



**SCHOOL OF MUSIC,
THEATRE, AND DANCE**
COLORADO STATE UNIVERSITY

2021-2022 Music Graduate Student Handbook

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PREFACE

This handbook is designed to explain guidelines, procedures, and expectations of the graduate programs in music at Colorado State University. It offers general information about the School of Music, Theatre, and Dance and Department of Music policies and procedures, while providing information about curriculum, admissions, and audition procedures. While this handbook strives to be thorough, you may still have questions regarding our program. If so, please direct your inquiries to Graduate Program Coordinator Murray Oliver at Murray.Oliver@colostate.edu. The most recent version of this document can be found online [here](#).

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

CONTACT INFORMATION

GRADUATE PROGRAM COORDINATOR

Murray Oliver
School of Music, Theatre, and Dance
1778 Campus Delivery, Fort Collins, CO 80523-1778
(970) 491-5193
Murray.Oliver@colostate.edu

OFFICE OF ADMISSIONS

(970) 491-6909; www.admissions.colostate.edu

GRADUATE SCHOOL

(970) 491-6817; www.graduateschool.colostate.edu

CSU ONLINE (DISTANCE EDUCATION)

(970) 491-5288; <http://www.online.colostate.edu/>

REGISTRAR'S OFFICE

Colorado State University
1063 Campus Delivery, Fort Collins, CO 80523
(970) 491-7148; <http://registrar.colostate.edu>

ON-CAMPUS DEGREE PROGRAMS

MASTER OF MUSIC, MUSIC EDUCATION WITH LICENSURE

PROGRAM DESCRIPTION

*Note: These application procedures are for the graduate degree program, which is separate from the undergraduate Licensure program. Graduate degree students must be accepted by the CSU Graduate School. Once accepted, prerequisite coursework is taken in order to apply to the Teacher Licensure program within the School of Education at CSU. In addition to licensure coursework, students are also expected to complete thirty credits of graduate-level coursework.

The Master of Music, Music Education with Licensure is designed for students who hold a Bachelor of Arts in Music or a Bachelor of Music degree and who would like to earn teaching licensure in K-12 music while studying music education at the graduate level.

To be considered for admission, applicants must:

- Hold an undergraduate music degree
- Perform an audition, either in-person or via video upload, on their principal instrument
- Complete all admissions requirements for the Master of Music, Music Education degree program, with the exception of the submission of teaching videos

The degree can be completed in as few as three years if coursework is taken full-time and in the summer. Many students complete the degree in four years due to the number of courses required for licensure and the fact that one semester is devoted to full-time student teaching. The program ultimately leads to eligibility for **Colorado Teacher Licensure in K-12 Music**. Students in this degree program are expected to be in residency year-round in Fort Collins, taking coursework on a full-time or part-time basis year-round.

Students take content coursework jointly within the Center for Educator Preparation (CEP) within CSU's School of Education, and within the School of Music, Theatre and Dance. Information about the CEP program can be found [here](#). Students choose one of two tracks: Elementary/Choral, or Elementary/ Instrumental since they will have a split placement during the student teaching semester.

Required Undergraduate Music Education Courses (*must be completed prior to enrolling in graduate music education courses).

Instrumental Track

- MU 151A Piano Class for Music Educators
- MU 251 Voice Techniques
- MU 252A Instrumental Techniques: Brass
- MU 252B Instrumental Techniques, Woodwinds
- MU 252C Instrumental Techniques, Strings
- MU 252D Instrumental Techniques: Percussion
- MU 286 Intro to Music Ed*
- MU 420/421 Marching Band or Orchestral Techniques
- MU 425 Jazz Pedagogy

- EDUC 474 Elementary Music Methods 1*
- EDUC 475 Elementary Music Methods 2*
- EDUC 477 Instrumental Methods for Secondary Schools*

Vocal Track

- MU 151A Piano Class for Music Educators
- MU152 Piano Skills for Choral Directors
- MU 251 Voice Techniques

- MU 252A Instrumental Techniques: Brass

OR

- MU 252B Instrumental Techniques, Woodwinds

- MU 252C Instrumental Techniques, Strings
- MU 252D Instrumental Techniques: Percussion
- MU 286 Intro to Music Ed*
- MU 420/421 Marching Band or Orchestral Techniques
- MU 425 Jazz Pedagogy
- MU 467 Vocal Pedagogy
- EDUC 474 Elementary Music Methods 1*
- EDUC 475 Elementary Music Methods 2*
- EDUC 476 Choral Methods for Secondary Schools*

Required Undergraduate Professional Education Courses (*must be completed prior to enrolling in graduate music education courses).

Instrumental or Vocal Track

- EDUC 275 Schooling in the United States*
- EDUC 331 Education Technology & Assessment*
- EDUC 340 Literacy and the Learner*
- EDUC 350 Instr. I-Individualization/Mgmt*
- EDUC 386 Practicum Instruction I*
- EDUC 450 Instr. II-Standards & Assessment
- EDUC 486E Practicum: Instruction II
- EDUC 485A Student Teaching: Elementary
- EDUC 485B Student Teaching: Secondary
- EDUC 493A Seminar: Professional Relations

Master of Music, Music Education Specialization Coursework

Thirty semester hours of credit are required to complete the Master of Music, Music Education Specialization degree. For students enrolled in the Master of Music, Music Education Specialization with Licensure program, all foundational and professional undergraduate music education and education coursework marked with an * above must be completed prior to enrolling in graduate level music education coursework. The current degree plan is found [here](#).

MASTER OF MUSIC, MUSIC EDUCATION SPECIALIZATION (FULL TIME)

PROGRAM DESCRIPTION

The Master of Music, Music Education Specialization is designed for elementary and secondary music teachers who already hold a K-12 State music-teaching license. Specifically, this program is designed to inspire and develop the next generation of leaders in the field of music education by developing and applying scholarly research skills in the field of music education, the in-depth study of advanced pedagogical expertise, and the impact of contemporary learning theory on K-12 music education.

In this program, successful students will have the opportunity to gain content knowledge regarding the history and philosophy of music education, an understanding of how quantitative, qualitative, and historical music research is conducted, advanced skills in music analysis and interpretation, and a contemporary understanding of the pedagogy of music teaching and learning. Students will also have the opportunity to participate in CSU music ensembles to continue to develop as musical artists. Additionally, students are expected to be full-time students in residence and will most likely be given the opportunity to teach or assist with undergraduate music education coursework depending upon level of expertise and program demands.

The degree coursework is designed to be completed over a time span of two years, and includes both on-campus and online coursework. Students in this program are expected to be in residence full-time during the school year and are encouraged to take advantage of the diverse summer elective offerings.

All students in this program are strongly encouraged to undertake the plan A track, which involves one extra semester of coursework to write a master's thesis. The master's thesis distinguishes your work in the program and prepares you with the qualifications needed to pursue doctoral work later in the future. Plan B track students do not undertake a thesis.

AUDITION AND ADMISSION REQUIREMENTS FOR THE MASTER OF MUSIC, MUSIC EDUCATION DEGREES

A bachelor's degree in music is required, with a minimum average of 3.25 (A = 4.0). If your average is below 3.25, you may be considered for conditional admission if sufficient evidence indicates that you can perform well in a graduate program. Students with an undergraduate GPA of less than 3.0 seeking admission to any graduate degree program are required to submit additional information.

During the application process, you will be prompted to upload a variety of materials including the following:

- A 30-40-minute music teaching DVD that demonstrates your musicianship (this should be a video recording of you teaching a class or lesson to students of any age).
- A 25-30-minute music teaching DVD that demonstrates your musicianship OR a solo performance DVD
- A portfolio of compositions and/or arrangements that demonstrate your proficiency as a composer (if applying for the composition specialization).

- A 5-10-page writing sample (this can be a philosophy of music teaching statement or a paper you wrote during your undergraduate coursework).
- A typed statement of career goals (three pages in length).

Upon receipt of all application materials, we will contact you to schedule a **personal interview with our music education faculty**. Out-of-state applicants may arrange a personal interview by telephone if needed.

Mr. [Murray Oliver](#) will contact you to schedule an in-person audition on your principal instrument. Auditions are held on campus in the months of Feb. and early March. Audition dates can be found online [here](#). The applied faculty member in your instrument or vocal area must hear your audition. Only in exceptional cases may a student be permitted to audition without a live performance or on a date that is not during the scheduled audition dates.

For the audition, applicants should prepare two contrasting solo works on their principal instrument/voice. Repertoire should represent the standard repertoire for the instrument/voice and a level of performance that would be heard at an undergraduate senior recital.

Directly following the on-campus audition, applicants are required to meet with the music education faculty for a brief personal interview. Like the audition, this interview is an important part of the application process. At the conclusion of the interview, applicants will take a piano, sight-singing, and aural skills diagnostic exam. This exam helps faculty to determine whether piano coursework will be needed throughout the degree, and if so, how much.

Applicants are expected to demonstrate excellent musicianship and interpersonal skills, a desire to pursue academic coursework, and a strong work ethic for professional development.

PLAN A AND PLAN B MASTER'S DEGREES

Plan A master's degrees require the preparation of a thesis. The thesis is a written document, which addresses, in an original fashion, an important aspect of the discipline. A thesis involves significant independent work. A certain number of credits are allowed for the preparation of the thesis. It is recommended that the student decide as early as possible in the program whether he/she will pursue the Plan A degree.

Plan B master's degrees do not require a thesis; instead, more credits are earned in other types of courses and/or a scholarly paper is required. Plan B master's degrees may also require a project, journal, or professional paper.

COMPREHENSIVE MUSIC EDUCATION GRADUATE EXIT EXAMS

A comprehensive exit examination is required of all master's candidates in the final semester of study. Unlike a final exam for a course, the purpose of the exit examination is to assess the candidate's professional and academic readiness for the field as this relates to a higher degree in music education. The exit examination is not merely a cumulative assessment on material covered in one's degree coursework (although this is certainly one component of the exam) but is a comprehensive assessment of whether the candidate can write and speak articulately with a satisfactory depth of knowledge in all areas of the field of music education. It is the student's responsibility to study all content pertaining to the degree and to review materials from all of their coursework taken throughout the degree. There is no study guide provided for exit examinations.

It is recommended that each degree candidate furnish their graduate committee with the following items no less than six weeks prior to the exam dates: a) an outline of courses they have completed, as well as b) an updated resume detailing prior degrees earned and professional teaching.

There are two components of the exit examination for this degree: **the written exit exam, and the oral exit exam.**

WRITTEN EXIT EXAM

This exam is scheduled by your advisor to take place during the final semester of coursework. Degree candidates in their final semester of study are required to take the written exit exam on a date scheduled by the music education faculty. You are responsible for contacting your advisor for the exact exam dates and times. The content of the written exit exam is structured to reflect coursework completed prior to the exam. Expect one or more questions from each graduate committee member for the written exit exam. You will have four hours to complete the written exam.

The student's advisor and committee determine specific written and oral exam requirements. Responses for the written exam are saved electronically onto a USB device and submitted immediately to the student's advisor at the conclusion of the exam. No materials are permitted inside the testing room.

In the event that the graduate committee finds any or all of the candidate's answers to the written exit exam unsatisfactory, the degree candidate may be asked to reschedule and retake all or part of the written exit exam prior to taking the oral exit exam.

ORAL EXIT EXAM

There must be a minimum two-week time interval allotted between the written exit exam and oral exit exam. The oral exam is scheduled by your advisor to take place during the final semester of coursework.

The oral exit exam enables graduate committee members to ask the degree candidate new questions, or to ask the candidate to elaborate on one or more of their written exit exam answers. The oral exam is scheduled for one hour. At the conclusion of the oral exam, the graduate committee meets without the candidate present to decide whether they have passed the exam. At the time that the candidate receives word of the results of the exam, the [GS-24 form](#) is now electronically signed by each graduate committee member.

MASTER OF MUSIC, MUSIC EDUCATION COMPOSITION SPECIALIZATION (FULL TIME)

PROGRAM DESCRIPTION

The Master of Music in Music Education, Composition Specialization (MMECS) is intended as a professional degree with specialized training towards composing music for educational ensembles and incorporating composition, improvisation, and music theory into K-12 music classrooms. Students enrolled in the program will produce original compositions for educational ensembles and have them performed publicly by student ensembles.

The degree option in music education with a specialization in composition is designed to provide music educators with the ability to apply compositional and arranging skills and the pedagogy of the creative process to the classroom in K-12 settings. This provides an option for a master's degree in music education for students with an interest in composition, arranging, and the pedagogy of the creative process as opposed to the more traditional CSU graduate music education offerings of conducting, Kodály, instrumental, and choral.

Admission to Graduate Study

For admission into any of the degree options in music education at the graduate level, a bachelor's degree in music is required, with a minimum average of 3.25 (A = 4.0). If the average is below 3.25, the student may be considered for conditional admission if sufficient evidence indicates that the student has the ability to perform well in a

graduate program. Students with an undergraduate GPA of less than 3.0 seeking admission to any graduate degree program at CSU are required to submit additional information.

Prospective students wishing to pursue graduate degree programs at CSU must pass an entrance audition and/or interview as applicable to the specific degree program sought, in addition to meeting the requirements for academic admission to the University and Graduate School. Candidates for the MMECS degree option must also submit a composition portfolio. All applicants for graduate degrees in music must submit and are assessed for the following:

- A completed application and any additional background/audition/review materials as required by the proposed program of study, e.g., performance, music therapy, music education, composition, conducting.
- For admission into any of the degree options in music education at the graduate level, a bachelor's degree in music is required, with a minimum average of 3.25 (A = 4.0). If the average is below 3.25, the student may be considered for conditional admission if sufficient evidence indicates that the student has the ability to perform well in a graduate program. Students with an undergraduate GPA of less than 3.0 seeking admission to any graduate degree program at CSU are required to submit additional information. (see Graduate School website for additional information).
- A current resume
- A statement of purpose and career goals for graduate study at Colorado State University
- Three letters of recommendation (there is no required format)

All applicants begin the application process at the department level through an online application found [here](#).

Specific requirements for all applicants to the Graduate School can be found [here](#).

During the application process (via the Graduate School Applicant Portal online), students will be prompted to upload or provide links to a variety of materials including one or more the following:

- A 30-40-minute music teaching DVD that demonstrates your musicianship (this should be a video recording of you teaching a class or lesson to students of any age).
- A 25-30-minute music teaching DVD that demonstrates your musicianship OR a solo performance DVD
- A portfolio of compositions and/or arrangements that demonstrate your proficiency as a composer (if applying for the composition specialization).
- A 5-10-page writing sample (this can be a philosophy of music teaching statement or a paper you wrote during your undergraduate coursework).
- A typed statement of career goals (maximum 3 pages in length).

Upon receiving all your application materials, we will contact you to schedule a personal interview with our music education faculty. Out of state applicants may arrange a personal interview by telephone/Skype if needed

Comprehensive Review and Examination

Each candidate for a graduate degree in music at CSU, including the MMECS, must pass a final comprehensive examination, which must be taken within the timeframe of the published deadlines of the student's graduating term. The examining committee is normally the student's graduate committee with the advisor serving as chairperson. Voting at all final oral examinations shall be limited to the members of the student's committee, and

a majority vote is necessary to pass the examination. A tie vote is interpreted as failure to pass the examination. Providing the committee approves, a candidate who fails the final examination may be reexamined once and, for the reexamination, may be required to complete further work. The reexamination must be held no later than 12 months after the first examination. The examination must not be held earlier than two months after the first examination unless the student agrees to a shorter time period. Failure to pass the second exam results in dismissal from the Graduate School. Participation in oral examinations by the student and/or one or more members of the examining committee may be via electronic link so long as all are participating simultaneously and all committee members and the student have agreed to this in advance. Requirements can be found [here](#).

Candidacy and Final Project Requirements

During the first semester on campus, the program coordinator will inform each student which faculty members have been assigned to his or her graduate committee. Students should complete their GS6 Form (proposed curriculum) during their second summer while on campus for the conducting seminar. After filling this out on the Graduate School's website, the student electronically submits the form to the program coordinator and the necessary faculty signatures. Students who do not complete GS6 Forms at this time will not be able to register for remaining classes. The program coordinator assists the student with the GS25 Form ("Application for Graduation"), including any course changes.

GS24 Forms ("Final Examination Results") are also signed electronically following oral exams. These exams are held during the third summer and results submitted to meet summer graduation deadlines.

For the MMECS, a final thesis must be submitted which consists of the following: an original composition for a K-12 educational ensemble, a detailed curricular plan that implements the original composition into a relevant K-12 music classroom, a survey of literature relevant to both the original composition and the curricular plan, and an audio or video recording of the original composition performed by a student ensemble selected in consultation with the thesis advisor. The student will gain experience working with K-12 students directly on his/her original composition and develop strategies for implementing the work into the K-12 music classroom. The student will further demonstrate knowledge of compositional concepts (such as arranging, instrumentation, limitations of pitch and rhythmic materials) that are relevant to composing for educational ensembles.

MASTER OF MUSIC, PERFORMANCE OPTION

PROGRAM DESCRIPTION

The Master of Music, Performance Option is a comprehensive approach to the study and performance of literature in all styles and idioms of music. The curriculum is designed to develop musicianship, technical proficiency, and cultural awareness in both performance and pedagogy. Regardless of degree concentration, the graduate student will maintain regular study on their applied instrument or voice and additional directed areas based on individual goals and needs. Graduate students may choose to specialize in one or more areas as they work toward degree recital requirements.

The intent of this specialization is to prepare students with outstanding performance potential to be competitive in performance and teaching careers and to be advocates for the arts in their communities. They may help meet the needs for skilled performers of solo and small and large ensemble music, and they will be able to teach in a university and help meet the considerable community demand for excellent private studio teachers.

AUDITION REQUIREMENTS

An on-campus audition is normally required for admission to any music performance program. In circumstances where a candidate is unable to visit campus, a video recording may be acceptable for admission. Scholarship/Assistantship offers will only be made to students attending on-campus auditions.

Please note: The M.M., Performance Option, Voice requires a pre-screening recording. You will be required to upload a video as part of your application. Please contact the voice area coordinator, [Dr. Tiffany Blake](#) for more information.

COMPREHENSIVE EXIT EXAM REQUIREMENTS

Recital(s) and a comprehensive oral exam are required for graduation. The student's advisor and committee determine specific recital and oral exam requirements. Please contact your advisor for additional information.

MASTER OF MUSIC, CHORAL OR INSTRUMENTAL CONDUCTING SPECIALIZATION

PROGRAM DESCRIPTION

The choral and instrumental conducting program is committed to musical excellence. The graduate curriculum is designed to build a well-rounded conductor/teacher, using the musical and personal strengths of the graduate conducting student. The program offers two options: the M.M., Choral Conducting Specialization, and the M.M., Instrumental Conducting Specialization, both of which require a two-year residency.

By the completion of the program students will have developed advanced, personal conducting skills and techniques that are appropriate to a variety of musical needs. The student will learn effective rehearsal techniques, score preparation, and become knowledgeable scholars of important instrumental and choral scores representing repertoire of various music periods and secular and sacred styles.

The conducting programs accept a limited number of students who pursue a variety of professional goals, including education and directors of choral/instrumental ensembles. Students who are full-time music educators at the middle/high school levels will be considered if they have three years prior teaching experience and are presently conducting an ensemble(s). Students who are not public-school educators must show a minimum of three years of full-time music/conducting employment, and be presently conducting a high school, religious or community ensemble. To develop the musicianship and skills that will be important for the student's future professional success, graduate courses are organized in the areas of music literature and theory, the choral/vocal instrument, conducting, and teaching.

AUDITION/ADMISSIONS REQUIREMENTS

An on-campus audition is required for admission to any music performance program. In unusual circumstances a video recording may be acceptable for provisional admission. Scholarship/Assistantship offers will only be made to students attending on-campus auditions.

WIND AREA

Guidelines for graduate application consideration into the wind conducting program:

- STEP 1: FEBRUARY 15 DEADLINE: Complete the Graduate Degree Program Application by February 15 [here](#).
- STEP 2: Applicants who successfully complete Step 1 will be reviewed by the conducting faculty and notified by February 26th if they are invited for an on-campus interview and live audition process (if COVID-19 permits). These auditions will take place in March. Applicants will be notified of their results by April 1.

Full tuition for up to 12 credits is covered, whether you are in-state or out-of-state. All students who are out-of-state are required to begin their residency process immediately upon arrival so that they are in-state students by their second year.

The area is looking for a fine musician who has developed their craft in both conducting and on their instrument; a strong academic student with a good record from their undergraduate studies; someone who is literate in both music theory and history (not off the charts, just simply informed); a person with a strong work ethic; someone with at least three years of teaching experience - students get so much more out of the degree when they know what they don't know; a kind person who is a team player and really cares about music and music education.

CHORAL AREA

The choral area accepts a limited number of students who pursue a variety of professional goals, including education and directors of choral/instrumental ensembles. Students who are full-time music educators at the middle/high school levels will be considered if they have three years prior teaching experience and are presently conducting an ensemble(s). Students who are not public-school educators must show a minimum of three years of full-time music/conducting employment and be presently conducting a high school, religious, or community ensemble.

EXIT EXAM REQUIREMENTS

Recitals and a comprehensive oral exam are required for graduation. The student's advisor and committee determine specific recital and oral exam requirements. Please contact your advisor for more information.

MASTER OF MUSIC, MUSIC THERAPY SPECIALIZATION

PROGRAM DESCRIPTION

The Master of Music, Music Therapy Specialization is intended to provide Board Certified music therapists with advanced training in clinical skills and research. Our curriculum specializes in neuroscience and evidence-based music therapy to improve sensorimotor, speech and language and cognitive function in children and adults who have disabilities. Specifically, the study of music therapy at CSU is designed to prepare music therapists for advanced clinical work in music therapy, as music therapy supervisors and administrators and for teaching positions at the college or university level.

Two master's curriculum tracks are offered: the first is a thesis program of 30 credit hours designed to provide students with the opportunity to complete a substantial research project. The second track is a 32-hour program that requires, in lieu of a thesis, additional course work in music therapy, a final project, and a common final exam. Either program prepares the student to pursue doctoral study. Our academic curricula are approved by both the American Music Therapy Association and the National Association of Schools of Music.

Applicants are expected to be Board-Certified Music Therapists (or eligible to sit for the exam) and demonstrate excellent musicianship and interpersonal skills.

The Master of Music, Music Therapy Specialization is offered on-campus or online.

MASTER OF MUSIC, MUSIC THERAPY SPECIALIZATION, WITH EQUIVALENCY

The Master of Music, Music Therapy Specialization, with Equivalency is designed for the person who has earned an undergraduate degree in music or related area (i.e., psychology) and desires to study music therapy at the graduate level. Students in this program concurrently take the necessary undergraduate prerequisite course work to fulfill requirements for entry-level practice and graduate course work in advanced clinical practice and research.

After completion of all course work and a six-month clinical internship at an approved site, the student is eligible to sit for the Certification Board exam. Following completion of the internship the student will complete an advanced clinical practicum. As in the Master of Music, Music Therapy Specialization, a thesis or additional course work is required for graduation.

The Master of Music, Music Therapy Specialization is offered on-campus only.

AUDITION PROCEDURES FOR THE MASTER OF MUSIC, MUSIC THERAPY SPECIALIZATION

*US AND INTERNATIONAL GRADUATE EQUIVALENCY APPLICANTS

All applicants must submit the graduate school application, recommendation letters, transcripts, a video audition, and statement of purpose.

The video must include a spoken statement of why you would like to attend Colorado State University for Music Therapy, and a demonstration of functional and primary musical skills. For functional musical skills, you will need to accompany yourself on piano and guitar while singing at least seven different selections from different genres not limited to American folk, popular music, country music, or world music. You may also submit video playing additional instrument(s); however, this is not required.

Statement of Purpose – Please submit a statement of purpose and career goals for graduate study at Colorado State University. Limit your sample to three pages, double-spaced, 12-point font, Times New Roman.

BOARD-CERTIFIED MUSIC THERAPISTS APPLYING FOR THE ON-CAMPUS OR ONLINE PROGRAM

Board-certified music therapists applying for the on-campus program must submit the graduate school application, recommendation letters, transcripts, a video audition, and a writing sample.

For the video, please face the camera, state your name, tell why you are interested in pursuing a music therapy master's, and why you are interested in Colorado State University (two minutes maximum). You will need to accompany yourself singing while playing piano or guitar on a total of seven songs from different genres not limited to American Folk, popular music, country music, world music, etc. Piano is required for at least two songs. You may also submit video playing additional instrument(s); however, this is not required.

Statement of Purpose – Please submit a statement of purpose and career goals for graduate study at Colorado State University. Limit your sample to three pages, double-spaced, 12-point font, Times New Roman.

EXIT EXAM REQUIREMENTS

Comprehensive written or oral exams are required for graduation. Exams are normally taken during the last semester of study. The student's advisor and committee determine specific written or oral exam requirements.

ONLINE GRADUATE DEGREE PROGRAMS WITH SUMMER RESIDENCIES

ADVISORS

Before the beginning of your first semester, you will be assigned an advisor who will direct your program of study including thesis, recital, conducting assignment or other culminating project appropriate to your degree. Your program of study will determine your advisor.

During the summer, please contact [Murray Oliver](#), graduate program coordinator.

MASTER OF MUSIC, MUSIC EDUCATION SPECIALIZATION, KODÁLY OPTION (DISTANCE LEARNING)

PROGRAM DESCRIPTION

The Master of Music, Music Education Specialization, Kodály Option is a graduate program designed for elementary classroom music teachers, independent music instructors, and secondary music teachers interested in developing their teaching, conducting, musicianship, and depth of knowledge about music education. One unique aspect of this program is that it enables students to earn national certification in Kodály music teaching through CSU's Colorado Kodály Institute while earning a master's degree. The Colorado Kodály Institute (CKI) is one of the select programs endorsed by the Organization of American Kodály Educators. CKI faculty are among the top experts in the United States, and the University Center for the Arts location, at the foothills of the Rockies, provides an inspiring setting for personal growth.

The degree is designed to be completed over a time span of three summers with a minimum of 30 total credits (the degree is officially conferred at the end of the fall semester following the term in which all course work has been completed), with several online and/or evening courses required to be taken during the school year. Students have the option, therefore, of living remotely during the school year and traveling to Fort Collins for the core summer coursework. The majority of participants in this degree program teach either part or full-time during the school year, gaining relevant experience while pursuing the graduate degree. As a result, they are continually assimilating real-world teaching experiences into their academic coursework.

Applicants are expected to be State-Licensed Music Teachers* and demonstrate excellent musicianship and interpersonal skills.

* Exceptions may be made by the Music Education area on a case-by-case basis.

AUDITION PROCEDURE

Applicants are required to submit:

1. A 30-40-minute music teaching recording that demonstrates your musicianship (this should be a video recording of you teaching a class or lesson to students of any age).
2. Official transcripts from all colleges attended
3. Three letters of recommendation
4. A 5-10-page sample of your writing [ideally a paper written during your undergraduate degree], and
5. A typed statement of reasons for pursuing the degree

Upon receipt of all application materials, you will be contacted to schedule a personal interview with the music education faculty. Out-of-state applicants may arrange a personal interview by skype/facetime, etc., if needed.

PLAN A AND PLAN B MASTER'S DEGREES

Plan A master's degrees require the preparation of a thesis. The thesis is a written document that addresses, in an original fashion, an important aspect of the discipline. A thesis involves significant independent work. A certain number of credits are allowed for the preparation of the thesis. It is recommended that the student decide as early as possible in the program whether he/she will pursue the Plan A degree.

Plan B master's degrees do not require a thesis; instead, more credits are earned in other types of courses and/or a scholarly paper is required. Plan B master's degrees may also require a project, journal, or professional paper.

MAIN COURSEWORK ENCOMPASSED WITHIN THE PROGRAM

The Master of Music, Music Education Specialization, Kodály Option degree program will cover:

- Pedagogy and folk song literature
- Solfege/musicianship
- Choir ensemble
- Choral conducting
- Music theory
- Music history
- Folksong analysis and retrieval
- Foundations of music education
- Special topic sessions, such as SmartBoard, drumming, choral techniques for children's choir, or live teaching demonstrations by experienced Kodály instructors in the field

Elective courses which may be taken in a variety of areas relating to music education, i.e. Dalcroze Academy, arts leadership, music therapy, applied music, education, human and family studies, etc.

The nature and number of hours of much of this course material is structured to maintain excellent standing with the Organization of American Kodály Educators (OAKE). Please see the course sequence on the degree plan for specific course numbers and titles. Consult your advisor for recommendations on elective courses that are available on campus as well as online.

LEVELS OF COURSEWORK WITHIN THE COLORADO KODÁLY INSTITUTE

Each summer within the program, the degree candidate pursues one level of Kodály coursework, ultimately leading to national certification upon the completion of all three levels. The faculty and director of CKI determine

advancement to the next level. OAKE endorsement guidelines necessitate that each certification candidate must complete a specific number of hours in each course area, with a passing grade of B- or above. **Students who are absent from or tardy to coursework instruction within the CKI may be held back from advancing to the next level.** Decisions regarding absences, tardiness, and/or make-up work, will be made on a case-by-case basis at the discretion of the Institute faculty and director. Please refer to the course syllabi for specific details.

SOLO PERFORMANCE COMPONENT

Because strong musicianship is a prerequisite for strong music teaching, all candidates for this degree are strongly encouraged to present a solo performance during their coursework within CKI. Chamber music may be performed in lieu of a solo performance, with the approval of the director and faculty. Students are asked to submit their repertoire choice to the director and faculty of the Institute for approval no later than March 31 of the year the candidate will perform, and subsequently prepare this repertoire during the school year so it is ready to present on the summer Kodály concert.

TEACHING VIDEO COMPONENT

Upon completing level one coursework, degree candidates are required to submit a 30-40-minute teaching DVD of themselves teaching a music class (ideally a kindergarten or first grade music class using Kodály techniques), mailed to the Institute faculty **no later than March 31** of the year they are scheduled to begin level two coursework. This DVD fulfills an OAKE endorsement guideline and serves as a component of level two coursework. The DVD will be graded by the Institute faculty and director and feedback will be provided on a 1-1 basis when the candidate arrives for level two.

Upon completing level two coursework, degree candidates are required to submit another 30-40-minute teaching DVD of themselves teaching a music class (ideally a second or third grade music class using Kodály techniques), mailed to the Institute faculty **no later than March 31** of the year they are scheduled to begin level three coursework. This DVD fulfills an OAKE endorsement guideline and serves as a component of level three coursework. The DVD will be graded by the Institute faculty and director and feedback will be provided on a 1-1 basis when the candidate arrives for level three.

COMPREHENSIVE GRADUATE EXIT EXAMINATIONS

A comprehensive exit examination is required of all master's candidates in the final semester of study. Unlike a final exam for a course, the purpose of the exit examination is to assess the candidate's professional and academic readiness for the field as this relates to a higher degree in music education. Therefore, the exit examination is not merely a cumulative assessment on material covered in one's degree coursework (although this is certainly one component of the exam). The exit examination is a comprehensive assessment of whether the candidate can write and speak articulately, accurately, convincingly, thoroughly, and with a satisfactory depth of knowledge in all areas of the field of music education. For this degree, the candidate is also expected to be able to demonstrate expertise in Kodály music teaching.

It is recommended that each degree candidate furnish their graduate committee members with the following items no less than six weeks prior to the exam dates:

1. An outline of courses they have completed

2. An updated résumé detailing prior degrees earned and professional teaching.

WRITTEN EXIT EXAM

The director of the institute schedules this exam during the final semester of coursework, before the student begins level three within CKI. Degree candidates in their final semester who wish to graduate are required to take the written exit exam on the scheduled date. Due to the participation of graduate committee members, special arrangements are made for faculty to be on campus to administer your exam in the summer. You are responsible for contacting the director of the institute for the exact exam dates. The content of the written exit exam is structured to reflect coursework completed prior to the exam. Each graduate committee member submits one or more questions for their advisee's written exit exam.

The student's advisor and committee determine specific exam requirements. Students must save all written answers electronically onto a USB device and submit them to their advisor at the conclusion of the exam. No materials are permitted inside the testing room.

In the event that the graduate committee finds any or all of the candidate's answers to the written exit exam unsatisfactory, the degree candidate may be asked to re-schedule and re-take all or part of the Written Exit Exam prior to taking the oral exit exam. Two opportunities are provided to successfully pass the written exam.

ORAL EXIT EXAM

There must be a minimum two-week time interval allotted between the written exit exam and oral exit exam. This exam is scheduled by your advisor to take place during the final semester of coursework directly following (within 48 hours) the Level III coursework within CKI, provided the student receives a passing grade on his/her Level III coursework. It is the student's responsibility to contact his/her advisor for the exact oral exit exam date and time.

Customarily, the oral exit exam enables graduate committee members to ask new questions of the degree candidate, to ask follow-up questions of the degree candidate, or to ask the candidate to elaborate on one or more of their written exit exam answers.

The oral exam is scheduled for one hour and at the conclusion of the hour, the graduate committee meets without the candidate present to decide the result of the exam. At the time the candidate is informed of the outcome of the exam, members of the student's graduate committee electronically sign the GS-24 form.

MASTER OF MUSIC, MUSIC EDUCATION, CONDUCTING SPECIALIZATION (DISTANCE LEARNING)

PROGRAM DESCRIPTION

Classes are designed for current middle school and high school choir, band, and orchestra directors who seek to further their personal knowledge and conducting skills while earning a master's degree, completing most of their course work in three summers. The two-week conducting seminar (four credits each summer) includes daily conducting opportunities in all three disciplines with a workshop orchestra, band and choir, providing further hands-on training. All participants learn to conduct in all three disciplines.

In addition, each student takes three, 3-credit academic classes (music history, analytical techniques, and music research), one 3-credit music education course (Foundations of Music Education) and three, 1-credit seminars on

various topics of interest to music educators. These courses are either offered on campus during the summer or online during the school year.

The complete program consists of 30 credits. A maximum of six credits in the academic courses can be transferred to your graduate program from NASM-accredited universities pending approval by your advisor and the Graduate School.

APPLICATION PROCEDURE

Prospective students are encouraged to submit the program application and the required materials as soon as the application form is available in January. The review process begins in Feb. with applicants notified of the faculty's decision no later than March 1. Required application materials include a 5-minute conducting DVD (frontal view), a professional, and an educational vita.

In addition, students must apply to the Graduate School. Information about those requirements, (and a form) is available online [here](#). There is a required fee for this process. Acceptance into this program by the conducting faculty is contingent upon acceptance by the Graduate School.

GRADUATION REQUIREMENTS

During the first summer on campus, the program coordinator will inform each student which faculty members have been assigned to his or her graduate committee.

Students should complete their GS6 Form (proposed curriculum) during their second summer while on campus for the conducting seminar. After filling this out on the Graduate School's website, you should submit the form to the program coordinator who will obtain the necessary faculty signatures and deliver it to the Graduate School office.

Students who do not complete GS6 Forms at this time will not be able to register for remaining classes.

The program coordinator will assist the student to fill out the GS25 Form ("Application for Graduation"), including any course changes. Student and faculty signatures are electronically completed and submitted to the Graduate School.

GS24 Forms ("Final Examination Results") are completed electronically following oral exams. These exams will be held during the third summer and results submitted to meet summer graduation deadlines.

In lieu of a written master's thesis, third-year students will conduct an assigned segment of a musical or opera in live performance at the conclusion of the conducting seminar.

ONLINE GRADUATE DEGREES

MASTER OF MUSIC, MUSIC THERAPY SPECIALIZATION

See on-campus description provided above.

DOCTORAL PROGRAM

DOCTORATE IN MUSIC THERAPY

The Ph.D. in Music Therapy is designed for individuals who have attained a bachelor's in music therapy from a regionally accredited institution (or a bachelor's and completion of a music therapy equivalency program), hold board certification in music therapy, and have at least three years of full-time clinical experience (or the equivalent in part-time clinical experience).

The Colorado State University Ph.D. in Music Therapy emphasizes research and scholarship, as appropriate for the music therapist who aspires to a career in research, college-level teaching, or advanced clinical practice. In this program, you will engage in coursework that will advance your scholarship and help you to reach your professional goals. You will be involved in groundbreaking research, with the opportunity to develop original research in an area of interest.

The CSU Ph.D. in Music Therapy is comprised of 72 credits, of which 30 credits may be accepted from a prior master's degree. Program credits include:

- 12-15 credits in each core area (research, clinical practice, academic) that are selected to prepare the student for future work in an academic, research, or advanced clinical position.
- 15 directed electives, which will be selected with the graduate committee to best meet the student's needs and career goals. Subjects of study may include, but will not be limited to, neuroscience, music therapy methods, research methods, statistics, teaching methods, and developmental science.
- The program will culminate with a final exam and completion of a substantial piece of original research.

The Doctorate in Music Therapy is offered on-campus only.

AUDITION PROCEDURES FOR THE DOCTORATE IN MUSIC THERAPY

The application process entails two required components:

Identification of a Ph.D. Advisor

The first step in the application process involves determining which faculty member would be a "fit" as a potential Ph.D. advisor. Following a review of the individual research programs of the music therapy faculty you may contact individual faculty members to ask questions and discuss your goals and interests related to the Ph.D. program.

Through a series of conversations, you should seek to determine which Ph.D. faculty member offers the best fit with your own research interests, as well as who is willing to serve as your advisor. Please note that, even if a faculty member makes a tentative commitment to be your advisor, applications will be evaluated on a competitive basis and decisions will be made by the entire music therapy faculty.

You should also discuss with a potential advisor the possibilities for funding to support your education at CSU. This funding could come from your advisor's program of research or a graduate teaching assistantship. Funding within the program is decided through a competitive process.

Submission of the CSU Graduate School Application

Applicants apply to the Music Therapy PhD and the CSU Graduate School by completing a CSU Graduate School application. Applicants will be required to submit a purpose statement, a Curriculum Vitae/Resume, letters of

recommendation, and a video audition. The video audition will be no more than seven minutes showing therapeutic music experience. *This does not need to include a client; you are welcome to work with a volunteer.* Provide a description, goal/objective, explanation of choice in the therapeutic music experience, and what you would do next in the treatment process.

All finalists for the PhD program will undergo an interview with the music therapy faculty. The applicant will need to demonstrate functional music skills during this interview.

PRELIMINARY DOCTORAL EXAM AND CANDIDACY

Each candidate for the Ph.D. at CSU is required to pass a preliminary examination, which is administered at least two terms before the final examination to determine whether the student is qualified to continue toward the doctorate. The examining committee is normally the student's graduate committee with the advisor serving as chairperson.

Voting at all final oral examinations shall be limited to the members of the student's committee, and a majority vote is necessary to pass the examination. A tie vote is interpreted as failure to pass the examination. Providing the committee approves, a candidate who fails the final examination may be reexamined once and, for the reexamination, may be required to complete further work. The reexamination must be held no later than 12 months after the first examination. The examination must not be held earlier than two months after the first examination unless the student agrees to a shorter time. Failure to pass the second exam results in dismissal from the Graduate School.

Participation in oral examinations by the student and/or one or more members of the examining committee may be via electronic link so long as all are participating simultaneously, and all committee members and the student have agreed to this in advance. To ensure progress toward degree, music therapy doctoral students will complete:

- Written portfolio (after 40 credits): This portfolio will include a portfolio of work in the areas of research, teaching, and clinical practice, along with a written pre-proposal for the dissertation.
- Written/Oral comprehensive exam (after 60 credits; at least two terms prior to final exam): The exam will focus on mastery of upper-level work, including the student's understanding of research methods, theoretical constructs, and teaching methods. The exam will also be an opportunity for the student to share plans for dissertation and oral defense and post-coursework employment

Doctoral Candidacy: Doctoral students at CSU are considered to achieve "candidacy" for the degree upon passage of preliminary examinations. Candidates generally retain that status through the completion of the degree. However, candidacy is lost if:

1. the student is placed on probation due to insufficient grade point average;
2. the student's graduate advisory committee finds that insufficient progress is being made toward the degree; or
3. the student is dismissed for academic or disciplinary reasons.

The students who lose candidacy may regain it, when appropriate, through the established procedures for improving grade point average, demonstrating satisfactory progress, or achieving readmission.

DOCTORAL FINAL EXAM

At least one month before the final examination, the advisor will inform the student and the committee members of the nature and scope of the examination. Normally, the final examination will cover primarily the dissertation,

but additional subject matter, specified by the committee at the time of the preliminary examination, may also be covered.

Dissertation defenses are open to all members of the CSU community and the public at large. To assure timely notification across the entire campus, advisors should announce this information to the CSU community and public at large at least two weeks in advance. Advisors may publicize the defense through CSU's electronic announcement and message delivery system. The chairperson of the committee shall have the prerogative to decide whether those in attendance (outside of the committee) should be allowed to ask questions of the candidate during an oral examination. Please see the Ph.D. in Music Therapy Handbook for more information.

CURRICULUM AND DESCRIPTION OF GRADUATE PROGRAMS OFFERED BY THE SCHOOL OF MUSIC

Curriculum check sheets for all M.M. degrees are available online [here](#).

ADMISSION PROCEDURES

CRITERIA FOR ADMISSION FOR ALL MUSIC DEGREES

Admission to the CSU Graduate School and the School of Music, Theatre, and Dance is according to following criteria:

1. A completed application and any additional background materials as required by the proposed program of study, e.g., performance, music therapy, music education, conducting.
2. A bachelor's degree in music, with a minimum average of 3.0 (A = 4.0). If your average is below 3.0, you may be considered for conditional admission if sufficient evidence indicates that you can perform well in a graduate program. Students with an undergraduate GPA of less than 3.0 seeking admission to any graduate degree program are required to submit additional information, including a letter of support from faculty in the School of Music, Theatre, and Dance (see [Graduate School website](#) for additional information).
3. A current resume
4. A statement of purpose and career goals for graduate study at Colorado State University
5. The quality of your audition, if applicable to the specific degree program admission requirements
6. Three letters of recommendation (there is no required format)

TRANSFER STUDENT ADMISSIONS

Graduate transfer applicants in music are subject to the same admissions requirements as prospective non-transfer students, including interviews and auditions as per the requirements for each degree program. CSU and the Department of Music may accept coursework from other institutions according to policies established by the Graduate School and the Department of Music. The Department of Music evaluates transfer credits specific to graduate music courses on an individual basis. Applied music credits are transferred only when the applicant is able to exhibit expected levels of achievement in their area of specialization through an audition and/or jury. Transfer students in graduate programs are subject to diagnostic exams in music theory and music history, if deemed applicable by the Graduate Coordinator and faculty upon evaluation of the prospective transfer student's transcript and supporting materials. Courses with a grade of B or higher are potentially transferrable.

COMPLETING THE APPLICATION: U.S. CITIZENS

Please follow these steps to apply:

1. Review the school's graduate programs to determine which program best fits your goals. If you need more information, contact the school's graduate program coordinator, [Murray Oliver](#); (970) 491-5193 or
2. Complete the online [Graduate School Application](#)
3. To complete your application, you will upload a variety of supporting documents directly to your application as required by each individual program's checklist as prompted by the online application.
 - a. To submit transcripts, contact the previous institutions to request they submit official transcripts to Colorado State University (use institution code 4075).
 - b. For any documents that cannot be uploaded, submit paper copies directly to the Office of Admissions at:

Graduate Admissions
Colorado State University-Office of Admissions
1062 Campus Delivery
Fort Collins, CO 80523-1062

The application fee must be submitted with the online application.

COMPLETING THE APPLICATION: INTERNATIONAL APPLICANTS

In addition to those items mentioned above, international students will need to submit the following:

1. An official transcript of all collegiate work completed along with a certified translation into English.
2. [Immigration Document Request Form](#)
3. Scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Track III Admissions are not required to take either the TOEFL or the IELTS exam.
 - a. If you are a non-native speaker of English, a TOEFL score of 550 (paper-based) or 80 (internet-based) or an IELTS score of 6.5 is required for admission to any music program. For music therapy and music education applicants, the required TOEFL is 83.
 - b. For China partner students, a TOEFL score of 71 or IELTS score of 6.0 is required for admission into the M.M. in Performance program.

In addition, the application fee must be submitted with the online application.

Please note: Any visa requirements/fees for students enrolled in degrees/programs administered through CSUOnline requiring on-campus study are the sole responsibility of the student.

APPLICATION DEADLINES

General deadlines for the receipt of complete applications are as follows:

Fall Semester	February 1
Spring Semester	October 1
Summer Term	February 1

Please submit the online application and all supporting documents by the appropriate date. Applications completed later than these published deadlines may be considered depending on space and resources available.

Late applications that cannot be considered will be updated by the Office of Admissions to a later semester. Acceptance into the M.M. in any music program is contingent upon admission to the CSU Graduate School.

Programs in conducting (on campus), performance, and music therapy (on campus) admit students for the fall semester **only**.

PROGRAM BASICS

STUDENT RESPONSIBILITY

Graduate students in the School of Music, Theatre, and Dance (SMTD) are responsible for staying informed of advising and registration periods as well as for meeting deadlines to add or drop courses, submit forms, applications, etc. Failure to do so may result in financial loss and lack of academic progress. In addition to meeting the admission criteria of the School of Music, Theatre, and Dance, and the Graduate School for admission to this program, all students must also meet the graduation requirements of both SMTD and the Graduate School. Questions concerning student responsibilities should be directed to your advisor or the graduate program coordinator.

MUSIC PROGRAM FEE

The fee is assessed with undergraduate and graduate music majors and minors, per semester. The fee does not apply to the following students: online degree students, summers-only master's degree students, music therapy students in an internship off-campus, music education students who are student teaching off-campus, and music minors who are not actively enrolled in any lessons or ensembles.

DIAGNOSTIC MUSIC HISTORY/THEORY EXAMS (ALL PROGRAMS EXCEPT MUSIC THERAPY)

Diagnostic exams in music theory and music history are required of all incoming graduate students, except those pursuing music therapy. The purpose of the diagnostic examinations is to determine whether students are prepared to undertake history and theory courses at the graduate (500+) level. On the basis of these examinations, MU334, MU335, and/or MU412 may be required as prerequisites for 500 level courses in music history and music theory. These examinations are critically important. Diligent preparation and review can significantly improve your performance on them. Study guides for both exams are posted on this page. If you are required to take remedial courses, they will provide a valuable opportunity to enhance your knowledge and sharpen your skills. The diagnostic examinations may be repeated once.

Note: Students who do not take exams and/or who fail an exam or exams a second time, will be automatically enrolled in the appropriate remedial courses in music history and music theory.

THE ADVISORY SYSTEM

Since thoughtful planning is vital to a graduate student career, a comprehensive arrangement for advising has been established. The graduate program coordinator assigns a faculty member as advisor each student. The advisor is the chief source of advice in the planning process and will meet with the student at least one time each semester. This individual works closely with the student throughout the graduate career on all matters related to the degree program. Should you need additional help, please contact the graduate program coordinator.

GRADUATE COMMITTEE

The student's master's committee must consist of *at least three* faculty members:

1. Advisor from the student's major area of study.
2. A co-advisor or committee member from the school's music history or theory area (except music therapy, who have a 2nd committee member from the music therapy area).
3. An outside committee member from a department outside of SMTD.
4. A co-advisor or additional committee members from an outside department may be added to the student's committee, if appropriate, as long as items 1-3 above are met.

The student's Doctoral committee must consist of *at least four* faculty members:

1. Advisor from the student's department
2. One or more members from the student's department (serving as a co-advisor or committee member)
3. An outside committee member from an outside department
4. A co-advisor or additional committee members from an outside department may be added to the student's committee, if appropriate, if items 1-3 above are met

ADVISOR

The following people are qualified to serve as your advisor:

1. Professor
2. Associate Professor, or
3. Assistant professor within the school or program granting the degree.

The regular, special, transitional, joint, temporary, or emeritus/emerita designation is a categorization within the academic professorship designation. The advisor may have any of these designations but may not be a visiting faculty.

Faculty affiliates can serve as advisors only if they are given a ranking/job title of professor, associate professor, or assistant professor.

CO-ADVISOR

The following people are qualified to serve as your co-advisor: professor, associate professor, assistant professor, instructor, or faculty affiliate.

The regular, special, transitional, joint, faculty affiliate, temporary, or emeritus/emerita designation is a categorization within the academic designation. The co-advisor may have any of these designations but may not be a visiting faculty.

COMMITTEE MEMBER

The following people can serve as your committee member:

1. Professor
2. Associate Professor
3. Assistant Professor
4. Instructor, or

5. Faculty Affiliate

The regular, special, transitional, joint, faculty affiliate, temporary, or emeritus/emerita designation is a categorization within the academic designation. The committee member may have any of these designations but may not be a visiting faculty.

OUTSIDE COMMITTEE MEMBER

The following people are qualified to serve as your outside committee member

1. Professor
2. Associate Professor
3. Assistant Professor, or
4. Instructor with a regular, special, transitional, joint, or emeritus/emerita faculty appointment at CSU. This appointment must be outside SMTD.

A faculty member who holds only a temporary or faculty affiliate appointment, is tenured in the student's school, or holds a joint faculty appointment in the student's school cannot serve as the student's outside committee member.

Please see additional information on graduate advisor and committee makeup on the [Graduate School website](#).

PROGRAM OF STUDY

The "Program of Study" must be submitted to the graduate school before you register for your third semester.

It requires:

1. Selection of your advisor who will chair your graduate committee.
2. Selection of at least two additional faculty members to serve on your committee. One of these members must be from outside SMTD.
3. A listing of completed and planned courses that will count toward your degree.

ACCEPTABLE CREDITS

Please see individual program descriptions for information about specific degree requirements and transferrable coursework.

When you fill out your GS6 form, keep in mind the following information:

- Course work in the SMTD must primarily be 500-level or above to count toward your degree (a certain number of credits earned at the 300 and 400 level may be used for partial fulfillment of your degree with the approval of your advisor). Sixteen credits must be at the 500 level or above.
- Twelve credits must be in regular courses (credits excluded include group and independent study classes, generally those whose last two digits end in an 80 or 90).
- Course work outside the SMTD must be 300-level or above.
- If a course was previously used to earn a degree, it will not be accepted as transfer credit by CSU.
- A limited number of transfer credits from other universities (not part of a previous degree) may be accepted with the approval of your advisor, committee, and the graduate school. Note that only 500 level (and above) classes at other accredited universities will be accepted for transfer by the graduate school and with a grade of B or better.
- For master's degrees, at least one third, up to two thirds of all coursework must be in the major area.

- For master's degrees, at least one third, up to two thirds of all coursework must be supportive courses outside of the major area, providing appropriate breadth of competence.

INCOMPLETES

At the discretion of the instructor, a temporary grade of Incomplete (I) may be given to a student who demonstrates that he/she could not complete the requirements of the course due to circumstances beyond the student's control and not reasonably foreseeable. A grade of incomplete must be changed to an actual grade within one year. After this time period, an incomplete automatically becomes an F. Please note that incomplete grades are rarely assigned for work in applied music. Information on incomplete grades is available [here](#).

APPLIED MUSIC

- **Master of Music, Performance Concentration (MU672)** 2-3 SH Credit. Students enrolled in this degree program receive 14 one-hour lessons per semester, plus an additional 14 hours of studio class instruction each semester, for a maximum of four semesters. Students are expected to spend a minimum of three additional hours of practice time per week per credit earned in preparation for their applied lesson.
- Students receiving university credit for applied lessons must concurrently enroll in one large conducted¹ ensemble appropriate to their instrument or voice as assigned by audition and/or through consultation with ensemble conductors, applied faculty, and the director of SMTD.
- Students enrolled in applied piano or organ may register for Accompanying (MU 407) as their primary ensemble, upon advisement by the coordinator of Collaborative Piano. Keyboard students not enrolled in MU 407 must enroll and participate in a large, conducted ensemble as assigned by audition and/or through consultation with ensemble conductors, applied faculty, and the director of SMTD.
- Applied music instruction includes weekly studio classes as part of the required time on task. Please contact your applied instructor for the studio class schedule.
- All students registered for applied lessons in any field will be required to take a jury at the end of the semester, except for those performing degree recitals. Jury requirements by instrument are available from your applied instructor.
- If a student fails to stay continuously enrolled in applied lessons during their course of study, they will be required to re-audition for their respective studio.

Exceptions to the above guidelines may be granted by the Music Program Head upon consultation with applied faculty and the Music Advisory Council.

GUIDELINE ON CREDIT HOURS AND MINIMUM STUDENT PREPARATION HOURS

A credit hour is defined as 50 minutes of lecture or discussion/recitation per week for 16 weeks (800 minutes in a semester), 100 minutes of laboratory per week for 16 weeks (1600 minutes in a semester) when outside preparation is required, or 150 minutes of laboratory per week for 16 weeks (2400 minutes in a semester) when no outside preparation is required. For workload planning purposes (and to graduate with 120 credits in eight semesters), students should plan on an average of 15 credits per semester and should expect each credit hour will require approximately two to three hours (for some students, in some classes, more time and in a few classes, less time) of effort per week to attend classes and to accomplish readings and out-of-class assignments in preparation for successful completion of the course requirements.

Please refer to the university catalog for more information regarding university scholastic standards. Unsatisfactory academic performance may lead to probation or dismissal from the program.

¹ University Orchestra/Sinfonia (Theatre/Chamber Orchestra), Symphonic Wind Ensemble, Symphonic Band, Jazz Ensemble, Chamber Choir, Concert Choir, Opera Theatre

COMPREHENSIVE EXAMS

The comprehensive exam consists of a preliminary written exam, which varies in format according to your program (applied to music therapy and music education programs only), and a final oral exam. Students in music therapy and music education must pass the written exam before taking the oral exam. Please see your advisor for information about comprehensive examinations.

CONTINUOUS REGISTRATION

All students admitted to a graduate program at CSU are required to be continuously registered in the fall and spring semester throughout their degree programs. This policy applies from the time of first enrollment through the graduation term. Students may fulfill this requirement by registering for any graduate credit-bearing course. As an alternative, students may opt for a continuous registration (CR) status. Registration for CR status is accomplished in the same way as registration for courses. Section ID numbers appear in the class schedule under the CR prefix. Students registering for CR will be assessed a fee for each semester of CR registration. Students graduating in summer term are required to be registered for at least one credit or CR. For more information refer to the [Graduate Bulletin](#).

Subject to the established time limits for the earning of graduate degrees and the various academic requirements, CR registrants need not apply for readmission should they wish to take additional graduate courses. Such students are ensured a place in their graduate programs as long as they remain in good academic standing. However, students who do not register will need to apply for readmission for their next semester of enrollment.

The availability of the CR option shall not supersede any other registration requirements to which students may be subject. For example, a student's advisory committee may require additional course work. Similarly, some music programs may require credit-bearing registration until the degree is completed. The credit registration requirement for graduate assistantships applies to all students appointed to these positions.

Graduate Enrollment Requirement: Graduate degree candidates must be either enrolled for at least one credit or must register for CR during the term (fall, spring, or summer) they will complete their degree requirements.

STEPS LEADING TO GRADUATION

Procedures and deadlines related to graduation are detailed in the [Graduate Bulletin](#).

FINANCIAL ASSISTANCE

GRADUATE TEACHING ASSISTANTSHIPS

SMTD offers a variety of assistantships on a competitive basis. Please contact the graduate program coordinator for more information and refer to the [form application](#).

GTAs are chosen based on GPA, letters of reference, school needs, and application. In addition to a 10-20 hour-a-week obligation, all GTAs are required by the Graduate School to carry at least 1 on-campus credit each semester. All assistantship positions provide tuition assistance and a modest monthly stipend. Out of state students holding teaching assistantships must establish Colorado residency by the second year of study. International students are not eligible for Colorado residency at any time.

FELLOWSHIPS

The university offers a limited number of fellowships for new and continuing students. These competitive fellowships may be applied to tuition, fees, or other direct expenses, and typically do not require any service on the part of the student. The Graduate School also has access to a national database that locates funding in your area of study. Information regarding fellowships is available online [here](#).

SCHOLARSHIPS AND SCHOLARSHIP ENSEMBLE REQUIREMENT

SMTD offers several performance scholarships for graduate students. All students auditioning for performance degrees are automatically considered for a talent-based scholarship.

Students awarded a talent-based scholarship on a particular instrument/voice are required to enroll in and participate in two large, conducted ensembles as assigned by audition and/or through consultation with ensemble conductors, applied faculty, and the director of SMTD. All scholarship students will be reviewed each semester for compliance, with the understanding that non-compliance will result in the revoking of the scholarship.

Participation in two of the following CSU music ensembles will fulfill scholarship and ensemble requirements:

- Brass: University Symphony Orchestra (MU 302), Wind Ensemble (MU 404), Symphonic Band (MU 304), Jazz Ensemble (MU 309)
- Keyboard (Piano/Organ): Accompanying (MU 407), Chamber Choir (MU 400), Concert Choir (MU 305), Opera Theatre (401), University Symphony Orchestra, Wind Ensemble, Symphonic Band, Jazz Ensemble
- Percussion: University Symphony Orchestra, Wind Ensemble, Symphonic Band, Jazz Ensemble
- Strings*: University Symphony Orchestra/Sinfonia (Theatre/Chamber Orchestra-MU 402*), Wind Ensemble, Symphonic Band, Jazz Ensemble
- Voice: Chamber Choir, Concert Choir, Opera Theatre
- Woodwinds: University Symphony Orchestra, Wind Ensemble, Symphonic Band, Jazz Ensemble

Additional Information:

- Marching Band (MU 204), Jazz Combo (MU 310), Chamber Music (MU 408/608), New Music Ensemble (MU 406), and Chamber Music-Percussion Ensemble (MU 408) may be used to fulfill scholarship requirements in some circumstances, through consultation with ensemble conductors, applied faculty, and the Music Program Head.
- University Chorus (MU 202), Concert Band (MU 205), and Concert Orchestra (MU 206) may be considered as a large, conducted ensemble under extenuating circumstances, e.g., lack of open seats in other large ensembles, unavoidable schedule conflicts, etc., at the discretion of the director of the School of Music, Theatre, and Dance upon consultation with applied faculty and ensemble conductors.
- *Please note that string students on scholarship are required to participate in all orchestral activities and in chamber ensembles (MU 408/608) as determined by the string faculty. Please also note that the University Symphony Orchestra (MU 302) and Sinfonia (Theatre/Chamber Orchestra-MU 402) each have separate course numbers.

Deviations from this policy require approval from ensemble conductors, applied faculty, and the director of SMTD as appropriate.

LOANS

The [Colorado State University Student Financial Services Office](#) will work with you to obtain loans. Applications should be received by March 15 of the year you wish to attend school to maximize your chances of receiving funding.

STUDENT EMPLOYMENT

The [Student Employment Services Office](#) provides lists for full-time and part-time positions on or off campus. For information, contact the office at 133 Student Services, Colorado State University, Fort Collins, CO 80523; (970) 491-5714.

Financial Aid is not available for non-U.S. citizens with the exception of performance scholarships.

ACADEMIC HONESTY AND INTEGRITY

The foundation of a university is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic dishonesty. Academic integrity is conceptualized as doing and taking credit for one's own work. All within the university are responsible for and affected by the cooperative commitment to academic integrity.

Academic dishonesty undermines the educational experience at CSU, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors. Instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty. Any student found responsible for having engaged in academic dishonesty will be subject to academic penalty and/or university disciplinary action. Students are encouraged to share responsibility for the academic integrity of the university by reporting incidents of academic dishonesty.

STUDENT CODE OF CONDUCT AND APPEALS OF GRADING DECISIONS

All students at CSU are expected to maintain standards of personal integrity in harmony with educational goals; to be responsible for their actions; to observe national, state, local laws, and university policy, and to respect the rights, privileges, and property of other people. View the entire CSU Student Code of Conduct [here](#).

Information regarding the appeal of grades and the resolution of other conflicts may be found [here](#).

STUDENT ADVISORY COUNCILS

SCHOOL OF MUSIC, THEATRE, AND DANCE STUDENT ADVISORY COUNCIL

Student Advisory Council (SAC): The Student Advisory Council is comprised of the director (ex-officio) and seven elected student members: two (2) each from the dance and theatre divisions, and three (3) from the department of music (2 undergraduate and 1 graduate). The SAC shall meet with the director at least once per month during the academic year and advise on matters of student concern, including but not limited to curricula, facilities, programming, diversity/inclusiveness, advising, and class/production scheduling.

DEPARTMENT OF MUSIC STUDENT ADVISORY COUNCIL

During the academic year, the Department of Music Student Advisory Council meets monthly with the Music Program Head. Members receive updates on ongoing music and SMTD projects and policies, as well as serve as a forum to discuss issues that directly affect students.

The council will be comprised of six undergraduate students and three graduate students as follows:

- 1 undergraduate from each of the four classifications (freshman, sophomore, junior, senior)
- 2 undergraduate students at-large
- 2 residential graduate students
- 1 online graduate student

Nominees must be matriculated into a CSU music degree program and must be full-time students during the semester of service. Nominees must hold a 2.8 GPA to be eligible.

PERFORMING ARTIST HEALTH AND SAFETY INFORMATION

The School of Music, Theatre, and Dance is committed to the safety and health of our students, faculty, staff, and patrons. Students will study proper performance and rehearsal techniques throughout the course of study to help optimize vocal, pulmonary, and musculoskeletal health. Students are requested to immediately report any physical discomfort or injury related to the performance of their instrument to applicable applied faculty and ensemble directors and the CSU Disability Center (<https://disabilitycenter.colostate.edu>) so that that student's learning plan may be adjusted to best overcome those challenges. Please do not hesitate to consult with faculty members if you have any concerns related to performing arts health and safety.

Students are encouraged to supplement information obtained in their lessons, master classes, and guest lectures regarding performing artist health and safety issues by utilizing some of the resources listed below. Additionally, SMTD students are encouraged to take advantage of the Performing Arts Medicine Association (PAMA) in order to obtain information about local resources available. Become a student member of PAMA [here](#).

Protecting Your Hearing Health

- [OSHA: Noise/Hearing Conservation](#)
- [Hearing loss prevention information](#)
- [Noise and hearing loss information](#)

Musculoskeletal Health and Injury

- [MusiciansHealth.com](#)

Psychological Health

- [Performance Anxiety \(WebMD\)](#)
- [The Inner Game of Music, by Barry Green and W. Timothy Gallwey](#)
- [A Soprano on Her Head: Right-Side-Up Reflections on Life and Other Performances, by Eloise Ristad](#)

EQUIPMENT AND TECHNOLOGY SAFETY

Students working as stage managers in all venues within the University Center for the Arts (UCA) must complete a training session on how to safely move the grand pianos on stage. Contact [Valerie Reed](#) for information. Theatre students working on technical crews must undergo safety training on all equipment in all facilities.

Students working as audio/recording technicians must complete a training session on how to safely use the sound system and recording equipment, and how to safely lift and carry stage monitors. Contact [Jim Doser](#) for information.

HEARING SAFETY

SMTD encourages all music major to receive a hearing screening once a year. This screening is also available to students (taking six credits or more) free of charge through the Hartshorne Health Center. Visit www.health.colostate.edu for more information. General Information on hearing safety (best practices) can be found at www.ehs.colostate.edu and is made available through CSU's Environmental Health Services. Your applied professors and ensemble directors will coach you on how to best protect your hearing during your time here. If at any time the volume of an ensemble is making you uncomfortable or causing you concern, please report this to your director. Students are permitted and encouraged to wear ear protection as needed during rehearsal. For exceptionally loud pieces, the university will provide ear protection.

Although CSU's acoustically-treated practice, rehearsal, and performance facilities meet [OSHA Noise Standards](#), students must be mindful of exposure to excessive noise levels for extended periods of time. OSHA guidelines define excessive noise levels as 90 decibels or higher for more than eight hours.

Please refer to the linked [decibel comparison chart](#).

Please refer to the linked chart for [decibel levels specific to musical performance and listening](#).

RECITAL GUIDELINES

Students pursuing a M.M., Performance Option or M.M., Choral or Instrumental Conducting must present a solo recital of 60 minutes in length, normally during their fourth semester of study.

SCHEDULING OF DEGREE RECITALS

Degree recitals are scheduled by the recital coordinator. To schedule a recital, complete the following:

1. Obtain a current degree recital prep list from the main office.
2. Read the prep list in its entirety and fill out the request form online, using the link provided.
3. Complete and submit the request form online by the submission deadline.

CANCELLATION POLICY

If a student cancels a recital for any reason, other than a family emergency, he/she may not reschedule that recital until the following semester. However, if the student and applied teacher believe that extenuating circumstances exist, they may petition the Music Advisory Council for an exception to this rescheduling policy. Even with council approval, rescheduling of the recital within the same semester will be possible only if there remains an available recital slot.

DRESS REHEARSAL SCHEDULING

One two-hour dress rehearsal time may be reserved in the recital venue. The student is responsible for making these arrangements with the applied faculty in consultation with the events office and the coordinator of collaborative piano.

RECITAL PROGRAMS AND RECORDING

Students are responsible for preparing recital programs and printing them for the recital. Approved templates for the recital program must be used and can be found on the Y drive in room G204 the Music Performance Library/Listening Lab. Applied instructors must also approve the program. SMTD will automatically provide an audio recording. This recording will be an unedited master distributed to the student immediately following the performance. Any additional editing, mastering services, sound reinforcement, video, or specialty lighting must be coordinated by emailing [Jim Doser](#), audio technology coordinator.

FACILITIES AND EQUIPMENT

BUILDING HOURS

For Fall 2021, the UCA building hours are as follows:

- Monday-Thursday, 7 a.m. - 11 p.m.
- Friday, 7 a.m. - 10 p.m.
- Weekend, 8 a.m. - 10 p.m.

Students in the building after hours triggering the alarm will be liable for costs incurred by the School of Music, Theatre, and Dance and may face trespassing charges if detained by campus police.

GAME DAY FACILITY ACCESS: It is possible for the University Center for the Arts to be restricted to SMTD students, faculty, and staff, and/or rental clients ONLY on CSU football game days during the fall semester. If this should occur, details will be relayed prior to the date.

OFFICE HOURS

For Fall 2021, the SMTD Office, UCA 120, is open the following hours:

- Monday-Friday 7:45 a.m. – 4:45 p.m. (through the second week of classes)
- Monday-Friday 9 a.m. – 3 p.m. (starting week three of classes)

TECHNOLOGY LABORATORIES

Room G204 is the school's Performance Library/Listening Lab, which is funded by technology fees and staffed by student employees. Hours of operation vary by term and will be posted on the door. The music listening area contains approximately 5,000 CDs. CD listening may occur at any one of the computers, and headsets are available for checkout. Professors in the music division may place materials on reserve in the lab.

Printing is available to primary majors in music, theatre, and dance majors. Print limits are established based on the tech fee paid by students and concerns should be directed to the College of Liberal Arts (C138 Clark). Food and drink are not allowed at the computers or carrels. Posted lab policies will be strictly enforced.

Room 201 is the Music Technology and Keyboard Lab, which is an academic space used for students enrolled in specific courses; it is not a computer lab with open hours.

LOCKERS

Lockers in the basement of the UCA are available for rent for CSU students only throughout the course of the academic school year for this primary instrument (the one they take applied lessons on). The rental of one of these lockers is free to students who are currently enrolled as full-time students and are declared music majors or are declared as music minors who are also enrolled in applied lessons and/or are participating in an ensemble during the semester that they need to use a locker.

All locker rentals are on a continuous basis until the student completes the check-out process.

Music majors or minors who require a locker for instruments other than their primary instrument may request an additional locker at the main office. Locker space for a second instrument will be provided if it becomes available.

CSU students other than music majors and music minors participating in ensembles will be charged \$35/semester for the use of the locker, if applicable. This fee will be charged to their student account at the end of the semester of usage. Students who share a locker will be charged \$17.50/semester for the use of the instrument.

To rent a locker at the UCA, all students must complete the [online locker request form](#).

All students who rent a CSU instrument will be provided with a locker and will not need to fill out this form, nor will they be charged a locker rental fee.

PLEASE NOTE: The \$35/semester fee for renting a locker will be charged to the students' account each semester until the locker is formally checked in (including the summer semester). Simply vacating your locker without notifying the office does not constitute a check-in. You must return the lock from your locker to a person in the main office; simply leaving the lock in the main office on the desk does not constitute a return. **Lost** locks will result in an additional charge of \$10.00 to the student account, to defray replacement and administrative costs.

Music majors and minors must also vacate lockers at the end of the spring semester, unless they make prior arrangements with Sandra Sanchez in the main office. Music majors and minors requesting a locker in the summer will be responsible for the \$35/semester fee for a summer locker rental, as this period of usage is not covered in their program fee.

Lockers that are not vacated at the end of the spring semester and have not been requested for summer rental will be cleaned out and the items stored in the main office for up to three months, after which time the items will be considered abandoned and will be disposed of.

ACCESS AND KEYCARDS

- Access to UCA practice rooms is available for CSU students for an entire calendar year (including the summer). The use of these spaces is free to students who are currently enrolled as full-time students and are declared music majors or music minors and are also enrolled in applied lessons during the semester that they require practice room access.
- Theatre majors enrolled in TH 153 or TH 253 may also request practice room access at no additional charge.
- Access to practice rooms for non-majors and non-minors is extremely limited and available only to students participating in CSU music ensembles. Non-major students are assessed a \$50/semester or \$100/year fee for access to practice rooms. This fee will be charged to the student's account at the end of the semester of usage.

- To request practice room access at the UCA, all students must complete the [online practice room keycard request form](#).
- Students wishing to practice or rehearse in any area of the UCA other than a practice room must have their applied instructor officially reserve the room in the CSU Music scheduling system.
- Practice rooms (or classrooms) are not to be used to teach private lessons. Non-compliance with this policy will result in the revocation of practice room privileges.
- Remember, food and drinks are not permitted in the practice rooms. Water bottles are permitted. In addition, please do not put any items on the pianos, including water bottles.

SECTIONAL AND SEMINAR ROOM RESERVATIONS

- Use of the sectional rooms 202, 204, and G212 is limited, and rehearsal reservations are on a first come first serve basis.
- Due to the high demand for ensemble and sectional rehearsals only limited times are offered each week for students to practice in these rooms.
- Students interested in reserving sectional rooms should make their reservations on the schedule posted on the door of the appropriate sectional room; for recurring reservations, contact your applied lessons instructor.
- All equipment must be returned to its original state and the room itself must be secured.
- Use of all UCA space is reserved for CSU students, faculty and staff, and rental clients as applicable.

RECITAL AND CONCERT HALL REHEARSAL GUIDELINES

- Griffin Concert Hall and Organ Recital Hall are limited to be reserved primarily for official CSU ensembles and organ practice.
- Piano practice in Griffin Concert Hall (GCH) and Organ Recital Hall (ORH) is restricted to piano majors under the direct supervision of piano faculty. Because these pianos are the primary instruments used for performances in the music program, their use is restricted.
- Due to high demand for classes and rehearsals, only students currently preparing for a recital may schedule practice time in these rooms.
- For more information about scheduling and using these rooms, please have your applied instructor contact the events manager.

USE OF CONCERT GRAND PIANOS

- Concert grand pianos located in GCH and ORH must not be moved unless they are fully covered.
- Never attempt to move one of these pianos unless there are at least two people to help.
- Care should be taken not to bump the pianos into doors, walls, etc.
- Nothing, including water bottles, should be placed on the pianos.
- Piano practice in GCH and ORH is restricted to piano majors under the direct supervision of piano faculty. Because these pianos are the primary instruments used for performances in the music program, their use is restricted.

PIANO/HARPSICHORD TUNING

All requests for tuning or repair should be made via a form available in the SMTD Office, UCA 120. Do not allow broken strings or un-tuned pianos to go unreported. Complaints regarding the condition of the pianos must be brought to the attention of the piano technician so that the repairs can be scheduled.

All students who wish to use the harpsichord should obtain approval from the keyboard area coordinator and will be held responsible for paying for its tuning.

INSTRUMENT RENTAL

CSU instruments are available at no charge to students currently enrolled as full-time students and are declared music majors or music minors enrolled in applied lessons and/or ensembles during the semester in which they require the instrument(s).

CSU instruments are available for rent for CSU students only throughout the course of the academic school year and are not available during the summer. Non-majors and non-minors enrolled needing an instrument in order to participate in a CSU ensemble will be charged \$50/semester for the use of the instrument. This fee will be charged to their student account at the end of the semester of usage. Students who share an instrument will be charged \$25/semester for the use of the instrument.

In order to check out an instrument, all students must complete the online instrument request form that is available [on this webpage](#). Students should read through all of the terms of the rental agreement so they understand what they are liable for throughout the course of their rental period.

Students are reminded that the rental agreement they sign requires them to return the instrument to Raymundo Munoz in person (not to the teacher of the class or to another student) by the last day of exams at the end of the semester in which it was rented. If the student wishes to rent the instrument the following semester, s/he must contact the instrument curator before the semester ends and complete a new instrument request form.

Instruments may be rented over the winter break with the permission of the appropriate applied faculty or large ensemble director.

Any instruments that are not returned by the last day of classes during the appropriate semester will be considered lost. The replacement cost of the instrument will be charged to the appropriate student's account and will remain there until the instrument is returned. A \$25 non-refundable late fee charged to any student's account that returns an instrument after the last day of exams.

If **any** student needs to rent a CSU instrument over the summer months, they will be charged the \$50/semester fee for the rental, as this period of usage is not covered in their program fee (for music majors and minors). Any student renting an instrument over the summer will need the express, written permission of the appropriate applied faculty member to complete the rental process. Raymundo Munoz will need to receive this written notification to complete the rental.

All CSU instrument rentals will include an appropriately sized locker for the instrument at no extra charge. The lockers for all CSU instruments are located behind the ORH, in Room 204, or in the Annex. No CSU instruments are allowed to be stored in the basement lockers. They must be accessible to the instrument curators at all times and will be stored in the lockers behind the ORH.

SMOKING

For the health of our university community, there is no smoking, vaping or tobacco use allowed on any Colorado State University campus and all grounds under the control of the university. For more information, please review [CSU's tobacco policy](#).

PETS, BICYCLES, AND ROLLER BLADES

Pets, bicycles, and roller blades will not be allowed in the UCA at any time, with the exception of service animals.

INSTRUMENTS

SMTD will not be responsible for damage to any instruments kept in the UCA, including those stored in lockers. It is highly recommended that students insure their instrument(s) against loss, damage or theft.

ELEVATOR

An elevator is located on the main floor across from the SMTD Office, UCA 120.

ADHERENCE TO POLICIES AND PROCEDURES

It is important that you completely understand the policies, procedures of both the Graduate School and the School of Music, Theatre, and Dance contained in this handbook. Once you have reviewed this document, please sign and date this form/page and return to the main office located in Rm. 120.

_____ (printed name)

_____ (signature)

_____ (date)