piano Instructor for more information.
2. Qualified students may also prepare for the examination as part of the MUSC 141-441 series of Private Keyboard Instruction courses. Elements of the PPE may also be passed as a part of jury examinations for private piano students.
3. The department bears no responsibility for preparing the student for passing the PPE, but provides opportunities for training that will help prepare the student to take the PPE.
4. The department provides free of charge a Piano Proficiency Handbook that describes the requirements of the PPE in detail.

### **Other Policies relating to the Piano Proficiency Examination**

There is no fee for the PPE. Liberty University has no responsibility to provide special coaching or additional preparation for a student seeking to pass the PPE. The Piano Proficiency Handbook (PPH) is available to students in the Office of the Department of Music and Humanities. The PPH has been developed to assist the student in preparing for the successful completion of the PPE. Musical examples included in the Piano Proficiency Handbook are representative of the types of test items found on the examination.

**THE PIANO PROFICIENCY EXAMINATION IS GIVEN ONLY TWICE EACH YEAR, AS ANNOUNCED, USUALLY ON THE THIRD THURSDAY IN SEPTEMBER AND THE THIRD THURSDAY IN FEBRUARY.**

The successful outcome of the Piano Proficiency Examination is reported to the CASAS professional advisor, and the passing result is entered on the student's official transcript and Degree Completion Plan. The MUHU Office and the Keyboard Coordinator maintain records on the status of each student relative to the final completion of the PPE.

## **CONCERTS AND RECITALS**

Attending and participating in musical performances are both essential to a musician's education. Performance helps the student prepare to be a professional musician, while attendance at concerts and recitals familiarizes the student with a wide variety of musical styles, as well as different performing techniques. The student is encouraged to attend music concerts and recitals, both on and off campus.

### **Concert/Recital Attendance Requirements**

During each semester, a music major who is enrolled with full-time status is required to attend concerts and/or recitals approved by the Department of Music and Humanities. To graduate with a minor in music, a student is required to register attendance at a total of 24 concerts and/or recitals. **ATTENDANCE AT A MINIMUM OF 56 APPROVED CONCERTS/RECITALS MUST BE REGISTERED WITH THE OFFICE OF THE DEPARTMENT OF MUSIC AND HUMANITIES AS A REQUIREMENT FOR GRADUATION WITH A MAJOR IN MUSIC. THIS REQUIREMENT MUST BE MET BEFORE THE SENIOR RECITAL CAN BE PRESENTED.**

For a transfer student, registration at an average of eight recitals per semester is required until graduation to a maximum of 56. The number of recitals required of a transfer is determined at the time of admission.

Students involved in the Teaching Performance Practicum are not required to attend concerts and recitals.

A careful record of each music major's and minor's recital attendance registrations is maintained by the Department of Music and Humanities Office. In the event of a discrepancy, the student is to contact the Department of Music and Humanities office immediately. It is the responsibility of the student to retain copies of recital attendance registration cards for presentation when an apparent discrepancy is noted. The Chairman of the Department of Music and Humanities is responsible for resolving any disputes, and the decision of the Chairman is final.

### **ATTENDANCE PROCEDURE FOR ON-CAMPUS CONCERTS OR RECITALS**

Tuesday Departmental Student Recitals are scheduled on designated Tuesdays at 3:25 p.m. in PA 101, Oldham Recital Hall. Senior recitals, faculty recitals, and guest concerts are scheduled at several ministry owned venues. A student may receive recital attendance registration credit for an approved concert or recital by completing an attendance card that is distributed by a faculty member prior to each performance. A student who arrives more than ten minutes after the performance's scheduled starting time will not be given a card and will not be permitted register attendance toward fulfilling the recital attendance requirement. A student who leaves a performance at any time prior to its completion will not receive attendance credit.

At the conclusion of a performance, the completed attendance card should be returned to the faculty member who is responsible for attendance registration (this person is called the "puncher"). The completed card will be hole-punched by the designated faculty member, and the bottom copy will be retained on file in the Department of Music and Humanities. The remaining top copy will be returned to the student. ***A concert/recital attendance registration card will not be accepted if it is not processed by the faculty member at the conclusion of a performance.***

## **ATTENDANCE PROCEDURE FOR OFF-CAMPUS CONCERTS OR RECITALS**

Music performances that are scheduled at locations other than the campus of Liberty University or Thomas Road Baptist Church Properties may be considered toward the fulfillment of attendance requirements. The principal performance instructor in conjunction with the Performance Coordinator must approve all off-campus concerts and recitals. A STUDENT IS ADVISED TO CONSULT WITH HIS/HER PRIVATE INSTRUCTOR PRIOR TO ATTENDING ANY OFF-CAMPUS RECITAL OR CONCERT IF ATTENDANCE REGISTRATION CREDIT IS DESIRED. A student can receive attendance credit for an approved off-campus concert or recital by submitting the printed program and an attendance card to the Performance Coordinator. Cards must be received in the Office of the Department of Music and Humanities within one week of the recital or concert date. NO CREDIT WILL BE GIVEN IF THIS PROCEDURE IS NOT FOLLOWED. Students who attend concerts during periods when the university is not in session may submit recital programs to the Office to the Department of Music and Humanities during the first week of classes directly after the event.

### **Detailed Policy relating to off-campus concerts and recitals**

Concert/Recital credit can be awarded if (1) the program is very similar to a program that might receive credit for an on-campus concert or recital, (2) the program is presented by professional musicians (including some Broadway Musicals presented by licensed professional companies, as well as programs presented by professional orchestras), and (3) the program is of appropriate length. The department will consider other types of musical performances on a case-by-case basis, but musical programs presented by musical amateurs, popular musicians, country-western, bluegrass, rock, pop, hip-hop, rap, or other popular artists are not given consideration.

### **Regulations for Granting Recital Attendance Credit for Studio Recitals:**

Definition: A studio recital is defined as a formal presentation of repertoire under standard recital conditions (including a recital hall environment, a printed program, and performance length of not less than 25 minutes). The principal performers are all matriculating students of an individual performance instructor.

### **Regulations for receiving performance credit for a studio recital:**

- (1) The studio recital must meet the criteria stated in the definition;
- (2) The supervising teacher must present the performance coordinator with a copy of the printed program and the attendance cards on the day of the studio recital;
- (3) Only a *performance area student* of the supervising teacher may receive credit for attending a studio recital;
- (4) A student may receive only one studio recital performance attendance credit per semester.
- (5) A master class does not equate with a studio recital.

### **Policy on Concert and Recital Programs:**

All program information for departmental concerts and recitals must be typed (in the form of a Word document) before it is submitted to the Department Secretary. The department is not responsible to prepare translations, texts, text summaries, or program notes for any student recital. Program notes and translations of any kind must be approved by the supervising faculty member. Translations or program notes for departmental ensembles must be submitted at the time the concert program is submitted; these will be included with program materials normally provided by the department. The department will accept translations if submitted as Word files, provided the format is consistent with normal program format. See the department secretary for specifications.

**Policy on performance instruction outside the university**

While enrolled in a music performance area at Liberty University, a student may not study with any other area performance instructor in same area (either within or without the university community). Any other arrangement may provide grounds for failing the particular performance course in which the student is enrolled.

**Detailed Policy on Concert and Recital Scheduling**

Student recitals may be scheduled in Pate Chapel only during designated times. Recitals may be scheduled in Pate Chapel according to established procedures only on Monday, Tuesday, and Thursday evenings at 7:30 p.m. during the last eight weeks of any semester, as well as during exam week, subject to the availability of the hall. Afternoon recitals in Pate Chapel are not permitted; afternoon student recitals may be scheduled for available afternoons at 4:30 p.m. in Oldham Recital Hall.

## AUDIENCE ETIQUETTE

Students attending LU concerts or recitals are expected to appear in class dress as defined by the Liberty Way, but students should understand that standards of audience dress for formal musical presentations are elevated. Any student who does not appear in appropriate class dress may attend a concert or recital, but will not be given attendance credit.

A person who attends a concert or recital should be familiar with some basic guidelines of etiquette that constitute appropriate behavior at presentations of serious music. The department enforces policies that conform with standard concert etiquette:

- A performer should be applauded before and after the performance.
- Performances of multimovement works should be applauded only at the beginning and end of the *entire* work, not between movements.
- In song recitals, it is appropriate to applaud after single songs and at the conclusion of a group of related songs.
- No one may enter the hall to be seated during the performance of a musical selection. (Wait for a break in the program marked by applause.)
- Audience members are requested to refrain from exiting the hall during the performance of a musical selection, except in the case of an extreme emergency.
- Cell phones and other communication devices should be completely turned off before a performance begins. Texting during a concert is not permitted.
- Flash photography is not permitted during a performance.
- Audio recording is not permitted during a performance, unless approved by the department.
- Gentlemen do not wear headwear in the performance hall.
- Any inappropriate behavior may result in a student's immediate expulsion from the concert or recital and forfeiture of attendance registration.
- Finally, the principle that Jesus taught ("Do unto others as you would have them do unto you") applies in recitals and concerts: treat the performer and fellow audience members in the manner in which you would like to be treated if your roles were reversed.

### **STAGE ETIQUETTE FOR TUESDAY DEPARTMENTAL STUDENT RECITALS (TDSRS)**

Only those students who have been scheduled by their respective performance instructors in advance will participate in a Department of Music and Humanities Tuesday Departmental Student Recital (TDSR). A performing student is expected to appear in clothing that reflects a reasonable degree of formality; LU's standard for class dress falls below the accepted standard for those making formal musical presentations. In any event, those not appearing in at least class dress will not be permitted to perform on department sponsored musical presentations: performers should be neatly dressed and gentlemen should tuck their shirt tails. While blue jeans satisfy class dress standards, they do not meet MUHU performance expectations.

All tuning, placement of chairs, etc., must be completed well before the starting time of the recital. For TDSRs, all information about the need of music stands, special piano lid positions, and chair placements must be indicated on the TDSR request form when the student's performance instructor submits it. To reserve a spot on a TDSR, the student's instructor must submit the program information to the Performance Coordinator not later than noon on the Friday before the scheduled TDSR.

The student who is participating in a TDSR is responsible to know the performance order of the program and to know where he/she is to enter the stage area. The student performer should also know whether a stage manager will be on the stage before his/her performance and should wait until the stage is clear and everyone in the recital hall is seated before taking position on the stage. Each performer should bow in acknowledgement of applause at the beginning and end of the performance. The performer should also acknowledge the accompanist at the end of the performance. Any questions pertaining to stage decorum should be discussed with the individual instructor before the day of performance.

### **CHRISTIAN/COMMUNITY SERVICE**

Each student who registers for 12 or more credit hours during a semester must participate in an approved Christian/Community Service (CSER) assignment. Contemporary Issues I (GNED 101) and Contemporary Issues II (GNED 102) must be completed during the student's freshman year; these courses satisfy the CSER requirement in the first two semesters. After that, students need to register for CSER credit. The following MUHU ensembles may be used as Christian/Community Service:

MUSC 180/480 = CSER 333 University Chorale  
MUSC 181/481 = CSER 324 Concert Choir  
MUSC 182/482 = CSER 328 Chamber Singers  
MUSC 184/484 = CSER 302 Marching Band  
MUSC 194/494 = CSER 303 Wind Ensemble  
MUSC 185/485 = CSER 391 Orchestra  
MUSC 186/486 = CSER 327 Brass Choir  
MUSC 188/488 = CSER 353 Woodwind Ensemble  
MUSC 194/484 = CSER XXX Percussion Ensemble  
MUSC 489 005 = CSER 382 Handbell Choir

## **SCHOLARSHIP OPPORTUNITIES**

A description of Department of Music and Humanities scholarships available to music students is given below:

**Strings** - Scholarship amounts are based upon a student's level of proficiency as determined by an audition of repertoire that is representative of all musical styles and periods.

**Wind Ensemble** - Scholarships are awarded to wind or percussion instrumentalists contingent upon each student's level of proficiency and the need in the band for the particular instrument on which the student performs. The amounts of the scholarship awards vary and are awarded after the student has auditioned on the respective instrument.

**Marching Band** - Each student enrolled in this course receives a scholarship award applied to the school bill. This scholarship award is increased for each year of consecutive service.

**Instrumental** - Financial assistance in addition to that offered for participation in the various ensembles is available to the instrumental student who exhibits a high degree of proficiency on a string, brass, woodwind, or percussion instrument. Auditions may be scheduled on campus with the Instrumental Coordinator or a cassette tape may be submitted. Audition repertoire should include works that demonstrate the applicant's technical facility and musical expressiveness.

Scholarship recipients must maintain a minimum overall grade point average of 2.5, participate in one large ensemble each semester, and register for private lesson instruction on the respective instrument.

**Keyboard** - Scholarships are awarded to full-time students pursuing the B. M. with keyboard (piano or organ) as their principal performing area. The amount of the scholarship award relates to the student's level of accomplishment as demonstrated in an audition consisting of repertoire representative of the different style periods. To receive a scholarship award, the applicant must demonstrate an advanced level of musicianship and technical proficiency. To retain this scholarship the student must be registered in private piano instruction for credit, fulfill minimum required weekly practice time, maintain an A in private piano instruction, maintain a high level of performance excellence and participate in performance opportunities as determined by their private instructor. The student must reapply annually for scholarship consideration.

**Vocal** - A limited number of tuition assistance scholarships are awarded to full-time students pursuing vocal majors. These scholarships are merit based and award amounts are based on the applicant's demonstrated abilities as a vocal performer. To retain a vocal area scholarship the student must demonstrate a continuing standard of performance excellence as determined by the voice faculty, perform on two student recitals or the Music Student Honors Recital, maintain a minimum overall grade point average of 3.0, and reapply each semester for scholarship consideration. Additional information regarding this scholarship is available from the Vocal Area Coordinator.

### **The Doug Oldham Scholarship Fund**

The Department of Music and Humanities distributes funds donated in honor of Doug Oldham. The fund is intended as an endowed scholarship and is distributed as funds become available.

**STUDENTS MUST APPLY FOR MUHU MUSIC SCHOLARSHIPS NO LATER THAN FEBRUARY 1 EACH YEAR FOR THE FOLLOWING YEAR. CONTINUING STUDENTS NEED TO REAPPLY FOR MUHU SCHOLARSHIPS EACH YEAR.**

## **PROFESSIONAL ORGANIZATIONS OF INTEREST TO STUDENTS**

### **American Choral Directors Association**

While the Liberty University Student Chapter of the ACDA is currently inactive, choral students are encouraged to join this important professional organization. For more information, visit the ACDA website at [www.acdaonline.org](http://www.acdaonline.org).

### **Music Educators National Conference**

The Music Educators National Conference is the organization that serves as leader and spokesman for music education in the United States. Liberty University's MENC Campus Chapter is one of 600 student chapters across the United States. Since the main goal of MENC is the advancement of music education, it is strongly suggested that all teacher education students become members of this group. For membership information, visit the MENC web site at [www.MENC.org](http://www.MENC.org).

## **DEPARTMENT OF MUSIC AND HUMANITIES MUSIC STUDENT AWARDS**

The faculty of the Department of Music and Humanities annually honors outstanding music students by selecting qualified students to receive special Department awards.

### **Music Student of the Year**

The Music Student of the Year Award is presented to the music major that has excelled in overall performance during the academic year. The student must demonstrate superior performance ability, Christian character, and have a minimum overall grade point average of 3.2 with a minimum grade point average of 3.5 in all music courses. This award is presented to a junior or senior.

### **Keyboard Student of the Year**

The Keyboard Student of the Year Award is given to the student that has a satisfactory grade point average, a high level of playing ability, and a high rate of improvement.

### **Vocal Student of the Year**

The voice area faculty recognizes the vocal accomplishments of the voice major that by personal conduct, musical discipline, and performance excellence exemplifies the highest standards of achievement.

### **Instrumental Student of the Year**

The Instrumental Student of the Year Award is presented to a junior or senior instrumental music major. The award recipient must have a minimum grade point average of 3.25, must have exhibited superior individual performance skill in departmentally sponsored musical presentations, and must have displayed a positive Christian attitude in all matters

## REGISTRATION CHECKLIST: B. M. IN MUSIC WITH TEACHER LICENSURE

**EDUC 125/126** (Freshman, second semester) No prerequisite.

- **Submit *Application to Teacher Licensure Program: (Gate 1)*.**
- **Exception:** If teacher candidate earns D/F in one course and C or above in other course, must repeat only course with D/F.

**EDUC 221** (Sophomore, first semester) Prerequisite: \*EDUC 125/126. \*May be taken the same semester as EDUC 125/126 *ONLY* if teacher candidate is sophomore or above (e.g., transfer, change of major).

- **Exception:** May substitute EDUC 220 – see program director (*only* for teacher candidates who changed from elementary/special education to secondary *after* completing EDUC 220)
- Must complete 30-hour practicum **before** EDUC 235/236!
- Must pass Praxis I (LU scores) **before** EDUC 235/236 (TLP Probationary Admission)
- Must pass all three sections of Praxis I for TLP Admission **prior** to EDUC 360!
- **Must pass Praxis I (Virginia scores) for TLP Admission prior to MUSC 437/438 and MUSC 490/491!**

**Admission to Teacher Licensure Program: (Gate 2) required before registering for EDUC 235/236.**

If not yet admitted, must submit TLP application paperwork to Teacher Licensure Office before EDUC 360 semester begins (may add class during drop/add if all requirements are met). [TLP Probationary Admission permitted with LU Praxis I scores.]

(This information is current as of May, 2006, but may be subject to change)

<b>Praxis I Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Math</b>	<b>or Composite</b>
LU minimum score [probation]	175	173	175	532
VA minimum score [admission]	178	176	178	532

<b>SAT or ACT scores that may substitute for Praxis I</b>	<b>Minimum Composite Score</b>	<b>Minimum Verbal Score in composite</b>	<b>Minimum Math Score in composite</b>
SAT score (taken after April 1, 1995)	1100	530	530
ACT score (taken after April 1, 1995)	24	46 (combined English and Reading scores)	22

**EDUC 235/236** (Sophomore, second semester) Prerequisites: **Admission to TLP:**

**(Gate 2)**, \*EDUC 125/126, \*EDUC 221. [TLP Probationary Admission permitted with LU Praxis I scores.] \*May be taken the same semester as EDUC 221 (and EDUC 125/126) *ONLY* if teacher candidate is second-semester sophomore or above (e.g., transfer, change of major). Must take both 235/236 in same semester.

Both courses must have the same section number (EDUC 235-04, EDUC 236-04).

- **Exception:** If teacher candidate earns D or F in one course and C or above in other course, must repeat only course with D or F.

**EDUC 360** (Junior or Senior) Prerequisites: **Admission to TLP: (Gate 2)**, PHIL 201, EDUC 221, EDUC 235/236. May be taken any semester *after* admission to program and *before* student teaching.

**Admission to Student Teaching (TTP): (Gate 3):** Application packets due by September 15 for spring student teaching and by February 15 for fall student teaching. **For external student teaching, permission is granted through meeting the criteria listed in the TE Handbook and completing the extra paperwork during the application process.**

- Praxis requirements for student teaching must be met *before* application for student teaching! (Test early to allow for retesting if needed.)

**MUSC 437/438 (SPRING ONLY)** Must concurrently enroll in both MUSC 437 and 438.

**MUSC 490/491 (FALL ONLY)** Must concurrently enroll in both in both MUSC 490 and 491.

- *Exception:* If teacher candidate earns D or F in one course and C or above in other course, only the course with D or F must be repeated.
- Virginia Praxis requirements must be met *before* Student Teaching Application! (Test early to allow for retesting if needed.) [Note: no Praxis II minimum score for TESL at this time]
- Must *submit* Virginia Communication and Literacy Assessment (VCLA) and Praxis II content knowledge scores *before student teaching* and must *pass* all required tests *before teacher licensure*. [VCLA required for candidates graduating after Fall 2006 semester].

**EDUC 475, 476, 477** (Senior, second semester) Prerequisite: *Admission to Student Teaching (TTP): (Gate 3)*

**Completion of Student Teaching (TTP): (Gate 4)**

## **FAQs (Frequently Asked Questions)**

The following questions related to Department of Music and Humanities activities are frequently asked by parents and students. We hope you will find your answers here! If not, please write to [musicandhumanities@liberty.edu](mailto:musicandhumanities@liberty.edu) ..

### **How do I find out about majoring in music at Liberty University?**

The University Catalog contains all the information you might need to know about the Bachelor of Music Program; a guide called The Music Student Handbook is available as a .pdf file on the Fine Arts Website.

### **I've been accepted as a music student at LU! What do I do now?**

Congratulations! All you really need to do is pay careful attention to the information that LU will send you about getting started! Also, read the music student handbook on-line to learn about our programs in music! There are three things that a music student needs to do as soon as they arrive on campus:

- (1) sign up in the Performing Arts Building for a private instruction audition so that you can be placed with a teacher (voice, keyboard, instrumental)
- (2) sign up for a major music ensemble (for singers, it's a choir; for pianists, it's a choir or Marching Band; for a brass, woodwind, or percussion player, it's Marching Band; and for a string player, it's Orchestra)
- (3) take the music theory placement test! (some students have already taken it and have been told what class to register for).

It is vitally important that you do these three things right away! Note to Marching Band students: visit the Marching Band page on the Liberty University website!

### **What is Music Theory?**

Music Theory is the study of the "nuts and bolts" of music, and it explains how music is put together! It's about scales, intervals, harmony, melody, and much more. Theory studies also include training in aural skills and sight-singing. All trained musicians study these aspects of music with great interest!

### **What if I have no Music Theory background?**

It may be, if you sing in a choir or play an instrument, that you already know more than you think. There are many books and Internet resources available for learning about music. Perhaps the very best thing you can do if you haven't already is to start piano lessons as soon as possible with someone in your area! Not only will piano study help you learn about music theory quickly, but you will have to pass a piano proficiency test also in order to graduate from LU with a B.M. degree! So, you had best get started right away! One free Internet resource that can get you started is [www.musictheory.net](http://www.musictheory.net) Another source that might interest you is [www.music.theory.com](http://www.music.theory.com), which offers a variety of resources.

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### **How do I get a music scholarship?**

There are several kinds of scholarships associated with the Department of Music and Humanities, but that are administered by different areas within the department. For more information, please go to the following links or email addresses:

VISIT HERE FIRST!: Scholarship Information  
Instrumental MUHU Scholarships: lwseipp@liberty.edu  
Keyboard MUHU Scholarships: dlehrman@liberty.edu  
Vocal MUHU Scholarships: lzgranger@liberty.edu  
Marching Band Scholarships: spkerr@liberty.edu  
Ministry Team Scholarships: ministryteams@liberty.edu

### **How do I get tickets for a Theatre Arts Show?**

Tickets are sold at the Theatre Arts Box Office a week before and during the run of a show between 11:00 and 3:00. Theatre productions are ticketed events, and you may learn more about them by visiting the Theatre Arts web pages. The Box Office is also open for one hour before each scheduled show. Please call 434-582-2085 to reserve tickets and for more information about a particular show.

### **How do I purchase tickets for concerts by visiting Christian artists (like CCM groups)?**

Liberty University Office of Student Life sponsors a series of concerts with your favorite Christian recording artists! Please contact the Office of Student Life at: [lustudentlife@liberty.edu](mailto:lustudentlife@liberty.edu) for ticket and concert schedule information.

### **How do I audition for choirs and bands?**

The music ensembles in the Department of Music and Humanities hold auditions twice a year, with some exceptions. Choral auditions are held during the drop/add period each semester, and specially during the fall orientation week for incoming freshmen. Those wishing to play in the Marching Band should contact Dr. Stephen P. Kerr, director of bands for more information ([spkerr@liberty.edu](mailto:spkerr@liberty.edu)). Wind Ensemble usually holds auditions for spring participation near the end of the previous fall semester. Those wishing to audition for Orchestra and Woodwind Choir should contact Dr. Lynn Seipp ([lwseipp@liberty.edu](mailto:lwseipp@liberty.edu)). Those wishing to play in a brass ensemble should contact Dr. Kevin Chiarizzio.

### **Can I participate in a MUHU ensemble for Christian/Community Service?**

Yes, if an ensemble is listed in the Christian/Community Services Catalog of Courses, it may be taken for Christian/Community Service credit. Please note that each ensemble has its own participation arrangement with the office of Christian/Community Service. It is possible in some ensembles for a student to receive course credit and Christian/Community Service credit at the same time (Marching Band for instance), but in general, course credit cannot be earned contemporaneously with Christian/Community service credit.

### **How do I find out about ministry team auditions?**

As of this writing, Ministry Team Auditions are scheduled through the Department of Music Ministry Teams. Please call 434-582-2281 or write to [ministryteams@liberty.edu](mailto:ministryteams@liberty.edu) for more information. Often, Ministry Team Auditions are scheduled during February College for a Weekend activities, when you can combine a visit to the campus with a ministry team audition.

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**How do I audition for private lessons?**

It is best to contact individual area coordinators to see when the best times to audition are. The Vocal Coordinator is Mrs. Linda Granger ([lzgranger@liberty.edu](mailto:lzgranger@liberty.edu)), the Keyboard Coordinator is Mr. David Ehrman ([dlehrman@liberty.edu](mailto:dlehrman@liberty.edu)), and the Instrumental Coordinator is Dr. Lynn Seipp ([lwseipp@liberty.edu](mailto:lwiseipp@liberty.edu)). Usually, auditions are held at the beginning of each semester, and when you arrive on campus, you can sign up for a time. Alternately, a tape can be sent (see scholarship information) for those seeking MUHU Scholarships. Assistance is limited.

**How do I apply for a work/study jobs in MUHU area?**

There are two types of work/study positions available for eligible students. The department hires work/study students as practice room monitors (those who supervise evening practice facilities) and office workers (clerical aids who work in the MUHU Office). Applications for these positions are available in the MUHU Office, so when you arrive, stop by and pick one up.

**How can I use the practice rooms?**

Students taking private lessons pay a lab fee for the maintenance and tuning of the pianos in the rooms. Only students enrolled in private instruction through the Department of Music and Humanities may use the practice rooms. It is not possible to simply pay the lab fee and use the rooms: you must be enrolled in private instruction. Exceptions are made for members of MUHU ensembles if they wish to use the rooms to work on their ensemble music, but only when the rooms are not otherwise in use by those who have paid the lab fee.

**How can I find out about concerts and recitals or other programs?**

Visit our Concert Calendar link, which contains information on every musical event presented by the Department of Music and Humanities. Visit the Theatre Arts Department web page for more information about Theatre Arts events planned for the year. The Center for Worship web page has more information on the B.S. Program in Worship and Music Studies.

## **ADDENDUM**

### **Other Policies of Specific Interest**

#### **Policy for Students who are behind in their performance instruction course sequence with regard to graduation.**

For any number of reasons, a student may discover that the appropriate number of performance hours have not accumulated in the principal performance area to graduate on schedule. The following policies address such cases.

**Transfer Students:** The performance level of a transfer student is assessed by the area performance faculty at the time of the student's enrollment as a prospective music major at Liberty. The number of semesters of previous study, the number and length of lessons taken at previous institutions, quality and amount of repertoire, and demonstrated performance ability affect a student's assignment to a level. From the time of the establishment of a performance level, a transfer student progresses toward graduation at a normal rate. The department bears no responsibility for a student's date of graduation, but instead bears responsibility for the integrity of its programs.

#### **Students entering a "non-performance concentration" late:**

A student entering a "non-performance track" music major (including the 25 minute lesson and the 25-35 minute senior recital requirement) one semester late is permitted to increase the normal lesson time only for the semester in which the major is entered, and then only up to the level of two credit hours. The department chair must approve of this action. In the following semester, such a student needs to agree with the department on a course sequence that will lead to completion of the program, and is permitted to register at the appropriate level in their performance area, proceeding on a normal course sequence toward graduation.

#### **Performance Concentration students entering late:**

A student wishing to follow the Performance Concentration (including the 50 minute lesson and junior and senior recitals of appropriate length) must complete all of the course requirements for graduation; Liberty offers no opportunity to increase the speed of such a student's progress toward the degree. A student found to be behind in performance credits may engage in summer study at another approved College or University under the following conditions.

- (1) The Department of Music and Humanities must approve of the educational situation in which the credit is earned;
- (2) The Liberty performance instructor must approve of the repertoire to be studied;
- (3) The period of study must extend over not less than an eight-week period, and total time spent in regular instructional periods must be equivalent to at least 6 hours for non-performance track and 12 hours for performance track students.
- (4) A student may not study for performance area credit to speed up the degree process without the approval of the department chairman.
- (5) The student is responsible for submitting all necessary paperwork to the appropriate offices to ensure that credit for work completed at other institutions is added to the student's record.
- (6) The student must present documentary evidence of completion of course work to the area coordinator before the student can be registered appropriately as having advanced in the course sequence as a result of approved summer study.