

# LSU

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**College of Music  
& Dramatic Arts**

# LSU

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**School of Music**

Welcome to the School of Music at Louisiana State University. Congratulations on the decision to pursue your undergraduate education here in the College of Music and Dramatic Arts. I believe you will find the program of study to be exciting and challenging, and the level of instruction and performance stimulating. Your undergraduate years will offer new experiences on intellectual, artistic, and social levels – all of which will contribute to your growth as musicians, scholars and teachers. Take advantage of this opportunity to avail yourself of all the wonderful resources here at LSU and in the Baton Rouge community.

This handbook includes policies, guidelines, deadlines, and helpful hints to assist you in the completion of your undergraduate music degree. Additional important information, including a degree audit regarding your specific curriculum, is available from your MyLSU account at [www.lsu.edu](http://www.lsu.edu). Links to curriculum guides for the various baccalaureate degree programs in the School of Music are included in this handbook.

The faculty and administration are here to guide you through this process; however, you are responsible for the completion of your degree. Becoming thoroughly familiar with this handbook, curriculum guides, eight semester recommended paths, and the LSU General Catalog will help in the initial stages of your degree work. If you have any questions, please see the Assistant Dean for Undergraduate Studies.

Read this handbook and the LSU catalog. Attend classes regularly and keep up with assignments. PRACTICE!!! Seek help if you need it, in classes or personally. The faculty and administration are available for you, and the Student Health Center and Office of Student Services offer a variety of services.

Feel free to contact me if you need any assistance.

**Dr. Todd Queen**  
**Dean, College of Music and Dramatic Arts**  
**Fall, 2018**

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The University and the School of Music reserves the right to change any provision, offering (courses or services) or requirement at any time within the student's period of study at LSU. All classes, policies, procedures and stipulations are only approved for the year of the handbook regardless of when students enter the program. Students are required to adhere to the policies outlined in the most current School of Music Handbook. Each student is personally responsible for becoming informed of any changes in the Handbook during the period of his or her education at LSU as well as completing all requirements established for his or her degree by the University, college, and department. It is the student's responsibility to learn these requirements.

## GENERAL INFORMATION

**School of Music Office:** 102 School of Music  
Tel: 225-578-3261 FAX: 225-578-2562

### School of Music Administration and Office Staff

Todd Queen, Dean of CMDA	cmdadeansoffice@lsu.edu
Tim Love, Executive Assistant to the Dean	cmdadeansoffice@lsu.edu
James Byo, Director of SoM	jbyo@lsu.edu
Joseph Skillen, Associate Dean of Graduate Studies (CMDA)	cmdagradstudies@lsu.edu
Allie Prest, Assistant Dean of Undergraduate Studies (CMDA)	aprest@lsu.edu
Julie Perkins, Assistant Dean of Finance and Administration (CMDA)	jperkbr@lsu.edu
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Ruth Alise, Front Office Manager, School of Music	ralise@lsu.edu
Katie Rothstein, Director of Development (CMDA)	krothstein@lsufoundation.org
Leonce Clement Creative Coordinator, Marketing, Publicity, Web	lclement1@lsu.edu
Kara Duplantier Dept. of Bands Business Officer	karadup@lsu.edu
Bill Kelley, Recording Engineer	wdkelley@lsu.edu
Piano Technician	pianotechs@lsu.edu
Steve Koivisto, Instrument Repair Technician	stevekoi@lsu.edu
Paloma Gonzalez, Freshman Academic Advisor	paloma@lsu.edu

**For a complete list of faculty and office locations, see the board in the School of Music lobby.**

**The LSU telephone directory is also available on the LSU website: [www.lsu.edu](http://www.lsu.edu).**

**School of Music website: <https://www.lsu.edu/cmda/music/index.php>**

For other information:

Office of the Dean of Students	225-578-9442
International Services Office	225-578-3191
Student Health Center (insurance)	225-578-6271
Disability Services	225-578-5919
Career Services	225-578-2162
Residence Food Services	225-578-6642
Residential Life (housing)	225-578-8663
Office of Student Aid and Scholarships	225-578-3103
Office of Student Support Services	225-578-2873
Parking, Traffic, and Transportation 5000	225-578-
LSU Police	225-578-3231
Campus Telephone Information	225-578-3202

## UNDERGRADUATE DEGREE PROGRAMS IN THE SCHOOL OF MUSIC

<b>Bachelor of Music (B.M.)</b>	Composition	<b>Bachelor of Music Education (B.M.E.)</b>
	Brass	Instrumental
	Woodwinds	Vocal
	Percussion	
	Strings	<b>Bachelor of Arts in Music, (B.A.)</b>
	Piano Performance	No concentration    Intradisciplinary Music
	Piano Pedagogy	Arts Administration    Church Music
	Organ	EM/DM    Theatre
	Voice	Jazz    Academic Studies

*Please see the LSU Catalog and curriculum guide links later in this handbook for specific course requirements for each degree.*

### **Academic Requirements for Obtaining a Degree:**

Students must maintain a grade point average of 2.00 on all work taken, except for those courses in which grades of P, W, or I are recorded. You must have a cumulative GPA of 2.0 on all college work taken at this and any other university in order to graduate from LSU. In addition, all music majors must achieve a grade of C or higher in all music and music education classes.

Music Education majors must receive a C or higher in all required PSYC and MUED courses and ENGL composition and achieve an LSU overall 2.5 GPA as stated in the catalog.

Students must also fulfill a minimum residency requirement of two semesters (or four summer terms), earn at least 25% of the total number of hours required for the degree at this University, and meet the residency requirements of their college as stipulated in each “college” and “school” section of the catalog.

Students must meet all degree requirements as stated in the catalog.

**GPA calculations:** It is vital that you be aware of your current standing in the University so that you may make reasonable decisions concerning registration, outside activities, future plans, etc. This information is available at the END of the degree audit (accessed via MyLSU) and labeled “Current Academic Standing”. A GPA calculator is also available at [www.lsu.edu/cas](http://www.lsu.edu/cas). If you have questions about your GPA, see the Assistant Dean for Undergraduate Studies.

**Mandatory Advising:** Freshmen Music majors must see an academic advisor prior to scheduling classes in the first two semesters. After the freshman year, advising is strongly suggested but is not mandatory prior to scheduling.

**Degree audits:** A degree audit is a computer-generated document indicating courses completed and what is yet required to complete your degree so that you can plan effectively which courses to schedule. The degree audit changes each semester as you complete courses.

**Registration:** Spring Invitational or Freshman and Transfer Student Orientation: New students are required to attend one of these sessions at which time they are able to take advanced placement tests and register for classes.

In subsequent semesters, the registration procedure is a computer-access system. Detailed instructions for completing this part of registration are given in the Schedule of Classes, available online. Although students create and submit their own schedule requests on-line, consultation with an academic advisor is recommended when choosing courses each semester. While entering students may schedule courses during Orientation without penalty, stiff late-penalties apply to continuing students who do not meet the pre-registration and fee payment deadlines.

**Late Registration - Drop/Add Policies:** University policies concerning Drop/Add may be found in the LSU General Catalog. Students beyond the freshman year are able to drop courses by using MyLSU through the final date to drop each semester. Freshmen must contact an academic advisor to drop classes.

**ABS (Advance Billing System):** LSU has implemented a system designed to enable the majority of students to conduct University financial business via MyLSU. As an LSU student, you will automatically have an account in this system. Class schedules resulting from advance registration will be included on your MyLSU account. Fee bills are not mailed. They must be accessed via MyLSU. You must pay your fees on or prior to the due date listed on your fee bill. You must complete registration through your MyLSU account, even if the amount due is zero. If your payment is not received by the due date, your classes will be purged from the system. If you pay fees after the due date, you will be assessed a late registration service charge. Complete information on the ABS system is available from the Office of the University Registrar. Make sure that your mailing address, home phone number and cell phone number are kept current on the LSU system. Use your MyLSU account to update this information.

**Retroactive adds:** Courses are not normally added to a student's schedule after the 6th day of classes. If a course must be added, and circumstances are beyond the student's control, the retroactive add will be considered. All requests for retroactive adds must be made to the Assistant Dean, with an explanation as to why the course must be added and approval from the faculty member teaching the class. Retroactive procedures will be considered only in exceptional instances.

**Excused Absences from Classes and Rehearsals:** All students are held to the PS-22 LSU policy statement regarding excused absences. Excused absences may be granted for certain off-campus performances or obligations that are

directly related to the LSU experience. The Dean of the College of Music & Dramatic Arts must approve all such requests from ensemble directors. It is the student's responsibility to keep up with assignments and make up work assigned and/or covered in their absences. All such conflicts should be dealt with at least 30 days prior to the absence.

**Disability Services:** When appropriate, students should register with Disability Services at the beginning of their enrollment at LSU or as soon as they are able to post-diagnosis. Accommodations are determined by DS and it is the responsibility of the student to provide accommodation information to professors. The CMDA guide for DS accommodations can be found here: [https://lsu.edu/cmda/files/2018\\_fall\\_disability\\_guide\\_students.pdf](https://lsu.edu/cmda/files/2018_fall_disability_guide_students.pdf)

## **Ensembles**

**Auditions:** Auditions for ensembles are handled by individual directors. Procedures vary; check with each director for details. Most ensemble auditions are held in the week before classes begin for the academic year in August.

**Participation:** Students enrolled in primary lessons will be required to participate in an ensemble at the faculty's discretion. Placement in said ensembles is also at the faculty's discretion. BM students must participate in a large ensemble for 8 semesters. BME students must participate in a large ensemble for 7 semesters. BA students participate in a minimum of 4 semesters, but up to 8 semesters, depending on their concentration.

**Accompanying Services:** Students should be prepared to provide (and pay for) their own studio accompanist as requested by your applied teacher. A list of free-lance accompanists may be obtained from faculty member, Ana Maria Otamendi.

## **Piano Proficiency:**

Requirements vary within each degree program. Consult your catalog and/or degree audit for specific courses required within your program. All BM and BME majors must pass the Piano Proficiency exam.

The Proficiency Exam is given only at the end of the fall and spring semesters during finals week. Students must be enrolled in MUS 1133 or obtain permission from the coordinator of Group Piano to take the Piano Proficiency Exam. The four semesters of group piano are designed to be taken during the freshman and sophomore years. Please be aware MUS 1130, MUS 1132 and MUS 3334 are offered only in the fall semesters and MUS 1131, MUS 1133 and MUS 3335 are offered only in the spring semesters. Failure to stay on schedule may delay your course of study.

**Jury Examinations:** Jury examinations are designed as a final examination in your applied instrument area. Different areas within the School of Music administer these examinations in a variety of ways. Check with your private teacher for more information.

**Upper Divisional Examinations-** At the end of the 4th semester of study as a music major, all music majors are expected to demonstrate proficiency as performers. This upper divisional examination is given at the time of the jury examination and may have additional requirements. Students failing this examination may be advised into another major. In addition to performing proficiency, music education majors are required to pass the Reading, Writing, and Math portions of the Pre-Professional Skills Test of the PRAXIS series and to achieve a GPA of 2.5. Music Education students must also pass the piano proficiency exam by the end of the sophomore year. Vocal Music Education students whose instrument is piano must satisfy vocal proficiency requirements. **Music Education students who do not meet these requirements will not be allowed to take their junior level MUED classes.**

**Important Academic Dates Fall Semester 2018**

Classes begin	August 20
Last day to drop a class without a "W"	August 28
Last day to add a class or change sections	August 29
Last day to request grade exclusion	August 29
Begin Spring and Summer Semester registration	October 21
Last day to resign from University or drop courses	November 2
Final date to request rescheduling a final exam when three exams are scheduled in 24 hours	November 2
Classes End	November 30

**Important Academic Dates Spring Semester 2019:**

Classes begin	January 9
Last day to drop a class without a "W"	January 17
Last day to add a class or change sections	January 18
Last day to request grade exclusion	January 18
Last day to resign from University or drop courses	March 22
Final date to request rescheduling a final exam when three exams are scheduled in 24 hours	March 22
Begin Fall semester registration	March 24
Classes End	April 27

Make sure you check the Academic Calendar at [www.lsu.edu](http://www.lsu.edu) each semester for current information as dates are occasionally adjusted.

## Scholarship policies

- 1) Some School of Music scholarships are available only for music majors. If your scholarship is one of these and you change your major, your scholarship will not be renewed.
- 2) Music scholarships are normally renewable for four years. Honors scholarships are available for a maximum of four years, with no extensions. TOPS Scholarships are usually granted for 8 semesters. Music Scholarships awarded through the office of Student Aid (on the recommendation of the Director of the School of Music) are also renewable for 8 semesters and include the Premiere, Flagship, Academic and Tiger Music Scholarships.
- 3) For scholarships awarded directly by the School of Music, a minimum 2.75 cumulative GPA and a 3.0 cumulative GPA in music and music education classes must be achieved and maintained. If a student fails to meet these requirements, **and/or** fails to make satisfactory progress in the degree program, the student will enter a probationary period of one semester. If at the end of the probationary semester, the student has not achieved the requisite GPA, and/or is not making satisfactory academic or musical progress, the scholarship will not be renewed. For TOPS and Honors scholarships, as well as the aforementioned Premiere, Flagship, Academic and Tiger Music Scholarships, the GPA requirements are slightly different. Regardless of scholarship type, check your original scholarship agreement for GPA and retention requirements.
- 4) Students must maintain full-time status (12 hours) to remain eligible for a scholarship.

**Satisfactory Progress:** Students falling more than one year behind in the completion of the expected sequence of courses will be considered as *not making satisfactory progress*. In addition, students failing to pass the upper divisional barrier examination after two attempts will be considered as *not making satisfactory progress*. Such a determination from either cause will result in the non-renewal of the scholarship and possible removal from the program.

Some applied areas require a minimum grade point average in the applied area before the upper division examination may be attempted. A maximum of six semesters may be used to achieve the appropriate GPA.

## RECITAL REGISTRATION AND SCHEDULING, GENERAL RECITAL GUIDELINES AND POLICIES

### Recital Hall and Recital Scheduling Policies

The School of Music Recital Hall is used for a wide variety of events. Following the guidelines for scheduling rehearsals and recitals will avoid last-minute crises.

## General Policies

1. All degree-required recitals must be recorded by the School of Music recording staff.
2. All degree-required recital programs must be printed in the standard format by School of Music staff.
3. A non-refundable fee of \$75.00 is charged to students for recitals occurring in the Recital Hall. The fee covers hall use, program printing, recording, piano tuning, hall staffing, and publicity.
4. Degree-required student recitals must occur in the School of Music Recital Hall unless approved by the Assistant Dean of Undergraduate Studies in consultation with Bill Kelley, Recording Studio Manager. Exception: Organ recitals occur at location other than the School of Music.
5. Given heavy recital hall use, non-degree-required student recitals may not be scheduled in the recital hall. There are provisions for alternative venues. Students wishing to perform a non-degree-required recital are encouraged to do so and to visit with Director of Operations (Hazelwood) or Assistant Dean for Undergraduate Studies (Prest) for further information.

## Details

1. Student recitals may not be scheduled during any of the following times: Concentrated Study Period, Final Exams, University holidays, or on weekends. Exception: Sunday recital slots are available during the month of April at 2:00, 4:00, and 6:00 pm.
2. Recital Times are Monday through Friday: 4:00, 5:30, and 7:30 pm.
3. Recital durations are non-negotiable. 4:00 recitalists must be off the stage by 5:00. 5:30 recitalists must be off the stage by 7:00. 7:30 recitalists must be off the stage by 9:00. **A \$50 fine will be assessed for going over the duration limits.**
4. Dress rehearsals in the Recital Hall may be scheduled during the following weekday time periods: 9-10:30 am, 10:30-Noon, Noon-1:30 pm, and 1:30-3 pm. Weekend times are also available for 1.5 hour blocks. It is the user's responsibility to secure a key to the Recital Hall in advance. Contact Zach Hazelwood, School of Music Production Coordinator, to secure a key.

## Scheduling Your Recital

*Recital scheduling is a multi-step process that begins with communications from the School of Music. In the two weeks prior to scheduling, you and your applied teacher will receive email messages that will provide information and remind you of the scheduling timetable.*

1. Register for the appropriate course based on degree requirements. You must be registered in advance and show proof of registration to secure a recital date.
2. Check availability of dates on the *School of Music Planning Calendar* on the School of Music website. Select two dates in case conflicts arise.
3. Communicate with your applied teacher, pianist (see piano services below), and ensemble members. Prioritize the two selected dates. You should also agree on two dress rehearsal dates/times.
4. Make a scheduling appointment with Bill Kelley using the *Recital Scheduling Appointment Calendar* on the School of Music website.

- Priority scheduling for **graduate and undergraduate degree-required recitals** happens at two times: (a) For fall recitals, during the first two weeks of the fall semester and (b) for spring recitals, between the last week of fall classes and the second week of spring classes. First come, first served. If you attempt to schedule after these date ranges, we cannot guarantee an available time slot, a circumstance that may delay graduation.
- Scheduling for **non-degree recitals** happens during the week *following* the above date ranges.
- Recital scheduling closes, after the scheduling of non-degree recitals.

5. Once you have been scheduled for a recital date, you, your applied teacher, pianist, piano technician (if needed), program staff, and recording staff will receive a confirming email. Remember to reconfirm the date/time with all other musicians involved in your recital.

### **Cancellation and Rescheduling**

1. Cancellation fee is \$50. Once a recital date is set, it can be changed only in exceptional cases of medical hardship or family emergency.
2. Rescheduling requires approval from the Assistant Dean of Undergraduate Studies, who will consult with the applied instructor and Bill Kelley.

### **Piano Services**

The School of Music does not cover the cost of pianists for senior recitals. The school has a limited number of staff pianists and graduate assistants who will be assigned by the Coordinator of Collaborative Piano, Ana Maria Otamendi, to some senior recitalists. Contact Dr. Otamendi ([otamendi1@lsu.edu](mailto:otamendi1@lsu.edu)) for details. The pianist is responsible for attending a 30-minute weekly rehearsal, as well as playing for 30 minutes during the weekly lesson time, for a total of 15 hours during the semester. The student can choose to accumulate up to 6 hours of these 15, and reschedule them later in the semester. A recital is the financial responsibility of the student. A fee of \$150-200 is appropriate, depending on whether it is a half or full program.

The relationship between collaborators is dynamic, requiring ongoing attention by all parties in order to foster communication, professionalism, respect, and artistic integrity. It is the pianist's responsibility to be well prepared for lessons and rehearsals. Students should talk to the pianist and to Prof. Otamendi if preparation is not satisfactory. Most conflicts can be resolved if communication is prompt and efficient. Making music together is a lofty place to be when professionalism and respect pervade the setting at every turn.

### **Printed Program**

You are required to use printed programs prepared by the School of Music. Recital programs are official University documents. In addition to serving as a program for the recital, these documents are stored in archives to provide permanent records of School of Music activities. These documents are uniform in style and professional in appearance.

To allow sufficient time for format editing and printing, submit information for your recital program to [musicprograms@lsu.edu](mailto:musicprograms@lsu.edu). This information must be submitted **a minimum of three**

**weeks** prior to your recital date. Please put this date on your calendar as a reminder.

## **Style Guide and Program Templates**

Use the *LSU School of Music Style Guide* and the *Student Recital Templates* located on the *Recital Planning* webpage to create their program proof. Instructions on creating your program are located in the Style Guide. To maintain a professional and consistent look across our School's programs, consult the Style Guide for all matters related to program content, design, and formatting. Any deviations from the Style Guide must be approved by a production team worker and staff supervisor.

In addition the Recital Planning webpage also contains several program templates, each designed to match the various program types (e.g., solo recital, chamber recital, lecture recital). Please use the appropriate template for your recital program. Programs must be submitted as Microsoft Word documents (.doc or .docx).

Prior to submitting the recital program information, obtain the approval of your studio professor. Once completed, recital programs will be printed five business days prior to the date of the recital. If, for some reason, recital program information is not received prior to this point, you will receive a generic program that will include only your and performance date, time, and location. Once recital programs are printed, they are considered final and will be used at performance time; any changes made to the recital program must be announced from the stage at the time of the recital. Creating and printing supplementary program materials (e.g., program notes, biographies, etc.) is your responsibility.

The event's house manager will make available to the audience the programs for events taking place in the School of Music Recital Hall. It is unnecessary for you or your supervising professor to seek out or pick up programs prior to the recital.

Printed programs for recitals taking place elsewhere (e.g., organ recitals) will be placed in the supervising professor's mailbox and it will be the supervising professor's responsibility to deliver the programs to the site of the recital. You and your supervising professor will be notified via email when recital programs are prepared and placed in the supervising professor's mailbox. If you have questions related to the program, please first consult the Style Guide then, if you have additional questions, please contact the production team at [musicprograms@lsu.edu](mailto:musicprograms@lsu.edu).

## **Reception**

A reception after the recital may be held in the Virginia Martin Howard Board Room of the School of Music (SoM 105). You must reserve the room at least two weeks prior to the event and obtain a key on the last working day prior to the event. To reserve the space, view the Room Schedules on the School of Music/Current Students website to view availability, then complete the form. Obtain a key from Zach Hazelwood's office (109 SoM).

**Recording Services:**

Recording services are available through the School of Music. Fees paid for degree recitals cover the cost of the recital recording. Students may also arrange for professional recording sessions, editing sessions, mastering, duplicating and cassette/MD to CD transfers for a reasonable fee. See the Recording Engineer, Bill Kelley, for more information (Recording Studio off the main lobby of the School of Music; Phone No. 225-578-2654).

**Lockers:** <https://www.lsu.edu/cmda/music/files/Student-Locker-Contract.pdf> Report any problems with your locker to a member of the Administrative Staff immediately.

**Personal Safety: Standard building hours are 6:30 am - 11:45 pm M-F, 6:30 – 10:15 pm Sat/Sun.** Prudence is advised as it is in any populated area. Please avoid practicing late at night if the building seems deserted. Try to arrange your practice schedule during times when the building is more populated. Lock your practice room door when inside and **DO NOT OPEN IT TO STRANGERS**. Note that the buildings will not be open on home football-game Saturdays in order to prevent unauthorized use of the building facilities. Report the appearance of unauthorized persons in the building or aberrant behavior to the Music Office or Campus Police immediately. CMDA students may request 24/7 building access via card-swipe locks on the front door of the buildings. (Please note building closures for home football games still apply-card swipe will not work on those days. The SOM lobby is open to the public on football game days but the rest of the building is closed- even for CMDA students) To request card swipe access: <https://www.lsu.edu/cmda/music/forms/building-access.php>

**DO NOT LEAVE THE BUILDING ALONE AFTER DARK TO WALK BACK TO YOUR APARTMENT OR DORM. CALL CAMPUS TRANSIT (225-578-5555) FOR A RIDE.**

**CURRICULUM GUIDES**

The curriculum guide sheets are designed to give an *overview* of the degree program, and the courses required to meet the degree requirements. Eight semester recommended paths can be found by consulting the LSU General Catalog links below. Students who do not take courses when recommended may find it impossible to complete their degree program in four years. Realize that certain courses will only be offered in alternate years. Plan early and plan often!

Eight Semester Paths:

BA: [http://catalog.lsu.edu/preview\\_program.php?catoid=17&poid=9115](http://catalog.lsu.edu/preview_program.php?catoid=17&poid=9115)

BM: [http://catalog.lsu.edu/preview\\_program.php?catoid=17&poid=9169](http://catalog.lsu.edu/preview_program.php?catoid=17&poid=9169)

BME: [http://catalog.lsu.edu/preview\\_program.php?catoid=17&poid=9170](http://catalog.lsu.edu/preview_program.php?catoid=17&poid=9170)

Music Minor: [http://catalog.lsu.edu/preview\\_program.php?catoid=17&poid=9127](http://catalog.lsu.edu/preview_program.php?catoid=17&poid=9127)

Curriculum Guides/Degree Plans:

<https://www.lsu.edu/cmda/music/resources/student/advising.php>



