

# Music & Entertainment Industry Studies Student Handbook

*Revised: February 2011*



The Music & Entertainment Industry Studies (MEIS) Department publishes the Student Handbook which includes general information and rules concerning University of Colorado Denver undergraduate Music students. Unless otherwise indicated, this information applies to all students in all Music Majors and Minors.

University of Colorado Denver undergraduate Music students are responsible for reading and following the requirements and guidelines described within.

If there are questions about this material, please contact:

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University of Colorado Denver  
College of Arts & Media  
Department of Music & Entertainment Industry Studies

## Student Handbook

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## I. OVERVIEW

### A. Bachelor of Science Degree in Music – Music Majors

The University of Colorado Denver Music & Entertainment Industry Studies (MEIS) Department offers a Bachelor of Science degree in Music (BS) with emphases in the following areas:

- Performance
- Recording Arts
  - Audition track
  - Music Industry Studies track
- Music Business
  - Audition track
  - Music Industry Studies track

Bachelor's program information is outlined in this document.

### B. Music Minors

Beginning 2011-2012, the University of Colorado Denver MEIS Department no longer admits new Music Minors .

Information for current Music Minors is outlined in this document.

### C. Masters of Science Degree in Recording Arts

The University of Colorado Denver MEIS Department offers a Master of Science degree in Recording Arts.

Master's program information is **not** outlined in this document. Specific information about the master's program can be found at <http://cam.ucdenver.edu> > Master of Science Degree in Recording Arts Program (MS).

## II. ACADEMIC POLICIES AND PROCEDURES

### A. Admission of Undergraduate Students

1. Information about entrance requirements and deadlines to apply to undergraduate Music programs can be found at <http://cam.ucdenver.edu/meis> > MEIS Major Entrance Requirements. *Please note:* Application deadlines are strictly enforced.

2. Students seeking undergraduate admission to Music programs must also apply to the University of Colorado Denver by the established departmental deadline and pay the application fee. Information can be found at <http://www.ucdenver.edu/admissions>. Please contact the Office of Admissions at 303.556.2704 with any questions regarding the application. It is advisable to plan well ahead of the deadline so that transcripts and/or test scores can be received and evaluated by University of Colorado Denver's Admissions Office. Incomplete applications will not be considered.

a. Applications for the Music program are considered for the Fall semester only. The College of Arts & Media will not admit any freshman or transfer Music Majors in the Spring or Summer semesters.

b. Students who are enrolled in courses at any University of Colorado campus during the Spring semester of which they are applying and are admitted to MEIS for the Fall will be accepted on a conditional pending the Spring semester's grades. Any such student who is placed on academic probation (earning a cumulative University of Colorado GPA below a 2.0) after the Spring semester will have their MEIS acceptance revoked. Students are welcome to re-apply for admission once they have raised their cumulative University of Colorado GPA to 2.0 (readmit requirements will apply).

3. As part of seeking admission to undergraduate Music programs, all students are required to complete a Music Aptitude Exam (AMMA Exam) by the established departmental deadline. Students must register for the exam on the AMMA Entrance Exam website at: <http://www.ucdenver.edu/academics/colleges/CAM/programs/meis/Pages/AMMAEntranceExam.aspx>

4. Also by the application deadline, all students seeking admission to Music programs are required either to audition on their primary instrument or complete an Audition Deferment Form.

- a. INSTRUMENTAL OR VOCAL AUDITION FOR AUDITION TRACK STUDENTS – All students interested in entering under the Audition track to pursue the Recording Arts, Music Business, or Performance emphasis are required to perform an audition of prepared repertoire and sight-reading at a level comparable to the talented high-school musician. Students demonstrating poor music performance abilities will be denied admission to the Audition track in the Music program. Students are expected to provide their own accompanist. Auditions can be scheduled throughout the year. To arrange for an audition, prospective students need to contact the area head for their instrument. Audition requirements and contact information can be found at <http://cam.ucdenver.edu/meis> > Entrance Auditions.
  - i. All students transferring from the College of Music at CU-Boulder must re-audition on the Denver campus.
  - ii. Students who were accepted to the University and the Music program, but who did not attend, must re-audition if more than one semester has passed since their initial acceptance.
- b. AUDITION DEFERMENT FOR MIS STUDENTS – All students interested in entering under the Music Industry Studies track are required to fill out an Audition Deferment Form in lieu of an audition. The form can be obtained either at <http://cam/ucdenver.edu/meis> > Audition Deferment Form or in the MEIS Office in Arts Building 288. Students who do not submit the Audition Deferment Form by the official application deadline will not be considered for admission to the MEIS Department.

5. MUSIC THEORY PLACEMENT EXAM – PMUS 1100 Music Theory I is a curricular requirement for all students in the Bachelor of Science in Music programs. In order to qualify for PMUS 1100 Music Theory I, students must attain a satisfactory score on the Music Theory Placement exam. Students scoring poorly on the exam will be advised into PMUS 1020 Beginning Musicianship. This exam requirement will be waived for transfer students who have successfully passed music theory courses at their previous university and students who have completed the Beginning Musicianship course. **Note:** The placement exam is administered online and is available for students to take any time. This exam must be taken before registering for any Music Theory class to ensure proper placement. Students are encouraged to take the Theory Placement exam as soon as they are admitted to the MEIS Department. A link to the placement exam is available through the CAM website at <http://cam.ucdenver.edu/meis> > Pass Your Theory Placement Exam.

6. TRANSFER OF COLLEGE-LEVEL CREDIT – The Admissions Office and the College of Arts & Media cannot make an official evaluation of credits from another collegiate institution or give specific degree advisement until complete and official credentials are on file and the applicant has been admitted to the University of Colorado Denver. In general, transfer credits from other regionally accredited collegiate institutions will be accepted insofar as they meet the degree, grade, and residence requirements of the student's chosen program of study at the University. The MEIS Department reserves the right to require prerequisite courses where deficiencies are noted.

Prior to registration, transfer students make an appointment with a CAM academic advisor. If a student has not been accepted to the University prior to their advising appointment, it will be necessary to bring a student copy of transcripts from all previously attended institutions. Initial advising regarding transfer credits is unofficial pending official transcript evaluation by the Office of Admissions.

7. TRANSFER OF APPLIED LESSON CREDIT – Transferring applied lesson credits from previous collegiate institutions by Audition track students is contingent upon the quality of audition played when seeking admission to the MEIS Department. Recommendation to transfer applied lesson credits will be made by the University of Colorado Denver applied lesson instructor.

- a. Audition track students transferring two or more years of applied lesson study from other institutions may satisfy the Bachelor of Science in Music lower-division applied music lesson credit requirement.
- b. Audition track students with significantly advanced musical background may place into a higher level of applied lesson instruction through the audition. These students must still satisfy the full associated credit hours for completion of the program.

8. READMIT POLICY – All former University of Colorado Denver students who were previously enrolled as a Music Major but have not taken classes for more than two consecutive semesters and wish to be readmitted must:

- a. Apply for readmission to the University of Colorado Denver and be eligible for admittance to the University.
- b. Complete all MEIS entrance requirements (AMMA exam and either audition or complete the audition deferment form).
- c. Students who were previously admitted to the Recording Arts Emphasis and enrolled in the Upper Division Recording Arts courses must retake the Recording Arts Entrance Exam. Exam scores and GPA will be

evaluated by the Recording Arts faculty for the student's eligibility to return to the Recording Arts Emphasis in addition to the MEIS Admission Committee evaluation.

d. Students who were previously pursuing the Performance emphasis and completed their sophomore proficiency must pass the proficiency again in lieu of the audition. Two or more Performance faculty will evaluate the student's eligibility to return to the Performance emphasis in addition to the MEIS Admission Committee evaluation.

## **B. Registration**

1. Information regarding all registration procedures and policies can be found at: <http://www.ucdenver.edu/registrar>. Please consult the Academic Calendar for published deadlines for each term.

2. Please contact the Bursar's Office for information regarding the enrollment and billing policy at 303.556.2710 or <http://www.ucdenver.edu> > Tuition/Financing.

## **C. Academic Advising**

1. New freshmen and transfer students with fewer than 30 transfer credit hours are assigned to the Academic Success and Advising Center for initial advising. These students will be introduced to the University and its policies, as well as the University Core requirements. To schedule an advising appointment with the Academic Success and Advising Center, please call 303.352.3520. Students are encouraged to consult with the College of Arts & Media Advising Office at 303.556.2279 or [CAMadvising@ucdenver.edu](mailto:CAMadvising@ucdenver.edu), should they have in-depth questions about the Music program.

2. More advanced students should consult with a CAM Advisor. The CAM Advisor will assist with understanding all degree requirements, as well as schedule planning, course sequencing advice, and academic policies. The CAM Advisor also assists with graduation and commencement procedures.

3. Advising holds will be placed on students' registration periodically throughout their academic careers in the College of Arts & Media. Students will be notified in advance of any holds by e-mail.

4. The CAM Advising Office may be contacted in person in the Arts Building 177, by phone at 303.556.2279, or via email at [CAMadvising@ucdenver.edu](mailto:CAMadvising@ucdenver.edu).

## **D. Continuing Academic Evaluation**

1. The following minimum standard has been adopted for good academic standing for all Music Majors at University of Colorado Denver: 2.00 overall CU GPA.

2. A course with a grade of C- or better will not fulfill any Music Major requirement and must be retaken.

3. Students can be awarded honors based upon cumulative GPA at the time of graduation. Please see the current University of Colorado Denver Catalog for more information regarding honors requirements.

## **E. Academic Probation**

Any student who does not maintain the minimum academic standards set by the University (overall CU GPA of 2.00) will be placed on Academic Probation. Please see the current University of Colorado Denver Catalog for more information regarding academic probation and scholastic suspension.

## **F. Incomplete Grades – I**

1. The grade of Incomplete (I) is a temporary suspension of a letter grade. An incomplete grade is assigned only when a student has completed at least 75% of the course with a passing grade but is unable to complete all the necessary requirements because extenuating circumstances exist and are verified by the student to the instructor and Associate Dean's satisfaction. Circumstances must be clearly beyond the student's control and have made completion of the course impossible; for example, an illness or death in the family. An incomplete must be approved by both the instructor and the College of Arts & Media Associate Dean.

2. In order to request an incomplete grade:

a. The student must submit a "Course Completion Agreement" to the CAM Advising Office in Arts Building 177

no later than the date that final grades are due (for the semester in which the course was taken). Students are responsible for obtaining the instructor's signature. Blank Course Completion Agreement forms can be obtained from Arts Building 177.

- b. The course requirements must be completed within one academic year. When the course requirements are completed, the incomplete grade will be changed to the letter grade earned. If the course requirements are not completed within one academic year, the grade of I will convert to an F. Incomplete grades will not be changed after the one-year time period has elapsed.

3. In order to appear on the College of Arts & Media graduation lists, a student must complete I's before the last day of classes in the semester in which the student intends to graduate.

### **G. Pass/Fail Option**

1. Up to 12 semester hours of course work may be taken on a Pass/Fail basis. Students must consult with a College of Arts & Media Academic Advisor for information regarding the courses that may be taken on a Pass/Fail basis and still count towards graduation.

2. Courses required in the major cannot be taken Pass/Fail (with the exception of PMUS 1500 General Recital).

3. Only 6 hours of course work can be taken Pass/Fail in any given semester.

### **H. Residence Requirements**

A student must earn at least 30 credit hours in residence while enrolled as a degree student at University of Colorado Denver.

### **I. Withdrawal from the University**

To withdraw from the University, the student must obtain approval of the Dean of the College of Arts & Media, the Financial Aid Office, and the Registrar's Office. A student who ceases to attend classes without officially withdrawing will receive a grade of F for all course work during that term. Please consult the CAM Advising Office at 303.556.2279 or CAMadvising@ucdenver.edu for withdrawal instructions and forms.

### **J. Student Conduct, Policies, and Standards**

When a student enrolls in the University of Colorado Denver, he or she agrees to participate meaningfully and positively in the life of the University and to share in the obligation to preserve and promote its educational endeavors. The Code of Student Conduct governs student behavior on campus to support the educational environment at the University of Colorado Denver. It prohibits obstruction and interference of movement on campus, disruption of activities on campus, theft, possession of dangerous weapons, sale and use of drugs, and physical or sexual harassment.

See the Code of Student Conduct brochure for specific policies and procedures. The brochure is available in the Office of Student Life, Tivoli Student Union Room 303. For further information, contact Student Life at 303.556.3399 or <http://www.ucdenver.edu/studentlife>.

Instructors may establish a further code of conduct as articulated in their course syllabi.

## **III. APPLIED LESSON INSTRUCTION (Performance, Recording Arts (audition track), and Music Business (audition track) students).\***

### **A. Applied Lesson Courses \***

*Note: Applied lesson instruction is offered in two ways, and is specific to degree program. Below are requirements for Audition track students only. Requirements for MIS students are listed under the section "APPLIED LESSON INSTRUCTION (Music Industry Studies track)."*

1. Due to the cohort nature of the program, Audition track students (Performance, Recording Arts, and Music Business emphases) at the University of Colorado Denver are expected to begin applied lesson instruction on their principal performance medium during their first semester of residency.

2. Audition track applied lesson instruction is offered only to Audition track students.
3. Audition track students register for 2-credit, ½-hour/week lessons for four semesters. After passing their Sophomore Proficiency, Performance emphasis students register for 3-credit, 1-hour/week lessons for an additional four semesters.
4. Only after contacting the applied lesson instructor can students obtain permission from the MEIS Office to register for applied lessons.
5. The following are co-requisites of all Audition track applied lesson courses. Each student enrolled in an Audition track applied lesson course is *required* to:
  - a. Register for a Music Performance Ensemble;
  - b. Register for PMUS 1500 General Recital (Pass/Fail)
  - c. Register for at least 7 credit hours in addition to the applied lesson credits;
  - d. Perform a jury at the end of the semester;
  - e. Perform in a solo capacity on a General Recital.

Students who perform a Junior or Senior Recital are exempt from performing on a General Recital and Jury requirements for that semester. For more information, please refer to the sections in this handbook entitled “Applied Lesson Juries,” “Sophomore Proficiency/Sophomore Assessment,” “Music Performance Ensembles,” and “Recital Performances.”

6. All students must arrange their applied lesson instruction schedule directly with the applied lesson instructor during the first week of classes. Students are responsible for contacting their individual instructors to set up the applied lesson time.
7. No student is allowed to enroll for two applied lesson courses concurrently.
8. Students cannot change their primary applied instrument except with the approval of the prospective applied instructor and the MEIS Department Chair. Students must audition with the instrument-specific program director if they choose to change their primary instrument.
9. Students who do not pass PMUS 1500 General Recital will be placed on Applied Lesson Probation and will be ineligible to register for applied lessons until they pass a subsequent semester of General Recital. Please refer to Section III, E. Performance Probation and Section V, C. General Recital for more details.

## **B. Applied Lesson Juries \***

1. At the end of every semester, the MEIS Department schedules Applied Lesson Juries, Sophomore Assessments, and Sophomore Proficiencies (see “Sophomore Proficiency/Sophomore Assessment” section). All audition track students must perform a jury at the end of each semester of applied lessons. The jury panel will consist of the student’s applied lesson instructor plus two other music faculty.
2. Repertoire performed in an applied lesson jury should be representative of that semester’s study.
3. During the last few weeks of each semester, a jury schedule sign-up is posted on the bulletin board outside the Music Teaching Studios at AR 284. It is the student’s responsibility to sign up for a time to perform their jury.
4. Students who fail to perform an applied lesson jury will be placed on Performance Probation. These students have ONE SEMESTER to reschedule and successfully complete the jury. Failing to do so, the student will be advised out of the program. No further applied study will be granted until the jury is successfully completed. Students are FULLY responsible for ALL DETAILS in rescheduling the jury. This includes scheduling a room and arranging for the appropriate faculty to be present.
5. Students who fail their applied music jury will be placed on Performance Probation. These students have ONE SEMESTER to reschedule and successfully complete the jury. Failing to do so, the student will be advised out of the program. No further applied study will be granted until the jury is successfully completed. Students are FULLY responsible for ALL DETAILS in rescheduling the jury. This includes scheduling a room and arranging for the appropriate faculty to be present.

### **C. Sophomore Proficiency/Sophomore Assessment \***

1. The Sophomore Proficiency is a performance examination given at the conclusion of the fourth semester of applied lessons (in place of an applied music jury) for all students wishing to pursue the Performance emphasis. The Sophomore Assessment is a performance examination given at the conclusion of the fourth semester of applied lessons (in place of an applied music jury) for all students wishing to pursue the Recording Arts or Music Business emphasis areas. The Sophomore Proficiency and Sophomore Assessment Examinations are intended to ensure reasonable performance capabilities by all students enrolled in the Bachelor of Science in Music programs. These exams should be taken by the time the student has achieved junior standing.
2. Standards and appropriate repertoire for the Sophomore Proficiency and Sophomore Assessment can be obtained from the applied lesson instructor.
3. During the last few weeks of each semester, a jury schedule sign-up is posted on the bulletin board outside the Music Teaching Studios at AR 284. It is the student's responsibility to sign up for a time to perform their Sophomore Proficiency or Sophomore Assessment.
4. Students wishing to pursue the Performance emphasis should declare their intention at or before the time of the Sophomore Proficiency Examination. The music faculty in attendance and the applied instructor will make a recommendation at that time.
5. Students who fail to perform their Sophomore Proficiency or Sophomore Assessment will be placed on Performance Probation. These students have ONE SEMESTER to reschedule and successfully complete their Sophomore Proficiency or Sophomore Assessment. Failing to do so, the student will be advised out of the program. No further applied lesson study will be granted for Performance emphasis students until the Sophomore Proficiency is successfully completed. Students are FULLY responsible for ALL DETAILS in rescheduling the Sophomore Proficiency or Sophomore Assessment. This includes scheduling a room and arranging for the appropriate faculty to be present.
6. Students who fail their Sophomore Proficiency or Sophomore Assessment will be placed on Performance Probation. These students have ONE SEMESTER to reschedule and successfully pass the Sophomore Proficiency or Sophomore Assessment. Failing to do so, the student will be advised out of the program. No further applied lesson study for Performance emphasis students will be granted until the Sophomore Proficiency or Sophomore Assessment is successfully completed. Students are FULLY responsible for ALL DETAILS in rescheduling the Sophomore Proficiency or Sophomore Assessment. This includes scheduling a room and arranging for the appropriate faculty to be present.

### **D. Recital Performances \***

1. General Recitals – All Audition track majors enrolled in applied lessons (excluding students presenting a Junior or Senior recital in the semester) must perform in a solo capacity (or solo with accompaniment) once a semester. Dates for General Recital requirements are posted on the MEIS Department bulletin board each semester.

Any student failing to perform on a General Recital will be placed on Performance Probation and will not be eligible to enroll for any further applied lessons until the requirement is met. Performance probation students must perform in a General Recital at the end of a subsequent semester following the failed General Recital performance requirement.

Participants should be dressed in appropriate performance attire and adhere to proper performance deportment. Students should make contact with their applied lesson instructor for specific General Recital Performance requirements.

2. Junior and Senior Recitals – All Performance emphasis students are required to perform a Junior Recital during the course of their junior year and a Senior Recital during the course of their senior year. Students performing a Junior or Senior Recital are exempt from performing on a General Recital as well as completing a jury for that semester. Students performing a Senior Recital must register for PMUS 4200 Senior Recital in addition to their applied lesson instruction. Students performing a Junior Recital do not register for PMUS 4200. The applied lesson instructor must be in attendance at the recital performance, and is not permitted to perform in any capacity during the recital.

In a semester that a student will perform a Junior or Senior Recital, a preview must be performed two to four weeks in

advance of the recital. The student's applied lesson teacher must approve the preview date by the second week of that semester. The student will make all the arrangements, including having at least two music faculty present in addition to the applied lesson instructor to determine if the performance is at an acceptable level of quality. Students performing at an unacceptable level will not be permitted to perform a recital and the recital will be canceled for that semester. The preview shall consist of the selections to be performed at the recital.

The CAM Events Manager will assist students in the necessary arrangements, including room reservations, for on-campus recitals. Students are encouraged to book their recital with the CAM Events Manager at the beginning of the Fall semester for all Fall and Spring recitals. Please contact the CAM Events manager for to all guidelines and requirements regarding recital performances.

Students may submit requests for recital programs to the MEIS Office. Programs and parking vouchers must be picked up from the MEIS Office. Programs will not be delivered to recital performances.

Students are not required to perform recitals on-campus. Students performing off-campus must adhere to all policies stated above.

#### **E. Performance Probation \***

1. The MEIS Department has set minimum performance standards for all Audition track students. Failure to meet these standards will result in Performance Probation. Grounds for Performance Probation include:

- a. Receipt of a grade of C- or below (below 2.00) in an applied lesson course.
- b. Failure to perform on a General Recital.
- c. Failure to perform an applied lesson Jury or Sophomore Proficiency/Sophomore Assessment Examination.
- d. Failing an applied lesson Jury or Sophomore Proficiency/Sophomore Assessment Examination.
- e. Failing a Junior or Senior Recital

2. Students who have been placed on Performance Probation will be reviewed at the end of one semester. If the deficiencies have not been remedied, the student will be advised out of the program.

3. Students who have their Junior or Senior Recital preview denied must register for a semester of applied lessons in the subsequent semester following the denied preview. Failure to register for lessons in the subsequent semester will result in suspension from the performance program. The student must register for applied lessons through extended studies with the applied instructor from the denied semester. The student is not allowed to register for applied lessons through MEIS until a preview is rescheduled and approved. If the second preview is denied, the student will be suspended from the performance program.

4. Students who receive an F in PMUS 1500: General Recital will be placed on Applied Lesson Probation the following semester and will not be able to continue applied lessons until they pass a subsequent semester of PMUS 1500. **NO RETROACTIVE GRADE CHANGES WILL BE MADE FOR PMUS 1500.**

#### **IV. APPLIED LESSON INSTRUCTION (Music Industry Studies track)**

*Note: Applied lesson instruction is offered in two ways, and is specific to degree program. Below are requirements for Music Industry Studies track students only. Requirements for audition track students are listed under the section "APPLIED LESSON INSTRUCTION (Performance, Recording Arts (audition track), and Music Business (audition track) students)."*

##### **A. Applied Lesson Courses**

1. MIS students can take MIS applied lessons listed as PMUS 1801 through 1823.

2. MIS applied lesson instruction is offered only to MIS students.

3. MIS students register for 2-credit, ½ hour/week lessons. MIS students are required to take two semesters of applied lessons. Due to the cohort nature of the program, MIS students at the University of Colorado Denver are expected to begin applied lesson instruction immediately following completion of Music Theory II and its co-requisite courses.

4. Only after contacting the applied lesson instructor can students obtain permission from the MEIS Office to register for applied lessons.

5. The following are co-requisites of all MIS applied lesson courses. Each MIS student enrolled in an applied lesson course is *required* to:
  - a. Register for PMUS 1500 General Recital (Pass/Fail);\*\*
  - b. Register for at least 7 additional academic credit hours
6. MIS students enrolled in an applied lesson course are encouraged, but not required, to perform in a solo capacity on a General Recital.
7. All MIS students must arrange their applied lesson instruction schedule directly with the applied lesson instructor during the first week of classes. Students are responsible for contacting their individual instructors to set up the applied lesson time.
8. No student is allowed to enroll for two applied lesson courses concurrently.
9. Students who do not pass PMUS 1500 General Recital will be placed on Applied Lesson Probation and will be ineligible to register for Applied Lessons until they pass a subsequent semester of General Recital. Please refer to Section V, C. General Recital for more details
10. MIS students are allowed only two semesters of applied music. MIS students must pass two semesters of applied music instruction with a grade of C or higher. MIS students who receive an applied lesson grade of C- or below must register for a subsequent semester of applied lessons through extended studies and incur all costs associated with extended studies registration.

## V. MUSIC COURSES

### A. Music Theory and Ear Training & Sight Singing

1. Due to the cohort nature of the program, all Music majors (audition track and MIS track students) at the University of Colorado Denver are expected to begin the Music Theory sequence during their first semester of residency.
2. Music Theory courses, Ear Training & Sight Singing courses, and Piano Class courses are co-requisites of one another at the same level. If a student drops Music Theory, Ear Training & Sight Singing or Piano Class for any reason, they are required to drop the co-requisites. Students are not allowed to enroll in Piano Class without being enrolled in Music Theory and Ear Training & Sight Singing Courses.
3. In order to qualify for Music Theory courses, students must attain a satisfactory score on the Music Theory Placement exam. **Please Note:** The placement exam is administered online and is available for students to take anytime. This exam must be taken before registering for any Music Theory class to ensure proper placement. Students are encouraged to take the Theory Placement exam as soon as they are admitted to the MEIS Department. A link to the placement exam is available through the CAM website at <http://cam.ucdenver.edu/meis> > Pass Your Theory Placement Exam.

### B. Piano Class

1. All Music majors are required to demonstrate a minimum level of proficiency in Piano.
  - a. Audition track students must demonstrate 4 semesters (4 credits) of proficiency in Piano Class (PMUS 1023 Piano Class I, PMUS 1024 Piano Class II, PMUS 1025 Piano Class III, and PMUS 1026 Piano Class IV). Students who successfully audition on Piano are exempt from the Piano Proficiency requirement. These students must replace the 4 semesters with appropriate performance courses.
  - b. MIS Majors must demonstrate 2 semesters (2 credits) of proficiency in Piano Class (PMUS 1023 Piano Class I and PMUS 1024 Piano Class II). They can then choose Piano Class, Voice Class, and/or Class Guitar for 2 additional semesters (2 credits).
2. Any student who can demonstrate the minimum level of proficiency in Piano (by taking the Piano Proficiency/Placement Exam) must take other performance courses to replace the required number of credit hours in Piano Class. When the Piano Class requirement is completed in this way, a statement of piano proficiency will be placed in the student's academic file. Otherwise, all those other than audition track piano students should register for Piano Class during the first semester of residency along with the required co-requisites (see Music Theory and Ear

Training Sight Singing).

3. Piano Class I, II, and III (PMUS 1023, PMUS 1024, and PMUS 1025) are required co-requisites to Music Theory I, II, and III (PMUS 1100, 1200, and 2100) and Ear Training & Sight Singing I, II, and III (PMUS 1110, 1210, and 2110). This piano requirement may be waived upon successful completion of the Piano Proficiency/Placement Exam. Piano Class IV (PMUS 1026) is a required co-requisite for Jazz Theory (PMUS 2200) for Performance, Recording Arts (audition track), and Music Business (audition track) students only.

### **C. General Recital**

Students registered in Applied Lessons must register for PMUS 1500 General Recital, as a co-requisite. As a requirement for General Recital, students must attend music performance events during the semester. Students must refer to the course syllabus for the requirements to verify attendance to events. PMUS 1500 is a Pass/Fail requirement for zero credit hours. Students attending fewer than the number of required recitals/events will receive a grade of F. Students who receive an F in PMUS 1500 will be placed on Applied Lesson Probation the following semester and will not be able to continue applied lessons until they pass a subsequent semester of PMUS 1500. NO RETROACTIVE GRADE CHANGES WILL BE MADE FOR PMUS 1500.

If the number of passed PMUS 1500 semesters is not equal to the semesters of required applied lessons, students will not be eligible to graduate.

### **D. Music Performance Ensembles**

1. MEIS offers a wide variety of performance experiences, including singer/songwriter, pop, rock, and jazz. Each ensemble is listed in the Schedule of Classes under its own course number. Ensembles range in difficulty as follows: Beginning (1000 level), Intermediate (2000 level), Advanced (3000 level) and Signature (4000 level).

2. Ensembles are open to all students. Ensemble descriptions can be found at <http://cam.ucdenver.edu/meis> > Ensemble Information. Participation in an ensemble requires the consent of the instructor through an audition. Students should be prepared to audition prior to or during the first week of classes each semester. Most auditions are held at the first class meeting. Please contact the director of the ensemble for audition information.

### **E. Guitar Students: Commercial Guitar Styles Harmony & Melody \***

All Performance emphasis guitar students admitted to Music for Fall 2011 or later are required to take one semester each of PMUS 1093 & 1094: Commercial Guitar Styles Harmony & Melody, in addition to the required semesters of Applied Guitar study and as part of their performance electives.

### **F. Voice Students: Commercial Singing \***

All Performance emphasis voice students admitted to Music for Fall 2011 or later are required to take one semester of PMUS 3010: Commercial Singing, in addition to the required semesters of Applied Voice study and as part of their performance electives.

### **G. All Other Performance Emphasis Students: Introduction to Teaching Private Lessons \***

All students admitted to Music for Fall 2011 or later in other Performance emphasis programs (Piano, Wind, Strings, etc.) are required to take one semester of PMUS 3210: Introduction to Teaching Private Lessons, in addition to the required semesters of Applied Instrument study and as part of their performance electives.

## **VI. RECORDING ARTS EMPHASIS**

### **A. Audio Production Entrance**

Any student who is interested in pursuing the Recording Arts emphasis (audition track or MIS track) must apply and be accepted to the program. Students who should consider applying are those who are interested in taking the 3000/4000 level Audio Production courses (e.g. Audio Production III, Surround Sound, etc.) and who have fulfilled all the other entrance requirements (sufficient credits, completion of required coursework, etc.). Applications are accepted only in the Spring semester for entrance into the upper division courses the following Fall. Please contact

the MEIS Office at 303.556.3480 for complete entrance requirements and deadlines. No student is allowed to take the upper division courses in this area without being accepted into the program. If accepted to the Recording Arts emphasis, students should plan a minimum of 4 semesters (Fall/Spring only) to complete the upper-division Recording Arts course work.

## **VII. MUSIC STUDENT RESOURCES**

### **A. Practice Rooms**

1. The music practice rooms are controlled by a combination lock. The Music Office will give out the combination to declared Music Majors and students that are currently taking a performance music course. Students must have a current Student ID in order to obtain the practice room codes.
2. Music practice rooms (Arts Building 290 B-J, M-U) are available during building hours only, and on a first-come, first-served basis. Use of 290 M-U is restricted to University of Colorado Denver Music Majors only. Students are not to give the combination to this suite to non-Music Majors. 290 Q and R offer limited access to students, and access procedures and policies are available through the MEIS Office in Arts Building 288. 290 B-J are available to any student taking a University of Colorado Denver performance music course – regardless of major – and to Community College of Denver music students.
3. Maintenance of the practice room facilities and the instruments are important to MEIS. Students' comments on the condition of the instruments and facilities are encouraged. Please inform the MEIS Office in Arts Building 288 about any needed repairs or improvements.
4. Students must be respectful when using practice room facilities. The decibel level must be kept within bounds in order not to interfere with students using nearby rooms. If any student is too loud they will be asked to leave the practice rooms. Repeated problems will result in loss of practice room privileges, at the discretion of the MEIS Department.
5. Under no circumstances are practice room doors to be propped open. This is a serious safety risk and may result in the loss of practice room privileges.
6. Food, beverages, and smoking are NOT ALLOWED in the practice rooms. Violation of this rule will result in denied further use of rooms. Additional disciplinary action may be sought for violation of the Student Code of Conduct.

### **B. Lockers**

1. Music students wishing to use a locker should contact the CAM Advising Office in Arts Building 177 at the beginning of each semester. Lockers are assigned on a first-come, first-served basis to CAM students.
2. Each student is responsible for providing the lock needed to secure the locker.
3. Students must remove all personal belongings at the end of each semester. Any personal belongings left in the lockers after the posted clean-out date will be discarded. Nothing is allowed to remain in the lockers over breaks.

### **C. Student Organizations**

1. AES – The Audio Engineering Society, Student Chapter is the student branch of the Audio Engineering Society (AES). AES is an international organization of audio professionals and students involved in all aspects of professional audio. The organization holds international conferences and local meetings (both student and professional), as well as maintaining numerous resources, including internship information, a newsletter, and AES-sponsored trips and activities.
2. MEISA – The Music & Entertainment Industry Student Association (MEISA) is the student branch of the Music & Entertainment Industry Educators Association (MEIEA). MEISA is an international organization with a specific focus on music business, but is open to all students involved in music. The organization holds national conferences and provides numerous resources, including internship information, networking, job placement database, a newsletter, and MEISA-sponsored trips and activities.

## **D. Internships**

An Internship is an opportunity for students to earn academic credit while participating in a real-world environment that closely mirrors what they might expect upon graduating into the work force. Internships entail designed experiences involving application of specific concepts, as well as skills in a supervised employment situation. Minimum requirements for internships in the College of Arts & Media and the Music Industry Studies Department are outlined below. Student must also comply with additional university guidelines provided by the Experiential Learning Center.

The following are prerequisites for all internships in the College of Arts & Media:

- a. Junior standing (defined as having completed at least 60 total credit hours)
- b. Cumulative GPA of at least 2.75
- c. Must be enrolled in a degree program in the College of Arts & Media
- d. Satisfactory completion (defined as cumulative GPA of at least 2.75) of a minimum of 15 credit hours at the University of Colorado Denver