



Music Program

UNDERGRADUATE STUDENT HANDBOOK

2025-26

**The EWU Music Program is accredited by the National
Association of Schools of Music (NASM)**

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EWU Music Program Mission

- To provide the highest quality professional education for the music major embarking on a career as a performer, composer, educator, music technology expert scholar or arts entrepreneur.
- To provide music instruction to all students within an expansive liberal arts foundation.
- To foster a community of musicians who embrace curiosity and intellectual diversity, providing graduates with the tools and skills to be cultural leaders in society.
- We believe that music transcends all boundaries, and serves as a uniting language between people from different backgrounds, cultures, and identities.
- The EWU world class music faculty combine outstanding teaching with artistic and scholarly excellence to create a superior and supportive learning environment. Our accredited programs engage students of all characteristics and interests.

Contact Information

EWU Music Program
119 Music Building
Cheney, WA 99004

Music Program Director: Dr. Jody Graves; jgraves@ewu.edu

Music Program main office phone: 509-359-2241

Music Administrative Assistant: Alejandra Guzmán-Mercado; aguzman22@ewu.edu

Music Program front desk phone: 509-359-6119

Music Program website: <https://www.ewu.edu/cahss/fine-performing-arts/music/>

EWU College of Arts, Humanities and Social Sciences (CAHSS)

Dean: Dr. Michelle DenBeste

Associate Dean: Dr. Florian Preisig

Address: Patterson 343

Phone: (509) 359-2328

CAHSS website: <https://www.ewu.edu/cahss/>

Fine and Performing Arts

Chair: Jenny Hyde – jhyde@ewu.edu

Administrative Assistant: Erin Parks – eparks@ewu.edu – Art 140

Phone: 509.359.2430

EWU Graduate and Undergraduate Catalog: <https://www.ewu.edu/academics/catalog>

Emergency Numbers

In ANY emergency.....	911
Campus Police (non-emergency).....	509.539.7676
Cheney Police (non-emergency).....	509.535.9233
EWU Student Support and Advocacy.....	509.359.7924
EWU Counseling and Wellness Services.....	509.359.2366

<https://inside.ewu.edu/bewell/> - supports and promotes the emotional, intellectual, physical and spiritual health and wellness of students. It provides individual and group counseling, crisis intervention, and outreach programming and consultation services to students.

Spokane 24-Hour Rape Crisis Line.....509.624.RAPE (7273)

Other emergency numbers available at: <https://access.ewu.edu/police/emergency-numbers>

**The Music Program is housed in the Department of Fine Arts, (FPA) within
The College of Arts, Humanities, and Social Sciences (CAHSS)**

**ABOUT THE COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES
(CAHSS)**

CAHSS Mission: The College of Arts, Humanities, and Social Sciences integrates discovery, creativity, personal reflection, a plurality of ideas, and professional exploration. We achieve this mission by promoting:

- Opportunities for creativity, intellectual development, and professional training.
- Critical thinking, interdisciplinary conversation, and local and global relationships.
- Diversity, equity, and inclusion efforts, such as efforts to achieve the Hispanic-Serving Institution designation.
- Initiative and the integration of these efforts into the fabric of college activities.
- Community engagement as a key component of learning.
- Research and innovation, collaboration, and life-long learning.

CAHSS Vision: The College of Arts, Humanities, and Social Sciences envisions a future of students who become leaders, innovators, and creators transforming society, culture, and the environment on behalf of the common good.

CAHSS Values: The College of Arts, Humanities, and Social Sciences adopts the core values of:

- Growth and transformation through learning.
- A safe, encouraging, and inspiring learning environment.
- Diversity among ideas and curriculum that is culturally responsive and representative of our student populations.
- Social justice and environmental sustainability.
- Local and global engagement.
- Collaboration in teaching, scholarship, and service.

CAHSS leads the University in creating a campus climate that welcomes and respects diversity. EWU is a microcosm of society reflecting a multiplicity of people, histories, ideas, beliefs and philosophies. Faculty and staff in CAHSS demonstrate a commitment to diversity, equity, and inclusion (DEI) in teaching, research, and service activities that foster a safe, equitable, and inclusive environment where marginalized voices are heard and welcomed. CAHSS is committed to the creation of student-centered spaces that seek to provide and meet the academic as well as personal and social needs of students.

Music Declaration and Advising

Major Declaration: It is vital that students officially declare their music major as soon as they enter our program in order to receive professional advising in their degree, and remain in curricular sequence in order to graduate in a timely manner. To be eligible to declare, students must audition and be accepted into a specific degree program in the Music Program. Declaring your major tells the university your intentions, it is not a binding contract. **Please inform the Music Program director when you have declared, so the accurate degree track can be submitted into Degree Works.**

The following link will take you to the Major Declaration Page, then follow the prompts.

<https://inside.ewu.edu/records-and-registration/major-declaration-form-online/>

Advising: All music majors and minors are assigned a specific music advisor, which is in addition to your General Ed advisor. As noted above, students must pass their auditions and declare their music major in order to receive course and program advising. Advising is vital to a timely completion of the degree! Students are responsible for meeting with their adviser early and often to avoid unnecessary prolongation of their program.

MUSIC ADVISORS BY DEGREE AND ADVISING AREA

BME: Dr. Ploeger-Hekmatpanah

BA/Music: Dr. Graves

BM – *Performance (by instrument):*

Brass: Dr. Ellsworth

Composition: Dr. Middleton

Percussion: Dr. Waldrop

Piano/Keyboard: Dr. Graves

Strings and Guitar: Dr. Marshall

Woodwinds: Dr. Ellsworth

Voice: Dr. Sonbert

BA/Music Technology: Dr. Robertson

Music Minor: Dr. Graves

MM/Music Ed: Dr. Woodward

AREA COORDINATORS

Strings – Dr. Marshall

Composition & Theory – Dr. Middleton

Jazz – Mr. Plamondon & Dr. Friel

Music Technology – Dr. Robertson

Piano – Dr. Graves

Woodwinds – Dr. Friel

Brass – Mr. Plamondon

Voice – Dr. Sonbert

Choirs – Dr. Kristina Ploeger-Hekmatpanah

Music Education - Dr. Kristina Ploeger-Hekmatpanah

Percussion – Dr. Waldrop

Graduate MM/Music Ed Program – Dr. Woodward

Ensembles at EWU

There are many opportunities available to perform in EWU's music ensembles for course credit.
Contact ensemble directors for audition requirements and dates.

Orchestra: String Orchestra, Symphonic Orchestra
Bands: Wind Ensemble, Pride of the Inferno Marching Band, Code Red
Choirs: Symphonic Choir, Concert Choir, Collegians
Jazz: Concert Jazz Orchestra, Repertory Jazz Ensemble, Jazz Combos
Chamber Ensembles: (piano, woodwind, brass, strings and voice)
Piano Ensemble
Guitar Ensemble
Percussion Ensemble

ENSEMBLE DIRECTORS

Mr. Mike Cleary, Wind Ensemble, Pride of the Inferno Marching band, Code Red
Dr. John Marshall, Orchestra & Chamber Music
Dr. Kristina Ploeger-Hekmatpanah, Choirs/Collegians
Mr. Andy Plamondon, Concert Jazz Orchestra, Jazz Combo, Brass Ensemble
Dr. Steve Friel, Rep Jazz, Jazz Ensembles, Woodwind Chamber Music
Dr. Nicole Sonbert, Vocal Chamber Music Mr. Scott Rednour, Piano Ensemble
Dr. Jody Graves, Chamber Music
Dr. Waldrop, Percussion Ensemble
Mr. Michael Millham, Guitar Ensemble

Minimum Grade Standards

All music majors and minors must achieve a grade of C or higher in all music courses and lessons required in their program. When this requirement is not met the student must repeat the course. Additionally, the course instructor will immediately notify the Program Director of any posted grade lower than a C, which may necessitate a meeting between the student and the Program Director. In the case of applied lessons, when this requirement is not met the student must complete an additional quarter of MUSC 208 or 240, as appropriate.

In both cases, the student will be placed on probationary status until the requirement is met; should the student receive a grade lower than C for a second time, they must meet with the Program Director, their Music Area Advisor, and the course instructor prior to the start of the next quarter to discuss a plan for successful completion of the course. Students who fail to complete this step risk being dropped from the Music Program. Non-majors enrolled in MUSC 208/408 who receive a grade lower than a C in applied study will not be permitted to continue in applied lessons.

Sequential Course Implications: Students should also be aware that certain sequential courses require passing grades in each quarter before the student can move on to subsequent quarters. A failing grade in the first quarter of such a sequence may mean that the student will need to wait until the beginning of the following year to take the course again and move forward with the remainder of the sequence, which can seriously affect degree progress and financial aid. Such courses include, but are not limited to:

Piano Class for Majors (MUSC 120-121-122)

Music Theory (MUSC 101-102-103-201-202-203)

Aural Skills (MUSC 104-105-106-204-205)

Music History and Literature (MUSC 250-251-252)

Additionally, some upper division courses have these lower level courses as prerequisites.

Piano Placement and Proficiency Exams

All music majors in every degree program (except Music Technology) are required to complete and pass the Piano Proficiency Exam (PPE). PPEs are administered at the end of fall and spring quarters, after students have completed MUSC 122 or MUSC 126. Students must pass the PPE as a prerequisite to MUSC 201, second-year Music Theory.

Most students prepare for the PPE by taking one or more classes in the Piano Class for Majors sequence (MUSC 120-121-122 or MUSC 126). To ensure registration in the appropriate level of this course, all incoming students (freshmen and transfers) must take a piano placement exam offered the day before fall classes begin. PPE exam information sheets are posted outside the Music Office and outside room 232.

Transfer Students: Transfer students should consult with the Music Program Director to determine transfer credits and have a degree audit performed. Transfer students should check with their advisor to determine the effect that transferred credits have on their degree plan. Students who transfer into the junior or senior levels must take a theory placement test to determine proficiency in basic analytical skills. Students may be asked to repeat a second-year theory course, or retake the exam after assigned tutoring. Transfer students will be evaluated in their audition for upper division standing in applied lessons.

Senior Capstone: All students at EWU are required to take a senior capstone course. The Senior Capstone MUSC 490 is offered only in Winter term. You may choose to take a capstone course in another Program/Department in consultation with your advisor; students who choose this option must obtain approval from their music advisor and the Music Program Director.

Scholarships

Scholarships are available for both new and returning students. Contact your ensemble director, applied instructor or advisor for more information. Scholarships may be renewed annually through a performance audition or jury performance. Students with music scholarships are expected to maintain an overall GPA no lower than a 2.9.

In general, the Winter Quarter jury serves as the scholarship audition for students who will be continuing in the following year. If students are not planning on returning for the next academic quarter, please inform the Program Director.

Applied Lesson and Course Fees

Most MUSC courses carry a \$21.85 base course fee that is used for instrument maintenance and replacement, equipment, software and accompanists for recitals, juries, competitions and for most ensembles. For a complete listing of course fees please see Appendix C.

Recital/Convocation Attendance Requirements MUSC 110

All music majors, except music education majors who are student teaching, must register for MUSC 110 each quarter of attendance and pass the requirements listed below.

Statement of Purpose: By including a recital/convocation attendance requirement as a 0-credit class (MUSC 110) in our music curriculum, we intend to achieve two basic goals for our students. The first is to help students develop a deeper understanding and experience of live performance. By attending recitals, concerts, and convocations regardless of the performing medium, students gain a greater knowledge of repertoire, improve critical listening skills, learn to make independent musical judgments, and learn performance techniques and stage etiquette through peer modeling. The second goal is to increase student performance opportunities during this recital hour, along with attendance at music program activities and performances, thereby creating an atmosphere of mutual support, collaboration and encouragement among all EWU music students.

Attendance Requirement: All music majors enrolled at EWU are required to register for MUSC 110 and attend weekly Convocation, Wednesdays at Noon. If you have to miss a Convocation you must inform the Program Director. You must attend 10 concerts per quarter (30 for the academic year) which include Convocations and may also include other concerts during the period that the student is a full- time music major. Performances that fulfill this requirement include EWU Music Program convocations, student recitals and ensemble performances, EWU-sponsored performances, and off-campus performances approved by faculty. Students will be given credit for participating in performances when evidence is provided through the card reader system or with a printed program. Attendance in the EWU recital hall will be monitored through submitting work electronically either by uploading into Canvas or by email.

Validating Off-Campus Concert Attendance: Students attending concerts off campus will collect a program for each concert and submit these programs to the Music Office in a single envelope with their name at the end of each quarter. **PLEASE DO NOT SUBMIT INDIVIDUAL PROGRAMS! YOU MUST COLLECT THEM AND SUBMIT ONLY ONCE IN AN ENVELOPE AT END OF EACH TERM.**

Any programs not received in an envelope, and/or received after the jury, will not be credited. If students fail to attend the required 30 recitals/convocations per year, they will fail MUSC 110 and be assigned a substantive project, research paper, or other makeup activity that must be completed prior to the following year in order to maintain music major status. If the assigned project is not completed the student will be on probationary status and assigned an additional project, paper, service appointment, or other activity. Students who fail the recital/convocation attendance requirement in their final year (i.e. immediately prior to graduation) will not be allowed to graduate in a timely manner until they complete ALL assigned project(s), research paper(s), or other makeup activities as specified above.

Exceptions: Students who are not in attendance during a given quarter due to student teaching, study abroad, or who have general education class conflicts are not required to complete the MUSC 110 requirement during the quarters they are not in attendance. The Program Director must be notified of this exception prior to the term involved.

Building and Facility Use

Building Security. The building is open from 7:00am until 9:00pm. To access the building outside of these hours, send a request to jgraves@ewu.edu. Access Control will be notified, the access is approved and your Eagle ID card will then be activated to use on the card swipe button outside of each external door.

Practice Rooms. Practice rooms are available on a first-come first-served basis. Most rooms are unlocked and must remain so. Access to locked practice rooms is assigned by the percussion and piano instructors only. Students are expected to treat all music equipment with respect and care. Pianos are to remain where the piano technician has placed them. Report any damaged equipment or building concerns to the Administrative Assistant in Music Office 119.

Classrooms may be used for practice by requesting a day/time through the scheduling process. Email your request to jgraves@ewu.edu or aguzman22@ewu.edu to request practice time. Hallways, lobbies, storage areas, etc. may not be used for practice.

Recital Hall. Use of the recital hall is restricted to approved classes, rehearsals and events scheduled through the Program Director or Administrative Assistant. The recital hall **may not** be used as a practice room and students must be listed on the recital hall calendar in order to have approved rehearsal time. Authorized use (*scheduled through your applied instructor or the Program Director*) is the only time students should be on the stage.

Recital Hall Calendar: Scroll down on the home page and click on 'Recital Hall Calendar' to view the calendar - you must do this through your personal gmail account. Only the applied professor or Program Director is authorized to schedule the recital hall. Should your event require the use of a piano, there are two Steinway concert grands available. Please read the Piano Use Policy on p. 20.

After rehearsals and performances, all faculty and students are expected to clear the recital hall stage, return all equipment to the appropriate location, put protective covers on pianos, turn off lights, etc.

University-Owned Instruments, Uniforms, and Equipment

University instruments may only be used with the permission of the appropriate instructor. All instruments must be checked out under the supervision of the Music Admin Assistant, or applied professor and follow the EWU Instrument Check-Out Procedure.

- Report loss or needed repairs immediately to the Program Director or ensemble director.
- Students are responsible for loss or damage to any borrowed items.
- Upon graduation or termination of residency, grades will be held until items are returned.
- **The student will be charged for items that are not returned.**

Health and Safety Procedures

Musicians are susceptible to a wide range of injuries due to extended and repetitive use of the body and exposure to high sound levels. They are also susceptible to psychological stress through the demands of the field. Students are urged to familiarize themselves with injury and stress prevention approaches and to implement them as appropriate. Students are encouraged to wear noise reduction devices during rehearsals and performances as appropriate. Students are also encouraged to take advantage of the services available to them from Dr. William Conable, a world-renowned teacher of the Alexander Technique who facilitates low-cost group sessions.

In the case of practicing and performance-related injury, students should seek immediate medical consultation and report conditions to their applied instructors, ensemble directors, and Program Director. Any necessary and reasonable accommodations will be addressed on a case-by-case basis in consultation with the student and qualified faculty. All safety and building-related health concerns should be reported to the Program Director and appropriate staff as soon as concerns are apparent. In an emergency, call 911; other important contact information is given on p. 3.

Student Complaints and Grade Appeals

EWU is committed to providing a safe environment in which students can thrive in their studies. To this end, there is a process for student complaints of various types, including but not limited to bullying, sexual harassment, and discrimination. For information about this process, please visit the Student Complaints web page at <https://inside.ewu.edu/rcp/compliance/report-it/>.

EWU also has specific policies and procedures about grade appeals, which are given in sections 2-2 through 2-4 of AP303-24. This can be viewed at:

<https://inside.ewu.edu/policies/knowledge-base/ap-303-24-grading-grade-changes-and-grade-appeals/>

Students are protected by EWU policy from retaliation after filing a complaint. If you have filed a complaint and feel that you are experiencing retaliation because of it, please report this to the Music Program Director, who will follow appropriate channels to ensure the retaliation ceases and is addressed appropriately.

Attendance Policies

Attendance at all classes, lessons and rehearsals is expected. Students are required to inform professors if they have to miss a class or lesson due to illness or other acceptable conflict. This is common courtesy and professional behavior. Due to health and safety protocols we also ask students not to attend a class/lesson if you are ill. If you attend class while ill, the instructor may ask you to either wear a face-mask or leave the classroom.

Please contact the professor and make arrangements for homework and make-up lessons as appropriate. If a professor has to miss a lesson, those will be re-scheduled. If the student misses a lesson, every effort will be made to make up the lesson, but only as feasible within the professors' schedule, and not required.

Academic Policies

In order to ensure success and timely awareness of requirements and deadlines students are responsible for the following:

- Access Canvas for your courses/lessons and be familiar with that site for every class/ensemble/lesson.
- Be sure you have read and understand the syllabi for all classes which are posted on Canvas. In most cases, you will also receive a hard copy from the instructor.
- Be sure you have marked all required performance dates in your calendar.
- If you must miss a rehearsal/class/lesson you are required to inform the professor or the Music Program Director. Missing classes/rehearsals/lessons can significantly lower your grade.
- All music majors must maintain a C or above in all Music Program courses and lessons **in order to remain in good standing and on track in their music major.**

The *EWU Catalog* (<https://catalog.ewu.edu/>) is the primary source for academic programs and requirements based on the year you declare your major. The handbook information is supplemental. Many required music courses are offered sequentially, on alternate years, or as demand necessitates. Consult your advisor about course offerings for any given quarter. Other academic dates can be found here: <https://inside.ewu.edu/records-and-registration/calendar/calendar-quarter/>

Major Ensemble Requirements

All full and part-time music majors (except Music Technology majors) are required to participate in the major ensemble appropriate to their principal area of performance each quarter of their university program (*Music Education majors are exempt during the quarter in which they are student teaching full time*). Major Ensemble waivers may (on rare occasions) be granted if the request is reasonable. Students must fill out the 'Large Ensemble Waiver Request' found on our website:

<https://www.ewu.edu/cahss/fine-performing-arts/music/ensembles/>

Non-Majors: Non-Majors who have received a music talent scholarship are required to participate in a large ensemble. Waivers may be considered (on rare occasions) and granted if the request is reasonable. Students must fill out the 'Large Ensemble Waiver Request' found on our website:

<https://www.ewu.edu/cahss/fine-performing-arts/music/ensembles/>. Non-majors in applied lessons also have access to participating in small ensembles such as Chamber Music, Collegians, Jazz Combo etc.

Major ensembles and course numbers are:

MUSE 320 - Marching Band is required for all woodwind, brass, and percussion students every Fall quarter, except for students earning **only** a music performance degree (BM) who have passed into upper division standing, and Music Education students who are in their last quarter of student teaching.

MUSE 321 - Wind Ensemble - Required for winds, brass, percussion majors.

MUSE 330 - Orchestra - Required for all string majors.

MUSE 340 - Symphonic Choir, or MUSE 341, Concert Choir - Required for all voice majors

Majors in Piano Performance may substitute up to two years (6 quarters) of Piano Ensemble (MUSE 368) or Chamber Music (MUSE 362) in lieu of one year of a major ensemble. These exceptions may be considered on a case-by-case basis.

Music Education majors are required to participate for one quarter in a major ensemble outside their principal performance area during their residency.

Students may register for and perform in more than one ensemble as guided by their music advisor and/or applied instructor.

Applied Music Instruction (Lessons) on Instruments and Voice

Students pursuing a major in music (other than Music Technology) are required to study their applied instrument/voice with an EWU professor each quarter of their degree program (except for Music Education majors during the quarter of their full-time student teaching assignment). **Every student** (majors, minors, and non-majors) accepted for private applied music study is required to participate in a major ensemble concurrently. (MUSC 208/240/408/440) If a student cannot participate for reasons of scheduling/course conflicts you are required to fill out a 'Major Ensemble Waiver Request' form, found on the Music website. <https://inside.ewu.edu/music/large-ensemble-waiver-request/>. Your request will be evaluated and a response issued to you via email. In some cases a minor ensemble might be approved as a substitute, such as chamber ensembles, Concert Jazz Orchestra etc.

Students receive up to 10 lessons per term, but this may include a combination of individual lessons and studio/performance classes. For example, in some studios you receive 8 lessons and 2-4 performance classes. These studio/performance classes are a part of the applied lesson. Just check with your applied professor on the specific schedule/protocol in your area.

Jury Procedures

At the conclusion of each quarter of applied study (lessons), all students (majors, minors, and non-majors) are required to perform before, and be evaluated by, a panel of music faculty. Performances for juries are viewed not only as a quarterly final exam, but also as an important part of each student's professional development. The environment of jury performance is similar to that often encountered by musicians at professional auditions or music competitions. Since jury preparation is an important long-range process, it is critical that students take responsibility for planning strategy, and understanding standards and expectations, during each quarter of study with their applied teachers. Specific jury requirements are defined within each performance area. See your applied teacher or Area Coordinator for those details.

Upper Division Standing

Undergraduate students must acquire approval from a jury panel before enrolling for advanced levels of instruction in applied music. Transfer students will be evaluated for upper division standing during their audition. Students should consult their applied teachers for information about upper division jury requirements.

Applied Lesson Registration Numbering System

MUSC 208 (1 credit = ½ hour lesson): Lower-division (Ed, Comp, Tech, BA, non-majors)
MUSC 408 (1 credit = ½ hour lesson): Upper-division (Ed, Comp, Tech, BA, non-majors)
MUSC 240 (2 credits = 1 hour lesson): Lower-division (Perf, approved elective)
MUSC 440 (2 credits = 1 hour lesson): Upper-division (Perf, approved elective)
MUSC 170 (1 credit = ½ hour lesson): Lower-division (all)
MUSC 371 (1 credit = ½ hour lesson): Upper-division (all)
MUSC 292 (1 credit = ½ hour lesson-*pairs with MUSC 209*) Lower Division
MUSC 392 (1 credit = ½ hour lesson-*pairs with MUSC 409*) Upper Division
MUSC 294 (1 credit = ½ hour Coaching/Accompanying) Lower Division
MUSC 294 (2 credits = 1 hour Coaching/Accompanying) Lower Division
MUSC 394 (1 credit = ½ hour Coaching/Accompanying) Upper Division
MUSC 394 (2 credits = 1 hour Coaching/Accompanying) Upper Division

Note: All 300-400 levels require approval with Upper Division Standing

Missed Lessons

Students are required to inform professors if they must miss a lesson. Out of courtesy, please make every effort to give as much advance notice as possible. Lessons canceled by the student are not required to be made up, but may be at the professors' discretion and as schedules allow. Lessons missed by the instructor will be made up within the quarter. Instructors will make every effort (but not required) to reschedule lessons missed due to national holidays that occur during the regular quarter.

Change of Studio

In applied areas with multiple instructors, if students desire to change studios they are required to obtain the approval of their current teacher, proposed teacher, and the Program Director before making any changes.

Student Recitals and Convocation Performances

You must have your instructor's permission to perform on recitals and convocations.

- For recitals, you must follow the guidelines found on p. 12-15 of this handbook. Recital request forms are online, and must be completed and submitted by your applied professor or Area Coordinator. For recitals this form must be submitted at least one month before your requested recital date.
- For Convocation performances, your professor must email Dr. Graves the complete program information no later than 5pm on Monday prior to the requested date. This serves as an approval from your professor to perform on Convocation.

Recital Policies and Procedures

Junior and Senior Degree Recitals

The Area Coordinator or applied professor submits the Recital Request Form, located on the music website at the bottom of the main Music Program web page, at least 30 days prior to the requested date (<https://inside.ewu.edu/music/recital-request/>). Be sure you accurately indicate the recital needs on the form, especially if tech/sound needs are included. It is the responsibility of the professor and the student performing to ensure the date requested works with all parties including music partners and accompanists. **DO NOT ASSUME YOUR DESIRED DATE/TIME WILL BE AVAILABLE SO CHECK THE RECITAL HALL CALENDAR FIRST! Please Note:** Students cannot schedule recitals on Saturdays, holiday weekends, or during final exam weeks.

1. Once approved, the professor receives a confirmation email, and the date/time is confirmed in the recital hall calendar.
2. The Area Coordinator, Applied Professor or Program Director is responsible for creating the program, using the recital program template found later in this handbook and online in the Google Drive/EWU Music.
 - Print Programs. 30 for Junior recitals, 50 for Senior recitals.
 - Provide two hard copies to the music office for archives.
 - Email one to the Program Director for ASCAP filing.
 - Email one to Dr. Robertson for digital archives/recording documentation.

Approvals and Forms

The applied instructor is responsible for approving the recital repertoire. A completed “Recital Request Form,” (on the Music Program web site), must be submitted at least four (4) weeks prior to the pre-recital jury date; sooner is better, especially in the spring when scheduling becomes challenging. The form should indicate the names of all committee members.

Pre-Recital Jury

Students must pass a pre-recital jury in order to perform any degree recital. The pre-recital jury must occur a minimum of 14 days prior to the recital date and as many as 6 weeks prior for composers. In the case of Fall recitals, no recital may occur prior to the 25th day of the quarter, except under special circumstances. The student is responsible for selecting a date and confirming a minimum of two faculty members as a pre-recital jury committee. One member of the committee must be the applied lesson teacher. Since at least two of the jury members must attend the recital itself, students should be sure to select committee members based on their availability to attend BOTH dates. Students must submit both dates/times in writing to the members prior to confirming their selection. Pre-recital juries and recitals **MAY NOT BE SCHEDULED** during exam weeks, on Saturdays, or on EWU holidays or 3-day holiday weekends.

Pre-recital juries can be given in any room, though the Recital Hall is preferable.

The pre-recital jury committee must receive an original or photocopy of the music to be performed, **as well as a printed program**. The program (including program notes, translations, and/or texts as required by the applied instructor) must meet current program guidelines for format. A program template is given on p. ??, and faculty must follow this template exactly.

The applied instructor is responsible for proofreading the program prior to the pre-recital jury.

All performing members of the intended recital must be present for the pre-recital jury, with the

exception of composition pre-recitals. If the applied teacher requires memorization for the recital, the student must perform from memory at the pre-recital jury.

Pre-recital juries are graded on a pass/fail basis determined by committee consensus. The committee shall make and announce its decision on the same calendar day as the pre-recital jury. The pre-recital jury committee will provide written and/or oral comments to the student. In the case of failed pre-recital juries, the committee will specify what must be corrected before the next attempted pre-recital jury. If one particular piece fails the committee's standards, the committee can recommend that the piece be eliminated and/or replaced from the program so long as the total number of minutes does not drop below the required minimum.

The pre-recital jury committee signs the pre-recital jury form and turns that into the music office for filing.

Students who fail a pre-recital jury must apply for another pre-recital jury, which is subject to all the same rules and deadlines. This means that the recital date must be moved to accommodate the 14-day requirement. Students who fail a second pre-recital jury may be advised to leave the program.

No additions, subtractions, or substitutions to the program may occur after the pre-recital jury, except with permission of the recital committee. The applied teacher must be present at the recital.

All Recitals and Concerts - (including non-degree) given under the auspices of the Music Program are subject to the following guidelines.

Recital Types

PERFORMANCE MAJORS

Junior Recital—Thirty (30) minutes of music minimum performance time. Students are encouraged to pair up with another student giving a junior recital in order to maximize the use of the Recital Hall. *Junior recitals may be scheduled for 6:00pm, 6:30pm, or 7:00pm, as the recital hall is available, or during the Friday convocation hour when available. No weekend recitals allowed.*

Senior Recital—One hour of music maximum performance time. Students must be registered for MUSC 470 (2 credits). The teacher of record determines the grade for the recital, with input from the recital committee. *Seniors may schedule recitals that start between 6:30pm and 7:30pm on weekdays and on Sunday afternoons starting between 2pm and 6pm only. (NO Saturday recitals)* Students are encouraged to present at least one chamber music work, or collaborative work such as a jazz combo or original composition group at their recital.

MUSIC EDUCATION MAJORS

Junior Recital—Thirty (30) minutes of music minimum performance time. Students are encouraged to pair up with another student giving a junior recital or another Music Ed major (in this case, each student must perform at least 30 minutes of music) or perform their literature at a Convocation to maximize the use of the Recital Hall.

Approved Term – Music Ed students MUST schedule their junior recital BEFORE the last two terms of Student Teaching. If a student has not completed this requirement before their last two terms, they must register for lessons after student teaching and graduate a term later.

Students are encouraged to present at least one chamber music work, or collaborative work such as a jazz combo, original composition group or chamber work on their recital.

COMPOSITION RECITALS

The pre-recital committee must approve scores and parts at least six (6) weeks prior to the recital. The student composer and performers must have at least 6 weeks to prepare the pieces. Student composers are expected to perform in their senior recital.

*All students are encouraged to present at least one chamber music work, or collaborative work such as a jazz combo, original composition group or Chamber group on their recital.

ELECTIVE RECITALS

Elective recitals may only be scheduled with the permission of the relevant applied instructors, and permission from the Program Director. The specific repertoire must be submitted for approval, and must have been coached by music faculty. Students must be registered for the applied lesson for at least three terms. Recitals may be a minimum of 30 minutes, and no longer than 60 minutes in length. All policies and procedures regarding approval, pre-recital jury, committees, and program formatting are enforced.

REPERTOIRE

Your applied instructor and/or Area Coordinator will guide you on the specific repertoire for your recital. In alignment with the program mission your repertoire must include at least three contrasting works of different styles/periods. **Please refer to your Area Handbook/Syllabus for specific details on repertoire requirements.** Additionally, students are encouraged to include repertoire of works by under-represented composers.

Additional Student Responsibilities

At least 2 weeks prior to recital, check to ensure the following:

1. **IMPORTANT:** The Area Coordinator or applied faculty member is responsible for printing the appropriate number of programs for the recital. DO NOT wait until the day of the program to print – this often leads to disaster if the machine is not working. Students may NOT use the copy machine.
2. Provide a staging diagram to the stage crew if applicable. Any special recording or lighting requests must have already been indicated on the Recital Hall Request form.
3. Create recital posters. All posters must include EWU's special accommodations statement. Hang approved posters on official bulletin boards only. Posters should include your name and the name of anyone else performing with you, along with the date, time, and location of the recital. You may **not** charge admission or collect donations.
4. Give 2 hard copies and one pdf file of the program to the music office for our files.

PLEASE NOTE: An applied lesson is not generally offered during the week following any degree recital. This is to honor the time spent on preparing the recital itself. The instructor may use the time to discuss the recital outcomes or plan future repertoire/recital projects.

Piano and Keyboard Policies

(In this document “piano” refers to all keyboard instruments, unless otherwise noted)

General Guidelines:

Only the EWU piano technician or technicians authorized by the piano technician may perform any work on any piano that is under the jurisdiction of the EWU Music Program. This includes, but is not limited to, tuning, repair, regulation, voicing, and cleaning.

Please report any piano-related problems to the piano technician or the Program Director as soon as possible. Small problems can become big problems if they are ignored for too long. Remember, too, that the piano technician can only fix problems they know about. **For reporting piano problems there are forms in two locations in the Music building: 1.) on the wall by the technician’s office (Room 221); and 2.) on the wall in the practice room area 139.**

Exceptions to the policies given below can be made only by the faculty and staff members of the Keyboard area, including the piano technician.

Piano Use: Our instruments are for **PROGRAM USE ONLY**. If you are not sure that your proposed use is appropriate, please check with the Program Director.

Damage Control:

All classrooms, nearly every studio, and most practice rooms have a piano available for use. All instruments are part of our inventory, i.e., WA state property. We are responsible for any damage that may occur. Your cooperation is needed to minimize this.

- **Please do not use the tops of pianos for bookcases, storage or sorting tables.** In addition to the potential for damage, misusing the piano in this way makes the instruments more difficult and time-consuming to service.
- **Food and Drink:** Pianos and all keyboard instruments are very vulnerable to damage from liquids. **One spill can easily cause thousands of dollars of damage!** Greasy and sticky food makes for a lousy-feeling instrument and creates additional work for the technician. Please wash your hands before playing (germs are easily spread to other pianists by way of the key tops). **In case of a spill, contact the piano technician immediately.** The quicker the piano dries out, the less long-term damage will be done.
- **Covers:** Most of our pianos have covers. Please use them. When you remove the cover to use a piano, put the cover in a clean location. The floor, while convenient, is not a good storage place for the cover. The front part of the cover can often just be flipped back out of the way while the piano is used and then it is easy to flip it back in place after you are finished.

Concert Instruments

Our Recital Hall has two 9' Steinway grands:

- The pianos are tuned regularly, and any special tuning, voicing or regulating requests should be submitted to Mr. Lucas Kirby, EWU Piano Technician.
- The recital hall may NOT be used as a “practice room,” and you must be listed on the recital hall calendar in order to have approved rehearsal time in consultation with your professor. Authorized use is the only time students should be on the stage.
- Both instruments are stored down-stage right. They should be covered and put back in their storage place at all times when not in use. Always check and release the brakes before moving either of these pianos. Faculty members are responsible for making sure that the piano is properly stored immediately after use. Please use the gloves provided when moving these pianos.
- Either of these pianos can be chosen for use in a recital. However, to prolong the optimal condition of the newer Steinway, its use is limited. In most cases the older of the Steinways will be the instrument used for ensembles, rehearsals, recitals etc. The older one (Serial # 407476) was rebuilt in 2009 with a new soundboard, strings, and action. The newer one (Serial # 591828) was purchased in December 2012.
- Locks: The new Steinway grand in the Recital Hall has a fallboard lock. The following people have a key: Dr. Jody Graves, Scott Rednour, Tomoko Kimura, and Lucas Kirby.
- Two-Piano Use: If you are scheduling a recital, rehearsal or class that uses both pianos in the traditional two-piano configuration, please make arrangements with Dr. Jody Graves or Mr. Lucas Kirby for the lid of one piano to be removed and then replaced afterward. Because this is a three-person job and we do not have regular staff available to meet this requirement, please help recruit two healthy volunteers to assist.

At the Showalter Auditorium stage we have another 9' Steinway grand that is regularly maintained for concert use, and the action of this piano was replaced in 2013.

Piano Moving

Piano moving is done by permission for specific events and primarily by EWU Transportation Services after an initial consultation with Dr. Jody Graves

Practice Rooms

- There are pianos or keyboards in most of the practice rooms.
- Four practice rooms are locked for piano majors only – 139-B (Kawai grand), 139-D (Steinway grand), 139-E (Baldwin grand), and 137-D (Steinway grand).
- No food or drink is allowed in practice rooms.
- Hallways, galleries, storage areas, etc. may NOT be used for practice.
- **Piano benches must not be removed from practice rooms.** If an extra bench is needed, please contact the music office.
- These rooms need to be available to all students. Please do not leave personal belongings in an unattended practice room.

Piano Benches

There is a bench for every piano. Some of these are expensive (~\$500) adjustable benches while others are regular non-adjustable benches. Use them while you are playing the piano but leave them where they are. If you need an additional bench, contact Dr. Jody Graves or Mr. Lucas Kirby.

Use of the Steinway Concert Grand Pianos

These policies are established to assure the optimum status of the concert Steinways for recitals featuring the piano as a solo instrument, or as a collaborative instrument for faculty, guest artist, and Piano Performance recitals. Every effort will be made to maintain both pianos at optimum concert level, but it is clear that the newer Steinway provides the particular voice of piano soloists, and the first privilege of use must be safeguarded in that direction. Overuse would guarantee an early demise of the optimum voicing and regulation. Thanks to everyone for their understanding and cooperation in adhering to these policies.

Authorized Use of the Concert Steinways

- The Edmonds Concert Grand piano (our older instrument) will continue as the assigned instrument for a majority of rehearsals and instrumental recitals and concerts in the Music Recital Hall.
- In recitals/convocations where both Steinways are to be used, trained stage personnel will move the instruments according to the program.
- The Edmonds Steinway will be the accompanying or ensemble instrument for all undergraduate non-piano instrumental recitals. Required degree recitals for undergraduate performance majors in voice may use the new Steinway.
- There must always be at least two people to move the concert grand pianos on and off stage, one of whom must be trained. You must use the provided gloves before moving these instruments. For obvious safety reasons, the lid must always be in lowered position for any moving of either concert grand piano. The brakes must always be set before raising or lowering the lid, and the lid must always be closed for each and every move. Always check that the brakes are released before moving the pianos. Dress rehearsals as well as performances will always end with restoring the piano as well as the stage to a neutral and clean, i.e. non-cluttered, state.
- Care must always be taken to keep the piano cover carefully folded and placed on a safe and supportive surface, such as on the shelving in the backstage piano alcove. The piano cover must never be placed on the floor, as house dust will accrue on the felt lining, resulting in sandpapering and otherwise compromising the finish of the grand piano. The cover should always be placed back on the piano after each use for protection of the instrument.

Authorized use of the NEW STEINWAY

- The Newer Steinway (Feeney Steinway) Concert Grand may be used for all EWU Faculty, student and Guest Artist solo piano recitals. Also for any Guest Artist concert.
- The Newer Steinway may be used to accompany all student solo piano concerts, vocal and instrumental Senior degree recitals.
- Only trained stage personnel and informed faculty or staff may move the New Steinway. Brakes will be used in accordance with the training, and the piano will always be covered and returned to the piano alcove and locked after each rehearsal or performance. Instructions for proper use of piano placement in the piano alcove are posted on a laminated sheet on the wall. Care will always be taken to keep the piano cover carefully folded and placed on a safe and supportive surface, such as on top of the backstage piano garage. The piano cover must never be placed on the floor, as normal dust will accrue on the felt lining, resulting in sandpapering and otherwise compromising the finish of the grand piano.

RECITAL PROGRAMS

All programs must contain the requisite information on the front page.
(Template below)

Juniors may use a one-page, double sided format.
Seniors may use a booklet format.

Translations and/or program notes may be included.

RECITAL PROGRAM TEMPLATE (on the next page)

The EWU Music Program presents

Donald Duck, Jr.
Senior Voice Recital

Assisted by
Liberace, piano

Olaf Snowman, saxophone

June 12, 2023 - 7:00 pm Music Building Recital Hall



Presented in partial fulfillment of the requirements for
Bachelor in Music - Vocal Performance
Student of Dr. Albert Einstein

[Program goes on the reverse side or the inside page. In the example below, note that the title of the piece is left-aligned, the composer and date are right-aligned, and performer information is center aligned.]

Program

Sonata in E minor, K. 300c (304)

W. A. Mozart

Allegro

1756-1791

Tempo di Menuetto

Aaron Ki'ilau, piano

Concerto No. 3 in B minor

Camille Saint-Saens

Allegro non troppo

1835-1921

Andantino quasi

Allegretto

Casey Wilkinson, piano

Sonata for Violin and Piano in D minor, Op. 108

Johannes Brahms

Allegro

1833-1897

Adagio

Un poco presto e con sentimento

Steven Radcliff, piano

Program notes, translations, etc. go on the next page(s). Translations may require a separate page/insert

Statements of acknowledgment and thanks should only be for teachers and immediate family and should be professional (not personal) in nature. This is also not the place for personal reflections about your life/career/recital process, etc.

[This is the back cover page. Keep the heading, "Upcoming Events at EWU." Replace the information below in the columns with a list from our events on the website, or any events you may want to feature.]

This is only if you have the space on the back page

Upcoming Events at EWU

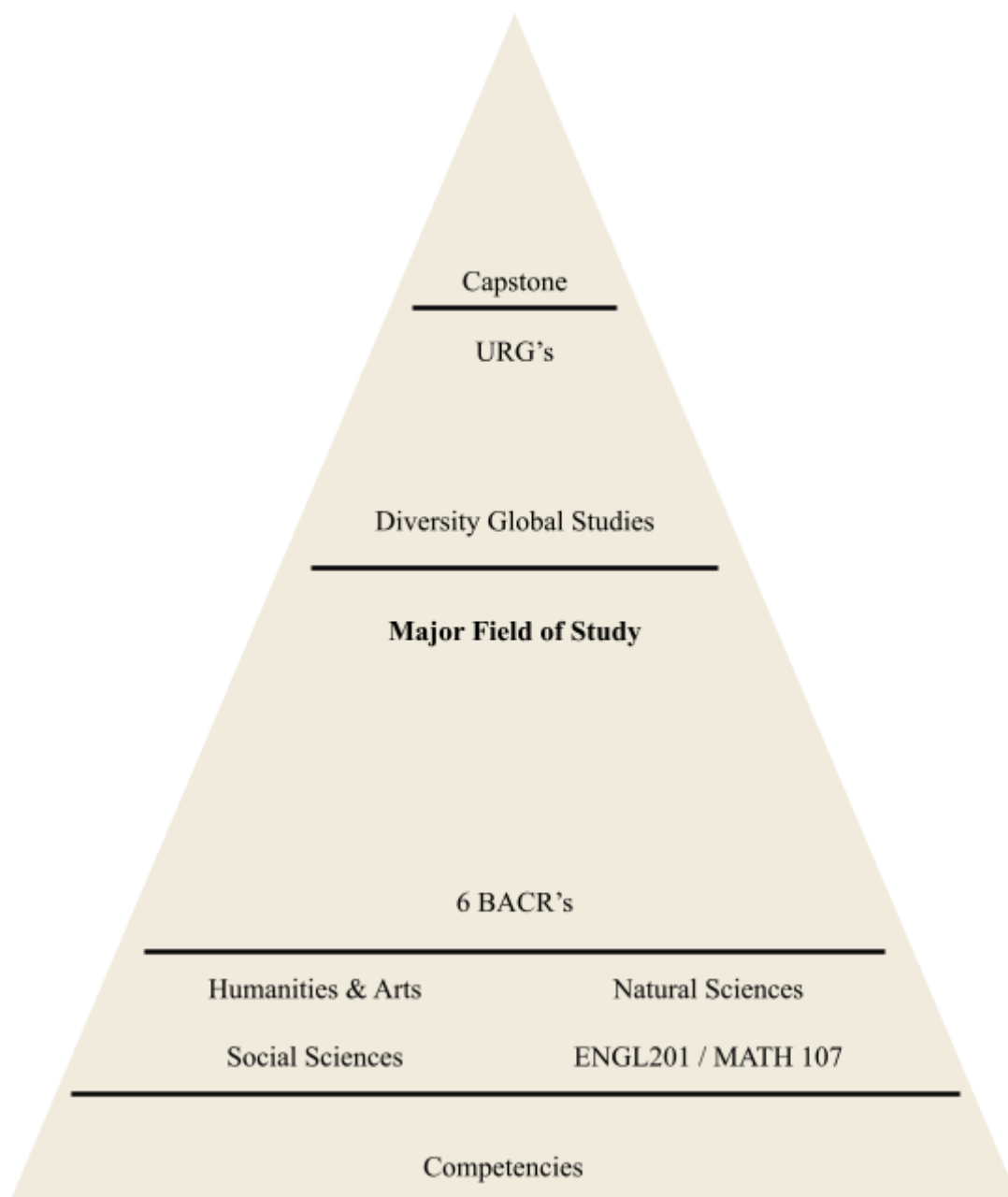
APPENDIX B

UNDERGRADUATE DEGREE PATHWAY

Undergraduate Degree Min. 180 credits

60 cr. min Upper Division

45 cr. must be taken at EWU



APPENDIX C

MUSIC COURSE FEES

Details on course fees, amounts and what the fees cover can be found here:

<https://inside.ewu.edu/financialservices/fees-information/>

Most Courses include a base fee.....\$21.85

EXCEPTIONS

Applied Lessons and Coaching:

MUSC 208/408/170/371.....\$251.04

MUSC 292/392 - 1 credit.....\$43.71

MUSC 294-394 - 1 credit.....\$251.04

MUSC 294/394 - 2 credits.....\$502.08

MUSC 240/440 - 2 credits.....\$502.08

Courses:

MUSC 244.....\$43.71

MUSC 310/312.....\$56.17

MUSC 382/383/384/385/386.....\$43.71

MUSC 409.....\$43.71

For Music Degree Curriculum Tracks please visit the EWU Catalog:

<https://catalog.ewu.edu/us/fpa/music/>