To: Music Faculty and Music Students
From: Dr. David Keith, Dean
Re: Handbook

INTRODUCTION

Welcome to Mercer University. For 184 years, Mercer has developed a proud heritage and tradition of excellence in higher education. This same intensity of purpose is found in Townsend School of Music where the nurturing of solid musicianship is cultivated within a rich liberal arts environment. This handbook has been designed as a supplement to the Mercer University Bulletin to acquaint you with policies and guidelines of the School of Music. It serves as an aid to students in planning their activities in the School of Music. Concerns, questions, and challenges encountered during the process of your music study at Mercer should be addressed first to your music faculty advisor, secondly to the Director of Undergraduate Studies, Dr. Douglas Hill, and finally to the Dean of the Townsend School of Music, Dr. David Keith.

MERCER UNIVERSITY MISSION STATEMENT

Mercer University's mission is to teach, to learn, to create, to discover, to inspire, to empower and to serve.

In fulfilling this mission, the University supports undergraduate, graduate, and professional learning as well as basic research and its application in service to others. As a university committed to excellence and innovation, Mercer challenges members of its community to meet and exceed high standards in their teaching, learning, research, scholarship and service.

Founded by Baptists in 1833, Mercer is an independent university that remains grounded in a tradition that embraces freedom of the mind and spirit, cherishes the equal worth of every individual, and commits to serving the needs of humankind. As a reflection of this heritage:

- We encourage our students to discover and develop fully their unique combination of gifts and talents to become leaders who make a positive difference in the world.
- We seek to inspire members of our community to live virtuous and meaningful lives by using their gifts and talents to serve the needs of humankind as an expression of their love for God and neighbor.
- We seek to enrich the mind and spirit by promoting and facilitating an open and rigorous search for truth and understanding, including an examination of the moral, religious and ethical questions of this and every age.

- We affirm and respect the dignity and sacred worth of every person and celebrate both our commonalities and our differences.

**TOWNSEND SCHOOL OF MUSIC MISSION STATEMENT**

Townsend School of Music fosters excellence in musical learning within the context of a comprehensive university environment. Undergraduate and graduate studies prepare musicians for careers in performance, music education, church music, and musical scholarship.

As an institutional member of the National Association of Schools of Music, Mercer University assures that students receive a quality musical education from a School that has met the recognized standards of this organization.
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I. **POLICIES**

A. **Music Advisors**

The music student will meet each term with an assigned Music faculty advisor to discuss curriculum planning and other matters of concern to the student. It is important to realize that it is the student’s responsibility to follow all guidelines in the Mercer University Bulletin. The faculty advisor is provided to enhance the guidance given in the Bulletin. Every entering freshman intending to major in another area in addition to music must be assigned a faculty advisor from the other College. If no advisor is assigned, the student should immediately contact the Dean of that College to request a secondary academic advisor in the additional area of study.

B. **Advice for Freshmen and Transfers**

1. Students who plan to major in music must take Music Theory (MUS 105 - 3 hours of credit) in the fall semester in conjunction with Basic Musicianship I (MUS 111 - 1 hour of credit) and Class Piano I (MUS 109 - 1 hour of credit, except keyboard students see No. 2 below). These students must also register for one credit hour of applied music in their specialties (voice, wind instruments, piano, organ, etc.), and register for a large group ensemble (MUS 182, 183, 191, 192, 197).

2. Keyboard students (piano or organ majors) should register for MUS 139 (Organ/Harpsichord Skills) or MUS 121 (Sight-reading Skills I) instead of MUS 109 since the Class Piano I course is intended for students who have little or no experience with piano or organ. Thus, organ students should register for MUS 139 and piano students should register for MUS 121.

3. Given the heavy schedule of music courses, most music majors will take fewer courses in general education during their first year. General education courses are necessarily spread out over the four years to a greater extent than is the case for most students.

4. Transfer students who wish to be admitted to the music program must take a music theory placement examination. Transfer credits and advanced placement credit in music theory will be accepted contingent upon examination. This will ensure that the student is placed in the appropriate music theory course based on ability.

5. Students must audition before enrolling for applied music lessons. Students who have been heard by the music faculty prior to the beginning of the fall term need not audition again. All students (majors and non-majors) enrolling in applied lessons at the beginning of the new semester must fill out and submit an "Applied Lesson Card" to the Music Office before the open registration period ends. After consultation with the area coordinators, the Administrative Assistant will give the appropriate cards to the applied music teachers who will post their lesson schedules for the new semester on their studio doors during the first week of the academic year.
6. Intended music majors are required to attend a minimum of 150 recitals in order to graduate (see Recital Attendance Requirement on page 16).

7. Intended music majors must participate in at least one major ensemble per semester during all four years at Mercer (see I.K. Scholarship Renewal).

8. Music scholarship students must fulfill all of the requirements as stated in the letter of scholarship notification that was signed.

9. Music students must have a responsibility first to the music program within the School of Music over all outside performance opportunities.

10. School of Music Convocation for all music students will take place in the Fall semester on the first Thursday of classes at 3 p.m. in the Neva Langley Fickling Hall in the McCorkle Music Building. Announcements and practice room assignments will take place at that time.

11. Transfer students entering the Townsend School of Music with greater than 30 hours of collegiate credit (including dual enrollment students):

   a. Students with two completed composition courses will be granted transfer credit for INT 101 (4 hours), receive general elective credits (3 hours) towards graduation, and have satisfied the WRT 120-Intro to Research and Writing in Music requirement. Only CLA double majors are required to enroll in INT 201.

   b. Students with only one composition course will be granted credit based on their term of entry. Students entering in a summer or fall semester are required to enroll in INT 101 in their first fall semester, and upon completing INT 101 CLA double majors must take INT 201. They will be credited as having completed the WRT 120-Intro to Research and Writing requirement and will be granted general elective credits (3 hours) towards graduation. Students entering in a spring semester are required to enroll that semester in a course with a WRT-Intro to Research in Writing co-requisite, and upon completing that course CLA double majors must take INT 201. They will be given transfer credit for INT 101.

   c. Students who qualify as sophomores and who have not completed any composition courses will be required to enroll in INT 101, a course with a WRT-Intro to Research in Writing co-requisite and INT 201 if they are a CLA double major.

   d. Students who qualify as juniors or seniors and who have not completed any composition courses will be required to complete two courses with a WRT-Intro to Research in Writing co-requisite and INT 201 if they are a CLA double major.
C. Admission to Music Study/Acceptance to Music Major

1. An applied music audition and musicianship/sight singing exam is required for incoming students who plan to major in music. The faculty will complete an Audition for Admission to School of Music form and, if appropriate, recommend acceptance into the freshman-year sequence of music courses. Transfer students must also be examined in the following areas: music theory, musicianship and keyboard. The following is a list of audition requirements by area:

**Voice:** First-year intended voice majors must prepare two contrasting pieces, to be performed from memory. The pieces performed should be taken from the standard classical, traditional, sacred, or Broadway styles. All transfer students at the second-year level of vocal study pursuing the BA or BME degrees must prepare three (3) pieces from the standard classical repertoire: one in English, one in either: Spanish, French, German, Italian, or Latin, and one in a foreign language other than those languages listed above. All transfer students at the 3rd or 4th year level, and all potential voice performance (Bachelor of Music) transfer students (2nd-4th year) must prepare five pieces from the standard classical repertoire which include English and two or three foreign languages. Students should bring the sheet music for their pieces with them; an accompanist will be provided. Students will be asked to sight sing and take a music theory placement test. After auditioning, there will be a short interview with the voice faculty.

**Winds:** Students auditioning should prepare two contrasting pieces displaying both lyrical and technical proficiency. Repertoire for an audition may include studies/etudes, orchestral excerpts, sonatas or concerto literature. Students should prepare all major scales/arpeggios and expect to play a short sightreading excerpt on the chosen instrument. Students will also be asked to sight sing and take a music theory placement exam.

**Strings:** Students interested in pursuing a Performance degree through the Robert McDuffie Center for Strings should contact the Center for more information.

**Piano:** Pianists will perform two contrasting pieces, preferably from memory for the audition. The following examples indicate the minimum difficulty:

- Bach 2 Part Inventions
- Haydn or Mozart Sonata Movement
- Chopin Nocturne, Waltz, or Polonaise (Op. 26 Nos. 1 and 2)
- Bartok Dances in Bulgarian Rhythm from Vol. 6 of Mikrokosmos
- Schumann Scenes from Childhood, Op. 15

Students should be able to play all major and minor scales/arpeggios and will be asked to sightread a short excerpt. Questions about appropriate repertoire should be directed to any piano faculty member.
Organ: Applicants should prepare:
- Three pieces in contrasting styles (preferably one major free work of J.S. Bach, plus two pieces from the 19th-21st centuries);
- A hymn (include introduction and two stanzas, the last two of which should include a re-harmonization;
- Sight read a hymn.

Guitar: Candidates for guitar study should be able to play all scales, studies corresponding in difficulty to those of Sor and Carcassi, and perform two contrasting solo works from memory. Students will be asked to sightread and should have a knowledge of music theory.

Percussion: Percussionists should prepare a mallet solo (2 or 4 mallets) and a selection on each of the following instruments: timpani, snare drum, and/or multiple percussion. A drum set selection may be presented if applicable. Sight-reading will be requested on timpani, mallets and snare drum. Students will be asked to sight sing and take a music theory placement exam.

2. Prior to juries in the Spring Semester of the freshman year, each music student will be reviewed by the faculty using the Acceptance to Music Major form. The applied teacher, advisor, and music theory teacher will sign off on the form for formal acceptance into the various music degrees available in the Townsend School of Music. Notification of acceptance or denial will be sent to the student and advisor in May of each academic year.

3. Voice majors will follow the guidelines found in Section II.C.8. in preparing the repertoire specified for the second-semester “barrier” jury. Successful performance of this repertoire at the jury is required for the voice faculty to approve the student for acceptance to the music major/upper level study.

4. A student who wishes to pursue a Bachelor of Music in Performance degree must perform a 15-minute program before the appropriate music faculty in the area of specialization no later than the spring semester jury in their freshman year and receive the approval from that group.

D. Music Minor Study

1. The requirements for completion of a Music Minor include the following twenty credits: Successful completion of an entrance audition and musicianship examination; completion of twenty credit hours in the following Townsend School of Music courses – MUS 105, 106, Music Theory I and II (6 hours); 4 hours of ensemble participation chosen from MUS 182, 183, 185, 191, 192, 196, or 197 (entrance audition required for each ensemble); 6 hours from MUS 402 and 403; MUS 170, 4 hours of applied study dependent upon faculty availability and approval by the Dean; applied music fee required each semester.

2. Music Industry Minor. The requirements for completion of a music industry minor include the following nineteen credits: Successful completion of an entrance audition and musicianship examination; completion of the following Townsend School of Music courses – MUS 105 Music Theory I (3 hours); MUS 109 Class Piano (1 hour); MUS 151
Understanding Music (3 hours); MUS 357 Music Technology (3 hours); MUS 479 Music Business (3 hours); MUS 480.001 Special Topics Recording Workshop I (3 hours); MUS 480.002 Special Topics Recording Workshop II (3 hours). A lab fee is required for each Recording Workshop course.

3. Music minors are expected to practice one hour each day.

E. Applied Music Lessons/Applied Music Examinations

1. Students who wish to take applied music lessons must audition before registering as a major, minor, or elective. A limited number of students can be accepted for elective applied lessons in music. Students must be taking other courses at Mercer in order to be eligible to take lessons. Exceptions must be cleared with the Music Dean. Auditions are usually administered by the music faculty member in the appropriate instrumental or vocal area throughout the academic year. Two contrasting musical selections may be offered for the audition.

2. Students may enroll for 30 minutes of instruction per week (if a non-major) for one hour of credit or 60 minutes of instruction per week for one hour of credit (if a music major). Bachelor of Music applied music courses numbered 265-465, 266-466, 267-467, 268-468, and 269-469 receive 60 minutes of lesson time per week for three hours of credit. Applied music fees are listed under Financial Information in the University Bulletin.

3. Applied music examinations will be given at the end of each semester for all students enrolled in applied music lessons.

4. Students should complete Jury Examination forms prior to the jury examination and submit them to the examination committee before the jury starts. Each area (vocal, instrumental, keyboard) have different requirements regarding Jury Examination forms; instructions are available in the Music Office. All scales and repertoire studied that semester must be included on these forms.

5. Students should check the technical and repertoire guidelines for the given area of applied study in the handbook.

6. Two or more faculty in the appropriate applied area will write jury comment sheets that will become a part of the student’s permanent file.

7. The jury examination letter grade will be submitted to the appropriate applied studio teacher for consideration in calculating the final grade for that term. The applied studio teacher must assign a final term grade not greater or less than one letter grade difference from the jury examination grade. Evaluation of practical musical development is an admittedly complicated process involving the perception of a student’s effort, progress and innate ability. Descriptive words are placed by letter grades given in an attempt to clarify perception of grade quality.

   A - Outstanding
   B - Above Average
   C - Average
D - Average Minus
F – Unacceptable

Studio Grading Evaluation is based on:
- Talent - imagination, creativity, musical competency, facility.
- Improvement - compared with previous knowledge, training, skills.
- Completion of normal expectations - effort, repertoire learned, attendance, attitude.

8. Students are expected to attend all scheduled applied studio lessons. It is necessary to seek permission for absence from the professor 24 hours in advance in order to receive a make-up lesson. Unexpected absences due to personal illness require a medical excuse in order to receive a make-up lesson. In the event the professor is absent, he/she will make every attempt to contact the student and will schedule the necessary make-up lesson accordingly.

9. Applied music lessons will be taught on a weekly basis beginning with the first regular complete week of classes. An applied music professor may schedule applied music lessons during an incomplete week of class that may begin or end a school term.

10. Applied music students should give a copy of their class schedule to their applied music teacher(s) as soon as possible following class registration. Applied music professors will notify their students of lesson time either by campus mail, by phone, or by the posting of a studio lesson schedule on a bulletin board near the studio door. No make-up lessons will be given for those lessons missed by students who are not prompt in supplying their applied music professor(s) with a copy of their class schedules.

F. Solo Performance Opportunities

1. Recital Hour – Thursdays, 3:00 p.m., Neva Langley Fickling Hall, McCorkle Music Building.

2. School of Music Recitals – scheduled at beginning of each semester; see Recital Hour sign-up book for dates and sign up in the Music Office, Neva Langley Fickling Hall, McCorkle Music Building.

3. Substantial School of Music non-required recitals may function as the applied jury for the semester that the recital is given with the permission of the applied professor and the Music Dean. Two music faculty members must attend the recital and assign a grade.

G. Student Chamber Music Recital/Prize

1. A student chamber music recital/competition for undergraduates may be held each Spring contingent upon funding. Students may perform in the concert without entering the competition or they may compete for a monetary prize (budget allowing) to be shared by
the members of the winning ensemble. Entry forms for the recital competition are available in the Music Office. Competitors will abide by the following guidelines:

Performance of a composition written for piano duos or larger chamber ensembles (vocalists and instrumentalists must have at least 3 people in a group);

a. The participating ensemble must be recommended and coached by a music faculty member during the semester of the chamber music recital;

b. The ensemble will be comprised only of undergraduate student performers. Entry forms for the recital competition are available in the Music Office.

H. Senior Projects and Junior Recitals

Students who have not passed MUS 210, Class Piano IV by the end of their junior year will not be allowed to process a Senior Project request form. No senior project will be scheduled in a given academic year unless this requirement is met. All students are required to enroll in applied lessons during the semester their recital is being presented.

Student Recital Rules

Student recitals may only be scheduled at the following times based on availability:

- Mondays at 5:30 p.m.
- Tuesdays at 3 p.m. (Center students get priority)
- Thursdays at 3 p.m.
- Friday afternoons at 3:00 p.m. and 4:30 p.m.
- *Exception:* Graduate with ensembles
- No receptions
- No intermission
- Program template turned in to office at least two weeks before recital (office sends link to student when date is set)
- Undergraduate Hearing form should indicate payment ($35 check for audio and printing costs), stage setup, program presented and approved
- “Adding” to a recital – reduction in grade

1. All senior project proposals (BA majors see description of degree for senior project options) must be submitted to the Dean of the School of Music no later than October 15th.

   a. Performance jury committee - applied music teacher and two others

   b. Bachelor of Arts research project committee School of Music advisor, and two other faculty members.

Upon receiving the proposal, the Area Chairs will appoint a Jury Committee to oversee the project. If the project is a recital (45- to 60-minute duration), the student must send a copy of the proposal to the Coordinator of Accompanying. Please note that failure to submit the proposal in a timely fashion will result in failure to graduate that particular year.
2. All Bachelor of Music junior recital proposals (30 minutes duration) must also be submitted to the Dean of the School of Music no later than October 15\textsuperscript{th}. The Dean of the School of Music must receive the proposal for the program (with time of each piece) before the deadline (a copy having been sent by the student to the Coordinator of Accompanying); the Area Chairs will then appoint a Jury Committee to oversee the recital. If the deadline is not met, the student will not be allowed to give a recital. After the proposal has been approved, any subsequent change(s) involving an accompanist must be approved by the Coordinator of Accompaniment.

3. All recital hearings must be held no later than two weeks prior to the proposed recital date and all written defenses must be scheduled no later than four weeks prior to the proposed presentation date; in addition, no such hearings or defenses will be scheduled after April 15.

4. The recital program must be submitted at the time of the recital hearing. Students must create their own program using only the template provided by the School of Music. Faculty will make any changes to the program and return it to the student for editing. Students will be responsible for final edits, and submit the finalized template to the Music Office for printing no later than 3 business days before the scheduled recital.

5. Student senior recitals should be approximately 45 to 60 minutes in length and should display the student's thorough knowledge of several styles indigenous to the given performance area. Voice majors, moreover, must demonstrate in the senior recital proficiency in French, German, and Italian.

I. Check List - Preparing for Recital

1. Submit proposed recital program to the Dean of the School of Music and Coordinator of Accompanying by October 15\textsuperscript{th}.

2. Make sure that the recital date requested is available on the School of Music Calendar and is properly reserved. Avoid scheduling a recital date which conflicts with other activities sponsored by the School of Music, including but not limited to ensemble concerts and dress rehearsals, faculty recitals, or guest artist recitals.

3. Map out a rehearsal schedule with your accompanist to prepare for the recital in a timely manner. Students wishing to present a non-required recital will need to schedule an accompanist with the Coordinator of Collaborative Piano. They will need to submit the accompanying form with a check for $150 no less than two weeks before the performance date. The fee will cover up to 4 hours rehearsal in addition to the recital and dress rehearsal. Failure to pay the fee will result in a hold being placed on the student’s grades for the semester.

4. Try repertoire out in Recital Hour and on School of Music Thursday recitals.
5. Schedule the official Recital Hearing to be held at least two weeks prior to the recital.

6. Prepare program for Recital Hearing using approved School of Music template. Upon successful completion of the hearing, student is responsible for submitting the completed and approved program to the Music office no later than two weeks prior to the scheduled recital date. The School of Music does not provide paper or copying services for student recitals.

7. Schedule the Neva Langley Fickling Hall with the Music Office for appropriate rehearsal times.

8. Once your recital has been officially scheduled by the Music Office, arrange to meet with Dr. Ian Altman to enter your recital date on his calendar. A fee of $25.00 is required for the audio recording of recitals. An additional fee, arranged through Dr. Altman, is required for the video recording of recitals. A check payable to Townsend School of Music Undergraduate Studies is to be submitted to the Music Secretary no later than 30 days prior to the recital. A member of the recording studio staff will record each approved performance for which the recording fee has been submitted. Staff members will be available thirty (30) minutes before the performance to assist with pre-concert setup of recording equipment, and for thirty (30) minutes following the concert to assist with recording equipment break-down and storage.

9. The person presenting the recital is expected to acquire ushers.

10. Performers should dress in a manner that reflects respect for the occasion and the music that is being presented.

J. **School Accompanists: Allocation of Hours**

The following times will be weekly or as needed (Junior, Senior recitals, juries) determined by the Dean, the Applied Teacher and the Director of Collaborative Studies.

1. Applied Voice Majors (BM., BME., BA)
   - 30 minutes in studio
   - 30 minutes in rehearsal

2. Applied Instrumental Majors (BM., BME., BA)
   - 30 minutes in studio
   - 30 minutes in rehearsal

Instrumental and vocal students must submit their recital proposal form no later than **October 15** with the calendar date already cleared with the applied teacher, the collaborative pianist and the administrative assistant. Please do not set a date without checking with all of the above! The school does not provide a pianist for non-required recitals.

The collaborative pianist assigned to you must be given all of your music no later than three (3) weeks before the performance date. Please always be professionally courteous.
and notify your pianist if you cannot be at a rehearsal or lesson. **They are not required to rearrange or makeup rehearsal or lesson times.**

Voice majors must have all music made available and in a black 3 ring binder with all translations transferred into the music for the pianist. The collaborative pianist will make an audio recording of your accompaniment if this is suggested by the applied teacher.

Students wishing to present a non-required recital will need to schedule a pianist with the Coordinator of Collaborative Studies. The student must submit a recital form including a fee of $150.00 two weeks before the performance date. The fee will cover up to 4 hours rehearsal in addition to the Recital and Dress Rehearsal. Failure to pay the fee will result in a hold being placed on the student’s grades for the semester.

K. **Music Scholarship/Accompanying Responsibilities**

**Music Scholarship Renewal**

1. **Music Scholarship Responsibilities and Conditions for Music Majors**
   
   a. Be a declared music major, be registered in the proper courses for the major, and be a full-time student.
   
   b. Be enrolled in a 60-minute lesson each semester, follow the advice of your teacher, and work to the best of your ability in applied music. You further agree that you will not perform outside the School (solo or groups) without seeking the advice and consent of your applied teacher.
   
   c. Perform to the best of your ability (as judged by your professors) in all School academic subjects.
   
   d. Keyboard major - Assist the School by accompanying as set forth in School policy.
   
   e. Maintain at least a 3.0 average in your applied area and a 2.0 overall average.
   
   f. Voice major - Participate in various Mercer University choral groups as designated by the Director and adhere to the attendance policies of these groups including performances and assist Director of Choral Studies with various organizational duties.
   
   g. Instrumental major - Rehearse and perform with the Mercer University Wind Ensemble, Mercer University Orchestra, or other ensembles as assigned by the Director of Instrumental Ensembles. Assist with special recruitment projects as necessary.

2. **Music Scholarship Responsibilities and Conditions for Non-Music Majors**
a. Register for 1 hour credit in MUS 170 and work to the best of your ability in applied music.

b. Rehearse and perform with the Mercer University Wind Ensemble, Mercer University Jazz Ensemble, Mercer Singers, University Choir or other ensembles as assigned by the Director of Instrumental Ensembles or Director of Choral Activities.

3. Accompanying Responsibilities

As an integral part of their musical education and as a scholarship condition, all keyboard majors and advanced non-music majors taking keyboard lessons will be required to accompany applied music students in the vocal or instrumental areas. To be sure that this matter is both fair and effective, guidelines for students and faculty are set forth as follows:

a. Sophomores will be assigned one student, unless the musical scholarship given indicates the assignment of more students. Students with no previous accompanying experience may or may not be assigned to a student. Those students not assigned will be given other work to help gain some experience in this area.

b. Juniors and seniors will be assigned accompanying duties under the advisement of the Coordinator of Collaborative Piano. Opportunities are available to play for certain ensembles. This responsibility will be considered as the equivalent of one student and is encouraged as an important part of musical growth.

c. Those students who are paid for accompanying through work-study must do such accompanying in addition to the above requirements.

d. The Coordinator of Collaborative Piano will be responsible for the coaching of assigned pieces. However, all keyboard faculty will be responsible for assisting their students in the preparation of accompaniments as needed.

e. All instructors are expected to report promptly the names of their major and advanced non-majors to the Coordinator of Accompaniment at the beginning of each semester. Non-keyboard applied teachers should also be prompt in giving to the Coordinator of Accompaniment the names of their students who need accompaniments.

4. Guidelines For Music Scholarship Renewal

Music scholarships will be renewed only after formal consideration by the Music faculty. This consideration will be made early in the Spring semester and will be based on the student's work in the School and progress during the year. The Dean will follow the recommendation of the faculty insofar as practicable but reserves the right to make all final decisions concerning renewal or non-renewal of a given scholarship independent of any recommendation. Moreover, renewal of all scholarships is subject to the availability of funds. Notification of scholarship renewal will take place following April 1.
Matters to be considered in this decision are as follows:

a. Recommendation of the jury committee.

b. Recommendation of applied music instructor.

c. Recommendation of appropriate ensemble directors. Students are reminded that music scholarship recipients are expected to participate in designated ensembles.

d. Recommendation from instructors of music courses in which the student is enrolled.

e. The student's grade point average.

f. For students who are recipients of functional scholarships such as band, accompanying, etc., the recommendation of the faculty member in charge of that activity will weigh heavily.

L. **School of Music Recital Hour**

Recital Hour will provide an opportunity for students to engage in performance activities in front of their peers and develop their public performance skills. It is expected that music students will perform in Recital Hour at least once each semester.

Recitals will be scheduled on Thursdays throughout each semester at 3:00 – 4:00 p.m. The students will gather for Recital Hour and Student Recitals and Performances (which are noted below) in the Neva Fickling Recital Hall with the exception of organ majors, who will meet in Newton Chapel. Music minors and non-majors who are studying privately are encouraged to attend.

**Student Recitals/Performances**

As noted above, Student Recitals and Performances will take place in the Neva Langley Fickling Hall. Student Recitals are a formal presentation by the School of Music and **attendance is mandatory for all students**. The formal recitals will be divided into three 15-minute segments—instrumental, keyboard, and vocal. It will be the responsibility of each Division Chair to assign students for those performing segments. This is a formal recital and performers are expected to wear appropriate dress. The remaining performance meeting times are open to anyone and students are encouraged to perform as often as possible.

At times, not to exceed four in the academic year, the Dean can designate either the Tuesday or the Thursday period as a School of Music Masterclass for all students. Normal weekly routine will be suspended for these Masterclasses. It is expected that these Masterclass dates will be determined and agreed upon by the faculty at the beginning of each semester. This will afford an opportunity for all students to benefit from a master
teacher/performer or visiting ensemble. All Students will meet the first Thursday of the new semester in the Fickling Recital Hall.

M. **Practice Room Assignment**

On the first Thursday of classes at the beginning of the term, practice room assignments are made following the 3:00 p.m. convocation in the Neva Langley Fickling Hall in the McCorkle Music Building. The meeting will include important announcements for the term and will conclude with practice room sign-up. The following rules apply to practice room scheduling:

Each student will be allowed a maximum dedicated time of 4 hours per day:
- **2 hours in Prime Time (10:00 a.m.-5:00 p.m.)**
- **2 hours during other times**

**No** more than 2 consecutive hours may be reserved at any given time. Students leaving instrument(s) and equipment **in a practice room longer than 10 minutes**, **may have the instrument/equipment removed** so another student can utilize the room.

Practice rooms with grand pianos are reserved for applied piano students and for chamber music.

*If a student finds a scheduled room unoccupied, she/he is at liberty to use the room for the scheduled hour if the person of reservation arrives later than 10 minutes after the hour.*

Following the initial sign-up period, if practice room hours remain unclaimed, additional hours may be claimed by students on a first-come, first-served basis.

It is urged that students observe their practice schedule conscientiously. Practice rooms should be kept clean. Equipment, including chairs and stands, should not be removed from rooms.

Routine maintenance problems with practice pianos are handled as a matter of course by the tuner-technician at the time of bi-annual tunings. However, substantial problems with the practice instruments or with the practice rooms themselves should be reported to the Music Office.

N. **Music Technology**

Any student may enroll in Music Technology (MUS 357).

O. **School of Music Honors**

1. **Graduating seniors** may be invited by the School of Music faculty to attain School Honors in Music by completing the following requirements:

   a. Maintain an overall 3.5 grade point average in music.
b. Present an honors project that is pursued and completed on a level significantly higher than would normally be required for a senior project. The project should be submitted to the Music Dean no later than October 15. In the case of the Bachelor of Music in Performance degree, the project must be a recital that is appropriate in repertoire level and performance standard for honors consideration.

2. **Honors Day** – During Spring semester, the School of Music faculty select undergraduate music majors to receive awards at the University Honors Day ceremony held in April. The following guidelines are used for selection of honorees:

   a. **Academic Excellence in Music** – graduating senior with the highest overall Grade Point Average (GPA), including transfer credits. One honoree.

   b. **Excellence in Performance** – graduating seniors whose performance skills in applied music are of a superior quality, both in technique and artistry. No numerical limit on honorees.

   c. **General Excellence in Music** – graduating seniors who have given outstanding service to the School of Music and who have assumed leadership roles within the School, while maintaining high standards in the applied and academic study of music. (Students must have a minimum GPA of 3.0 in music courses). No numerical limit on honorees.

3. **Honors Recital** – Each year, the School of Music faculty invite selected students to perform on the Honors Recital, given in Fickling Hall in the evening. The following guidelines are used in choosing performers for the recital:

   a. Participants in the Honors Recital must be undergraduate music majors in their sophomore, junior or senior year of study.

   b. Selection is based on excellence in performance in the applied area, evaluated at the previous semester’s juried examination as well as during the current semester. Students who exhibit outstanding progress in their applied areas as well as students who consistently perform at a superior level are eligible.

   c. Performers who are soloists only, not chamber groups.

   d. The faculty in each area (Vocal, Instrumental, Keyboard, and Strings) will reach a consensus and nominate one performer from each area to be approved by the full music faculty.

   e. Students may perform on the Honors Recital only once during their enrollment at TSM.

P. **Non-Music Majors**

1. The School of Music welcomes participation by non-music majors in coursework, lessons, ensembles, and recital attendance.
2. Audition schedules for ensembles are posted before registration and students are urged to audition. All qualified students are invited to participate in the Music School activities.

3. The student may enroll in Elements of Music (MUS 104), Understanding Music (MUS 151), or three hours of applied music lessons (MUS 170) to satisfy the Humanities and Fine Arts courses for the General Education Program. Any student wishing to register for theory must take the theory placement test before registration. Any applied study for credit will include a performance examination.

4. Some non-majors are awarded instrumental and vocal scholarships that require participation in the ensembles. Instrumentalists who have a non-major scholarship must register for MUS 191 or MUS 192. Instrumental students are also required to register for one credit hour of instruction in instrumental applied music - MUS 170. Vocalists must audition for the choral program and register for MUS 182, 183, or 197.

Q. **Collegiate National Association for Music Educators (CNAfME)**

Collegiate National Association for Music Educators is a national student organization sponsored by the National Association for Music Educators. NAfME was founded in 1907, and boasts a membership of more than 75,000 active, retired, and pre-service music teachers. NAfME serves millions of students nationwide through activities at all teaching levels, from preschool to graduate school. Chapter #899 at Mercer University was founded in September 1979. All music education majors and other music students are encouraged to participate in the chapter.

R. **Mu Phi Epsilon**

Mu Phi Epsilon is an International Professional Music Fraternity; its purposes are the recognition of scholarship and musicianship and the promotion of friendship. Its goals are the advancement of music throughout the world, the promotion of musicianship and scholarship, loyalty to one's alma mater and the development of a true bond of friendship. The Fraternity is composed of collegiate chapters, alumni chapters and allied members. Founded in 1903, Mu Phi has 136 collegiate chapters, 74 alumni chapters and more than 75,000 members. The Delta Tau chapter of Mu Phi Epsilon at Mercer University was founded in April 2001. The Delta Tau chapter encourages all music majors and minors who have successfully completed one semester of music theory to participate in formal recruitment each Spring semester. All candidates for membership must have a 3.0 GPA in their music courses.

S. **Ensemble Dress Rehearsal Policy**

The evenings before ensemble concerts are reserved for ensemble dress rehearsals. Class events and student recitals are not to be scheduled in conflict with ensemble dress rehearsals.
T. **Academic Grievance Procedure (see link below)**

All formal student grievances must be submitted in writing and should be accompanied by relevant documentation. The written request should include the following:

A. A succinct statement of the reason for the complaint including specific information as to the grounds for the complaint

B. Identification of individuals involved

C. Desired resolution

The receiver of the formal grievance must evaluate the request, then respond in writing to the student registering the complaint and to other parties having a need to know. All information and documentation related to the complaint becomes the record of the complaint and must be retained for an indefinite period of time and in accordance with the University policy for the security of student records held in offices.

Decisions related to formal grievances/complaints can be appealed up to specific levels. Receivers of formal grievances/complaints should outline the recourse available to the student for appeal. All appeals are considered formal and must follow the proper procedure.

All formal student grievances at all levels are tracked using the Reporting Form for Formal Student Grievances/Complaints. The completed form is submitted regularly on the last work day during the months of September, November, January, March, May, and July. The completed form is submitted to the Office of the Provost, which serves as the repository for the information.

For additional information about the Academic Grievance Procedure, please visit pages 30-33: [http://provost.mercer.edu/handbooks/studenthandbook.cfm](http://provost.mercer.edu/handbooks/studenthandbook.cfm)

U. **Sexual Harassment Policy (See link below)**

[http://www.mercer.edu/humanresources/PoliciesandProceduresManual.PDF](http://www.mercer.edu/humanresources/PoliciesandProceduresManual.PDF)

V. **Honor System**

Mercer University strives to be a community of respect that includes respect for academic integrity. Students operate under an honor system and will exhibit the values of honesty, trustworthiness, and fairness regarding all academic matters. Students, faculty, and staff are expected to report any violations in the forms of, but not limited to, cheating, plagiarism, and academic dishonesty to the honor council appropriate for their campus and program.
Procedures related to Honor Systems and Academic Integrity are outlined in the specific handbooks for each campus and can be found on the Provost website at http://provost.mercer.edu/handbooks.

W. Cell Phone Policy

Out of courtesy for all those participating in the learning experience, all cell phones and pagers must be turned off before entering any classroom, lab, or formal academic or performance event. The faculty or staff member in charge of the class, lab, or academic/performance event is responsible for ensuring that their cell phone number has been registered for emergency text alerting and for monitoring their cell phone for emergency text messages.

X. Disability Statement

ACCESS and Accommodation Services for Students

Mercer University is committed to making all of its programs, services and activities fully accessible to qualified students with disabilities. Students requesting to be recognized as a person with a disability or requesting accommodations for a diagnosed physical, medical, psychological or learning disability must first self-identify by registering with ACCESS and Accommodation Services. Appropriate and reasonable accommodations will be determined on a case-by-case basis upon review of the submitted documentation. The Office of ACCESS and Accommodation for students also offers voter registration information and assistance.

Please report any problems for physical access, such as non-working elevators, to the Office of ACCESS and Accommodation immediately. Students who believe they have been discriminated against or denied access to a program or service because of a disability should contact the Office of ACCESS and Accommodation. Further information on policies, procedures and documentation requirements may be obtained by contacting the Director of ACCESS and Accommodation at 478-301-2778. All policies and procedures including Disability Grievance Procedures may be found at: http://studentaffairs.mercer.edu/disabilityservices/. Information on student responsibilities as they pertain to ACCESS can be found at: https://studentaffairs.mercer.edu/disabilityservices/students.cfm.

II. CURRICULUM

A. Description of Degrees Offered

1. Bachelor of Music in Performance

The Bachelor of Music in Performance degree is uniquely designed to allow a student to develop highly specialized technical skills and knowledge for an instrument or voice. Excellence as performers is the School's goal for all students; those majoring in
performance, however, are held to a higher standard of technical ability, artistry, and difficulty than those pursuing the other degrees offered in music.

The student takes approximately 65 percent of the required credits in the major area and in the supportive courses in music. The most distinctive feature of this degree is the double credit hours given for applied lessons from the sophomore year. This credit is assigned to compensate the student for the double amount of practice time spent to intensely prepare for the weekly applied lesson. The major areas of applied study include voice, piano, organ, harpsichord, orchestral instruments, wind instruments, percussion instruments, and guitar.

Individual performance skills are nurtured in weekly private lessons, weekly studio classes, weekly Recital Hour, monthly recitals, semester-end juried examinations, junior recitals, and senior recitals. Students are required to participate in at least one ensemble per semester, and most students perform in more than one. Large and small ensemble experiences are available in each applied music area. Other required courses specifically designed for this degree program include pedagogy of the instrument/voice and literature of the instrument/voice. Teaching in a discipline invariably leads to the synthesis of knowledge about the subject area as well as heightened clarity of communication of that knowledge.

Other required supportive courses in music for this degree consist of 39 credits in music theory, musicianship, keyboard skills, counterpoint, music history, and conducting. An additional 43 music elective credit hours must be chosen from large ensembles, applied music, and area specified electives within the School of Music. The general studies requirements are met by taking 39 credits of the Common Core and 3-6 credits from the Distributional Program or the Great Books Program within the College of Liberal Arts.

Additional requirements for this degree include attendance at 150 recitals during the undergraduate years of study, a 30-minute junior recital, and a 45- to 60-minute senior recital.

2. Bachelor of Music With Elective Studies In An Outside Field

This degree is uniquely designed to allow a student to develop highly specialized technical skills and knowledge for an instrument or voice. Excellence as performers is the School’s goal for students majoring in this degree. They are held to a higher standard of technical ability, artistry, and difficulty. In addition, students pursuing this degree will choose an area of elective study outside of music. Various options include: Business, English, Art, Communication, Psychology, and Theatre.

The student takes a minimum 60 required credits in the major area and supportive courses in music. The most distinctive feature of this degree is the double credit hours given for applied lessons from the sophomore year. This credit is assigned to compensate the student for the double amount of practice time spent to intensely prepare for the weekly applied lesson. The major areas of applied study include voice,
piano, organ, harpsichord, orchestral instruments, wind instruments, percussion instruments, and guitar.

Individual performance skills are nurtured in weekly private lessons, weekly studio classes, weekly Recital Hour, monthly recitals, semester-end juried examinations, junior recitals, and senior recitals. Students are required to participate in at least one ensemble per semester, and most students perform in more than one. Large and small ensemble experiences are available in each applied music area. Other required courses specifically designed for this degree program include pedagogy of the instrument/voice and literature of the instrument/voice. Teaching in a discipline invariably leads to the synthesis of knowledge about the subject area as well as heightened clarity of communication of that knowledge.

An additional 18 elective credit hours must be chosen from a field outside of music. The general studies requirements are met by taking 39 credits of the Common Core from the Distributional Program or the Great Books Program within the College of Liberal Arts.

Additional requirements for this degree include attendance at 150 recitals during the undergraduate years of study, a 30-minute junior recital, and a 45- to 60-minute senior recital.

3. Bachelor of Music Education

The Bachelor of Music Education degree provides undergraduate professional training for students intending careers in elementary and secondary school teaching of music. The unique aspect of this degree curriculum is the development of competencies in general, professional, and music educational concepts by taking required education courses in the School of Music and within the Tift College of Education.

Specific professional education courses comprise 18 percent of the curriculum. Offered within the Tift College of Education, these courses consist of Child and Adolescent Development, Cornerstone for the Profession, Psychology of Learning, and Introduction to Special Education. The final semester of student teaching is credited 12 hours.

The student takes 56 percent of the required credits in the major area of music education, performance, and basic musicianship courses. Uniquely designed courses for this degree covering music teaching concepts include music method classes, music technique classes, and advanced conducting classes.

Competencies in areas of musicianship are covered in music academic and applied classes within the School of Music. Required supportive courses in music consist of sequences in music theory, musicianship, and music history. Other supportive courses include counterpoint or orchestration, basic and advanced conducting.

Individual performance skills are nurtured in weekly private lessons, weekly studio classes, bi-weekly Recital Hour, semester-end juried examinations, and senior recitals.
Students are required to participate in at least one ensemble per semester. Large and small ensemble experiences are available in each applied music area.

Additional requirements for this degree include attendance at 150 recitals during the undergraduate years of study, and a senior recital. The senior recital usually consists of a 45- to 60-minute recital. The general studies requirements are met by taking 39 credits of the General Education Program.

Students must complete all music coursework, pass the GACE I Examination and be admitted into Teacher Education before enrolling in Student Teaching. As well, students must pass the GACE II Examination (Parts I and II with a minimum score of 220) and Student Teaching to meet the final requirements for state certification.

4. Bachelor of Arts in Music

The Bachelor of Arts in Music degree is specifically designed to permit a student to concentrate on music within the context of a liberal arts program. The unique feature of this degree is the approximately 36 percent required degree credits in music courses. This percentage allows the student ample opportunity to pursue music studies as well as a broad range of liberal arts subjects.

The required musicianship courses consist of music theory, advanced musicianship, conducting, three music history courses, and three music elective courses chosen from an array of course offerings within the School of Music. These courses can be selected from the following: MUS 221, 222, 223, 224, 258, 259, 336, 337, 341, 342, 350, 357, 359 or (if not selected in theory sequence) 201, 202, 402, 403 (if not selected in the history sequence). Twenty musical performance credits are required consisting of keyboard skills and applied music lessons.

The Common Core and the Minor or Additional Depth (15-19 credits) and General Studies (non-music) 14-21 credits must be taken to complete the credits for the BA in music. The 15 additional non-music elective credits numbered 300 or above are to be taken within the College of Liberal Arts or the candidate may choose a second major.

Additional requirements for this degree include attendance at 150 recitals during the undergraduate years of study, and a senior project (the student cannot count recitals in which they perform).

Students may elect a recital for the senior project or may choose a research project of appropriate depth which might involve any of the following:

a. The writing and presentation of a paper of 5,000 – 7,000 words with musical excerpts.

b. Any other project approved by the Dean of the School of Music.
c. The senior project may be interdisciplinary in topic, theme, or approach with the addition of a designated secondary advisory from the faculty of the College of Liberal Arts in the appropriate academic area.

Students should maintain a "B" average in the elected area of emphasis (music history, music theory, performance, etc.).

Research projects in music history and music theory must enroll in Special Topics 480 for the semester in which the project is submitted.

B. Further Requirements for Music Degrees

1. Music majors must pass MUS 210 Class Piano IV (or complete the keyboard proficiency requirements listed below), and the required musicianship proficiency standards within the Music Theory course sequence MUS 111, 112, 254, 255 established by the Townsend School of Music.

2. Keyboard Proficiency Requirements

   a. Play all major and minor scales (harmonic and melodic) - two octaves; hands together; ascending and descending using correct fingering

   b. Play all major and minor arpeggios -- two octaves; hands together; ascending and descending using correct fingering

   c. Play primary chords (I - IV - I - V7 - I) in all major and minor keys (root position only)

   d. Play diatonic chords in all major and minor keys as shown in the excerpt below, (Diatonic Chords) with correct fingering:
      I - III - VI - IV - V7 - I and I - III - VI - II6 - V7 – I

   e. Harmonize melodies using primary chords and transpose the harmonized melody up or down a whole or half step at sight

   f. Sight read two lines of an open vocal (octavo) – voice majors or instrumental score – instrumental majors.

   g. Perform a solo piano piece at Grade level 3, (Royal Conservatory Standards)

      Examples:
      Bach Minuets
3. All music degrees require a minimum of 15 hours in music courses numbered 300 or above.

4. Music majors in their senior year will undertake a major project in keeping with the program of studies within the major. The project will be planned in consultation with the student’s applied music teacher or School advisor, as appropriate, and the plan will be submitted for School approval no later than October 15 of the fall semester of the senior year.

5. Music majors are required to attend a minimum of 150 recitals in order to graduate. Programs of each event submitted should be handed in to the Music Coordinator for proper filing. Students may include programs from concerts in which they participate.

6. All freshman voice majors are required to enroll in MUS 194 Lab Choir in the spring semester of their freshman year; all freshman woodwind, brass and percussion majors are required to enroll in MUS 193 Lab Band in the spring semester of their freshman year.

7. All students are required to enroll in applied music lessons during the semester of their senior recital. The applied music lessons must be taken for credit and not audited.
C. **Guidelines for Vocal Study**

The assignment of student to teacher is based on the student’s preference whenever possible.

1. **Elective Vocal Study**

Those who wish to enroll in lessons must make an audition appointment with the Vocal Studies Chair, who will assess the student’s readiness for lessons and assign the student, if approved, to a voice faculty member.

To be accepted for elective studio applied voice study, a student must be able to:

- Sing a simple melody on pitch with correct rhythm and phrasing;
- Have knowledge of the rudiments of music;
- Have approval of the Vocal Studies Chair.

2. **Lesson Times and Credit Hours**


3. **Voice Studio Class**

All voice students attend a weekly studio performance class as part of applied voice study. Students perform their repertoire in class in preparation for public recitals and end-of-term juried examinations. While students majoring in voice normally perform in class at least every other week, studio class performance requirements are determined by the individual teacher. Voice majors are also expected to perform regularly (normally at least once each semester) in Recital Hour student recitals.

4. **Practice Time**

It is expected that the student will practice a minimum of 30 minutes to 1 hour each day, per credit hour. For example, a student taking voice for 1 credit hours is expected to practice technical exercises and solo repertoire for a minimum of 1 to 2 hours daily. This practice time does not include ensemble rehearsal time.

5. **Repertoire Requirement**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Repertoire Requirement</th>
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<tbody>
<tr>
<td>1</td>
<td>Minimum of 2-3 songs prepared per semester</td>
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<tr>
<td>1, Electives and minors, 30 min. lessons</td>
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</tr>
<tr>
<td>1, BA, BME, 60 min. lessons</td>
<td>Minimum of 5 songs prepared per semester</td>
</tr>
<tr>
<td>3, BM, 60 min</td>
<td>Minimum of 8 songs prepared per semester</td>
</tr>
</tbody>
</table>
a. Minimum repertoire (number of songs) per term of voice study is five per semester (memorized) for those music majors enrolled for 1 credit hour. Voice performance majors (enrolled for 3 credit hours) will learn a minimum of 8 pieces per semester. Students enrolled for 1 credit hour will learn a minimum of 2 to 3 songs per semester. Specific repertoire requirements are determined by the individual teacher and will depend on the ability of the student, the potential for vocal progress, and the level of study.

b. A significant portion of the repertoire should be performed in non-English languages. First-year voice majors normally learn repertoire in English, Italian, and possibly one more foreign language. By the third year of study the student should be performing in French, German, Italian, and English.

c. While the repertoire requirements are the same for all students enrolled in vocal study, voice majors (including those pursuing the Bachelor of Arts, Bachelor of Music Education) are expected to perform more challenging music with greater vocal excellence than those students whose vocal studies are considered “elective” or “secondary” to other applied instruments.

d. Please note: Students who give non-required recitals are not excused from the repertoire requirement for the semester of the recital.

e. Voice Performance majors (those pursuing the Bachelor of Music (BM) in Performance or the BM in Performance with Elective Studies In An Outside Field) are similarly expected to perform at a higher level than those voice majors pursuing the BA and BME degrees.

6. Voice Jury Performance/Examination

At the end of the Fall and Spring terms, all students taking voice for credit must sing for a jury of the voice faculty. The student will choose the first song to be performed and the jury will select at least one more piece. Each voice faculty member will submit a grade and comments on this performance to the applied teacher. These grades are averaged by the applied teacher to produce the exam grade for the semester.

See Section I.E. for general policies regarding jury performances and jury grades.

7. Evaluation of Progress in Vocal Study

It is the responsibility of the applied teacher to assign a grade for each term of voice study for credit. This grade should be within one letter (either way) of the average grade from the voice faculty for the jury performance. Each voice teacher will review the standards and grading procedures for his/her studio at the beginning of a student's term of study. Final grades in applied voice are based on:
8. **Approval for Music Major**

(Please see section I.C. for general policies and procedures regarding application for approval.)

Permission to apply for approval as a voice major must be granted by the voice faculty at the voice jury in the student’s second semester of study. The student must sing at least three pieces, in three languages (English plus two foreign languages), and must submit to the jury a comprehensive list of repertoire learned during vocal study at Mercer to date.

In addition to the three prepared pieces above, students will present at the 2nd semester jury an Italian aria from the 17th or 18th century, which will be prepared INDEPENDENTLY by the student: the voice faculty committee will assign the piece no later than 6 weeks prior to the jury. The voice instructor will not assist in the preparation of the barrier piece. The student will sing the piece accurately from memory with accompaniment and with simple ornamentation as appropriate to the musical style period of the piece. The student will provide the jury committee with the following typed information for this barrier piece:

a. A literal/word-for-word translation of the text
b. A poetic translation of the text
c. A paragraph of researched program notes on the composer and piece
d. BA, BM, and BME majors will also provide a transcription of the text pronunciation in IPA (International Phonetic Alphabet)

After assigning the barrier piece, a member of the voice faculty will provide the student with guidelines and examples of simple ornamentation in the appropriate style. The student may rehearse the piece with an accompanist, but the accompanist will not correct mistakes or provide assistance in learning pitches, rhythms, pronunciation, or ornamentation.

9. **Vocal Performance Major**

Audition for Performance Major (Bachelor of Music): Those students who wish to pursue the BM degree in Performance will audition at the second semester (usually spring) jury of the first year of study. They will sing 15 minutes of repertoire (usually all five of their required pieces). English and Italian plus either French or German are
required languages; other languages are optional. Auditions for the BM degree must be completed by the end of the second semester of study. (Students who are not accepted into the BM degree may audition once more at the end of their third semester of study if they so desire.)

Vocal Performance (BM) majors are expected to participate in Mercer University Opera productions and are therefore required to enroll in at least five semesters of MUS 196. (NOTE: Voice students in ALL degree programs are encouraged to participate in MU opera productions in roles and as ensemble members.)

10. Recital Appearances by Voice Students

(Please see section I. for policies and procedures regarding Recital Hour, Junior and Senior degree recitals, and non-required recitals.)

Repetoire
Senior recitals for voice majors in all degree programs must include repertoire from the Romantic and Contemporary (20th and 21st centuries) periods as well as repertoire from at least one of the following style periods: Medieval, Renaissance, Baroque, and Classical. The student must perform repertoire in English, Italian, French, and German on the senior recital. All repertoire on degree recitals for voice majors must be performed from memory.

Exception: Chamber music - If a student’s degree recital includes a piece of chamber music of a high degree of difficulty, it may be performed with music rather than from memory, for the purpose of accuracy of ensemble performance. PLEASE NOTE: Unmemorized chamber music does not fulfill the required jury exam repertoire requirements.

11. Language Requirement/Vocal Diction

All undergraduate students must complete the language requirement of the University (completion of first-year level language sequence - two semesters or passing the equivalency test). Those students pursuing the BM in vocal performance must choose either French or German for completion of the University’s language requirement. BM Vocal Performance majors are required to complete MUS155a, b and c (the three-semester vocal diction sequence). BME Voice majors are required to complete two semesters of vocal diction. It is strongly suggested that BME Voice majors complete the three-semester vocal diction sequence. None of the language courses can be audited.

12. Degree Recital Attire

Any student giving a required degree recital must have his/her concert attire for the recital approved by his/her applied voice teacher no later than 1 month before the recital date. Each voice teacher will give guidelines for appropriate concert attire in his/her course syllabus for applied voice lessons.
D. **Guidelines for Piano Study**

1. **Piano Majors**

   a. Piano majors have the opportunity to perform regularly in studio repertoire classes, Recital Hour and School of Music recitals. It is expected that students will play in studio repertoire class every two weeks. As well, it is expected that piano students will perform in Recital Hour each semester of enrollment in applied music lessons. A senior project (recital) is required of all piano majors, and a junior recital is required of all piano performance majors (see I.E. Applied Music Examinations).

   b. Piano examinations (juries) will be taken at the end of each semester of study.

   c. All piano majors must perform their examinations and recitals by memory.

   d. All teaching repertoire will be selected by the teacher in consultation with the piano student. The jury examination each semester will include works of contrasting styles per instruction of the teacher.

   e. Suggested minimum technical requirements for piano majors include the following: The applied instructor will advise the appropriate technical instruction for each student.

      i. **Freshman** - All major and minor scales (octaves), arpeggios (triads in inversions) and appropriate etudes

      ii. **Sophomores** - All major and minor scales (octaves, thirds and double octaves), arpeggios (triads and dominant sevenths in inversions) and appropriate etudes

      iii. **Juniors** - All major and minor scales (octaves, thirds, sixths and double octaves), arpeggios (triads, dominant sevenths and diminished sevenths in inversions) and appropriate etudes

      iv. **Seniors** - Appropriate etudes

      v. **Piano majors** are expected to practice two hours daily; BM Performance majors are expected to practice four hours daily.

      vi. **Piano majors** will accompany at least one person each semester. (see Section I., K. Accompanying Responsibilities)

2. **Secondary Piano**

   a. All music majors (non-keyboard majors) must study keyboard for four semesters. Students who wish to exempt MUS 109-110 or MUS 209-210 must successfully pass a special piano proficiency exemption examination.

   b. Piano examinations (juries) will take place at the end of each semester of study.

   c. Secondary piano students are expected to practice 30 minutes each day.
d. Secondary piano students (non-keyboard music majors and non-music majors) may use scores for jury examinations.

e. Secondary piano students (non-keyboard music majors and non-music majors) are encouraged to play in classes and on recital if appropriate.

E. Guidelines for Organ and Harpsichord Study

1. Organ Majors

a. Organ performance majors in the BM program are expected to practice four hours daily.

b. Organ majors in the BA program should practice about two hours daily.

c. Performing in a healthy manner free from excessive tension should be the goal for all music students. Organists are urged to consider two or three practice sessions per day rather than practicing in one large block of time. Taking breaks during practice sessions is also crucial to maintaining good health.

d. All organ majors will perform juries at the end of each semester of study. The jury will include two or three pieces in contrasting styles and may include sight-reading of hymns and/or repertoire.

e. Memorization for juries and all performances is not required, but is strongly encouraged. To that end, every student will be expected to memorize at least one piece per semester.

f. All organ majors are required to attend a weekly studio class. Students should plan to perform in class at least every two or three weeks.

g. Attendance is required at all organ-related events sponsored by Mercer University.

h. Organ students will discuss with their major teacher repertoire and technique work to be completed each semester.

i. In addition to the literature, all students will study aspects of hymn playing, improvisation, and other service playing skills in their regular organ lessons.

2. Secondary Organ

a. All students who have an interest are encouraged to study secondary organ.

b. No previous experience with the organ is required. However, secondary organ students must have a basic foundation in piano/keyboard technique.
c. Secondary organ students are required to use shoes specific to organ playing (most organists use either Capezio or Organ Master shoes).

d. Regular practice is essential for progress, so students should plan on roughly 45 minutes of practice each day.

e. Secondary students are required to attend the organ department studio class each week (arrangements can be made if the student has a conflict).

3. **Secondary Harpsichord**

a. Anyone who is interested is strongly encouraged to pursue harpsichord study.

b. No previous experience with the harpsichord is required. However, secondary harpsichord students must have a basic foundation in piano/keyboard technique.

c. Regular practice is expected of all secondary harpsichord students: about 30 minutes per day.

d. Occasional studio classes for the secondary harpsichord students may occur throughout the semester. Students may also have an opportunity to perform in the organ studio class.

e. All students will begin instruction with *L’art de toucher le clavecin* (The Art of Playing the Harpsichord) by François Couperin – students should consult the harpsichord professor before ordering a copy of this work. Additional repertoire during the first two semesters will include works of J. S. Bach and varied literature from the 17th century. There may occasionally be works chosen from the modern and contemporary periods.

f. Lessons will also include reading figured bass, aspects of style in continuo realization, and basic improvisation related to these skills.

F. **Guidelines for String Study**

1. Students enrolled for credit must perform a jury at the conclusion of each term for members of the faculty. The student will be advised in advance how many completed (typed or printed) jury examination forms to bring to the jury. Music majors whose emphasis is a stringed instrument are expected to successfully play an upper division jury at the end of their freshman year to determine if they have achieved sufficient mastery of technique on their instrument to complete the degree.

2. All majors are required to practice a minimum of four hours daily. It is suggested to practice in shorter segments instead of long blocks of time. Students must own their own metronome and preferably an electronic tuner for daily use in their practice sessions. Repertoire and scale requirements will be established by the applied teacher to correspond with the student’s ability level. All students studying applied music will be required to
participate in the Mercer University Orchestra and are encouraged to join their fellow students to form and play chamber music for various groupings.

G. Guidelines for Percussion Study

1. Percussion instruction is offered to music majors and non-majors for 1 hour of credit, BM majors 3 credits. Students who enroll for credit must perform a jury at the conclusion of each semester for members of the faculty. The student must bring three completed (typed or printed) jury examination forms to the jury. Percussion majors are expected to successfully play an upper division jury at the end of their sophomore year to determine if they have achieved sufficient mastery of technique on the various percussion instruments to complete the degree.

2. All majors are required to practice a minimum of two hours daily; BM majors for four hours daily. It is suggested to practice in shorter segments instead of long blocks of time. Students must own their own metronome and preferably an electronic tuner for daily use in their practice sessions. Repertoire and scale requirements will be established by the applied teacher to correspond with the student's ability level. Music majors studying applied music and Band Scholarship recipients will be required to participate in Percussion Ensemble and are encouraged to join their fellow students to form and play chamber music for various groupings.

H. Guidelines for Brass Study

1. Brass instruction is offered to music majors as well as non-majors in trumpet, horn, trombone, euphonium, and tuba for 1 hour of credit, BM majors, 3 credits. Students who enroll for credit must perform a jury at the conclusion of each term for members of the faculty. The student must bring a completed (typed or printed) jury examination form to the jury. Music majors whose emphasis is a brass instrument are expected to successfully play an upper division jury at the end of their sophomore year to determine if they have achieved sufficient mastery of technique on their instrument to complete the degree.

2. All majors are required to practice a minimum of two hours daily; BM in Performance majors for four hours daily. It is suggested to practice in shorter segments instead of long blocks of time. Students must own their own metronome and an electronic tuner for daily use in their practice sessions. Repertoire and scale requirements will be established by the applied teacher to correspond with the student's ability level. Music majors studying applied music and Band Scholarship recipients are encouraged to join their fellow students to form and play chamber music for various groupings.

I. Guidelines for Woodwind Study

1. Woodwind instruction is offered to music majors as well as non-majors in flute, oboe, clarinet, bassoon, and saxophone for 1 hour of credit, BM majors, 3 credits. Students who enroll for credit must perform a jury at the conclusion of each term for members of the faculty. The student must bring a completed (typed or printed) jury examination form to the jury. Music majors whose emphasis is a woodwind instrument are expected to
successfully play an upper division jury at the end of their sophomore year to determine if they have achieved sufficient mastery of technique on their instrument to complete the degree.

2. All majors are required to practice a minimum of two hours daily; BM majors for four hours daily. It is suggested to practice in shorter segments instead of long blocks of time. Students must own their own metronome and an electronic tuner for daily use in their practice sessions. Repertoire and scale requirements will be established by the applied teacher to correspond with the student’s ability level. Music majors studying applied music and Band Scholarship recipients will are encouraged to join their fellow students to form and play chamber music for various groupings.

J. Guidelines for Music Theory Study

1. All music majors are expected to begin theory and musicianship study in their freshman year. Therefore, MUS 105, 106, 111, 112 are normally scheduled for the freshman year and MUS 254, 255, 256 and 257 for the sophomore year. The School standard for sight-singing requires use of movable do solfege for all tonal exercises and French syllables for rhythmic exercises. It is expected that each of these courses will serve as a prerequisite for the one following it.

2. Successful completion (a grade of C or higher), of MUS 105 is required for admission to MUS 106, and successful completion of MUS 106 is required for admission to MUS 256. Additionally, proficiency in music theory must be demonstrated by earning a minimum grade of C in all courses in the sequence in order to graduate.

K. Guidelines for Certificate in Music Composition

1. The Certificate in Music Composition provides a framework for progressive studies in composition, counterpoint, and orchestration. In addition to the required 12 credits of coursework, students must participate in at least three Student Composers’ Recitals, submit a Portfolio by October 1 of the senior year, and pass THE LIST, a drop-the-needle recognition test of contemporary repertoire, before the certificate can be awarded. Required coursework includes: MUS 258, 259, 264 (2 credits), 364 (2 credits), 350, and 359, (optional MUS 464).

L. Guidelines for Music History

1. All music majors will be required to take certain courses in the history of music. The exact nature of this requirement is determined by the student's degree program, with most students taking a four-course sequence consisting of the following:

   MUS 201: Introduction to Music History I: Antiquity to 1750
   MUS 202: Introduction to Music History II: 1750 to Present
   MUS 402: Music History Seminar I
   MUS 403: Music History Seminar II
In the music history classes, regular attendance is essential for two reasons:

- Examinations and quizzes will deal primarily with the lecture material. Anything over three absences during a semester will be considered excessive. Any student with five or more absences will not receive credit for the course.

- The courses have two objectives: first, to provide a strong and durable factual grounding in the evolution of musical style; and second, to provide experiences that contribute to the student's formation as a musician.

Experiences embodied in the class sessions are carefully designed with these objectives in mind, and no amount of outside reading can replace them. Assigned collateral reading is intended to broaden or add perspective to what is presented in class.

a. A major component to music history study is listening. The student will be provided with a listening list at the beginning of the semester, with adjustments made as the term progresses.

b. Pieces and styles under consideration at a particular time become prime material for quizzes, which may be announced or unannounced. Thus, it is vital that the student plan to use the library listening center sufficiently to remain current in this aspect of the course. In addition to the regular class sessions, students will be required to attend listening sessions in which larger works are presented in their entirety. There are usually four such sessions per semester.

MUS 402 and 403 are upper division courses. In those courses, therefore:

- It is assumed that the student will be conversant in basic concepts of music theory, especially diatonic harmony, chromatic harmony, counterpoint, and form.

- It is assumed that the student will write in a style and at a level consistent with university work. Problems in such mechanical areas as spelling, punctuation and essay construction will result in grades being lowered.

The student is reminded that the grade of C is recognized as indicative of average performance at the university level. With this standard in mind, students will be evaluated on their command of the course material and the quality of their work.

M. Guidelines for Music Education Study

All students interested in meeting certification requirements for the state of Georgia are encouraged to make an appointment with the Dean of the Macon Teacher Education Program or with the Assistant Director of Teacher Education to discuss requirements for certification in Music: P-12. Follow the procedure as outlined below:
Criteria and Procedures for Admission to the Teacher Education Program

ADMISSION TO TEACHER EDUCATION

Students who wish to begin a teacher education program with the intent to seek a degree and/or initial certification may register for any non-restricted education course. Non-restricted education courses include all 200 level courses and EDUC 357, 360, and 378/379. However, all students must formally apply for full admission status in the Tift College of Education’s Teacher Education Program (i.e., admission to teacher candidacy) after completing their first year of classes and no later than spring of their sophomore year. Admission to the University does not constitute admission to teacher candidacy. Applications for teacher candidacy are available online.

Because of the sequencing of courses and because of prerequisite courses for admission to teacher candidacy, students should declare their specific major or certification intent in the Tift College of Education in the first semester of enrollment. A copy of the Teacher Education Handbook (Tift College of Education web site) should also be accessed in the first semester of enrollment so that prospective teacher candidates can become aware of teacher education requirements, policies and procedures.

Admission to Teacher Candidacy

To be fully admitted to teacher candidacy, a student must:

1. Have a cumulative undergraduate GPA of 2.5
2. Have taken and have earned no grade below a “C” in INT 101 and MUS 120R and an R-designated course or LBST 175 and LBST 180.
3. Have taken and have earned no grade below a “C” in the math core class.
4. Have passed all education courses taken and have earned no grade below a “C”
5. Have passed all courses taken for areas of concentration in middle grades or for certification in secondary and P-12 content areas and have earned no grade below a “C” and maintain a 2.75 GPA in all education and music coursework respectively.
6. Have passed all GACE I Program Admissions Tests (Reading, Writing, and Math) with a score on each test that reflects the minimum score set by the Georgia Professional Standards Commission. Students may be exempt from this requirement if they provide official documentation of qualifying scores on any of these tests: SAT, ACT, GRE, CBEST, CLAST, FTCE-GK.
7. Have declared a major in teacher education. Secondary education students need to declare the appropriate major in the College of Liberal Arts and need to declare the intent to seek Secondary Education Teacher Certification (See Major–Minor Form.)
Those students seeking P–12 certification in music should declare Music Education as a major in the Townsend School of Music (See Major-Minor Form.)

8. Have submitted an application for admission to Teacher Candidacy in the semester prior to registering for any restricted 300 and 400 level education courses.

9. Have attended a Teacher Education Orientation session for each field placement.

10. Have taken the Georgia Educator Ethics Program Entry test

**Progression Policy**

Once a student is admitted to Teacher Candidacy, he/she must:

1. Maintain a cumulative GPA of 2.5 or better.

2. Maintain a 2.75 GPA or better in all education courses required for the major, including courses required for areas of concentration in middle grades or courses required for certification in secondary content areas or in special subjects, e.g., music.

3. Successfully complete all education courses. A teacher candidate who receives a grade below “C” in more than two (2) education courses will be dismissed from the Teacher Education Program. Only two (2) education courses with grades below “C” may be repeated, and no education course may be repeated more than one time.

4. Have positive recommendations from MUS 215: Sophomore Practicum I and MUS 216: Sophomore Practicum II in order to advance. Please note that field experience placements must meet all diversity criteria, i.e., placement in a minimum of three (3) different schools and placement in required grade clusters.

5. Have successfully completed all education courses and all content courses required for certification prior to recommendation for student teaching. Further, in order to be recommended for student teaching, a student may have no more than eight (8) hours of general education coursework to be completed in the term following student teaching.

6. All music education majors are required to establish, through the Tift College of Education, a LiveText portfolio account and to enter assigned artifacts from specified courses. These courses will begin in the student’s sophomore year and run through the completion of student teaching. For a complete list of required courses and artifacts, contact Dr. Douglas Hill, Director of Music Education.

7. Music Education majors will be required to choose from two specializations: (1) vocal/general music specialization or (2) instrumental specialization, by the end of their sophomore year of study. Once a declaration is selected, the student will not be permitted to change declarations prior to graduation.
Candidate for Certification

In order to be recommended for licensure/certification, a teacher candidate must:

1. Have successfully met all Progression Policy criteria.
2. Have a positive recommendation from student teaching.
3. Have successfully completed all program/degree requirements.
4. Have successfully completed Portfolio requirements.
5. Have successfully passed the appropriate GACE II test(s) *(Music I and II), have submitted complete score reports to the appropriate Certification Office and paid the necessary fee(s).
6. Have met all state requirements for certification
7. Have taken and passed the Georgia Educator Ethics Program Entry Test

GACE I: Basic Skills Assessment

<table>
<thead>
<tr>
<th>Assessment Name</th>
<th>Tests and Codes</th>
<th>Availability</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skills</td>
<td>Test1: Reading (200)</td>
<td>Afternoon Only</td>
<td>250</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All test dates</td>
<td></td>
</tr>
<tr>
<td>Test 2: Mathematics</td>
<td>Test 2: Mathmatics (201)</td>
<td>Afternoon Only</td>
<td>250</td>
</tr>
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<td></td>
<td></td>
<td>All test dates</td>
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</tr>
<tr>
<td>Test 3: Writing</td>
<td>Test 3: Writing (202)</td>
<td>Afternoon Only</td>
<td>250</td>
</tr>
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<td></td>
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<td>All test dates</td>
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</tr>
</tbody>
</table>

Teacher Candidates are exempt from this requirement if they have earned qualifying scores on any of these tests:

SAT: Verbal and Mathematics combined score of 1000
GRE: Verbal and Quantitative combined score of 1030
ACT: English and Mathematics combined score of 43

Course Requirements

Professional and Pedagogical Studies
EDUC 120/220* Foundations of Education
EDUC 201/256* (or PSY 250) Adolescent Health and Development
EDUC 101/283* Fundamentals of Special Education
EDUC 202/357* Psychology of Learning
EDUC 492 Student Teaching
* non-restricted education courses
**Content Studies**

EDUC/MUS 157 (Instrumental Emphasis only), MUS 155a, b or c (Vocal Emphasis only), 215, 216, 221, 222, 223, 224, 370, 474/475

Students should contact assigned advisors for other required courses as designated by the Tift College of Education and/or by the Professional Standards Commission. Students should also refer to the Teacher Education Handbook for other information regarding the Teacher Education Program (www.mercer.edu > Departments and Services > Education > Tift College of Education > Field Experiences > Office of Teacher Certification > Education Handbook

**Completion of Certification Requirements**

To complete certification requirements and to be recommended for licensure/certification, music education teacher candidates must:

1. Have successfully met all Progression Policy criteria.
2. Have a positive recommendation from student teaching.
3. Have successfully completed all program/degree requirements.
4. Have successfully completed Portfolio requirements.
5. Have successfully passed the appropriate GACE II tests and have submitted complete score reports to the appropriate Certification Office and passed the edTPA assessment mandated by the Georgia Department of Education and paid the $300.00 fee:
   * Music Test I (111) Minimum score 220
   * Music Test II (112) Minimum score 220
6. Have met all state requirements for certification.
   * Tests are morning only on all test dates. Test I includes recorded components; examinees who arrive late will not be admitted.

**M. Ensembles**

All intended music majors must participate in at least one ensemble per semester during all four years at Mercer. Those students who receive music scholarships will perform in one or more ensembles in their performance areas as designated by the Director of Choral Studies, the Director of Instrumental Ensembles, or the Dean of the School of Music. In order to encourage individual development in academic study and in solo performance, the following limitations are placed on the number of ensembles in which a student may participate per semester.
Voice majors may perform in no more than two choral ensembles per semester. Those voice majors who participate in opera or musical theater productions should elect to perform in only one ensemble during the semester of the production.

Keyboard majors may perform in no more than two ensembles per semester. Those keyboard majors accompanying two or more soloists should elect to perform in only one ensemble.

Instrumental majors (winds, percussion, strings) may perform in no more than three ensembles per semester. Exceptions may be made to the limitations above with the permission of the student's applied teacher in consultation with the appropriate ensemble director.

1. **Choral Ensembles: Mercer Singers, Women’s Chamber Choir, University Choir**

   **Mercer Singers** - This is Mercer's premiere vocal touring ensemble. Membership is open to any student, but an audition is required. This group performs on campus and gives several performances off campus each semester. The Singers will tour during the spring break.

   **Women’s Chamber Choir** - This vocal chamber ensemble performs a wide variety of choral music: madrigals, motets, and music theatre selections. In addition, the group participates in departmental and off-campus performances.

   **Mercer University Choir** - This ensemble brings together the Mercer community by uniting the voices of various members of the Mercer campus. This large choral organization will perform literature of various levels and styles with instrumental accompaniment as well as a cappella repertoire.

**General Requirements for Students Majoring in Voice and Students Receiving Voice Scholarship:**
Voice students are required to perform in either Mercer University Choir or Mercer Singers during each semester in which they are enrolled in the University. Mercer Singers is an auditioned ensemble and the student must be accepted into this choir via the audition process. Students who wish to expand their choral experience and perform in both ensembles may do so with the approval of the director and their private voice instructor.

2. **Instrumental Ensembles: Mercer University Wind Ensemble, Mercer Jazz Ensemble, Mercer University Orchestra, Jazz Combo, Brass Ensemble, Percussion Ensemble, Bear Steel Drum Band, Woodwind Quintet, Flute Choir, Saxophone Quartet, Brass Quintet, Horn Quartet, Marching Band, and Basketball Pep Band. Audition required.**

   **Mercer University Wind Ensemble** - This organization comprised of wind and percussion musicians is the select instrumental performance ensemble of Mercer. Due to its flexible instrumentation, the class performs a wide range of repertoire from the Renaissance to, and including, the twenty-first century. This group tours annually in the
southeastern United States. Membership is open to any Mercer student, but an audition is required.

**Mercer University Orchestra** - The orchestra performs the standard repertory from the past three centuries. Each semester culminates in two public concerts. Membership is open to any Mercer student, but an audition is required.

**Instrumental Chamber Ensembles** - Percussion, various woodwind and brass ensembles, flute choir, and string ensembles are available for students to develop ensemble skills and perform a wide range of repertoire. All of these ensembles receive 1 hour credit per semester.

a. The following guidelines are included in this handbook to better facilitate the expectations and outcomes of the various instrumental ensembles.

i. All members will be responsible for the preparation of the ensemble's literature which includes having the correct instrument, correct percussion equipment setup, a pencil to mark music, etc.

ii. Schedules will be given at the beginning of each semester but are subject to change. Advance notice of any schedule change will be given by the director as soon as possible. Students must inform the director of each ensemble with any conflicts in the first week of class.

iii. Grading Policy: The student’s grade will be based upon the following areas: Attendance - Intonation Check Form - Music Checkoff - Music Preparation - Performance(s)

iv. All student musicians are expected to complete thorough preparation of all concert music through individual practice outside of rehearsal. Since concerts are usually only a few weeks apart, students will have to correct all note and rhythm problems within the first two weeks of rehearsal so the director can adequately rehearse without constant stopping for technical problems. By the end of the third week of preparation for each concert, all music must be checked off by the section leader or director. If a student needs additional help, contact should be made with the section leader, applied teacher, or director before that date. To improve intonation, all wind players will need to pair up with a like instrument (if possible) to complete an "Intonation Check Form". Once completed, the student will compare it with the previous semester to check progress in this area. The Intonation Check Form will be due the second week of the semester. The student is only required to turn in one form in the case of membership in several ensembles. This form will assist the performer in identifying which pitches are out of tune on their instrument and which direction they need to be adjusted.
3. The following Attendance Policy will address this area in detail. This policy is not used to punish anyone, but to ensure everyone is in rehearsal on time. Much of our music with regards to balance and necessary instrumentation is impossible to prepare if anyone is absent from rehearsal.

Mercer University Instrumental Ensemble Attendance Policy

In order for each student involved in an ensemble to successfully improve and gain knowledge from the course, attendance at all rehearsals is imperative since some literature cannot be rehearsed if a single performer is absent. Procedures used to monitor attendance contain the following guidelines:

a. All students will receive schedules at the beginning of each semester to give sufficient advance notice of all rehearsals and performances. It is understood that absence of any kind for any reason is exceptional and serious.

b. Should it become necessary for a student to be absent due to illness or other unusual circumstances such as a death in the family, he/she should fill out an excuse slip before the absence (or, in case of illness, immediately upon return) and give it to the student assistant in charge of attendance.

   i. If the excuse is acceptable, the student assistant will be instructed by the professor to adjust his/her attendance record.

   ii. If the excuse is unacceptable, the student assistant will return the excuse slip so marked to the student. A doctor's excuse will be required for absences due to illness involving more than one rehearsal.

c. Each unexcused absence lowers the grade by one letter.

d. In the event that a student wishes to contest an unaccepted excuse, he/she will make an appointment with the professor in charge of the ensemble. If the professor accepts the excuse, he/she will then take the approved and initialed excuse slip to the student assistant for adjustment in the attendance record.

e. Tardiness is considered exceptional and will require a written excuse and consultation with the professor in charge of the ensemble at the conclusion of the rehearsal for which the student was late.

f. Failure to consult with the professor immediately following the rehearsal will result in an automatic unexcused tardiness.

g. Two instances of unexcused tardiness will be considered the same as one unexcused absence.

4. Chamber Music
The Women’s Chamber Choir is a group of students formed by audition each fall. Their repertory represents the major historical periods of compositions through the present time. The Woodwind, Brass, Percussion, and String Ensembles and various combinations of instruments from within these ensembles are organized and rehearsed for performance each year.

Chamber Music Ensemble is a course designed to explore and perform such traditional ensemble repertoire as piano trios, string trios, piano quartets, etc.

Flute Choir is a course designed to explore and perform flute music from the Renaissance to the present.

Pianists choosing the accompanying option for their ensemble credit (see III.E.) may form various instrumental chamber music ensembles during their junior and senior years.

The Mercer University Basketball Pep Band and Marching Band are open to all students. The Pep Band plays for home men and women’s games from October through March and the Marching Band performs at all home football games every fall semester. Interested students should contact the Athletic Bands Director regarding membership.

5. Mercer University Opera

Mercer University Opera gives at least one fully staged and costumed production per year. The work performed may be a complete opera or a program of scenes from the standard operatic repertory. In addition to performances on campus for the public, students in MU Opera productions often perform for audiences of school children, Mercer alumni, and for community groups.

Participation
Students who wish to participate in MU Opera productions must have permission of the Director, and should enroll in Opera Workshop (MUS 196.001 - 1 hour credit). Although the course is designed to help students integrate their acting and singing skills, participation is not limited to voice majors. Students enrolled will audition at the beginning of the semester and will be given roles appropriate to their abilities. Students assume responsibility for some technical aspects of the production in addition to performing (set construction, operation of lighting equipment, stagehands, etc.).

III. FACILITIES

1. Guidelines for use of the McCorkle Music Building

♦ All events in the McCorkle Music Building will be scheduled through the School of Music, Music Office.

♦ Priority for scheduling events will be made with the following considerations:
a. School of Music educational activities take precedence

b. College of Liberal Arts and University activities receive second priority

c. External organizations that are compatible with the proper use of the specialized music facility and share a common educational purpose will be considered next

d. Other activities and organizations that do not conflict with any of the previously scheduled activities will also be considered

♦ Lockers
  a. Students will obtain lockers for the School of Music lockers from the Music Office.
     i. $5 deposit is required.
     ii. Students will obtain locks for the instrumental storage room cabinets from the Music Office. A $5 deposit is required.

♦ Practice Rooms
  a. Sign-up sheets will be posted on the practice room doors for scheduling individual practice times.

  b. Priority is given to piano majors for the use of practice rooms 171 and 172.

  c. Leave all benches, chairs, and music stands in their assigned practice rooms.

  d. Take care of our instruments. *Do not set any sharp objects (instruments, instrument cases, etc.), food, or drinks on any piano in the building.*

  e. Percussion students may obtain a key for the percussion practice room (142). A $5 deposit is required.

♦ Neva Langley Fickling Hall
  a. Recording - All recording activities are scheduled through the Recording Supervisor for the School of Music. The recording session must be scheduled at least three weeks before the performance date.

  b. Rehearsal/Faculty - Faculty and representatives of School-approved events may reserve rehearsal time in the recital hall. All rehearsal times are booked through the Music Office.

  c. Rehearsal/Students - Students may use the recital hall facilities for practice only when preparing for a recital appearance. The following are maximum time-slots available:
     i. Senior recital (full recital) - six (6) hours
     ii. Junior recital or senior half recital – three (3) hours.
     iii. All rehearsal times are booked through the Music Office. Exceptions are organists which may sign out practice time(s) in the hall directly with the Music Office. *The recital hall will not be available for routine
practice during the day. Organ practice may be allotted to student organists only at the request of the Organ professor.

d. **Maintenance**
   a. The person reserving time in the hall will be held responsible for the security of instruments and the physical condition of the hall during time(s) reserved.
   b. Piano covers must be correctly placed on the pianos except during rehearsal(s) or performance(s). No equipment, flowers, plants, or other articles are to be set on the grand pianos.
   c. The stage must be cleared of stands, chairs, risers, etc., unless prior approval is received.
   d. Stands, chairs, pianos that are assigned to the recital hall area may not be removed.
   e. No food, beverages, gum, etc., are allowed in the recital hall.
   f. The movable walls on stage remain in the locked position. These walls may not be moved without the permission of the Music faculty and staff.
   g. Scraping the stage floor with sharp or heavy objects is prohibited.
   h. The mezzanine level is a restricted area for all students. Only organ students have permission to practice in this area.
   i. Use of the recital hall is restricted to 189 persons.
   j. Smoking is prohibited throughout the entire McCorkle Music Building.
   k. The person responsible shall see that all doors to the recital hall are securely locked before departing.
   l. Ushers and stage managers are scheduled by the Music Office for Mercer ensembles, faculty programs, and student recitals. Other events must provide their own usher and stage staff.
   m. All programs must be prepared by the Music Office. Program printing costs for recitals that are not required in the degree program are paid for by the performers.

B. **Guidelines for the use of the Neva Langley Fickling Hall by external organizations**

1. **Scheduling** - All events in the Neva Langley Fickling Hall will be scheduled through the Music Office.

2. **Booking** - The Neva Langley Fickling Hall is heavily booked by the School of Music. Only events that are compatible with the proper use of the specialized music facility will be scheduled. Priority for scheduling events will be made with the following considerations:
   a. School of Music educational activities take precedence
   b. College of Liberal Arts and University activities receive second priority
   c. External organizations that share a common educational purpose will be considered
   d. Other external activities and organizations (non-Mercer groups) that do not conflict with any of the previously scheduled activities will also be considered
   e. External events must be booked after October 15 of the academic calendar year and not earlier than two months before the scheduled event

3. **Rental fees:**
a. $800 rental fee per day for use of the hall by external organizations  
b. $100 minimum fee for non-profit music societies or organizations that have a common educational purpose as approved by the School of Music

4. **Recording** - Organizations will schedule all recording activities through the Recording Supervisor (fee negotiable) in the School of Music. The recording session must be scheduled at least three weeks before the date of the event. **Recording equipment can only be operated by authorized personnel.**

5. Organizations must schedule an approved stage manager and ushers (fees negotiable) with the Music Coordinator. The stage manager will be present throughout the organization’s event and will see that all guidelines are met. **All lighting equipment can only be operated by authorized personnel.**

6. **All doors to the recital hall must be securely locked before departing.**

7. **Maintenance**
   a. The organization reserving time in the hall will be held responsible for the security of instruments and the physical condition of the hall during time(s) reserved. The organization will be required to pay for damages to furniture, musical instruments or the hall.
   b. Piano covers must be correctly placed on the pianos except during rehearsal or performance. No equipment, flowers, plants, or other articles are to be set on the grand pianos.
   c. The stage must be cleared of stands, chairs, risers, etc., unless prior approval is received.
   d. Stands, chairs, pianos that are assigned to the recital hall area may not be removed
   e. No food, beverages, gum, etc. are allowed in the recital hall.
   f. The movable walls on stage must remain in the locked position. These walls may not be moved without the permission of the Music faculty and staff.
   g. The mezzanine level is a restricted area for all persons.
   h. Scraping the stage floor with sharp or heavy objects is prohibited.
   i. Use of the recital hall is restricted to 189 persons.
   j. Smoking is prohibited throughout the entire McCorkle Music Building.
   k. Photography or videotaping is not allowed without the permission of the Music School.

8. **Printed programs will be furnished by the organization.**

C. **Guidelines for the use of the Newton Hall by external organizations**

1. **Scheduling** - All events in Newton Hall will be scheduled through University Reservations.

2. **Booking** – Newton Hall is heavily booked by the School of Music. Only events that are compatible with the proper use of the specialized music facility will be scheduled. Priority for scheduling events will be made with the following considerations:
a. School of Music educational activities take precedence
b. College of Liberal Arts and University activities receive second priority
c. External organizations that share a common educational purpose will be considered
d. Other external activities and organizations (non-Mercer groups) that do not conflict with any of the previously scheduled activities will also be considered.
e. External events must be booked after October 15 of the academic calendar year and not earlier than two months before the scheduled event
f. Rental fees are available on application.
g. All doors to the Chapel must be securely locked before departing.

3. **Maintenance**
   a. The organization reserving time in the Chapel will be held responsible for the security of instruments and the physical condition of the hall during time(s) reserved. The organization will be required to pay for damages to furniture, musical instruments or the Chapel.
   b. The organ cannot be operated without express permission from the University Organist.
   c. Stands, chairs, pianos that are assigned to the stage area may not be removed.
   d. No food, beverages, gum, etc. are allowed in the Chapel.
   e. Scraping the stage floor with sharp or heavy objects is prohibited.
   f. Use of the Chapel is restricted to 250 persons.
   g. Smoking is prohibited in the Chapel and all Newton rooms.
IV. APPENDIX

A. General Education Check Sheets

**Townsend School of Music General Education**

Students in the Townsend School of Music will satisfactorily complete the following courses to meet the General Education Requirements of the University. The core requirements must include a minimum of 30 credit hours and at least one course (3 credit hours) in each of the six broad categories listed below.

**Communications (16 credits)**

INT 101 or GBK101 (4 credits)
FRE 111-112; or GER 111-112; or SPN 111-112 (8 credits)
COM 210 (3 credits)
MUS 120 (4 credits)

**Religion (3 credits)**

AFR 230
ENG 225
PHI 240
REL 110, 130, 150, 170

**Humanities and Fine Arts (3-6 credits)**

MUS 180; 181; 182; 183; 184; 185; 186; 187; 188; 189; 191; 192; 196; 197 or
One course chosen from the Humanities and Fine Arts Category

**Behavioral/Social Sciences (3 credits)**

ANT 101
PSY 101
SOC 101
POL 101, 253

**Quantitative Reasoning (3 credits)**

STA 126
MAT 104 or 191
CSC 204

**Scientific Reasoning (4 credits)**

BIO 110
CHM 110, 111
ENB 150
PHY 102, 105, 108 109, 115, 141, 161

7. **Additional Requirements: (7 credits)**

   UNV 101 (1 credit)
   MUS 479 (3 credits)

8. **Total: 34-39 credits**
Minor Requirements (required of BA only)
This requirement can be fulfilled by earning a grade point average of 2.0 or higher in one of the following: (1) a second major in another department; (2) a minor in another department; School of Music Students in the BM and BME degrees are not required to pursue a minor or second major.
B. Advisor/Advisee Degree Check Sheets
## Undergraduate Degree Audit

**Name:**

**Degree:** B.A.  **Major:** Music (MUS)

### General Education (39 credits)

1. **Communications:** (11-19 credits)
   - INT 101 or GBK 101 (4 credits)
   - Foreign Language (8 credits)
     - Exam, or FRE/GER/SPN: 111
   - MUS 120 (4 credits)

2. **Religion:** (3 credits)
   - AFR 230; ENG 225;
   - PHI 240: REL 110, 130, 150, 170

3. **Humanities and Fine Arts:** (3 credits)
   - MUS 180 – 189, 191, 192, 196, 197, or one course chosen from the Humanities and Fine Arts Category.

4. **Behavioral/Social Science:** (3 credits)
   - ANT 101: PSY 101; SOC 101; POL 101, 253

5. **Quantitative Reasoning:** (3 credits)
   - STA 126; MAT 104; 191; CSC 204

6. **Scientific Reasoning:** (4 credits)
   - BIO 110; CHM 110; CHM 111; ENB 150;
   - PHY 102, 105, 108, 109, 115, 141, 161

**Additional Requirements:** (4 credits)
- UNV 101 (1 credit)
- MUS 479 (3 credits)

A second major in another department, or a minor in another department is required: ______________________

**120 Minimum credit hours required for one degree (in addition to specific courses listed in this audit elective hours or pre-requisites may be needed).**

Completed ________ hours as of ________

Mercer cumulative GPA (min. of 2.0 required):

General Ed Audit completed by: ______________________

### Major Requirements

**See department advisor with questions regarding application of credit toward major requirements.**

**Academic GPA required: 2.00  Applied GPA required: 3.00  Current GPA:**

#### Theory Skills (18 credits)

1. **Musicianship Courses** (29 credits)
2. **Conducting** (2 credits)
3. **Performance and Electives** (23 credits)

**Large Ensemble Performance (8 credits):**
- MUS 182 (1 credit)
- MUS 183 (1 credit)
- MUS 191 (1 credit)

**Applied Music Courses (8 credits):**
- MUS 160-260-360-460 (1 credit)
- MUS 161-261-361-461 (1 credit)
- MUS 162-262-362-462 (1 credit)
- MUS 163-263-363-463 (1 credit)
- MUS 169-269-369-469 (1 credit)

**Keyboarding Skills** (4 credits):
- MUS 109 (1 credit)
- MUS 110 (1 credit)
- MUS 209 (1 credit)
- MUS 210 (1 credit)

**Music Electives** (3 credits):

**Senior Recital/Recital Attendance completed?**
- Yes __________ No, will complete on __________

Approved specific exception(s) to the major requirements:

Major Audit completed by: ______________________

---

In addition, all vocal, woodwind, brass, and percussion majors are required to enroll in MUS 193 or 194, Lab Band or Lab Choir, spring semester of their freshman year.
### Major Requirements

Each major must complete at least 120 credit hours. Some courses have prerequisites. The following list includes required courses for the major. Students are encouraged to consult with their advisor for course selection and planning.

#### General Education (39 credits)
- **Communications (11-13 credits)**
  - INF 101 or GBK 101 (4 credits)

#### Foreign Language (8 credits)
- Exam, or FRE/GER/SPAN

#### COM 210 (3 credits)

#### MUS 120 (4 credits)

#### Religion (3 credits)
- AFR 230; ENG 225; PHI 240; REL 110, 130, 150, 170

#### Humanities and Fine Arts (3 credits)
- MUS 180 – 189, 191, 192, 196, 197, or one course chosen from the Humanities and Fine Arts Category.

#### Behavioral/Social Science (3 credits)
- ANT 101; PSY 101; SOC 101; POL 101, 250

#### Quantitative Reasoning (3 credits)
- STA 126; MAT 104; 191; CSC 204

#### Scientific Reasoning (4 credits)
- BIO 110; CHM 110; CHM 111; ENV 150; PHY 102, 105, 108, 109, 115, 141, 161

#### Additional Requirements (4 credits)
- UNV 101 (1 credit)
- MUS 479 (3 credits)

#### Non-Music Electives (3-6 credits):
- **124 Minimum credit hours required for one degree (in addition to specific courses listed in this audit elective hours or pre-requisites may be needed).**

#### General Ed Audit completed by:

- Senior Recital/Recital Attendance completed? **Yes** **No**, will complete on __________.
- Junior Recital completed? **Yes** **No**, will complete on __________.
- Approved specific exceptions(s) to the major requirements: __________.

#### Major Audit completed by:

- To the Student: You must complete at least 32 semester hours of academic credit in residence at Mercer. Hours of credit are granted only once for repeated courses. It is the student’s responsibility to be aware of all department, school/college, and university degree requirements as published in the catalog.

- I have read and understand degree requirements in the University Catalog and the information in this audit.
- Student signature: __________
- Date: 2017-2018

---

### Instrumental BM (6 credits)

- **MUS Electives (6 credits)**
  - MUS 182 (1 credit)
  - MUS 183 (1 credit)
  - MUS 184 (1 credit)
  - MUS 185 (1 credit)
  - MUS 186 (1 credit)
  - MUS 187 (1 credit)
  - MUS 188 (1 credit)
  - MUS 189 (1 credit)
  - MUS Electives (3 credits)

### Vocal BM

- **MUS Electives (8 credits)**
  - MUS 153 (2 credits)
  - MUS 154 (2 credits)
  - MUS 155 (2 credits)
  - MUS 156 (2 credits)
  - MUS 157 (2 credits)
  - MUS 158 (2 credits)
  - MUS 159 (2 credits)
  - MUS 160 (2 credits)

---

**Vocal Elective Options (One credit per course)**
- MUS 151: JAZZ
- MUS 152: CHURCH MUSIC
- MUS 153: ORCHESTRA
- MUS 154: BAND
- MUS 155: CHOIR
- MUS 156: CHAMBER MUSIC
- MUS 157: Opera
- MUS 158: Musical Theater

---

In addition, all vocal, woodwind, brass, and percussion majors are required to enroll in MUS 190 or 194, Lab Band or Lab Choir, spring semester of their freshman year.
MERCER UNIVERSITY
Office of the Registrar - 1501 Mercer University Drive - Macon, Georgia 31207 - (478) 301-2680
UNDERGRADUATE DEGREE AUDIT

Name: ___________________________ ID# ___________________________ Date: ___________________________
Degree: B.M.E. Major: Music Education
Advisor: ___________________________

<table>
<thead>
<tr>
<th>General Education</th>
<th>Done</th>
<th>To do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications: (11 - 19 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INT 101 or GBK 101 (4 credits)</td>
<td></td>
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<tr>
<td>Foreign Language (8 credits)</td>
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<tr>
<td>Exam, or FRE/GER/SPN</td>
<td>111</td>
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<tr>
<td>COM 210 (3 credits)</td>
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<tr>
<td>MUS 120 (4 credits)</td>
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<tr>
<td>2. Religion: (3 credits) AFR 230; ENG 225; PHI 240; REL 110, 130, 150, 170</td>
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<tr>
<td>3. Humanities and Fine Arts: (3 credits)</td>
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<tr>
<td>MUS 180 - 189, 191, 192, 196, 197, or one course chosen from the Humanities and Fine Arts Category.</td>
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<tr>
<td>4. Behavioral/Social Science: (3 credits)</td>
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<td>ANT 101; PSY 101; SOC 101; POL 101, 253</td>
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<tr>
<td>5. Quantitative Reasoning: (3 credits)</td>
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<td>STA 126; MAT 104; 191; CSC 204</td>
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<tr>
<td>6. Scientific Reasoning: (4 credits)</td>
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<td>BIO 110; CHM 110; CHM 111; ENB 150; PHY 102, 105, 108, 109, 115, 141, 161</td>
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</table>

| Additional Requirements: (8 credits)      |      |       |
| UNV 101 (1 credit) MUS 479 (3 credits)    |      |       |

134 Minimum credit hours required for one degree (in addition to specific courses listed in this audit electives hours or pre-requisites may be needed).
Completed ____________ hours as of ___________________________
Mercer cumulative GPA (min. of 2.5 required): ____________
General Ed Audit completed by: ___________________________

To the Student: You must complete at least 32 semester hours of academic credit in residence at Mercer. Hours of credit are granted only once for repeated courses. It is the student's responsibility to be aware of all department, school/college, and university degree requirements as published in the catalog.
I have read and understand degree requirements in the University Catalog and the information in this audit:
Student signature: ___________________________
Date: ___________________________

Senior Recital/Recital Attendance completed?
Yes ______ No, will complete on ___________________________
Approved specific exception(s) to the major requirements: ___________________________

Major Audit completed by: ___________________________
2017-2018

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Done</th>
<th>To do</th>
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</thead>
<tbody>
<tr>
<td>See department advisor with questions regarding application of credit toward major requirements.</td>
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<tr>
<td>Academic GPA required: 2.5 Applied GPA required: 3.00 Current GPA: ___________________________</td>
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<tr>
<td>1. Studies in Music (71 credits)</td>
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<tr>
<td>Theory Skills (18 credits)</td>
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<tr>
<td>MUS 105 (3 credits)</td>
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<td>MUS 106 (3 credits)</td>
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<td>MUS 112 (1 credit)</td>
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<td>MUS 256 (4 credits)</td>
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<td>History (12 credits)</td>
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<td>MUS 201 (3 credits)</td>
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<td>MUS 402 (3 credits)</td>
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<td>MUS 403 (3 credits)</td>
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<tr>
<td>Conducting (6 credits)</td>
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<td>MUS 340 (2 credits)</td>
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<td>MUS 341 (2 credits)</td>
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<td>MUS 342 (2 credits)</td>
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<td>MUS 474 (2 credits)</td>
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<td>MUS 475 (2 credits)</td>
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<tr>
<td>Keyboarding Skills (4 credits)</td>
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<td>MUS 109 (1 credit)</td>
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<td>MUS 110 (1 credit)</td>
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<td>MUS 209 (1 credit)</td>
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<td>MUS 210 (1 credit)</td>
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<tr>
<td>Large Ensemble Performance (7 credits)</td>
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<td>MUS 182 (1 credit)</td>
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<td>MUS 183 (1 credit)</td>
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<td>MUS 191 (1 credit)</td>
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<td>MUS 192 (1 credit)</td>
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<td>MUS 197 (1 credit)</td>
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<tr>
<td>Applied Music Courses (7 credits)</td>
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<tr>
<td>MUS 160-260; 360-460 (1 credit)</td>
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<tr>
<td>MUS 169-269; 369-469 (1 credit)</td>
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<tr>
<td>Performance Techniques (17 credits)</td>
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<tr>
<td>MUS 155 a (and b or c required of voice students) (2 credits)</td>
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<td>MUS 157 (required of instrumental students) (2 credits)</td>
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<td>MUS 215 (1 credit)</td>
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<td>MUS 216 (1 credit)</td>
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<td>MUS 221 (2 credits)</td>
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<td>MUS 224 (2 credits)</td>
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<td>MUS 350 (3 credits)</td>
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<td>MUS 370 (2 credits)</td>
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</table>

II. Professional Education (24 credits)

Maintain a 2.75 GPA with no grade less than a C
EDUC 492 (13 credits)
EDUC 220 (3 credits)
EDUC 256 (3 credits)
EDUC 285 (3 credits)
EDUC 357 (3 credits)

In addition, all vocal, woodwind, brass, and percussion majors are required to enroll in MUS 193 or 194, Lab Band or Lab Choir, spring semester of their freshman year.
**Degree: B.M. Major: Elective Studies In An Outside Field**

### General Education (39 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Done</th>
<th>To do</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communications: (11-19 credits)</td>
<td></td>
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<tr>
<td>INT 101 or GBK 101 (4 credits)</td>
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<td>Foreign Language (8 credits)</td>
<td>111</td>
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<tr>
<td>Exam, or FRE/GER/SPN</td>
<td>112</td>
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<tr>
<td>COM 210 (3 credits)</td>
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<tr>
<td>MUS 120 (4 credits)</td>
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<tr>
<td>2. Religion: (3 credits)</td>
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<tr>
<td>AFR 230; ENG 225; PHI 240; REL 110, 130, 150, 170</td>
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<tr>
<td>3. Humanities and Fine Arts: (3 credits)</td>
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<tr>
<td>MUS 180 – 189, 191, 192, 196, 197, or one course chosen from the Humanities and Fine Arts Category.</td>
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<tr>
<td>4. Behavioral/Social Science: (3 credits)</td>
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<tr>
<td>ANT 101; PSY 101; SOC 101; POL 101, 253</td>
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<tr>
<td>5. Quantitative Reasoning: (3 credits)</td>
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<td>STA 226; MAT 104; 191; CSC 204</td>
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<tr>
<td>6. Scientific Reasoning: (4 credits)</td>
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<tr>
<td>BIO 110; CHM 110; CHM 111; ENB 150; PHY 102, 105, 108, 109, 115, 141, 161</td>
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<tr>
<td>Additional Requirements: (4 credits)</td>
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<tr>
<td>UNV 101 (1 credit)</td>
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<tr>
<td>MUS 479 (3 credits)</td>
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</tbody>
</table>

222 Minimum credit hour required for one degree (in addition to specific courses listed in this audit elective hours or pre-requisites may be needed).

Completed ______ hours as of _______

Mercer cumulative GPA (min. of 2.0 required): _______

General Ed Audit completed by: _______

To the Student: You must complete at least 32 semester hours of academic credit in residence at Mercer. Hours of credit are granted only once for repeated courses. It is the student’s responsibility to be aware of all department, school/college, and university degree requirements as published in the catalog.

I have read and understand degree requirements in the University Catalog and the information in this audit:

Student signature: _______

Date _______

**Major Requirements**

Sea department advisor with questions regarding application of credit toward major requirements.

| Academic GPA required: 2.00 | Applied GPA required: 3.00 | Current GPA: _______
|-----------------------------|-----------------------------|---------------------|

### Basic Musicianship and Performance (21 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Done</th>
<th>To do</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 105 (3 credits)</td>
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<td>MUS 106 (3 credits)</td>
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<td>MUS 111 (1 credit)</td>
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<td>MUS 112 (1 credit)</td>
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<td>MUS 256 (4 credits)</td>
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<td>MUS 257 (4 credits)</td>
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<td>MUS 254 (1 credit)</td>
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<td>MUS 255 (1 credit)</td>
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<tr>
<td>MUS 359/350 (3 credits)</td>
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### Music History (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
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<th>To do</th>
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<tbody>
<tr>
<td>MUS 201 (3 credits)</td>
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<tr>
<td>MUS 202 (3 credits)</td>
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<tr>
<td>MUS 402 (3 credits) or MUS 403 (3 credits)</td>
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### Conducting (2 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Done</th>
<th>To do</th>
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</thead>
<tbody>
<tr>
<td>MUS 340</td>
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### Keyboarding Skills (0-2 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Done</th>
<th>To do</th>
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<tbody>
<tr>
<td>MUS 109-MUS 210</td>
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</tbody>
</table>

### Music Electives (10-12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Done</th>
<th>To do</th>
</tr>
</thead>
<tbody>
<tr>
<td>(In any single or closely-related discipline of the university, to be chosen by the student in close consultation with advisor) Examples: Business (including BUS/ECN/MGT/MKT) English, Psychology, Theater, Communication, Art</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Senior Recital/Recital Attendance completed?

Yes ______ No, will complete on _______

### Junior Recital completed?

Yes ______ No, will complete on _______

### Approved specific exception(s) to the major requirements:

Approved specific exception(s) to the major requirements: _______

### Major Audit completed by:

_______

2017-2018
C. Student Course Evaluation Forms:
Applied Lesson Evaluation Questionnaire

Applied Music Area: _____________  Instructor: ______________________________

Demographics:

1.) Class: Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate ______

2.) Major: ____________

3.) Reason for taking course:
   ____ Fulfill requirement in major  ____ Reputation of course
   ____ Related field  ____ Reputation of instructor

Evaluation of Instructor:

4.) How would you rate the instructor with regard to teaching and knowledge of his/her instrument?
   
<table>
<thead>
<tr>
<th>lowest/disagree</th>
<th>highest/agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

5.) Does the instructor seem to you to be well-organized?
   1   2   3   4   5

6.) Is lesson time used wisely and effectively?
   1   2   3   4   5

7.) How would you rate the instructor with regard to his/her interest in your individual progress?
   1   2   3   4   5

8.) Is the instructor careful about maintaining his/her schedule?
   1   2   3   4   5

Analytical Thinking Skills:

9.) Does the teacher’s instruction enable me to learn music independently?
   1   2   3   4   5

10.) Does the teacher’s instruction enable my ability to listen to and to critique other students in the studio?
    1   2   3   4   5

General intellectual capacities:

11.) This course increased my writing abilities.
     1   2   3   4   5

12.) This course increased my oral communication skills.
Mercer-specific emphases:
13.) This course increased my understanding of my moral, spiritual, or ethical beliefs and values.
   1  2  3  4  5

14.) This course increased my understanding of people who are different from me.
   1  2  3  4  5

15.) This course increased my appreciation of the diversity of people's strengths.
   1  2  3  4  5

16.) This course increased my ability to listen to others.
   1  2  3  4  5

17.) This course increased my abilities for leadership.
   1  2  3  4  5

18.) This course increased my awareness of my civic responsibilities.
   1  2  3  4  5

19.) Additional comments:
Classroom Evaluation Questionnaire

Course: ___________________  Instructor: ____________________________

Demographics:

1.) Class:  Freshman ___  Sophomore ___  Junior ___  Senior ___  Graduate _____

2.) Major: ________________

3.) Reason for taking course:
   ____ Fulfill requirement in major  ____ Reputaiton of course
   ____ Related field  ____ Reputaiton of instructor

4.) In comparison with other courses that you have taken at Mercer, how would you rate this course with respect to:

   General level of difficulty
   _____ easier  ____ about the same  ______ more difficult

   Amount of work required
   _____ less  ____ about the same  ______ more

Evaluation of Instructor:

5.) How would you rate the instructor’s knowledge of the subject matter?
   lowest/disagree  highest/agree
   1  2  3  4  5

6.) Does the instructor seem to be well-organized?
   1  2  3  4  5

7.) Is the subject matter presented in a clear and logical manner?
   1  2  3  4  5

8.) How would you rate the instructor’s availability and willingness to answer questions outside of class?
   1  2  3  4  5

9.) Was the system of grading clear?
   1  2  3  4  5
**General intellectual capacities:**

10.) This course increased my writing abilities.
    1  2  3  4  5

11.) This course increased my oral communication skills.
    1  2  3  4  5

12.) This course increased my analytical thinking skills.
    1  2  3  4  5

**Mercer-specific emphases:**

13.) This course increased my understanding of my moral, spiritual, or ethical beliefs and values.
    1  2  3  4  5

14.) This course increased my understanding of people who are different from me.
    1  2  3  4  5

15.) This course increased my appreciation of the diversity of people's strengths.
    1  2  3  4  5

16.) This course increased my ability to listen to others.
    1  2  3  4  5

17.) This course increased my abilities for leadership.
    1  2  3  4  5

18.) This course increased my awareness of my civic responsibilities.
    1  2  3  4  5

19.) Additional comments:
Ensemble Evaluation Questionnaire

Applied Music Area: ____________  Instructor: ____________________________

Demographics:

1.) Class: Freshman ____ Sophomore ____ Junior ____ Senior ____ Graduate ______

2.) Major: ____________

3.) Reason for taking course:
   ____ Fulfill requirement in major  ____ Reputaon of course
   ____ Related field  ____ Reputation of instructor

Evaluation of Instructor

4.) How would you rate the instructor with regard to teaching and knowledge of ensemble performance?
   
   \begin{tabular}{lllll}
   \textbf{lowest/disagree} & 1 & 2 & 3 & 4 & 5 \\
   \textbf{highest/agree} & & & & &
   \end{tabular}

5.) Does the instructor seem to you to be well-organized?
   
   \begin{tabular}{lllll}
   1 & 2 & 3 & 4 & 5 \\
   \end{tabular}

6.) Is rehearsal time used wisely and effectively?
   
   \begin{tabular}{lllll}
   1 & 2 & 3 & 4 & 5 \\
   \end{tabular}

7.) Is the instructor careful about maintaining his/her schedule?
   
   \begin{tabular}{lllll}
   1 & 2 & 3 & 4 & 5 \\
   \end{tabular}

8.) List the music you liked. Why did you like this music?

9.) List the music you disliked. Why did you dislike this music?

Mercer-specific emphasis:

10.) This course increased my understanding of my moral, spiritual, or ethical beliefs and values.
   
   \begin{tabular}{lllll}
   \textbf{lowest/disagree} & 1 & 2 & 3 & 4 & 5 \\
   \textbf{highest/agree} & & & & &
   \end{tabular}

11.) This course increased my understanding of people who are different from me.
   
   \begin{tabular}{lllll}
   1 & 2 & 3 & 4 & 5 \\
   \end{tabular}

12.) This course increased my appreciation of the diversity of people’s strengths.
   
   \begin{tabular}{lllll}
   1 & 2 & 3 & 4 & 5 \\
   \end{tabular}
13.) This course increased my ability to listen to others.

1   2   3   4   5

14.) This course increased my abilities for leadership.

1   2   3   4   5

15.) This course increased my awareness of my civic responsibilities.

1   2   3   4   5

16.) Additional comments:
E. School Forms:

1. AUDITION FOR ADMISSION TO MERCER UNIVERSITY TOWNSEND SCHOOL OF MUSIC

Date: ____________________________________________________________

Name: ___________________________________________________________________

Student ID#: ________________________________________________________

Address: ___________________________________________________________________

Telephone: ___________________________ E-mail: _________________________________

Instrument: ___________________________________________________________________

Voice: _____________________________________________________________________

Works played or sung:
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Admitted to School: Yes _____
No _____

Comments:________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Applied for Admission? ________
Accepted? ________
Applied for Financial Aid? ________
Expect to apply for Financial Aid? ________

Evaluation Committee:
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Music Ed.? ________

Potential degree program? ________
(Circle one) BA, BME, BM

Signed: _________________________________________________
Dean, School of Music
2. FRESHMAN ACCEPTANCE TO BACHELOR OF MUSIC DEGREE

Name___________________ Date___________________

Instrument or Voice Range________________________

Music Degree Program Seeking Acceptance ____________________________

For Office Use:

Faculty Music Advisor

Principal Applied Music Teacher______________________________

It is hereby certified that, as a result of the evaluation held on this date, the above-named student is admitted to the degree program in Townsend School of Music.

Signed
Dean, Townsend School of Music

* This form must be returned to the School of Music Office following the Spring juries of the Freshman year of study.
3. 

ACCEPTANCE TO MUSIC MAJOR FORM
MERCER UNIVERSITY TOWNSEND SCHOOL OF MUSIC

Name_________________________________________ Date____________________

Instrument or Voice Range________________________________________________________

Music Degree Program Seeking Acceptance__________________________________________

The following is for office use:

Preliminary Signatures of Approval:

Faculty Music Advisor_____________________________________________________________

Principal Applied Music Teacher_____________________________________________________

Freshman Theory Teacher___________________________________________________________

It is hereby certified that, as a result of the freshman year evaluations, the above-named student
is admitted to the _____________________ degree program in the School of Music.

Signed: ________________________________
Dean, School of Music

* This form must be returned to the School of Music Office by May 10 of the freshman year of
Music study. (see Acceptance to Music Major policies stated in the School of Music Handbook)
INSTRUMENTAL JURY EXAMINATION FORM
Townsend School of Music
Mercer University

Name ____________________________ Exam Date ____________________________

Instrument ____________________________ Semesters of Study ____________________________

Course Enrolled ____________________________ Instructor ____________________________

Current Degree Program (circle one): BA  BME  BM  Minor  Other ____________________________

List of Scales, Arpeggios, and/or other Technical Exercises studied this semester:

1. ____________________________  3. ____________________________
2. ____________________________  4. ____________________________

Repertoire/Etudes/Orchestral Excerpts Studied this semester:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Faculty Comments Below

<table>
<thead>
<tr>
<th>Category</th>
<th>Exemplary</th>
<th>On Target</th>
<th>Developing</th>
<th>Deficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tone Quality</td>
<td>☐ Consistently focused, clear and centered, controlled</td>
<td>☐ Focused, clear and centered, sometimes less controlled</td>
<td>☐ Not controlled, detracts from performance</td>
<td>☐ Difficult to discern intended sound</td>
</tr>
<tr>
<td>Rhythmic Accuracy/Tempo</td>
<td>☐ Secure, accurate, appropriate for style</td>
<td>☐ Secure and mostly accurate</td>
<td>☐ Frequent or repeated errors detract</td>
<td>☐ Erratic, significantly detracts</td>
</tr>
<tr>
<td>Intonation/Note Accuracy</td>
<td>☐ Virtually no errors. Pitch is very accurate.</td>
<td>☐ Some errors, noticeable but not severe</td>
<td>☐ Frequent and/or repeated errors</td>
<td>☐ Very few accurate or secure pitches</td>
</tr>
<tr>
<td>Dynamics</td>
<td>☐ Obvious, consistent, and accurate for the style</td>
<td>☐ Somewhat consistent but limited in effect</td>
<td>☐ Difficult to discern and/or ineffective</td>
<td>☐ Incorrect or inappropriate and ineffective</td>
</tr>
<tr>
<td>Musical Effect/Technique</td>
<td>☐ Engaging, consistently meets technical demands</td>
<td>☐ Some moments, technical difficulties not fully met</td>
<td>☐ Technical issues more prominent than musical expression</td>
<td>☐ Technique insufficent, prevents musical expression</td>
</tr>
</tbody>
</table>

Additional Faculty Comments:

________________________________________________________________________________

Numerical Jury Grade ____________ Faculty Signature ____________
5.

VOICE JURY EVALUATION COVER SHEET
TOWNSEND SCHOOL OF MUSIC
MERCER UNIVERSITY

Student’s Name

Major

Course #

Class Standing

[Fr, So, Jr, Sr, Grad]

Date of Jury

Applied Teacher

Faculty Juror’s Signature

Numerical Grade Assigned

Faculty Juror’s Signature

Numerical Grade Assigned

Faculty Juror’s Signature

Numerical Grade Assigned

Faculty Juror’s Signature

Numerical Grade Assigned

Final Averaged Jury Grade

Repertoire Presented on Jury:
TITLE

COMPOSER (Full Name)

Repertoire in Preparation: (Memorized? Y/N)

Acceptance to BM and BMwESOF Degrees
(2nd Semester Freshman Jury)

Accepted

Not Accepted

Date

Acceptance to Music Major (BA, BME)
(2nd Semester Freshman Jury)

Accepted

Not Accepted

Date
6. Voice Jury Evaluation and Appraisal Sheet

VOICE JURY EVALUATION AND COMMENT SHEET
TOWNSEND SCHOOL OF MUSIC
MERCER UNIVERSITY

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Major</th>
<th>Course #</th>
<th>Class Standing</th>
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<table>
<thead>
<tr>
<th>Accompanist's Name</th>
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<table>
<thead>
<tr>
<th>Date of Jury</th>
<th>Applied Teacher</th>
<th>Faculty Juror's Signature</th>
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<tbody>
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**SELECTIONS:**

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<tr>
<th>TITLE</th>
<th>COMPOSER (Full Name)</th>
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<tr>
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**COMMENTS**

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<thead>
<tr>
<th>1.) Over-all Technical Development</th>
<th>10 9 8 7 6 5 4 3 2 1</th>
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</thead>
<tbody>
<tr>
<td>II.) Posture/Breath</td>
<td>10 9 8 7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>III.) Phonation</td>
<td>10 9 8 7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>IV.) Intonation</td>
<td>10 9 8 7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>V.) Resonance</td>
<td>10 9 8 7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>VI.) Musical Accuracy/ Memory</td>
<td>10 9 8 7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>VII.) Diction</td>
<td>10 9 8 7 6 5 4 3 2 1</td>
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<tr>
<td>(Language &amp; Articulation)</td>
<td></td>
</tr>
<tr>
<td>VIII.) Musical Interpretation</td>
<td>10 9 8 7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>IX.) Dramatic Interpretation</td>
<td>10 9 8 7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>(Emotional Involvement, Communication, Intensity, Variety)</td>
<td></td>
</tr>
<tr>
<td>X.) Physical Presentation</td>
<td>10 9 8 7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>(Body Language, Gestures, Acting Transitions, Focus of the Eyes, Stage Department)</td>
<td></td>
</tr>
</tbody>
</table>

NUMERICAL JURY GRADE ________
7.

Mercer University Townsend School of Music
BM/BME SENIOR RECITAL; BM JUNIOR RECITAL REQUEST FORM
(Due October 15)

Name_________________ Date_________________

Check one:
BM Senior Recital_____ BME Senior Recital____ BM Junior Recital____

Students who have not passed the keyboard proficiency or MUS 210 Class Piano IV and MUS 257/255 Music Theory IV/Advanced Musicianship Skills II by the end of their Junior Year, will not be allowed to process a Senior Project request form.

Non-required recital

BM Junior Recital or Senior Recital requested date _____

Recital Hearing requested date (two weeks prior to the recital)___________________

Please attach typed recital program or proposed project. Please include timing for each piece.

Applied Teacher or Project Supervisor approval ________________________________

Proposed calendar date approved by the Music Office___________________________

Music Dean approval Date_________________________________________________

Please submit this form to the Dean of the School of Music no later than October 15.

Assigned Jury Committee

Checklist for recital:

_____ Applied teacher approval          _____ Reception arrangements made
_____ Calendar date selected and approved _____ Ushers selected (if necessary)
_____ Hearing date selected and approved _____ Lighting set w/Music Office staff
_____ Program template downloaded, ready for hearing _____ Audio recording desired (yes / no)
8. MERCER UNIVERSITY
TOWNSEND SCHOOL OF MUSIC
RECITAL HEARING FORM

Date:__________________________________________

Name:__________________________________________

Applied Teacher:____________________________________

Degree Program and Reason for Recital Hearing (BM-Jr. or Sr. Recital; BA, BME Sr. Recital, MM Recital, AD Recital, etc.):__________________________________________

Please appropriately mark items as follows:

Typed Copy of Program Present and Approved:__________________________

Check for Recording and/or Accompanist Received:__________________________

Recital APPROVED for Performance:__________________________

Recital NOT APPROVED for Performance:__________________________

Comments:__________________________________________

It is the responsibility of the Chair of the Jury Committee to complete this form, have the members of the Jury Committee sign it, and turn it in to the office (recital should not be approved for performance unless the program is present and approved).

Signature of Jury Committee:

__________________________________________

__________________________________________

__________________________________________
9. Mercer University Townsend School of Music Recital Completion Form

Name:__________________________________________________

Date Recital Completed:___________________________________

Recital Accepted to Meet Graduation Requirements: Yes_______

No_______

Numerical Grade _______

Comments:

Signature of Examining Committee: 1.___________________________

2. _______________________

3. _______________________

_________________________________________
Dean, School of Music
 Mercer University Townsend School of Music  
BA Degree Senior Project Completion Form  

Name:__________________________________________________________

Type of Project:__________________________________________________

Date Project Completed:__________________________________________

Project Accepted to Meet Graduation Requirements: Yes_______  
                                                     No ______
                                                     Numerical grade ______

Comments:

Signature of Examining Committee:  
1.______________________________________________________________

2.______________________________________________________________

3.______________________________________________________________

______________________________________________________________
Dean, School of Music
### F. Applied Music Courses

<table>
<thead>
<tr>
<th>Voice</th>
<th>Undergrad MUS 160, 260, 360, 460 265, 365, 465</th>
<th>Grad MUS 560</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>Malone</td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>Kosowski</td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>Roberts, Marie</td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>Rehberg</td>
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### Center for Strings

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<tr>
<th>Instrument</th>
<th>Undergrad MUS 16C, 26C, 36C, 46C</th>
<th>Grad 56C</th>
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<tr>
<td>Suffix</td>
<td>Section</td>
<td>Instructor</td>
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<tr>
<td>Violin</td>
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<tr>
<td>Viola</td>
<td>X</td>
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<td>Cello</td>
<td>Y</td>
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<td>Bass</td>
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<tr>
<td>Piano</td>
<td>Undergrad MUS 161, 261, 361, 461 266, 366, 466</td>
<td>Grad MUS 561</td>
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<tr>
<td>Section</td>
<td>Instructor</td>
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<tr>
<td>001</td>
<td>Pridgen</td>
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<tr>
<td>002</td>
<td>Altman</td>
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<td>003</td>
<td>Goff</td>
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<th>Grad MUS 562, 567</th>
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<td>Instructor</td>
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<tr>
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<th>Undergrad MUS 169, 269, 369, 469 271, 371, 471</th>
<th>Grad MUS 569 574</th>
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<td>Instructor</td>
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<td>Keith (Choral)</td>
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<td>A</td>
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<tr>
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<td>B</td>
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<td>Bassoon</td>
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<td>Clarinet</td>
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<td>Trumpet</td>
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* Holistic Child Substitutions
**Check listings for Regional Academic Centers (RAC). Online Courses for EDUC 101, 102, 201, 202 220, 256, 283, and 357 and PSY 250 are offered in the summer and within the academic year.