

**XAVIER UNIVERSITY  
DEPARTMENT OF MUSIC**

**GUIDELINES AND POLICIES FOR MUSIC STUDENTS\***

In this document the term **Music Students\*** refers to the Music Majors, Music Minors and Jazz Minors. ***Separate guidelines are published below for Music Education majors.***

All music students are to inform the Music Department Office **AS SOON AS POSSIBLE** of their on- or –off – campus **address, telephone number and email address**. Any changes during the academic year must be reported to the Office of the Registrar and to the office of the Department of Music.

**ACCEPTANCE INTO THE DEPARTMENT:**

Students choosing applied music as a major will be *provisionally* accepted on the basis of talent, musicality and musical literacy, once being academically accepted to Xavier. Musical background and proficiency in an applied instrument/voice will determine placement within the Department.

**ADVISING:** All music majors will be assigned an advisor, either Dr. Skeirik, Dr. Merrill, Dr. Westgate or Dr. Kristiansen. All music minors will advise with Mrs. Beebe.

**FRESHMEN AND TRANSFER STUDENTS:**

Progress during the freshman and sophomore years will be closely evaluated. At the end of the first semester of the sophomore year, the faculty will review the progress of each student in order to determine final acceptance into the Department.

At that time, the student will have to meet the following requirements:

- 1) A minimum of a 2.0 overall grade point average.
- 2) Recommendation of applied music teacher.
- 3) Basic keyboard skills. (White key major / minor scales and corresponding cadence formulas.)
- 4) Student must have passed all boards/jury examinations (for details, see Boards/Jury Examinations)

**BOARDS / JURY EXAMINATIONS:**

At the end of each semester, all music majors, music minors and jazz minors (who are studying privately) must perform for a jury panel.

The performance will be judged according to the following criteria:

- a. Technique
- b. Musicianship
- c. Difficulty of repertoire

The number of compositions, technical exercises studied during the semester, and progress from one semester to the next will also be taken into consideration. The student may review the grade and comments of jurors at any time. Jury sheets are kept in the office.

The student will be graded as follows:

- Pass with distinction
- Pass
- Pass with reservation
- Fail

In case a student passes with reservation or fails to pass the examination, he/she will be required to perform either the unsatisfactory part of the exam or the complete examination during the third week of the following semester.

### PIANO PROFICIENCY:

Each music **major** must pass a piano proficiency examination in order to graduate. For information about requirements, consult with members of the piano faculty.

**PIANO:** For students with limited piano skills, it is required they take class piano or private piano lessons to develop piano skills which will benefit them in theory studies and passing the piano proficiency exam.

### SENIOR RECITAL:

Each student must present a vocal or instrumental recital *or* write a thesis in major area of concentration (music history, music theory, or another area approved by the faculty) during the senior year. For Senior Recital guidelines, including program format, room reservation and other requirements please see your private lesson instructor or pick up the Recital Guidelines sheet available in the office.

### RECITAL PARTICIPATION:

- a) Music majors are required to participate in at least one recital during a semester. Music minors are to perform in at least three recitals during their undergraduate years.
- b) Performance selections are due in the office two weeks prior to the recital date. It is the student's responsibility to provide this information in writing to their instructor. After consultation with and approval by the instructor the information is submitted to the office to be included in the program.
- c) If program selections are not submitted by the deadline, the information **will not be on the program**.

### RECITAL ATTENDANCE:

**Music majors** are *required* to attend a total of five recitals/concerts during a semester, to total 40 for graduation. All Department of Music sponsored concerts will count toward this requirement. Other requirements follow:

- a) Four of these performances **must** be on-campus events. Acceptance of one attendance at a professional performance off-campus is subject to the approval of the faculty.  
**Note:** Attendance of high school concerts, musicals, etc. will not qualify.
- b) Students should verify accuracy of the posted number of recital attendances at midterm during each semester.
- c) Completion of this recital attendance policy is **necessary for graduation. Non fulfillment of this policy becomes part of the students' permanent record.**
- d) Credit will be recorded in the department office when the student brings a recital program that has been signed by a music department faculty member that is in attendance at the concert.

### ENSEMBLE PARTICIPATION:

The ensembles of the Department of Music are open to all qualified students by audition. It is at the discretion of the director of each ensemble to set performance standards and admit (or reject) students accordingly. All ensembles perform in concert at the University and in the Greater Cincinnati area.

**Please Note: One hour credit is given for participation in an ensemble. Students are expected to attend all rehearsals and performances.**

**Music Majors** are required to participate in a large ensemble as follows:

<b>Concentration</b>	<b>Ensemble</b>
Voice	Concert Choir, Women's Chorus, Men's Chorus
Wind/Percussion	Symphonic Wind Ensemble
Strings	Chamber Orchestra
Keyboard	Any of the above by audition or piano ensemble

**ILLNESS:**

Students who are ill and miss classes must provide a written excuse from their doctor or the XU Health and Counseling Center upon their return.

**POSTING:**

Each student is responsible to regularly read announcements on bulletin boards in Edgecliff Hall basement, and in the Music Center Building lobby.

Final exams in applied music and the list of student advisor assignments are posted each semester.

## YOUR RECITAL/CONCERT AT BELLARMINE CHAPEL

Welcome to Bellarmine. We're glad you value this place, its sacred character, and its acoustics. To help your event happen effectively, please let us know the following information. We need this form complete at least **one month before** your event.

**NAME OF PERFORMER MUSICAL GROUP, PROGRAM OR SPEAKER**

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PHONE

CELL PHONE

EMAIL

**DATE AND TIME OF EVENT** \_\_\_\_\_

**SPONSORING INDIVIDUAL** (from Xavier or Bellarmine)

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**PHONE** \_\_\_\_\_

**CHAPEL RESOURCES NEEDED (check all that apply)**

\_\_\_\_\_ piano \_\_\_\_\_ organ \_\_\_\_\_ sound system \_\_\_\_\_ special lighting \_\_\_\_\_ folding chairs

**EQUIPMENT YOU WILL BRING IN** (such as risers, harpsichord, podium, NY)

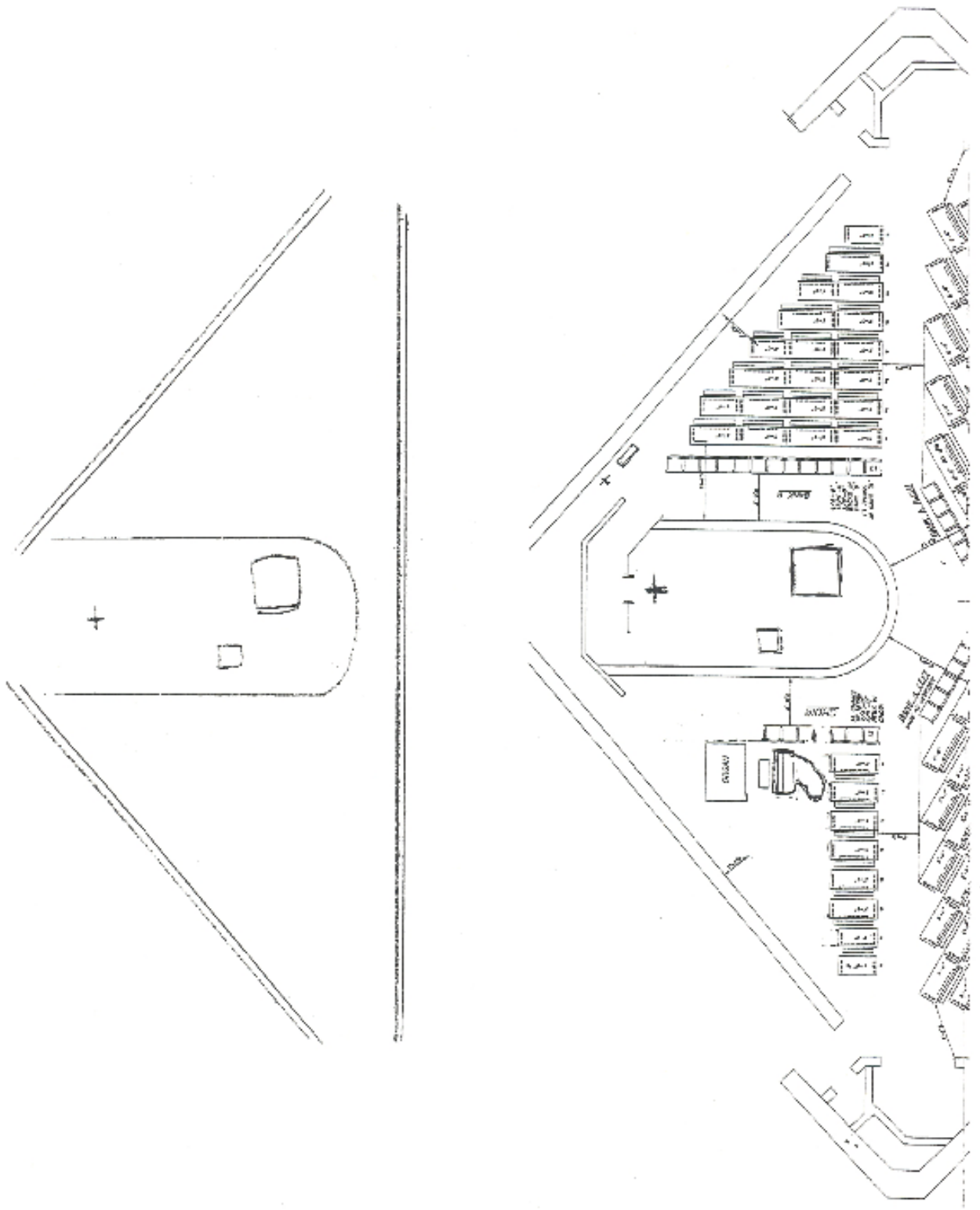
**DATE AND TIME OF REHEARSALS** \_\_\_\_\_

**ROOM ARRANGEMENTS REQUIRED** (sketch on reverse side)

**NOTES FOR MUSIC MAJORS/MINORS WHO USE THE CHAPEL:**

1. Leave it in the same condition (or better!) than you found it
  - a. pick up all programs left in pews
  - b. Receptions are NOT permitted in the chapel – please reserve the Clocktower Lounge in GSC
  - c. Move furniture/instruments back to the standard location immediately following your recital
  - d. Reset the lights (light panel switch) to the default (#4) setting
  - e. Consult with Scot Buzza regarding tuning of the piano
2. Fill out this form completely and return to Liz Keuffer in the chapel office.
3. Reserve the chapel at LEAST one month prior to your event. Remember to reserve all of your rehearsal times at the time you make recital date reservation.
4. Remember that the chapel is the home of a parish. Your rehearsal may be moved in order to accommodate a funeral or other special parish event.

**CHAPEL STAFF SIGNATURE** \_\_\_\_\_



## **GUIDELINES AND POLICIES FOR MUSIC EDUCATION MAJORS**

All music education majors are to inform the Music Department Office **AS SOON AS POSSIBLE** of their on- or – off – campus **address, telephone number and email address**. Any changes during the academic year must be reported to the Office of the Registrar and to the office of the Department of Music.

### **ACCEPTANCE INTO THE DEPARTMENT:**

Students choosing music education as a major will be provisionally accepted on the basis of talent, musicality and musical literacy, once being academically accepted to Xavier. Musical background and proficiency in an applied instrument/voice will determine placement within the Department. **It is important that music education majors register for a minor in Professional Education during PREP or with Jeffrey P. Hutton (x3702), in the Education office, E1et 107d.**

**ADVISING:** All music education majors will be assigned an advisor, either Dr. Skeirik, Dr. Merrill, Dr Westgate or Dr. Kristiansen.

### **FRESHMEN AND TRANSFER STUDENTS:**

Progress during the freshman and sophomore years will be closely evaluated. At the end of the first semester of the sophomore year, the faculty will review the progress of each student in order to determine final acceptance into the Department.

At that time, the student will have to meet the following requirements:

- 1) A minimum of a 2.0 overall grade point average.
- 2) Recommendation of applied music teacher.
- 3) Basic keyboard skills. (White key major / minor scales and corresponding cadence formulas.)
- 4) Student must have passed all boards/jury examinations (for details, see Boards/Jury Examinations)

### **BOARDS / JURY EXAMINATIONS:**

At the end of each semester, all music education majors must perform for a jury panel on their principle instrument. Music education students are exempt from jury examinations during the semester of their student teaching.

The performance will be judged according to the following criteria:

- a. Technique
- b. Musicianship
- c. Difficulty of repertoire

The number of compositions, technical exercises studied during the semester, and progress from one semester to the next will also be taken into consideration. The student may review the grade and comments of jurors at any time. Jury sheets are kept in the office.

The student will be graded as follows:

- Pass with distinction
- Pass
- Pass with reservation
- Fail

In case a student passes with reservation or fails to pass the examination, he/she will be required to perform either the unsatisfactory part of the exam or the complete examination during the third week of the following semester.

### **PIANO PROFICIENCY:**

Each music education major must pass a piano proficiency examination in order to graduate. For information about requirements, consult with members of the piano faculty.

**PIANO:** For students with limited piano skills, it is required they take class piano or private piano lessons to develop piano skills which will benefit them in theory studies and passing the piano proficiency exam.

### SENIOR RECITAL:

Each student must present a vocal or instrumental recital or write a thesis in major area of concentration (music history, music theory, or another area approved by the faculty) during the spring semester of their junior year or the fall semester of their senior year. For Senior Recital guidelines, including program format, room reservation and other requirements please see your private lesson instructor or pick up the Recital Guidelines sheet available in the office.

**SENIOR RESUMES:** Senior Music Education Majors must complete a resume for the Education Department before they begin their student teaching and submit a copy of their resume to the office of the department of music to include in their file.

### RECITAL PARTICIPATION:

- a) Music education majors are required to participate in at a recital on their principle instrument during each semester except for the semester they are engaged in student teaching.
- b) Performance selections are due in the office two weeks prior to the recital date. It is the student's responsibility to provide this information in writing to their instructor. After consultation with and approval by the instructor the information is submitted to the office to be included in the program.
- c) If program selections are not submitted by the deadline, the information **will not be on the program.**

### RECITAL ATTENDANCE:

**Music majors** are *required* to attend a total of five recitals/concerts during a semester, to total 40 for graduation. All Department of Music sponsored concerts will count toward this requirement. Other requirements follow:

- a) Four of these performances **must** be on-campus events. Acceptance of one attendance at a professional performance off-campus is subject to the approval of the faculty.  
**Note:** Attendance of high school concerts, musicals, etc. will not qualify.
- b) Students should verify accuracy of the posted number of recital attendances at midterm during each semester.
- c) Completion of this recital attendance policy is **necessary for graduation. Non-fulfillment of this policy becomes part of the students' permanent record.**
- d) Credit will be recorded in the department office when the student brings a recital program that has been signed by a music department faculty member that is in attendance at the concert.

### ENSEMBLE PARTICIPATION:

The Ensembles of the Department of Music are open to all qualified students by audition. It is at the discretion of the director of each ensemble to set performance standards and admit (or reject) students accordingly. The repertoire of the ensembles comprises representative compositions from all eras. All ensembles perform in concert at the University and in the Greater Cincinnati area.

**Music Education Majors** are required to participate in a large ensemble as follows:

<b>Concentration</b>	<b>Ensemble</b>
Voice	Concert Choir, Women's Chorus
Wind/Percussion	Symphonic Wind Ensemble
Strings	Chamber Orchestra
Keyboard	Any of the above by audition or piano ensemble

It is further required of the music education major that in the **spring semester of their junior year** (or another semester as approved by their advisor) they will participate in a small ensemble according to their principle instrument as follows:

<b>Concentration</b>	<b>Ensemble</b>
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Voice	Edgecliff Vocal Ensemble
Wind/Percussion	Brass Ensemble, Chamber Winds, Percussion Ensemble, Jazz Ensemble
Strings	Chamber Music
Keyboard	Piano Ensemble, Chamber Ensemble

**Please Note: One hour credit is given for participation in an ensemble. Students are expected to attend all rehearsals and performances.**

**ILLNESS:**

Students who are ill and miss classes must provide a written excuse from their doctor or the XU Health and Counseling Center upon their return.

**POSTING:**

Each student is responsible to regularly read announcements on bulletin boards in Edgecliff Hall basement, and in the Music Center Building lobby.

Final exams in applied music and the list of student advisor assignments are posted each semester.