



Department of Music

MUSIC STUDENT MANUAL

The Music Department Student Manual is your resource to help you navigate your time as a music student. We hope it will answer questions you may have about advising, facilities, policies, procedures, and other information. If the answer to your question is not in this book, please visit the music department webpage at www.apsu.edu/music or contact your advisor.

Dr. Kristen Sienkiewicz
Chair, Department of Music
Fall 2024

TABLE OF CONTENTS

About Us.....	3
Mission Statement	3
Faculty / Staff Directory.....	4
Facilities and Equipment	6
Building and Lab Access.....	6
MMC 236 Lab.....	6
MMC 226 Long-Term Storage Access.....	6
Lockers	7
Equipment Check Out	10
Practice Rooms.....	12
Chairs, Stands, and Equipment.....	13
Student & Student Organization use of Facilities.....	13
Advising and Program Requirements	15
Theory Placement Testing.....	15
Advising Procedures	15
Senior Year Exam Requirements.....	17
Piano Proficiencies	18
Piano Proficiency Exams	18
Performance Requirements	20
Juries	20
Junior Level Hearings	20
Junior Recitals	21
Senior Recitals	22
Graduate Recitals	22
Music Minors	23
Ensemble Requirements.....	23
Student Organizations	25
Phi Mu Alpha Sinfonia Music Fraternity for Men (PMA).....	25
Sigma Alpha Iota International Music Fraternity for Women (SAI)	25

Music Student Manual p. 2

Kappa Kappa Psi.....	26
Collegiate National Association for Music Educators (NAfME).....	26
Pi Kappa Lambda - National Music Honor Society	27
Concert Calendars	27
Department Calendar of Events	27
Center of Excellence for the Creative Arts (CECA)	27
Clarksville Community Concert Association (CCCA)	27
Gateway Chamber Orchestra (GCO)	28
Miscellaneous.....	28
Named Scholarships	28
Funding for Student Travel	28
Musician's Health and Safety Issues.....	29

ABOUT US

MISSION STATEMENT

Mission

The Department of Music provides an undergraduate and graduate education that produces skilled, knowledgeable, and creative musicians.

Vision

Our vision is to contribute artistically to contemporary life through the study of music. Students develop skills of self-actualization and critical thinking, entrepreneurship, collaboration, and cultural awareness and sensitivity, building a life-long relationship with music and the arts.

Values

We value the goals, needs, and potential of the individual, fostering positive and meaningful relationships between students and faculty, and creating opportunities for one-on-one study and instruction. We are a community that values and embraces diversity and inclusivity, appreciating and encouraging all students. We believe in the transformative value of music and the arts to change the world.

FACULTY / STAFF DIRECTORY

Administration and Staff

- Dr. Razvan Berindean – Enrollment Coordinator
- Jan Corrothers – Staff Accompanist
- Michelle Fraley – Academic Assistant to the Chair
- Mackenzie Kelly – Assistant Technical Director
- Nathan Robertson – Technical Director
- Dr. Kristen Sienkiewicz – Professor of Music (Horn), Department Chair

Brass and Percussion

- Dr. John Paul Powers – Adjunct Faculty (Tuba/Euphonium)
- Dr. Kristen Sienkiewicz – Professor of Music (Horn), Chair Department of Music
- Susan K. Smith – Adjunct Faculty (Trombone)
- Dr. Andrew Richardson – Assistant Professor of Music (Percussion)
- Dr. Robert Waugh – Professor of Music (Trumpet)

Composition, Theory, Ear Training, Musicology

- Lydia Schoonover – Adjunct Faculty (Music Theory/Ear Training)
- Dr. Ann Silverberg – Professor of Music (Music History, Ethnomusicology)
- Dr. Ginny Tutton – Adjunct Faculty (Music Theory)
- Dr. Jeffrey Wood – Professor of Music (Piano), Composition, Music Theory

Ensembles and Conducting

- Dr. Zachary Cheever – Visiting Assistant Professor of Music (Associate Director of Bands/Director of Athletic Bands)
- Gary Bo Clayton – Adjunct Faculty (Jazz Collegians/Jazz Combo)
- Dr. Korre Foster – Professor of Music (Director of Choral Activities)
- John P. Schnettler – Professor of Music (Director of Bands)
- Dr. Jacob Schnitzer – Instructor of Music (Orchestra Director)
- Dr. Penelope Shumate – Associate Professor Music (Voice, Opera Director)

Keyboard

- Jan Corrothers – Staff Accompanist
 - Dr. Patricia Halbeck – Professor of Music (Piano)
 - Simone Parker – Adjunct Faculty (Piano, Alexander Technique)
 - Lydia Schoonover – Adjunct Faculty (Piano)
 - Dr. Lim Angela Tchoi – Adjunct Faculty (Piano)
 - Bobbie Textor – Adjunct Faculty (Piano)
 - Dr. Jeffrey Wood – Professor of Music (Composition, Theory, Piano)
-

Music Education

- Dr. Michael Chandler – Coordinator of Music Education
 - John P. Schnettler – Professor of Music (Director of Bands)
-

Music Therapy

- Lauren Edmonds – Assistant Professor of Music (Music Therapy)
-

Strings, Harp, Guitar

- Dr. Meghan Berindean – Associate Professor of Music (Cello, Bass)
 - Claire Burney – Adjunct Faculty (Harp)
 - Dr. Emily Hanna Crane – Professor of Music (Violin, Viola), Coordinator of Orchestral Strings
 - Colin Isotti – Adjunct Faculty (Guitar)
 - Dr. Stanley Yates – Professor of Music (Guitar)
-

Voice

- Sarah Crigger – Adjunct Faculty (Voice)
 - Rachael Hall – Adjunct Faculty (Voice)
 - Dr. Min Sang Kim – Assistant Professor of Music (Voice)
 - Dr. Penelope Shumate – Associate Professor of Music (Voice, Opera Director)
 - Dr. Jeffrey Williams – Associate Professor of Music (Voice)
-

Woodwind

- Diana Dunn – Adjunct Faculty (Double Reeds)
- Dr. Timothy Hagen – Visiting Assistant Professor of Music (Flute)
- Dr. Lucas Hopkins – Adjunct Faculty (Saxophone)
- Dr. Spencer Prewitt – Associate Professor of Music (Clarinet)

FACILITIES AND EQUIPMENT

BUILDING AND LAB ACCESS

All music majors, minors, and non-majors who participate in music classes, lessons or ensembles can request after-hours access to the Music / Mass Communication building. Email music@apsu.edu if you need to request such access. After receiving approval, you will be able to use your APSU ID to swipe into the front and back doors of MMC and into the music lab (MMC 236 – music majors only).

MMC 236 LAB

The MMC computer lab contains 15 work-stations with iMac computers, MIDI keyboards and various music software applications (Finale, Audacity, Smart Music and Pyware). The lab is open for student use when it is not in use as a classroom (days and times vary per semester and are posted on the lab door).

MMC 226 LONG-TERM STORAGE ACCESS

Long-Term Storage (LTS) is located in MMC 226 and is a multipurpose facility. It warehouses the department's surplus inventory of instruments, equipment, sheet music, and archived files. It is also the working warehouse for GOMB uniforms and is used by student workers on a regular basis for athletic bands activities.

This is a shared space and is regularly utilized by many areas of the department. As a shared space, each organization or person to whom space is allocated, or who has access to LTS, should follow the protocol and procedures described below. Failure to do so may cause access to LTS to be limited or prohibited.

Doors: There are two doors to enter/exit LTS. Both doors must remain locked at all times when the room is not in use. Do not block doors at any time as they are identified by the university as fire exits and must have free access.

Trash & General Cleanliness: University custodial services are not responsible for cleaning or maintaining LTS. As such there are no trashcans in this room. Do not leave trash on the floor or on the shelves. Use trashcans in other parts of the building. This room is susceptible to mice so it is essential to keep the space clean.

Aisles: The aisles must be kept free of all items at all times. All items should be stored on a shelf, rather than on the floor near a shelf. Exceptions are only made for items that do not fit in the shelf space.

Space Allocation: Each area of the department is allocated a specific number and location of shelf-space. Do not move items that belong to another area, especially to store items on shelves that are not allocated to your area. Each area is responsible for maintaining their own space.

Inventory: All items in LTS are inventoried and updated by the department on a regular basis. An accurate inventory is essential for departmental and accreditation purposes. If you have an item you want to store in LTS, contact the music department to request space and have your item(s) inventoried rather than claiming what appears to be unused space in LTS.

Confidentiality: Some items in LTS are highly confidential. Do not attempt to access areas of LTS that are not designated to your particular area. Any person suspected of reading or sharing confidential files will have LTS access blocked.

Safety: Use the ladder to access shelf-space that is out of reach. Do not climb the shelves as they may break. Only smaller items may be stored on the top shelves, in compliance with OSHA regulations. No person is permitted to stand, walk, or sit on top of the shelves at any time.

LOCKERS

Lockers are available upon request. Read the full department policy and procedure below for more information.

TO OBTAIN A LOCKER IN MMC 226:

1. Complete a [Locker Request Form](#) available on the music department's website.
2. You will be issued a combination lock and locker based on the size of your primary instrument unless your ensemble requirements necessitate additional storage.

TO RETURN A LOCKER:

1. Empty your locker of all contents (this includes trash and miscellaneous papers) and clean as needed. Keep the lock on the locker and leave it unlocked as instructed
2. Following the conclusion of the spring semester, a student worker and/or faculty member will inspect the locker room. If trash or personal belongings are found in your locker, your name will be submitted to the music office and a hold may be placed on your record.
3. If a hold is placed on your record, remove the items from your locker and contact the music office to have your locker inspected again. The hold will not be removed until your locker is emptied and cleared.

4. Items that are not removed by May 31 will be removed by department personnel and placed in lost and found.

LOCKERS IN MMC 155

MMC 155 lockers are only for storage of Group Instruction instruments and are only issued on a semester-by-semester basis to students who are officially enrolled in the current Group Instruction Course. The Group Instruction faculty member and/or designated student worker will issue lockers and instruments at the beginning of the semester and will check in equipment at the end of the semester. Additional instructions may be provided by the faculty member and/or in the Group Instruction Course syllabus. Group instruction instruments may be stored in MMC 226 lockers provided that the student to whom the locker was issued has sufficient storage space, that the instrument remains in the locked locker when not in use, and that the instrument is not needed by other students. This is at the discretion of the Group Instruction faculty member.

LOCKER POLICIES

- Lockers are issued as available by the Department of Music to current music majors and non-majors who are officially enrolled in APSU-sponsored ensembles during the fall and spring semesters.
- It is not customary to issue lockers to students for personal storage except when participation in department-sponsored events, classes, and activities requires certain equipment. As such, lockers may not be made available for books, clothes, or other personal belongings. Lockers are issued at the discretion of the department for storage of instruments, music, and other equipment pertaining to the department of music.
- Lockers may be available during the summer semesters on a case-by-case basis, based on availability, justification, and at the discretion of the Department Chair.
- Unissued (empty) lockers may not be claimed or used by students without following official departmental procedures as described in this document. Instruments or other equipment found in unissued lockers will be removed by departmental personnel.
- Students may not share lockers. Each student must check out their own locker with the exception of studio lockers as described below. Items in unauthorized/shared lockers will be removed and both students will lose locker access.
- Only locks issued by the Department of Music are to be used on departmental lockers. Personal locks will be cut off by departmental personnel at the student's expense, and the contents will be removed. Lockers should be kept locked at all times, with personal belongings stored inside, rather than above, around, or near your locker.

- All lockers are subject to search at any time by University personnel. Prohibited items, defined in the student Code of Conduct, that are found in lockers will be surrendered to Campus Police and the student will be reported to the Dean of Students. For the official policy, visit <https://www.apsu.edu/handbook/student-code/index.php>
- Lockers should be kept free of trash or other debris that could attract rodents and pests. Lockers that contain excessive amounts of trash may be emptied at the department's discretion, and the students' locker privileges may be revoked.
- Lockers are designed and constructed to hold the weight of musical instruments and accessories, and not libraries of textbooks. Too much weight begins to damage the lockers. As such, do not store excessive collections of books in your locker (you will know it is excessive when the locker begins to sag).
- University personnel should be able to see into the locker at all times. Posters, papers, fabric or other items that obstruct the view into the locker may not be affixed to locker doors. Nor should lockers be decorated or customized with stickers, markers, or other items.
- Lockers are issued to students based on the size of their primary instrument and availability, and not the preference of the student. Larger lockers are issued only to students who play larger instruments, or to students who are enrolled in more than one ensemble and need additional spaces for storage.
 - Example: A student who plays alto saxophone in Wind Ensemble, but plays baritone saxophone in jazz band will be issued a locker for the baritone sax.
 - Trumpet players with cases that hold multiple instruments will be issued larger lockers as available.
- Lockers are issued at the beginning of each long semester in order of priority
 - Instrumental majors requesting a locker for their primary instrument
 - Instrumental majors requesting a locker larger than what is deemed suitable for their primary instrument, or requesting an additional locker; only applies when ensemble requirements necessitate additional storage needs.
 - Non-majors currently enrolled in APSU instrumental ensembles(s).
- Neither the Department of Music, nor its representatives (faculty, staff, graduate assistants, or student workers) will, at any time for any reason, allow students to gain access to a locker that has been issued to another student.
- Certain studios may share a studio locker at the discretion of the studio faculty member and pending locker availability. This primarily impacts studios with university-owned instruments that are shared by multiple students per semester. In these instances, the locker is issued to the studio faculty member and students share the locker combination (mainly for tuba, saxophone, and clarinet).

EQUIPMENT CHECK OUT

CHECK OUT PROCEDURES

1. Complete an Equipment Check-out form. The form is available online, under the [Building, Equipment, and Lockers](#) link under Current Students.
2. Follow up with related personnel (the faculty member or GTA who oversees the requested equipment).
 - o If you are checking-out a university-owned instrument for your studio, return the form to your applied instructor.
 - o If you are checking-out a university-owned instrument for group instruction courses, return the form to your course instructor.
 - o For all other inquiries, send an email to music@apsu.edu for further instructions.

GENERAL POLICIES

In the policy described below, the term equipment applies to musical instruments, instrument accessories (mutes, instrument stands, mouthpieces), sheet music, technology, department promotional materials, or any item issued to a student for departmental purposes).

- Equipment may only be issued to current and active APSU students who are music majors, minors, or actively and currently enrolled in an APSU ensemble, lesson, or class. This implies that equipment is not typically issued to students over the summer months except under unusual circumstances.
- Equipment is issued on a semester-by-semester basis and is available for renewal at the start of the spring semester for currently enrolled students.
- Students who request APSU equipment are accountable to a primary faculty member (indicated on the equipment check-out form) who is responsible to ensure the equipment is returned.
- Instruments fall under three categories that are not always mutually exclusive:
 - o **Methods:** Methods instruments are those used for Group Instruction Courses. Methods instruments are under the purview of the Coordinator of Music Education who reserves the right to approve or deny requests for the use of methods instruments beyond the purposes of methods classes. MMC 155 is the storage closet and locker room for methods instruments when in use. Students who are enrolled in a Group Instruction course are issued a locker in MMC 155 and an instrument for the semester they are enrolled in the course.

- **Studio:** Studio instruments are those used by the applied faculty and ensemble directors. Studio instruments are under the purview of the APSU applied faculty.
- **GOMB (Marching Band):** GOMB instruments are used by music students for participation in the Governor's Own Marching Band. These instruments are under the purview of the Director of Athletic Bands. GOMB instruments are issued to students who are currently enrolled in Marching Band (fall) or Pep Band (spring). The GOMB instrument check-in/check-out process is described in the GOMB student handbook and is described to students in GOMB pre-camp.

RETURN PROCEDURE

All equipment must be returned on or before the due date shown on the Equipment Check-out form. The responsible personnel (applied faculty or GTA who oversees the requested equipment) will make two attempts via email and phone call to retrieve items that are not returned on time. One attempt will be two days after the due date. A second attempt will be two days after the initial contact. After two additional days, report the situation to the Music Department Chair.

If the missing item is not returned within two weeks after the due date, the Department Chair will report the item as lost or stolen per APSU policy 1:016 *Preventing and Reporting Fraud, Waste, or Abuse*, using the Notification of Loss Report.

DAMAGED RETURNS

If an item is damaged while in a student's possession, the incident should first be discussed between the student and the responsible faculty member to determine the cause of the damage as negligence or an accident. If the student is found to be negligent, the incident should be reported to the Music Department Chair for further who will determine the most suitable course of action for repairing or replacing the damaged item and will make all additional contacts.

ADDITIONAL INFORMATION

- Equipment may be reserved and checked out by music faculty, staff, and student organizations for departmental purposes only. All other purposes must be approved by the Department Chair.
- Equipment is reserved on a first-come first-served basis.
- Faculty have right of first refusal (e.g. a faculty request overrides a student request).

- No item may be distributed without a completed and signed equipment check-out form.

SHARED EQUIPMENT

Some instruments are used by multiple students at any given time. This is most common for the specialized instruments in the instrumental studios. In a situation where multiple students (perhaps the entire studio) are given access to the locker where studio instruments are stored, each student in the studio must complete and sign an Equipment Check-out Form, and all instruments to which the students will have access should be included on the form.

PRACTICE ROOMS

Practice rooms are located on the third floor of the Music/Mass Communication building. Practice rooms may be reserved for chamber ensemble rehearsals by faculty and only in consultation with the department of music. Keys to the locked piano and percussion rooms are available and may be requested on the Building and Lab Access form that is available on the wall outside the music department office. Permission must be granted by the applied instructor on the form. Persons using APSU practice rooms are subject to all facets of the APSU [Policy 4:003](#) – Policy on Access to and Use of Campus Property and Facilities.

Departmental Policies for Practice Rooms:

- Do not leave belongings unattended at any time.
- No more than 3 people in a practice room at a time, except for chamber ensemble rehearsals.
- Priority for practice room use is given to APSU music majors, minors, ensemble members, and Community School of the Arts instructors.
- Do not remove equipment from practice rooms. Generally, each practice room should contain one chair, one stand, piano, and piano bench.
- No private instruction in exchange of payment is permitted except lessons coordinated through the Community School of the Arts.
- Practice rooms should not be used as lounge or recreation areas or as study rooms except for study that requires the use of a piano (theory, aural skills, arranging, composition, etc...).
- Practice rooms 335, 336, and 368 are for piano majors or ensemble rehearsal only.
- Practice rooms 334, 339, 340, and 341 are for percussion majors and minors only.

ITEMS LEFT UNATTENDED

- For safety of others and protection of your belongings, do not leave personal items unattended at any time.
- Students may not 'reserve' practice rooms by leaving belongings in a room (see practice room policies for additional information).
- Do not leave your instrument or bag in the rehearsal rooms, lab, or practice rooms between classes or rehearsals or other breaks. When it is not in use, return it to your locker or take it with you.
- If you are issued a university-owned instrument or other item, it must be secured when not in use.
- Any items found in the building will be taken to the music office or campus safety. A university-owned instrument left unattended will be returned to the studio instructor. You may be required to pay a fee to have the item returned to you.

STUDENT & STUDENT ORGANIZATION USE OF FACILITIES

Students and student organizations must reserve all use of classroom or rehearsal room space through the music office.

GENERAL INFORMATION

- You may only use rooms that have been issued to you for your event.
- The use of open flame candles, glitter, confetti, 'silly string' or other propellant type material is strictly prohibited on university property (this includes for rituals and ceremonies).
- Before you leave, ensure the lights are turned off and the door is locked and fully closed.
- If you have been issued a temporary key, you are responsible to return the key within 24 hours of your event.
- Classrooms should not be used as practice rooms, especially during business hours.

CHAIRS, STANDS, AND EQUIPMENT

Do not remove chairs or stands from classrooms or ensemble rehearsal rooms unless instructed to do so by a faculty member. If you rearrange a room for any purpose, you are responsible for returning the room to its standard set-up before you leave.

- Return desks to the standard classroom set-up
- Rack all extra chairs and stands

- Return all student desks to their usual location (2nd floor classrooms)
- Fold and store all tables in their rightful storage location (1st floor rooms)
- Remove all personal items
- Throw away all trash. For larger events, take your trash to the dumpster behind the building. Extra trash bags are available in the music office.

CLASSROOM TECHNOLOGY & AV EQUIPMENT

- Do not change any of the default settings (including desktop images) on classroom computers (this includes the teacher workstation).
- Do not save files to the work-station computer. If you must temporarily save a file on the computer for projection purposes, delete it at the close of your meeting.
- Use the extra VGA or HDMI Cables to connect to a personal laptop if needed. Do not unplug the classroom computer to project images and do not move/remove adapters. You are responsible for providing your own dongles or mac adaptors.
- When you leave:
 - Ensure the wall-mounted screen is turned off
 - Do not turn off, shut down, or log off the teacher workstation computer. Leave it as you found it.

FOOD & DRINKS

- Throw away all trash (check the floors, chairs, desks and tables before you leave).
- No food or drink are permitted on the pianos or other instruments. Specifically, do **not** use grand pianos as buffet or serving tables
- Clean any spills as best as you can and report them to Mrs. Fraley in the main office as early as possible the next morning.
- If you have large amounts of trash, take your trash to the dumpster behind the building.
- *NOTE:* Custodians have usually left the building by the time student organization meetings have concluded so there is nobody to take out the trash. Taking your own trash to the dumpster may seem like an inconvenience, but it is primarily as a courtesy to the person who teaches in the room early in the next morning.

POSTERS

All posters and postings must follow the University [guidelines](#).

In the MMC:

- Posters and other promotional materials may be displayed:
 - On bulletin boards throughout the building except where specified (e.g. bulletin boards that are designated to a particular area may not be used).
 - On the walls in the 3rd floor practice room area
- Posters may not be displayed:
 - In the MMC lobby (anywhere there is brown brick flooring)
 - In the elevator
 - On exterior doors
- Posters and other signs must be taken down within 24 hours following your event.

ADVISING AND PROGRAM REQUIREMENTS

The Department of Music at Austin Peay State University provides a well-balanced program for qualified students who are interested in pursuing music at the university level. Visit the online academic catalog for curriculum requirements at www.apsu.edu/registrar/bulletins.

THEORY PLACEMENT TESTING

All incoming students will take a brief Music Skills Assessment prior to registration. This diagnostic allows us to place you into the appropriate theory classes. More information can be found on the department's [website](#).

ADVISING PROCEDURES

The following information is available online at www.apsu.edu/music/current-students/advising-majors.

Every music major is assigned to an academic advisor: a music department faculty member who will help you through the registration process each semester. It is the responsibility of the advisor to provide input, answer your questions, and give advice. The ultimate responsibility for academic success falls upon you as the student.

THE ADVISING PROCESS

1. Contact your advisor to setup an advising session during the appropriate times each semester.
2. Before you meet with your advisor, review the semester plans for your concentration to determine the courses you need to take.
3. Use Schedule Planner to create a tentative schedule, complete with specific CRNs for lessons and ensembles.
4. Bring your tentative schedule with you to your advising session. Your advisor may make recommendations or suggest changes.
5. After your advising session, your advisor will clear you to register on OneStop. You may then complete your registration at the appropriate time.
6. Inform your advisor if you receive any error messages when you attempt to register.

DOUBLE CHECK

- Are you enrolled in MUS 1060 Recital Attendance?
- Are you enrolled in the appropriate ensembles at the appropriate level?
 - Freshman and sophomore Music Education Majors who play wind or percussion should enroll in 0-credit Marching Band PLUS an additional ensemble.
 - Performance majors are required to register in a large ensemble *and* chamber ensemble each semester.
- Are you enrolled in the appropriate applied instruction?
 - At the appropriate level?
 - **Level 1** is for all students who have not yet passed the Junior Level Hearing.
 - **Level 3** is only for students who have passed the Junior Level Hearing *in the area* where the student intends to register. For example, a senior instrumentalist wishing to take voice lessons should enroll in MUS 1200 unless the student has passed a Junior Level Hearing in voice. The same student should enroll in 3000 level lessons on their instrument.
 - With the correct instructor?
 - With the correct number of credits?
- Are you making regular progress towards the degree? This is usually defined by:
 - Generally following the department's semester-by-semester plan.

- Passing approximately 2 to 3 general education courses per semester (unless you are taking courses in the summer or winter terms).
- Earning suitable grades in all classes.
- Meeting minimum GPA requirements.
 - Most scholarships require a minimum 2.5 or 3.0 GPA.
 - Music Education majors must have a 2.5 GPA by the sophomore year, and maintain at least a 2.75 GPA to be eligible for licensure.
 - Minimum GPA for graduation is 2.0
- Are you making regular progress towards the piano proficiency?
- Are you enrolled in a minimum of 12 hours to maintain full-time status (mainly if you receive any financial aid)? Ideally, all students should be enrolled in a minimum of 15 hours each semester to complete the degree in a timely manner. **Any student who receives Hope Lottery money will automatically and permanently lose TN Lottery eligibility by dropping below full-time status.**
- Are you completing any academic deficiencies in the first semesters of study?

COURSE CHOICE COUNTS

Students receiving financial aid should consult the Course Choice Counts website <https://www.apsu.edu/cpos/> and links on the OneStop registration page, each semester before confirming classes. As a general rule, ensure you fulfill the following guidelines each semester:

1. Ensure you are making satisfactory academic progress (passing your classes).
2. Ensure you enroll in a minimum of 12 hours towards your program of study (degree requirements) each semester.
3. Ensure your financial aid will cover elective courses, lessons and ensembles, or that you will be able to pay out-of-pocket for electives.

SENIOR YEAR EXAM REQUIREMENTS

In the final semester of coursework, all students are required to take the Senior Exit Exam and the Music Major Field Test. Music Education majors must also take and pass the Praxis 2 exam. (Minimum passing score requirements are determined by the College of Education in alignment with state guidelines). Failure to take either of these exams will result in a hold on your graduation status. There is no minimum passing score required for the Senior Exit Exam or the Music Major Field Test. You will receive communication from university officials and the Department Chair regarding these two exams.

PIANO PROFICIENCIES

PIANO PROFICIENCY EXAMS

The piano proficiency examination is required for all non-keyboard majors. Each music major is required to demonstrate reasonable proficiency at the keyboard before graduation. The requirement should be completed as soon as possible.

BM MUSIC EDUCATION (CHORAL/K-12 GENERAL MUSIC)

- Repertoire - a short piece demonstrating some independence of the hands
- Chorale - a work in 4-part texture such as a hymn or Bach chorale
- Duet - performed with another student
- Accompanying - performed with another student on major instrument
- Harmonization - melodies in major keys accompanied by I, IV, and V7
- Sight-reading - elementary level
- Scales - all Major and harmonic minor - one octave with hands together
- Pentascales with shifting chords chromatically ascending and descending

BM MUSIC EDUCATION (INSTRUMENTAL/K-12 GENERAL MUSIC)

- Repertoire - a short piece demonstrating some independence of the hands
- Duet - performed with another student
- Accompanying - performed with another student on major instrument
- Harmonization - melodies in major keys accompanied by I, IV, and V7
- Sight-reading - elementary level
- Scales - all Major and harmonic minor - one octave with hands together
- Pentascales with shifting chords chromatically ascending and descending

BM MUSIC EDUCATION (ALL PIANO PRIMARY STUDENTS)

- Chorale - a work in 4-part texture by J.S. Bach
- Harmonization - melodies in major keys accompanied by I, IV, and V7
- Sight-reading - intermediate level
- Scales - all Major and harmonic minor - four octaves with hands together
- Pentascales with shifting chords chromatically ascending and descending
- Read two parts (Tenor/Bass, Soprano/Bass, Alto/Tenor, etc.) from a choral score using RH and LH simultaneously.

- Read two parts from an orchestral/instrumental score including transposing instruments using RH and LH simultaneously.

BM PERFORMANCE (GUITAR, INSTRUMENTAL, VOCAL)

- Repertoire - a short piece demonstrating some independence of the hands
- Chorale - a work in 4-part texture such as a hymn or Bach chorale
- Duet - performed with another student
- Accompanying - performed with another student on major instrument
- Sight-reading - elementary level
- Scales - all major and harmonic minor - one octave with hands together
- Pentascales with shifting chords chromatically ascending and descending
- Harmonization - melodies in major keys accompanied by I, IV, and V7

BM PERFORMANCE MAJORS (KEYBOARD)

- Chorale - a work in 4-part texture by J.S. Bach
- Duet - Advanced level performed with another student
- Harmonization - melodies in major keys accompanied by I, IV, and V7
- Sight-reading - advanced level

BA/BS LIBERAL STUDIES

- Repertoire - a short piece demonstrating some independence of the hands
- Duet - performed with another student
- Sight-reading - elementary level
- Scales - all major and harmonic minor - one octave with hands together
- Pentascales with shifting chords chromatically ascending and descending

BM MUSIC THERAPY

- Pentascales with shifting chords chromatically ascending and descending
- Duet - performed with another student
- Repertoire - a short piece demonstrating some independence of the hands
- Harmonization - melodies in major keys accompanied by I, IV, and V7 chords utilizing various LH accompaniment patterns
- Sight-reading - intermediate level
- Scales – all major and harmonic minor – one octave with hands together

PERFORMANCE REQUIREMENTS

JURIES

At the end of each semester of private instruction, music students are required to perform a jury. Exceptions to this will be made when a student performs either the Junior Level Hearing or a junior/senior/graduate recital hearing. Specific requirements are determined by the applied faculty.

JUNIOR LEVEL HEARINGS

The purpose of the Junior Level Hearing is to evaluate the progress of the student toward the fulfillment of the performance requirements for the degree, and to advise each student as to his/her potential for completion of the performance requirement for the degree. All music students must pass a Junior Level Hearing, ordinarily scheduled at the end of the sophomore year before enrolling in upper division applied instruction and ensembles. Transfer students who have completed requirements for the Associate of Fine Arts degree in music (or the equivalent) may be allowed to bypass a Junior Level Hearing and proceed to upper division registration at the discretion of the applied faculty. Students whose background in performance is deficient may be required to take more than the normal amount of credit at the lower division level.

Please note the following:

- All attempts will be made at the end of the semester.
- Students will not be allowed to progress to 3000 level individual instruction and ensembles until the Junior Level Hearing requirement is completed.
- Three semesters of upper division study are required before scheduling a senior recital.
- Students have a maximum of three attempts to pass the Junior Level Hearing. If a student does not pass the Junior Level Hearing after three attempts, the student will be dismissed from the music major.

VOICE REQUIREMENTS

- The student will present a short recital of at least five songs or arias from the traditional and modern repertoire. There should be approximately fifteen minutes of actual singing time.
- At least one selection should be sung in Italian, one in German, French, or Spanish, and one in English.

WINDS/BRASS/STRINGS/PERCUSSION REQUIREMENTS

- The student will present twelve minutes of music in which the student demonstrates basic musicianship, technical proficiency, and an understanding of various styles.
- At least one piece on the program must be repertoire that involves piano (except for harp). All repertoire that has piano accompaniment must be performed with a pianist.
- By the time of the Junior Level Hearing, students are required to own and maintain their own instrument and/or equipment. The quality of the instrument/equipment should be appropriate for their course of study and career aspirations as specified in the syllabus of the private instructor.

JUNIOR RECITALS

Performance majors may perform a junior recital after at least one semester of upper division study have been completed. Students should attempt to coordinate their recital in conjunction with another junior performance major. It should be approximately 30 minutes in length and demonstrate good musicianship, technical proficiency, and an understanding of various styles. Students must pass a recital hearing two to four weeks prior to the recital. If a student fails the recital hearing they may be given a second hearing at the discretion of the faculty. The recital may have no more than one ensemble piece and no "novelty" pieces are allowed. Recitals are usually scheduled one semester in advance of the recital date. If the student fails the recital hearing, he/she may be given a second hearing at the discretion of the faculty. The results of the second hearing will be final.

Information about junior and senior recitals is available on the music department website at www.apsu.edu/music/current-students/forms-and-information.php. Here you can request a date for your recital, request an accompanist, request a date for your recital hearing, and access the recital program template.

VOICE REQUIREMENTS

- At least thirty minutes of music should be performed. Music should be chosen from at least three of the following musical style periods: Renaissance, Baroque, Classic, Romantic, Impressionistic, and Twentieth or Twenty-first Century.
- The repertoire should include at least four of the following languages: English, German, French, Italian, and Spanish.

SENIOR RECITALS

All music majors must present a recital during their senior year. Students may perform a senior recital once the junior level requirements and three semesters of upper division study have been completed. It should be approximately 45 minutes in length and may not exceed 60 minutes. The recital must demonstrate good musicianship, technical proficiency, and an understanding of various styles. Students must pass a recital hearing two to four weeks prior to the recital. If the student fails the recital hearing they may be given a second hearing at the discretion of the faculty. The results of the second hearing will be final.

Information about junior and senior recitals is available on the music department website at www.apsu.edu/music/current-students/forms-and-information.php. Here you can request a date for your recital, request an accompanist, request a date for your recital hearing, and access the recital program template.

VOICE REQUIREMENTS

- Music should be chosen from at least three of the following musical style periods: Renaissance, Baroque, Classic, Romantic, Impressionistic, and Twentieth or Twenty-first Century.
- The repertoire should include at least four of the following languages: English, German, French, Italian, and Spanish.

GRADUATE RECITALS

All graduate music majors must present a recital during the last year of study. Students may perform a graduate recital after two semesters of graduate study have been completed. The recital should be approximately 60 minutes in length and demonstrate good musicianship, technical facility, and an understanding of various styles. Students must pass a recital hearing two to four weeks prior to the recital. If a student fails the recital hearing, he/she may be given a second hearing at the discretion of the faculty.

VOICE REQUIREMENTS

- At least fifty minutes of music should be performed. Music should be chosen from at least three of the following musical style periods: Renaissance, Baroque, Classic, Romantic, Impressionistic, and Twentieth or Twenty-first Century.
- One song cycle should be included in the program.
- The repertoire should include at least four of the following languages: English, German, French, Italian, Spanish, and Russian.

MUSIC MINORS

Music minors must successfully perform a jury at the end of the second semester of private lessons and pass a ten-minute Minor Level Hearing upon completion of the private instruction requirement. In the Minor Level Hearing, students should demonstrate basic musicianship, appropriate technical proficiency, and a fundamental understanding of various styles. The private instructor may impose additional requirements within the studio. Please note: Students have a maximum of two attempts to pass the Minor Level Hearing. Attempts must occur in consecutive semesters of private instruction. The private instructor may impose additional requirements within the studio. Exceptions to this policy (i.e. more attempts due to ½-hour vs. 1-hour lessons) are at the discretion of the instructor.

ENSEMBLE REQUIREMENTS

LARGE ENSEMBLES

A student majoring in music should participate satisfactorily every semester in residence in the performing organization deemed appropriate to his or her major performing medium. A student receiving a performance scholarship majoring in music must participate satisfactorily every semester in residence in the performing organization deemed appropriate to his or her major performing medium.

Area	Appropriate Large Ensemble
Woodwind, Brass & Percussion	Determined by Audition <ul style="list-style-type: none"> • Wind Ensemble [or] • Symphonic Band
Orchestral Strings	Orchestra
Guitar	Guitar Ensemble
Keyboard	See below
Voice	Determined by Audition <ul style="list-style-type: none"> • University Choir [or] • Chamber Singers

ENSEMBLE AUDITIONS

Enrollment in Wind Ensemble, Orchestra, and Chamber Singers is by audition only. You will only be permitted to enroll in these ensembles with permission of the ensemble directors. Audition excerpts, dates and locations are posted by the ensemble directors at the start of each semester or academic year pending available positions in each ensemble.

MARCHING BAND REQUIREMENTS

Woodwind, brass, and percussion students in the Instrumental/K-12 General Music concentration are required to participate in two fall semesters of 0-credit Marching Band (usually in the freshman and sophomore years). Additional semesters of marching band may be taken for 1 credit each, and the student will receive an athletic band scholarship for participation. Students in all other concentrations who elect to participate in marching band, including non-music majors, will enroll in 1-credit marching band, and will receive an athletic band scholarship for participation.

KEYBOARD STUDENTS

Bachelor of Music: Music Education (Instrumental/K-12 General Music)

- Four semesters of instrumental ensembles:
 - Two semesters of Marching Band, (1-credit)
 - Two semesters chosen from Symphonic Band, Wind Ensemble, Jazz Combo, or Orchestra
 - *And* three semesters of Piano Ensemble (currently listed as Chamber Ensemble)
-

Bachelor of Music: Music Education (Choral/K-12 General Music)

- Four semesters of appropriate choral ensembles (Governor's Singers, Chamber Singers, or University Choir)
 - *And* three semesters of Piano Ensemble (currently listed as Chamber Ensemble)
-

Bachelor of Music: Keyboard Performance

- One semester of a vocal or instrumental ensemble
- *And* seven semesters Piano Ensemble (currently listed as Chamber Ensemble)

BA/BS Music: Liberal Studies

- One semester of a vocal or instrumental ensemble
- *And* seven semesters Piano Ensemble (currently listed as Chamber Ensemble)

Bachelor of Music: Music Therapy

- Seven semesters of ensembles chosen from Choir, Symphonic Band, Wind Ensemble, Jazz Combo, Orchestra, and Piano Ensemble (currently listed as Chamber Ensemble). At least one semester must be a vocal ensemble.

STUDENT ORGANIZATIONS

PHI MU ALPHA SINFONIA MUSIC FRATERNITY FOR MEN (PMA)

The Theta Tau Chapter of [Phi Mu Alpha Sinfonia Music Fraternity for Men](#) was founded on the Austin Peay State University campus on May 23, 1959. Phi Mu Alpha is the oldest fraternity on campus.

The purposes of the fraternity are to:

- Encourage and actively promote the highest standards of creativity, performance, and education in music in America.
- Develop the truest fraternal spirit among its members.
- Foster the mutual welfare and brotherhood of students of music. To encourage loyalty to the Alma Mater.
- Instill in all people an awareness of music's important role in the enrichment of the human spirit.

Signs are posted concerning interest meetings. Any man who is interested in Phi Mu Alpha and will accept its purposes as well as meet the chapter's academic requirements is invited to attend these meetings.

SIGMA ALPHA IOTA INTERNATIONAL MUSIC FRATERNITY FOR WOMEN (SAI)

[SAI](#) aims to promote American music in the Clarksville community through the support of music students and other musicians on the Austin Peay Campus. Membership is not limited to music majors, but members should have a serious attitude toward music and possess a love of music. Delta Pi chapter was founded on May 9, 1965.

The fraternity's purposes are to:

- Form chapters of women college students and alumnae who have sincere interest in music
- Uphold the highest standards of music
- Further the development of music in America and throughout the world.
- Give inspiration and encouragement to members
- Organize the cultural life of its members as a contributing factor to their educational growth.
- Support the ideals and goals of the member's Alma Mater.
- Adhere to the highest standards of citizenship in school, community, and fraternity life.

SAI Philanthropies, Inc. oversees all national projects. Some of these include: publishing music for the visually impaired; holding composer competitions and publishing winning entries, providing instruments and music for children's orchestras in deprived countries throughout the world; and giving scholarships, loans, and performing grants to members. Information sessions are held at the beginning of each semester for all interested women. Look for signs posted throughout the Music/Mass Communication building.

KAPPA KAPPA PSI

[Kappa Kappa Psi](#) operates primarily as a student service and leadership recognition society whose chief aim is to assist the Director of Bands in developing the leadership and enthusiasm that is required of his/her band. Our goals are to provide the band not only with organized and concentrated service activities, but to give our membership valid and wholesome experiences in organization, leadership and social contacts. The honorary nature of membership is based on our premise that "it is an honor to be selected to serve" this band, its department of music, its sponsoring institution, and the cause of band music in the nation's colleges and universities.

Look for signs posted throughout the Music/Mass Communication building for details and information.

COLLEGIATE NATIONAL ASSOCIATION FOR MUSIC EDUCATORS (NAFME)

Through its many programs, activities, publications, and conferences, [NAFME](#) works to promote the value of music education, to foster the best possible music education programs in our nation's schools, and to advance music education as a profession. The collegiate chapter is designed to acquaint the student with music education possibilities and standards.

PI KAPPA LAMBDA - NATIONAL MUSIC HONOR SOCIETY

The primary objective of [Pi Kappa Lambda](#) is the recognition and encouragement of the highest level of musical achievement and academic scholarship.

Consideration for membership is based upon the following regulations: seniors must be in the upper one-fifth of their class; juniors in the upper one-tenth of their class; graduate students must have grades of A (or the equivalent letter grades) in two thirds of their graduate studies. Nominations and elections are the responsibility of the Faculty Committee of the chapter.

CONCERT CALENDARS

DEPARTMENT CALENDAR OF EVENTS

The Music Department's Calendar of Events is available on the [Music Department webpage](#).

CENTER OF EXCELLENCE FOR THE CREATIVE ARTS (CECA)

[CECA](#) brings emerging and prominent artists from around the nation to Clarksville each year to present concerts and lectures, work directly with students in master classes and workshops, and introduce innovative ways of making or exploring art. All events offered by CECA are open to the community unless otherwise advertised.

CLARKSVILLE COMMUNITY CONCERT ASSOCIATION (CCCA)

The [Clarksville Community Concert Association](#) (CCCA) is a non-profit organization dedicated to presenting music performances of high artistic merit in Clarksville-Montgomery County and promoting interest in and enjoyment of live concerts through community outreach and education. The CCCA concert series presents high quality artists of national and international renown in the critically acclaimed George and Sharon Mabry Concert Hall on the campus of Austin Peay State University.

GATEWAY CHAMBER ORCHESTRA (GCO)

The [Gateway Chamber Orchestra](#) (GCO) is a nationally-recognized cultural institution committed to enriching lives through innovative concerts, distinctive recordings and inspiring educational programs. Conducted by Gregory Wolynec, the GCO is delighted to have two Middle Tennessee homes – the Mabry Concert Hall on the campus of Austin Peay State University in Clarksville and The Franklin Theatre in Franklin. The ensemble debuted in the Fall of 2008 and has grown into a classically modeled chamber orchestra comprised of leading symphony players, recording musicians and college faculty from Middle Tennessee and beyond who delight in bringing their shared passion for the world's greatest music to the community.

MISCELLANEOUS

NAMED SCHOLARSHIPS

Named Scholarships are available for eligible current and incoming music majors (including TN Promise students who pursue music as an academic interest). Recipients are announced at the department's annual Honors and Awards Ceremony at the close of each spring semester. The application deadline is usually early in the spring semester.

Visit <https://www.apsu.edu/music/current-students/scholarships.php> for more information.

FUNDING FOR STUDENT TRAVEL

There is some funding available for professional student travel. To apply for funding:

- Contact the [Office of Student Research and Innovation](#).
- If your travel is with a student organization, complete the [Student Organizations Travel Funding Request](#).
- Apply for funding from the [Center of Excellence for the Creative Arts](#).

MUSICIAN'S HEALTH AND SAFETY ISSUES

Students, faculty and staff of the Austin Peay music program are encouraged to familiarize themselves with important information about the maintenance of [health and safety](#) within the contexts of practice, performance, teaching, and listening. General topics include basic information regarding the maintenance of hearing, vocal, and musculoskeletal health and injury prevention. Non-majors enrolled in courses including performing ensembles or other curricular offerings of the Department of Music are encouraged to become familiar with these safety issues as well.

The department maintains a proactive stance toward checking decibel levels of music department events and activities to ensure safety, but we encourage all students, faculty and staff to be vigilant in identifying violations that may be unknown to us. Accordingly, with regard to hearing health, if any student, faculty, or staff member suspects that any classroom course activity/rehearsal involves sound levels beyond the acceptable level for hearing safety, he/she should see the department's administrative assistant immediately. The music office has a sound meter which can be borrowed so that the precise decibel level of an activity can be documented. The department chair should immediately be notified of any apparent violation. The department chair will then take steps to ensure compliance with hearing safety standards.