



SCHOOL OF MUSIC

—
TEXAS TECH

**J.T. & Margaret Talkington
College of Visual & Performing Arts**

Undergraduate Handbook

Updated Summer 2025

TABLE OF CONTENTS

<i>About the School</i>	<i>5</i>
Mission Statement	5
Vision Statement	5
Values	5
Collaborative	5
Responsive	5
Principled	5
J.T. & Margaret Talkington College of Performing Arts Values Culture	6
Major Fields of Study and Degree Programs	8
Undergraduate Degree Programs	9
Bachelor of Arts in Music	9
Bachelor of Arts in Music with a Concentration in Commercial Music	9
Bachelor of Arts in Music with a Concentration in Mariachi	9
Bachelor of Music with a Concentration in Music Composition	9
Bachelor of Music with a Concentration in Music Education	9
Bachelor of Music with a Concentration in Music Theory	9
Bachelor of Music with a Concentration in Performance	9
Bachelor of Applied Arts in Commercial Music	10
Combined Accelerated Bachelor of Music + Master of Music Education Program	10
Undergraduate Certificates	11
Community Arts	11
Guitar Studies	11
Jazz Studies	11
Music Humanities	11
Music and Technology	11
Vernacular Music	11
Music Minors	12
Applied Music Studies Undergraduate Minor	12
General Music Studies Undergraduate Minor	12
Music Technology Undergraduate Minor	12
Popular Music Undergraduate Minor	12
Self-Selected Undergraduate Music Minor	12
School of Music Faculty and Facilities	13
Building Hours	13
Programs	13
Student Responsibilities	13
Student Health and Safety	14
<i>Academic Policies and Guidelines</i>	<i>15</i>
Admission Requirements	15
Advanced Placement	15
Credit by Examination	15
Credit By Examination Policy for Applied Lessons and Composition	15
Rotation of Courses	15
Progress Toward the Degree	16
Enrollment and Sequence Requirements	16
Formal Reviews of Progress	16
Final Examinations	17
Certification Requirements (MUED Only)	18
Piano Proficiency	19

<i>Performance Policies</i>	<i>20</i>
Recitals	20
Recital Requirements	20
Recital Scheduling	20
Off-Campus Recitals	20
Rescheduling Policies for All Recitals	21
Dress Rehearsal Scheduling	21
Recital Accompaniment	21
Recital Hearings	21
Recital Program Information	21
Stage Crew and Equipment Request	21
Recital Recording	21
Principal Applied Lessons	23
Studio Classes/Master Classes	23
Recital and Concert Attendance	23
Ensemble Participation Requirements	24
Juries	25
Instruments	26
Pianos and Harpsichords	26
Practice Rooms	26
Lockers	27
Room Scheduling	27
Keys	27
<i>Organizations of the School of Music</i>	<i>27</i>
<i>Health and Wellness Resources for the Music Student</i>	<i>29</i>

ABOUT THE SCHOOL

The School of Music is one of three vibrant schools within the J.T. & Margaret Talkington College of Visual & Performing Arts at Texas Tech University. The School of Music is dedicated to creating a space for students, faculty, staff, alumni, and community partners to inspire others through their passions and art. The statements and values that follow reflect the ideas, collaborations, and strategic goals of the School of Music.

Mission Statement

Our Texas Tech University School of Music inspires musicians and scholars to collaborate across music education, performance, and academics to advance the arts and the lives of students, staff, faculty, and the people they serve.

Vision Statement

To create and nourish an inclusive, innovative and intentional community that engages music across the intersections of research, performance, education and industry.

Values

Collaborative

The School of Music values its place as a community of educators, performers, scholars, administrators, staff, and students who, through the pursuit of excellence in all educational, creative, scholarly, administrative, and support endeavors, respect each individual contribution while acknowledging the synergy and interdependency of the whole.

Responsive

The School of Music values its place as a community that is responsive to student needs and interests, including curriculum development, academic rigor, performance and teaching experiences, well-being, and preparation for an evolving professional landscape, in ways that honor tradition (within the music profession and the university culture) while pursuing innovation.

Principled

The School of Music values its place as a community committed to fairness, integrity, kindness, accountability, transparency, and trust in all communications, engagements, and interactions with others, including dedication to the cultivation, practice, and promotion of academic freedom and shared governance.

J.T. & Margaret Talkington College of Performing Arts Values Culture

On September 1, 2023, the Talkington College of Visual & Performing Arts began a collective journey to pinpoint and establish a set of shared values during a two-day summit. The Values Summit, attended by more than 50 faculty, staff, and students, aimed to collaboratively define shared values, providing guiding principles that every member could embrace and use as a foundation for daily accountability. The summit members outlined and defined these core principles, articulating the behaviors associated with each value. Subsequently, many participants gathered from across the college to participate in town hall meetings to collectively review and fine-tune the messaging surrounding these identified values.

Through this dedicated teamwork, the Talkington College of Visual & Performing Arts has distilled its core principles into five shared values: Curiosity, Principled Conduct, Sense of Community, Creativity, and Care.

Curiosity

Fostering the pursuit of life-long learning

- Inspire artistic innovation through intentional questioning
- Commit to openness, self-reflection, and new perspectives
- Cultivate a brave space for experimentation
- Nurture your passion

Principled Conduct

Upholding a high standard of personal behavior

- Practice accountability for your work and actions
- Define and implement shared standards in fair and consistent ways
- Listen to understand: respond with humility and mindfulness
- Approach endeavors with integrity and courage
- Apply ethical reasoning
- Provide constructive and supportive evaluation

Sense of Community

Sharing purpose and direction

- Encourage meaningful collaboration and engagement
- Connect with communities through the arts
- Cultivate mutual respect
- Facilitate access and opportunity

Creativity

Generating ideas, enriching perspectives, and seeking solutions

- Embrace challenges, risk-taking, and resiliency through artistic pursuit
- Approach problem-solving in an open-minded manner that draws from varying perspectives
- Explore, inquire, reflect, and respond
- Recognize the value of experimentation and trust the process

Care

Creating sustainable and nurturing environments

- Practice empathy, allyship, stewardship, and self-care
- Model compassion, generosity, honesty, and openness
- Manage resources to allow all to flourish
- Advocate for health, safety, and education of others' well-being on campus and beyond

Guided by the leadership from the [Texas Tech University System](#), the TCVPA followed the process of moving toward a Values Culture organization.

Major Fields of Study and Degree Programs

Undergraduate instruction in the School of Music leads to the Bachelor of Music (B.M.) degree with fields of specialization in Music Composition, Music Education, Music Performance, or Music Theory; or, to the Bachelor of Arts (B.A.) in Music degree with concentrations in Commercial Music, Mariachi, or Music. Qualified students may pursue more than one area with faculty permission. Those students choosing to study Music Education will identify intent to receive certification for all-level (EC-12) teaching in music. These students must also complete the core of courses required as part of the professional teacher education program. The required course of study for these programs is included in the appendix of this handbook.

The School of Music offers a wide variety of courses and performance opportunities for the non-music major. Instruction is available in music survey courses, private lessons, ensembles, and in beginning group keyboard classes.

Students may also pursue a minor in music with specializations in Applied Music, Popular Music, Music Technology, or General. A course of study for the minor in music is included later in this handbook.

Undergraduate Degree Programs

Bachelor of Arts in Music

The Bachelor of Arts in Music (MUBA) provides the foundation of a liberal arts education. This program is an option for the student who wishes for a more general course of study, a broad coverage of music rather than a heavy concentration on any single music component. A minimum total of 120 hours is required for this degree.

Bachelor of Arts in Music with a Concentration in Commercial Music

The Commercial Music concentration allows Music, B.A. students to engage with courses designed to prepare them for the commercial music industry. The degree culminates in the Commercial Music Applied Capstone, which synthesizes their learning throughout the entire program. A minimum total of 120 hours is required for this degree.

Bachelor of Arts in Music with a Concentration in Mariachi

The Mariachi concentration allows Music, B.A. students to demonstrate proficiency in the history and performance of Mariachi music. Students will perform with the Mariachi Ensemble and take courses in the history of Mariachi, specifically, and the music of Latin America more broadly. A minimum total of 120 hours is required for this degree.

Bachelor of Music with a Concentration in Music Composition

The Bachelor of Music in Music Composition (MUCP) provides specialized training in music, with emphasis on original creative work in composition as preparation for professional work or advanced study at the graduate level. A minimum total of 128 hours is required for this degree.

Bachelor of Music with a Concentration in Music Education

The Bachelor of Music in Music Education (MUED) degree is intended for those students who wish to become certified to teach music in early childhood through twelfth grade settings. The student will be expected to develop as an educator, grow as a musician, and acquire the information leading to professional credentials. A minimum total of 128 hours is required for this degree.

Bachelor of Music with a Concentration in Music Theory

The Bachelor of Music in Music Theory (MUTH) provides specialized training in music, with emphasis on academic studies in music theory as preparation for professional work or advanced study at the graduate level. A minimum total of 128 hours is required for this degree.

Bachelor of Music with a Concentration in Performance

The Bachelor of Music in Performance (MUPF) degree will prepare students to work independently to present performances at the highest possible level of achievement. Students will be able to apply skills in solo and small and large ensemble settings. After completing all degree requirements, students should find opportunities for specialized performance careers or advanced performance study at the graduate level. A minimum total of 128 is required for this degree.

Bachelor of Applied Arts in Commercial Music

The Bachelor of Applied Arts in Commercial Music (BAACM) partnership between South Plains College (SPC) and Texas Tech University pulls three areas of study together to prepare the student for life as a professional musician: 1) Applied Music, particularly as it relates to performance skills including instrumental, vocal, and compositional, 2) Technical Knowledge, particularly as it relates to sound and video support for live and recorded commercial music, and 3) the General Studies Core Curriculum including areas of communication, mathematics, life and physical science, language, philosophy and culture, creative arts, American history, government and political science, and social and behavioral science, which prepare the student for a wider job market and advanced degrees in a variety of disciplines including and beyond the commercial music career. Students who complete the AAA in Commercial Music at SPC are eligible to audition for the BAACM degree program at TTU.

Combined Accelerated Bachelor of Music + Master of Music Education Program

Advanced MUED undergraduates may apply for admission to the B.M.+M.M.E. program. Admission allows qualified students to count 9 hours toward both an undergraduate degree and a Master of Music Education degree (either the 30-hour thesis track or 36-hour non-thesis track). Application should be made during the junior or senior year following procedures available from the Division Head of Music Education and School of Music graduate or undergraduate academic advisors. The program is designed for eligible undergraduate music education majors who wish to complete the M.M.E. degree in full- or part-time graduate study, during Texas Tech's summers-only program, or in some combination of the two. The Summers Only program allows practicing music educators to maintain a full-time teaching position while pursuing an advanced degree.

Undergraduate Certificates

Community Arts

The School of Music, under the general supervision of the Vernacular Music Center, offers a 15-hour Undergraduate Certificate in Community Arts, particularly aimed at practitioners and participants in community arts. The certificate provides practical and applicable skills for future arts administrators, working artists, performers, presenters, and community advocates. It is available in either administrative or artistic practice concentrations (according to electives).

For most working artists/educators, it is valuable, for both personal careers and artistic and creative campus and community projects, to develop strong skills in management, budgeting, promotions, and media. Those interested in graduate degrees will find material advantage through this foundational undergraduate certificate. Those involved in EC-12 education will be greatly facilitated in speaking and advocating on behalf of their program initiatives.

Guitar Studies

The Certificate in Guitar Studies is designed to provide skills related to guitar pedagogy and performance. It seeks to develop wide-ranging skills for guitarists and future music educators seeking to add a guitar-centered concentration to their degree. These skill sets include, but are not limited to, classical/fingerstyle, electric and steel string styles, basics of jazz comping, knowledge of varied strumming patterns, guitar ensemble, and modern band direction. This certificate is open to all majors and is well-suited for music major students who wish to develop guitar-related skills. The certificate culminates in a capstone project. Audition required.

Jazz Studies

The School of Music offers a 15-hour Undergraduate Certificate in Jazz Studies to provide students with a foundation in the skills necessary to be a successful performer in the jazz idiom. The certificate program combines lecture and laboratory courses (performance ensembles) with private study, much like the mentor/apprentice tradition seen throughout the history of jazz music. Music education students are often required to teach jazz music and direct jazz ensembles after entering the music education profession. Successful completion of this certificate program will enable students to be more competitive in the job market.

Music Humanities

The undergraduate certificate in music humanities seeks to educate students in a wide array of musical topics, styles, and frameworks. Students will study music from many musical traditions and cultures. This certificate is intended to serve students of all majors, including music majors, who wish to add an additional area of specialization in music humanities to their degree.

Music and Technology

The School of Music offers a 15-hour Undergraduate Certificate in Music and Technology, which introduces students to a wide array of musical topics and issues associated with the composition and analysis of music using computational methods. Areas of study include sound recording, digital media production, and music informatics. This certificate is intended to serve music majors who wish to add an additional area of specialization in music technology to their music major. The certificate program, which culminates in an internship with the recording studio, is ideal for students preparing for careers in creative media industries, or who plan to complete graduate or advanced degrees in music technology.

Vernacular Music

The School of Music offers a 15-hour Undergraduate Certificate in Vernacular Music. For most scholars involved in teaching or research, there is an expectation of familiarity with global music styles. Those interested in graduate degrees will find material advantage in this undergraduate certificate study. Those involved in EC-12 education will be greatly facilitated in meeting global music and cultural diversity requirements. This certificate complements programs in music education, music composition, performance, and the Bachelor of Arts in Music.

Music Minors

Students may seek a minor in music by completing one of programs below. Eighteen hours of study required for each program will be selected in consultation with the Music Minor Coordinator and Music Advisors in the School of Music. Music majors may not select music as a minor.

Applied Music Studies Undergraduate Minor

The undergraduate minor in applied studies seeks to further prior knowledge and skill in music for students with previous experience with a particular instrument or voice type. This minor provides opportunities for practical study and ensemble experiences, as well as classroom-based instruction on a broad array of musical topics. No more than 6 credits from applied study can be counted towards this minor. An audition is required to declare this minor and enroll in applied study. Completion of this minor will satisfy the creative arts core requirement. See the academic catalog for current requirements.

General Music Studies Undergraduate Minor

The undergraduate minor in general music studies seeks to educate students in a wide array of musical topics and issues. Students will gain an understanding of music in a global context with historical and contemporary viewpoints. This classroom-based minor can be completed with no previous musical training. Completing this minor will satisfy the Creative Arts core requirement.

An online-only option for this minor is also available.

Music Technology Undergraduate Minor

The undergraduate music minor in music technology seeks to educate students in a wide array of musical topics and issues. Students will gain an understanding of music informatics and other associated technologies. This classroom-based minor can be completed with no previous musical training. Completion of this minor will satisfy both the creative arts and multicultural core requirements.

Popular Music Undergraduate Minor

The undergraduate music minor in popular music studies seeks to educate students in the music we interact with each day. Students will gain an appreciation for the ways in which music is created, shared, commercialized, and valued. This classroom-based minor requires no previous musical training, and completion of courses within this minor will satisfy the Creative Arts core requirement.

Self-Selected Undergraduate Music Minor

The basic requirements for self-selected minor studies are as follows. All courses must be selected in consultation with the Music Minor Coordinator and Music Advisors:

- A minimum of eighteen semester hours in music courses, of which six must be in 3000- or 4000-level courses
- Courses in at least three of the six areas of music courses (MUAP, MUCP, MUEN, MUHL, MUSI, MUTH).
- A minimum of six hours of Music History and Literature. (These may be selected from 1308, 3304, and 3310 or they may include any other Music History and Literature course for which the student is qualified, with enrollment subject to the approval of the instructor.)
- A minimum of three hours of Music Theory. (This may be MUTH 1300 or 1203/1103).
- A minimum of 9 hours must be completed at TTU.

School of Music Faculty and Facilities

Over 450 students are enrolled as majors in the School of Music. This size is ideal for affording a pleasant atmosphere and ensuring complete instrumentation for the larger ensembles, as well as individual attention for students in applied music study, classes, and the many small ensembles in which students participate.

The faculty includes a performing specialist on all band and orchestral instruments as well as piano, voice, organ, harpsichord, harp, and guitar, along with specialists in Administration, Conducting, Composition, Music Education, Music History and Literature, and Music Theory.

All music holdings (scores and recordings) are housed in the campus library, which is adjacent to the School of Music.

Performance facilities for music include the 532-seat Hemmle Recital Hall that houses the 81-rank Ballenger Grand Holtkamp Organ consisting of 4,271 pipes. There are an additional 50 audience seats that can be expanded onto the stage for a total capacity of 582. The School of Music also houses performances in our Choir Hall and Band Hall, both of which seat over 100. Also used for performances are one Fazioli, one Yamaha, and two Steinway grand pianos, a Kingston French double harpsichord, and a Martin harpsichord. The campus is also fortunate to have a 36-bell carillon.

The School of Music is fortunate to have several partnerships with other venues on-campus, including the Kent R. Hance Chapel operated by Top Tier Catering and the Charles E. Maedgen Theater and the Black Box Theater in the School of Theatre and Dance.

We are also partnered with several off-campus venues including the Buddy Holly Hall, operated by the Lubbock Entertainment and Performing Arts Association and the Lubbock Civic Center Theatre and Garden and Arts Center operated by the City of Lubbock.

A recital recording service is also operated through Media Production.

The School of Music is a fully accredited member of the National Association of Schools of Music.

Building Hours

The Music Building is open for use by the School of Music faculty and students between 6 a.m. and 11 p.m. each day except during university break periods and holidays.

Programs

The School of Music offers a wide variety of recitals, concerts, lectures, and other programs by students, faculty, and distinguished guests. Most of the programs are free and open to the public.

Student Responsibilities

Music majors should think of themselves as professionals and act accordingly, not only with respect to study and practice, but in all aspects of their conduct.

Students should be protective of the music building, equipment, library materials, and instruments. No student should permit others to be abusive either carelessly or deliberately.

Students are encouraged to have instrument insurance (check their or their guardian's homeowner's insurance) concerning a rider that covers university-owned instruments and equipment entrusted to their care.

Please report any items in the building that need attention to the Building and Equipment Manager or Director of the School of Music. Help us keep the music building a livable and workable space. Such reports can be made by emailing music.facilities@ttu.edu

Student Health and Safety

Please see Appendix C: “Health and Safety for the Music Student” for information and School of Music policies regarding performance- and music-specific health concerns for student musicians.

Refer to the [Health, Safety, and Wellness](#) page of the Texas Tech University website for information on resources offered by the University for students’ general well-being.

ACADEMIC POLICIES AND GUIDELINES

Admission Requirements

Students applying to the School of Music will have their major listed as MUAR (Music- Audition Required) until their audition.

Acceptance to Texas Tech University does not ensure admission as a music major. Music majors must audition in their declared principal applied area with the appropriate faculty for acceptance into any music program.

Provisional acceptance into a Music Theory or Music Composition major is based upon a combination of auditions, transcripts, and entrance examinations, submission of scores, writing samples, recordings, and/or interviews. All entering students majoring in Music Theory or Music Composition **must audition in their declared principal applied area with the appropriate faculty, in addition to meeting with the theory/composition faculty.** Students wishing to change their major to Theory or Composition after having been accepted into another major in music must proceed through a formal process of evaluation by the Theory and Composition faculty.

Any music major who is absent for any reason from Texas Tech University or is not a music major for a period of two consecutive long semesters or longer, must apply for readmission to Texas Tech University and must audition for readmission to the School of Music as a music major.

See the degree checklists in the appendix of this handbook for a list of courses required for each major and concentration.

Advanced Placement

As a result of College Board's Advanced Placement Music Theory Exam, some students may receive Credit by Examination for MUTH 1303: Elementary Music Theory I. The School of Music follows published University policy regarding the awarding of Credit by Examination (see Texas Tech University undergraduate catalog).

Credit by Examination

Students may be offered credit by examination as governed by OP 34.08: Undergraduate Credit by Examination. Credit by examination is not available for graduate students. When issuing credit by examination, copies of graded exams must be kept on file with the School of Music advising office.

Credit By Examination Policy for Applied Lessons and Composition

Students engaged in changing majors or adding a performance concentration within the School of Music **must enroll in the required credits for the applied or composition lessons for the additional concentration.** Credit by examination is *not permitted* to add additional credits to previous enrollments to satisfy these concentration changes.

At the time of the change, advising staff will notify students and applied teachers of the required enrollments for the performance or composition concentration.

Course substitutions *are* permitted so long as the level of lesson substituting is equal to or higher than the lesson level needing the substitution.

Credit by examination for applied lessons for other purposes must be approved by the director. It will require a jury-style examination with at least two members of the applied faculty.

Rotation of Courses

Sequential courses exist in the areas of Theory, Aural Skills, Piano, Music History, Conducting, and Instrumental Methods; however, some courses within the School of Music are not offered every year or every semester. Students should consult the Schedule of Courses, University Catalog, or their Academic Advisor for further information about available courses each semester.

Progress Toward the Degree

After acceptance into the School of Music, all music majors will participate in applied and academic assessments during each semester of enrollment. **Music majors must maintain a grade of C or above in every course designated as part of the major area music curriculum. Students not receiving a grade of C in such course(s) will be allowed to repeat the course(s) up to two times in order to achieve the minimum grade of C.** University policy states that students may repeat a course for credit only one time at the normal tuition rate; those repeating a course more than once must pay an additional cost of education fee. Failure to acquire a minimum grade of C in a major area music course after the second reattempt will result in a discontinuation of music major status and the need to declare a major other than music.

Enrollment and Sequence Requirements

To remain a Music Major, students must maintain progress toward the degree by taking at least one course (other than applied lessons or ensemble) each semester required in the degree plan.

The faculty of the school has outlined the proper order in which the required courses should be taken, based upon a pedagogical sequence of knowledge and skills over the course of study. Students should regularly consult with the Academic Advising staff to complete their degree in a timely manner. Most degrees can be completed in eight semesters; the MUED concentration usually takes nine semesters.

Formal Reviews of Progress

Music majors may have formal reviews conducted of their performance and academic progress, particularly at the end of their sophomore year. Students should consult their applied music instructors for specific information.

Composition majors will submit a portfolio yearly for evaluation by the composition faculty. Faculty will meet with the student as part of this review process. Near the completion of the sophomore year, composition majors will be asked to submit samples of their freshman and sophomore work for formal review. Composers will submit scores and recordings in the form of a portfolio. The faculty will evaluate each student's work, as well as the academic record, before approving continuance as a composition major. Aside from the evaluation of compositions and theoretical work, the principal review criteria include the following:

1. the completion of all academic requirements through the sophomore year;
2. a grade average of no less than B in composition and theory courses.

Music Theory majors will undergo a similar formal academic review at the conclusion of their sophomore year.

Final Examinations

Final examinations are required in all university courses. Juries, proficiencies, or recitals may substitute for a final examination in applied lessons in accordance with faculty members' stated course requirements.

Concerts may substitute as final examinations for ensemble courses in accordance with faculty members' stated course requirements.

Apart from concerts serving as final examinations, all final examinations, including juries, must be taken during the finals period and, if provided, the time set by the university and published in the University Final Examination Schedule. Final exams may not be administered at any other time, even if agreed upon by the faculty member and students in the class.

Certification Requirements (MUED Only)

In addition to the coursework required by the School of Music to fulfill the Bachelor of Music degree, students wishing to be certified to teach in the State of Texas must fulfill all requirements of the College of Education and the State of Texas. The coursework for Teacher Certification is listed in the University Catalog section of the College of Education and in the Degree Guide Sheets included as part of this handbook.

In addition to this course of study the following is also required of the student seeking certification.

1. Admission to Teacher Certification Program

Upon completion of 60 semester hours, students obtain and complete an application form from the College of Education. Deadlines for submission of applications are generally mid-January (for fall semester admission) and late August (for spring semester admission). It is best to begin the professional education courses no sooner than 3 semesters before the student teaching semester. To be admitted, a student must have an overall GPA of 2.75 or better. Any fees that may be charged will be communicated to the students by the College of Education.

2. Application for Student Teaching

Student Teaching Placement Request forms must be received by the Coordinator for Student Teaching one year prior to student teaching. Deadline dates will be announced and posted each semester. Obtain a checklist for eligibility at the time you submit your request form. Your eligibility status will be determined, and you will be notified of that status prior to the advanced registration period for the semester in which you plan to student teach. Applications will be reviewed and signed by the Coordinator for Student Teaching and the Student Teacher.

3. TExES Certification Test

Students seeking all-level certification must take the EC-12 Music All-Level TExES Certification exam (exam #177) and the EC-12 Pedagogy and Professional Responsibility (PPR) Certification exam (exam #160). Both the Music TExES and the PPR exams must be taken prior to the beginning of student teaching. TExES exams are available via computer administration at various testing sites across the state. Register to take the exam at <http://texes.ets.org>. Preparation materials are available on-line at <http://cms.texes-ets.org/texes/prepmaterials/>.

4. Complete MUAL 4000

Prior to beginning MUAL 4000, all CLEP exams must be completed and passed, and all music course requirements must be completed. While not recommended, up to 9 credit hours of non-music courses may be taken after student teaching. A grade of CR/NC (credit/no credit) will be given based on quality of participation/engagement, adherence to the professional policies and Code of Ethics of the College of Education and the School of Music, as well as Cooperating Teacher and University Supervisor evaluations.

5. Application for Teaching Certificate

In order to receive a teaching certificate, students must successfully complete all aspects of the student teaching experience, pass both TExES exams, complete an application with the College of Education, and pay necessary fees. Details are available from the College of Education and the School of Music.

6. Credit Hours

The final 30 hours of the degree must be from Texas Tech University. Students are not allowed to complete courses during the student teaching semester. Students who desire to take applicable courses from another institution after completing 90 degree credit hours must request special permission from the college prior to registration at that institution.

Piano Proficiency

All students who are not keyboard principals must demonstrate proficiency in piano. This requirement must be successfully completed at the level of MUAP 2124 either by examination or by taking appropriate coursework, including up to four enrollments in keyboard courses (MUAP 1123, 1124, 2123, 2124). The keyboard proficiency requirement must be fulfilled prior to student teaching and graduation. The requirements needed for piano proficiency at each level are in Appendix B at the back of this handbook.

PERFORMANCE POLICIES

Recitals

Recital Requirements

All students enrolled in the Bachelor of Music degree (B.M.) are required to present at least one public performance.

Music Education, Music Composition, and Music Theory majors must present a Junior Recital (MUAP 3190) on their principal instrument.

Music Composition majors are additionally required to present a recital of their original compositions during their senior year (MUAP 4190).

Music Performance and Jazz majors are required to present a Junior Recital (MUAP 3190) and Senior Recital (MUAP 4190).

There is no recital requirement for the Bachelor of Arts in Music degree.

Half-length Junior Recitals comprise a maximum of 25 minutes of music; full-length Senior Recitals consist of 45-50 minutes of music. Students are expected to stay within minimum and maximum time guidelines on all degree recitals in order to best utilize School of Music collaborative piano and performance space resources. Half-length junior recitals must be paired whenever possible.

Recital Scheduling

Degree Recitals

To schedule a student recital, an applied faculty member must use the Recital Scheduling Form found on the Faculty/Staff Resources page of the School of Music website.

All degree recitals must be scheduled by the deadline provided each Fall and Spring by the Manager of Performances & Scheduling.

As scheduling permits, available recital venues include Hemmle Recital Hall, Choir Hall, Band Hall, and the Kent R. Hance Chapel.

Recital and recording costs are paid from Special Instruction Fees collected from enrollment in degree recital courses (i.e., MUAP 3190 and 4190). No additional fees are required.

Non-Degree Recitals

All non-degree recitals may be scheduled in the final week prior to the closing of the performance calendar for degree-related events and only as space allows. Recitals may be requested by faculty members using the Recital Scheduling Form found on the Faculty/Staff Resources page of the School of Music website.

All non-degree recitalists will be charged a \$150 recital/recording fee, due at the time of scheduling.

When possible, non-degree recitalists are encouraged to schedule in locations other than Hemmle Recital Hall, and Kent R. Hance Chapel.

Non-degree recitals must be scheduled by the deadline provided each Fall and Spring by the Manager of Performances & Scheduling.

Off-Campus Recitals

Kent R. Hance Chapel is external to the School of Music. Requests to perform recitals at this location will need to be separately approved. Please allow additional time for confirmation of off-campus recital requests.

Scheduling at these locations is limited to degree and non-degree recitals booked using the above procedures. Recitals involving large equipment (e.g., percussion instruments) will not be scheduled in Hance Chapel. Exceptions to this policy must be formally requested through the Director of the School of Music with appropriate permissions from the faculty who maintain instruments to be utilized.

Other off-campus locations, including several local churches, are available for both degree and non-degree recitals and should be booked directly with the venue. Some of these locations will involve facility or other charges, which are the responsibility of the student.

Off-campus recitals will not be provided stage crew and recitalists will need to pick up their own programs prior to their performance. Additionally, recording services from the School of Music may be requested but are not guaranteed.

Rescheduling Policies for All Recitals

Recitals may only be rescheduled during the same semester for medical reasons or student emergencies as space and time allow.

The student's inability to be prepared is not sufficient reason to reschedule a recital in the same semester.

Dress Rehearsal Scheduling

Students scheduled to perform a recital may schedule dress rehearsal time in their performance space. Hall availability may limit dress rehearsals to 50 minutes on weekdays to coincide with the class schedule. Dress rehearsals may be scheduled once the performance calendar closes or three weeks prior to the requested date, whichever comes first. Typically the following timeframes will apply:

- Single Junior Recital: 60 minutes
- Joint Junior Recital: 120 minutes
- Senior Recital: 90 minutes
- Graduate Recital: 120 minutes

Recital Accompaniment

Students may request the services of a collaborative pianist for their degree recitals, provided at no additional charge. Requests are made at the start of each semester. Students may also hire one of several freelance accompanists in the area at their own expense. A list of freelance collaborative pianists is available to students upon request from the Collaborative Piano Coordinator.

More information regarding collaborative piano services can be found on the Collaborative Piano Request Forms page on the School of Music website.

Recital Hearings

All undergraduate degree recitals require a hearing, typically held 2 to 3 weeks before the recital date. The hearing panel should consist of three faculty members from the student's area of study with a majority vote required to pass and perform. Each studio has specific requirements and policies for its hearings, communicated in course syllabi for MUAP 3190 and MUAP 4190.

Following hearings (and prior to recitals), applied faculty members must submit the [Recital Hearing Verification Form](#) to music.advising@ttu.edu.

Recital Program Information

Students are responsible for submitting recital program information to the Programs Office via music.programs@ttu.edu at least 10 business days before their performance date. Note that programs submitted after this deadline may not be printed.

Stage Crew and Equipment Request

Students performing should submit production notes for their performance at least 2 business days before their performance date to indicate stage setup, special equipment needs (including any sound reinforcement) and any changes in setup required during the program.

Recital Recording

The School of Music Recording Studio is responsible for the video and audio archival of concerts, degree recitals, and events in Hemmle Recital Hall, Choir Hall, Kent R. Hance Chapel, and all junior, senior and graduate recitals. The Recording Studio bases its

production calendar on the School of Music's internal calendar. However, students should confirm the accuracy of the calendar and contact the Recording Studio at least one week in advance of their recital of any changes.

Recitals in Hemmle Recital Hall, Choir Hall, and Kent R. Hance Chapel will be live-streamed. Following their performance, students will receive their recital recording via downloadable link.

Principal Applied Lessons

All music degrees require four or more semesters of applied lessons on a principal instrument. Specific requirements for each degree can be found on the degree checklists in the appendix of this handbook.

Music majors enrolled in major ensembles must have concurrent enrollment in applied lessons.

For degrees requiring recitals in the principal applied area, successful completion of the junior recital is required before a student is allowed to enroll in MUAP 4001.

Studio Classes/Master Classes

Applied lesson enrollment typically comprises (1) a weekly one-on-one lesson and (2) a weekly studio class, master class, or performance lab, in which attendance and participation are expected. The time and location of this class will be communicated to students by the applied faculty.

Composition majors are required to attend weekly Composers' Forums as scheduled by the composition faculty.

In addition, students may be required to attend weekly departmental recitals, guest artist master classes and recitals, and other events. These requirements will be communicated to students by the applied faculty.

Recital and Concert Attendance

All School of Music undergraduate music majors enrolled in applied lessons are expected to experience a broad range of repertory through attendance at the many performance events offered each semester. Examples include student and faculty recitals, guest artist events, ensemble concerts, chamber music concerts, opera and music theatre productions, as well as other musical events in the community, such as those presented by the Lubbock Symphony Orchestra, Lubbock Chamber Orchestra, Lubbock Chorale, and Presidential Lecture and Performance Series.

Ensemble Participation Requirements

All music majors enrolled in applied lessons on their principal instrument must be enrolled in an appropriate ensemble. Music majors must audition for placement in an approved ensemble as part of their degree requirements. Students with a performance concentration may count up to two ensembles per long semester toward their degree requirement. Students in all other concentrations may only count one ensemble per long semester. Starting with the student's first semester as music major, ensemble enrollment must be in consecutive semesters until the requirement is complete. Education majors' ensemble requirements are waived during the semester of student teaching.

Transfer students must audition for an approved ensemble each semester in residence until either their requirement is met or until graduation, whichever comes first. Up to two semesters of transferred ensembles may count toward this requirement.

University Bands are considering a non-major ensemble and do not count towards requirements for Music Education or Performance concentrations.

Minimum ensemble requirements by degree program are listed below:

1. Bachelor of Arts

a. Guitar

- i. Four semesters in any departmental ensemble

b. Keyboard

- i. Two semesters in Accompanying
- ii. Two semesters in any departmental ensemble

c. Harp

- i. Four semesters in harp ensemble Strings
- ii. Two semesters in Symphony Orchestra
- iii. Two semesters in any departmental ensemble

d. Voice

- i. Two semesters in choir
- ii. Two semesters in any departmental ensemble

e. Woodwind, Brass, & Percussion

- i. Two semesters in Symphonic Wind Ensemble, Symphonic Band, Concert Band or Orchestra
- ii. Two semesters in any departmental ensemble

f. Mariachi

- i. Two semesters in Mariachi Ensembles
- ii. Two semesters in any departmental ensembles

2. Bachelor of Music: Music Education

a. Voice

- i. Five semesters of Choir
- ii. Two semesters in Choir or Opera Theatre
- iii. One semester in secondary instrumental ensemble (MUEN 2101)

b. Woodwinds/Brass/Percussion

- i. Two semesters of marching band
- ii. Three semesters of band or orchestra
- iii. Two semesters of band, orchestra, or jazz
- iv. One semester of secondary choral ensemble (MUEN 2102)

c. Harp

- i. Seven semesters in harp ensemble or any major ensembles
- ii. One semester of secondary choral ensemble (MUEN 2102)

d. Keyboard

- i. Seven semesters of any department ensemble of which up to four may be accompanying
- ii. One semester of secondary instrumental ensemble (MUEN 2101)

e. Strings

- i. Five semesters in orchestra
- ii. Two semesters in orchestra or jazz
- iii. One semester of secondary choral ensemble (MUEN 2102)

2. Bachelor of Music: Performance

- a. Harp
 - i. Eight semesters in Harp Ensemble or Major Ensembles
 - ii. Eight credits in chamber music
- b. Guitar
 - i. Sixteen credits in any ensemble
- c. Strings
 - i. Eight semesters in orchestra
 - ii. Eight credits in chamber music
(bass students may sub other ensembles in lieu of chamber music)
- d. Woodwind, Brass & Percussion
 - i. Six semesters in Symphonic Wind Ensemble, Symphonic Band, Concert Band or Orchestra
 - ii. Two additional semesters in Symphonic Wind Ensemble, Symphonic Band, Concert Band, Symphony Orchestra or Jazz Ensemble 1 or 2
 - iii. Four semesters of chamber ensemble
(percussion may substitute percussion ensemble for chamber ensembles)
- e. Voice
 - i. Six semesters in choir
 - ii. Two semesters in choir or opera theatre
- f. Piano
 - i. Eight semesters in any ensemble of which up to four may be accompanying.

3. Music Theory, Composition

- a. **Guitar**
 - i. Seven semesters in any departmental ensemble
- b. **Harp**
 - i. Seven semesters in Harp Ensemble or Major Ensembles
- c. **Keyboard**
 - i. Seven semesters in any department ensemble of which four may be accompanying
- d. **Strings**
 - i. Seven semesters in any department ensemble
- e. **Woodwind, Brass & Percussion**
 - i. Seven semesters in any department ensemble
- f. **Voice**
 - i. Seven semesters in any department ensemble

Juries

All music majors enrolled in one-on-one lessons will perform either a jury or degree recital in each semester of applied music enrollment. Students must pass jury examinations as prescribed by the faculty of their area. Students should consult their applied music course syllabi or instructors for complete jury requirements.

Juries, if required, may only take place during the final examination period.

USE OF UNIVERSITY EQUIPMENT AND FACILITIES

Instruments

Certain instruments and equipment are available to students to check out for use in departmental classes and/or ensembles. Students must be currently enrolled in a course that requires use of the instrument or have permission from an appropriate faculty member to use the instrument in another course. Instruments may be requested via the office of the Building and Equipment Manager. Instruments checked out for use by a student become the responsibility of that student for the checkout period. Note that some instruments may require a rental fee. All equipment must be returned at the termination of the contract or upon demand by the Building and Equipment Manager or Director of the School of Music. Students are responsible for lost or damaged instruments and will be billed for replacement or repair. Registration holds may be placed on accounts until lost or damaged instruments are paid for.

Pianos and Harpsichords

School of Music pianos, particularly those in performance spaces, represent a significant financial investment on the part of the institution and must be handled with the utmost care. Students are expected to abide by all posted regulations regarding treatment of the pianos in performance settings, practice rooms, and classrooms, including:

- Nothing—including liquids of any kind—is to be placed on any piano.
- Practice room and classroom pianos should not be moved.
- Do not attempt to move a performance or rehearsal piano alone. It is recommended that no fewer than 3 individuals move a piano on and offstage.
- Never move a performance piano without its cover.
- Lock all three wheels before lifting piano lid.
- Always use 2 individuals to lift the piano lid.
- Close lid before moving piano.

School of Music harpsichords are only available for use with permission of the keyboard faculty. Requests for harpsichord use must be made by a faculty member on behalf of the student at least 30 days prior to the first rehearsal or performance in which the harpsichord is needed.

Practice Rooms

The following rules and procedures are required for student use of School of Music Practice Rooms.

1. School of Music Practice rooms are designated for the exclusive use of TTU students enrolled in music courses and for use by faculty and staff employed by the School of Music at Texas Tech University. Any other person may use a practice room only with the explicit written consent of the Director of the School of Music.
2. Some rooms may have priority for select instruments. Practice rooms that are not locked or designated with official signage are available to all students enrolled in music courses on a first-come, first-served basis.
3. No food or beverages are allowed in practice rooms. Closed containers of drinking water are permissible but must NOT be placed on pianos or other equipment.
4. Door windows are not to be covered when the room is in use.
5. Practice rooms are not to be left unattended for more than 10 minutes. Any rooms not used for more than 10 minutes may have belongings placed in the lost and found.
6. The TTU School of Music is not responsible for lost or stolen items. Do not leave items unattended.
7. When leaving, take care to bring all items with you, turn off the light, and leave the practice room clean and tidy.
8. Students are responsible for the up-keep and cleanliness of the practice rooms and are expected to abide by all posted rules and policies regarding practice room use.
9. In an emergency call 911 for ambulance, fire, or police. Other important numbers are:
 - a. TTU Police Department (806) 742-3931 (non-emergency)
 - b. TTU Maintenance Emergencies (806) 742-4OPS (4677)
 - c. IT Help Central (806) 742-HELP (4357)
 - d. School of Music Office (806) 742-2274

Lockers

Hall lockers on all three levels of the School of Music building are available to music students on a first-come-first-serve basis. Lockers, including those reserved for large instruments (e.g., for cellos, basses, tubas, etc.) located on the lower levels, must be checked out each semester from the Building and Equipment Manager.

Students are responsible for keeping their assigned lockers clean and secure.

All lockers must be vacated at the end of the Spring semester or as requested by the Building and Equipment Manager.

Room Scheduling

The official university class schedule can be viewed at <https://www.aaiscloud.com/TXTechU/>. An internal School of Music calendar is available at <http://www.calendarwiz.com/ttusom>.

(Note that the School of Music internal calendar is not always reflective of the official university class schedule, which at times may change in ways that are not indicated in our internal calendar. The School of Music strives to keep this calendar as complete and up to date as possible, however when the internal calendar and official university class schedule differ, it is the official university class schedule that is correct.)

Academic scheduling including classes, registered applied lessons, and reoccurring registered ensemble rehearsals must be requested by faculty members through the Advising Office.

All other rehearsal or room usage requests may be scheduled on a week-to-week basis no sooner than two weeks in advance.

To schedule a room for a single instance, email Music.schedule@ttu.edu

Requests submitted with less than 48 hours notice may not be processed before the requested time.

Any non-scheduled use of School of Music spaces is not authorized.

Keys

In some cases, students will be assigned keys to rooms and equipment storage areas. Keys must be requested by faculty members via the School of Music Business Office. Key requests are reviewed by the Director of the School of Music. Students may not receive perimeter doors to the School of Music and may only access the building during open hours.

ORGANIZATIONS OF THE SCHOOL OF MUSIC

In addition to ensembles and courses, the School of Music sponsors a number of student musical organizations. These organizations are honorary societies and are primarily service oriented.

These organizations enhance the musical life of the School of Music and are well-respected organizations on-campus and throughout the nation. Students are encouraged to acquire more information by contacting officers of the groups or watching announcements on bulletin boards in the Music Building.

ADVISING AND REGISTRATION

Upon entering Texas Tech, students are initially advised during a new student orientation session during the summer. This will be their first contact with the Academic Advising Staff, who will assist music majors in completing all degree requirements in a timely manner.

Advanced registration for upcoming semesters is held during each of the long semesters for currently enrolled students only. The Academic Advising Staff will post an advising schedule for this time period. To prepare for an advising appointment, students should do the following:

1. Clear all holds (traffic and parking, housing, SBS, etc.)
2. Prepare a preliminary schedule prior to advisement using the schedule builder feature on Raiderlink. Go online to be sure you have the most accurate course listings, and use the degree checklists found in Appendix A of this handbook to guide course choices.
3. Sign up for advisement with your academic advisor. You will be notified ahead of time which dates you may sign up for as well as your actual registration date.

Registration for students who did not go through advanced registration takes place during the week immediately preceding the beginning of each long semester. For summer sessions, registration takes place the same day spring semester registration begins. You must visit with your academic advisor in order to register for courses.

HEALTH AND WELLNESS RESOURCES FOR THE MUSIC STUDENT

The School of Music maintains a list of resources for available on and off campus related to student wellness. Many resources are specific to the needs of the music student.

https://www.depts.ttu.edu/music/resources/Wellness_SchoolofMusic.php