MERCER UNIVERSITY

TOWNSEND SCHOOL OF MUSIC

UNDERGRADUATE HANDBOOK

2021-22

music.mercer.edu

MERCER UNIVERSITY

To: **Music Faculty and Music Students**

From: **Dr. David Keith, Dean**

Re: **Handbook**

INTRODUCTION

Welcome to Mercer University. For 188 years, Mercer has developed a proud heritage and tradition of excellence in higher education. This same intensity of purpose is found in Townsend School of Music where the nurturing of solid musicianship is cultivated within a rich liberal arts environment. This handbook has been designed as a supplement to the Mercer University Bulletin to acquaint you with policies and guidelines of the School of Music. It serves as an aid to students in planning their activities in the School of Music. Concerns, questions, and challenges encountered during the process of your music study at Mercer should be addressed first to your music faculty advisor, secondly to the Director of Undergraduate Studies, Dr. Douglas Hill, and finally to the Dean of the Townsend School of Music, Dr. David Keith.

MERCER UNIVERSITY MISSION STATEMENT

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

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

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

- We encourage our students to discover and develop fully their unique combination of gifts and talents to become leaders who make a positive difference in the world.

- We seek to inspire members of our community to live virtuous and meaningful lives by using their gifts and talents to serve the needs of humankind as an expression of their love for God and neighbor.

- We seek to enrich the mind and spirit by promoting and facilitating an open and rigorous search for truth and understanding, including an examination of the moral, religious and ethical questions of this and every age.

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

TOWNSEND SCHOOL OF MUSIC MISSION STATEMENT

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

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

TOWNSEND SCHOOL OF MUSIC FACULTY

Professors: C. David Keith, Dean and Choral Conducting; Stanley L. Roberts, Associate Dean and Choral Conducting; Douglas M. Hill, Director of Undergraduate Studies and Instrumental Conducting/Music Education; Richard Kosowski, Director of Graduate Studies and Voice/Opera; Montgomery Cole, Clarinet/Saxophone; Martha L. Malone, Voice/Opera; Jack Mitchener, Organ; Amy Schwartz Moretti, Director, Robert McDuffie Center for Strings and Violin; and Christopher Schmitz, Music Theory/Composition.

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

Assistant Professors: Nathan Myrick, Church Music.

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

Visiting Artists: Richard Aaron, Cello; Julie Albers, Cello; Rebecca Albers, Viola; Victoria Chiang, Viola; Lawrence Dutton, Viola; Annie Fullard, Violin; David Kim, Violin; Ware Stare, Orchestra Conducting; Daniel Tosky, Double Bass; and Jeffrey Turner, Double Bass.

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

Lecturers: Theresa Alexander, Music Education; Anne Armstrong, Staff Accompanist; Jonathan Baker, Trombone; Eric Bubacz, Tuba/Euphonium; Terence Cantwell, Guitar; Adrian Gnam, Oboe/English Horn/Bassoon; Steve Ivey, Music Business; Janet Jarriel, Music Business; Calista Koch, Harp; Sherry Weeks, Music Education; Gail Pollock, Piano; John Sweat, Strings; Jonathan Swygert, Trumpet; Cynthia Smith, Staff Accompanist.

Professor Emeriti: Carolyn Goff, Professor Emerita of Collaborative Studies; and Lowen Marshall, Charles B. Thompson Professor Emeritus of Music

TABLE OF CONTENTS

I. POLICIES

A. Music Advisors 5
B. Advice for Freshmen and Transfers 5-6
C. Admission to Music Study/Acceptance to Music Major 6-8
D. Music Minor Study 8-9
E. Applied Music Lessons/Applied Music Examinations 9-10
F. Solo Performance Opportunities 10
G. Recital Attendance Policy 11
H. Senior Recitals/Projects and Required Junior Recitals 11-15
I. Recital Checklist 15-16
J. School Accompanists: Allocation of Hours 17
K. Music Scholarships/Accompanying Responsibilities/Music Scholarship Renewal 17-20
L. School of Music Recital Hour 20
M. Practice Room Assignment 20-21
N. Music Technology 21
O. School of Music Honors 21-22
P. Non-Music Majors 22-23
Q. Collegiate National Association for Music Educators (CNAfME) 23
R. Mu Phi Epsilon 23
S. Ensemble Dress Rehearsal Policy 23
T. Grievance Policies and Procedures/Academic Grievances and Appeals 24-28
U. Sexual Harassment Policy 28
V. Honor System 28
W. Cell Phone Policy 28
X. Access/Disability Statement 29
Y. Health and Safety Standards 29
Z. Student Conduct/Mental Health and Wellness 29-30

II. CURRICULUM

A. Description of Degrees Offered 30-33
B. Further Requirements for Music Degrees 33-34
C. Guidelines for Vocal Study 34-38
D. Guidelines for Piano Study 38-39
E. Guidelines for Organ and Harpsichord Study 39-41
F. Guidelines for String Study 41
G. Guidelines for Instrumental Study 41-44
H. Guidelines for Music Theory Study 44
I. Guidelines for Certificate of Recognition in Music Composition 44
J. Guidelines for Music History Study 44-45
K. Guidelines for Music Education Study 45-54
L. Ensembles 55-58

III. FACILITIES

A. Guidelines for Use of McCorkle Music Building 58-60
B. Guidelines for Use of the Neva Langley Fickling Hall by External Organizations 61-62
C. Guidelines for Use of Newton Chapel by External Organizations 62-63

IV. APPENDIX

A. Advisor/Advisee Degree Check Sheets 64-72
B. School Forms:
1. Audition for Undergraduate Admission 73
2. Audition for Center For Strings Undergraduate Admission 74
3. Acceptance to Music Major 75
4. Instrumental Jury Examination Form 76
5. Organ Jury Evaluation Form 77-78
6. Piano Jury Evaluation Cover Sheet 79
7. Piano Jury Evaluation and Comment Sheet 80
8. Voice Jury Evaluation Cover Sheet 81
9. Voice Jury Evaluation and Comment Sheet 82
10. Center for Strings Jury Form 83
11. Harp Jury Evaluation Form 84-85
12. Recital/Project Request/Proposal Form 86-87
13. TSM Concert & Recital Livestream Request Form 88
14. Recital Hearing Form 89
15. Recital/Project Completion Form 90
16. Recital Hour Form 91
17. TSM Schedule Request Form 92

C. Applied Music Courses 93-94
D. Listing of Music Courses Offered 95-97

V. ADDENDUM

A. Policies and Protocol Specifically Related to the SARS-COV-2 Pandemic (Fall 2020) .. 97-105

I. POLICIES

A. Music Advisors

The music student will meet each term with an assigned Music faculty advisor to discuss curriculum planning and other matters of concern to the student. It is important to realize that it is the **student's** responsibility to follow all guidelines in the Mercer University Bulletin. The faculty advisor is provided to enhance the guidance given in the Bulletin. Every entering 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 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 take place in the Fall semester on the first Thursday of classes at 3:30 p.m. in the Neva Langley Fickling Hall in the McCorkle Music Building. Announcements and practice room assignments will take place at that time.

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

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

    b. Students with only one composition course will be granted credit based on their term of entry. Students entering in a summer or fall semester are required to enroll in INT 101 in their first fall semester, and upon completing INT 101 CLA double majors must take INT 201. They will be credited as having completed the 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 CLA double majors must take INT 201. They will be given transfer credit for INT 101.

    c. Students who qualify as sophomores and who have not completed any composition courses will be required to enroll in INT 101, MUS 120-Intro to Research and Writing in Music and INT 201 if they are a CLA double major.

    d. Students who qualify as juniors or seniors and who have not completed any composition courses will be required to complete two courses with a MUS 120-Intro to Research and Writing in Music and INT 201 if they are a CLA double major.

C. Admission to Music Study/Acceptance to Music Major

1. An applied music audition and musicianship/sight singing exam is required for incoming students who plan to major in music. The faculty will complete an Audition for Admission to School of Music form and, if appropriate, recommend acceptance into the 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 BA or BME degrees must prepare three (3) pieces from the standard classical repertoire: one in English, one in either: Spanish, French, German, Italian, or Latin, and one in a foreign language other than those languages listed above. All transfer students at the 3rd or 4th year level, and all potential voice performance (Bachelor of Music) transfer students (2nd-4th year) must prepare five pieces from the standard classical repertoire which include English and two or three foreign languages. Students should bring the sheet music for their pieces with them; an accompanist will be provided. Students will be asked to sight sing and take a music theory placement test. After auditioning, there will be a short interview with the voice faculty.

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

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

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

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

Students should be able to play all major and minor scales/arpeggios and will be asked to sightread a short excerpt. Questions about appropriate repertoire should be directed to any piano faculty member.

Organ: Applicants should prepare three pieces 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 sightread and should have a knowledge of music theory.

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

2. Prior to juries in the Spring Semester of the 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 Townsend School of Music. Notification of acceptance or denial will be sent to the student and advisor in May of each academic year.

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

4. A student who wishes to pursue a Bachelor of Music in Performance degree must perform a 15-minute program before the appropriate music faculty in the area of specialization no later than the spring semester jury in their first year of study and receive the approval from that group. Students who are not accepted into the BM degree may audition once more at the end of their third semester of study if they so desire.

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

2. **Music Industry Minor.** The requirements for completion of a music industry minor include the following nineteen credits: Successful completion of an entrance audition and musicianship examination; completion of the following Townsend School of Music courses – MUS 105 Music Theory I (3 hours); MUS 109 Class Piano (1 hour); MUS 151 Understanding Music (3 hours); MUS 357 Music Technology (3 hours); MUS 479 Music Business (3 hours); MUS 480 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. Music minors are expected to practice one hour each day.

E. Applied Music Lessons/Applied Music Examinations

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

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

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

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

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

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

7. The jury examination letter grade will be submitted to the appropriate applied studio teacher for consideration in calculating the final grade for that term. The applied studio teacher must assign a final term grade not greater or less than one letter grade difference from the jury examination grade. Evaluation of practical musical development is an admittedly complicated process involving the perception of a

student's effort, progress and innate ability. Descriptive words are placed by letter grades given in an attempt to clarify perception of grade quality.

A – 100-90	Outstanding
B – 89-80	Above Average
C – 79-70	Average
D – 69-60	Average Minus
F – 59-0	Unacceptable

Studio Grading Evaluation is based on:

Talent - imagination, creativity, musical competency, facility.

Improvement - compared with previous knowledge, training, skills.

Completion of normal expectations - effort, repertoire learned, attendance, attitude.

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

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

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

F. Solo Performance Opportunities

- Recital Hour – Thursdays, 3:30 p.m., Neva Langley Fickling Hall, McCorkle Music Building.

  a. Apply for one of the recital hour dates at the beginning of each semester.

  b. Sign up forms will be on the door of Dr. Nathan Myrick room #167 of the McCorkle music building.

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

G. Recital Attendance Policy

1. Intended music majors are required to attend a minimum of 150 recitals in order to graduate. Students can count performances they participated as long as it is not a solo recital. A program or ticket must be turned into Mrs. Hise in the Music Office. If a concert runs out of programs, contact her the following day to get a program. Programs must be submitted to the office secretary, Mrs. Hise 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 students will be adjusted as follows: Sophomores-115; Juniors-75.

H. Senior Recitals/Projects and Required Junior Recitals

Prerequisite: Piano Proficiency

Students who have not passed MUS 210, Class Piano IV by the end of their junior year will not be allowed to process a Recital/Project 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

Student Recital Rules

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

- Mondays at 6:00 p.m.
- Tuesdays at 5:00 p.m. (Center students get priority depending on Orchestra schedule)
- Thursdays at 3:30 p.m., on dates when TSM student Recital Hour is NOT scheduled.
- Friday afternoons at 3:30 p.m. and 5:00 p.m.
- *Exception:* Graduate with ensembles
- No receptions
- No intermission
- Program template turned in to office at least a month before the recital (Mrs. Hise sends link to student when date is set)
- Undergraduate Hearing form should indicate payment ($25 check for audio and printing costs), stage setup, program presented and approved
- "Adding" repertoire or any other element to a student degree recital as a "surprise", without the applied teacher's prior knowledge & approval, results in a grade reduction, to be determined by the applied teacher.
- Duration of senior recitals: 45-60 minutes. *(40 min. of music = 50 min. recital; 50 min. 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 of recital paper. (The music office will not fold more than 100 programs). Paper must be 24lb. Southworth Ivory Parchment Paper.
- Students must submit an audio recording of their recital to the office.

1. <u>Proposals for all Degree Recitals & B.A. Senior Projects</u>

All proposals for required degree recitals & B.A. senior projects (BA majors see description of degree for senior project options) must be submitted to the Dean of the School of Music no later than October 15th (Fall semester) or February 15th (Spring semester).

a. At the beginning of the fall semester, the Applied Area Chairs will appoint a Jury Committee of three faculty members for

i. **Recital** (required Senior or required B.M. Junior): 3 TSM faculty members – applied teacher and two others assigned by the area chair.

ii. **Bachelor of Arts Senior Project:** members from TSM, and/or other Mercer University disciplines and departments as appropriate.

<u>Checklist – Preparing the proposal:</u>

I. Student obtains Recital/Project Request Form from music office.

II. <u>Content & Written Proposal of recital program/B.A. research project:</u>

- **<u>Recital:</u>** 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, and Italian.

- **<u>Repertoire:</u>** The student types a list of proposed recital repertoire as assigned/ approved by the applied teacher, to attach to the Recital/project request form, indicating:

  a) Complete title & composer of each piece
  b) Length (minutes/seconds) of each piece
  c) Total number of minutes of music proposed

III. <u>Date/Time/Venue:</u>

- Student discusses potential performance dates with applied teacher <u>and accompanist</u> and asks the music secretary, Mrs. Hise, 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.

- 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 her/his 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.

- Student gives completed Recital/project form with Repertoire to the music secretary, Mrs. Hise, to reserve the date, time and venue for the proposed recital *only after all committee members have given their approval of the date.*

IV. BA Senior Project:

- *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 form.

- *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 music secretary (Mrs. Hise), and fills that date in on the Request Form, accompanied by the signature of the committee members.

V. DEADLINE OCTOBER 15th (Fall semester) or FEBRUARY 15th (Spring semester) – for Recital or Project Request Proposals:

- The student fills out the Recital/Project Request 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 October 15th (Fall semester) or February 15th (Spring semester).

- The student ALSO places a copy of the proposal with Recital Repertoire list attached in the mailbox of the Coordinator of Accompanying, Dr. Richard Kosowski.

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

- *NOTE:* 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.

2. Recital Hearing & Project Hearing/Defense

a. Recital Hearings:

- Scheduling the **hearing date:** All recital hearings must be held no later than 2 weeks prior to the approved recital date.

- 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 music secretary (Mrs. Hise), applied teacher, accompanist, and recital committee.

- **3 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*; & 3) *a list of individual repertoire timings and total minutes of music* to be presented.

- PROGRAM/NOTES: The student creates the program using **only** the template provided by 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 them to the student for final editing.

- 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).

- The student will reimburse the music office for the cost of paper used for printing the programs.

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

- The Applied teacher 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.

- 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**.

- 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.

- 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.

I. Recital Checklist

Fall & Spring Semester: proposal

1. 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.

2. 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, Dr. David Keith and Coordinator of Accompanying, Dr. Richard Kosowski by October 15th (Fall Semester) or February 15th (Spring semester).

Preparation for the recital

3. Map out a rehearsal schedule with your accompanist to prepare for the recital in a timely manner.

4. Try repertoire out in studio classes and on School of Music Thursday 3:30 p.m. Recital Hour programs.

Two months before the recital

5. The student will schedule the official Recital Hearing location, date and time with the applied teacher, two faculty committee members, accompanist, and Administrative Secretary in the School of Music Office, Mrs. Hise at least two weeks prior to the recital date.

6. Prepare printed program using approved School of Music template, as well as any program notes to be used. Work with your applied teacher to make suggested edits for approval before submitting these to the committee at the hearing.

7. Schedule the appropriate performance venue with the School of Music Office for appropriate rehearsal times.

8. AUDIO and VIDEO recordings: Once your recital has been officially scheduled by the School of Music Office, arrange to meet with Dr. Ian Altman to enter your recital date on his calendar in order for the recital to be professionally recorded. A fee of $25.00, payable to Dr. Altman is required for the audio recording of recitals. An additional $25.00 fee, arranged through Dr. Altman, is required for the video recording of recitals.

9. Please complete and submit the signed **TSM Concert & Recital Livestream Request Form** no later than three weeks before the scheduled date of your recital. Email a copy of the signed form to Dr. Myrick (myrick_nw@mercer.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*.

Two weeks before the recital

10. The person presenting the recital is expected to acquire ushers, page turners, and stage hands, as needed. 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.

11. 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.)

Non-required recitals

- Students may only present non-required recitals with the approval of their applied teacher, who must be present to supervise the recital.

- The Recital/project form must be submitted to the Dean by October 15th (Fall Semester) or February 15th (Spring semester). The proposed repertoire with timings must accompany the form, just as it does for a degree recital.

- 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.

- Recital date and time is chosen at the discretion and convenience of the student, teacher, and accompanist, and is scheduled with the music secretary, Mrs. Hise, at an available venue.

- Students must pay a non-required recital fee of $150.00 to their collaborative pianist to compensate for 4 hours of extra rehearsal time in addition to the recital itself.

J. School Accompanists: Allocation of Hours

The following times will be weekly or as needed (Junior, Senior recitals, juries) determined by the Dean, Dr. David Keith, the Applied Teacher and the Coordinator of Accompanying, Dr. Richard Kosowski

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

Instrumental and vocal students must submit their recital proposal form no later than October 15th (Fall semester) or February 15th (Spring semester) with the calendar date already cleared with the applied teacher, the accompanist, two faculty members assigned to the recital, and the Administrative Secretary, Mrs. Hise. Please do not set a date without checking with all of the above!

The accompanist assigned to you must be given all of your music no later than three (3) weeks before the performance date. Please be professionally courteous and notify your accompanist 24 hours in advance of any cancellation. **If you do not notify the accompanist before the 24-hour period, the accompanist is not required to make up the missed rehearsal or lesson.**

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 your accompaniment if this is suggested by the applied teacher.

Students wishing to present a non-required recital will need to schedule an accompanist with the Coordinator of Accompanying, Dr. Richard Kosowski. The student must submit a Recital/project form available in the School of Music Office from Mrs. Hise, Administrative Secretary including a fee of $150.00 payable by check made out to the Townsend School of Music two weeks prior to the performance date. The fee will cover up to four hours rehearsal in addition to the Recital and 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, Dr. David Keith.

K. Music Scholarship/Accompanying Responsibilities
Music Scholarship Renewal

1. Music Scholarship Responsibilities and Conditions for Music Majors

a. Be a declared music major, be registered in the proper courses for the major, and be a full-time student.

b. Be enrolled in a 60-minute lesson each semester, follow the advice of your teacher, and work to the best of your ability in applied music. You further agree that you will not perform outside the School (solo or groups) without seeking the advice and consent of your applied teacher.

c. Perform to the best of your ability (as judged by your professors) in all School academic subjects.

d. Maintain at least a 3.0 average GPA in your applied area and a 2.0 overall average GPA for BM and BA majors. BME 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, Dr. Stanley Roberts 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 Instrumental Ensembles, Dr. Douglas Hill and adhere to the attendance policies and performances of these ensembles. The student will also assist the Director of Instrumental Ensembles 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 Instrumental Ensembles, Dr. Douglas Hill and adhere to the attendance policies and performances of these ensembles. The student will also assist the Director of Instrumental Ensembles 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 your ability in applied music.

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

3. Accompanying Responsibilities

As an integral part of their musical education and as a scholarship condition, all keyboard majors and advanced non-music majors taking keyboard lessons will be required to accompany applied music students in the vocal or instrumental areas. To be

sure that this matter is both fair and effective, guidelines for students and faculty are set forth as follows:

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

b. Juniors and seniors will be assigned accompanying duties under the advisement of the Coordinator of Accompanying, Dr. Richard Kosowski. 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, Dr. Richard Kosowski 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 giving 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.

L. School of Music Recital Hour

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

Recitals will be scheduled on Thursdays throughout each semester at 3:30 – 4:30 p.m. The students will gather for Recital Hour, Student Recitals, and Performances (which are noted below) in the Neva Langley Fickling Recital Hall with the exception of organ majors, who will meet in Newton Chapel. Music minors and non-majors who are studying privately are encouraged to attend.

Student Recitals/Performances

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

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

M. Practice Room Assignment

On the first Thursday of classes at the beginning of the term, practice room assignments are made following the 3:30 p.m. convocation in the Neva Langley Fickling Hall in the McCorkle Music Building. The meeting will include important announcements for the term and will conclude with practice room sign-up. The following rules apply to practice room scheduling:

Each student will be allowed a maximum dedicated time of 4 hours per day:

2 hours in *Prime Time* (7:00 a.m.-5:00 p.m.)
2 hours during other times

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

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

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

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

It is urged that students observe their practice schedule conscientiously. Only Water in Sealable containers are 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.

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

N. Music Technology

Any student may enroll in Music Technology (MUS 357), offered in Spring Semester in even years.

O. School of Music Honors

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

   a. Maintain an overall 3.5 grade point average in music.

   b. Present an honors project that is pursued and completed on a level significantly higher than would normally be required for a senior project. The project should be submitted to the School of Music Dean no later than October 15th (Fall semester) or February 15th (Spring 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. The following guidelines are used for selection of honorees:

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

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

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

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

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

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

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

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

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

P. Non-Music Majors

1. The School of Music welcomes participation by non-music majors in coursework, lessons, ensembles, and recital attendance.

2. Audition schedules for ensembles are posted before registration and students are urged to audition. All qualified students are invited to participate in the Music School activities.

3. The student may enroll in Understanding Music (MUS 151), or three hours of ensembles (MUS 182-197) 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 Instrumental Ensembles. 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.

Q. Collegiate National Association for Music Educators (CNAfME)

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

R. Mu Phi Epsilon

Mu Phi Epsilon is an International Professional Music Fraternity; its purposes are the recognition of scholarship, 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.

S. Ensemble Dress Rehearsal Policy

The evenings before ensemble concerts are reserved for ensemble dress rehearsals. Class events and student recitals are not to be scheduled in conflict with ensemble dress rehearsals.

T. 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 thirty (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 department 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 thirty (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 department chair or program director, the student should meet with the associate dean after submitting to the associate dean a formal written account. This narrative must be submitted no later than thirty (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 associate 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 thirty (30) days from the date on which the student was formally notified of the associate 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 at https://sacscoc.org/?s=complaint and click on "Complaint Procedures Against SACSCOC or Its Accredited Institutions" 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. Nonacamdemic 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 ten (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 ten (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 ten (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 ten (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 ten (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 ten (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 ten (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 "complaint form" 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 at https://sacscoc.org/?s=complaint and click on "Complaint Procedures Against SACSCOC or Its Accredited Institutions" 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.]

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 ten (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 ten (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 "complaint form" 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 at https://sacscoc.org/?s=complaint and click on "Complaint Procedures Against SACSCOC or Its Accredited Institutions" 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.]

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)
- Disability Policy and Grievance Procedure http://studentaffairs.mercer.edu/disabilityservices (Contact ACCESS and Accommodations)
- Family Educational Rights and Privacy Act (FERPA) complaints are directed to the US Dept. of Education (Contact Office of the Registrar)
- Sexual Misconduct or Relationship Violence (Contact Title IX Coordinator)
- Accrediting bodies (Specific contact information for each accrediting body is listed in the Mercer Catalogs)

U. Sexual Harassment Policy (See link below)

https://titleix.mercer.edu/www/mu-titleix/upload/2020-title-ix-policy.pdf

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 in the forms of, but not limited to, cheating, plagiarism, and academic dishonesty to the honor council appropriate for their campus and program.

Procedures related to Honor Systems and Academic Integrity are outlined in the specific handbooks for each campus and can be found on the Provost website at http://provost.mercer.edu/handbooks/

W. Cell Phone Policy

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

X. Access/ Disability Statement

Students in need of accommodation due to a disability should contact the Access and Accommodation Office to complete the verification process to become approved for services. In order to receive accommodations, each term, students will request accommodation and faculty notification forms through the Access Office online system *Accommodate*. Students are strongly encouraged to schedule a meeting with each professor in a timely manner to discuss arrangements. Accommodations are not retroactive in nature. Note - **Disability accommodations or status 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 accommodations in a timely manner to receive accommodations in a timely manner.

The Access Coordinator for Macon Campus is
Katie Johnson, Director and ADA/504 Coordinator.
Phone: (478) 301-2778; email: johnson_kc@mercer.edu
Website: www.access.mercer.edu

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.

Z. Student Conduct/Mental Health and Wellness

Student Conduct: Student conduct in both academic and non-academic environments while enrolled at Mercer University is carefully detailed on pages 6 – 20 of the University Student Handbook (updated July 21, 2021). The University Student Handbook may be found at by following the provided link:
https://provost.mercer.edu/www/mu-studentaffairs/resources/upload/University-Handbook-update-07-21-2021-docx.pdf

Mental Health and Wellness: Mercer University faculty and staff recognize that mental health concerns can impact academic performance and interfere with daily life activities. Please notify your faculty member or academic advisor for academic assistance, as needed. CAPS can also provide support if you're feeling stressed, overwhelmed, anxious, depressed, lost or are struggling with personal issues. Please call or visit the Counseling and Psychological Services (CAPS) website for more information. These services are free and confidential, and support non-traditional, graduate, and undergraduate students. Students at Regional Academic Center locations may call a CAPS Office for assistance in finding local services (that may charge for their services) if distance to either campus creates challenges.

CAPS locations include: MACON – Linden House (attached to the MEP Residence Hall), 478-301-2862.

II. CURRICULUM

A. Description of Degrees Offered

1. Bachelor of Music in Performance

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

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

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

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

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

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

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

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

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

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

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

3. Bachelor of Music Education

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

Specific professional education courses comprise 18 percent of the curriculum. Offered within the Tift College of Education, these courses consist of 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 music history. Other supportive courses include counterpoint or orchestration, basic and advanced conducting.

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

Additional requirements for this degree include attendance at 150 recitals during the undergraduate years of study, and a senior recital. The senior recital usually consists of a 45- to 60-minute recital. The general studies requirements are met by taking 39 credits of the General Education Program. 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. As well, students 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 36 percent required degree credits in music courses. This percentage allows the student ample opportunity to pursue music studies as well as a broad range of liberal arts subjects.

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

The Common Core and the Minor or Additional Depth (15-19 credits) and General Studies (non-music) 14-21 credits must be taken to complete the credits for the BA in

music. The 15 additional non-music elective credits numbered 300 or above are to be taken within the College of Liberal Arts or the candidate may choose a second major.

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

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

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

b. Any other project approved by the Dean of the School of Music.

c. The senior project may be interdisciplinary in topic, theme, or approach with the addition of a designated secondary advisory from the faculty of the College of Liberal Arts in the appropriate academic area.

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

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

B. <u>Further Requirements for Music Degrees</u>

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

2. **Keyboard Proficiency Requirements**

a. Play all major and minor scales (harmonic and melodic) - two octaves; hands 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

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

4. Music majors in their senior year will undertake a major project 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 October 15th (Fall semester) or February 15th (Spring semester) of the senior year.

5. Music majors are required to attend a minimum of 150 recitals in order to graduate. Programs of each event submitted should be handed in to the Music Coordinator for proper filing.

6. 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 students woodwind, brass and percussion majors are required to enroll in MUS 193 Lab Band in the spring semester of their first year of study.

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

C. Guidelines for Vocal Study

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

1. Elective Vocal Study

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

To be accepted for elective 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 policies under Applied Music Lessons/Applied Music Examinations, page 9-10.

3. Voice Studio Class

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

4. Practice Time

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

5. New Repertoire Requirement: Minimum amount per semester

For students enrolled for **1** credit hour (Electives and minors, 30 min. lessons):	Minimum of 2-3 songs prepared & performed from memory per semester
For students enrolled for **1** credit hour (BA, BME, 60 min. lessons):	Minimum of 5 songs prepared & performed from memory per semester
For students enrolled for **3** credit hours (BM, 60 min lesson):	Minimum of 8 songs prepared & 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 giving 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 Bachelor of Music (BM) in Performance or the BM in Performance with Elective Studies In An Outside Field) are similarly expected to perform at a higher level than those voice majors pursuing the BA and BME degrees.

6. Voice Jury Performance/Examination

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

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

7. Evaluation of Progress in Vocal Study

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

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

8. Approval for Music Major

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

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

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

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

After assigning the barrier piece, a member of the voice faculty will provide the student with guidelines and examples of simple ornamentation in the appropriate style. The student may rehearse the piece with an accompanist, but the accompanist will not correct mistakes or provide assistance in learning pitches, rhythms, pronunciation, or ornamentation. 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 3rd semester of voice study.

9. Vocal Performance Major

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

Mercer University Opera

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

10. Recital Appearances by Voice Students

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

Repertoire

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

Exception: Chamber music - If a student's degree recital includes a piece of chamber music of a high degree of difficulty, it may be performed with music rather than from memory, for the purpose of accuracy of ensemble performance. PLEASE NOTE: 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 requirement of the University (completion of first-year level language sequence - two semesters or passing the equivalency test). Those students pursuing the BM in vocal performance must choose either French or German for completion of the University's language requirement.

12. Degree Recital Attire

Any student giving a required degree recital must have his/her concert attire for the recital approved by his/her applied voice teacher no later than 1 month before the recital date. Each voice teacher will give guidelines for appropriate concert attire in his/her course syllabus for applied voice lessons. 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 & the rest of the recital committee. Without prior approval, any addition or change of appearance may cause lowering of the student's grade, TBD 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. As well, it is expected that piano students will perform in Recital Hour each semester of enrollment in applied music lessons. A senior project or recital is required of all piano majors, and a junior recital is required of all piano performance majors (see I.E. Applied Music Examinations).

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

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

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

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

i. *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; BM Performance majors are expected to practice four hours daily.
vi. Piano majors will accompany at least one person each semester. (see **Section I**., K. Accompanying Responsibilities)

2. Secondary Piano

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

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

c. Secondary piano students are expected to practice 30 minutes each day.

d. Secondary piano students (non-keyboard music majors and non-music majors) may use scores for jury examinations.

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

E. Guidelines for Organ and Harpsichord Study

1. Organ Majors

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

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

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

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

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

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

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

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

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

2. Secondary Organ

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

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

c. Secondary organ students are required to use shoes specific to organ playing (most organists use either Capezio or Organ Master shoes).

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

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

3. Secondary Harpsichord

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

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

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

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

e. All students will begin instruction with *L'art de toucher le 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 17th century. There may occasionally be works chosen from the modern and contemporary periods.

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

F. Guidelines for String Study

1. Students enrolled for credit must perform a jury at the conclusion of each term for members of the faculty. The student will be advised in advance how many completed (typed or printed) jury examination forms to bring to the jury. Music majors whose emphasis is a stringed instrument are expected to successfully play an upper division jury at the end of their 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 Mercer University Orchestra and are encouraged to join their fellow students to form and play chamber music for various groupings.

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 Townsend School of Music, 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. 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 or 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 who 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 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 BM 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 3rd semester of instrumental study. Intended BM majors will be required to change to the BA or BME 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 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 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 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 expected to perform at least once each semester on the student recital hours. Typical performances last from 5-10 minutes. Additionally, B.M. 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. 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. 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 study. 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. The School standard for sight-singing requires use of movable do solfege for all tonal exercises and French syllables for rhythmic exercises. It is expected that each of these courses will serve as a prerequisite for the one following it.

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

I. Guidelines for Certificate of Recognition in Music Composition

1. The *Certificate of Recognition 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.

J. Guidelines for Music History 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 201: Introduction to Music History I: Antiquity-1750
   MUS 202: Introduction to Music History II: 1750-Present Times
   MUS 402: Music History Seminar I
   MUS 403: Music History Seminar II

   In the music history classes, regular attendance is essential for two reasons:

- Examinations and quizzes will deal primarily with the lecture material. Anything over three absences during a semester will be considered excessive. Any student with five or more absences will not receive credit for the course.
- The courses have two objectives: first, to provide a strong and durable factual grounding in the evolution of musical style; and second, to provide experiences that contribute to the student's formation as a musician.

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

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

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

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

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

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

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

K. Guidelines for Music Education Study

All students interested in meeting certification requirements for the state of Georgia are encouraged to make an appointment with the Chair of the Macon Teacher Education Program to discuss requirements for certification in Music: P-12. Follow the procedure as outlined below:

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 have earned no grade below a "C" in INT 101 and MUS 120.

3. Have taken and have earned no grade below a "C" in the math core class.

4. Have passed all education courses taken and have earned no grade below a "C"

5. Have passed all courses taken for areas of concentration in middle grades or for certification in secondary and P-12 content areas and have earned no grade below a "C" and maintain a 2.75 GPA in all education and music coursework respectively.

6. Have passed all GACE Program Admissions Tests (Reading, Writing, and Math) with a score on each test that reflects the minimum score set by the Georgia Professional Standards Commission. Students may be exempt from this requirement if they provide official documentation of qualifying scores on any of these tests: SAT, ACT, GRE, CBEST, CLAST, FTCE-GK.

7. Have declared a major in teacher education. Students seeking P–12 certification in music should declare Music Education as a major in the Townsend School of Music (See Major-Minor Form.)

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

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

10. Have taken the Georgia Educator Ethics Assessment.

Georgia Educator Ethics Assessment Registration Information

1. Go to www.gapsc.com, click on the "Register Option" on the left 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 on the left hand side of the screen.
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.
a. You will have to register and pay for this test using this same link.
8. 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.
9. 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.
10. Your test results will automatically be sent to the Georgia Professional Standards Commission database in 3 to 5 days.

Progression Policy

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

1. Maintain a cumulative GPA of 2.5 or better.

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

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

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

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

6. All music education majors are required to establish, through the Tift College of Education, a Chalk and Wire 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 Portfolio requirements.

5. Have successfully passed the appropriate GACE II test(s) *(Music I and II), have submitted complete score reports to the appropriate Certification Office and paid the necessary fee(s).

6. Have met all state requirements for certification

GACE Program Admission tests

The GACE Program Admission assessment consists of three subtests. A combined version of the tests is also offered. Note: The assessment was updated on September 1, 2019.

Tests and Codes
Test 1: Reading (210)
Test 2: Mathematics (211)
Test 3: Writing (212)
Combined Test: 1, 2, & 3 (710)

Please check with Tift College of Education for current passing scores.

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

SAT: Verbal, Critical Reading, and Mathematics combined score of 1000 or higher
SAT: Evidence Based Reading/Writing and Mathematics combined score of 1080 or higher
GRE: Verbal and Quantitative combined score of 1030
ACT: English and Mathematics combined score of 43

GACE Program Admission Test Registration Information

1. Go to www.gapsc.com and login to your MYPSC account. Then click on the Assessment tab and choose # 1. I am testing to satisfy the Program Admission Assessment tests and then follow the rest of the instructions on the screen.
2. Go to http://gace.ets.org/, login and then register for your GACE: Program Admissions (Reading, Writing, and Math) tests.

The study guide and interactive practice test can be found at https://gace.ets.org/prepare/materials/700.

Course Requirements

Professional and Pedagogical Studies

EDUC 102/220*	Foundations of Education
EDUC 101/283*	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 Portfolio requirements.

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 Residential Music Education Majors

Schedule an appointment with your education advisor, Dr. Sharon Augustine and Townsend School of Music advisor, Dr. Douglas Hill 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/)*

_____ Declare your major, Bachelor of Music Education-BME
_____ Complete INT 101 OR GBK 101 (minimum grade of C)
_____ Complete math requirements in your major (minimum grade of C)
_____ Complete PSC Pre-Service Certification Paperwork
_____ Maintain a 2.5 G.P.A
_____ Register for the GACE PROGRAM ADMISSION TEST or exempt it with an SAT 1080 Verbal/Math or ACT 43 English/Math score (http://gace.ets.org/)
_____Create a MyPSC account with the Georgia Professional Standards Commission so you can take Ethics test. (https://mypsc.gapsc.org/Register.aspx)
_____Register for the Ethics Assessment Test/Program Entry – Test Code 350 **(**http://gace.ets.org/ethics/register**)**
_____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

_____ Apply online to Tift College after the above items are completed. Apply to the following link: (https://education.mercer.edu/students/office-of-teacher-candidacy-admissions/tce-application/)
_____ Maintain a 2.75 G.P.A. in all of your education courses and courses in each of your music classes.

After Admission to Teacher Education

_____ 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.
_____ Apply online at the TOFES website 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) at the following link:
https://apps.mercer.edu/eduofa/studentside/login.cfm
_____ 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	Application Period the Semester Before
Fall Experiences (All Field Experiences)	February 1-20th
Spring Experiences (All Field Experiences)	September 1-20th
Summer Experiences (Pre-Practicum only)	February 1-20th

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

EVERY SEMESTER

_____ Meet with BOTH of your academic advisors in Townsend & Education each semester and update your program plan
_____ Maintain 2.75 GPA in all education courses and all courses in your two concentrations
_____ 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.
_____ Keep watch on credit hours because you need 134 for graduation from Townsend.

Tift College of Education Contact Information

Admissions or Certification Questions:
Contact Mrs. Carlene Sherman at 478.301.2575 or Sherman_cs@mercer.edu

Field Experience/Student Teaching Questions:
Contact Mrs. Kristin Doss at 678.547.6331 or Doss_kt@mercer.edu

Advising Questions:
Contact Dr. Sharon Augustine at 478.301.2677 or Augustine_sm@mercer.edu

MERCER UNIVERSITY

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 entered in your Tift Online Field Experience System (TOFES) account. 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

   100 Crescent Centre Parkway Ste. 500

   Tucker, GA 30084

   (404) 289-5867

   Forms can be obtained on line at 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. Expires one year from date of enrollment.

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

4. By private coverage

Undergraduate Progression Policy Acknowledgment Form

Undergraduate Progression Policy
Once a student is admitted to teacher candidacy; he/she must:

- Maintain a cumulative GPA of 2.5 or higher.
- Maintain a 2.75 GPA or higher in all education courses required for the major. In addition, candidates in the middle grades or secondary programs must maintain a 2.75 GPA or higher in area(s) of concentration.
- Earn a "B" or higher in EDUC 283 Fundamentals of Special Education (3 hour) course.
- Earn a Satisfactory "S" in all field experience courses. Please note that field experience placements must meet all diversity and grade band criteria.
- Earn a "C" or higher in all other education courses. Candidates who receives a grade below "C" in more than two (2) education courses will be dismissed from the program. Only two (2) education courses with grades below "C" may be repeated, and no education course may be repeated more than one time. A candidate may not re-take an equivalent class at another college in order to replace a grade earned at Mercer.
- Apply for or hold a Georgia Professional Standards Commission (GaPSC) certificate (PreService, Waiver, or Non Renewable) by the end of the first semester.
- Adhere to the Georgia Code of Ethics for Educators. Violations will be reported to the GaPSC.
- Successfully complete all education courses and all content courses required for certification prior to being recommended for student teaching. Further, in order to be recommended for student teaching, a student may have no more than nine (9) hours of general education coursework to be completed in the term following student teaching.
- Attempt the appropriate GACE Content Assessments:
    - Candidates must attempt the appropriate GACE content assessments (resulting in an official score on all parts of the assessments) before midterm in the final semester of program completion. A passing score is not required for program completion; however, a passing score is required for state certification.
- Adhere to Program Key Assessments.
    - Throughout the program, candidates are expected to complete a series of assessments that demonstrate their knowledge, skills, and dispositions. Each "key assessment" has criteria that must be mastered for a candidate to move forward and complete the program. Therefore, passing the program courses does not guarantee your continuance in the program; you must also meet the required criteria for the

key assessment to continue to progress toward graduation in this certification program.

The key assessments are introduced and practiced in multiple courses before being assigned for mastery.

- Tift College of Education's Lesson Plan and Analysis
- Professional Behavior Dispositions Assessment (PBDA)*
- Intern Keys*
- Professional Learning Plan (PLP)
- GACE Content Exams (attempt)

More information about each key assessment will be provided in the respective course syllabus.

*Final submission by the university supervisor is considered the key assessment.

Recommendation for Certification
In order to be recommended for certification, a candidate must have:

- Successfully met all Progression Policy criteria.
- Successfully completed all program/degree requirements.
- Passed the appropriate GACE Content Assessments.
- Met all state requirements for certification.

I acknowledge that I have read and understand the Undergraduate Progression Policy Acknowledgment Form.

Print First and Last Name	Student Signature
MUID #	DATE

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 Instrumental Ensembles, or the Dean of the School of Music. In order to encourage individual development in academic study and in solo performance, the following limitations are placed on the number of ensembles in which a student may participate per semester.

Voice majors may perform in no more than two choral ensembles per semester. Those voice majors who participate in opera or musical theater productions should elect to perform in only one ensemble during the semester of the production.

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

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

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

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

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

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

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

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

   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, Dr. Nathan Gay (gay_nd@mercer.edu) regarding membership.

   Mercer University Orchestra - The orchestra performs the standard repertory from the past three centuries. Each semester culminates in two public concerts. Membership is open to any Mercer music student by audition. Any interested music students should contact the Coordinator for the Robert McDuffie Center for Strings for more information.

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

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

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

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

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

      iv. All student musicians are expected to complete thorough preparation of all concert music through individual practice outside of rehearsal. Since concerts

are usually only a few weeks apart, students will have to correct all note and rhythm problems within the first two weeks of rehearsal so the director can adequately rehearse without constant stopping for technical problems. By the end of the third week of preparation for each concert, all music must be checked off by the section leader or director. If a student needs additional help, contact should be made with the section leader, applied teacher, or director before that date. To improve intonation, all wind players will need to pair up with a like instrument (if possible) to complete an "Intonation Check Form". Once completed, the student will compare it with the previous semester to check progress in this area. The Intonation Check Form will be due the second week of the semester. The student is only required to turn in one form in the case of membership in several ensembles. This form will assist the performer in identifying which pitches are out of tune on their instrument and which direction they need to be adjusted.

Mercer University Instrumental Ensemble Attendance Policy

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

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

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

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

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

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

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

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

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

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

3. Chamber Music

The Woodwind, Brass, Percussion, and String Ensembles and various combinations of instruments from within these ensembles are organized and rehearsed for performance each year.

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

Flute Choir is a course designed to explore and perform flute music from the Renaissance to the present. Membership is open to any Mercer student, but an audition is required. Interested students should contact the director, Mr. Kelly Via (kellyvia@earthlink.net) 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.).

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

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

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

3. Lockers

    a. Students will obtain locker combinations for the McCorkle Music Building lockers from Mrs. Hise, Administrative Secretary in the School of Music Office.

        i. $5 deposit is required.
        ii. Students will obtain locker combinations for the instrumental storage room cabinets from the Music Office. A $5 deposit is required.

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 for the use of practice rooms 171 and 172.

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

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

    e. Percussion students may obtain a key for the percussion practice room (142) from Mrs. Hise in the School of Music Office.

5. Neva Langley Fickling Hall

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

    b. Fickling Hall Recording Studio - Only those students approved by the Music Office, Mr. Steve Ivey, Mr. Rob Evans, Dr. Nathan Myrick, 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.

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

d. Rehearsal/Students - Students may use the recital hall facilities for practice *only when preparing for a recital appearance*. The following are maximum time-slots available:

   i. Senior recital (full recital) - six (6) hours
   ii. Junior recital or senior half recital – three (3) hours.
   iii. All rehearsal times are booked through the Administrative Secretary 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 Administrative Secretary in the School of Music office. Additional practice times may be allotted to student organists at the request of the Organ professor.

e. 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 set on the grand pianos.
   iii. The stage must be cleared of stands, chairs, risers, etc., unless prior approval is received.
   iv. Stands, chairs, 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 and 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. Other events must provide their own usher and stage staff.
   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.

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

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

2. Fickling Hall Recording Studio - Only those students approved by the Music Office, Mr. Steve Ivey, Mr. Rob Evans, Dr. Nathan Myrick, 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.

3. Booking - The Neva Langley Fickling Hall is heavily booked by the School of Music. Only events that are compatible with the proper use of the specialized music facility will be scheduled. Priority for scheduling events will be made with the following considerations:

    a. School of Music educational activities take precedence
    b. College of Liberal Arts and University activities receive second priority
    c. External organizations that share a common educational purpose will be considered
    d. Other external activities and organizations (non-Mercer groups) that do not conflict with any of the previously scheduled activities will also be considered
    e. External events must be booked after October 15 of the academic calendar year and not earlier than two months before the scheduled event

4. Rental fees:

    a. $800 rental fee per day for use of the hall by external organizations
    b. $200 minimum fee for non-profit music societies or organizations that have a common educational purpose as approved by the School of Music

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

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

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

8. Maintenance

    a. The organization reserving time in the hall will be held responsible for the security of instruments and the physical condition of the hall during time(s) reserved. The

organization will be required to pay for damages to furniture, musical instruments or the hall.

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

9. Printed programs will be furnished by the organization.

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

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

2. Booking – Newton Hall is heavily booked by the School of Music. Only events that are compatible with the proper use of the specialized music facility will be scheduled. Priority for scheduling events will be made with the following considerations:

   a. School of Music educational activities take precedence
   b. College of Liberal Arts and University activities receive second priority
   c. External organizations that share a common educational purpose will be considered
   d. Other external activities and organizations (non-Mercer groups) that do not conflict with any of the previously scheduled activities will also be considered.
   e. External events must be booked after October 15 of the academic calendar year and not earlier than two months before the scheduled event
   f. Rental fees are available on application.
   g. All doors to the Chapel must be securely locked before departing.

3. Maintenance

   a. The organization reserving time in the Chapel will be held responsible for the security of instruments and the physical condition of the Chapel during time(s) reserved. The organization will be required to pay for damages to furniture, musical instruments or the Chapel.
   b. The organ and Grand Piano cannot be operated without express permission from the University Organist.

c. Stands, chairs, pianos that are assigned to the stage area may not be removed.
d. No food, beverages, gum, etc. are allowed in the Chapel.
e. Scraping the stage floor with sharp or heavy objects is prohibited.
f. Use of the Chapel is restricted to 250 persons.
g. Smoking is prohibited in the Chapel and all Newton rooms.

IV. APPENDIX

A. Advisor/Advisee Degree Check Sheets

MERCER UNIVERSITY

Office of the Registrar • 1501 Mercer University Drive • Macon, Georgia 31207 • (478) 301-2680

UNDERGRADUATE DEGREE AUDIT

Name: _____ **MUID #:** _____ **Date:** _____

Degree: BM Major: Performance (PFM) **Advisor:** _____

GENERAL EDUCATION (39 credits)		
1. COMMUNICATIONS (11-19 credits)	**Done**	**To Do**
Written Communication:		
INT 101 or GBK 101 (4 credits)	☐	☐
Oral Communication: COM 210 (3 credits)	☐	☐
Other Communication: MUS 120 (4 credits)	☐	☐
Foreign Language Competency (0-8 credits) - French (FRE 111-112); German (GER 111-112); Spanish (SPN 111-112)	☐	☐
Vocal students are required to take FRE or GER as their language requirement.		
2. RELIGION (3 credits)		
AFR 230; ENG 225; PHI 240; REL 110, REL 130, REL 150, REL 170	☐	☐
3. HUMANITIES AND FINE ARTS (3 credits)		
MUS courses may be used for a maximum of 3 credit hours:		
AFR 221; AFR 225; ART 106; ART 107; ART 108; ART 114; ART 115; ART 116; ART 117; CLA 101; CLA 102; ENG 221; ENG 224; ENG 226; ENG 233; ENG 234; ENG 235; ENG 237; ENG 263; ENG 264; ENG 265; GBK 202; GBK 305; FLL 195; HIS 105; HIS 176; HIS 201; HIS 215; HIS 225; HIS 245; JMS 220; JMS 225; JMS 230; MUS 182; MUS 183; MUS 188; MUS 189; MUS 191; MUS 192; MUS 196; MUS 197; PHI 176; PHI 190; PHI 195; PHI 230; PHI 260; PHI 265; PHI 269; POL 176; REL 210; REL 230; REL 270; SST 180; THR 115; THR 218; WLT 101	☐	☐
4. BEHAVIORAL/SOCIAL SCIENCE (3 credits)		
ANT 101; PSY 101; SOC 101; POL 101; POL 253	☐	☐
5. QUANTITATIVE REASONING (3 credits)		
STA 126; MAT 104; MAT 191; CSC 204	☐	☐
6. SCIENTIFIC REASONING (4 credits)		
BIO 110; CHM 110; CHM 111; ENB 150; PHY 102; PHY 108; PHY 109; PHY 115; PHY 141; PHY 161	☐	☐
ADDITIONAL TOWNSEND SCHOOL OF MUSIC REQUIREMENTS (4 credits)		
▪ UNV 101 (1 credit)	☐	☐
▪ MUS 479 (3 credits)	☐	☐
ADDITIONAL REQUIREMENTS (0 credits)		
▪ MUS 193 Lab Band or MUS 194 Lab Choir	☐	☐
Course requirement for all vocal, woodwind, brass, and percussion majors during spring semester of the freshman year.		
Non-Music Electives (3-8 credits)	☐	☐

Completed _____ hours as of _____ **Mercer cumulative GPA *(min of 2.0 required)*: _____**	**General Ed Audit Completed By:**

122-128 Minimum credit hours required for one degree (in addition to specific courses listed in this audit elective hours or pre-requisites may be needed).

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

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

Student's Signature: _____ **Date:** _____

2021-2022 Undergraduate Degree Audit **BM Performance** | Page 1 of 3

MAJOR REQUIREMENTS		
Academic GPA required: 2.00 Applied GPA required: 3.00 Current GPA: _____		
I. SUPPORTIVE COURSES (39 credits)		
Theory Skills (21 credits)	**Done**	**To Do**
MUS 105 (3 credits)	☐	☐
MUS 106 (3 credits)	☐	☐
MUS 111 (1 credit)	☐	☐
MUS 112 (1 credit)	☐	☐
MUS 256 (4 credits)	☐	☐
MUS 257 (4 credits)	☐	☐
MUS 254 (1 credit)	☐	☐
MUS 255 (1 credit)	☐	☐
MUS 359 (3 credits)	☐	☐
History (12 credits)		
MUS 201 (3 credits)	☐	☐
MUS 202 (3 credits)	☐	☐
MUS 402 (3 credits)	☐	☐
MUS 403 (3 credits)	☐	☐
Conducting (2 credits)		
MUS 340 (2 credits)	☐	☐
Keyboard Skills (4 credits)		
MUS 109 (1 credit)	☐	☐
MUS 110 (1 credit)	☐	☐
MUS 209 (1 credit)	☐	☐
MUS 210 (1 credit)	☐	☐
II. STUDY IN THE AREA (43 credits)		
Large Ensemble Performance (8 credits)		
MUS 182 (1 credit)	☐	☐
MUS 183 (1 credit)	☐	☐
MUS 191 (1 credit)	☐	☐
MUS 192 (1 credit)	☐	☐
MUS 197 (1 credit)	☐	☐
Applied Music Courses (20 credits)		
MUS 160 (1 credit)	☐	☐
MUS 265-365-465 (3 credits)	☐	☐
MUS 161 (1 credit)	☐	☐
MUS 266-366-466 (3 credits)	☐	☐
MUS 162 (1 credit)	☐	☐
MUS 267-367-467 (3 credits)	☐	☐
MUS 163 (1 credit)	☐	☐
MUS 268-368-468 (3 credits)	☐	☐
BM Area-Specific Electives (14 credits)		
Vocal BM (14 credits)		
MUS 154 (a,b) (2 credits)	☐	☐
MUS 196 (5 credits)	☐	☐
MUS 317 (2 credits)	☐	☐
MUS 327 (2 credits)	☐	☐
MUS 438 (3 credits)	☐	☐

Instrumental BM (Woodwinds, Brass, Percussion, Guitar) (14 credits)	**Done**	**To Do**
MUS 316 (3 credits)	☐	☐
MUS 350 (3 credits)	☐	☐
MUS 439 (3 credits)	☐	☐
Music Electives (6 credits)		
MUS 152 (1 credit)	☐	☐
MUS 153 (1 credit)	☐	☐
MUS 180 (1 credit)	☐	☐
MUS 181 (1 credit)	☐	☐
MUS 184 (1 credit)	☐	☐
MUS 185 (1 credit)	☐	☐
MUS 186 (1 credit)	☐	☐
MUS 187 (1 credit)	☐	☐
MUS 188 (1 credit)	☐	☐
MUS 189 (1 credit)	☐	☐
MUS 191 (1 credit)	☐	☐
MUS 192 (1 credit)	☐	☐
MUS 342 (2 credits)	☐	☐
MUS 480 (1-3 credits)	☐	☐

Instrumental BM (Strings) (14 credits)		
MUS 180 (4 credits)	☐	☐
MUS 316 (3 credits)	☐	☐
MUS 439 (3 credits)	☐	☐
Music Electives (5 credits)		
MUS 180 (1 credit)	☐	☐
MUS 342 (2 credits)	☐	☐
MUS 350 (3 credits)	☐	☐
MUS 480 (1-3 credits)	☐	☐

Piano BM (14 credits)		
MUS 121/122 (2 credits)	☐	☐
MUS 241/242 (2 credits)	☐	☐
MUS 245 (1 credit)	☐	☐
MUS 311 (2 credits)	☐	☐
MUS 312 (1 credit)	☐	☐
Music Electives (7 credits)		
MUS 154 (a,b) (1 credit per course)	☐	☐
MUS 180 (1 credit)	☐	☐
MUS 316 (3 credits)	☐	☐
MUS 317 (2 credits)	☐	☐
MUS 327 (2 credits)	☐	☐
MUS 336 (1 credit)	☐	☐
MUS 337 (1 credit)	☐	☐
MUS 480 (1-3 credits)	☐	☐

Organ/Harpsichord BM (14 credits)	**Done**	**To Do**
MUS 139 (1 credit)	☐	☐
MUS 140 (1 credit)	☐	☐
MUS 213 (1 credit)	☐	☐
MUS 214 (1 credit)	☐	☐
MUS 313 (3 credits)	☐	☐
Music Electives (8 credits)		
MUS 180 (1 credit)	☐	☐
MUS 316 (3 credits)	☐	☐
MUS 317 (2 credits)	☐	☐
MUS 327 (2 credits)	☐	☐
MUS 336 (1 credit)	☐	☐
MUS 337 (1 credit)	☐	☐
MUS 480 (1-3 credits)	☐	☐
Music Elective Options		
MUS 152-153 (1 credit per course)	☐	☐
MUS 154 (a,b) (1 credit per course)	☐	☐
MUS 180-189 (1 credit per course)	☐	☐
MUS 191-192 (1 credit per course)	☐	☐
MUS 196-197 (1 credit per course)	☐	☐
MUS 221-224 (2 credits per course)	☐	☐
MUS 241-242-245 (1 credit per course)	☐	☐
MUS 258-259 (1 credit per course)	☐	☐
MUS 278-279 (1 credit per course)	☐	☐
MUS 311 (2 credits)	☐	☐
MUS 312 (1 credit)	☐	☐
MUS 313 (3 credits)	☐	☐
MUS 315 (3 credits)	☐	☐
MUS 316 (3 credits)	☐	☐
MUS 317 (2 credits)	☐	☐
MUS 327 (2 credits)	☐	☐
MUS 336 (1 credit)	☐	☐
MUS 337 (1 credit)	☐	☐
MUS 338-339 (1 credit per course)	☐	☐
MUS 341 (2 credits)	☐	☐
MUS 342 (2 credits)	☐	☐
MUS 350 (3 credits)	☐	☐
MUS 357 (3 credits)	☐	☐
MUS 438 (3 credits)	☐	☐
MUS 439 (3 credits)	☐	☐
MUS 480 (1-3 credits)	☐	☐

Junior Recital Completed? ☐ **Yes** ☐ **No, will complete on:** _____
Senior Recital Completed? ☐ **Yes** ☐ **No, will complete on:** _____

Recital Attendance Completed? ☐ **Yes** ☐ **No**

Approved specific exception(s) to the major requirements:

Major Audit Completed By:

MERCER UNIVERSITY

Office of the Registrar • 1501 Mercer University Drive • Macon, Georgia 31207 • (478) 301-2680

UNDERGRADUATE DEGREE AUDIT

Name: _____ **MUID #:** _____ **Date:** _____

Degree: BM Major: Elective Studies in an Outside Field **Advisor:** _____

GENERAL EDUCATION (39 credits)		
1. COMMUNICATIONS (11-19 credits)	**Done**	**To Do**
Written Communication:		
INT 101 or GBK 101 (4 credits)	☐	☐
Oral Communication: COM 210 (3 credits)	☐	☐
Other Communication: MUS 120 (4 credits)	☐	☐
Foreign Language Competency (0-8 credits) - French (FRE 111-112); German (GER 111-112); Spanish (SPN 111-112)	☐	☐
Vocal students are required to take FRE or GER as their language requirement.		
2. RELIGION (3 credits)		
AFR 230; ENG 225; PHI 240; REL 110, REL 130, REL 150, REL 170	☐	☐
3. HUMANITIES AND FINE ARTS (3 credits)		
MUS courses may be used for a maximum of 3 credit hours:		
AFR 221; AFR 225; ART 106; ART 107; ART 108; ART 114; ART 115; ART 116; ART 117; CLA 101; CLA 102; ENG 221; ENG 224; ENG 226; ENG 233; ENG 234; ENG 235; ENG 237; ENG 263; ENG 264; ENG 265; GBK 202; GBK 305; FLL 195; HIS 105; HIS 176; HIS 201; HIS 215; HIS 225; HIS 245; JMS 220; JMS 225; JMS 230; MUS 182; MUS 183; MUS 188; MUS 189; MUS 191; MUS 192; MUS 196; MUS 197; PHI 176; PHI 190; PHI 195; PHI 230; PHI 260; PHI 265; PHI 269; POL 176; REL 210; REL 230; REL 270; SST 180; THR 115; THR 218; WLT 101	☐	☐
4. BEHAVIORAL/SOCIAL SCIENCE (3 credits)		
ANT 101; PSY 101; SOC 101; POL 101; POL 253	☐	☐
5. QUANTITATIVE REASONING (3 credits)		
STA 126; MAT 104; MAT 191; CSC 204	☐	☐
6. SCIENTIFIC REASONING (4 credits)		
BIO 110; CHM 110; CHM 111; ENB 150; PHY 102; PHY 108; PHY 109; PHY 115; PHY 141; PHY 161	☐	☐
ADDITIONAL TOWNSEND SCHOOL OF MUSIC REQUIREMENTS (4 credits)		
▪ UNV 101 (1 credit)	☐	☐
▪ MUS 479 (3 credits)	☐	☐
ADDITIONAL REQUIREMENTS (0 credits)		
▪ MUS 193 Lab Band or MUS 194 Lab Choir	☐	☐
Course requirement for all vocal, woodwind, brass, and percussion majors during spring semester of the freshman year.		

Completed _____ hours as of _____ **Mercer cumulative GPA *(min of 2.0 required)*: _____**

General Ed Audit completed by:

122-132 Minimum credit hours required for one degree (in addition to specific courses listed in this audit elective hours or pre-requisites may be needed).

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

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

Student's Signature: **Date:**

MAJOR REQUIREMENTS

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

Basic Musicianship and Performance (21 credits)	**Done**	**To Do**
MUS 105 (3 credits)	☐	☐
MUS 106 (3 credits)	☐	☐
MUS 111 (1 credit)	☐	☐
MUS 112 (1 credit)	☐	☐
MUS 256 (4 credits)	☐	☐
MUS 257 (4 credits)	☐	☐
MUS 254 (1 credit)	☐	☐
MUS 255 (1 credit)	☐	☐
MUS 359 or 350 (3 credits)	☐	☐
Music History (9 credits)		
MUS 201 (3 credits)	☐	☐
MUS 202 (3 credits)	☐	☐
MUS 402 (3 credits) or MUS 403 (3 credits)	☐	☐
Performance Studies (16 credits)		
MUS 160-468 (1-3 credits, minimum 8)	☐	☐
MUS 182/183/191/192/197 (1 credit, minimum 8)	☐	☐
Conducting (2 credits)		
MUS 340 (2 credits)	☐	☐
Keyboarding Skills (0-2 credits)		
MUS 109-MUS 210 (1 credit per course)	☐	☐
Music Electives (10-12 credits)		
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
Total Major Area (Minimum 60 Credits)		

Elective Studies in an Outside Field (18 credits)	**Course**		
(In any single or closely related discipline of the University, to be	_____	☐	☐
chosen by the student in close consultation with advisor)	_____	☐	☐
EXAMPLES:	_____	☐	☐
Business (including BUS/ECN/MGT/MKT), English, Psychology,	_____	☐	☐
Theater, Communication, Art	_____	☐	☐

Junior Recital Completed? ☐ Yes ☐ No, will complete on:		**Recital Attendance Completed? ☐ Yes ☐ No**
Senior Recital Completed? ☐ Yes ☐ No, will complete on:		

Approved specific exception(s) to the major requirements:

Major Audit Completed By:	

MERCER UNIVERSITY

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UNDERGRADUATE DEGREE AUDIT

Name: _____ **MUID #:** _____ **Date:** _____

Degree: BME **Major: Music Education** **Advisor:** _____

GENERAL EDUCATION (39 credits)		
1. COMMUNICATIONS (11-19 credits)	**Done**	**To Do**
Written Communication:		
INT 101 or GBK 101 (4 credits)	☐	☐
Oral Communication: COM 210 (3 credits)	☐	☐
Other Communication: MUS 120 (4 credits)	☐	☐
Foreign Language Competency (0-8 credits) - French (FRE 111-112); German (GER 111-112); Spanish (SPN 111-112)	☐	☐
2. RELIGION (3 credits)		
AFR 230; ENG 225; PHI 240; REL 110, REL 130, REL 150, REL 170	☐	☐
3. HUMANITIES AND FINE ARTS (3 credits)		
MUS courses may be used for a maximum of 3 credit hours: AFR 221; AFR 225; ART 106; ART 107; ART 108; ART 114; ART 115; ART 116; ART 117; CLA 101; CLA 102; ENG 221; ENG 224; ENG 226; ENG 233; ENG 234; ENG 235; ENG 237; ENG 263; ENG 264; ENG 265; GBK 202; GBK 305; FLL 195; HIS 105; HIS 176; HIS 201; HIS 215; HIS 225; HIS 245; JMS 220; JMS 225; JMS 230; MUS 182; MUS 183; MUS 188; MUS 189; MUS 191; MUS 192; MUS 196; MUS 197; PHI 176; PHI 190; PHI 195; PHI 230; PHI 260; PHI 265; PHI 269; POL 176; REL 210; REL 230; REL 270; SST 180; THR 115; THR 218; WLT 101	☐	☐
4. BEHAVIORAL/SOCIAL SCIENCE (3 credits)		
ANT 101; PSY 101; SOC 101; POL 101; POL 253	☐	☐
5. QUANTITATIVE REASONING (3 credits)		
STA 126; MAT 104; MAT 191; CSC 204	☐	☐
6. SCIENTIFIC REASONING (4 credits)		
BIO 110; CHM 110; CHM 111; ENB 150; PHY 102; PHY 108; PHY 109; PHY 115; PHY 141; PHY 161	☐	☐
ADDITIONAL TOWNSEND SCHOOL OF MUSIC REQUIREMENTS (4 credits)		
• UNV 101 (1 credit)	☐	☐
• MUS 479 (3 credits)	☐	☐
ADDITIONAL REQUIREMENTS (0 credits)		
• MUS 193 Lab Band or MUS 194 Lab Choir *Course requirement for all vocal, woodwind, brass, and percussion majors during spring semester of the freshman year.*	☐	☐

Completed _____ **hours as of** _____ **Mercer cumulative GPA *(min of 2.75 required)*:** _____

General Ed Audit completed by: _____

126-131 Minimum credit hours required for one degree (in addition to specific courses listed in this audit elective hours or pre-requisites may be needed).

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

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

Student's Signature: _____ **Date:** _____

MAJOR REQUIREMENTS		
Academic GPA required: 2.75 Applied GPA required: 3.00 Current GPA: _____		
I. STUDIES IN MUSIC (71 credits)		
Theory Skills (18 credits)	**Done**	**To Do**
MUS 105 (3 credits)	☐	☐
MUS 106 (3 credits)	☐	☐
MUS 111 (1 credit)	☐	☐
MUS 112 (1 credit)	☐	☐
MUS 256 (4 credits)	☐	☐
MUS 257 (4 credits)	☐	☐
MUS 254 (1 credit)	☐	☐
MUS 255 (1 credit)	☐	☐
History (12 credits)		
MUS 201 (3 credits)	☐	☐
MUS 202 (3 credits)	☐	☐
MUS 402 (3 credits)	☐	☐
MUS 403 (3 credits)	☐	☐
Conducting (6 credits)		
MUS 340 (2 credits)	☐	☐
MUS 341 (2 credits) or MUS 342 (2 credits)	☐	☐
MUS 474 (2 credits) or MUS 475 (2 credits)	☐	☐
Keyboarding Skills (4 credits)		
MUS 109 (1 credit)	☐	☐
MUS 110 (1 credit)	☐	☐
MUS 209 (1 credit)	☐	☐
MUS 210 (1 credit)	☐	☐
Large Ensemble Performance (7 credits)		
MUS 182 (1 credit)	☐	☐
MUS 183 (1 credit)	☐	☐
MUS 191 (1 credit)	☐	☐
MUS 192 (1 credit)	☐	☐
MUS 197 (1 credit)	☐	☐
Applied Music Courses (7 credits)		
MUS 160-260-360-460 (1 credit)	☐	☐
MUS 161-261-361-461 (1 credit)	☐	☐
MUS 162-262-362-462 (1 credit)	☐	☐
MUS 163-263-363-463 (1 credit)	☐	☐
Performance Techniques (17 credits)		
MUS 154 (a,b) (voice students only) (2 credits)	☐	☐
MUS 157 (instrumental students only) (2 credits)	☐	☐
MUS 215 (1 credit)	☐	☐
MUS 216 (1 credit)	☐	☐
MUS 221 (2 credits)	☐	☐
MUS 222 (2 credits)	☐	☐
MUS 223 (2 credits)	☐	☐
MUS 224 (2 credits)	☐	☐
MUS 350 (3 credits)	☐	☐
MUS 370 (2 credits)	☐	☐
II. PROFESSIONAL EDUCATION (21 credits) **(Maintain a 2.75 GPA with no grade less than a C)**		
EDUC 492 (12 credits)	☐	☐
EDUC 220 (3 credits)	☐	☐
EDUC 283 (3 credits)	☐	☐
EDUC 356 (3 credits)	☐	☐
Senior Recital Completed? ☐ Yes ☐ No, will complete on: _____	**Recital Attendance Completed? ☐ Yes ☐ No**	
Approved specific exception(s) to the major requirements:		
Major Audit Completed By:		

MERCER UNIVERSITY

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UNDERGRADUATE DEGREE AUDIT

Name: _____ **MUID #:** _____ **Date:** _____

Degree: BA **Major:** Music (MUS) **Advisor:** _____

GENERAL EDUCATION (39 credits)		
1. COMMUNICATIONS (11-19 credits)	**Done**	**To Do**
Written Communication:		
INT 101 or GBK 101 (4 credits)	☐	☐
Oral Communication: COM 210 (3 credits)	☐	☐
Other Communication: MUS 120 (4 credits)	☐	☐
Foreign Language Competency (0-8 credits) - French (FRE 111-112); German (GER 111-112); Spanish (SPN 111-112)	☐	☐
2. RELIGION (3 credits)		
AFR 230; ENG 225; PHI 240; REL 110, REL 130, REL 150, REL 170	☐	☐
3. HUMANITIES AND FINE ARTS (3 credits)		
MUS courses may be used for a maximum of 3 credit hours: AFR 221; AFR 225; ART 106; ART 107; ART 108; ART 114; ART 115; ART 116; ART 117; CLA 101; CLA 102; ENG 221; ENG 224; ENG 226; ENG 233; ENG 234; ENG 235; ENG 237; ENG 263; ENG 264; ENG 265; GBK 202; GBK 305; FLL 195; HIS 105; HIS 176; HIS 201; HIS 215; HIS 225; HIS 245; JMS 220; JMS 225; JMS 230; MUS 182; MUS 183; MUS 188; MUS 189; MUS 191; MUS 192; MUS 196; MUS 197; PHI 176; PHI 190; PHI 195; PHI 230; PHI 260; PHI 265; PHI 269; POL 176; REL 210; REL 230; REL 270; SST 180; THR 115; THR 218; WLT 101	☐	☐
4. BEHAVIORAL/SOCIAL SCIENCE (3 credits)		
ANT 101; PSY 101; SOC 101; POL 101; POL 253	☐	☐
5. QUANTITATIVE REASONING (3 credits)		
STA 126; MAT 104; MAT 191; CSC 204	☐	☐
6. SCIENTIFIC REASONING (4 credits)		
BIO 110; CHM 110; CHM 111; ENB 150; PHY 102; PHY 108; PHY 109; PHY 115; PHY 141; PHY 161	☐	☐
ADDITIONAL TOWNSEND SCHOOL OF MUSIC REQUIREMENTS (4 credits)		
▪ UNV 101 (1 credit)	☐	☐
▪ MUS 479 (3 credits)	☐	☐
ADDITIONAL REQUIREMENTS (0 credits)		
▪ MUS 193 Lab Band or MUS 194 Lab Choir	☐	☐
Course requirement for all vocal, woodwind, brass, and percussion majors during spring semester of the freshman year.		

Completed _____ **hours as of** _____ **Mercer cumulative GPA** ***(min of 2.0 required)*****:** _____

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

General Ed Audit completed by:

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

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

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

Student's Signature: _____ **Date:** _____

MAJOR REQUIREMENTS		
Academic GPA required: 2.00 Applied GPA required: 3.00 Current GPA: _____		
I. MUSICIANSHIP COURSES (29 credits)		
Theory Skills (18 credits)	**Done**	**To Do**
MUS 105 (3 credits)	☐	☐
MUS 106 (3 credits)	☐	☐
MUS 111 (1 credit)	☐	☐
MUS 112 (1 credit)	☐	☐
MUS 256 (4 credits)	☐	☐
MUS 257 (4 credits)	☐	☐
MUS 254 (1 credit)	☐	☐
MUS 255 (1 credit)	☐	☐
History (9 credits)		
MUS 201 (3 credits)	☐	☐
MUS 202 (3 credits)	☐	☐
MUS 402 (3 credits) **or** MUS 403 (3 credits)	☐	☐
Conducting (2 credits)		
MUS 340 (2 credits)	☐	☐
II. PERFORMANCE AND ELECTIVES (23 credits)		
Large Ensemble Performance (8 credits)		
MUS 182 (1 credit)	☐	☐
MUS 183 (1 credit)	☐	☐
MUS 191 (1 credit)	☐	☐
MUS 192 (1 credit)	☐	☐
MUS 197 (1 credit)	☐	☐
Applied Music Courses (8 credits)		
MUS 160-260-360-460 (1 credit)	☐	☐
MUS 161-261-361-461 (1 credit)	☐	☐
MUS 162-262-362-462 (1 credit)	☐	☐
MUS 163-263-363-463 (1 credit)	☐	☐
MUS 169-269-369-469 (1 credit)	☐	☐
Keyboarding Skills (4 credits)		
MUS 109 (1 credit)	☐	☐
MUS 110 (1 credit)	☐	☐
MUS 209 (1 credit)	☐	☐
MUS 210 (1 credit)	☐	☐
Music Electives (3 credits)		
MUS 152, 153, 154 (a,b), 180-189, 191, 192, 196, 197,	☐	☐
221-224, 241, 242, 245, 258, 259, 278, 279, 311, 312, 313, 316, 317, 327, 336,	☐	☐
337, 338, 339, 341, 342, 350, 357, 359, 438, 439, 480 (courses range from 1-3 credits)	☐	☐

Senior Recital Completed? ☐ Yes ☐ No, will complete on:		**Recital Attendance Completed? ☐ Yes ☐**
Approved specific exception(s) to the major requirements:		
Major Audit Completed By:		

B. School Forms: See music office for originals of all forms.

1.

TOWNSEND SCHOOL OF MUSIC
MERCER UNIVERSITY

GRADE: _____
APPLIED FOR ADMISSION: _____
ACCEPTED: _____

AUDITION FOR UNDERGRADUATE ADMISSION

Please Check One

Incoming Freshman ☐ Incoming Transfer ☐ Current MU Student ☐

Date: _____ Cell #: _____
Name: _____ Home Phone #: _____
Student ID #: _____ Email: _____
Address: _____ Instrument/Voice: _____
_____

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

Comments:

Admitted to School: Yes ☐ No ☐

Potential Degree Program? BA ☐ BME ☐ BM ☐
please check appropriate box

Evaluation Committee:
1. _____
2. _____
3. _____

Signed: _____
Dean

Townsend School of Music Audition for Undergraduate Admission Form | revised November 2010

2.

MERCER UNIVERSITY
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 RMCS: Yes ☐ No ☐

Potential Degree Program? BA ☐ BM ☐
please check appropriate box

_____
Evaluation Faculty Member

Signed: _____
Director

Robert McDuffie Center for Strings (RMCS) Audition for Admission Form | revised October 2020

3.

MERCER UNIVERSITY
SCHOOL OF MUSIC

ACCEPTANCE TO MUSIC MAJOR

*Due May 15**

Name: _____ Date: _____

Instrument or Voice Range: _____

Music Degree Program Seeking Acceptance:

☐ Bachelor of Arts (BA) ☐ Bachelor of Music Performance (BM) ☐ Bachelor of Music Education (BME)

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

4.

MERCER UNIVERSITY
SCHOOL OF MUSIC

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:

Title	Composer's Full Name

FACULTY COMMENTS

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

ADDITIONAL FACULTY COMMENTS:

Numerical Jury Grade: _____ **Faculty's Signature:** _____

TSM Instrumental Jury Examination Form

5.

MERCER UNIVERSITY
SCHOOL OF MUSIC

ORGAN JURY EVALUATION FORM

Student's Name	Jury Date
Student's Degree Program & Year of Study	Course Number

REPERTOIRE: TITLE *see page 2 additional information*	**COMPOSER**

FACULTY COMMENTS	**Numerical Grade** (maximum of 20 points for each)
Musical Interpretation and Expression	
Articulation, Legato, Phrasing, etc.	
Registration and Overall Use of the Organ	
Stylistic Understanding	
Technical Accuracy and Rhythm	

Additional Comments

Numerical Grade: _____ **Faculty Juror's Signature** _____

Organ Jury Evaluation Form | Page 1 of 2

MERCER UNIVERSITY
SCHOOL OF MUSIC

Additional Repertoire Currently in Preparation

TITLE	COMPOSER

6.

MERCER UNIVERSITY
SCHOOL OF MUSIC

PIANO JURY EVALUATION COVER SHEET

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

Jury Date	Applied Teacher	Accompanist's Name

Faculty Juror's Signature	Assigned Numerical Grade

FINAL AVERAGED JURY GRADE _____

Repertoire Presented on Jury:

Title	Composer's Full Name

Repertoire in Preparation	Memorized?
	☐ YES ☐ NO
	☐ YES ☐ NO
	☐ YES ☐ NO
	☐ YES ☐ NO
	☐ YES ☐ NO
	☐ YES ☐ NO

ACCEPTANCE TO MAJOR (2nd Semester Freshman Jury)
☐ BM ☐ BME ☐ BA ☐ BMwES ☐ ACCEPTED ☐ NOT ACCEPTED **Date:** _____

Piano Jury Evaluation Cover Sheet

7.

MERCER UNIVERSITY
SCHOOL OF MUSIC

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

Title	Composer's Full Name

			COMMENTS
I.	Overall Technical Development	☐5 ☐4 ☐3 ☐2 ☐1	
II.	Musical Accuracy	☐5 ☐4 ☐3 ☐2 ☐1	
III.	Musical Phrasing and Articulation	☐5 ☐4 ☐3 ☐2 ☐1	
IV.	Artistic Interpretation (Emotional Involvement, Sensitivity, Intensity	☐5 ☐4 ☐3 ☐2 ☐1	
V.	Voicing and Tone Quality	☐5 ☐4 ☐3 ☐2 ☐1	
VI.	Rhythmic Accuracy	☐5 ☐4 ☐3 ☐2 ☐1	
VII.	Pedaling	☐5 ☐4 ☐3 ☐2 ☐1	
VIII.	Memorization	☐5 ☐4 ☐3 ☐2 ☐1	
IX.	Scales	☐5 ☐4 ☐3 ☐2 ☐1	
X.	Commitment to Integrity of the Music	☐5 ☐4 ☐3 ☐2 ☐1	

ADDITIONAL FACULTY COMMENTS:

Numerical Jury Grade: _____ **Faculty's Juror's Signature:** _____

Piano Jury Evaluation & Comment Sheet

8.

MERCER UNIVERSITY
SCHOOL OF MUSIC

VOICE JURY EVALUATION COVER SHEET

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

Jury Date	Applied Teacher	Accompanist's Name

Faculty Juror's Signature	Assigned Numerical Grade

FINAL AVERAGED JURY GRADE _____

Repertoire Presented on Jury:

Title	Composer's Full Name

Repertoire in Preparation	Memorized?
	☐ YES ☐ NO
	☐ YES ☐ NO
	☐ YES ☐ NO
	☐ YES ☐ NO
	☐ YES ☐ NO
	☐ YES ☐ NO

ACCEPTANCE TO MAJOR (2nd Semester Freshman Jury)
☐ BM ☐ BME ☐ BA ☐ BMwES ☐ ACCEPTED ☐ NOT ACCEPTED **Date:** _____

Voice Jury Evaluation Cover Sheet

9.

MERCER UNIVERSITY
SCHOOL OF MUSIC

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

Title	Composer's Full Name

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 _____
(Transitions, Focus of the Eyes, Stage Deportment)
VII. Diction (Language & Articulation) _____
VIII. Musical Interpretation _____
IX. Dramatic Interpretation _____
(Emotional Involvement, Communication, Intensity, Variety)
X. Physical Presentation _____
(Body Language, Gestures, Acting)

COMMENTS

NUMERICAL JURY GRADE: _____

Voice Jury Evaluation & Comment Sheet | Page 1 of 2

10.

MERCER UNIVERSITY
SCHOOL OF MUSIC
Robert McDuffie Center for Strings

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

Numerical Total: _____

Grade: _____

COMMENTS:

Faculty Juror's Name: _____ **Date:** _____

McDuffie Center for Strings Applied Music Examination Jury Form | Page 1 of 2

11.

MERCER UNIVERSITY
SCHOOL OF MUSIC

HARP JURY EVALUATION FORM

Student's Name _____ **Jury Date** _____

Class Standing (FR, SO, JR, SR, GRAD) _____ **Semester (Fall or Spring)** _____

Student's Degree Program _____ **Course Number** _____

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

Title	Composer	M or P

COMMITTEE EVALUATION:

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

TSM Harp Jury Evaluation Form | Page 1 of 2

MERCER UNIVERSITY
SCHOOL OF MUSIC

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.

Title	Composer	M P O

COMMENTS:

TSM Harp Jury Evaluation Form | Page **2** of **2**

12.

Mercer University Townsend School of Music
RECITAL/PROJECT REQUEST/PROPOSAL FORM
(Fall – Due October 15)

Name _____ Date _____

Check one:

BM Senior Recital ☐ BME Senior Recital ☐ BA Senior Recital ☐

BM 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: _____

Time: _____

Location: _____

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

Applied Teacher or Project Supervisor approval _____

Proposed calendar date approved by the Music Office _____

Music Dean Approval & Date _____

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

Assigned Jury Committee Signatures: 1. _____

2. _____

Checklist for recital:

☐	Applied teacher approval	☐	Audio recording (yes / no)
☐	Calendar date selected and approved	☐	Video recording (yes / no)
☐	Hearing date selected and approved	☐	Ushers selected (if necessary)
☐	Program printed and ready for hearing	☐	Lighting set w/Music Office staff

Recital/Project Request/Proposal Form-Fall *(due October 15)*

Mercer University Townsend School of Music

RECITAL/PROJECT REQUEST/PROPOSAL FORM

(Spring – Due February 15)

Name _____ Date _____

Check one:

BM Senior Recital ☐ BME Senior Recital ☐ BA Senior Recital ☐

BM 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: _____

Time: _____

Location: _____

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

Applied Teacher or Project Supervisor approval _____

Proposed calendar date approved by the Music Office _____

Music Dean Approval & Date _____

***** Please submit this form to the Dean of the School of Music no later than February 15 *****

Assigned Jury Committee Signatures: 1. _____

2. _____

Checklist for recital:

☐ Applied teacher approval	☐ Audio recording (yes / no)
☐ Calendar date selected and approved	☐ Video recording (yes / no)
☐ Hearing date selected and approved	☐ Ushers selected (if necessary)
☐ Program printed and ready for hearing	☐ Lighting set w/Music Office staff

Recital/Project Request/Proposal Form-Spring *(due February 15)*

13.

MERCER UNIVERSITY

TOWNSEND SCHOOL OF MUSIC

TSM CONCERT & RECITAL LIVESTREAM REQUEST FORM

Due at least two weeks prior to performance date

NAME: _____

DATE OF REQUEST: _____

PERFORMANCE DATE: _____

PARTICIPANTS: _____

_____

_____

_____

_____

_____

DESIRED SOCIAL MEDIA CHANNEL: (SELECT ONE) ☐ Facebook ☐ Instagram ☐ YouTube

_____ _____

Signature of Student **Date**

_____ _____

Signature of Faculty **Date**

NOTE: By submitting this form, you indicate your consent to having your likeness and video of your performance used by TSM and Mercer University. Please submit completed form to Dr. Nathan Myrick by email myrick_nw@mercer.edu & hand into the music office.

1501 Mercer University Drive ▪ Macon, Georgia 31207
T: 478-301-2748 ▪ music.mercer.edu

14.

MERCER UNIVERSITY
SCHOOL OF MUSIC

RECITAL HEARING FORM

Name	Applied Teacher	Date

Degree Program and Reason for Recital Hearing

BM ☐ JR or ☐ SR BA ☐ BME SR ☐ MM ☐ AD ☐

Please appropriately mark items as follows:

Typed Copy of Program Present and Approved:	☐ YES	☐ NO
Check for Recording and/or Accompanist Received:	☐ YES	☐ NO
Recital **APPROVED** for Performance:	☐ YES	☐ NO
Recital **NOT APPROVED** for Performance:	☐ YES	☐ 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

15.

MERCER UNIVERSITY
SCHOOL OF MUSIC

RECITAL/PROJECT COMPLETION FORM

Name: _____

Project Type (if applicable): _____

Completion Date: _____

Accepted to Meet Graduation Requirements: ☐ YES ☐ NO

NUMERICAL GRADE: _____

COMMENTS:

EXAMINING COMMITTEE SIGNATURES

Printed Name: _____ Signature: _____

Printed Name: _____ Signature: _____

Printed Name: _____ Signature: _____

DEAN'S SIGNATURE: _____
C. David Keith, DMA

DATE: _____

Recital/Project Completion Form

16.

MERCER UNIVERSITY
TOWNSEND SCHOOL OF MUSIC

RECITAL HOUR FORM

Recital Hour Performance Date: _____
Name: _____
Instrument/Voice Part _____
Accompanist's Name: _____
Additional Performers/instruments: _____
_____

Composition Title(s) (Including movements, composers, and composer dates. Students can select 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: myrick_nw@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:

BACK OF STAGE ☐

STAGE RIGHT(ENTRY) ☐ CENTER OF STAGE ☐ STAGE LEFT ☐

FRONT OF STAGE ☐

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

Signature of applied teacher: _____ Date: _____
This signature is REQUIRED if you want to perform!!!

17.

MERCER UNIVERSITY
SCHOOL OF MUSIC

SCHEDULE REQUEST

Requests are processed on a first come, first serve basis and all effort is made to accommodate your first choice of space. Once your event has been scheduled, you will receive confirmation via email.

☐ FACULTY MEMBER

☐ STUDENT

☐ OTHER (all non-music organizations MUST complete an additional Space Reservation Form which may include a monetary deposit)

Date and Time of Event: _____

Title of Event: _____

Are you having/did you have a Dress Rehearsal (Please select): YES ☐ NO ☐

If "YES", Date and Time of Rehearsal: _____

Brief Description of Event: _____

LOCATION REQUESTED

First Choice: _____

Second Choice: _____

Third Choice: _____

CONTACT INFO

Contact Name: _____

Contact number: _____

Contact Email: _____

Please return to the Music Office Room 155 upon completion. Thank you!

TSM Schedule Request

C. Applied Music Courses

Voice	Undergrad MUS 160, 260, 360, 460 265, 365, 465	Grad MUS 560
Section	**Instructor**	
001	Malone	
002	Kosowski	
003	Roberts, Marie	

Center for Strings			
Instrument	**Undergrad MUS 16C, 26C, 36C, 46C**	**Grad 56C**	**Instructor**
	Suffix	**Section**	
Violin	W	001	Moretti
Viola	X	001	R. Albers
Cello	Y	001	J. Albers
Double Bass	Z	001	Tosky

Piano	Undergrad MUS 161, 261, 361, 461 266, 366, 466	Grad MUS 561
Section	**Instructor**	
001	Yoo	
002	Altman	
003	McReynolds	

Organ	Undergrad MUS 162, 262, 362, 462 267, 367, 467	Grad MUS 562, 567
Section	**Instructor**	
001	Mitchener	

Harpsichord	Undergrad MUS 169, 269, 369, 469 271, 371, 471	Grad MUS 569 574
Section	**Instructor**	
001	Mitchener	

Composition	Undergrad MUS 164, 264, 364, 464	Grad
Section	**Instructor**	
001	Schmitz	

Conducting	Undergrad	Grad 642
Section	**Instructor**	
001	Roberts (Choral)	
002	Keith (Choral)	
003	Staff (Orchestral)	
004	Hill (Band)	

Instrument	Undergrad MUS 163, 263, 363, 463 268, 368, 468	Grad MUS 563	
	Suffix	**Section**	**Instructor**
Flute/Piccolo	A	001	Via
Oboe	B	001	Gnam
Bassoon	C	001	Gnam
Clarinet	D	001	Cole
Saxophone	E	001	Cole
Trumpet	J	001	Swygert
Horn	K	001	Staff
Trombone	L	001	English
Euphonium	M	001	Bubacz
Tuba	N	001	Bubacz
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	Roberts, M
Piano		005	Yoo
Piano		006	Altman
Piano		007	McReynolds
Organ		008	Mitchener
Flute/Piccolo		009	Via
Oboe		010	Gnam
Bassoon		011	Gnam
Clarinet/Saxophone		012	Cole
Trumpet		013	Swygert
Horn		014	Staff
Trombone		015	English
Tuba/Euphonium		016	Bubacz
Percussion		017	Reddick
Harp		018	Koch
Composition		019	Schmitz
Guitar		020	Cantwell

D. Listing of Music Courses Offered:

Undergraduate	Fall Even	Spring Odd		Fall Odd	Spring Even	Credit Hrs.	Cont. Hrs.
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
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 Intro to Music History I	201			201		3	3
202 Intro to Music History II		202			202	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
257 Music Theory IV		257			257	4	5
258 Beginning Composition I	258			258		1	1
259 Beginning Composition II		259			259	1	1

Undergraduate	Fall Even	Spring Odd		Fall Odd	Spring Even	Credit Hrs.	Cont. Hrs.
278 Intermediate Composition I	278			278		1	1
279 Intermediate Composition II		279			279	1	1
311 Lit & Mat. Piano I	311			311		2	2
312 Lit. & Mat. Piano Lit. II		312			312	1	1
313 Organ Lit. I	313			313		3	
316 Lit. of the Instrument	316					3	3
317 Song Literature I				317		2	1
327 Song Literature II					327	1	1
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
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 Music History Seminar I	402			402		3	3
403 Music History Seminar II		403			403	3	3
438 Vocal Pedagogy		438				3	3
439 Pedagogy of the Instrument (Strings)					439	3	3
474 Adv. Choral Methods	474					2	3
475 Adv. Instrumental Methods				475		2	3
479 Music Business	479			479		3	3
480 Special Topics .002 Contemporary Music Ensemble	480	480		480	480	1	1
480 Special Topics .001 Rome Chamber Music Fest. Orch		Summer			Summer	1	1
492 Student Teaching	492	492		492	492	12	
Ensembles:							
180 Chamber Music Ensemble	180	180		180	180	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

Undergraduate	Fall Even	Spring Odd		Fall Odd	Spring Even	Credit Hrs.	Cont. Hrs.
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
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**							
EDUC 220 Foundations of Education	102*/220					3	3
EDUC 283 Fundamentals of Spec. Ed.	101*/283	283			283	3	3
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 101, 102, 220, 283, and 356 are offered in the summer and within the academic year.

V. ADDENDUM

A. Policies and Protocol Specifically Related to the SARS-COV-2 Pandemic (Fall 2021)

MERCER UNIVERSITY COVID- 19 POLICIES AND PROTOCOLS

The Pledge

All students are expected to commit to the following pledge:

> **I pledge to protect myself and others** by following the safety guidelines put forth by the University.

I pledge to protect myself and others by reporting immediately to the Campus Health COVID-19 Hotline (478-301-7425) if I become symptomatic of COVID-19. I pledge to test if I am unvaccinated for COVID-19 and isolate until cleared by Mercer Medicine if I test positive for the coronavirus.

I pledge to protect myself and others by respecting the rights of others and acting responsibly to reduce the spread of COVID-19.

Students are expected to monitor and adhere to all policies and guidelines pertaining to COVID-19 found on the University's COVID-19 website.

Violations of these policies may include but are not limited to the following:

- A review of the University's student code of conduct charges
- Removal of a student from a particular University activity
- A registration hold on a student's account
- Deactivation of a student's Bear Card
- Dismissal from class
- A review of the standards of professional conduct penalties (by academic program)

Violations of any policy should be reported immediately to

- the Student Affairs professional in your academic area,
- the Office of Student Affairs (Macon 478-301-2685 or Atlanta 678-547-6823),
- the Director of Regional Academic Center Operations, Mr. Scott Mahone, at 678-547-6551 (for Center students),
- or Mercer Police (Macon 478-301-2970 or Atlanta 678-547-6358).

What You Need to Know

In order to promote safe campuses, students are required to follow these COVID-19 protocols:

- As COVID-19 conditions evolve, the University will post updates on our COVID-19 website. Also, please continue to check your Mercer email frequently for important messages.

- If you are vaccinated for COVID-19, submit a copy or photo of your vaccine card to myvaccine@mercer.edu. Type your full legal name and MUID in the subject line of the email.

- **If you are symptomatic of COVID-19, whether vaccinated or unvaccinated, you cannot attend** in-person classes, labs, orientations, clinical/field experiences, other on-campus activities, or work on campus. You should immediately call Campus Health's 24/7 COVID-19 Hotline at (478) 301-7425 for a testing appointment or get tested immediately at an off-campus location. If you are asymptomatic and would like to get tested, go to go.mercer.edu/covidappt to schedule an appointment at the Macon or Atlanta Campus Health Center.

- Testing locations:
  - Macon – Campus Health Center, Drake Field House, Macon Campus
  - Atlanta – Campus Health Center, Sheffield Building, Atlanta Campus
  - Savannah – Memorial University Medical Center, Savannah Campus (Drs. Shelly or Baxter)
  - Columbus – Mercer University School of Medicine, Columbus Campus (Dr. House)
  - Henry and Douglas Counties - Contact the Provost's Office at provost@mercer.edu for a list of testing facilities near the Mercer centers.

- **An off-campus test must be a nasal swab PCR test. Mercer Medicine does not accept antigen tests (known as rapid tests) or antibody tests.**

All students must provide off-campus, positive COVID-19 results to Campus Health at mytestreport@mercer.edu. In the subject line of the email, type "Macon Test" (for Macon, Savannah, and Columbus students) or type "Atlanta Test" (for Atlanta, Henry, and Douglas students). Be sure to include your full legal name and MUID in the body of the email.

- If you have a health or other disability-related reason that would warrant a reasonable accommodation with respect to COVID-19 testing, please contact the Office of the Provost at provost@mercer.edu or 478-301-2110.

- The University has implemented mandatory surveillance testing for unvaccinated students. Students may be selected for surveillance testing multiple times during the semester. You must participate in surveillance testing in order to attend classes, labs, or any campus activity.

Exceptions to surveillance testing include

- students who are fully vaccinated,
- students who are not on campus for any reason because they are enrolled in off-campus experiences or totally online programs/courses,
- students with University-approved accommodations who are learning remotely from home, and
- students who have tested positive for COVID-19 within the past 90 days.

- If you test at the Campus Health Center and are positive, a Campus Health staff member will call you from a Mercer phone number with the positive results. With negative results, you will receive an email in your Mercer email account.

- Students do not submit COVID-19 results directly to faculty, the Dean's Office, or Student Affairs for COVID-related, excused absences. All COVID-related absences must be processed through Campus Health and the Office of the Provost. Faculty are notified of a student's COVID-related, excused absence(s).

- Faculty are required to provide academic accommodations to students who are in isolation after either testing positive at the Campus Health Center or submitting off-campus, positive test results to Campus Health at mytestreport@mercer.edu. Also, if a

symptomatic student has been tested and is awaiting results, the student must isolate and be provided academic accommodations during this brief isolation period.

- You must be cleared from isolation by Campus Health/Mercer Medicine before you can return to campus.

Sanitation
Hand sanitizer is readily available in all campus facilities. Students are expected to sanitize their hands prior to entering classrooms and labs. Eating and drinking in instructional facilities is strictly prohibited. Cleaning supplies may be available to sanitize seats and desks prior to and after class meetings.

Notification of Course Recording
Course instruction may be recorded using Echo360 or Zoom and will only be available to students registered for the course who need accommodation. Such recordings may include your name, likeness, and participation in class. Recordings of instructional activities will be used solely for class purposes by the instructor and students enrolled in this course during the current semester. Course recordings may not be reproduced or shared in any way (including electronically or posting in any web environment) with those not in the class in this semester.

COVID-19 Excused Absences
Students are expected to observe the course attendance policy. Suspected COVID-19 symptoms, illnesses, or positive test result must be reported to the Mercer Medicine Hotline (478-301-SICK). Absences at the direction of Mercer Medicine to isolate will be excused, and the Instructor WILL receive verification of excused absences from Student Health/Mercer Medicine and the Office of the Provost. However, it is the responsibility of the student to notify the instructor of their absence and to follow the instructor's direction regarding virtual instruction, remote assignment, or make-up opportunity.

***Respondus Lockdown Browser Proctoring**
For tests conducted online, you may be directed to use the Respondus Lockdown Browser. Use of this browser is free. Please enroll in this Canvas course to obtain the lockdown browser software. Call the Helpdesk at 478-301-7000 if you have difficulty.

***Respondus Monitor Proctoring**
For tests conducted online, you may be directed to use Respondus Monitor, which uses the webcam in your computer to record your test-taking session as well as the lockdown browser. Use of Respondus Monitor means that you must take the online exam using a computer with a webcam and your test-taking session will be recorded and time-stamped, with the recording available for viewing by your instructor. Respondus Monitor requires a $15 fee for a student account that spans all courses for one year from the date you initiate and pay for the account. Please enroll in this Canvas course to obtain the lockdown browser software. When you begin a test session that requires Respondus Monitor for the first time, you will be prompted by Respondus to make payment by credit card. Call the Helpdesk at 478-301-7000 if you have difficulty.

Final Exams
Because of the ongoing SARS-CoV-2 global pandemic, it is possible that final exams for this course may be administered online at the end of the fall 2021 semester. As we approach the end of the semester, further clarification will be provided to students by the University and by the instructor, once University plans for final examinations become known. Students are advised to check their ability to access the Canvas course platform and for any additional technological requirements prior to the date of the final exam. Any technological difficulty accessing, completing, or submitting the final exam must be immediately reported to the instructor for accommodation.

Zoom Office Hours
Virtual office hours will be conducted synchronously via Zoom. During Zoom office hours you must follow appropriate protocols in terms of audio muting and video enabling as directed by the instructor. Zoom sessions are a professional environment, you must ensure that your username, demeanor, dress, and background are appropriate.

Online Audio/Video Requirements
This course will include online sessions delivered via **<insert synchronously or asynchronously>** via **<insert platform e.g.: Zoom, Discord>**. You must have appropriate internet access, and audio and video capability on your computer for participation. Class protocol requires that your audio remain on mute unless you are responding to the instructor or addressing course participants. Your video must be **< insert enabled or disenabled>** during such video sessions. As with in-person class, online sessions are an extension of the classroom, you must ensure that your username, demeanor, dress, and background are appropriate.

TOWNSEND SCHOOL OF MUSIC COVID-19 PROTOCOLS

MUSIC OFFICE

- The Townsend School of Music Office is not open to students, with the exception of student workers who are assigned to the Music Office.
- Student questions/needs will be handled through the Music Office sliding window that will be staffed weekdays between 10:00 am - 5:00 pm.
- Students needing materials copied will be instructed to use Mercer's Bear Print pay-for-print system that allows students to use their personal computer or a Mercer computer lab workstation to print documents and pick up at the student's convenience. Macon campus Bear Print locations are Tarver Library and the Academic Resource Center (monochromatic copies only).
- Faculty will have access to the Music Office and copier.
- Faculty may request Leigh Anne Hise or a student worker to copy instructional materials. Please plan accordingly and allow sufficient time to complete the copy request.
- The Dean will continue to have an open-door policy, but faculty who prefer face-to-face conversation without risk should request a Zoom meeting (preferred) or phone conversation.

McCorkle Music Building and Bell House

- **Per the Mercer University COVID-19 Protocol Honor Code, students who are unvaccinated are to remain masked while in the School of Music, Newton Chapel, the Bell House, and all associated music spaces, like Penfield Hall.** There are no exceptions to this rule, except under doctor supervision and approval granted by the University. Faculty, staff, and students who are fully vaccinated may elect to not wear a mask while on University property, as directed by the University.
- McCorkle Music Building and the Bell House are for music students only. Non-music students may not use the building for practice unless required by ensemble scholarship. Non-music majors who attend classes and ensembles in the McCorkle Music Building are the only students other than TSM majors who will have access to the building.
- Masks must be worn and physical distancing required at all times when using shared spaces. Face shields may be worn, but only if a mask is worn beneath the face shield. Please obey all signage and do not obstruct those who need to move through the shared spaces.
- Mercer's contracted custodial service (National Management) will clean and disinfect high touch surfaces in common areas once daily.
- Faculty and students are responsible for wiping high-touch surfaces with approved disinfectants between lessons.
- Students will not be allowed to use the Green Room in McCorkle.
- McDuffie Center for Strings students, please use the Kitchen in Bell House as infrequently as possible, with users providing their own containers and utensils. Students who use the Kitchen in the Bell House must clean all containers and shared equipment before and after use (including the microwave interior). **IF YOU TOUCH IT, CLEAN IT!**
- If you set up a large room for a chamber rehearsal, please put your stands and chairs away where you found them when you have finished your rehearsal (do NOT leave your chairs and stands in the middle of the room), and be sure to wipe down any surface you may have touched.
- Always practice good hygiene. Everyone should wash their hands often with soap and water for at least 20 seconds, especially while in public spaces and after blowing their nose, coughing, sneezing, or touching their face. It is strongly suggested that everyone use the hand-washing guidelines each time after entering and exiting on-campus spaces and before and after eating. Please strive to avoid touching your eyes, nose, and mouth.
- Hand sanitizer stations are located throughout the McCorkle Building and Bell House. Everyone is encouraged to use the sanitizer stations.
- All teaching studios continue to have reduced capacity because of the need for physical distancing. **Some lessons may be scheduled in larger rooms.**
- The following principles apply when using any Music Building/Bell House rooms:
  1. Stay home if you feel unwell, get tested, and await results before returning to campus.
  2. Keep a safe distance from other people in classes.
  3. Practice healthy hygiene, use hand sanitizer at the start and end of classes, and wipe down surfaces (including pianos, percussion, and music stands) before and after use. Please notify the Music Office if your room is out of hand sanitizer or wipes so they may contact National for refills.

PRACTICE ROOMS

- Robert McDuffie Center for Strings students will use the practice rooms in the Bell House.
- Voice, instrumental, and keyboard majors will have priority of practice rooms in the McCorkle Music Building.
- Practice rooms will have a once-daily routine cleaning by a National custodian.
- Students are expected to wash their hands before proceeding to their practice rooms.
- Students will be responsible for wiping down surfaces, music stands, chairs, doorknobs, light switches, and other high-touch areas before and after use.
- Other mandatory safety guidelines will be posted on practice room doors.
- All equipment (stands, chairs, etc.) are not to leave the practice room.
- Keep the keyboard closed when not in use.
- Food and beverages are not allowed in practice rooms. Violators will lose practice room privileges.
- It is recommended that Practice Room doors be open for at least 20 minutes before the next practice session begins. Please leave the practice room doors open upon completion of practice time.
- Students will continue to sign-up for practice room time.
- Practice rooms are for TSM students only. The only exceptions to this are students who are on scholarship with required practice times to fulfill scholarship requirements.
- Condensation water from the wind and brass instruments must be collected in absorbent paper and disposed of in the trashcan. Liquid from the instrument must not drip on the floor or otherwise disperse in the room.

PRIVATE LESSONS (General Information)

- Applied lessons will be given in faculty studios, Fickling Hall, Newton Hall, Band Hall, Choir Room, and other spaces as assigned.
- Applied teachers will wear masks unless teaching a wind instrument. Masks are only to be removed when demonstrating. Otherwise, the mask should remain on the entire time.
- Safe physical distancing must be observed throughout lessons, with no physical contact or sharing of equipment, and a maximum of one (1) teacher and one (1) student at all times. The only exception is when an accompanist participates with the lesson.
- Lessons for percussion students must be in the Band Hall. Students must bring their own mallets and wipe down the percussion instruments at the start and the end of their lesson, per Dr. Reddick's instruction.
- Flute students must bring their own receptacle to capture condensation produced through blowing across the embouchure, and take it away with them at the end of the lesson. Do not release condensation onto the floor.
- Lessons for other woodwind and brass students: Students must bring their own receptacle to capture condensation produced through blowing into the instrument, and take it away with them at the end of the lesson. Do not release condensation onto the floor.
- Lessons for piano students will be in various locations, based upon required distancing protocol. Students must wipe down their piano at the start and at the end of the lesson.

Teachers must use a separate piano from their student and must wipe down their piano at the start and the end of the lesson.
- Lessons for strings students may be in staff offices, teaching rooms, or the Bell House Salon.

PRIVATE LESSONS FOR STRINGS, HARP, PERCUSSION, PIANO, ORGAN, AND COMPOSITION

- Teaching must accommodate physical distancing of three (3) feet.
- Lessons are not to exceed 50 minutes.
- Please leave the door open between each lesson to allow for adequate air exchange.
- Daily disinfection following Mercer University recommendations for classrooms.
- Faculty and students are responsible for cleaning music stands, piano keyboards, and other surfaces before and after each lesson.

PRIVATE LESSONS FOR WOODWIND AND BRASS

- Masks are required for the teacher and the accompanist. Masks also are required for students with a slit cut for the mouthpiece. Masks must be worn during the private lesson.
- Lessons of no more than 50 minutes.
- Daily disinfection and/or disinfectant wipe down, per Mercer University recommendations.
- Faculty and students are responsible for cleaning music stands, piano keyboards, and other surfaces using disinfectant wipes before and after each lesson.
- Practice water key etiquette.
- Instrument bell should not be directed towards others. Bell covers should be used.
- Specific hygiene for each instrument will be distributed by applied teachers.

PRIVATE LESSONS FOR VOCALISTS

- Lessons may be in studios or larger rooms, as assigned.
- Depending on distances between teacher, student, and accompanist, masks may need to be worn during the lesson. It is recommended that the teacher and accompanist keep their mask on during the lesson.
- Lessons of no more than 50 minutes.
- Daily disinfection and/or disinfectant wipe down, per Mercer University recommendations.
- Faculty and students are responsible for cleaning of music stands, piano keyboards, and other surfaces before and after each lesson.

ENSEMBLE CLASSES

Instrumental Ensembles, Repertoire, and Studio Classes

- Physical distancing of three (3) feet between students should be observed.
- Daily disinfection including disinfectant wipe down for all instruments, per Mercer University recommendations.

- Woodwind and brass instrument bells should not be directed toward others. A bell cover should be used, as appropriate for your instrument.
- Woodwind water key etiquette. Drape water valve should be covered.
- Faculty and students are responsible for cleaning music stands, piano keyboards, and other surfaces before and after each lesson.

CHORAL ENSEMBLES AND OPERA SCENE CLASSES

- Fabric masks are required for everyone at all times, including while singing in ensemble.
- Physical distancing of three (3) feet while masked.
- When possible, rehearsals should be outside.
- Depending upon the air exchange in which a rehearsal is held, rehearsals should be 30-50 minutes in length.
- Daily disinfection and/or disinfectant wipe down, per Mercer University recommendations should be done before and after rehearsals.
- Faculty and students are responsible for cleaning music stands, piano keyboards, and other surfaces before and after each rehearsal.