

**MERCER**  
UNIVERSITY

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SCHOOL OF MUSIC

**UNDERGRADUATE HANDBOOK**

**2025-26**

**[music.mercer.edu](http://music.mercer.edu)**



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## **I. INTRODUCTION AND WELCOME FROM THE DEAN**

Dear Music Students and Faculty:

Welcome to Mercer University! Mercer has developed a proud heritage and tradition of excellence in higher education for 192 years. 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 Catalog 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, and finally to the Dean of the Townsend School of Music.

## **II. MISSION STATEMENTS**

### 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 (TSM) 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 (NASM), Mercer University assures that students receive a quality musical education from a School that has met the recognized standards of this organization.

### III. TOWNSEND SCHOOL OF MUSIC FACULTY

**Professors:** Montgomery Cole, Clarinet/Saxophone; Gary Gerber, Dean; Richard Kosowski, Director of Graduate Studies and Voice/Opera; Jack Mitchener, Organ/Harpsichord; Amy Schwartz Moretti, Director, Robert McDuffie Center for Strings and Violin; Stanley L. Roberts, Associate Dean and Choral Conducting; and Christopher Schmitz, Music Theory/Composition

**Associate Professors:** Ian H. Altman, Piano; Nathan Gay, Director of Athletic Bands and Tuba/Euphonium; R. Timothy McReynolds, Collaborative Piano; Marcus D. Reddick, Percussion; Kathryn Rios, Music History; and Kyung-A Yoo, Collaborative Piano

**Assistant Professors:** Brittan Braddock, Director of Bands and Coordinator of Music Education; and Nathan Myrick, Director of Undergraduate Studies and Church Music

**Visiting Instructors:** Samantha Mishima Friedman, Voice/Opera

**Distinguished University Professor of Music:** Robert McDuffie, Violin, Distinguished Artist-in-Residence

**Distinguished Artists:** Rebecca Albers, Viola; Victoria Chiang, Viola; Brannon Cho, Cello; Lawrence Dutton, Viola; Annie Fullard, Violin; Hans Jørgen Jensen, Cello; David Kim, Violin; Yaniv Segal, Orchestra; Daniel Tosky, Double Bass;

**Senior Lecturers:** Marie J. Roberts, Voice; and Kelly Via, Flute/Piccolo

**Lecturers:** Jazmyn Barajas-Trujillo, Bassoon; Terence Cantwell, Guitar; Joy Dumas, Music Education; James English, Trombone; Andy Eulau, Electric Bass; Rob Evans, Music Technology; Linda Gerber, Music Education; Anna Schmitz, Horn; Valencio Jackson, Music Theory; Janet Jarriel, Music Business; Calista Koch, Harp; Kyle Mallari, Trumpet; Gail Pollock, Accompanist and Class Piano; Isaac Ripple, Oboe; Cynthia Smith, Accompanist; Rachael Smith, String Techniques; Vincent Tong, Piano; Sherry Weeks, Elementary Music Education; and Cameron Wood, Accompanist

**Professor Emeriti:** Carolyn Goff, Professor Emerita of Collaborative Studies; Douglas Hill, Professor Emeritus of Music; C. David Keith, Professor Emeritus of Music; Lowen Marshall, Charles B. Thompson Professor Emeritus of Music; and Martha Malone, Professor Emerita of Music

## IV. 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 Handbook. The faculty advisor is provided to enhance the guidance given in the Handbook. Every entering first-year student 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 contact the private teacher to schedule their applied lesson time.
6. Intended music majors are required to attend a minimum of 150 recitals and programs (130 B.M.E.) in order to graduate (See Recital Attendance Policy on page 11).
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 occur in the Fall semester on the first Thursday of classes at 3:30 pm in the Neva Langley Fickling Hall in the McCorkle Music Building. Announcements will occur at that time.
11. Transfer students entering TSM 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 MUS 120-Intro to Research and Writing in Music requirement. Only CLAS 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 CLAS double majors must take INT 201. They will be credited as having completed the MUS 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 MUS 120-Intro to Research and Writing in Music, and upon completing that course CLAS 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, MUS 120-Intro to Research and Writing in Music, and INT 201 if they are a CLAS 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 MUS 120-Intro to Research and Writing in Music and INT 201 if they are a CLAS 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 first-year sequence of music courses. Transfer students must also be examined in the following areas: music theory, musicianship, keyboard, and lyric diction (if a voice major). 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 B.A. or B.M.E. degrees must prepare three 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 (2<sup>nd</sup> – 4<sup>th</sup> 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 sight-reading 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 <https://mcduffie.mercer.edu/>.

**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 sight-read a short excerpt. Questions about appropriate repertoire should be directed to any piano faculty member.

**Organ:** Applicants should prepare three pieces for the audition including a major work of Bach as well as selections from the romantic and modern/contemporary periods.

**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 sight-read 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 first year of study, 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 School of Music. Notification of acceptance or denial will be sent to the student and advisor in May of each academic year.
3. 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 first year of study and receive approval from that group. Students who are not accepted into the B.M. degree may audition once more at the end of their third semester of study if they so desire. 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. An Instrumental Major who is pursuing a Bachelor of Arts or Bachelor of Music Education degree must complete a Barrier Exam at the second semester (usually spring) jury of the first year of study. Wind and Brass students will perform 10 minutes of repertoire and technical exercises. This performance will consist of at least one movement from a Sonata or Concerto with piano accompaniment. The technical exercises will include the 12 major scales/arpeggios from memory. Percussion students will be asked to perform three selections utilizing: snare drum, marimba, and either timpani or multi-percussion. Additionally, percussion students will be asked to play the 12 major scales and arpeggios.

#### **D. Music Minor Study**

1. **Music Minor.** The requirements for completion of a minor in music include the following twenty-two credits: Successful completion of an entrance audition and musicianship examination; completion of 22 credit hours in the following School of Music courses—MUS 105, 106, 111, 112 (8 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 selected from MUS 201, 202, 402, 403; 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 19 credits: Successful completion of an entrance audition and musicianship examination; completion of the following 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 Special Topics Recording Workshop I (3 hours); MUS 480 Special Topics Recording Workshop II (3 hours). A lab fee is required for each Recording Workshop course.

3. **Sacred Music Minor.** The requirements for completing a sacred music minor include the following 20 credits: MUS 105, 109, 111, 203, and 303. Additionally, students must choose 5 credits from among the following: MUS 280, 320, 331, 332, 333, 340, 345 or 480 Special Topics in Sacred Music. Students must also complete 2 credits of applied music in an area of their choosing (MUS 170, audition required) and 2 ensemble credits, dependent upon faculty availability and approval by the Dean; applied music fee required each semester. The Sacred Music Minor is designed to resource and enhance the effectiveness of non-music major undergraduates who intend to participate in musical worship leadership while pursuing a career in a different field (such as business, chemistry, computer science, engineering, health, etc.). Students will develop skills in leadership and critical thinking at the intersection of divinity, humanity, and music-making along with the practical skills of musical performance and worship leadership. This minor prepares students for a fulfilling life of music and worship in whatever career they choose.
4. Music minors are expected to practice one hour each day.

#### **E. Certificates in Music**

1. **Certificate in Music Composition.** 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, 278, 279, 338, 339, 350, and 359.
2. **Certificate in Sacred Music.** The Certificate in Sacred Music provides additional depth for Music Majors who wish to undertake progressive studies in Sacred Music. Many career musicians find supplementary income performing in churches and houses of worship throughout their career, and this certificate enables students to do so with greater excellence and care for the relational needs of the worshipping community. The certificate requires 9 credits of coursework and a Final Project (MUS PRJ). MUS 203 is required, and students must choose 6 hours from among the following: MUS 320, 331, 332, 333, or 480 Special Topic in Sacred Music.

#### **F. 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 School of Music Dean. Auditions are usually administered by the Area Chair of 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 1 hour of credit or 60 minutes of instruction per week for 1 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 3 hours of credit. Applied music fees are listed under Financial Information in the Macon Campus Catalog.
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 begins. Each area (vocal, instrumental, keyboard) has different requirements regarding Jury Examination forms. 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 number 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.
  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, they 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, email, by phone, or by posting a studio lesson schedule on a bulletin board on or 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.

#### **G. Solo Performance Opportunities**

1. Recital Hour – Thursdays, 3:30 pm, Neva Langley Fickling Hall, McCorkle Music Building (alternate location: Newton Chapel).
  - a. Apply for a Recital Hour date at the beginning of each semester.

- b. Sign up forms are available on the bulletin board outside Dr. Braddock's studio (Room 118) and in the TSM Student Google Drive folder:  
<https://drive.google.com/drive/folders/1XNE59jsUS7yQQ3-KPcqs58AqY35Gzvn7?usp=sharing>
2. 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.

#### **H. Recital Attendance Policy**

1. Intended music majors are required to attend a minimum of 150 (B.M.E. 130) recitals in order to graduate. Students may count performances in which they participated as long as it is not a solo recital. An original program or an original ticket must be turned into the Office Assistant in the Music Office. If a concert runs out of programs, contact the Office Assistant the following day to obtain a program. Programs must be submitted in chronological order with the student's name included at the top of each program. Seniors must complete the Recital Attendance requirement by mid-April. Transfer student recital counts will be adjusted as follows: Sophomores-115; Juniors-75. Music Education majors are required to attend 130 recitals because of student teaching during their last semester.

There are certain music events where mandatory attendance is required. These events included Music Convocations, beginning of the semester Recital Hour meetings, Jubilee Artists Series concerts, Townsend Symposia lectures, and various other events. In order to not get behind on event attendance, it is suggested that each student attend the following minimum each year: Freshman year-40 events; Sophomore year-40 events; Junior year-35 events; Senior year-35 events.

#### **I. Senior Recitals/Projects and Required Junior Recitals**

1. Prerequisite: Piano Proficiency

Students who have not satisfied the keyboarding/piano competency requirement by the end of their junior year will not be allowed to process a Recital/Project Request/Proposal Form for their senior year. No senior recital/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.

2. Student Recital Rules

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

- Mondays at 6:00 pm
- Tuesdays at 5:00 pm (Center students get priority depending on Orchestra schedule)
- Thursdays at 3:30 pm on dates when TSM student Recital Hour is NOT scheduled.
- Friday afternoons at 3:30 pm and 5:00 pm
- No receptions

- No intermission
- Program information submitted to the Music Office at least a month before the recital (the Office Assistant will send a document that states the required information).
- “Adding” repertoire or any other element to a student degree recital as a “surprise” without the applied teacher’s prior knowledge and approval will result in a grade reduction to be determined by the applied teacher.
- Duration of senior recitals: 45-60 minutes. (*40 minutes of music = 50-minute recital; 50 minutes of music = 60-minute recital, etc.*) NOTE: B.M. senior recitals should be 55-60 minutes in length.
- Duration of required B.M. junior recitals is 30 minutes (25 minutes of music).
- Students will reimburse the School for the cost of paper for printing recital programs. The cost of paper is \$20.00 to print 100 sheets or \$10.00 to print 50 sheets of recital paper.
- Students must submit an audio recording of their recital to the office, if required.

### 3. Proposals for all Degree Recitals and B.A. Senior Projects

All proposals for required degree recitals and B.A. senior projects (B.A. majors – see description of degree for senior project options) must be submitted to the Dean of the School of Music no later than the Friday of the 4<sup>th</sup> week of each semester.

- a. At the beginning of the fall semester, the Applied Area Chairs will appoint a Jury Committee of three faculty members for:
  1. **Recital** (required Senior or required B.M. Junior): 3 TSM faculty members – applied teacher and two others assigned by the area chair.
  2. **Bachelor of Arts Senior Project**: members from TSM, and/or other Mercer University disciplines and departments as appropriate.

### 4. Checklist – Preparing the Proposal:

- a. Student obtains Recital/Project Request/Proposal Form from Music Office.
- b. Content & Written Proposal of recital program/B.A. research project:
  1. **Recital**: The senior recital should display the student’s thorough knowledge of several (at least 3) musical styles indigenous to the given performance area. Voice majors, moreover, must demonstrate in the senior recital proficiency in French, German, Italian, and English.
  2. **Repertoire**: The student types a list of proposed recital repertoire as assigned/ approved by the applied teacher to attach to the Recital/Project Request/Proposal Form indicating:
    - i. Complete title and composer of each piece
    - ii. Length (minutes/seconds) of each piece
    - iii. Total number of minutes of music proposed

c. Date/Time/Venue:

1. Student discusses potential performance dates with applied teacher and accompanist and asks the Office Assistant to confirm availability on music calendar in either Fickling Hall, Newton Chapel, or the Bell House, as approved by the applied teacher and Music Office.
  - **NOTE:** 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.
2. Once one or two potential dates are found, the student ascertains the other committee members' availability, fills in the requested date on the form, and asks their other recital committee members to sign the form if they are available on that date and time. If they are not available, another date must be found and marked on the form as approved (signature) by the committee members.
3. Student gives completed Recital/Project Request/Proposal Form with Repertoire to the Office Assistant to reserve the date, time, and venue for the proposed recital *only after all committee members have given their approval of the date*.

d. B.A. Senior Project:

1. *Project Description/Abstract:* The student types a detailed description of proposed project as approved by the applied teacher or other TSM project supervisor/advisor to attach to the completed Recital/Project Request/Proposal Form.
2. *Date/Time/Venue:* If the project will culminate in a presentation of the research (45-60 minutes in duration), the student follows the procedure under "Recital" above to obtain a date and venue approved by all three committee members and confirmed as available by the Office Assistant then adds that date on the Request Form, accompanied by the signature of the committee members.

e. DEADLINE Friday of the 4<sup>th</sup> Week of Each Semester – for Recital or Project Request Proposals:

1. The student fills out the Recital/Project Request/Proposal Form, has it signed by the applied teacher/TSM project advisor, with committee indicating availability on the proposed date, attaches the repertoire or project description/abstract to the form, and submits these materials to the Dean no later than Friday of the 4<sup>th</sup> week of each semester.
2. The student ALSO places a copy of the proposal with Recital Repertoire list attached in the mailbox of the Coordinator of Accompanying.

3. After the recital has been approved, any subsequent change(s) involving a collaborative pianist must be approved by the Coordinator of Accompanying.

**IMPORTANT:** Failure to submit the completed proposal by the deadline will result in seniors failing to graduate in that academic year and juniors not being permitted to give the recital during that academic year.

## 5. Recital Hearing and Project Hearing/Defense

### a. Recital Hearings:

1. Scheduling the **hearing date:** All recital hearings must be held no later than 2 weeks prior to the approved recital date.
2. Following the procedure described above under **Date/Time/Venue** for scheduling a recital performance date, the student schedules the hearing date with the approval of the Office Assistant, applied teacher, accompanist, and recital committee.
3. **Three copies of the following materials** must be brought to the hearing by the student: 1) *printed recital program*; 2) *any program notes to be included with the program*; and 3) *a list of individual repertoire timings and total minutes of music* to be presented.
4. Program/Program Notes: The student submits the program information and program notes, if applicable, to the Music Office. The typed, edited program (and program notes/translations) as approved by the applied teacher, must be presented at the hearing. The faculty committee will make any additional needed changes to the program and/or program notes and return to the student for final editing.
5. The student must incorporate the committee's suggested revisions and email the finalized, approved recital program and program notes to the Music Office **NO LATER** than 24 hours after the recital hearing (at least 13 days before the recital date).
6. The student will reimburse the Music Office for the cost of paper used for printing the programs.

### b. Senior Projects (*Bachelor of Arts only*):

1. The Advisor and other committee members will work with the student to design a schedule of weekly supervision meetings, student research, and preparation as appropriate to the individual project.
2. The project plan will include, but is not limited to, a 45-60 minute formal presentation of the project in lieu of the Senior Recital, which is applied for in the formal Senior Project proposal as described above, and scheduled using the procedure described above under **Date/Time/Venue**.

3. The project plan includes a project defense or review date by the committee, AT LEAST 3 weeks prior to the presentation date. (See procedure for scheduling under **Date/Time/Venue** above.) The student will present a printed program, other written materials, and presentation/performance elements of the project that have been designed with committee approval, for their review and suggested revisions, and for final approval to move ahead with the presentation.
4. The program and any other written materials to be printed and copied in the Music Office must be emailed to the Music Office in their final, edited format, as approved by the committee chair/applied teacher NO LATER than 2 weeks before the presentation date.

## **J. Recital Checklist**

1. Fall and Spring Semester: Proposal
  - a. 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.
  - b. Submit proposed recital program, with repertoire timings, and Senior Project/Recital Request Form with faculty committee signatures to the Dean of the School of Music and Coordinator of Accompanying by the Friday of the 4<sup>th</sup> week of each semester.
2. Preparation for the Recital
  - a. Plan a rehearsal schedule with your accompanist to prepare for the recital in a timely manner.
  - b. Try repertoire out in studio classes and on School of Music Thursday 3:30 pm Recital Hour programs.
3. Two months before the Recital
  - a. The student will schedule the official Recital Hearing location, date and time with the applied teacher, two faculty committee members, accompanist, and Office Assistant at least two weeks prior to the recital date.
  - b. Submit program information using approved School of Music format, as well as any program notes to be used. Work with your applied teacher to make suggested edits for approval before submitting to the committee at the hearing.
  - c. Schedule the appropriate performance venue with the School of Music Office for appropriate rehearsal times.
  - d. If you perform your recital off-campus, you MUST provide a recorded copy of your recital to the Music Office for inclusion in your permanent record.

- e. The livestreaming of all concerts and recitals must be pre-approved by your applied instructor, the Recording Supervisor, and the Music Office. Please complete and submit the signed **TSM Concert and Recital Request Form** no later than three weeks before the scheduled date of your recital. Email a copy of the signed form to the Office Assistant ([music@merc.edu](mailto:music@merc.edu)) on the same day you submit the original form to the Music Office. *Requests for concert/recital livestreaming may not be honored if your form is submitted later than three weeks before the concert/recital.*
4. Two weeks before the Recital
    - a. Upon successful completion of the Recital Hearing, the student is responsible for submitting the completed and approved program to the School of Music office no later than two weeks prior to the scheduled recital date.
    - b. Recital Attire: Performers should dress in a manner that reflects respect for the occasion and the music that is being presented. Professional or formal attire is encouraged. (Voice majors – please see Guidelines for Vocal Study.)
  5. Non-required Recitals
    - a. Students may only present non-required recitals with the approval of their applied teacher, who must be present to supervise the recital.
    - b. The Recital/Project Proposal/Request Form must be submitted to the Dean by Friday of the 4<sup>th</sup> week of each semester. The proposed repertoire with timings must accompany the form, the same requirement for a degree recital.
    - c. 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.
    - d. Recital date and time are chosen at the discretion and convenience of the student, teacher, and accompanist, and is scheduled with the Office Assistant at an available venue.
    - e. Students must pay a non-required recital fee of \$150.00 directly to their collaborative pianist to compensate for 4 hours of extra rehearsal time in addition to the recital itself.

#### **K. School Accompanists: Allocation of Hours**

1. The following times will be weekly or as needed (Junior and Senior recitals, juries) determined by the Dean, the Applied Teacher, and the Coordinator of Accompanying.
  - a. Applied Voice Majors (B.M., B.M.E., B.A.)
    - 30 minutes in studio
    - 30 minutes in rehearsal

- b. Applied Instrumental Majors (B.M., B.M.E., B.A.)
  - 30 minutes in studio
  - 30 minutes in rehearsal
2. Instrumental and vocal students must submit their recital proposal form no later than Friday of the 4<sup>th</sup> week of each semester with the calendar date already cleared with the applied teacher, the accompanist, two faculty members assigned to the recital, and the Office Assistant. Please do not set a date without checking with all of the above!
3. The student must give all music to their assigned accompanist no later than 3 weeks before the performance date. Please be professionally courteous and notify the accompanist 24 hours in advance of any cancellation. **Accompanists are not required to make up missed rehearsals or lessons if the student has not notified the accompanist before the 24-hour time frame.**
4. Voice majors must have all music made available and in a black 3-ring binder with all translations transferred into the music for the accompanist. The accompanist will make an audio recording of the accompaniment if this is suggested by the applied teacher.
5. Students wishing to present a non-required recital will need to schedule an accompanist with the Coordinator of Accompanying. The student must submit a Recital/Project Proposal/Request Form (available in the School of Music Office from the Office Assistant) and \$150.00 Accompanist Fee two weeks prior to the performance date. The fee will cover up to four hours rehearsal in addition to the Recital and a one-hour Dress Rehearsal. Failure to pay the fee two weeks prior to the performance date will result in a hold being placed on the student's grades for the semester by the Dean of the School of Music.

#### **L. Music Scholarships/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 the teacher, and work to the best of the student's ability in applied music. The student further agrees that they will not perform outside the School (solo or groups) without seeking the advice and consent of their applied teacher.
  - c. Perform to the best of the student's ability (as judged by their professors) in all School academic subjects.
  - d. Maintain at least a 3.0 average GPA in the student's applied area and a 2.0 overall average GPA for B.M., B.M. Elective Studies, and B.A. majors. B.M.E. majors must maintain a 2.5 overall average.
  - e. Keyboard majors – Assist the School by accompanying as set forth in School policy.

- f. Voice majors – Participate in various Mercer University choral ensembles as designated by the Director of Choral Studies and adhere to the attendance policies and performances of these ensembles. The student will also assist the Director of Choral Studies with various administrative duties.
  - g. Instrumental majors – Rehearse and perform with the Mercer University Wind Ensemble, Jazz Ensemble, or other ensembles as assigned by the Director of Bands, and adhere to the attendance policies and performances of these ensembles. The student will also assist the Director of Bands with various organizational duties and recruitment projects as necessary.
  - h. Instrumental Music Education majors – Rehearse and perform with the Mercer University Wind Ensemble, Mercer University Marching Band, and Mercer Jazz Ensemble or other ensembles as assigned by the Director of Bands, and adhere to the attendance policies and performances of these ensembles. The student will also assist the Director of Bands with various organizational duties and 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 the student’s 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 Bands or Director of Choral Studies.
3. Accompanying Responsibilities for Students Receiving a Music Scholarship

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 requirement 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 without previous accompanying experience may or may not be assigned to a student performer. 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 Accompanying. Opportunities are available to play for certain ensembles. This responsibility will be considered as the equivalent of one student accompaniment 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 Accompanying 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 Accompanying at the beginning of each semester. Non-keyboard applied teachers should also be prompt in providing to the Coordinator of Accompanying 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 of Music 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.

#### **M. 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. Music majors are required to perform in Recital Hour at least once each semester, beginning their second semester of study. Minors are required to perform once per year. Failure to do so will negatively affect the semester grade in their applied area.

Recital Hour will be scheduled on Thursdays throughout each semester from 3:30 – 4:30 pm. Recital Hour will be held in the Neva Langley Fickling Recital Hall or in Newton Chapel

as needed. Music minors and non-majors who are studying privately are encouraged to attend.

The priority deadline to sign up for Recital Hour performance is Friday of week 4. Minors and non-majors are eligible to sign up beginning Monday of week 5.

#### **N. School of Music Honors**

1. Graduating Seniors may be invited by the School of Music faculty to attain School of Music Honors 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 School of Music Dean no later than Friday of the 4<sup>th</sup> week of each semester. 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. An individual student may only receive one award, with the exception of the Academic Excellence award winners, who may also receive a second award. 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.
  - b. Excellence in Performance – graduating seniors whose performance skills in applied music are of a superior quality, both in technique and artistry. Outstanding students will be nominated by area faculty (instrumental, keyboard, strings, vocal), not to exceed 30% of the graduating class in each area.
  - 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 3.5 in music courses).
3. Honors Recital: Each year, the School of Music faculty invite selected students to perform on the Honors Recital, given in Fickling Hall during Bear Day activities. 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.

**O. 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 Music School activities.
3. The student may enroll in Understanding Music (MUS 151) or three hours of ensembles (MUS 179-197) 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 keyboard, instrumental, and vocal scholarships by audition. All non-major scholarship recipients are required to register for one credit hour of instruction in applied music – MUS 170. Instrumentalists who have a non-major scholarship must register for MUS 184, 185, 188, or 191 as assigned by the Director of Bands. Vocalists who have a non-major scholarship must register for MUS 182, 183, 196, or 197 as assigned by the Director of Choral Studies. Keyboard non-major students assist the department by accompanying as set forth in departmental policy.

**P. 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.

**Q. Practice Room Assignment**

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 (7:00 am – 5:00 pm)
- 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 piano major/minor students and for chamber music.

*If a student finds a scheduled room unoccupied, they are 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.

- Students are urged to maintain their practice schedule conscientiously.
- Water in sealable containers **only** is allowed in practice rooms and **NEVER** placed on or near pianos.
- Practice rooms should be kept clean.
- Equipment, including chairs and stands, should not be removed from rooms.
- **Absolutely NO FOOD allowed.**

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 immediately to the Music Office.

#### **R. 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.

#### **S. Mu Phi Epsilon**

Mu Phi Epsilon is an International Professional Music Fraternity; its purposes are the recognition of scholarship, musicianship, and the promotion of friendship. Its goals are the advancement of music throughout the world, the promotion of musicianship along with 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.

## **T. Grievance Policies and Procedures**

### **1. Academic Grievances and Appeals**

**Policy:** Students have the right to bring grievances against a faculty member or an administrator and to appeal decisions concerning academic matters. A “grievance” is typically a complaint relating to some allegedly improper action or behavior. An “appeal” is typically a request for review of a routine judgment or decision. Such matters may include, but are not limited to failure to abide by requirements described in the course syllabus, arbitrary awarding of grades, discrimination based on race, color, national origin, disability, veteran status, sex, sexual orientation, genetic information, age, or religion (except in limited circumstances where religious preference is both permitted by law and deemed appropriate as a matter of University policy).

**Time Frame:** For grievances and appeals of any kind, students are required to initiate them with the appropriate faculty member no later than 30 days from the completion of the term in which the course was offered. Grievances or appeals received after this period will not be honored.

**Informal Resolution Procedure:** Student grievance and appeal procedures encourage each student to handle complaints as close to the source as possible. If a student has a complaint against a faculty member, the student should first attempt to resolve the issue by an informal meeting with the faculty member involved. If this is not satisfactory, or if the student believes that he or she cannot discuss the complaint with the instructor, the student may follow the Formal Resolution Procedure.

**Formal Resolution Procedure:** The following protocol should be followed:

- a. The student should meet with the appropriate area chair or program director after submitting to this person a formal written account of the grievance or appeal. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the instructor’s decision.
- b. If the grievance or appeal is not satisfactorily resolved by the area chair or program director, the student should meet with the dean after submitting to the dean a formal written account. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the department chair’s or program director’s decision.
- c. If the grievance or appeal is not satisfactorily resolved by the dean, the student should meet with the Provost after submitting to the Provost a formal written account of the grievance or appeal. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the dean’s decision.

If the student has a grievance or appeal involving a dean, he or she should schedule an appointment with that dean in an attempt to resolve the matter. If the matter is not

resolved or if the student believes that he or she cannot discuss the issue with that dean, the student may address the grievance or appeal to the Provost. In all academic grievance and appeal procedures, the decision of the Provost is the final University decision.

Once the University grievance or appeal procedure has been exhausted, the student can seek a solution outside the University by filing a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). The details for filing a complaint with the GNPEC are located on their website and require a specific form. The student can access <https://gnpec.georgia.gov/> and click on “File a Complaint” for this information.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and program accreditors can be contacted to file a complaint if a student believes accrediting standards were violated or grievance procedures were unfair and applied inappropriately and inconsistently. The student can access SACSCOC policy [Complaints against SACSCOC OR Its Accredited Institutions](#) on the SACSCOC website for more information. A listing of all University accreditors with contact information can be found in the Mercer University catalog. [Note: The procedures associated with the accrediting agencies are not intended to be used to involve the agency in disputes between individuals and member institutions, or cause the agency to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations.]

## 2. Nonacademic Grievances

Policy: Mercer University recognizes the importance of providing an efficient procedure for a timely and fair resolution of a nonacademic grievance. Students are encouraged to use the process to resolve allegations concerning: (1) a University employee, (2) administrative policies or procedures, and/or (3) a University program, service, or activity.

Informal Resolution Procedure: Many grievances can get resolved via informal personal meetings, phone calls, or e-mails directly with the employee or office responsible for the grievance. Whenever possible, students are encouraged to exercise these avenues of communication first. However, should these avenues not rectify the grievance, or the student wishes to bypass the informal resolution process, then the formal grievance process below should be implemented.

Formal Resolution Procedure: When a student wishes to file a formal grievance that is nonacademic in nature and does not already have a stated appeal or grievance process as prescribed by law or the institution, he or she should follow this procedure:

- a. The student should submit the grievance in writing to the supervisor of the University employee responsible for the action or event that forms the basis of the grievance. This statement should contain a brief statement of the grievance and the remedies sought, and be clearly labeled “Formal Grievance” for tracking purposes.

A copy of the statement must also be presented to the Associate Vice President of Human Resources and the Vice President for Student Affairs. The grievance should be submitted to the employee's supervisor within 10 days of the action or event that forms the basis of the grievance.

- b. The supervisor will meet with the respondent to discuss the grievance within 10 days of receipt of the written grievance. The employee's supervisor will reply in writing to the student with the results of the discussion and plans for further action, if any, within 10 days of the meeting. A copy of this reply will be provided to the Associate Vice President of Human Resources and the Vice President for Student Affairs.
- c. If the student is not satisfied with the results from the supervisor and wants the grievance to be considered further, the student will have an opportunity for appeal as follows:
  - i. In the case of grievances concerning employees, policies, procedures, or programs of a nonacademic nature *within a specific school or college*, the student may appeal to the Dean with responsibility for the employee's unit and request a meeting in order to seek a resolution. This appeal must begin within 10 days after the employee's supervisor has completed consideration of the grievance and responded in writing to the student. A written reply from the Dean indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within 10 days after consideration of the grievance. A copy of the appeal and the response from the Dean must be provided to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

If the student is not satisfied with the decision of the Dean, the student may appeal in writing to the Provost with responsibility for the school or college and request a meeting. The appeal must begin within 10 days of the date the Dean has completed consideration of the grievance and responded in writing to the student. A written reply by the Provost indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within 10 days after consideration of the grievance. The decision of the Provost with responsibility for the employee's unit will be the final University decision on the grievance. A copy of the appeal to the Provost and the Provost response will be copied to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

Once the University grievance or appeal procedure has been exhausted, the student can seek a solution outside the University by filing a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). The details for filing a complaint with the GNPEC are located on their website and require a specific form. The student can access <https://gnpec.georgia.gov/> and click on "File a Complaint" for this information.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and program accreditors can be contacted to file a complaint if a student believes accrediting standards were violated or grievance procedures were unfair and applied inappropriately and inconsistently. The student can access the SACSCOC policy on the SACSCOC website (<https://sacscoc.org/>) for more information: [Microsoft Word - ComplaintPolicy-Revisions 12.23fixed link.docx \(sacscoc.org\)](#). A listing of all University accreditors with contact information can be found in the Mercer University catalog. [Note: The procedures associated with the accrediting agencies are not intended to be used to involve the agency in disputes between individuals and member institutions, or cause the agency to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations.]

- ii. In the case of grievances concerning employees, policies, procedures, or programs of a nonacademic nature outside of the administrative organization of a specific school or college, the student may appeal to the Vice President with responsibility for the employee's unit and request a meeting in order to seek a resolution. This appeal must begin within 10 days after the employee's supervisor has completed consideration of the grievance and responded in writing to the student. A written reply from the Vice President indicating the results of the meeting including further action, if any, to be taken will be sent to the student within 10 days after consideration of the grievance. The decision of the Vice President with responsibility for the employee's unit will be the final University decision on the grievance. A copy of the grievance and their response will be submitted to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

Once the University grievance or appeal procedure has been exhausted, the student can seek a solution outside the University by filing a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). The details for filing a complaint with the GNPEC are located on their website and require a specific form. The student can access <https://gnpec.georgia.gov/> and click on "File a Complaint" for this information.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and program accreditors can be contacted to file a complaint if a student believes accrediting standards were violated or grievance procedures were unfair and applied inappropriately and inconsistently. The student can access SACSCOC policy on the SACSCOC website for more information: <https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>. A listing of all University accreditors with contact information can be found in the Mercer University catalog. [Note: The procedures associated with the accrediting agencies are not intended to be used to involve the agency in disputes

between individuals and member institutions, or cause the agency to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations.]

The Dean of Students or student affairs designee on each campus serves as a resource for students seeking assistance with grievance procedures.

### 3. Other Grievances

A number of specific grievance policies and procedures that are prescribed by law, accrediting body, or organization are available to students.

- Equal Opportunity and Affirmative Action Policy/Title IX (Contact Human Resources):  
<https://policies.mercer.edu/www/mu-hr/policies/upload/EEO.pdf>
- Disability Policy and Grievance Procedure (Contact ACCESS and Accommodations):  
<https://access.mercer.edu/>
- Family Educational Rights and Privacy Act (FERPA) complaints are directed to the US Dept. of Education (Contact Office of the Registrar):  
<https://registrar.mercer.edu/ferpa/>
- Sexual Misconduct or Relationship Violence (Contact Title IX Coordinator):  
<https://equityandcompliance.mercer.edu/sexual-misconduct-title-ix/>
- Accrediting Bodies (Specific contact information for each accrediting body is listed in the Mercer Catalogs):  
<https://oie.mercer.edu/accreditations/accred-list/>

#### **U. Sexual Misconduct Policy**

Mercer University is committed to providing an educational and workplace environment free from all forms of sexual misconduct. If you (or someone you know) have experienced any form of sexual misconduct, including sexual harassment, sexual assault, dating or domestic violence, gender discrimination or harassment, sexual exploitation, or stalking, know that help and support are available. Mercer University strongly encourages all members of the community to seek support and report incidents of sexual misconduct to the Title IX Office. You may contact the Title IX Coordinator at 478-301-2788 or at [stellato\\_sl@merc.edu](mailto:stellato_sl@merc.edu) or learn more by visiting <https://titleix.mercer.edu/titleix.cfm>. All Mercer University employees are required to disclose information about suspected or alleged sexual misconduct to the Title IX Office. If the Title IX Office receives information about an incident, they will reach out to provide information on your options, rights, and supportive measures that are available to you as a member of the Mercer University community.

<https://equityandcompliance.mercer.edu/sexual-misconduct-title-ix/policy/>

#### **V. Honor System**

Mercer University strives to be a *Community of Respect*, which 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 including, but not limited to, cheating, plagiarism, and academic dishonesty to the honor council appropriate for their campus and program.

<https://provost.mercer.edu/office-of-the-provost/honor-system/>

#### **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. Access/Disability Statement**

Students with a history or newly documented disability visible or invisible or who had an IEP or 504 Plan due to ADHD/ADD, visual or hearing impairments, Chronic Health Condition (ex. Diabetes, seizures, cancer other medical), pregnancy, child birth, lactation and medical condition related to pregnancy, mobility impairment, learning disability or a mental health concern (depression, anxiety, PTSD, etc.) should contact the Access and Accommodation Office (AAO) (<https://access.mercer.edu>) to complete the verification process to become approved for necessary accommodations and services.

To receive accommodations each fall, spring, and summer semesters, students will submit a Semester Request for faculty notification forms through the AAO online system Accommodate. Students are required to meet with each professor (during office hours or by appointment) in a timely manner to discuss implementation of accommodations. Students receiving accommodation for the administration of exams will receive instructions from the course faculty as to the time and location for their exam if different than class time.

**NOTE:** Disability accommodation or status are confidential and are not reflected on academic transcripts. Students with a history of a disability, perceived as having a disability, or with a current disability who do not wish to use academic accommodations are also strongly encouraged to complete the verification process with the Access Office. Students must request accommodation in a timely manner to receive accommodations in a timely manner. Please know accommodations are not retroactive.

Website: <https://access.mercer.edu>

Email: [access@mercer.edu](mailto:access@mercer.edu)

Phone: Macon (main office) 478-301-2810 and Atlanta 678-547-6823.

## Y. Health and Safety Standards

During the course of study, students will be made aware of health and safety issues related to standard performance practices. Should you experience any muscle related tension or stress during the course of practice/performance, please consult with the instructor about corrective procedures.

### Mental Health and Wellness

Mercer University faculty and staff recognize that mental health concerns can impact academic performance and interfere with daily life activities. Because stress is a normal part of the college experience, learning to manage stress effectively is crucial to your well-being and overall success. Please notify your faculty member or academic advisor for academic assistance, as needed. Counseling and Psychological Services (CAPS) can also provide support if you're feeling anxious, overwhelmed, depressed, lost or are struggling with personal issues. Please call or visit the CAPS website (<https://counseling.mercer.edu/>) for more information. These services are free and confidential, and support non-traditional, graduate, and undergraduate students. Students may access CAPS at the location of their academic program:

#### CAPS Macon

Campus Location: 1336 College Drive Line  
Located in off-white house between MEP and Legacy  
Residence Halls, #21 on Macon Campus Map  
Mailing Address: 1501 Mercer University Drive  
Macon, GA 31207  
Phone: 478-301-2862

#### CAPS Atlanta

3001 Mercer University Drive  
Duval Suite 148  
#3 on Atlanta Campus Map  
Atlanta, GA 30341  
Phone: 678-547-6060

Students at Regional Academic Centers and other locations may obtain assistance in finding local services by contacting the CAPS Office nearest them, or utilizing WellConnectForYou.com (<https://wellconnect.personaladvantage.com/>), 866-640-4777. We also encourage students to call or text 988 to reach the National Suicide and Crisis Line if needed.

### Student Conduct

Student conduct in both academic and non-academic environments while enrolled at Mercer University is carefully detailed in the University Student Handbook. The University Student Handbook may be found at by following the provided link: <https://provost.mercer.edu/resources/handbooks/student-handbooks/>

## Z. Office of Student Success

The Office for Student Success is a consolidated resource that supports students from their initial enrollment at Mercer University, continuing on through graduation. Students can schedule individual success appointments for support with any concern including time management, resolving holds, study skills, and financial concerns through their Student Success Portal or by emailing [studentsuccess@mercer.edu](mailto:studentsuccess@mercer.edu).

## V. 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 prepare intensely 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, musicology, 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 and Sciences.

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 (B.M. Elective Studies)

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 prepare intensely 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 and Sciences.

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 Foundations of Education, Psychology and Development of the Adolescent Learner, and Fundamentals of 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 musicology. Other supportive courses include counterpoint or orchestration and basic and advanced conducting.

Individual performance skills are nurtured in weekly private lessons, weekly studio classes, 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 130 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. Instrumental Music Education majors are required to participate in the Mercer University Marching Band every semester the student is enrolled except during their semester of student teaching.

Students must complete all music coursework, pass or exempt the GACE for Program Admission Examination, and be admitted into Teacher Education before enrolling in Student Teaching. Students also must pass the GACE Content Examination (Parts I and II with a minimum score of 250 for each test) and successfully complete 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 33 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, three musicology courses, and three music elective credits chosen from an array of course offerings within the School of Music. These courses can be selected from the following: MUS 203, 221, 222, 223, 224, 258, 259, 280, 320, 331, 332, 333, 336, 337, 341, 342, 345, 350, 357, 359 or (if not selected in theory sequence) 301, 302, 303, 402, 403 (if not selected in the history sequence). Twenty musical performance credits are required consisting of keyboard skills and applied music lessons.

**Second Major.** Students may elect to pursue a second major from another college or school within the University undergraduate system, including but not limited to, the College of Liberal Arts and Sciences, the School of Business, the College of Education, or the School of Engineering. Students selecting this program will be assigned a second advisor from their chosen School or College and Department and will complete the course of study outlined in that degree plan.

**Minor with Electives.** Students may elect to pursue a minor from another college or school within the University undergraduate system, including but not limited to, the College of Liberal Arts and Sciences, the School of Business, the College of Education, or the School of Engineering. Students selecting this program will complete the Minor course of study outlined in that degree plan, and must fulfill the required 120 credit

hours for a Bachelor of Arts degree with elective courses from across the University system.

**Second Major or Minor with Music Concentration.** Students may elect to pursue a **Music Concentration** while also pursuing a minor or certain second majors from another college or school within the Mercer University undergraduate system. Students selecting this program will choose one of the concentrations listed below in addition to completing the School of Music B.A. core as listed above and a Minor or Second Major from a different college or school at Mercer University. Music concentrations offered: **Applied, Composition, Musicology, Production/Technology, and Sacred Music.**

**Music Concentrations (12 credits):**

- Composition

MUS 257 Music Theory IV	4 credits
MUS 255 Advanced Musicianship II	1 credit
MUS 258 Beginning Composition I	1 credit
MUS 259 Beginning Composition II	1 credit
MUS 278 Intermediate Composition I	1 credit
MUS 279 Intermediate Composition II	1 credit
MUS 350 Orchestration	

*or*

MUS 359 Counterpoint	3 credits
<b>Total Additional Credits</b>	<b>12 credits</b>

- Musicology

MUS 257 Music Theory IV	4 credits
MUS 255 Advanced Musicianship II	1 credit
MUS 402 Seminar in Musicology I	3 credits
MUS 403 Seminar in Musicology II	3 credits
MUS Elective ( <i>choose</i> )	1 credit

**Total Additional Credits** **12 credits**

- Ethnomusicology Concentration adds Anthro Minor/Major  
18/27 credits

- Sacred Music

MUS 203 Introduction to Music and Religion	3 credits
MUS 340 Basic Conducting	2 credits

*Choose 7 credits from*

MUS 280 Festivals and Fieldwork	1-3 credits
MUS 320 Music and Worship	3 credits
MUS 331 Worship Leadership	2 credits
MUS 332 Congregational Music	2 credits
MUS 333 Music Theology	2 credits
MUS 345 Music and Peacebuilding	3 credits
MUS 480 Spec. Tpcs: Ethics, Race, Pop,	1 credit

**Total Additional Credits** **12 credits**

- Production/Technology

MUS 151.002/3 Understanding Music	3 credits
MUS 357 Music Technology	3 credits
MUS 480.012 Special Topics Recording Workshop I	3 credits
MUS 480.013 Special Topics Recording Workshop II	3 credits
<b>Total Additional Credits</b>	<b>12 credits</b>

- Applied

MUS 257 Music Theory IV	4 credits
MUS 255 Advanced Musicianship II	1 credit
MUS 209 Class Piano III	1 credit
MUS 210 Class Piano IV	1 credit
MUS 340 Basic Conducting	2 credits
Music Electives (Choose[voice: MUS 154a&b])	3 credits
<b>Total Additional Credits</b>	<b>12 credits</b>

Additional requirements for this degree include attendance at 150 recitals during the undergraduate years of study and a senior project.

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 advisor from the faculty of the College of Liberal Arts and Sciences 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. Bachelor of Arts in Music majors must pass MUS 110 Class Piano II (or complete the keyboard proficiency requirements listed below) and the required musicianship proficiency standards within the Music Theory course sequence MUS 111, 112, 254 established by the School of Music.
2. Bachelor of Music and Music Education 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 School of Music.

### 3. Keyboard Proficiency Requirements

- a. Play all major and minor scales (harmonic and melodic) - two octaves; hands apart; ascending and descending using correct fingering
- b. Play all major and minor arpeggios - two octaves; hands apart; 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. Harmonize melodies using primary chords and transpose the harmonized melody up or down a whole or half step at sight
- e. Sight-read two lines of an open vocal (octavo)
- f. Perform a solo piano piece at Grade level 3 (Royal Conservatory Standards)

#### EXAMPLES

##### *Bach Minuets*

Sonatina movements by Clementi or Kuhlau

Short pieces by Haydn or Mozart

4. All music degrees require a minimum of 15 hours in music courses numbered 300 or above.
5. Music majors in their senior year will undertake a major project or recital in keeping with the program of studies within the major. The project or recital 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 Friday of the 4<sup>th</sup> week of each semester of the senior year.
6. 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 Office for proper filing.
7. All first-year student voice majors are required to enroll in MUS 194 Lab Choir in the spring semester of their first year of study; all first-year woodwind, brass, and percussion majors are required to enroll in MUS 193 Lab Band in the spring semester of their first year of study.
8. 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 applied voice study, a student must make an appointment to sing for the Vocal Studies Chair. The student must be able to:

- Sing a simple melody on pitch with correct rhythm and phrasing;
- Have knowledge of the rudiments of music—musical literacy (reading key signatures, pitches and rhythms), and good musical ear (matching pitch, singing in tune);
- Have approval of the Vocal Studies Chair.

2. Lesson Times and Credit Hours

Please see section IV. Policies, F. Applied Music Lessons/Applied Music Examinations.

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 required to perform at least once each semester in Recital Hour (beginning second semester of study).

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 hour 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. New Repertoire Requirement: Minimum amount per semester

For students enrolled for <b>1</b> credit hour (Electives and minors, 30 min. lessons):	Minimum of 2-3 songs prepared and performed from memory per semester
For students enrolled for <b>1</b> credit hour (B.A., B.M.E., 60 min. lessons):	Minimum of 5 songs prepared and performed from memory per semester
For students enrolled for <b>3</b> credit hours (B.M., 60 min lesson):	Minimum of 8 songs prepared and performed from memory per semester

- a. Styles of Vocal Repertoire: The instructor will assign pieces drawn primarily from the standard art song, opera, and oratorio repertoire, and MAY also assign pieces from standard sacred and/or musical theater repertoire as appropriate for the individual student. 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. Foreign Language Repertoire Requirement: 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 will be performing in French, German, Italian, and English.
- c. Please Note: *Students performing recitals – either required degree recitals OR non-required recitals – are not excused from the new repertoire minimum requirement in the semester of the recital.*
- d. Voice Performance majors (those pursuing the B.M. in Performance or the B.M. in Performance with Elective Studies In An Outside Field) are similarly expected to perform at a higher level than those voice majors pursuing the B.A. and B.M.E. 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 **V. Curriculum, G. Guidelines for Instrumental Study, 3. Juried Examinations** 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:

- a. Preparation for lessons
- b. Progress in technique and artistic growth
- c. Appropriate literature memorized and performed
- d. Performance in studio class and student Recital Hour
- e. Quality of jury performance and other individual expectations of the teacher
- f. Written research on assigned repertoire and composers

See section **V. Curriculum, G. Guidelines for Instrumental Study, 3. Juried Examinations** for general policies regarding jury performances and jury grades.

#### 8. Approval for Music Major

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 repertoires learned during vocal study at Mercer to date.

**In addition** to the three prepared pieces above, students will present at the 2<sup>nd</sup> semester jury an Italian aria from the 17<sup>th</sup> or 18<sup>th</sup> century which will be prepared **INDEPENDENTLY** by the student: the voice faculty committee will assign the piece no later than six 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. Majors will also provide a transcription of the text pronunciation in IPA (International Phonetic Alphabet)

Prior to 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. Students who do not pass all parts of the barrier may prepare another barrier piece and have one more opportunity to apply for acceptance to the major, at the end-of-semester jury of the 3<sup>rd</sup> semester of voice study.

## 9. Vocal Performance Major

Audition for Performance Majors (B.M. and B.M. Elective Studies): Those students who wish to pursue the B.M. 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 B.M. must be completed by the end of the second semester of study. (Students who are not accepted into the B.M. or B.M. Elective Studies degree programs may audition once more at the end of their third semester of study if they so desire.)

- Mercer University Opera

Vocal Performance (B.M., B.M. Elective Studies) 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 **IV. Policies** for procedures regarding Recital Hour, Junior and Senior degree recitals, and non-required recitals.

- Repertoire

Senior recitals for voice majors in all degree programs must include repertoire from the Romantic and Contemporary (20<sup>th</sup> and 21<sup>st</sup> 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: Un-memorized chamber music does not fulfill the required jury exam repertoire requirements.

#### 11. Language Requirement/Vocal Diction

All undergraduate students must complete the language requirements of the University by examination or coursework. Those students pursuing a vocal performance degree must choose French for completion of the University’s language requirement.

#### 12. Degree Recital Attire

Any student performing a required degree recital must have their concert attire for the recital approved by their applied voice teacher no later than 1 month before the recital date. Each voice teacher will give guidelines for appropriate concert attire in their course syllabus for applied voice lessons. NOTE: No costume changes are allowed during recitals. A small prop might be used if needed for a particular piece, but it must be approved in advance by the applied teacher and the rest of the recital committee. Without prior approval, any addition or change of appearance may cause lowering of the student’s grade, to be determined by the applied instructor.

### 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. Piano students also are expected to perform in Recital Hour each semester of enrollment in applied music lessons (beginning second semester of study). A senior project or recital is required of all piano majors and a junior recital is required of all piano performance majors (see IV. Policies, section 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. First Year Students – 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; B.M. Performance majors are expected to practice four hours daily.
  - vi. Piano majors will accompany at least one person each semester (see **IV. Policies, E. Accompanying Responsibilities**).

## 2. Secondary Piano

- a. All music majors (non-keyboard majors) must satisfy the keyboard proficiency requirements as indicated by their course of study (degree), either by examination or by completing the class piano sequence.
- 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 B.M. or B.M. Elective Studies program are expected to practice four hours daily.
- b. Organ majors in the B.A. or B.M.E. 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. Organ students will perform in Recital Hour each semester of enrollment in applied music lessons (beginning second semester of study).
  - h. Attendance is required at all organ-related events sponsored by Mercer University.
  - i. Organ students will discuss with their major teacher repertoire and technique work to be completed each semester.
  - j. 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. All students who are 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 claveçin* (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 17<sup>th</sup> 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 first year of study 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 Macon-Mercer Symphony Orchestra and are encouraged to join their fellow students to form and play chamber music for various groupings.
3. String students will perform in Recital Hour or Young Artist Concert each semester of enrollment in applied music lessons (beginning second semester of study).

#### **G. Guidelines for Instrumental Study**

##### 1. Elective Instrumental Study

Instrumental instruction is offered to eligible music majors as well as non-majors in the areas of woodwinds, brass, and percussion.

Woodwind instruments include: flute, oboe, clarinet, bassoon, and saxophone.

Brass instruments include: trumpet, horn, trombone, euphonium, and tuba.

Percussion instruments include:

- Mallet keyboard percussion: (marimba, vibraphone, xylophone, glockenspiel),
- Concert percussion: (snare drum, bass drum crash cymbals, tambourine, etc.)
- Timpani
- Multiple percussion (to include all mentioned instruments PLUS found sounds and body percussion)
- Hand/World percussion (congas, bongos, djembe, doumbek, steel pan, etc.)
- Drum set

Those students planning to enroll in an applied music course for their instrument (applied lessons) must first prepare and pass an entrance audition which includes performance of prepared material: major scales and arpeggios, chromatic scale, and contrasting etudes or repertoire demonstrating both lyrical and technical elements. Prospective students will also be asked to demonstrate their skill at sight reading and then participate in a brief interview with music faculty. Additionally, prospective music majors will be asked to demonstrate their ability to vocalize in tune and with good rhythm. Auditions and interviews are closed to the public and may be attended only by the auditioning student and members of the music faculty or staff. For more information on how to prepare for an entrance audition, please contact the individual faculty member in your area. Students may sign up for auditions at this link: <https://music.mercer.edu/programs/auditions/>. Non-major scholarships are dependent upon budget and approval by the Dean of the School of Music.

## 2. Lesson Times and Credit Hours

Applied lesson times are assigned by the TSM, taking into consideration the class schedules of the student and faculty member, as well as the availability of accompanist (if applicable) and a room suitable for instruction. Students with special needs or those who might work inside or outside the university should contact their instructor at least one week prior to the beginning of classes. All efforts will be made to assign times that are congruent for all parties involved, however there is always the possibility that you will be assigned a time that conflicts with extracurricular interests. Instrumental courses must be taken for a grade and may not be audited.

B.A., B.M.E., and non-major students are required to register for 1-credit hour each semester while B.M. and B.M. B.M. Elective Studies students are required to register for 3-credit hours each semester. Students enrolled in MUS 170 (applied lessons for non-majors) are expected to practice a minimum of thirty minutes daily to prepare for their weekly lesson. Music majors are expected to practice a *minimum* of 1 hour daily per registered credit hour.

## 3. Juried Examinations

All students enrolled in applied instruction will participate in juried examinations each semester. Juried examinations generally occur towards the end of the semester and consist of a brief performance of technical exercises (scales/arpeggios/etc.) followed by several etudes, orchestral excerpts, or selected works from the repertoire. Items suitable for performance at the jury will be chosen by the instructor. The jury panel will

consist of instrumental music faculty. Juries are closed to the public. Each faculty member will assign grades and provide written comments. Grades are averaged with the instructor's grade for weekly lessons to provide a course grade. The applied studio teacher must assign a final term grade not greater or less than one letter grade difference from the jury examination grade. Instructor evaluation forms will be available in the Music Office for students to pick up the day following juries. A student who has been accepted into the program but did not pass their second jury will be recommended to the Dean to have their scholarship suspended.

#### 4. Approval for Music Major

Permission to apply for approval as an instrumental major must be granted by the instrumental faculty at the end of the student's second semester of study. The student must perform the scales, etudes, and solo work with piano accompaniment as prescribed by their Applied Instructor.

In addition, intended B.M. and B.M. Elective Studies Majors must perform a 15-minute jury of two contrasting pieces with piano accompaniment, scales, and etudes at a level commiserate with advanced performance techniques. Students who do not pass all parts of the barrier may prepare another barrier piece and have one more opportunity to apply for acceptance to the major, after the 3<sup>rd</sup> semester of instrumental study. Intended B.M. majors will be required to change to the B.A. or B.M.E. degree program if they do not pass the barrier after the second attempt.

#### 5. Bachelor of Music in Performance Audition

A student who wishes to pursue a B.M. in Performance or B.M. Elective Studies degree must perform a 15-minute program before the appropriate music faculty in the area of specialization no later than the second semester jury in their first year of study and receive the approval from that faculty panel.

Woodwind and brass area auditions will consist of two contrasting works with piano accompaniment, plus technical exercises as assigned by the instructor.

Percussion auditions for the B.M. or B.M. Elective Studies degree will consist of a four-mallet work for keyboard percussion (marimba, vibraphone, or xylophone), a snare drum or multiple percussion etude/solo, and a timpani etude/solo, plus technical exercises as assigned by the instructor and the commensurate level of sight reading on each instrument (excluding multiple percussion).

#### 6. Required Performance on Recitals

All music majors are required to perform at least once each semester in student Recital Hour. Typical performances last from 5-10 minutes. Additionally, B.M. and B.M. B.M. Elective Studies majors are required to prepare and perform a junior recital lasting approximately 30-45 minutes in their junior year, and all music majors are required to perform a senior recital in their senior year. B.A. and B.M.E. senior recitals of 40 minutes of music in length; B.M. and B.M. Elective Studies senior recitals are 50 minutes of music in length. Senior recitals in the instrumental area are expected to display the student's

thorough knowledge of several (2-3) musical styles indigenous to the given performance area.

#### 7. Marching Band Requirement

B.M.E. instrumental majors are required to perform in the Mercer University Marching Band every year the student is in attendance except during their student teaching semester.

### H. Guidelines for Music Theory Study

1. All music majors are expected to begin theory and musicianship study in their first year of enrollment. Therefore, MUS 105, 106, 111, 112 are normally scheduled for the first year of study and MUS 254, 255, 256 and 257 for the second year of study. TSM standard for sight-singing requires use of movable do solfege for all tonal exercises. It is expected that each of these courses will serve as a prerequisite for the sequential course.
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.

### I. Guidelines for Certificates

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, 278, 279, 338, 339 (6 credits), 350, and 359.
2. The *Certificate in Sacred Music* provides additional depth for Music Majors who wish to undertake progressive studies in Sacred Music. Many career musicians find supplementary income performing in churches and houses of worship throughout their career; this certificate enables students to do so with greater excellence and care for the relational needs of the worshipping community. The certificate requires 9 credits of coursework and a Final Project (MUS PRJ). MUS 203 is required, and students must choose 6 hours from among the following: MUS 280, 320, 331, 332, 333, 345, or 480 Special Topic in Sacred Music.

### J. Guidelines for Musicology Study

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 301: Musicology I  
MUS 302: Musicology II  
MUS 303: Music Cultures  
MUS 402: Seminar in Musicology I: American Music  
or  
MUS 403: Seminar in Musicology II: 20<sup>th</sup> and 21<sup>st</sup> Century

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 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.

Musicology courses 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.

## **K. Guidelines for Music Education Study**

All students interested in meeting certification requirements for the State of Georgia are encouraged to contact the Music Education Coordinator to schedule an appointment with the Chair of the Macon Teacher Education Program to discuss requirements for certification in Music: P-12. Please review and follow the outlined criteria:

### **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 356, 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 earned no grade below a "C" in INT 101 and MUS 120.
3. Have taken and earned no grade below a "C" in the math core class.
4. Have passed all education courses taken and earned no grade below a "C" and earned a "B" or higher in EDUC 283.
5. Have passed all courses taken for areas of concentration in middle grades or for certification in secondary and P-12 content areas, earned no grade below a "C", and maintain a 2.75 GPA in all education and music coursework respectively.
6. Have declared a major in teacher education. Students seeking P-12 certification in music should declare Music Education as a major in the School of Music (See Major-Minor Declaration under Academics in the MyMercer portal.)

7. Have submitted an online application for admission to Teacher Candidacy in the semester prior to registering for any restricted 300 and 400 level education courses.
8. Have attended a Teacher Education Orientation session for each field placement.
9. Have taken the Georgia Educator Ethics Assessment.

### **Georgia Educator Ethics Assessment Registration Information**

1. Go to <https://www.gapsc.com/>, click on the “Register Option” on the top right-hand side of the screen to create your Georgia Professional Standards Commission account. You will need to enter your email address and password. Then click on the “Login” tab.
2. Go to the “MyPSC Dashboard”.
3. Click on the “Assessments” tab and then choose #7.
4. Under the “Request Eligibility to Take a GACE Assessment Option”, choose “Select an Assessment”.
5. Choose the dropdown arrow and choose “Select Georgia Educator Ethics (360) test”.
6. Click on the “Add” button.
7. After you setup up this information on your MyPSC account, it will automatically be sent to the testing center. It will take 1 to 2 days for a link to be sent to your email address.
8. You will have to register and pay for this test using this same link.
9. This test will cost \$30.00 and you can take it on your home computer. It will take about 2 to 4 hours to complete this test.
10. After you watch each module, there will be questions for you to answer. You can save your test if you need to complete it at a later time.
11. Your test results will be sent automatically to the Georgia Professional Standards Commission database in 3 to 5 days.

### ***Progression Policy***

Once a student is admitted to Teacher Candidacy, they 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 education courses will be dismissed from the Teacher Education Program. Only two education courses with grades below “C” may be repeated, and no education course may be repeated more than one time. Students must earn a “B” or higher in EDUC 283.
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 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, an Anthology account and enter assignments from specified courses. These courses will begin in the student’s sophomore year and run through the completion of student teaching.
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 all Key Assessments.
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

### **Course Requirements**

Professional and Pedagogical Studies

EDUC 220\* Foundations of Education

EDUC 283\* Fundamentals of Special Education

EDUC 356\* Psychology and Development of the Adolescent Learner

EDUC 492 Student Teaching

\* non-restricted education courses

### **Content Studies**

EDUC/MUS 157 (Instrumental Emphasis only), MUS 154 a and b (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.

### **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 all Key Assessments.
5. Have successfully passed the appropriate GACE II Content tests and have submitted complete score reports to the appropriate Certification Office.
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.

### **Checklist for Music Education Majors**

Schedule an appointment with your education advisor and School of Music advisor (B.M.E. Coordinator) to create a program plan for you and retain a copy for your records (Bring this to each advising appointment to update your copy.)

**Preparation for Admission to Teacher Education—End of First Year of Study** (*More information about applying for teacher candidacy can be found at the following link: <https://education.mercer.edu/students/office-of-teacher-candidacy-admission/undergraduate/>*)

1. Declare your major, Bachelor of Music Education-B.M.E.
2. Complete INT 101 OR GBK 101 (minimum grade of C)
3. Complete math requirements in your major (minimum grade of C)
4. Complete PSC Pre-Service Certification Paperwork
5. Maintain a 2.5 GPA
6. Create a MyPSC account with the Georgia Professional Standards Commission so you can take Ethics test. (<https://mypsc.gapsc.org/Register.aspx>)
7. Register for the Ethics Assessment Test/Program Entry – Test Code 350 (<http://gace.ets.org/ethics/register>)
8. Complete Unrestricted 200-Level Education Pre-Requisite Courses (You may still apply to Teacher Education if you still have a few of these courses to take.)

### **Application for Teacher Education—End of First Year of Study**

1. Apply online to Tift College of Education after the above items are completed. Apply to the following link:  
(<https://education.mercer.edu/teacher-candidacy/undergraduate-teacher-candidacy-admission/>)
2. Maintain a 2.75 GPA in all of your education courses and courses in each of your music courses.

### **After Admission to Teacher Education**

1. Complete a PSC Pre-Service Certification Paperwork and have it notarized (Mrs. Sherman is a notary and will do this for you) to turn into the Office of Field Placement, Mrs. Carlene Sherman.
2. Apply with the Office of Field Placement to begin sophomore practicum (MUS 215; MUS 216), junior or senior year field placements (MUS 370; MUS 474 or MUS 475), or student teaching (EDUC 492). A link and instructions will be emailed to you before the application period opens.
3. Join GAE or PAGE professional organization to obtain Tort Liability Coverage: GAE or (Georgia Association of Educators: <http://pv.gae2.org/content.asp?ContentId=3392>) or PAGE (Professional Association of Georgia Educators: <https://membership.pageinc.org/>). You will need your membership number from either organization to apply for field placements online.

You may only apply for field placements **TWICE** per year during the following application periods:

**Fieldwork Semester**

Fall Experiences (All Field Experiences)  
Spring Experiences (All Field Experiences)  
Summer Experiences (Pre-Practicum only)

**Application Period the Semester Before**

February 1-20  
September 1-20  
February 1-20

The application system will prompt you to print out information to turn into the Office of Field Placement.

**EVERY SEMESTER**

1. Meet with BOTH of your academic advisors in the School of Music and the College of Education each semester and update your program plan.
2. Maintain a 2.75 GPA in all education courses and all courses in your two concentrations
3. Earn a “C” or better in all education courses and all courses in your music major. If you earn below a “C” in any course, you must retake the course to get credit for certification.
4. Monitor credit hours because you need 134 for graduation from School of Music.



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## COLLEGE OF EDUCATION

### Tort Liability Insurance

Teacher Candidates are required to obtain tort liability coverage for all onsite field experiences and maintain liability insurance coverage throughout the entirety of the program. This insurance covers expenses related to civil suits brought against education students that occur during any type of field experience.

Students are required to provide proof of tort liability coverage at the beginning of each term of a field experience. Coverage will need to be emailed to [tiftfieldplacement@mercer.edu](mailto:tiftfieldplacement@mercer.edu). If your coverage expires prior to you beginning field experience or during the experience; you will be required to submit proof again.

This insurance may be obtained by one of several ways:

1. By joining the Georgia Association of Educators (GAE)

100 Crescent Centre Parkway Ste. 500

Tucker, GA 30084

(404) 289-5867

Forms can be obtained on line at [www.gae.org](http://www.gae.org). Expires August 31st of every year.

2. By joining the Professional Association of Georgia Educators (PAGE).

Professional Association of Georgia Educators

P.O. Box 942270

Atlanta, GA 31141-2270

770-216-8555 or 1-800-334-6861

Forms can also be obtained on line at [www.pageinc.org](http://www.pageinc.org). Expires one year from date of enrollment.

3. By joining any other professional organization that provides Tort Liability Insurance.
4. By private coverage

100 Crescent Centre Pkwy #500, Tucker, GA 30084   
  (678) 837-1100   
  membership@gae.org

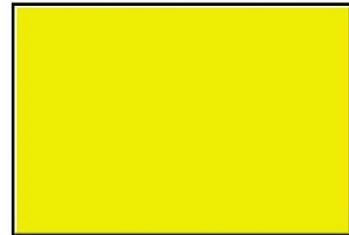
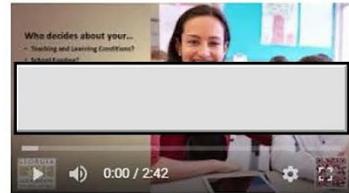
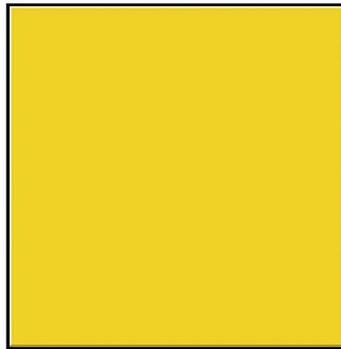
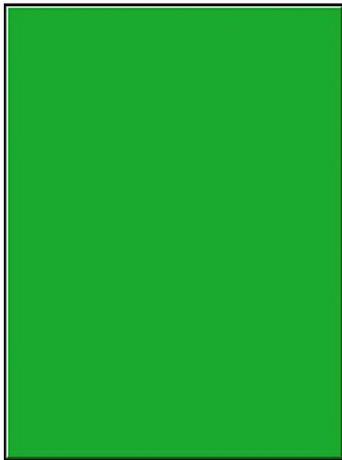
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# Membership Forms and Process

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 [Membership and Administrative Services](#)  
 [Joining the Georgia Association of Educators](#)  
 [Membership Forms and Process](#)

**THANK YOU AND WELCOME!**  
**You have made the decision to join and add your voice to the most effective advocate for public education in Georgia.**



**Options to Join  
 GAE  
 Aspiring Educators**

**NOTE: From April 1st to August 31st, educators can join the Association without paying dues until the new school year starts. This**

\$18 for 1 year, other plans

<https://gae.org/membership/joining-georgia-association-educators/membership-forms-process-2-2/>[6/24/22, 12:14:16 PM]

is open to new, returning, and aspiring educator members.

**NOTE: Houston, Lee, and Liberty counties cannot sign up for payroll deduction after September 30th. Please join by credit card or bank draft.**

Member Voices: "Why do I support the Georgia Association of Educators?"



I am a second generation teacher and member of GAE. I chose this organization because I want a seat at the table. GAE and NEA work with colleagues, parents, community leaders, and legislators striving to create an exceptional learning environment. We are one voice, advocating for educators and students to ensure a quality profession and education."

Caitlin Martin



GAE is always on the front lines advocating for public education in Georgia. The faces on the front line are the leaders and members of this great organization. Together, we strive to be that voice needed to nurture our public school students and support our personnel. I am proud to be a part of an organization that supports the power of public education."

Letyshia Preston



GAE stands up for its members and legislates on our behalf at the state level. If something goes wrong at work, I know I can count on GAE to legally protect me. Every educator in the state should be a member, especially these days, when public education is under more pressure than ever before."

Emily Robinson

available

- [Join w/ Credit/Debit card.](#)
- [Aspiring Educators Rebate Form](#)
- [Check Student Membership Status](#)

## Options to Join GAE - Retired

- [GAE-Retired Lifetime Membership - Certified](#)
- [GAE-Retired Annual Membership - Certified](#)
- [GAE-Retired Lifetime Membership - ESP](#)
- [GAE-Retired Annual Membership - ESP](#)
- [Pre-Retired Subscriber form](#)

## OTHER FORMS

- [Generic Membership Form](#)

**If you'd still prefer to use a fill-in paper form, please contact [membership@gae.org](mailto:membership@gae.org) with your request. Thank you.**

## L. 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 Bands, 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, Vocal Chamber Ensemble.** *Audition required*

**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 University Band, Mercer Jazz Ensemble, Macon-Mercer Symphony Orchestra, Jazz Combo, Brass Ensemble, Percussion Ensemble, Bear Steel Drum Band, Woodwind Quintet, Flute Choir, Saxophone Quartet, Brass Band, Horn Quartet, Harp Ensemble, Contemporary Music Ensemble, Trombone Ensemble, and Mixed Ensemble.** *Audition required.* **Mercer University Marching Band and Pep Band.** *No 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 Band** – This ensemble brings together the Mercer community by uniting the instrumentalists of the Macon campus. This large wind band will perform literature of various levels and styles. Membership is open to all Mercer students, faculty, and staff, as well as the broader Macon community. A seating audition is required.

**The Mercer University Marching Band and Pep Band** are open to all students with no audition required. The Marching Band performs at all home football games every fall semester and the Pep Band plays for home men and women's basketball games from October through March. Interested students should contact the Director of Athletic Bands regarding membership.

**Macon-Mercer Symphony Orchestra** – The orchestra performs the standard repertoire from the past three centuries. Each semester culminates in two public concerts.

### 3. Chamber Music

**The Woodwind, Brass, Percussion, Trombone, Harp, Vocal, Mixed, and String Ensembles and various combinations of instruments from within these ensembles are organized and rehearsed for performance each year.** All of these ensembles receive 1-hour credit per semester.

**String Chamber 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. Membership is open to any Mercer student, but an audition is required. Interested students should contact the director for additional information.

**Harp Ensemble** is a course designed to explore and perform harp music from the Renaissance to the present. Membership is open to any Mercer student, but an

audition is required. Interested students should contact the director for additional information.

**Trombone Ensemble** is a course designed to explore and perform trombone music to the present. Membership is open to any Mercer student, but an audition is required. Interested students should contact the director for additional information.

**Vocal Chamber Ensemble** is a course designed to explore and perform vocal music from antiquity to the present. Membership is open to any Mercer student, but an audition is required. Interested students should contact the director for additional information.

**Mixed Chamber Ensemble** is a course designed to explore and perform music across instrument specific programs. Membership is open to any Mercer student, but an audition is required. Interested students should contact the director for additional information.

#### 4. **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 schoolchildren, 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.).

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

### **Mercer University 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, they 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 their 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, they will make an appointment with the professor in charge of the ensemble. If the professor

accepts the excuse, they 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.

## VI. FACILITIES

### A. Guidelines for Use of the McCorkle Music Building

1. All events in the McCorkle Music Building will be scheduled through the School of Music, Music Office.
2. Priority for scheduling events will be made with the following considerations:
  - a. School of Music educational activities take precedence;
  - b. University activities receive second priority;
3. Lockers
  - a. Students will obtain combinations for the McCorkle Music Building hallways and instrumental storage room lockers from the Office Assistant in the School of Music Office. A \$5.00 deposit is required for each requested locker.
4. 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 and minors 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 place any sharp objects (instruments, instrument cases, etc.), food, or drinks on any piano in the building.**
  - e. Percussion students may be assigned a key for the percussion practice room (142) from the Office Assistant in the School of Music Office.
5. Student Lounge/Computer Lab
  - a. Do not leave books, backpacks, or personal belongings overnight

- b. Personal items may not be stored in the Student Lounge/Computer Lab without permission from the music office
  - c. Students must clean up after themselves
  - d. The Townsend School of Music is not responsible for any lost, stolen, or damaged property belonging to users of the Student Lounge/Computer Lab
  - e. Do not remove or rearrange the furniture
  - f. Please inform the Music Office if there is anything broken or missing
  - g. The Student Lounge/Computer Lab is open to music students only
  - h. Mercer University building policies apply to the Student Lounge/Computer Lab
6. Neva Langley Fickling Hall

- a. Recording – All recording activities are scheduled through the School of Music Office. The recording session must be scheduled at least three weeks before the performance date. ***If you perform your recital off-campus, you MUST provide a recorded copy of your recital to the Music Office for inclusion in your permanent record.***

Livestreaming of Recitals – The livestreaming of all concerts and recitals must be pre-approved by your applied instructor, the Recording Supervisor, and the Music Office. Please complete and submit the signed **TSM Social Media Consent Request Form** no later than three weeks before the scheduled date of your recital in person or email to [music@mercer.edu](mailto:music@mercer.edu). *Requests for concert/recital livestreaming may not be honored if your form is submitted later than three weeks before the concert/recital.*

Special Recordings – Any TSM student or personnel may reserve facilities for the purpose of producing an audition recording. Facilities may be reserved according to availability and established priorities. TSM equipment may be used for producing recordings or duplications if the following conditions are met:

- i. Fees will be assessed for use of the equipment.
- ii. Recording Studio personnel must be contracted to serve as technicians for recordings using School of Music equipment.
- iii. The user will pay all fees for personnel and supplies.

Recordings made without School of Music equipment require no fees. Personnel in the Music Office must approve any recording attempted in School of Music facilities. School of Music video equipment is not available for student recordings of any type without direct faculty notification and supervision.

Fickling Hall Recording Studio – Only those students approved by the Music Office, Director of Undergraduate Studies, and/or the Director of Graduate Studies may

operate the recording equipment in Fickling Recital Hall. All other use of Fickling Hall recording equipment and software must be supervised by a qualified faculty member.

- b. Rehearsal/Faculty – Faculty and representatives of School-approved events may reserve rehearsal time in Fickling Recital Hall. All rehearsal times are booked through the Music Office.
- c. Rehearsal/Students – Students may use Fickling Hall for practice *only when preparing for a recital appearance*. The following are maximum time-slots available:
  - i. Senior recital (full recital) – 6 hours
  - ii. Junior recital or senior half recital – 3 hours
  - iii. All rehearsal times are booked through the Office Assistant in the School of Music Office. Except for organists, the recital hall will not be available for routine practice. During the day, organists may sign out practice time in the hall directly with the Office Assistant in the School of Music Office. Additional practice times may be allotted to student organists at the request of the Organ professor.
- d. Maintenance
  - i. 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.
  - ii. 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 placed on the pianos.
  - iii. The stage must be cleared of stands, chairs, risers, etc., unless prior approval is received.
  - iv. Stands, chairs, and pianos that are assigned to the recital hall area may not be removed.
  - v. No food, beverages, gum, etc. are allowed in the recital hall.
  - vi. The movable walls on stage remain in the locked position. These walls may not be moved without the permission of the Music faculty or staff.
  - vii. Scraping the stage floor with sharp or heavy objects is prohibited.
  - viii. The mezzanine level is a restricted area for all students. Only organ students have permission to practice in this area.
  - ix. Use of the recital hall is restricted to 189 persons.
  - x. Smoking is prohibited throughout the entire McCorkle Music Building.
  - xi. The person responsible shall see that all doors to the recital hall are securely locked before departing.
  - xii. Ushers and stage managers are scheduled by the Music Office for Mercer ensembles, faculty programs, and guest recitals.
  - xiii. All programs must be prepared by the Music Office. Program printing costs for recitals that are not required in the concert program are paid for by the performers.

**VII. APPENDIX**

**A. Advisor/Advisee Degree Check Sheets**

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**Undergraduate Degree Audit – Townsend School of Music – Gen Ed**

Student:		MUID:		Advisor:		
Catalog Year: <b>2025-2026</b>		<b>General Education and Additional Requirements</b>				
<b>General Education and Additional School of Music Requirements</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>	
Written Communication: INT 101 or GBK 101 (4 credits)						
Oral Communication: COM 210 or INT 301 (3 credits)						
Other Communication: MUS 120 Intro to Music Research and Writing (4 credits)						
World Language Competency in French, Latin, or Spanish (8 credits) <i>If 112 is waived via placement, an additional 3-hour Gen Ed course must be taken in its place.</i>						
Religion (3 credits): <i>AFR 230; ENG 225; PHI 240; REL 110, 130, 150, 170</i>						
Humanities and Fine Arts (3 credits) <i>AFR 221, 225; ART 106, 107, 108, 114, 115, 116, 117; ENG 221, 224, 226, 233, 234, 235, 237, 263, 264, 265; GBK 202, 305; HIS 105, 176, 201, 215, 225, 245; MFS 220, 225; PHI 176, 190, 195, 230, 233, 260, 265, 269; POL 176; REL 210, 230, 270; SST 180; THR 115, 218; WLC 195; WLT 101</i>						
Behavioral/Social Sciences (3 credits) <i>AFR 190, 210; COM 230, 250; ECN 150, 151; GEO 111; GHS 200; JMS 145; MFS 101, 240; PHI 237; POL 101; POL/IAF 253; PSY 101; SOC 101, 210; WGS 180</i>						
Quantitative Reasoning (3 credits) <i>CSC 204; MAT 104, 191; PHI 180; STA 126</i>						
The Natural World (4 credits) <i>BIO 102, 110; CHM 110, 111; ENB 150; PHY 102, 108, 109, 115, 141, 161</i>						
<b>General Education and Additional School of Music Requirements</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>	
UNV 101 The First-Year Student Experience (1 credit)						
MUS 193 or 194 Lab Band (0 credits)						
MUS 479 Music Business (3 credits)						
<b>Additional Degree Requirements</b>					<b>Met</b>	
Minimum 120 cumulative credit hours (at least 18 credit hours more if seeking two degrees)						
Minimum 2.0 GPA in courses taken at Mercer, excluding first attempts of repeated courses						
Maximum 64 transfer credit hours from 2-year colleges						
Maximum 32 transfer credit hours via exam, military, or other non-course means						
<b>Expected Completion Date</b>	<b>Cumulative Totals</b>				<b>Date</b>	<b>Reviewed By</b>
	<b>Credits</b>	<b>To Do</b>	<b>Mercer GPA</b>	<b>Overall GPA</b>		

To graduate with a bachelor’s degree from Mercer University, the Mercer GPA must be 2.0 or higher. To graduate with honors, both the Mercer GPA and Overall GPA must be 3.5 (Cum Laude), 3.7 (Magna Cum Laude), or 3.85 (Summa Cum Laude) or higher. The overall GPA is listed in MyMercer under Academics: Additional GPA as the Cumulative Collegiate GPA.

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**Undergraduate Degree Audit – Townsend School of Music – BA**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BA</b>	Major: <b>Music</b>		
Minimum 40 Credit Hours in the Major			Course	Done	To Do
MUS 105 Music Theory I (3)					
MUS 106 Music Theory II (3)					
MUS 111 Basic Musicianship I (1)					
MUS 112 Basic Musicianship II (1)					
MUS 254 Advanced Musicianship I (1)					
MUS 256 Music Theory III (4)					
MUS 301 Musicology I (3)					
MUS 302 Musicology II (3)					
MUS 303 Music Cultures (3)					
MUS 109 Class Piano I (1)					
MUS 110 Class Piano II (1)					
MUS PRJ / Senior Recital (0)					
8 hours of Large Ensemble Performance from any combination and/or repetition of:					
MUS 182 Mercer Singers (1)					
MUS 183 Women’s Chamber Choir (1)					
MUS 191 Mercer University Wind Ensemble (1)					
MUS 192 Mercer University Orchestra (1)					
MUS 197 Mercer University Choir (1)					
MUS 198 Mercer University Band (1)					
8 hours of Applied Music Courses, 1 credit per semester for 8 semesters, from one of:					
MUS 160-260-360-460 Voice					
MUS 161-261-361-461 Piano					
MUS 162-262-362-462 Organ					
MUS 163-263-363-463 Orchestral and Band Instruments					
MUS 169-269-369-469 Harpsichord					
OPTIONAL Music Concentration: 12 hours beyond the major and additional depth in one of:					
Composition: MUS 257 (4), 255 (1), 258 (1), 259 (1), 278 (1), 279 (1), and 350 or 359 (3)					
Musicology: MUS 257 (4), 255 (1), 402 (3), 403 (3), and 1 additional elective (1)					
Sacred Music: MUS 203 (3), 340 (2), and 7 hours from 280, 320, 331, 332, 333, 345, 480					
Production/Technology: MUS 151 .002 or .003 (3), 357 (3), 480.012 (3), and 480.013 (3)					
Applied Music: MUS 257 (4), 255 (1), 209 (1), 210 (1), 340 (2), 279 (1), and electives (3)					
Additional Requirements					
One non-music minor or non-music major satisfies additional depth.					
Minimum 2.0 GPA in courses that contribute to completion of the major.					
Minimum 12 credits at 300-level or higher, taken at Mercer, that contribute to completion of the major.					
150 or more recitals attended					

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**Undergraduate Degree Audit – Townsend School of Music – BM Vocal**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Major: <b>Performance</b>		
<b>Theory Skills: 21 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 105 Music Theory I (3)					
MUS 106 Music Theory II (3)					
MUS 111 Basic Musicianship I (1)					
MUS 112 Basic Musicianship II (1)					
MUS 254 Advanced Musicianship I (1)					
MUS 255 Advanced Musicianship II (1)					
MUS 256 Music Theory III (4)					
MUS 257 Music Theory IV (4)					
MUS 359 Counterpoint (3)					
<b>Musicology: 12 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 301 Musicology I (3)					
MUS 302 Musicology II (3)					
MUS 303 Music Cultures (3)					
MUS 402 or 403 Seminar in Musicology I or II (3)					
<b>Conducting and Keyboard Skills: 6 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 340 Basic Conducting (2)					
MUS 109 Class Piano I (1)					
MUS 110 Class Piano II (1)					
MUS 209 Class Piano III (1)					
MUS 210 Class Piano IV (1)					
<b>Large Ensemble Performance: 8 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
8 hours of Large Ensemble Performance from any combination and/or repetition of:					
MUS 182 Mercer Singers (1)					
MUS 183 Women’s Chamber Choir (1)					
MUS 191 Mercer University Wind Ensemble (1)					
MUS 192 Mercer University Orchestra (1)					
MUS 197 Mercer University Choir (1)					
MUS 198 Mercer University Band (1)					
<b>Recitals</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS PRJ Junior Recital (0)					
MUS PRJ Senior Recital (0)					
<b>Additional Requirements</b>					
Minimum 2.0 GPA in courses that contribute to completion of the major.					
Minimum 12 credits at 300-level or higher, taken at Mercer, that contribute to completion of the major.					
150 or more recitals attended					

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**Undergraduate Degree Audit – Townsend School of Music – Vocal**

Student:	MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>	Degree: <b>BM</b>	Area of Study: <b>Performance</b>		
<b>Applied Music Courses: 20 Credit Hours</b>		<b>Course</b>	<b>Done</b>	<b>To Do</b>
20 hours of Applied Music Courses from:				
MUS 160 (1), 265 (3), 365 (3), 465 (3) Voice				
MUS 161 (1), 266 (3), 366 (3), 466 (3) Piano				
MUS 162 (1), 267 (3), 367 (3), 467 (3) Organ				
MUS 163 (1), 268 (3), 368 (3), 468 (3) Orchestral and Band Instruments				
<i>Each course is taken once per semester, twice each in sequence, for the chosen area of applied study.</i>				
<b>Vocal (Study in the Area): 14 Credit Hours</b>		<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 154A Lyric Diction (1)				
MUS 154B Lyric Diction (1)				
MUS 196 Opera Workshop (1)				
MUS 196 Opera Workshop (1)				
MUS 196 Opera Workshop (1)				
MUS 196 Opera Workshop (1)				
MUS 196 Opera Workshop (1)				
MUS 317 Song Literature I: German (2)				
MUS 327 Song Literature II: French & English (2)				
MUS 438 Vocal Pedagogy (3)				
<b>Non-Music Electives: 3 Credit Hours</b>		<b>Course</b>	<b>Done</b>	<b>To Do</b>
3 hours of elective coursework outside the School of Music				
<b>Course Substitutions</b>		<b>Other Exceptions</b>		
Requirement:	Use instead:	<i>Explain other exceptions or approval of substitutions here, if needed.</i>		
Requirement:	Use instead:			
Requirement:	Use instead:			
Requirement:	Use instead:			
Requirement:	Use instead:			
Requirement:	Use instead:			

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**Undergraduate Degree Audit – Townsend School of Music – BM Organ/Harpsichord**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Major: <b>Performance</b>		
<b>Theory Skills: 21 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 105 Music Theory I (3)					
MUS 106 Music Theory II (3)					
MUS 111 Basic Musicianship I (1)					
MUS 112 Basic Musicianship II (1)					
MUS 254 Advanced Musicianship I (1)					
MUS 255 Advanced Musicianship II (1)					
MUS 256 Music Theory III (4)					
MUS 257 Music Theory IV (4)					
MUS 359 Counterpoint (3)					
<b>Musicology: 12 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 301 Musicology I (3)					
MUS 302 Musicology II (3)					
MUS 303 Music Cultures (3)					
MUS 402 or 403 Seminar in Musicology I or II (3)					
<b>Conducting and Keyboard Skills: 6 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 340 Basic Conducting (2)					
MUS 109 Class Piano I (1)					
MUS 110 Class Piano II (1)					
MUS 209 Class Piano III (1)					
MUS 210 Class Piano IV (1)					
<b>Large Ensemble Performance: 8 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
8 hours of Large Ensemble Performance from any combination and/or repetition of:					
MUS 182 Mercer Singers (1)					
MUS 183 Women’s Chamber Choir (1)					
MUS 191 Mercer University Wind Ensemble (1)					
MUS 192 Mercer University Orchestra (1)					
MUS 197 Mercer University Choir (1)					
MUS 198 Mercer University Band (1)					
<b>Recitals</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS PRJ Junior Recital (0)					
MUS PRJ Senior Recital (0)					
<b>Additional Requirements</b>					
Minimum 2.0 GPA in courses that contribute to completion of the major.					
Minimum 12 credits at 300-level or higher, taken at Mercer, that contribute to completion of the major.					
150 or more recitals attended					

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**Undergraduate Degree Audit – Townsend School of Music – BM Organ/Harpsichord**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Area of Study: <b>Performance</b>		
<b>Applied Music Courses: 20 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
20 hours of Applied Music Courses from:					
MUS 160 (1), 265 (3), 365 (3), 465 (3) Voice					
MUS 161 (1), 266 (3), 366 (3), 466 (3) Piano					
MUS 162 (1), 267 (3), 367 (3), 467 (3) Organ					
MUS 163 (1), 268 (3), 368 (3), 468 (3) Orchestral and Band Instruments					
<i>Each course is taken once per semester, twice each in sequence, for the chosen area of applied study.</i>					
<b>Organ/Harpsichord: 15 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 139 Organ/Harpsichord Skills I (1)					
MUS 140 Organ/Harpsichord Skills II (1)					
MUS 213 Organ/Harpsichord Skills III (1)					
MUS 214 Organ/Harpsichord Skills IV (1)					
MUS 313 Literature Organ/Harpsichord I (Antiquity to 1750) (2)					
MUS 323 Organ History and Literature II (2)					
7 hours from:					
MUS 180 Chamber Music Ensemble, MUS 316 Literature of Orchestral Instruments,					
MUS 317 Song Literature I: German, MUS 327 Song Literature II: French & English,					
MUS 336 Advanced Collaborative Piano Skills I, MUS 337 Advanced Collaborative Piano Skills II,					
MUS 480 Special Topics in Music					
<b>Non-Music Electives: 3 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
3 hours of elective coursework outside the School of Music					
<b>Course Substitutions</b>			<b>Other Exceptions</b>		
Requirement:	Use instead:	<i>Explain other exceptions or approval of substitutions here, if needed.</i>			
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				

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**Undergraduate Degree Audit – Townsend School of Music – BM Piano**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Major: <b>Performance</b>		
<b>Theory Skills: 21 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 105 Music Theory I (3)					
MUS 106 Music Theory II (3)					
MUS 111 Basic Musicianship I (1)					
MUS 112 Basic Musicianship II (1)					
MUS 254 Advanced Musicianship I (1)					
MUS 255 Advanced Musicianship II (1)					
MUS 256 Music Theory III (4)					
MUS 257 Music Theory IV (4)					
MUS 359 Counterpoint (3)					
<b>Musicology: 12 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 301 Musicology I (3)					
MUS 302 Musicology II (3)					
MUS 303 Music Cultures (3)					
MUS 402 or 403 Seminar in Musicology I or II (3)					
<b>Conducting and Keyboard Skills: 4 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 340 Basic Conducting (2)					
MUS 241 Piano Pedagogy I (1)					
MUS 242 Piano Pedagogy II (1)					
<b>Large Ensemble Performance: 8 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
8 hours of Large Ensemble Performance from any combination and/or repetition of:					
MUS 182 Mercer Singers (1)					
MUS 183 Women's Chamber Choir (1)					
MUS 191 Mercer University Wind Ensemble (1)					
MUS 192 Mercer University Orchestra (1)					
MUS 197 Mercer University Choir (1)					
MUS 198 Mercer University Band (1)					
<b>Recitals</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS PRJ Junior Recital (0)					
MUS PRJ Senior Recital (0)					
<b>Additional Requirements</b>					
Minimum 2.0 GPA in courses that contribute to completion of the major.					
Minimum 12 credits at 300-level or higher, taken at Mercer, that contribute to completion of the major.					
150 or more recitals attended					

Student:		MUID:	Advisor:	
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**Undergraduate Degree Audit – Townsend School of Music – BM Piano**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Area of Study: <b>Performance</b>		
<b>Applied Music Courses: 20 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
20 hours of Applied Music Courses from:					
MUS 160 (1), 265 (3), 365 (3), 465 (3) Voice					
MUS 161 (1), 266 (3), 366 (3), 466 (3) Piano					
MUS 162 (1), 267 (3), 367 (3), 467 (3) Organ					
MUS 163 (1), 268 (3), 368 (3), 468 (3) Orchestral and Band Instruments					
<i>Each course is taken once per semester, twice each in sequence, for the chosen area of applied study.</i>					
<b>Piano: 15 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 121 Sight Reading Skills (1)					
MUS 122 Sight Reading Skills (1)					
MUS 241 Collaborative I (1)					
MUS 242 Collaborative II (1)					
MUS 311 Piano Literature I (2)					
MUS 312 Piano Literature II (1)					
8 hours from:					
MUS 154A Lyric Diction, MUS 154B Lyric Diction, MUS 180 Chamber Music Ensemble,					
MUS 316 Literature of Orchestral Instruments, MUS 317 Song Literature I: German,					
MUS 327 Song Literature II: French & English, MUS 336 Advanced Collaborative Piano					
Skills I, MUS 337 Advanced Collaborative Piano Skills II, MUS 480 Special Topics in					
Music					
<b>Non-Music Electives: 3 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
3 hours of elective coursework outside the School of Music					
<b>Course Substitutions</b>			<b>Other Exceptions</b>		
Requirement:	Use instead:	<i>Explain other exceptions or approval of substitutions here, if needed.</i>			
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				

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**Undergraduate Degree Audit – Townsend School of Music – BM Instrumental**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Major: <b>Performance</b>		
<b>Theory Skills: 21 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 105 Music Theory I (3)					
MUS 106 Music Theory II (3)					
MUS 111 Basic Musicianship I (1)					
MUS 112 Basic Musicianship II (1)					
MUS 254 Advanced Musicianship I (1)					
MUS 255 Advanced Musicianship II (1)					
MUS 256 Music Theory III (4)					
MUS 257 Music Theory IV (4)					
MUS 359 Counterpoint (3)					
<b>Musicology: 12 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 301 Musicology I (3)					
MUS 302 Musicology II (3)					
MUS 303 Music Cultures (3)					
MUS 402 or 403 Seminar in Musicology I or II (3)					
<b>Conducting and Keyboard Skills: 6 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 340 Basic Conducting (2)					
MUS 109 Class Piano I (1)					
MUS 110 Class Piano II (1)					
MUS 209 Class Piano III (1)					
MUS 210 Class Piano IV (1)					
<b>Large Ensemble Performance: 8 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
8 hours of Large Ensemble Performance from any combination and/or repetition of:					
MUS 182 Mercer Singers (1)					
MUS 183 Women’s Chamber Choir (1)					
MUS 191 Mercer University Wind Ensemble (1)					
MUS 192 Mercer University Orchestra (1)					
MUS 197 Mercer University Choir (1)					
MUS 198 Mercer University Band (1)					
<b>Recitals</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS PRJ Junior Recital (0)					
MUS PRJ Senior Recital (0)					
<b>Additional Requirements</b>					
Minimum 2.0 GPA in courses that contribute to completion of the major.					
Minimum 12 credits at 300-level or higher, taken at Mercer, that contribute to completion of the major.					
150 or more recitals attended					

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**Undergraduate Degree Audit – Townsend School of Music – Instrumental**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Area of Study: <b>Performance</b>		
<b>Applied Music Courses: 20 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
20 hours of Applied Music Courses from:					
MUS 160 (1), 265 (3), 365 (3), 465 (3) Voice					
MUS 161 (1), 266 (3), 366 (3), 466 (3) Piano					
MUS 162 (1), 267 (3), 367 (3), 467 (3) Organ					
MUS 163 (1), 268 (3), 368 (3), 468 (3) Orchestral and Band Instruments					
<i>Each course is taken once per semester, twice each in sequence, for the chosen area of applied study.</i>					
<b>Instrumental (Woodwinds, Brass, Percussion, Guitar, Harp): 15 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 316 Literature of the Instrument (3)					
MUS 350 Orchestration (3)					
MUS 439 Pedagogy of Orchestral Instruments (3)					
6 hours from:					
MUS 152 Jazz Improvisation I, MUS 153 Jazz Improvisation II, MUS 180 Chamber Ensemble, MUS 181 Guitar, MUS 184 Flute Choir, MUS 185 Jazz Ensemble, MUS 186 Brass Ensemble, MUS 187 Woodwind Ensemble, MUS 188 Percussion Ensemble, MUS 189 Jazz Combo, MUS 191 Mercer university Wind Ensemble, MUS 192 Mercer University Orchestra, MUS 342 Advanced Instrumental Conducting and Literature, MUS 480 Special Topics in Music					
<b>Non-Music Electives: 3 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
3 hours of elective coursework outside the School of Music					
<b>Course Substitutions</b>			<b>Other Exceptions</b>		
Requirement:	Use instead:	<i>Explain other exceptions or approval of substitutions here, if needed.</i>			
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				

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**Undergraduate Degree Audit – Townsend School of Music – Strings**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Major: <b>Performance</b>		
<b>Theory Skills: 21 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 105 Music Theory I (3)					
MUS 106 Music Theory II (3)					
MUS 111 Basic Musicianship I (1)					
MUS 112 Basic Musicianship II (1)					
MUS 254 Advanced Musicianship I (1)					
MUS 255 Advanced Musicianship II (1)					
MUS 256 Music Theory III (4)					
MUS 257 Music Theory IV (4)					
MUS 359 Counterpoint (3)					
<b>Musicology: 12 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 301 Musicology I (3)					
MUS 302 Musicology II (3)					
MUS 303 Music Cultures (3)					
MUS 402 or 403 Seminar in Musicology I or II (3)					
<b>Conducting and Keyboard Skills: 6 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 340 Basic Conducting (2)					
MUS 109 Class Piano I (1)					
MUS 110 Class Piano II (1)					
MUS 209 Class Piano III (1)					
MUS 210 Class Piano IV (1)					
<b>Large Ensemble Performance: 8 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
8 hours of Large Ensemble Performance from any combination and/or repetition of:					
MUS 182 Mercer Singers (1)					
MUS 183 Women’s Chamber Choir (1)					
MUS 191 Mercer University Wind Ensemble (1)					
MUS 192 Mercer University Orchestra (1)					
MUS 197 Mercer University Choir (1)					
MUS 198 Mercer University Band (1)					
<b>Recitals</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS PRJ Junior Recital (0)					
MUS PRJ Senior Recital (0)					
<b>Additional Requirements</b>					
Minimum 2.0 GPA in courses that contribute to completion of the major.					
Minimum 12 credits at 300-level or higher, taken at Mercer, that contribute to completion of the major.					
150 or more recitals attended					

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**Undergraduate Degree Audit – Townsend School of Music – Strings**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Area of Study: <b>Performance</b>		
<b>Applied Music Courses: 20 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
20 hours of Applied Music Courses from:					
MUS 16CW (1), 26CW (3), 36CW (3), 46CW (3) Violin					
MUS 16CX (1), 26CX (3), 36CX (3), 46CX (3) Viola					
MUS 16CY (1), 26CY (3), 36CY (3), 46CY (3) Cello					
MUS 16CZ (1), 26CZ (3), 36CZ (3), 46CZ (3) Double Bass					
<i>Each course is taken once per semester, twice each in sequence, for the chosen area of applied study.</i>					
<b>Instrumental (Strings): 15 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 180 Chamber Music Ensemble (1)					
MUS 180 Chamber Music Ensemble (1)					
MUS 180 Chamber Music Ensemble (1)					
MUS 180 Chamber Music Ensemble (1)					
MUS 316 Literature of the Instrument (3)					
MUS 439 Pedagogy of Orchestral Instruments (3)					
5 hours from:					
MUS 178 Rome Chamber Ensemble, MUS 179 Contemporary Music Ensemble,					
MUS 180 Chamber Music Ensemble, MUS 342 Advanced Instrumental Conducting and Literature,					
MUS 350 Orchestration, MUS 477 Entrepreneurship, MUS 480 Special Topics in Music					
<b>Non-Music Electives: 3 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
3 hours of elective coursework outside the School of Music					
<b>Course Substitutions</b>			<b>Other Exceptions</b>		
Requirement:	Use instead:	<i>Explain other exceptions or approval of substitutions here, if needed.</i>			
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				

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**Undergraduate Degree Audit – Townsend School of Music – Elective Studies**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Major: <b>Elective Studies</b>		
<b>Theory Skills: 21 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 105 Music Theory I (3)					
MUS 106 Music Theory II (3)					
MUS 111 Basic Musicianship I (1)					
MUS 112 Basic Musicianship II (1)					
MUS 254 Advanced Musicianship I (1)					
MUS 255 Advanced Musicianship II (1)					
MUS 256 Music Theory III (4)					
MUS 257 Music Theory IV (4)					
MUS 359 Counterpoint/350 Orchestration (3)					
<b>Musicology: 9 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 301 Musicology I (3)					
MUS 302 Musicology II (3)					
MUS 303 Music Cultures (3)					
<b>Conducting and Keyboard Skills: 4 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 340 Basic Conducting (2)					
MUS 1/209 Class Piano I/III (1)					
MUS 1/210 Class Piano II/IV (1)					
<b>Large Ensemble Performance: 8 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
8 hours of Large Ensemble Performance from any combination and/or repetition of:					
MUS 182 Mercer Singers (1)					
MUS 183 Women’s Chamber Choir (1)					
MUS 191 Mercer University Wind Ensemble (1)					
MUS 192 Mercer University Orchestra (1)					
MUS 197 Mercer University Choir (1)					
MUS 198 Mercer University Band (1)					
<b>Recitals</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS PRJ Junior Recital (0)					
MUS PRJ Senior Recital (0)					
<b>Additional Requirements</b>					
Minimum 2.0 GPA in courses that contribute to completion of the major.					
Minimum 12 credits at 300-level or higher, taken at Mercer, that contribute to completion of the major.					
150 or more recitals attended					

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**Undergraduate Degree Audit – Townsend School of Music**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BM</b>	Area of Study: <b>Elective Studies</b>		
<b>Applied Music Courses: 8 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
Minimum 8 hours of Applied Music Courses from:					
MUS 160 (1), 265 (3), 365 (3), 465 (3) Voice or 260 (1), 360 (1), 460 (1) Voice					
MUS 161 (1), 266 (3), 366 (3), 466 (3) Piano or 261 (1), 361 (1), 461 (1) Piano					
MUS 162 (1), 267 (3), 367 (3), 467 (3) Organ or 262 (1), 362 (1), 462 (1) Organ					
MUS 163 (1), 268 (3), 368 (3), 468 (3) Orchestral and Band Instruments or 263 (1), 363 (1), 463 (1) Orchestral and Band Instruments					
MUS 16C (1), 26C (3), 36C (3), 46C (3) Strings or 263 (1), 363 (1), 463 (1) W-Z Strings					
<i>Each course is taken once per semester, twice each in sequence, for the chosen area of applied study.</i>					
<b>Music Electives: 15 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
<i>Chosen from the Music Catalog. Extra Ensemble and Applied courses can be used as electives.</i>					
<b>Non-Music Elective Studies: 18 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
<i>Any single or closely related discipline of the University, chosen in close consultation with advisor. Examples: Business, English, Psychology, Theater, Communication, Art, etc.</i>					
<b>Course Substitutions</b>			<b>Other Exceptions</b>		
Requirement:	Use instead:	<i>Explain other exceptions or approval of substitutions here, if needed.</i>			
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				

First Review by

Date

Second Review by

Date

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**Undergraduate Degree Audit – Townsend School of Music**

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BME</b>	Major: <b>Music Education</b>		
<b>Theory Skills: 21 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 105 Music Theory I (3)					
MUS 106 Music Theory II (3)					
MUS 111 Basic Musicianship I (1)					
MUS 112 Basic Musicianship II (1)					
MUS 254 Advanced Musicianship I (1)					
MUS 255 Advanced Musicianship II (1)					
MUS 256 Music Theory III (4)					
MUS 257 Music Theory IV (4)					
MUS 350 Orchestration (3)					
<b>Musicology: 12 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 301 Musicology I (3)					
MUS 302 Musicology II (3)					
MUS 303 Music Cultures (3)					
MUS 402 or 403 Seminar in Musicology I or II (3)					
<b>Conducting and Keyboard Skills: 10 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 340 Basic Conducting (2)					
MUS 341 Advanced Choral Conducting or MUS 342 Advanced Instrumental Conducting (2)					
MUS 474 Advanced Choral Methods or MUS 475 Advanced Instrumental Methods (2)					
MUS 109 Class Piano I (1)					
MUS 110 Class Piano II (1)					
MUS 209 Class Piano III (1)					
MUS 210 Class Piano IV (1)					
<b>Large Ensemble Performance: 7 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
7 hours of Large Ensemble Performance from any combination and/or repetition of:					
MUS 182 Mercer Singers (1)					
MUS 183 Women’s Chamber Choir (1)					
MUS 191 Mercer University Wind Ensemble (1)					
MUS 192 Mercer University Orchestra (1)					
MUS 197 Mercer University Choir (1)					
MUS 198 Mercer University Band (1)					
<b>Recitals</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS PRJ Senior Recital (0)					
<b>Additional Requirements</b>					
Minimum 2.0 GPA in courses that contribute to completion of the major.					
Minimum 12 credits at 300-level or higher, taken at Mercer, that contribute to completion of the major.					
130 or more recitals attended					

### Undergraduate Degree Audit – Townsend School of Music

Student:		MUID:	Advisor:		
Catalog Year: <b>2024-25 to 2025-26</b>		Degree: <b>BME</b>	Area of Study: <b>Music Education</b>		
<b>Applied Music Courses: 7 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
7 hours of Applied Music Courses from:					
MUS 160-260-360-460 Voice					
MUS 161-261-361-461 Piano					
MUS 162-262-362-462 Organ					
MUS 163-263-363-463 Orchestral and Band Instruments					
MUS 169-269-369-469 Harpsichord					
<i>Each course is taken once per semester, twice each in sequence, for the chosen area of applied study.</i>					
<b>Performance Techniques: 14 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
MUS 154A/B Lyric Diction (Vocal) or MUS 157 Vocal Techniques (Instrumental) (2)					
MUS 215 Sophomore Practicum 1(1)					
MUS 216 Sophomore Practicum 2 (1)					
MUS 221 Woodwind Techniques (2)					
MUS 222 Percussion Techniques (2)					
MUS 223 Brass Techniques (2)					
MUS 224 String Techniques (2)					
MUS 370 Elementary School Music (2)					
<b>Professional Education: 21 Credit Hours</b>			<b>Course</b>	<b>Done</b>	<b>To Do</b>
(Maintain a 2.75 GPA with no grade less than a C)					
EDUC 492 Student Teaching (12)					
EDUC 220 Foundations of Education (3)					
EDUC 256 Adolescent Health and Development /283 Foundations of Special Ed (3)					
EDUC 356 Psychology and Development of the Adolescent Learner (3)					
In addition, all vocal, woodwind, brass, and percussion majors are required to enroll in MUS 193 or 194, Lab Band or Lab Choir, during the spring semester of their freshman year.					
<b>Course Substitutions</b>		<b>Other Exceptions</b>			
Requirement:	Use instead:	<i>Explain other exceptions or approval of substitutions here, if needed.</i>			
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				
Requirement:	Use instead:				

First Review by \_\_\_\_\_ Date \_\_\_\_\_ Second Review by \_\_\_\_\_ Date \_\_\_\_\_

**B. School Forms: Available in the TSM Student Google Drive Folder:**

<https://drive.google.com/drive/folders/1XNE59jsUS7yQQ3-KPcqs58AqY35Gzvn7?usp=sharing>

1.



GRADE: \_\_\_\_\_  
APPLIED FOR ADMISSION: \_\_\_\_\_  
ACCEPTED: \_\_\_\_\_

**AUDITION FOR UNDERGRADUATE ADMISSION**

**Please Check One**

Incoming Freshman       Incoming Transfer       Current MU Student

Date: \_\_\_\_\_      Audition Time: \_\_\_\_\_  
Name: \_\_\_\_\_      Audition Type: \_\_\_\_\_  
Student ID #: \_\_\_\_\_      Instrument/Voice: \_\_\_\_\_  
Address: \_\_\_\_\_      Email: \_\_\_\_\_  
\_\_\_\_\_      Cell #: \_\_\_\_\_

**Works performed:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**COMMENTS:**

**PLEASE CHECK ALL APPROPRIATE BOXES**

Admitted to School: Yes  No   
Degree Program: BA  BME  BM  BMESOF   
Fabian Scholarship Consideration: Yes  No

**Evaluation Committee Signatures:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Dean's Signature: \_\_\_\_\_  
Gary G. Gerber, DMA

Townsend School of Music Audition for Undergraduate Admission Form | revised February 2024

2.



SCHOOL OF MUSIC  
Robert McDuffie Center for Strings

APPLIED TO MERCER: \_\_\_\_\_  
ACCEPTED TO MERCER: \_\_\_\_\_

### AUDITION FOR ADMISSION

Please Check One

Incoming Freshman       Incoming Transfer       Current MU Student

Name: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Date: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Instrument: \_\_\_\_\_

**Works played:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**COMMENTS:**

Admit to RMCFS: Yes  No

Potential Degree Program: BA  BM  BMESOF   
*please check appropriate box*

\_\_\_\_\_  
Evaluation Faculty Member

Signed: \_\_\_\_\_  
Director

Robert McDuffie Center for Strings (RMC) Audition for Admission Form | revised October 2023

3.



## ACCEPTANCE TO MUSIC MAJOR

*Due May 15\**

Name: \_\_\_\_\_ MUID: \_\_\_\_\_ Date: \_\_\_\_\_

Instrument or Voice Type: \_\_\_\_\_

Music Degree Program Seeking Acceptance:

- Bachelor of Arts (BA)    Bachelor of Music Performance (BM)    Bachelor of Music Education (BME)  
 Bachelor of Music With Elective Studies in an Outside Field (BMESOF)

**\*\*Student must enter this information through MyMercer once approved by the Dean\*\***

### FOR OFFICE USE ONLY

#### PRELIMINARY SIGNATURES OF APPROVAL

Faculty Music Advisor: \_\_\_\_\_

Principal Applied Music Teacher: \_\_\_\_\_

Freshman Theory 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 the School of Music.

SIGNED: \_\_\_\_\_  
Dean

*\*This form must be returned to the School of Music Office by May 15 of the freshman year of Music study (see Acceptance to Music Major Policies stated in the School of Music Handbook). A student who wishes to pursue a Bachelor of Music in Performance must perform a 15-minute program before the music faculty in the area of specialization at the end of the spring semester of study in the freshman year. The Acceptance to Music Major form is submitted to the full Music faculty during the sophomore year.*

#### DISTRIBUTION

- Original – Office
- Copies (2) – Applied Teacher and Student

Acceptance to Music Major Form | August 2023

4.



### INSTRUMENTAL JURY EXAMINATION FORM

Name: \_\_\_\_\_ Exam Date: \_\_\_\_\_  
 Course Enrolled: \_\_\_\_\_ Instructor: \_\_\_\_\_

Current Degree Program (check one):      BA     BME     BM     Other \_\_\_\_\_

Instrument: \_\_\_\_\_ Semesters of Study: \_\_\_\_\_

Check box if mandatory repertoire sheet is attached

List of Scales, Arpeggios, and/or other Technical Exercises prepared for this jury:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**REPERTOIRE TO BE PERFORMED:**

<u>Title</u>	<u>Composer's Full Name</u>
_____	_____
_____	_____
_____	_____

#### FACULTY COMMENTS

CATEGORY	4 = Exemplary	3 = On Target	2 = Developing	1 = Deficient
<b>Tone Quality</b>	<input type="checkbox"/> Consistently focused, clear and centered, controlled	<input type="checkbox"/> Focused, clear and centered, sometimes less controlled	<input type="checkbox"/> Not controlled, detracts from performance	<input type="checkbox"/> Difficult to discern intended sound
<b>Rhythmic Accuracy/Tempo</b>	<input type="checkbox"/> Secure, accurate, appropriate for style	<input type="checkbox"/> Secure and mostly accurate	<input type="checkbox"/> Frequent or repeated errors detract	<input type="checkbox"/> Erratic, significantly detracts.
<b>Intonation/ Note Accuracy</b>	<input type="checkbox"/> Virtually no errors, pitch is very accurate.	<input type="checkbox"/> Some errors, noticeable but not severe	<input type="checkbox"/> Frequent and/or repeated errors	<input type="checkbox"/> Very few accurate or secure pitches
<b>Dynamics</b>	<input type="checkbox"/> Obvious, consistent, and accurate for the style	<input type="checkbox"/> Somewhat consistent but limited in effect	<input type="checkbox"/> Difficult to discern and/or ineffective	<input type="checkbox"/> Incorrect or inappropriate and ineffective
<b>Musical Effect/ Technique</b>	<input type="checkbox"/> Engaging, consistently meets technical demands	<input type="checkbox"/> Some moments, technical difficulties not fully met	<input type="checkbox"/> Technical issues more prominent than musical expression	<input type="checkbox"/> Technique insufficient, prevents musical expression

**ADDITIONAL FACULTY COMMENTS:**

Numerical Jury Grade: \_\_\_\_\_ Faculty's Signature: \_\_\_\_\_

5.



### ORGAN JURY EVALUATION FORM

Student's Name _____	Jury Date _____
Student's Degree Program & Year of Study _____	Course Number _____
<b><u>REPERTOIRE: TITLE</u></b> <i>see additional information below</i>	<b><u>COMPOSER</u></b>
_____	_____
_____	_____
_____	_____

**Score 1 – 20, with 20 being the highest score**

Musical Interpretation and Expression \_\_\_\_\_  
Articulation, Legato, Phrasing, etc. \_\_\_\_\_  
Registration and Overall Use of the Organ \_\_\_\_\_

Stylistic Understanding \_\_\_\_\_  
Technical Accuracy and Rhythm \_\_\_\_\_

**COMMENTS:**

**Additional Repertoire Currently in Preparation**

<b><u>TITLE</u></b>	<b><u>COMPOSER</u></b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Faculty Juror's Name \_\_\_\_\_ Numerical Grade: \_\_\_\_\_



**PIANO JURY EVALUATION COVER SHEET**

<b>Student's Name</b>	<b>Major</b>	<b>Course Number</b>	<b>Class Standing</b> (FR, SO, JR, SR, GRAD)
-----------------------	--------------	----------------------	---

<b>Jury Date</b>	<b>Applied Teacher</b>
------------------	------------------------

Faculty Juror's Name: _____	Assigned Numerical Grade: _____
Faculty Juror's Name: _____	Assigned Numerical Grade: _____
Faculty Juror's Name: _____	Assigned Numerical Grade: _____

**FINAL AVERAGED JURY GRADE** \_\_\_\_\_

**Repertoire Presented on Jury:**

<u>Title</u>	<u>Composer's Full Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Repertoire in Preparation**

**Memorized?**

_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**ACCEPTANCE TO MAJOR (2<sup>nd</sup> Semester Freshman Jury)**

BM  BME  BA  BMESOF  ACCEPTED  NOT ACCEPTED **Date:** \_\_\_\_\_

7.



**PIANO JURY EVALUATION AND COMMENT SHEET**

Student's Name	Major	Course Number	Class Standing (FR, SO, JR, SR, GRAD)
Jury Date	Accompanist's Name	Applied Teacher	

**SELECTIONS**

<u>Title</u>	<u>Composer's Full Name</u>

Score 1 – 10, with 10 being the highest score

- |  |   |
|--|---|
| I. Overall Technical Development _____   | VI. Rhythmic Accuracy _____                   |
| II. Musical Accuracy _____   | VII. Pedaling _____                           |
| III. Musical Phrasing and Articulation _____   | VIII. Memorization _____                      |
| IV. Artistic Interpretation _____<br>(Emotional Involvement, Sensitivity, Intensity) | IX. Scales _____                              |
| V. Voicing and Tone Quality _____  | X. Commitment to Integrity of the Music _____ |

**COMMENTS:**

**Faculty's Juror's Name:** \_\_\_\_\_ **Numerical Jury Grade:** \_\_\_\_\_



COLLABORATIVE PIANO JURY EVALUATION AND COMMENT SHEET

Student's Name	Major	Course Number	Class Standing (FR, SO, JR, SR, GRAD)
Jury Date		Applied Teacher	

SELECTIONS

Title	Composer

SCORE AS INDICATED

- |   |                                       |
|---|---------------------------------------|
| I. Accuracy of Notes and Rhythms _____/13               | V. Stability of Tempo _____/13        |
| II. Interpretation of Text (vocal) and Subtext _____/15 | VI. Balance between Partners _____/15 |
| III. Style Accuracy _____/14                            | VII. Musicality _____/13              |
| IV. General Ensemble _____/15                           |                                       |

COMMENTS:

Faculty's Juror's Name: \_\_\_\_\_ Numerical Jury Grade: \_\_\_\_\_



**VOICE JURY EVALUATION COVER SHEET**

<b>Student's Name</b>	<b>Major</b>	<b>Course Number</b>	<b>Class Standing</b> <small>(FR, SO, JR, SR, GRAD)</small>
<b>Jury Date</b>	<b>Applied Teacher</b>	<b>Accompanist's Name</b>	
_____	Faculty Juror's Name	Assigned Numerical Grade	
_____	Faculty Juror's Name	Assigned Numerical Grade	
_____	Faculty Juror's Name	Assigned Numerical Grade	
_____	Faculty Juror's Name	Assigned Numerical Grade	

**FINAL AVERAGED JURY GRADE** \_\_\_\_\_

**Repertoire Presented on Jury:**

<u>Title</u>	<u>Composer's Full Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Repertoire in Preparation**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Memorized?**

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO

**ACCEPTANCE TO MAJOR (2<sup>nd</sup> Semester Freshman Jury)**

BM  BME  BA  BMESOF  ACCEPTED  NOT ACCEPTED **Date:** \_\_\_\_\_

Voice Jury Evaluation Cover Sheet

10.



**VOICE JURY EVALUATION AND COMMENT SHEET**

Student's Name	Major	Course Number	Class Standing (FR, SO, JR, SR, GRAD)
Accompanist's Name	Jury Date	Applied Teacher	Faculty Juror's Name

**SELECTIONS:**

<u>Title</u>	<u>Composer's Full Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Score 1 – 10, with 10 being the highest score

- I. Overall Technical Development \_\_\_\_\_
- II. Posture/Breath \_\_\_\_\_
- III. Phonation \_\_\_\_\_
- IV. Intonation \_\_\_\_\_
- V. Resonance \_\_\_\_\_
- VI. Musical Accuracy/Memory \_\_\_\_\_
- VII. Diction (Language & Articulation) \_\_\_\_\_
- VIII. Musical Interpretation \_\_\_\_\_
- IX. Dramatic Interpretation \_\_\_\_\_  
(Emotional Involvement, Communication, Intensity, Variety)
- X. Physical Presentation \_\_\_\_\_  
(Body Language, Gestures, Acting, Transitions, Focus of the Eyes, Stage Deportment)

**COMMENTS:**

**NUMERICAL JURY GRADE:** \_\_\_\_\_



**APPLIED MUSIC EXAMINATION JURY FORM**

Name: \_\_\_\_\_ Semester: \_\_\_\_\_  
 Class: \_\_\_\_\_ Degree Program: \_\_\_\_\_  
 Instrument: \_\_\_\_\_ Instructor: \_\_\_\_\_

**I. LIST ALL REPERTOIRE STUDIED DURING THE CURRENT SEMESTER:**

**II. FACULTY ASSESSMENT:**

CATEGORY	4 = Exemplary	3 = On Target	2 = Developing	1 = Deficient
<b>Tone Quality</b>	<input type="checkbox"/> Consistently focused, clear and centered, controlled	<input type="checkbox"/> Focused, clear and centered, sometimes less controlled	<input type="checkbox"/> Not controlled, detracts from performance	<input type="checkbox"/> Difficult to discern intended sound
<b>Rhythmic Accuracy/Tempo</b>	<input type="checkbox"/> Secure, accurate, appropriate for style	<input type="checkbox"/> Secure and mostly accurate	<input type="checkbox"/> Frequent or repeated errors detract	<input type="checkbox"/> Erratic, significantly detracts
<b>Intonation/Note Accuracy</b>	<input type="checkbox"/> Virtually no errors, pitch is very accurate	<input type="checkbox"/> Some errors, noticeable but not severe	<input type="checkbox"/> Frequent and/or repeated errors	<input type="checkbox"/> Very few accurate or secure pitches
<b>Dynamics/Stage Presence</b>	<input type="checkbox"/> Obvious, consistent, and accurate for the style	<input type="checkbox"/> Somewhat consistent but limited in effect	<input type="checkbox"/> Difficult to discern and/or ineffective	<input type="checkbox"/> Incorrect or inappropriate and ineffective
<b>Musical Effect/Technique</b>	<input type="checkbox"/> Engaging, consistently meets technical demands	<input type="checkbox"/> Some moments, technical difficulties not fully met	<input type="checkbox"/> Technical issues more prominent than musical expression	<input type="checkbox"/> Technique insufficient, prevents musical expression

Numerical Total: \_\_\_\_\_

Grade: \_\_\_\_\_

**COMMENTS:**

Faculty Juror's Name: \_\_\_\_\_ Date: \_\_\_\_\_

12.



**HARP JURY EVALUATION FORM**

<b>Student's Name</b>	<b>Jury Date</b>
<b>Class Standing</b> (FR, SO, JR, SR, GRAD)	<b>Semester</b> (Fall or Spring)
<b>Student's Degree Program</b>	<b>Course Number</b>

In the spaces below, list the work(s) being performed today, noting **M** for Memorized or **P** for Performed this semester.

<u>Title</u>	<u>Composer</u>	<u>M or P</u>

**COMMITTEE EVALUATION:**

CATEGORY	4 = Exemplary	3 = On Target	2 = Developing	1 = Deficient
<b>Tone Quality</b>	<input type="checkbox"/> Consistently focused, clear and centered, controlled	<input type="checkbox"/> Focused, clear and centered, sometimes less controlled	<input type="checkbox"/> Not controlled, detracts from performance	<input type="checkbox"/> Difficult to discern intended sound
<b>Rhythmic Accuracy/Tempo</b>	<input type="checkbox"/> Secure, accurate, appropriate for style	<input type="checkbox"/> Secure and mostly accurate	<input type="checkbox"/> Frequent or repeated errors detract	<input type="checkbox"/> Erratic, significantly detracts
<b>Intonation/ Note Accuracy</b>	<input type="checkbox"/> Virtually no errors, pitch is very accurate	<input type="checkbox"/> Some errors, noticeable but not severe	<input type="checkbox"/> Frequent and/or repeated errors	<input type="checkbox"/> Very few accurate or secure pitches
<b>Dynamics</b>	<input type="checkbox"/> Obvious, consistent, and accurate for the style	<input type="checkbox"/> Somewhat consistent but limited in effect	<input type="checkbox"/> Difficult to discern and/or ineffective	<input type="checkbox"/> Incorrect or inappropriate and ineffective
<b>Musical Effect/ Technique</b>	<input type="checkbox"/> Engaging, consistently meets technical demands	<input type="checkbox"/> Some moments, technical difficulties not fully met	<input type="checkbox"/> Technical issues more prominent than musical expression	<input type="checkbox"/> Technique insufficient, prevents musical expression

**GRADING SCALE:**

- Technique and Tone Quality = 25%
- Rhythmic Vitality = 25%
- Expression = 20%
- Dynamics = 20%
- Memorization = 5%
- Intonation = 5%

**Faculty Juror's Name:** \_\_\_\_\_ **Numerical Jury Grade:** \_\_\_\_\_

List all other material studied this semester in the spaces below, noting **M** for Memorized, **P** for Performed, or **O** for Orchestral/Ensemble/Choral excerpts/literature.

<u>Title</u>	<u>Composer</u>	<u>M P O</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**COMMENTS:**



**RECITAL/PROJECT REQUEST/PROPOSAL FORM**

**Complete and submit to the Music Office no later than the 4<sup>th</sup> Week of Fall or Spring Semester**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instrument/Vocal Part: \_\_\_\_\_ Cell #: \_\_\_\_\_

**RECITAL TYPE (CHECK ONE):**

- BM/BMESOF Senior Recital     
  BME Senior Recital     
  BA Senior Recital  
 BM/BMESOF Junior Recital     
  BA Senior Project     
  Non-required 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.**

Requested Recital Date and Time: \_\_\_\_\_

Recital Location: \_\_\_\_\_

Hearing Date and Time: \_\_\_\_\_

Hearing Location: \_\_\_\_\_

**\*\* Please attach typed recital program or proposed project and include timing for each piece \*\***

	SIGNATURE	DATE SIGNED
Applied Teacher or Project Supervisor Approval:		
Assigned Jury Committee Signature #1:		
Assigned Jury Committee Signature #2:		
Proposed Calendar Date Approved by the Music Office:		
Music Dean Approval:		

**MUSIC OFFICE CHECKLIST:**

Calendar Date Selected and Approved: Yes  No  Completion Date: \_\_\_\_\_

Hearing Date Selected and Approved: Yes  No  Completion Date: \_\_\_\_\_

Program Draft Printed and Ready for Hearing: Yes  No  Completion Date: \_\_\_\_\_

**Complete and submit to the Music Office no later than the 4<sup>th</sup> Week of Fall or Spring semester**



15.



SCHOOL OF MUSIC

RECITAL HEARING FORM

Name	Applied Teacher	Date
<b>Degree Program and Reason for Recital Hearing</b>		
BM <input type="checkbox"/> JR or <input type="checkbox"/> SR	BA <input type="checkbox"/>	BME SR <input type="checkbox"/>
	MM <input type="checkbox"/>	AD <input type="checkbox"/>

Please appropriately mark items as follows:

Typed Copy of Program Present and Approved:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Check for Recording and/or Accompanist Received:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Recital <b>APPROVED</b> for Performance:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Recital <b>NOT APPROVED</b> for Performance:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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 submit to the office (recital should not be approved for performance unless the program is present and approved).

JURY COMMITTEE SIGNATURES

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Recital Hearing Form

16.



**RECITAL/PROJECT COMPLETION FORM**

Name: \_\_\_\_\_

Project Title (if applicable): \_\_\_\_\_

Completion Date: \_\_\_\_\_

Accepted to Meet Graduation Requirements:  YES  NO

NUMERICAL GRADE: \_\_\_\_\_

**COMMENTS:**

**EXAMINING COMMITTEE SIGNATURES**

Printed Name: _____	Signature: _____	Numerical Grade: _____
Printed Name: _____	Signature: _____	Numerical Grade: _____
Printed Name: _____	Signature: _____	Numerical Grade: _____

DEAN'S SIGNATURE: \_\_\_\_\_  
Gary G. Gerber, DMA

DATE: \_\_\_\_\_

Recital/Project Completion Form 8.1.23

17.



SCHOOL OF MUSIC

### RECITAL HOUR FORM

Recital Hour Performance Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Instrument/Voice Part: \_\_\_\_\_  
 Collaborative Pianist's Name: \_\_\_\_\_  
 Additional Performers/Instruments: \_\_\_\_\_

**Composition Title(s)**

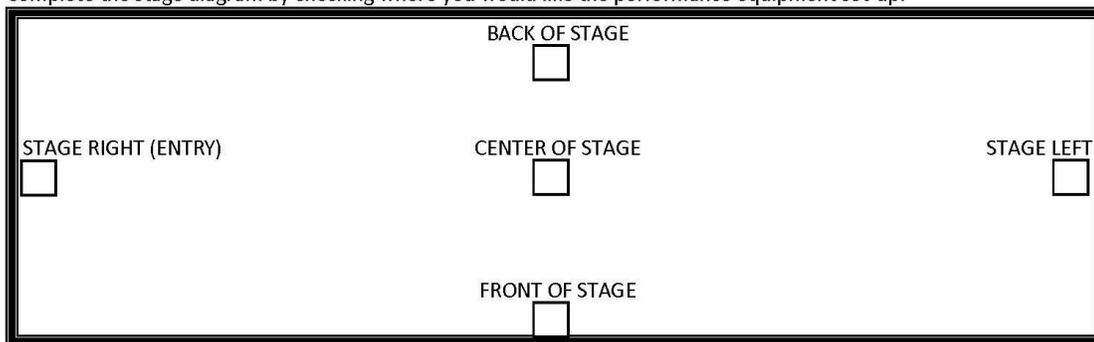
- Including movements, composers, and composer birth/death (if appropriate) years.
- Students may perform up to 3 selections not to exceed 7 minutes total.

1. Selection: \_\_\_\_\_  
 Composer: \_\_\_\_\_ Dates: \_\_\_\_\_  
 2. Selection: \_\_\_\_\_  
 Composer: \_\_\_\_\_ Dates: \_\_\_\_\_  
 3. Selection: \_\_\_\_\_  
 Composer: \_\_\_\_\_ Dates: \_\_\_\_\_

I have submitted my vocal texts/translations or other program notes via email. (No hard copies or late submissions Accepted: [braddock\\_ba@mercer.edu](mailto:braddock_ba@mercer.edu))

Exact performance timing (MIN:SEC): \_\_\_\_\_ : \_\_\_\_\_ (7-minute maximum)  
 How many stands? \_\_\_\_\_ How many chairs? \_\_\_\_\_ How many benches? \_\_\_\_\_  
 Piano Lid: Closed  Half-Stick  Full-Stick  Page Turner

Complete the stage diagram by checking where you would like the performance equipment set-up:



**To be completed by the student, signed by the teacher, and placed in the envelope on Dr. Braddock's door by 5:00 pm Friday the week BEFORE your performance.**

Signature of Applied Teacher: \_\_\_\_\_ Date: \_\_\_\_\_  
**This signature is REQUIRED if you want to perform!!!**

Revised 8.7.23

**C. Applied Music Courses**

<b>Voice</b>	<b>Undergrad MUS 160, 260, 360, 460, 265, 365, 465</b>	<b>Grad MUS 560</b>
<b>Section</b>	<b>Instructor</b>	
001	Friedman	
002	Kosowski	
003	M. Roberts	

**Center for Strings**

<b>Instrument</b>	<b>Undergrad MUS 16C, 26C, 36C, 46C Suffix</b>	<b>Instructor</b>
Violin	W	Moretti
Viola	X	R. Albers
Cello	Y	Cho
Double Bass	Z	Tosky

Piano	Undergrad MUS 161, 261, 361, 461, 266, 366, 466	5 <sup>th</sup> Year MUS 561
Section	Instructor	
001	Yoo	
002	Altman	
003	McReynolds	

Organ	Undergrad MUS 162, 262, 362, 462, 267, 367, 467	5 <sup>th</sup> Year MUS 562, 567
Section	Instructor	
001	Mitchener	

Harpsichord	Undergrad MUS 169, 269, 369, 469 271, 371, 471	5 <sup>th</sup> Year MUS 569, 574
Section	Instructor	
001	Mitchener	

Composition	Undergrad MUS 164, 264, 364, 464	5 <sup>th</sup> Year
Section	Instructor	
001	C. Schmitz	

Conducting	Undergrad	Grad 642
Section	Instructor	
001	S. Roberts (Choral)	
002	Gerber (Choral)	
003	Staff (Orchestral)	
004	Braddock (Band)	

Instrument	Undergrad MUS 163, 263, 363, 463, 268, 368, 468	5 <sup>th</sup> Year MUS 563	
	Suffix	Section	Instructor
Flute/Piccolo	A	001	Via
Oboe	B	001	Ripple
Bassoon	C	001	Barajas- Trujillo
Clarinet	D	001	Cole
Clarinet	D	002	Braddock
Saxophone	E	001	Cole
Trumpet	J	001	Mallari
Horn	K	001	A. Schmitz
Trombone	L	001	English
Euphonium	M	001	Gay
Tuba	N	001	Gay
Percussion	R	001	Reddick
Harp	T	001	Koch
Guitar	V	001	Cantwell
Jazz Guitar	V	001	Cantwell

Non-Majors/ Secondary	Undergrad MUS 170	Section	Instructor
Voice		001	Malone
Voice		002	Kosowski
Voice		003	M. Roberts
Piano		005	Yoo
Piano		006	Altman
Piano		007	McReynolds
Organ		008	Mitchener
Flute/Piccolo		009	Via
Oboe		010	Ripple
Bassoon		011	Barajas- Trujillo
Clarinet/Saxophone		012	Cole
Trumpet		013	Mallari
Horn		014	A. Schmitz
Trombone		015	English
Tuba/Euphonium		016	Gay
Percussion		017	Reddick
Harp		018	Koch
Composition		019	C. Schmitz
Guitar		020	Cantwell

**D. Listing of Music Courses Offered:**

<b>Undergraduate</b>	<b>Fall Even</b>	<b>Spring Odd</b>	<b>Fall Odd</b>	<b>Spring Even</b>	<b>Credit Hrs</b>	<b>Cont. Hrs</b>
UNV 101	101		101		1	1
105 Music Theory I	105		105		3	5
106 Music Theory II		106		106	3	5
109 Class Piano I	109		109		1	2
110 Class Piano II		110		110	1	2
111 Basic Musicianship I	111		111		1	2
112 Basic Musicianship II		112		112	1	2
113 Introduction to Music Education		113		113	1	2
120 Research in Music Writing		120		120	4	4
121 Sight-reading Skills I	121		121		1	1
122 Sight-reading Skills II		122		122	1	1
139 Organ/Harpsichord Skills I	139		139		1	1
140 Organ/Harpsichord Skills II		140		140	1	1
151 Understanding Music	151	151	151	151	3	3
152 Improvisation I	152		152		1	2
153 Improvisation II		153		153	1	2
154 Vocal Diction	154A	154B	154A	154B	1	3
157 Vocal Techniques		157			2	2
201 Musicology I	201		201		3	3
202 Musicology II		202		202	3	3
203 Intro to Music and Religion	203		203		3	3
209 Class Piano III	209		209		1	2
210 Class Piano IV		210		210	1	2
213 Organ/Harpsichord Skills III	213		213		1	1
214 Organ/Harpsichord Skills IV		214		214	1	1
215 Sophomore Practicum I		215		215	1	1
216 Sophomore Practicum II	216		216		1	1
221 Techniques Woodwinds	221				2	3
222 Techniques Percussion		222			2	3
223 Techniques Brass				223	2	3
224 Techniques Stringed Instruments			224		2	3
241 Collaborative Piano Skills I	241		241		1	2
242 Collaborative Piano Skills II		242		242	1	2
245 Piano Pedagogy I	245				1	1
254 Advanced Musicianship Skills I	254		254		1	2
255 Advanced Musicianship Skills II		255		255	1	2
256 Music Theory III	256		256		4	5

<b>Undergraduate</b>	<b>Fall Even</b>	<b>Spring Odd</b>	<b>Fall Odd</b>	<b>Spring Even</b>	<b>Credit Hrs</b>	<b>Cont. Hrs</b>
257 Music Theory IV		257		257	4	5
258 Beginning Composition I	258		258		1	1
259 Beginning Composition II		259		259	1	1
278 Intermediate Composition I	278		278		1	1
279 Intermediate Composition II		279		279	1	1
280 Festivals and Fieldwork	280	280	280	280	1-3	1-3
303 Music Cultures	303		303		3	3
311 Piano Lit. I			311		2	2
312 Piano Lit. II				312	1	1
313 Organ Hist. & Lit. I	313		313		2	
316 Lit. of the Instrument	316				3	3
317 Song Literature I			317		2	1
320 Music and Worship		320			3	3
323 Organ Hist. & Lit. II		323		323	2	2
327 Song Literature II				327	1	1
331 Worship Leadership	331				2	3
332 Congregational Music				332	2	3
333 Music Theology			333		2	3
336 Advanced Collaborative Piano Skills I	336		336		1	1
337 Advanced Collaborative Piano Skills II		337		337	1	1
338 Advanced Composition I	338		338		1	1
339 Advanced Composition II		339		339	1	1
340 Basic Conducting	340		340		2	2
341 Advanced Choral Conducting		341		341	2	2
342 Advanced Instr. Conducting		342		342	2	3
345 Music and Peacebuilding	As Needed	As Needed	As Needed	As needed	3	3
350 Orchestration			350		3	3
357 Music Technology				357	3	3
359 Counterpoint		359		359	3	3
370 Elem. School Mus. Spec.		370			2	3
402 Seminar in Musicology I	402		402		3	3
403 Seminar in Musicology II		403		403	3	3
473 Vocal Ped. For Choral Ed.		437		437	2	3
438 Vocal Pedagogy		438		438	3	3
439 Pedagogy of the Instrument (Strings)				439	3	3
MUS 472 Marching Band and Jazz Band Methods	472		472		2	3
474 Adv. Choral Methods	474				2	3
475 Adv. Instrumental Methods			475		2	3

<b>Undergraduate</b>	<b>Fall Even</b>	<b>Spring Odd</b>	<b>Fall Odd</b>	<b>Spring Even</b>	<b>Credit Hrs</b>	<b>Cont. Hrs</b>
477 Entrepreneurship	As needed	As needed	As needed	As needed	1	1
479 Music Business	479		479		3	3
492 Student Teaching	492	492	492	492	12	

<b>Ensembles</b>	<b>Fall Even</b>	<b>Spring Odd</b>	<b>Fall Odd</b>	<b>Spring Even</b>	<b>Credit Hrs</b>	<b>Cont. Hrs</b>
178 Rome Chamber Music Festival		Summer		Summer	1	1
179 Contemporary Music Ensemble	179	179	179	179	1	1
180 Chamber Music Ensembles						
180E Strings	180E	180E	180E	180E	1	1
180F Mixed Instruments	180F	180F	180F	180F	1	1
180G Trombone	180G	180G	180G	180G	1	1
180H Harp	180H	180H	180H	180H	1	1
180I Voice	180I	180I	180I	180I	1	1
181 Guitar Ensemble	181	181	181	181	1	1
182 Mercer Singers	182	182	182	182	1	4
183 Women's Chamber Choir	183	183	183	183	1	3
184 Flute Choir	184	184	184	184	1	1
185 Jazz Ensemble	185	185	185	185	1	2
186 Brass Ensemble	186	186	186	186	1	1
187 Woodwind Ensemble	187	187	187	187	1	1
188 Percussion Ensemble	188	188	188	188	1	2
189 Jazz Combo	189	189	189	189	1	1
191 Mercer University Wind Ensemble	191	191	191	191	1	4
192 Mercer University Orchestra	192	192	192	192	1	2
193 Lab Band		193		193	0	1
194 Lab Choir		194		194	0	1
195 Mercer University Marching Band	195		195		0-1	4
196 Mercer University Opera	196	196	196	196	1	4
197 University Choir	197	197	197	197	1	2
198 Mercer University Band	198	198	198	198	0-1	0-1
199 Pep Band		199		199	0-1	4
160-469 Applied Music Lessons					1-3	1

**Tift College of Education Music Ed Course Sequence Offered Various Semesters\*\***

	<b>Fall Even</b>	<b>Spring Odd</b>	<b>Fall Odd</b>	<b>Spring Even</b>	<b>Credit Hrs</b>	<b>Cont. Hrs</b>
EDUC 220 Foundations of Education	220*				3	3
EDUC 283 Fundamentals of Spec. Ed.	283*	283		283	3	3

**Tift College of Education Music Ed Course Sequence Offered Various Semesters\*\***

	<b>Fall Even</b>	<b>Spring Odd</b>	<b>Fall Odd</b>	<b>Spring Even</b>	<b>Credit Hrs</b>	<b>Cont. Hrs</b>
EDUC 356 Psychology and Development of the Adolescent Learner	356	356		356	3	3

**\* Holistic Child Substitutions**

\*\*Check listings for Regional Academic Centers (RAC). Online Courses for EDUC 220, 283, and 356 are offered in the summer and within the academic year.

## E. Academic and Final Exam Calendars 2025-26

### FALL 2025

#### August 19 to December 13

First Day of Classes	August 19
Drop/Add Period	August 19-22
Labor Day Holiday	September 1
Graduation Application for Spring/Summer Due	October 1
Midterm	October 8
Fall Break	October 9-10
Last Day to Withdraw	October 24
Registration for Spring	Late Oct / Early Nov TBD
Thanksgiving Holiday	November 26-28
Last Day of Classes	December 5
Reading Day	December 10
Final Exams	December 8-9, 11-13
Last Day of Semester (Official Graduation Date on Diplomas)	December 13
Grades Due for Graduating Students	<i>24 hours after Final Exam</i>
All Grades Due	December 16 at Noon

### SPRING 2026

#### January 5 to May 2

First Day of Classes	January 5
Drop/Add Period	January 5-9
Martin Luther King, Jr. Day Holiday	January 19
Midterm	February 25
Graduation Application for Fall Due	February 28
Spring Break	March 2-6
Last Day to Withdraw	March 19
Registration for Fall Begins	Late March / Early April TBD
Good Friday and Easter Holiday	April 3-5
Last Day of Classes	April 24
Reading Day	April 29
Final Exams	April 27-28, April 30-May 2
Last Day of Semester (Official Graduation Date on Diplomas)	May 2
Grades Due for Graduating Students	<i>24 hours after Final Exam</i>
All Grades Due	May 5 at Noon

#### Commencement

Macon Campus	May 11 at 8 AM
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## FINAL EXAM SCHEDULE | **TENTATIVE** FALL AND SPRING 2025-2026

### FALL

**MWF** (includes all combinations of classes that meet MWF, MTWF, MWRF, MW, M)

Class Meeting	FALL Exams - Dec. 8-13, 2025
8:00 am	Tue, Dec 9, 9:00 am - 12:00 noon
9:05 am	Sat, Dec 13, 9:00 am - 12:00 noon
11:15 am	Thu, Dec 11, 9:00 am - 12:00 noon
12:20 pm	Fri, Dec 12, 9:00 am - 12:00 noon
1:25 pm	Fri, Dec 12, 7:00 pm - 10:00 pm
2:30 pm	Mon, Dec 8, 2:00 pm - 5:00 pm
3:35 pm	Sat, Dec 13, 2:00 pm - 5:00 pm
5:05 pm & later	Mon, Dec 8, 7:00 pm - 10:00 pm

**TR** (includes all combinations of classes that meet TR, T, R)

Class Meeting	FALL Exams - Dec. 8-13, 2025
8:00 am	Thu, Dec 11, 2:00 pm - 5:00 pm
9:30 am	Tue, Dec 9, 2:00 pm - 5:00 pm
11:00 am	Mon, Dec 8, 9:00 am - 12:00 noon
12:30 pm	Fri, Dec 12, 2:00 pm - 5:00 pm
2:00 pm	Thu, Dec 11, 7:00 pm - 10:00 pm
3:30 pm	Tue, Dec 9, 7:00 pm - 10:00 pm
5:00 pm & later	Sat, Dec 13, 7:00 pm - 10:00 pm

### SPRING

**MWF** (includes all combinations of classes that meet MWF, MTWF, MWRF, MW, M)

Class Meeting	SPRING Exams - April 27-May 2, 2026
8:00 am	Mon, Apr 27, 9:00 am - 12:00 noon
9:05 am	Mon, Apr 27, 2:00 pm - 5:00 pm
11:15 am	Tue, Apr 28, 9:00 am - 12:00 noon
12:20 pm	Thu, Apr 30, 9:00 am - 12:00 noon
1:25 pm	Fri, May 1, 9:00 am - 12:00 noon
2:30 pm	Fri, May 1, 7:00 pm - 10:00 pm
3:35 pm	Sat, May 2, 2:00 pm - 5:00 pm
5:05 pm & later	Sat, May 2, 7:00 pm - 10:00 pm

**TR** (includes all combinations of classes that meet TR, T, R)

Class Meeting	SPRING Exams - April 28-May 3, 2026
8:00 am	Thu, Apr 30, 2:00 pm - 5:00 pm
9:30 am	Sat, May 2, 9:00 am - 12:00 noon
11:00 am	Tue, Apr 28, 2:00 pm - 5:00 pm
12:30 pm	Fri, May 1, 2:00 pm - 5:00 pm
2:00 pm	Thu, Apr 30, 7:00 pm - 10:00 pm
3:30 pm	Tue, Apr 28, 7:00 pm - 10:00 pm
5:00 pm & later	Mon, Apr 27, 7:00 pm - 10:00 pm

