

University of North Carolina at Asheville

**Music Department Handbook
of
Policies and Procedures**

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THE UNIVERSITY OF NORTH CAROLINA At Asheville

Department of Music

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General Information

UNCA offers two degree programs: the **Bachelor of Science in Music Technology** and the **Bachelor of Arts in Music**. Both programs are grounded in a nationally acclaimed liberal arts curriculum. This special feature of the UNCA experience helps students prepare not only for entry-level jobs but also, and more importantly, for leadership roles in the music professions of the twenty-first century.

The **Music Technology program**, leading to the B.S. degree, was established at UNCA in 1982. It is taught in UNCA's multi-track recording studio, MIDI production studio, and related facilities.

The B.A. program allows the student to pursue either a **Jazz Studies** track for students wishing to pursue careers as jazz performers, composers, and arrangers or a **General Music Studies** track that provides an opportunity for students to engage in a wide range of musical and academic studies. Students may emphasize areas of special interest such as performance, composition, computer music, etc.

NOTE: Both degree programs are quite flexible. Students in either of the degree programs may take any of the Music Department offerings such as Audio Engineering Technology, Jazz Improvisation, Synthesizers, and Software providing they have met the appropriate prerequisites as listed in the catalog.

REQUIREMENTS FOR DECLARATION OF MUSIC MAJOR

Admission to the Major in Music

Students wishing admittance to either the B.A. or B.S. degree program in music must first satisfy the LANG 102 requirement. The student must also 1) demonstrate piano competency through the MUSC 102 level; 2) successfully complete MUSC 201 and 231; and 3) pass an instrumental or vocal audition placing them into MUSC 291. Audition guidelines are available from the Music Department or at www.unca.edu/music.

Please Note: Before applying for an audition, prospective students must first be accepted by the UNCA Office of Admissions

The “Application for Audition” and “Audition Guidelines” forms can be obtained by downloading from our website: <http://www.unca.edu/music> or by contacting the Music Department at 828-251-6432 or music@unca.edu

Auditions and placement tests are scheduled once in the Fall and once in the Spring. In some cases, a CD may be submitted in lieu of an in-person audition.

SCHOLARSHIPS

Outstanding students may be eligible for scholarships. Those interested should apply by submitting the “Scholarship Application” form by the appropriate deadline. Scholarship auditions are in the Spring for the following academic year (check the music web page for audition dates and deadlines <http://www.unca.edu/music>).

PLACEMENT TESTS

Theory, aural skills, and keyboard proficiency placement tests are administered on the day of the audition in order to determine entry levels to the respective courses. If you have had previous keyboard experience, please bring a piece that best demonstrates your level of proficiency. In the case of recorded auditions, these placement and proficiency tests must be taken prior to registration. Please contact the Music Department for details.

Facilities

Our **Aural Skills Laboratory** includes a computer system running ear training software and other instructional programs.

The **Electronic Keyboard Laboratory** includes thirteen digital pianos.

The **UNCA MIDI Laboratory** currently houses various synthesis, and sampling modules as well as analog and digital signal processing devices. Software currently includes Pro Tools, Sonar, Reason, MAX/MSP, Csound, Cakewalk Pro Audio, Sound Forge, CD Architect, Cool Edit Pro, Acid Pro, etc. Equipment includes: various analog recorders and processors, Kurzweil 2500, Proteus II, Classic Keys, Roland pitch-to-MIDI converter, Moog Music Theremin, etc.

The **UNCA Recording Studio** include a hybrid on-campus digital/analog multi-track studio which houses a variety of microphones, limiters/compressors, noise gates, noise reduction systems, DAT recorders, Pro Tools HD, Sound Forge, CD Architect, etc. Analog and Digital Remote Recording Systems are available for student use. Audio and video tie-lines connect our 614-seat auditorium to the control room for use as an auxiliary studio for recording large ensembles.

The **UNCA Surround Sound 5.1 Mixing/Mastering Lab** includes Pro Tools HD, a Mackie HUI controller, and six-speaker surround sound system utilizing Mackie speakers.

Music Performance Spaces include Lipinsky Auditorium (614 seats), and the Music Department's dual purpose Rehearsal/Recital Space with moveable seating that is used for recording and rehearsals of our larger performance groups, Humanities Lecture Hall (250 seats), as well as for informal recitals, workshops, and other special events.

All of the Music Department's practice rooms are acoustically treated for maximum sound isolation, as are our teaching studios and percussion studio.

CURRICULUM

Sample curriculums for the three music degree programs are on succeeding pages. Additional information can be found in the current UNCA catalog (which may be obtained from the UNCA Office of Admissions) or on-line at <http://www.unca.edu>.

MUSIC TECHNOLOGY COURSES: (Partial Listing)

Audio Engineering Technology I, II, III, IV; Recording Practicum I, II, III, IV; Synthesizers and Music Software; Professional and Technical Internship; and Special Topics courses.

GENERAL MUSIC COURSES (Partial Listing):

Music Theory I, II, III, IV; Aural Skills I, II, III, IV; Music History I, II, III; Jazz History; Arranging Orchestration; Composition; Jazz Theory and Improvisation I & II; Private Instrumental and Vocal Instruction; Symphonic and Chamber Literature; Music Industry and Business; and Special Topics courses.

INTERNSHIPS:

Qualified students may earn up to six credits while interning with participating music industry firms or organizations.

ENSEMBLES:

Jazz Ensembles, Gospel Choir, University Singers, Guitar Ensemble, Jazz Lab Big Band, Jazz Band, Concert Band, Chorus, Percussion Ensemble, Asheville Symphony Orchestra, Pep Band, String Ensembles.

NOTE: Music majors pursuing a Bachelor of Arts degree in General Music Studies must complete a minimum of four semesters of ensembles approved in writing by the department chair. Music majors pursuing a Bachelor of Arts degree in Jazz Studies must complete a minimum of four semesters of ensembles recommended by the Director of Jazz Studies and approved in writing by the department chair. Music majors pursuing a Bachelor of Science degree must complete a minimum of two semesters of ensembles recommended by the Director of the Music Technology Program and approved in writing by the department chair.

Bachelor of Science in Music Technology

NOTE: Auditions are required for the Bachelor of Science degree in Music Technology.

Admission to the Major in Music Technology

Students wishing admittance to the B.S. degree program in Music Technology must first satisfy the LANG 120 requirement. The student must also 1) demonstrate piano competency through the MUSC 102 level (or take Class Piano I & II); 2) successfully complete MUSC 201 and 231; and 3) pass an instrumental or vocal audition placing them into MUSC 291 (or, after passing an audition, take Applied Music 191 & 192).

In order to begin the Audio Engineering/Recording Studio Practicum sequence of courses, you must be a declared music major who has also taken PHYS102 Physics of Sound and Music.

Music majors pursuing a Bachelor of Science degree must complete a minimum of two semesters of ensembles recommended by the Director of the Music Technology Program and approved in writing by the department chair.

Sample Curriculum

Format: Course number, course title or category, (number of credit hours)

MATH167 Precalculus (4)

PHYS102 Physics of Sound and Music (3) Fall

PHYS131 Introductory Physics I (4) Spring

PHYS231 Introductory Physics II (4) Fall

PHYS310 Electronics (4) Spring

CSCI201 Introduction to Algorithm Design (3)

MUSC384 Audio Engineering Tech. I (2) Spring

MUSC386 Audio Engineering Tech. II (2) Fall

MUSC484 Audio Engineering Tech. III (2) Spring

MUSC486 Audio Engineering Tech. IV (2) Fall

MUSC385 Recording Studio Practicum I (1) Spring

MUSC387 Recording Studio Practicum II (1) Fall

MUSC485 Recording Studio Practicum III (1) Spring

MUSC487 Recording Studio Practicum IV (1) Fall

MUSC201 Aural Skills I (1) Fall

MUSC202 Aural Skills II (1) Spring

MUSC301 Aural Skills III (1) Fall

MUSC302 Aural Skills IV (1) Spring

MUSC231 Music Theory I (3) Fall

MUSC232 Music Theory II (3) Spring

MUSC331 Music Theory III (3) Fall

MUSC332 Music Theory IV (3) Spring

MUSC351 Music History & Literature to 1750 (2)

MUSC352 Music History & Lit. from 1750-1900 (2)

MUSC353 Music History & Lit. from 1900 (2)

MUSC293 Keyboard Harmony/Improv. I (2) Fall

MUSC294 Keyboard Harmony/Improv. II (2) Spring

MUSC Ensemble (1)
MUSC Ensemble (1)

See the Integrative Liberal Studies Requirements at www.unca.edu/ils for Additional Requirements

All B.S. candidates are required to complete a senior recording or research project and pass Senior Comprehensive Examinations in Music Theory, Music History, Audio Engineering Technology and oral competency. Internships (up to 6 hours) are available (but not required) to qualified students.

This Sample Curriculum is provided as an aid to the student. It is not the definitive statement of degree requirements. It is the sole responsibility of the student to know and satisfy his or her degree requirements. When in question, consult the catalog published during the year you were accepted into the degree program at UNCA. Also refer to Department of Music guidelines for additional requirements. The Office of the Registrar can also provide information and assistance.

Bachelor of Arts in Music/Jazz Studies Track

Sample Curriculum:

Format: (course number) (course title or category) (number of credit hours)

MUSC 201 Aural Skills I (1)
MUSC 202 Aural Skills II (1)
MUSC 301 Aural Skills III (1)
MUSC 302 Aural Skills IV (1)

MUSC 231 Music Theory I (3)
MUSC 232 Music Theory II (3)
MUSC 331 Music Theory III (3)
MUSC 332 Music Theory IV (3)

MUSC 352 Music History & Lit. from 1750-1900 (2)
MUSC 353 Music History & Lit. from 1900 (2)
MUSC 357 Jazz History (2)

MUSC 364 Jazz Theory & Improvisation I (3)
MUSC 365 Jazz Theory & Improvisation II (3)

MUSC 291 or 391 Applied Music (2)
MUSC 292 or 392 Applied Music (2)
MUSC 391 or 491 Applied Music (2)
MUSC 392 or 492 Applied Music (2)

MUSC Ensemble (1) NOTE: minimum 2 cr.hrs. on major instrument
MUSC Ensemble (1)
MUSC Ensemble (1)
MUSC Ensemble (1)

See the Integrative Liberal Studies Requirements at www.unca.edu/ils for Additional Requirements

*FREE ELECTIVES (22 - 30)

*Students may use these free electives to emphasize study in their principal areas of interest, e.g., composition, arranging, research, electronic music composition, film scoring etc.

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- All majors are required to pass Senior Comprehensive Examinations in Music Theory & Music History and perform a senior recital. Internships of up to 6 hours credit are available to qualified students.
 - A minimum of 120 credits is required for the Bachelor of Arts in Music (Jazz Studies).
 - This Sample Curriculum is provided as an aid to the student. It is not the definitive statement of degree requirements. It is the sole responsibility of the student to know and satisfy his or her degree requirements. When in question, consult the catalog published during the year you were accepted into the degree program at UNCA. Also refer to Department of Music guidelines for additional requirements. The Office of the registrar can also provide information and assistance.

Bachelor of Arts/General Music Studies Track

Please Note: Auditions are required for all music degree programs including the B.S. in Music Technology

The General Music Studies track provides an opportunity for students to engage in a wide range of musical and academic studies. Students may emphasize areas of special interest such as performance, composition, computer music, film scoring, et cetera.

Sample Curriculum:

Format: (course number) (course title or category) (number of credit hours)

MUSC 201 Aural Skills I (1)
MUSC 202 Aural Skills II (1)
MUSC 301 Aural Skills III (1)
MUSC 302 Aural Skills IV (1)

MUSC 231 Music Theory I (3)
MUSC 232 Music Theory II (3)
MUSC 331 Music Theory III (3)
MUSC 332 Music Theory IV (3)

MUSC 351 Music History & Literature to 1750 (2)
MUSC 352 Music History & Lit. from 1750-1900 (2)
MUSC 353 Music History & Lit. from 1900 (2)

MUSC 291 or 391 Applied Music (2)
MUSC 292 or 392 Applied Music (2)
MUSC 391 or 491 Applied Music (2)
MUSC 392 or 492 Applied Music (2)

MUSC Ensemble (1) minimum 2 cr.hrs. on major instrument
MUSC Ensemble (1)
MUSC Ensemble (1)
MUSC Ensemble (1)

MUSC Approved Music Electives at 300 or 400 level (6)

See the Integrative Liberal Studies Requirements at www.unca.edu/ils for Additional Requirements

- All majors are required to pass Senior Comprehensive Examinations in Music Theory & Music History, complete a Senior Project (B.S.), or perform a senior recital (B.A.). Internships of up to 6 hours credit are available to qualified students.
- A minimum of 120 credits is required for the Bachelor of Arts in Music (General Studies).
- This Sample Curriculum is provided as an aid to the student. It is not the definitive statement of degree requirements. It is the sole responsibility of the student to know and satisfy his or her degree requirements. When in question, consult the **catalog published during the year you were accepted into the degree program at UNCA. Also refer to Department of Music guidelines for additional requirements. The Office of the Registrar can also provide information and assistance.

Music Technology Course Eligibility

Enrollment Priorities: Students will be considered for enrollment in Audio Engineering Technology/Recording Studio Practicum I-IV and Synthesizers and Software according to the following order of priority (from highest to lowest), assuming they meet all the prerequisites:

1. Declared Music Majors
2. Declared Multimedia Arts & Sciences Majors
3. Declared Music Minors
4. Declared Multimedia Arts & Sciences Minors
5. Other regularly enrolled (formally accepted to university) UNCA students.

Applied Music Eligibility

Enrollment Priorities: Students will be considered for enrollment in applied music according to the following order of priority (from highest to lowest), assuming they meet all the requirements stipulated below:

1. Music majors at required levels: for B.A. degrees, levels 291, 292, 391, and 392; for B.S. degree, no applied required beyond eligibility for 291.
2. Full-time students who are intending to major in music.
3. Majors who have completed degree requirements in applied and wish to pursue advanced training.
4. Majors wishing to study a second applied instrument (after having completed the degree requirements on their primary instrument).
5. Music minors eligible for 291 applied levels and higher.
6. Music minors at the 191 and 192 levels.
7. Other enrolled (formally accepted to university) UNCA students who are involved in university ensembles.

Eligibility Requirements:

Music Majors

In order to move on to 300-level students must, by end of 292, have completed at UNCA or placed out of, by UNCA music placement tests, a minimum of 12 hours of required music major course work, including 200-level applied.

In order to move on to 400-level, students must, by end of 392, have completed at UNCA or placed out of, by UNCA music placement tests, a minimum of 24 hours of required music major course work, including 300-level applied.

Music Minors

Music minors may take applied if they have formally declared a minor after having completed MUSC 131, Introductory Theory, (or placed out via Music Department placement test) or have had Theory I or II or equivalent by transfer from another school (to be determined by department chair) or placed out via Music Department placement test. Minors must have passed an audition placing them into 191 (minimum). Minors may take applied on a space available basis after servicing majors and conditionally accepted majors.

Auditing: No audits of Applied Music (or other similar laboratory-oriented music courses) are permissible.

Retaking Applied: In the event a student receives a grade of D or F, retake of a specific applied level is permissible within university guidelines and specific departmental policies. Students **may not retake an applied music level more than one time.**

Exceptions: Exceptions to the above policies may be granted by written permission of the department chair.

Applied Music Guidelines

Objectives:

The objectives of the Applied Music course are to: (1) facilitate the development of a musical community; (2) teach appropriate audience and performer etiquette; (3) provide a laboratory for the preparation and performance of material deemed appropriate by each student's individual instructor.

Attendance Policy:

Students enrolled in Applied Music are expected to attend all Applied Music Hour meetings on Wednesdays from 12:20 PM until 1:10 PM (unless the absence is approved in writing by the Department Chair). Additionally, each student is required to attend fourteen weekly lessons as scheduled with their assigned instructor. Students are also required to perform a jury during final exam week in front of the respective applied teacher and one or more full-time faculty members. The Senior Recital serves as the jury for the semester in which it is given. Lessons are expected to be provided and received on a regular weekly schedule. If a student or faculty member is unable to attend a lesson, he or she is expected to notify the other with reasonable advance notice (usually 24 hours), in which case the lesson(s) is to be made up at a mutually agreed-upon time. An instructor is not required to make up a lesson (though may elect to do so) if a student is absent from a lesson without the appropriate advance notice. Punctuality, at all times, on the part of both student and instructor is expected as a normal component of professional behavior.

Scheduling of Performances:

The coordinator of Applied Music in consultation with individual applied instructors will do scheduling of Performances at Applied Hour. Students enrolled in 291 or 292 are required to perform in Applied Hour one time per semester; students enrolled in 391-492 are required to perform in Applied Hour two times per semester. Material for these performances should be approved by the student's instructor and be a minimum of five minutes, and a maximum of ten minutes to allow time for each musician to perform during the class. Please be sure to time your work before your assigned performance!

Grading:

Grading will be determined as follows:

10% of grade will be based on **performance at the Applied Hour**

15% of grade will be based on student's **attendance at Applied Hour**

30% of grade will be based on student's **jury**. (**NOTE:** if a senior recital is performed at the end of the semester, it will serve as the jury for that semester; a separate jury is not required)

40% of grade will be determined by **weekly course work**

5% of grade will be determined by ****concert attendance**

****NOTE:** Students are required to attend ten concerts approved by the instructor (which may also include any performances they participate in—with prior approval by the instructor) each semester that they are enrolled in Applied Music. He/she should either write a review of the concert that she or he attended or have the concert program signed by a faculty member in attendance at the concert. These reviews are to be given to the student's teacher who will submit the reviews and/or signed programs (and appropriately completed jury form) to the Applied Music coordinator prior to the final examination period

ENSEMBLE REQUIREMENTS:

Currently available ensembles: Jazz Combo, University Singers, Guitar Ensemble, Jazz Ensemble (Big Band), Concert Band, Chorus, Percussion Ensemble, Asheville Symphony Orchestra, Pep Band, String Quartet, String Ensemble.

PLEASE NOTE: The following information is provided as a **general guide**. In order to receive credit toward the music major, all ensembles must be ***approved in writing by the department chair before enrolling**. If you do not get prior approval, you will most likely not receive ensemble credit toward the major; in which case, you may **not be able to graduate** when you expect!

Music majors pursuing a Bachelor of Arts degree in General Music Studies must complete a minimum of four semesters of ensembles approved in writing by the department chair. Music majors pursuing a Bachelor of Arts degree in Jazz Studies must complete a minimum of four semesters of ensembles recommended by the Director of Jazz Studies and approved in writing by the department chair. Music majors pursuing a Bachelor of Science degree must complete a minimum of two semesters of ensembles recommended by the Director of the Music Technology Program and *approved in writing by the department chair.

B.A. General Music Track – *Recommended Ensembles:

Piano: Choral and/or chamber ensemble and/or jazz ensemble

Classical guitar: Choral and/or chamber ensemble

Percussion: Percussion ensemble and/or jazz ensemble and concert band (at least one semester with concert band)

Vocalists: at least one semester with University Singers, jazz ensemble and/or jazz choir

Strings: String quartet and/or large string ensemble (string players must have at least two semesters of large string ensemble)

Wind instruments: Concert band (minimum of two semesters in concert band) and chamber ensembles and/or jazz ensembles

B.S. Music Technology – *Recommended Ensembles:

Music majors pursuing a Bachelor of Science degree must complete a minimum of two semesters of ensembles recommended by the Director of the Music Technology Program and *approved in writing by the department chair.

Instrumental or voice: Choral and/or instrumental ensemble

B.A. Jazz Track – *Recommended Ensembles:

Music majors pursuing a Bachelor of Arts degree in Jazz Studies must complete a minimum of four semesters of ensembles *recommended by the Director of Jazz Studies and *approved in writing by the department chair.

Percussion: Small or large jazz ensemble and concert band (at least one semester with concert band)

All other instruments and voice: Small or large jazz ensemble

Acoustic Bass: Small or large jazz ensemble (at least one semester with large string ensemble)

Wind instruments: jazz ensembles, at least one semester in concert band

Vocalists: jazz choir and/or jazz ensemble, and/or Jazz Choir (vocalists must participate at least one semester with the University Singers)

SENIOR COMPETENCIES: OVERVIEW

GRADING POLICIES:

1. A grade of “D” or above is required to pass each senior competency.
2. An average grade of 70 must be attained in order to receive an overall passing grade in the written portion of the senior competencies.
3. Achieving a failing grade in any competency area necessitates a retake of that competency.
4. Retakes are not available in the semester in which a failure occurs.
5. An overall “C” average in the senior competencies is required in order to obtain the music degree.
6. Senior Competencies may only be demonstrated during fall and spring semesters; senior comprehensive examinations, projects and recitals may not be accomplished during summer terms.
7. The Oral Competency is graded on a pass/fail basis.
8. The Computer Competency is graded on a pass/fail basis. Computer Competency is demonstrated by B.A. candidates through the use of computer programs designed for music notation, computer-assisted instruction, multimedia presentation, or similar applications used in their preparation of assignments for courses in music theory VI and aural skills IV. Computer competency is demonstrated by B.S. candidates through the use of computer programs for audio recording, editing, mastering, sequencing, or similar applications during the realization of their senior projects.

GENERAL MUSIC STUDIES:

Music History Comprehensive
Music Theory Comprehensive
Senior Recital
Oral Examination based upon recital and written theory and
history examinations
Computer Competency

MUSIC TECHNOLOGY:

Audio Comprehensive
Senior Project
Music History Comprehensive
Music Theory Comprehensive

Oral Examination based upon written audio, theory and
History examinations
Computer Competency

JAZZ STUDIES

Music History Comprehensive
Music Theory Comprehensive
Senior Recital
Oral Examination based upon recital and written theory and
history examinations
Computer Competency

SENIOR RECITAL REQUIREMENTS

1. All B.A. music majors must perform a recital prior to graduation.
2. Students must fulfill the Senior Recital requirement in the semester in which they are enrolled in Applied 392 or (491 or 492)
3. Respective Applied Music faculty will work closely with students in preparation of recital material and must approve the decision to perform.
4. **Student must submit the Application for Fulfillment of Degree Recital the semester preceding the recital date so that it can be considered during the student's Jury.**
5. The Music Faculty reserves the right to withhold permission to perform the Senior Recital until it feels the student is qualified. The Music Faculty also will determine where the recital will appropriately be held. Permission for a public recital in the auditorium is granted only in the case of excellence.
6. Recital performance varies (solo, ensemble, original composition, etc.)
7. Students must perform on their major instrument. i.e., that instrument studied for four sequential semesters.
8. Grading for this requirement is Satisfactory/Unsatisfactory.
9. Recitals must be performed prior to the scheduled final Jury and the recital serves as the final jury.
10. The recital should be 30-40 minutes in length.
11. The senior recital is performed in lieu of the jury for that semester.

Senior Project Guidelines for Music Technology Majors

General Description: Minimum thirty-minute digital stereo recording demonstrating technical and artistic competence. In special cases, students may substitute an approved research paper, research project, or a combination of recording and research paper/project. Please see the director of the Music Technology Program for details. The project should be submitted on CD or DVD; it should have a CD label and be packaged in a jewel case with J-card containing all appropriate information including names of artist(s), producer, assistant engineers, composers, track lengths, etc.

Content Guidelines: content of recording should ordinarily contain six to ten examples of your engineering skill which demonstrate your competence in a variety of recording and post-production situations, i.e., live remote to two-track multi-track, audio sync to sequencer, direct to hard disk, mixing, digital editing, etc. With prior written approval of the Director of the Music Technology Program, a student may substitute a commercially released recording in lieu of the usual thirty-minute recording project.

Technical Requirements: Your final recorded project should exhibit a high level of engineering excellence, i.e., low noise, no unwanted distortions, well-balanced levels, well-edited well-mixed and mastered, etc.

Artistic Requirements: Your project should reflect a high degree of musicianship, e.g., in tune, good ensemble, well-rehearsed, rhythmically precise, well-arranged, etc.

Deadline: The Senior Project must be submitted for evaluation by the deadline posted in the Important Dates for Faculty and Students located on the Music webpage www.unca.edu/music.

PLEASE NOTE: (1) You may only gain access to the UNCA recording facilities if you are currently enrolled in one of the Recording Practicum or Directed Studio Project courses. (2) your Audio Engineering Technology comprehensive examination grade must be 60 or above AND you must receive a grade of “Pass, for your senior project in order to pass the Audio Engineering Technology portion of your “Demonstration of Senior Competence.” Please see the Music Department’s senior comprehensive examination guidelines for additional information.

SENIOR COMPREHENSIVE EXAMINATION INFORMATION:

All UNCA music majors must demonstrate their senior competency by taking comprehensive examinations in Music Theory and Music History. In addition, Recording Arts majors must take an Audio Engineering Technology comprehensive examination. (B.A. candidates must also perform in an approved degree recital program; B.S. candidates must present an approved recording and/or research project.)

WHO IS ELIGIBLE?

You must be a senior (minimum of 90 hours completed toward degree) and you must have completed, or be in your last semester of, all required music courses and, for BS Music Technology Majors, all cognate courses. You must also complete a “Comprehensive Examination Application Form” no later than the sixth week of the semester in which you intend to take them. These forms are available online at <http://www.unca.edu/music>

WHEN SHOULD THEY BE TAKEN?

The music faculty recommends that all music courses be completed or that you be in your last semester of music course completion no later than the semester before you intend to graduate. You will then (if an official senior) be eligible to take the comps in your next to last semester. In the event you do not pass one or more of the examinations, you will then have the opportunity to retake those examinations in the semester of your scheduled graduation. NOTE: If you do not pass your comprehensive examinations by your last semester of classes you will not graduate until you do pass them. Retakes are not permitted in the same semester you have failed them.

WHEN ARE THEY OFFERED

The comprehensive examinations in Music Theory, Music History, and Audio Engineering Technology are offered every fall and spring semester (they are not offered during the summer). Specific dates can be found online by selecting Important Dates for Students.

CAN THEY BE RETAKEN?

If you do not pass one or more comprehensive examination, you may take them again the following fall or spring semester at the regularly scheduled day and time. No retakes are available in the same semester in which they have been failed.

Guidelines for the Oral Competency Examination for Senior Music Majors

All music majors are required to satisfactorily complete a demonstration of senior competency before being eligible to graduate. All music majors must pass written examinations in music theory and music history as well as demonstrate a computer competency. Bachelor of Arts candidates must also pass a senior recital requirement. Bachelor of Science candidates are required to submit a satisfactory senior music technology portfolio as well as pass a written comprehensive examination in music technology.

All music degree candidates must pass also an oral demonstration of senior competency. This demonstration of competency includes a **formal presentation** to the full-time music faculty. Degree candidates should prepare a **seven- to ten-minute presentation** that focuses on the **similarity and differences of two works** presented in their senior recital or music technology portfolio. The candidate should articulate the significance of these works within the **context of theoretical and/or historical perspectives**. Candidates may not use written notes. If directly pertinent to their presentation, students may bring copies of notated scores and parts for faculty members' use. B.S. candidates should be prepared to **play brief recorded excerpts from their music technology portfolio** to illustrate the salient points of their oral presentation.

Following the presentation, the faculty will ask students to respond to questions pertinent to one or more of the following: oral presentation, written examinations and senior recital/portfolio.

PLEASE NOTE: You do not need to make separate application for this examination. You will be notified of your eligibility to take this examination after successful completion of your other senior competency requirements, i.e., written theory, history, music technology examinations and recital or technology portfolio (as appropriate to your degree requirements).

Departmental Distinction

Graduating music majors may be considered for Departmental Distinction. This is a special acknowledgement of students who meet the Music Department's criteria for this honor. The criteria are as follows:

Outstanding academic performance as a music major and a high level of service to the department and/or community.

STUDIO & LAB POLICIES

The following policies are intended to ensure that UNCA's music technology studios are used in an efficient and professional manner. When in doubt, act courteously and professionally (your grade is largely dependent on your ability to do so.)

Studio Hours

The studios are open whenever the music office is open, and during the hours posted. The studio and Room 011 will be closed during scheduled class times and during scheduled performances. The sign-up sheets will be XXX'ed off if the facilities are to be closed during normal music department hours.

The use of overnight passes will be limited to emergencies and to projects that require facilities that are unavailable during the daytime (Room 018, for example). The time after the recording facilities are closed is used for cleaning and maintenance. If you need a pass, see the studio manager. Be prepared to exchange a small amount of time and work for after-hours use.

Signing Up for Studio Time

Please refer to procedures regarding studio usage posted on the bulletin board outside the studios and as indicated in your course syllabi.

If you sign up for studio time and don't show up to use it, you will lose it. This means that you cannot sign up for more time to make up for the time that you missed. If you must miss a scheduled session because of a serious emergency, you *may* be permitted to reschedule. See the studio manager if this occurs. Make cancellations as far in advance as possible.

All time spent in the must be logged in the sign-out book in the music office. Your grade is affected by the amount of time you spend in the recording facilities, so remember to sign in and out. Print legibly!!!

Computer Use

A specific amount of public hard drive space will be set aside that must be left empty at all times. If you use this space during a session, you must save your work CD-R, USB drive or Firewire drive and clean out the public space before leaving. Disk drives will be wiped clean (with no exceptions) regularly, so *back up your work!*

Do not change program settings. If you are having computer problems, ask for help. If you know how to fix an existing problem, tell the studio manager or your instructor. **Do not download anything to the computer unless specifically instructed to do so. Do not install any programs of any kind on the computer for any reason.**

Broken Equipment and Repairs

If a piece of equipment is not working properly, please leave a note in the studio manager's mailbox in the Music Office. Give your name, date and time, piece of equipment, and specifics about the problem. When possible, put broken equipment in the studio manager's box.

When Leaving the Studios

Collapse all mic stands and place them against the back wall. Remove and put mics (with their clips attached) in the proper cases. Correctly coil mic cables and hang them on the hooks on the wall. Remove all patch cords. Zero the board according to the guidelines listed on the console. Turn off amps, then computers, and then the master power switch. Make sure that the room is clean. Turn off all lights and leave all air conditioners on. Lock the door, turn in the key, and log out in the book in the music office.

Food and drinks are not permitted under any circumstances in any of the studios or labs. No exceptions. Intoxicants of any kind are not permitted anywhere in or around Lipinsky Hall, regardless of age. Remember: you are responsible for the actions of anyone that you bring into the recording facilities.

Overnight Building Passes

In special situations a faculty member may request an overnight building pass for their student to use a studio or lab after hours. This must be done in writing and directed to the Chair of the department. Students will need to pickup a pass from the music office and check out a key for the night, returning it under the music office door before 8:00 am.

Violation of any of these policies will result in the revocation of studio privileges and may result in a failing grade.

University of North Carolina at Asheville
Department of Music

**Application for Fulfillment of
DEGREE RECITAL REQUIREMENT**

(See **Senior Recital Requirements** in the Music Department Handbook)

NAME _____

ADDRESS _____

TELEPHONE (Home) _____ (Work) _____

INSTRUMENT _____

PROPOSED SEMESTER OF PERFORMANCE Fall _____ Spring _____ Year _____

Please indicate below: Full title of work, including names of individual movements (if applicable). Also, full name of composer, year work composed, instrumentation, and length. (Use other side, if necessary).

ALL DEGREE RECITALS ARE CLOSED TO THE PUBLIC (FACULTY ONLY). HOWEVER, YOU MAY PETITION THE FACULTY FOR A PUBLIC RECITAL AFTER YOU HAVE PERFORMED THE RECITAL PROGRAM FOR THE FACULTY (AT LEAST TWO FULL-TIME FACULTY MEMBERS IN ADDITION TO YOUR APPLIED INSTRUCTOR).

Student's Signature

Date

APPROVED BY:

Applied Music Teacher

Date

Chairman, Department of Music

Date

Applied Music Record: Grading Sheet

Student's Name: _____ Instrument: _____
Instructor's Name: _____ Course/Section: _____
Major: _____ Semester: _____

Section One (to be completed by instructor)

Weekly Course Work Average: _____ Comments: _____

Concert Attendance: _____ (5%)

Section Two (to be completed by Applied Music Jurors)

	Jury Grade:	Signature:	Comments:
Juror #1 (Instructor):	_____	_____	
Juror #2 (Full-Time Faculty):	_____	_____	
Juror #3 (Full-Time Faculty):	_____	_____	

Section Three (to be completed by Applied Music Coordinator)

* Performance at the Applied Hour: _____ (10%)	
Attendance at Applied Hour: _____ (15%)	
Jury Average: _____ (30%)	Final Grade: _____
* Weekly Course Work: _____ (40%)	
Concert Attendance: _____ (5%)	Recommended Level: _____

* In the case of 191-192 students, the weekly course work will constitute 50% of the grade in lieu of the performance at the Applied Hour.

Applied Music Record: Repertoire Sheet

Student's Name: _____

Instructor's Name: _____

List (type or print) all repertoire and composers (including technical studies) studied this semester. Titles of songs or arias must be given in language in which they were studied). Jury material must include at least one technical study and at least one memorized composition. Scales may be asked for where appropriate.

- + Indicates work was performed for jury
- * Indicates work is memorized
- % Indicates work is in-progress
- # Indicates work was performed in recital

Recitals performed this semester

Place/Event:

Date: