



**University of Kentucky
School of Music**

Undergraduate Student Handbook

2002-2003

Return to _____

**University of Kentucky
School of Music
105 Fine Arts Building
Lexington, KY 40506**

**Phone: 859-257-4900
Fax: 859-257-9576
Website: www.uky.edu/FineArts/Music**

Welcome!

Welcome to the UK School of Music. You have passed all of the nerve wracking auditions, interviews, and probably filled out a dozen forms that seem to ask the same questions over and over. Well, relax! It only gets better from here.

Your “typical” day will consist of classes, ensembles, concerts, and yes, practicing! But since you have made it this far, don’t panic. You will be fine — and part of the reason you will survive is because you have this handbook.

Because of the great demands placed on freshmen and new students, the Student Advisory Council thought it would be a good idea to prepare a handbook so that you aren’t so overwhelmed by everything. There is a TREMENDOUS amount of information in this handbook — it is what new students should know that no one ever told them. All of this information will be quite handy and you should carefully read through it to save you time later. Granted, you won’t need to know all of this information right now, but you will eventually need to know it down the road.

We hope this handbook helps you in your transition to the University of Kentucky. If you still have questions after reading this book please speak with one of our faculty members. Good luck, we are glad you’re here!

Sincerely,

Members of the
Student Advisory Council

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Secrets to Success

Unfortunately, there are no “Secrets” or “Shortcuts To Success”. Whether you are successful depends on many factors, such as commitment and motivation, which are impossible to measure ahead of time. University research has shown that students are most likely to achieve success at the collegiate level if:

- They have strong academic preparation in high school, complete the recommended pre-college curriculum with above-average grades, and achieve high scores on college entrance tests.
- They have good study habits and time management skills.
- They work less than 20 hours a week, preferably on campus.
- They live in the residence halls, at least during the freshman and sophomore years.
- They are involved in some campus activity on a regular basis.
- They are committed to graduating and attending graduate or professional school.

School of Music Phone Numbers

School of Music		
Administrative Office	257-4900	105B FA
Student Affairs Office	257-8181	103A FA
Business Office	257-8182	105B FA
Music Library	257-2800	Lucille Little
Listening Center	257-8362	Fine Arts Library

Other Important UK Phone Numbers

Dean’s Office	257-1707	206 FA
Office of Student Affairs	257-1709	206 FA
Office of Student Records	257-8147	206 FA
Counseling & Testing Center	257-8701	
Financial Aid Office	257-3172	
Minority Affairs	257-5641	
Registrar’s Office		
Student Records	257-8729	
Transcripts	257-1212	
Student Billings	257-3406	
Student I.D.’s	257-1378	

Building Hours

Open 6:00 am through 12:00 midnight, Sunday through Saturday. Holiday hours are normally posted.

Hours for the Computer Lab, Music Library, and Listening Library, all located in the Lucille Little Fine Arts Library, are posted at the beginning of each semester.

Bulletin Boards

There are bulletin boards located next to the student mailboxes and on the ground floor in the lobby. Important notices/deadlines are posted at these locations. ***Under no circumstances should notices or other types of information be taped to any painted surface (wall, door, etc.).***

Student and Faculty Mailboxes

All music students are assigned a mailbox. Student mailboxes are located on the 1st floor between 116 FA, and the stairwell.

Faculty mailboxes may be found in 105C FA; located on the 1st floor and next to the School of Music Administration office, 105B FA.

Parking

Unfortunately this is a problem that plagues everyone who attends or teaches at the University of Kentucky. The best advice is to secure a parking permit at the Parking Office, corner of Euclid Avenue and Rose Street. Freshmen are eligible to purchase "K" stickers for parking at Commonwealth Stadium. **Parking in illegal areas and/or without a permit may lead to ticketing and possible towing of your vehicle.**

General Information for Freshmen/Transfer Students

Theory Placement Exam

Theory placement exams are held at the beginning of each academic year. The placement exam allows the faculty to schedule you in the theory class best suited to your background. The possibility for bypassing a theory class exists for both freshmen and transfer students with the appropriate background. See the Office of Student Affairs for more information.

Scheduling Private Lessons

At the beginning of each semester you will need to meet with your private instructor in order to arrange for your private lesson. It is imperative that this task be completed during the first week of classes each semester.

Master Classes

Master classes are scheduled on Thursdays from 12:30 pm-1:50 pm. Alternative times are scheduled by some areas. During the master class time you will meet with other students in your studio and your private instructor. Typically, guest artists may perform/lecture, your instructor may perform/lecture, or you and other members of the studio may be asked to perform. Divisional, Area, and Honors Recitals are held each semester during this time.

Ensemble Auditions

Most ensembles hold auditions at the beginning of each semester. Be sure to contact the conductor/director of the ensemble for which you are interested in auditioning.

Advising and Registration

Proper advising is one of the keys to success. Students are strongly urged to work closely with their assigned advisor as they progress through their degree plan. You must meet with your advisor during each advising period (November and April) to receive help in selecting appropriate courses for the next semester. An advisor's signature on your registration form is required before you may register for classes. Advisors can also be helpful in evaluating general degree progress, counseling on future career or graduate study plans, and working on specific problems students encountered in classes, with instructors, or with the University.

Preparation for Advising

- Sign up for an advising appointment with your advisor.
- Work out a trial schedule using the *UK Schedule of Classes*.
- Discuss and finalize next semester's schedule with your advisor. Be sure you and your advisor bring your "Curriculum Sheet" up to date each semester.

Grading Policies and Graduation Honors

The general marking system uses a series of letters, to which are assigned grade-point values (A=4.0, B=3.0, C=2.0, D=1.0, E=0). The system is based neither on an absolute

numerical system nor on a distribution curve. For more information see your copy of the *University of Kentucky Bulletin*. Students are honored at Commencement for exceptional undergraduate work:

- Students with a grade point average of 3.8 or higher shall be graduated “Summa Cum Laude”.
- Students with a grade point average of 3.6 or higher shall be graduated “Magna Cum Laude”.
- Students with a grade point average of 3.4 or higher shall be graduated “Cum Laude”.

Attendance and Completion of Assignments

Each instructor shall determine the policy regarding completion of assigned work, attendance in class, absences at announced or unannounced examinations, and excused absences. This policy shall be presented in writing to each class at its first or second meeting. Students’ failure to comply with the announced policy may result in appropriate reductions in grade as determined by the instructor.

Excused Absences

The following are defined as excused absences:

- Illness of the student or serious illness of a member of the student’s immediate family. The instructor shall have the right to request appropriate verification.
- The death of a member of the student’s immediate family. The instructor shall have the right to request appropriate verification.
- Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors may request formal notification from appropriate University personnel to document the student’s participation in such trips.
- Major Religious Holidays. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class.
- Any other circumstance, which the instructor finds reasonable cause for non-attendance.

Students missing work due to an excused absence bear the responsibility of informing the instructor about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The instructor shall give the student an opportunity to make up the work

and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The student shall be given the opportunity to make up exams missed due to an excused absence during the semester in which the absence occurred, if feasible. In those instances where the nature of the course is such that classroom participation by the student is essential for evaluation, the instructor shall, if feasible, give the student an opportunity to make up the work missed during the semester in which the absence occurred.

If attendance is required or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a **W**, and the faculty member may require the student to petition for a **W** or take an **I** in the course.

Good Academic Standing, Probation, and Dismissal

The academic probation and suspension standards that are used to determine a student's academic standing University-wide are based on grade point average. For more information see your copy of the *University of Kentucky Bulletin*.

Locker Sign Out

Locker assignments for music majors and declared minors are made during the first week of classes during the Fall semester. Some students will have to share lockers.

Sign Out Procedures

Sign up sheets for lockers are located in the Student Affairs Office, 103A FA. **Do not** put a lock on a locker until you have signed up for that locker.

General Information

Your locker is checked out for the academic year, August-May. After a specified date in May, students must vacate lockers, removing locks and contents. **Locks will be cut off and contents removed after the posted removal deadline.**

If you enroll for Summer Session(s), you may sign out a locker after the posted removal date in the Student Affairs Office, 103A FA.

Please keep lockers clean and undamaged. Report any damaged lockers or other problems to 103A FA. The School of Music is not responsible for any loss, theft or damage relating to the lockers.

Practice Room and Practice Policies

Practice rooms are located on the 2nd floor of the Fine Arts Building. For piano majors, a key card must be obtained from the Student Affairs Office, 103A FA.

You are entitled to one hour of practice time per day per credit hour of private lessons in which you are enrolled. Rooms are not to be locked and personal items must not be left in the practice room.

Report any problems with rooms, locks, or doors to the Student Affairs Office, 103A FA. Please keep the practice rooms clean and do not eat, drink, or smoke in them. Failure to comply with these rules may result in loss of practice room privileges.

Music Stands

You are expected to have your own metal music stand for use in practice rooms or for chamber music rehearsals. Music stands owned by the School of Music are NOT to be removed from the building for personal jobs or other miscellaneous performances. Unauthorized removal of stands or any other school property will be considered theft and reported to the UK Police.

Undergraduate Degrees Available

The following undergraduate bachelor degrees are available from the UK School of Music.

Bachelor of Arts in Music
Bachelor of Music in Music Performance
Bachelor of Music in Music Education

Students from any college may complete a minor in music. Such a minor consists of at least 18 hours of course work in music. A successful audition is required for private performance study in the designated area.

Minor in Music: Theory and History
6-9 hours of music theory
6-9 hours of music history
3 hours of music performance (private, class, or ensemble)

Minor in Music: Performance
8 hours of performance instruction
4 hours of appropriate ensembles
6 hours of music theory and/or music history

For more information about specific degree requirements as a major or minor, please consult the *University of Kentucky Bulletin*.

Adding/Dropping a Course(s)

The university is very stringent regarding its policy on adding/dropping course(s). The specific guidelines for this procedure may be found in the *UK Schedule of Classes*. Check the School of Music bulletin boards for date deadlines to complete this process.

Recital Attendance Policy

All students majoring in music (BA, BM, BMME, as well as Arts Administration) must satisfactorily complete four (4) semesters of Recital Attendance, MUS 001. A minimum of 16 concerts and/or recitals must be attended to earn a passing grade. Events that fulfill this requirement are UK School of Music sanctioned concerts and recitals taking place in the Singletary Center for the Arts, Memorial Hall, other locations on campus, and off-campus venues. Recital attendance cards may be obtained in the Office of Student Affairs, 103 FA. **A student must continue to enroll in MUS 001 - Recital Attendance until the requirement is completed.**

Students must obtain a new Recital Attendance card each semester they are enrolled in MUS 001.

SCFA personnel both BEFORE and AFTER each concert attended for credit must stamp cards. If no personnel are available to stamp the card, or if a concert is attended at a campus location where cards are not stamped (i.e., Memorial Hall), the student should see his/her applied professor within one week of the concert. **You must bring a program from the concert with you.**

Credit may be obtained for a maximum of two (2) off-campus (that is, non-School of Music sanctioned) concerts each semester. The student's applied professor for events considered appropriate will give credit. To obtain credit, the student must see his/her applied professor for approval prior to the concert, and present a ticket and program from the concert within a week of the event.

Transfer students must complete one semester less than four for each 15 hours of credit attained at the time of enrollment, provided the hours transferred included appropriate music study as a music major.

Piano Proficiency Requirements

Undergraduate music majors are required to reach a keyboard proficiency level as tested by a keyboard exam available at the end of each semester. Specific requirements are listed on the next page.

- Vocal/Choral warm-ups.*

* Denotes specific materials available to students 2 days before the scheduled exam date. However, preparation within each skill area should be ongoing for as much time as needed to gain fluency. All other areas (technique, repertoire, accompaniments) should be selected and prepared well in advance of the proficiency date.

Note: BMME students must pass the keyboard proficiency exam before they begin student teaching.

Jury Examinations

Semester Jury

All students enrolled in an MUP course for two or more credit hours are required to perform a jury before their appropriate subdivision at the end of each semester. These juries are usually scheduled during the final two weeks of each semester and organized by the “subdivision” head. **Note:** Students who performed a required degree recital earlier in the semester are not required to perform a jury.

Schedules for juries should be posted at least one week prior to the date of examination.

It is the responsibility of each faculty member to notify students of jury procedures, dates, and to provide students with a “Jury Repertoire Sheet” to be completed and submitted at the time of the jury. After the completion of juries the “Jury Repertoire Sheet” will be submitted by the appropriate faculty member to the School of Music Student Affairs Office for inclusion in the student’s permanent record files.

It is recommended that each faculty member present give a jury grade. The final semester grade is determined with the jury examination grade weighing 25 percent of the overall semester grade.

Full Faculty Juries

All students pursuing the Bachelor of Music in Performance degree are required to play before the full applied division at the end of the semester in which they will complete 50 percent of their required applied study on their major instrument. At the discretion of the individual applied teacher, the full-faculty jury, may be performed earlier, or in some cases, such as transfer students, the jury may be postponed in order that further refinement may be realized.

Students should demonstrate a level of development in tone, technique, intonation, and musicianship so that within one or two years they would be admissible to a Master of Music in Performance program.

It is the responsibility of the applied teacher to supply enough copies of the “Full Faculty Jury Repertory Sheet” to all faculty members in attendance. One copy will be submitted to the School of Music Student Affairs Office upon completion of the jury. A majority vote of the faculty present will determine the result. A vote to “pass” will

promote the student to the next MUP course level of study. A vote to “fail” entitles the student to repeat a full-faculty jury, only once, during the next semester of study and prohibits advancement to a higher MUP course level. In a succeeding semester, a second vote to “fail” indicates that the student is terminated from the performance degree option, but may continue performance study under another degree option. It is also each faculty member’s option to make written comments on the ballot sheet regarding the student’s performance.

The full faculty juries are scheduled by the Division Coordinators and usually take place during the first part of finals week.

Student Recital Requirements

Bachelor of Music - Performance: All students pursuing this degree must present a full recital, usually taking place during their last two semesters in the degree program. The recital should consist of fifty minutes of music consisting of solo works, although a limited amount of appropriate chamber music may be considered acceptable, pending consultation with the individual applied instructor.

Bachelor of Music in Music Education: All students pursuing this degree must present a recital of at least 25 minutes of music consisting of solo works, although a limited amount of chamber music may be considered acceptable, pending consultation with the appropriate applied instructor. With teacher approval, all BMME students have the option to present a full recital. It is advisable that students using the “25 minutes of music” option share the recital with another student.

Bachelor of Arts in Music: There is no recital requirement for students pursuing this degree, although individual instructors may suggest various performance activities, including recitals.

Recital Checklist

AS EARLY AS POSSIBLE

- Reserve your space! Forms for the Singletary Center and Memorial Hall are available in the Music Office, Room 105. Return completed forms to Room 105. Please fill out all forms completely. Make arrangements for your piano/harpsichord.
- Fill out your recording form (available in room 105). You will receive one cassette tape of the recital.
- Pay your \$50 mandatory recital fee. We cannot process your reservation form until this fee is paid. Make checks out to "UK School of Music."
- It is the responsibility of the student to secure and pay an accompanist.
- Practice!

FOR PIANOS: If you are using the Singletary Center, the piano reservation is made on the space reservation form. If you are using Memorial Hall, you need to fill out a separate Piano Request Form (available in room 105).

FOR HARPSICHORD/ORGAN: Contact Dr. Schuyler Robinson in writing. For other special instruments (percussion, etc.), work with the performer you have hired and/or the associated applied professor.

AT LEAST ONE MONTH BEFORE:

- Schedule a hearing for your recital; you must arrange this through your major teacher. Three School of Music performance faculty members must be present at your hearing. One of these must be your major teacher.
- Check the calendar in the lobby of the Fine Arts Building to be certain that the information on your event is included and is correct. See the secretary in room 105 if any corrections need to be made. (But be nice!)
- Practice!

AT LEAST TWO WEEKS BEFORE:

- Bring in your program information for typesetting and duplicating.* A neatly printed sheet of paper with program information is acceptable, but you may want to use the form available in Room 105 to be certain that you have not forgotten some necessary information. Due to the high volume of recital programs made, the School of Music cannot include extensive program notes or

any translations for undergraduate recitals — see the secretary in Room 105 for details.

- Practice!

** You may produce your own programs if you prefer, but remember that recital programs are official academic records—you must use a format approved by the School of Music. Stop by Room 105 for a sample or advice. You will need to provide ten copies of your program to the School of Music for records in your student file and for other administrative obligations.*

AT LEAST ONE WEEK BEFORE:

Double-check in the Music Office to be certain that everyone involved has been notified of your plans:

- Space should be reserved.
- Recording personnel should have you on their calendar.
- Keyboard technician is aware of your piano/harpsichord needs.
- School of Music has record of your recital fee being paid.
- Programs should be sent to the duplicating shop by this date.
- If your recital is in the Singletary Center double-check with the Tech Director to be certain that tech needs are covered.
- If you are having a reception in the Singletary Center, check with the staff to be certain that reception needs are covered.
- Practice!

DAY OF: (Or Friday before, if a weekend recital)

- In the afternoon, check on your programs— if your recital is being held in SCFA, programs should be delivered directly to them. If your recital is anywhere else, you should pick up your programs from the Music office.
- If you are having a reception in SCFA, make arrangements for food, storage, etc.
- Have fun— Play well!

Degree Application Process

You will need to work directly with the dean's office to complete the forms necessary to complete the graduation application process. To be eligible for any degree, you must have completed the requirements as approved by the University Senate, except that curriculum substitutions may be made by the college affected if not inconsistent with these rules. **Curriculum requirements must include, in addition to specified credits, a specified grade-point average both overall and in the student's major which may in no case be less than 2.0. For BMME graduates the specified grade-point average both overall, in the student's major, and in all professional education and music education courses may not be lower than 2.5.** Every baccalaureate degree program must include four divisions or components: (1) University Studies, (2) general college requirements, (3) major or professional, and (4) free electives.

You must file an application for graduation with the dean's office within 30 days after the beginning of the semester or 15 days in the summer session in which you expect to complete the work. For more information see your copy of the *University of Kentucky Bulletin*.

Teacher Education Program (TEP)

Music education majors who wish to receive a teaching certificate must meet the certification requirements of the College of Education, as well as the requirements for the College of Fine Arts. To qualify for student teaching and state teacher certification, you must be officially admitted into the Teacher Education Program. Students are encouraged to apply during the fall semester of their junior year. Certification also requires successful completion of the NTE/Praxis II and a one-year paid internship.

Admission to the teacher education program is highly selective. In addition to typical evaluation processes that occur as part of your course work and field placements, you will be assessed a minimum of three times during your program by representatives of the music education faculty. The three assessments will occur upon entry into the Teacher Education Program, at a midpoint in the program (no later than the semester prior to student teaching), and as you exit the program following student teaching. Assessments will include, but are not limited to: (a) basic skills assessment, (b) review of grades via transcript, (c) personal and professional skills assessed during interviews with music education faculty, when taking campus based courses, and during field experiences, (d) portfolio documents, and (e) continued adherence to the Kentucky Professional Code of Ethics. *Meeting minimum requirements for application does not guarantee admission to the teacher education program.*

You must be admitted to, retained in, and successfully exit from a state-approved teacher education program in order to receive a teaching certificate. The components of an approved teacher preparation program include: 1) an earned bachelor's degree from a regionally accredited institution of higher education, 2) completion of approved teaching subject matter field(s), and 3) completion of a teacher preparation program, including student teaching.

Student Grievance Procedures

Students with grievances, whether they are related to teachers, courses, scholarships, staff, facilities or other items, should feel free to pursue the matter. Many problems can be handled with professors on a one-on-one basis. However, if there is no resolution to the problem, it is appropriate to see another party. In most cases, you should start with your advisor. Your advisor is the one person that is most familiar with your records, needs, and background. It may also be appropriate to see the Director of Undergraduate Studies or the Director of the School of Music. They will work with you on whatever problems exist and do so as confidentially and quietly as possible. If necessary, the next level to which you can appeal is the Dean.

In addition, the University's Academic Ombud helps resolve academic disputes between students and faculty or administration. When you are unable to resolve grievances or complaints through usual means, the ombud may be able to expedite the process or advise the student about the proper procedures to follow. Problems include, but are not limited to, violation of students' academic rights, unfair teaching and grading practices, cheating and plagiarism, and discrimination and harassment. All cases are held in strict confidence.

The Office of Academic Ombud Services is open from 8:00 a.m. to 4:30 p.m. and is located in 109 Bradley Hall. For information, questions, or appointments, call 257-3737.

Honors and Scholarship Opportunities

The availability of a number of upperclassmen music scholarships is announced during the spring semester. These scholarship awards are based on the student's application, faculty recommendations, and other factors. They are awarded at the annual scholarship luncheon in April.

Music Societies and Organizations

Student Advisory Council

The Student Advisory Council serves as a liaison between students, faculty and the dean. Representatives are elected from each area (woodwinds, brass, percussion, strings, keyboard, and voice) at the beginning of the academic year and serve a one-year term. They meet regularly to identify and discuss student concerns and to initiate projects that benefit the School of Music.

Professional Societies

American Choral Directors Association
Collegiate Music Educators National Conference
Phi Mu Alpha Sinfonia Music Fraternity
Sigma Alpha Iota Music Sorority
Kappa Kappa Psi Band Fraternity & Tau Beta Sigma Band Sorority

Fundraising

Students are not to initiate fund raising activities in the name of the University, its students, programs, or activities without prior clearance from the Dean of the College of Fine Arts.

Student Room Reservations and Key Loan Policy

The School of Music encourages students to use the classrooms for official student ensembles and club meetings. The privilege of using the room comes with the following responsibilities:

The room, 2, 4, 6, and 17, must be reserved through the Student Affairs Office, 103A FA, for the specific time needed, and a reservation form must be completed at the time of reservation. The student making the request and completing the reservation form is then named as the responsible party. The use of Room 22, the Band Room, must be secured by completing the appropriate forms found in Room 33, the Band Office.

If the room use is scheduled after 4:30 pm, at night or on weekends, a key must be checked out. The key may be picked up any time after noon on the day the room will be used, or after noon on Friday if the room is to be used over the weekend. **The key must be returned before 9:00 am on the first weekday after use.**

The use of the room is expressly limited to the specified purpose and time as indicated on the reservation and/or key loan form.

The room should be left clean and in order and **securely locked after use.**

Any departure from these policies will cause the students or groups using the room to lose the room use privilege.

Post - Graduate Life

Students wishing to pursue graduate studies at UK should meet with the Director of Graduate Studies. Applications for admission to Graduate School, School of Music, and for teaching assistantships/fellowships are available in 103A FA, as well as other information such as financial aid, housing and curricula.