

Welcome to the Andrews University Department of Music! My colleagues and I appreciate your choosing to make our Department of Music your Department of Music. Our hope is that you will grow musically as your talents blossom, that your musical dreams will become realities, that you will come to know Jesus the Christ as the One glorified through your music, and that your educational experience at Andrews University will be one you will cherish and value for the rest of your lives. I am pleased to share with you the Department of Music educational philosophy as well as our vision and mission Statements.

Philosophy, Vision, and Mission Statements

Our **philosophy** is expressed in 2 Pillars that provide the foundation for all we do in the Department of Music. Modeled by faculty, these form the undergirding upon which we individually and collectively build all our artistic, academic, and inter-personal endeavors.

Pillar 1: Excellence in music performance and academics.

We believe in creating an environment and expectation in which students are stimulated and encouraged to learn and excel as they strive after the standards of excellence modeled by world-class musicians, performers, and scholars.

Pillar 2: Character development.

Mentoring: We believe in practicing the biblical concept of shepherding in interactions with students, modeling an attitude of acceptance and encouragement. We interact with students with a desire to shape, mold, and care for them within the relationship of master to pupil.

Character building: We believe in helping students grow in character and mature as human beings.

Spiritual development: We believe in encouraging students to be aware that they can grow spiritually. We provide opportunities in which students are invited to participate.

Service to others: We believe in fostering an attitude of service that is manifested in acts of service.

Our **vision** is to provide a vibrant musical and learning environment in which students excel artistically and academically, grow in character and spirituality, and engage in acts of service.

Our **mission** is to mentor students in artistic, intellectual, and character development.

Part I: General and Undergraduate Information

The Department of Music Student Handbook

The *Andrews University Bulletin* is

students are admitted on a conditional basis into the Department of Music until the following admission departmental requirements are met.

Advisor selection process: Freshman students will be assigned to the Department of Music freshman advisor by the Student Success Center. The freshman advisor will help advisees in choosing the right degree track, will plan with the student his/her first year of school, will assist the student with registration, and will deal with all other issues pertaining to incoming students such as placement tests, student inventory tests, remedial courses, etc.

At the end of the freshman year students will be placed under the guidance of a faculty member in their major area of performance. Music education majors will advise with the departmental Coordinator for Music Education. Before the start of every school year, the Department Chair will send an updated list of advisors and advisees to the Student Success Center. The Student Success Center ensures that advisors have access to their advisees' academic files.

Applied Music

Applied Music is an important component of musicianship and all music majors are required to take lessons and develop their performance skills to varied levels of proficiency. While devoting time and energy in the study and practice of an instrument or voice is essential, all music professionals must also be aware of potential risks involved in the process. One may regard these risks as minimal but current evidence and research show that there are real risks that relate to hearing loss, musculoskeletal functions, emotional stress, and other health factors. The Department of Music wants its faculty and students to be aware of these potential risks and to exercise caution in the practice of their performance careers. Furthermore, the Department of Music will be proactive in providing additional information and in organizing events such as conferences, lectures, and information sessions featuring health professionals to promote good health among all musicians in our community.

All music majors are required to be registered for performance study each semester in residence until they complete their senior recital.

Registration Process

All music majors must register for lessons with the Department of Music Administrative Assistant. Students fill out a blue card and a registration form that need to be taken to the Registrar's office and then receive a lesson time with their assigned instructor.

One-credit lessons receive a 25-minute lesson per week; two-credit lessons receive a 50 minute lesson per week.

Performance Levels and Course Numbers

Performance levels and course numbers in applied music maintain a specific and very significant correspondence. Prior to the registration of any applied music

lesson, students must consult with their advisor regarding their appropriate performance level and course registration number.

The student must have the instructor's permission before entering a performance degree program. Students may register for 300-level performance credit only after they have been voted to upper division in performance studies by the Department of Music Faculty and after they have passed the Piano Proficiency Examination.

The following table explains and illustrates appropriate performance levels and course numbers for the different music degrees:

Performance Level	Course Number
Bachelor of Music in Performance	MUPF 165 Freshman level

Advancement to Upper-Division

Music Majors may not register for upper-division studies in applied music until they have been granted upper-division status by the music faculty. Students seeking upper-division status must request this by checking the appropriate box in the AME form submitted at the end of their sophomore year. To be advanced to upper-division status students must:

1. Perform at the required level as specified in the document *Department of Music Performance Levels*.
2. Be in good academic standing.
3. Have taken the piano proficiency examination (required for all non-keyboard majors).

When students are considered for advancement to upper-division status the music faculty will make one of the following recommendations:

- a. Student is ready for upper-division status.
- b. Student will be asked to reapply for upper division standing after one or more additional terms of lower-division study.
- c. Student will receive counsel regarding his/her educational and professional plans.

Off-Campus Instructors

When a specialist in an instrument is not available on the regular music faculty or the adjunct faculty, a student may apply for private instruction from a qualified off-campus instructor. In this event, special procedures for enrollment and for reimbursing the private instructor are as follows:

1. Obtain the form *Request for Off-Campus Instructor* from the music office.
2. Have it signed by the coordinator of that general area, i.e., wind instrument, strings, etc.
3. Turn it into the music office.

Music majors who are taking applied music lessons in a particular instrument or voice at Andrews University are not permitted to study the same performance medium with

For recitals, the student ushers should be at the performance venue no later than 30 minutes prior to the beginning of the program. After the program the student ushers will pick up the extra recital programs and bring them to the music office the following work day.

Credit Recitals

Credit recitals are prepared and presented under the guidance of the student's applied music instructor and follow

Department Chair the results of the audition and, if approved for the recital, the Chair will bring the panel's recommendation to the full faculty for final approval.

Recital Dates

Recital preparation normally begins one year in advance. Students presenting a recital in partial fulfillment of degree requirements can arrange for a recital date only after they have passed their recital audition. Once the recital audition has been approved, the student and his/her applied instructor can schedule a date with the Department of Music administrative assistant. Please consult the document *Recital Protocol* for additional details regarding schedules and dates. Students are encouraged not to schedule their degree recitals during finals week.

Policy and Checklist for Student Recitals

A detailed policy and checklist form are available from the music office. When you arrange for your recital date you need 3(d)-5c[(y)18(o).51 Titional duStud2(3(d)-15(f)

Applied Music Examination Performance

1. Applied Music Examinations normally last 15 minutes.
2. The performance at each Applied Music Examination will be evaluated by a designated faculty panel.
3. Faculty comments and suggestions will be shared with the student by his/her performance instructor and filed in the music office.
4. A student may be excused from giving an AME in any semester during which he/she has given a degree recital.

Please consult applied music examination policy for complete details regarding Applied Music Examinations.

Applied Music Examination Preparation

Graduate Assistantships – available to graduate students only in the areas of music history, music theory, choral conducting, wind conducting, orchestra conducting, piano, strings, voice, and music library.

Application forms for music scholarships are available at the Department of Music office and should be submitted by April 15 of the school year prior to the year for which scholarship is requested. Students will be notified in as timely a manner as possible regarding their applications.

Project Requirements and Standards for Written Work

An undergraduate project should not be less than 25 double-spaced, typewritten pages, exclusive of appendices. Projects are written under the direction of a project advisor. Before beginning the project, the student will file with the chairperson of the Department of Music a Project Proposal form which can be obtained from the music office. The student will state the problem and the justification for the study, the objectives involved, and the sources, methods, and procedures to be used.

After the proposal has been approved, the student will work closely with the project advisor in completing the project. A draft of the completed project should be presented to the project advisor not less than two weeks before the project is due for final grading.

All major papers and projects will follow the writing style as contained in *A Manual for Writers* by Kate L. Turabian. The acceptance and title page will conform to the format suggested in the Andrews University publication, *Standards for Written Work*. Both publications are available in the University Bookstore.

Original musical compositions submitted as a thesis or project must be legible and have the following:

1. An acceptance page
2. A written introduction to the composition
3. An analysis of the form and style.

Teacher Certification and Student Teaching

Teacher Certification

Students wishing to teach music in grades K

with state certification and is not required for graduation. For more information contact the Certification Clerk in the School of Education.

Student Teaching

Application for student teaching must be made prior to the semester in which the student teaching experience occurs. In addition to applying, students must take the Michigan Teacher Competency Test. For more information, contact the Certification Clerk in the School of Education.

Student Teaching constitutes a full semester's work. Therefore, the student should not plan on registering for any additional courses during this semester.

Any exceptions should be discussed with the Certification Clerk.

The Graduate History Placement Examination will last two hours. It will contain an objective section of matching technical terms with historical periods, a listening section where the student will recognize style periods for a number of musical selections, and four essay questions with twenty minutes writing time for each question.

MUSIC T

If the grade is lower than 80%, the student must retake the course. The level and number of Ear Training courses to take will be determined by the Music Theory coordinator.

MUSIC HISTORY PLACEMENT EXAM POLICIES

In order to pass the Music History Examination, the student must earn at least an average score of 50%, considering all the sections combined. If this minimum score is not reached, the student needs to take MUED500, Graduate History Review, for 2 credits.

Minimum Score Required for Admission: An average score of 40%, considering all the sections combined, is required for admission to the Graduate program. If this average is not met, the student has two options:

- (a) withdraw from the Graduate program, or
- (b) take the regular course sequence of MUHL 446 Antiquity to Renaissance; MUHL 447 Baroque & Classical; and MUHL 448 Romantic and 20th Century, before being allowed to take any Graduate Music courses or lessons. After earning 80% or higher in the required Undergraduate courses, the student will be required to reactivate his/her admission with the Graduate Admissions Office. International students must change their I-20 status to Undergraduate.

If the student scores at least 40% overall, but earns lower than 50% overall, he/she must immediately enroll in MUED500, Graduate History Review, for 2 credits, during the Fall semester.

To pass this course, the student must earn 80% or higher in order to satisfy remediation. The grade will be Pass or Fail.

If the grade is lower than 80%, the student has two options: (a) or (b) [see above].

PIANO PROFICIENCY

During the first week of school, students must also take a Piano Proficiency examination unless they have completed a similar requirement at the undergraduate level.

Advisement

Each graduate student has an advisor selected by the Graduate Program Director. At the time of registration each student will consult with his/her advisor regarding course selection. For comprehensive exams an evaluation committee is appointed; this committee is made up of the student's major

professor or area coordinator plus one member of the music history faculty and one member of the music theory faculty.

Application for Degree Candidacy

Upon completion of 50 percent of course work, graduates should:

1. Secure the form Application for Advancement to Degree Candidacy from

Original musical compositions submitted as a thesis or project must be legible and have the following:

1. An acceptance page
2. A written introduction to the composition
3. An analysis of the form and style

When one of these options is completed, a letter of verification from the performance instructor is placed in the student's folder.

Applied Music Examinations

Graduate students will take part in the Applied Music Examinations that are given in the fall and spring semesters. Graduate students who enroll and who are not in residence during the school year will participate in summer Applied Music Examinations. Information regarding performance regulations and

Those enrolled in the curriculum Master of Music in Performance are required to memorize their recitals according to performance practices in their applied area. The student may present a recital that is not memorized provided that a second performance is arranged which would include one of the following options or something

Scholarships

Applications for graduate financial assistance are available from the Department of Music Office. These forms must be submitted to the chairperson of the Department of Music according to the posted/published guidelines. Students will be notified in as timely a manner as possible regarding their applications.

In addition to the formal application, new

Comprehensive Examinations

Information regarding the format, dates, preparation for and all other parameters for comprehensive examinations is contained in the information sheet *Comprehensive Examinations* available in the music office. Students should obtain a copy of this information sheet at the beginning their degree program.

Study guides and/or study questions pertaining to the major and minor areas of study are available in the music office. These are only guides and are not the actual questions to be found on the examinations.

Application for Comprehensive Examination

When the student is notified that his or her Application for Candidacy has been approved, the student may enroll for MUHL 670 Comprehensive Exam.

Comprehensive examinations are scheduled about one month before the end of the semester.

Grading and Retaking of Comprehensive Examinations

Comprehensive examinations are graded on a “pass” or “fail” basis. All parts of the comprehensive examinations must be passed before a “pass” for the complete comprehensive examination is recorded.

A student who does not achieve a satisfactory level on a part or parts of a comprehensive examination may be allowed a “partial rewrite” of that part or parts at the discretion of the department.

At least two thirds of a comprehensive examination must be passed before a “partial rewrite” on any part may be undertaken. The “partial rewrite” may be oral or written.

Only one “partial rewrite” is permitted and it must be completed by the end of the semester in which the original comprehensive was administered.

Students who receive a “no pass” have the opportunity to repeat an entire comprehensive examination only once at a time no earlier than the next regularly scheduled comprehensive examination dates in the succeeding semester but with no less than a 10-

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