

CSU Brass Area Policies and Guidelines

Revised Draft – August 2026 (supersedes 2018 version)

1. Purpose and Scope

These policies outline the expectations, requirements, and procedures for students enrolled in applied brass lessons at Colorado State University (trumpet, horn, trombone, euphonium, tuba). They apply to all undergraduate and graduate brass students enrolled in Applied Lessons, regardless of degree program.

The document is designed to:

- Provide clear, consistent academic and performance expectations
- Streamline administrative processes for students and faculty
- Support professional standards in preparation, communication, and conduct

2. Applied Lessons: Enrollment and Requirements

Students must enroll in Applied Lessons on their major instrument each semester according to their degree plan. Course numbers and required semesters are listed in the University catalog and should be reviewed during advising.

Students may take additional semesters of Applied Study beyond degree requirements only with approval from the Chair of Music.

Students receive a weekly lesson with assigned faculty and attend a weekly studio class for their specific instrument. Studio class content is determined by the studio faculty member.

All students who have not completed a degree recital in a given semester must perform a jury. Jury repertoire is chosen by the student and studio faculty member. Collaborative pianist scheduling must follow the policies established by the Collaborative Piano Faculty.

3. Attendance and Professional Conduct

Students are expected to attend all lessons, rehearsals with pianists, and studio classes.

Absences are excused only for:

- Illness verified by a doctor's note
- University-, College-, or Department-sponsored events
- Emergency circumstances approved by studio faculty

Unexcused absences may result in loss of the lesson and may affect semester grades.

Professional conduct is expected at all times. Students must communicate respectfully, arrive prepared, maintain instruments, and, for rehearsals with collaborative pianists,

follow all procedures established by Collaborative Piano Faculty regarding scheduling, rehearsal preparation, and etiquette.

4. Grading and Evaluation

All performances, juries, UDQEs, and recitals are evaluated using standardized criteria:

- A — Exceptional preparation; strong technique; artistic expression; reliable collaboration; polished presentation
- B — Solid preparation; strengths in several areas; developing artistry; dependable collaboration
- C — Inconsistent preparation; deficiencies in several areas
- D-F — Serious deficiencies; lack of preparation; inadequate progress

Faculty may weight criteria differently depending on repertoire and degree level.

5. Brass Area Scale Proficiencies

Students in BM Performance, Music Education, Composition, and Music Therapy must complete the following memorized, metronome-controlled proficiencies. Students who are not attempting to advance to upper-division applied lessons (and therefore not attempting a UDQE) are not required by the Brass Area to complete these proficiencies.

- Proficiency I: All major scales and chromatic scale
- Proficiency II: All natural minor scales
- Proficiency III: All harmonic minor scales
- Proficiency IV: All melodic minor scales

Range and tempo expectations are defined in each studio syllabus.

All required scale proficiencies for UDQE candidates must be completed, documented, and submitted by:

- November 1 for Fall UDQE
- April 1 for Spring UDQE

Proficiencies must be verified and documented before the UDQE.

Individual studios may establish additional proficiency or repertoire requirements beyond Brass Area minimums, provided these requirements are communicated through the studio syllabus and documented by the studio faculty member.

6. Upper Division Qualifying Exam (UDQE)

The UDQE must be passed before a student may enroll in upper-division applied lessons.

The UDQE comprises:

1. A 20-minute time slot that consists of a performance of two contrasting works
2. A brief oral presentation (1–2 minutes) before each piece

3. A score with Roman numeral analysis highlighting the primary (i.e., “big-picture”) harmonic structure of one common-practice work from the UDQE program. Students with questions should consult their studio faculty member or Music Theory faculty.

UDQE materials are due by 5:00 p.m. on the last day of classes. Failure to submit materials constitutes an unsuccessful attempt.

Students may attempt the UDQE twice. After two unsuccessful attempts, the student must pursue a degree program that does not require upper-division applied study.

7. Degree Recitals

7.1 Recital Length Requirements

Recital length requirements:

- BM Performance Senior & MM Performance: 45–50 minutes of music (60 minutes on stage)
- BM Performance Junior, BME: 20–25 minutes of music (30 minutes on stage)

Programs exceeding these limits require approval from the studio faculty member, Events Manager, and, if necessary, the Chair of Music.

Students should demonstrate the following:

- Understanding of the historical or pedagogical context of each work.
- Artistic decisions supported by musical insight and thoughtful preparation.

7.2 Recital Grading

Degree recitals are evaluated by the student's studio faculty member and/or other faculty in attendance. Recitals must be recorded and archived. Additional faculty may provide evaluative input at the discretion of the studio faculty member.

7.3 Recital Previews

Recital previews occur at least two weeks before the recital, must include at least 50% of the repertoire, and are evaluated by the primary studio faculty member and one additional faculty member. Additional faculty may attend and provide feedback. Students who do not pass the recital preview must consult with their primary studio instructor to determine an appropriate course of action, which may include rescheduling the recital.

7.4 Non-Degree Recitals

Students may present no more than one non-degree recital on campus per academic year.

Non-degree recitals taking place on campus require written (email) approval from the studio faculty member, the Events Manager, and, if necessary, the Chair of Music. Such recitals must comply with all departmental facility-use policies. Approval of a non-degree

recital at the University Center for the Arts is not guaranteed and is dependent upon schedule availability. Non-degree recitals may not occur during jury week or finals week.

Non-degree recitals performed off campus do not require faculty approval and are the sole responsibility of the student.

All expenses related to non-degree recitals—including collaborative pianist fees, recording fees, and any other required personnel or services—are the responsibility of the student.

Students who perform a non-degree recital must still complete the required jury for that semester.

8. Collaborative Piano Policies

Students must follow all policies and procedures established by the Collaborative Piano Faculty. A link to this policy can be found on the [Music Department website](#).

Failure to follow current piano policies may negatively affect lesson or performance evaluations.

9. Professional Expectations Outside Performance

Students are expected to practice responsibly, communicate early regarding injury or workload challenges, maintain their instruments, and consult faculty when selecting repertoire.

Appendices

Appendix A – Recital Preparation Checklist

- Before Scheduling:
 - Confirm readiness with studio faculty member.
 - Ensure pianist availability.
 - Enroll in MU471 or MU671 (BA students do not enroll in recital courses).
- Scheduling Requirements:
 - Schedule recital date, venue, and recording.
 - Reserve dress rehearsal time.
- Recital Preparation:
 - Rehearse sufficiently with pianist and ensemble members.
 - Prepare program (program notes optional).
 - Submit materials for faculty approval.

- Final Steps:
 - Prepare recital programs (50 printed copies or a digital program accessible via QR code).
 - Advertise the recital appropriately.
 - Confirm arrival times with performers and staff.

Appendix B – UDQE Presentation and Analysis Materials

B.1 UDQE Presentation Guidelines

The UDQE presentation demonstrates a student's ability to synthesize knowledge gained in the first four semesters of applied study and academic coursework. Students deliver a brief oral presentation before each work on their program.

- Purpose of the Presentation:
 - Provide essential historical, stylistic, or artistic context.
 - Demonstrate understanding of the composer's contribution.
 - Highlight interpretive or technical elements.
 - Show thoughtful engagement with the repertoire.
- Recommended Content:
 - Concise description of the composer's significance.
 - Relevant historical context.
 - Observations from personal study.
 - Theoretical features influencing interpretation.
- Delivery Expectations:
 - Aim for 1–2 minutes per piece.
 - Notes may be used discreetly.

B.2 UDQE Score Analysis Guidelines

Students must submit a score annotated with Roman numeral analysis of one common-practice work from the UDQE program.

- Required Elements:
 - Key centers and tonal organization.
 - Modulation or tonicization points.
 - Cadences and phrase endings.
 - Secondary dominants and chromatic events.
- Scope of Analysis:
 - Label only structurally significant harmonies.

- Theoretical concepts beyond Theory II may be included but are not required.

B.3 Frequently Asked Questions About the UDQE

Q: How long should the oral presentation be?

A: Approximately 1–2 minutes per piece.

Q: May I use notes?

A: Yes, if they do not disrupt delivery.

Q: What if little information exists about my composer?

A: Use available information and your own study and analysis.

Q: What if too much information exists?

A: Select only what is relevant to your performance.

Q: Will nervousness affect my UDQE result?

A: No. Communication skills develop with practice.

Appendix C – Collaborative Piano Guidelines Summary

This appendix summarizes expectations regarding collaboration with pianists; full policies are published separately by the Collaborative Piano Faculty.

Student Responsibilities:

- Provide clean, complete scores well in advance.
- Communicate professionally regarding scheduling.
- Arrive prepared for rehearsals.
- Interact professionally with the Collaborative Piano Faculty.
- Follow all procedures outlined by the Collaborative Piano Faculty.