Introduction

Welcome to the Music program in the School of Performing Arts at Virginia Tech! The faculty and staff are deeply committed to the music and intellectual development of our students. Each faculty member is dedicated to excellence in scholarship, teaching, creativity, and performance, and students should study privately, take a class, or perform in an ensemble with as many faculty members as possible during their time at Virginia Tech.

We encourage every student to participate in music at Virginia Tech, either as a performer or listener. The Music program presents over 100 performances annually, including many outstanding performances by artists with national and international reputations. Students are also encouraged to explore other art forms on campus, including events and exhibitions at the Moss Arts Center: artscenter.vt.edu. You are now part of the School of Performing Arts | Music | Theatre | Cinema, and you are strongly encouraged to attend Theatre and Cinema events throughout the academic year: performingarts.vt.edu. The School of Visual Arts also presents exhibits and special events across campus: sova.vt.edu.

The major in music, leading to a Bachelor of Arts degree, has five possible degree areas with eight possible degree options. By the end of the first semester, each student must indicate which option he or she plans to pursue. Confirmation of acceptance into that option will come after successful completion of the Continuation Examination. (Students in Music Education must also successfully complete the interview process.)

Mission Statement

The music program in the School of Performing Arts at Virginia Tech contributes to the vibrant artistic culture on campus and beyond through a vigorous commitment to creativity, innovation, and collaboration. We pursue excellence in performance, education, composition, research, and engagement and strive to prepare students to become exceptional music professionals and arts advocates. We work to enable students to contribute to an increasingly diverse global society through the study of music.

Music Degree Options

Music Education, 84 Hours (MEDU)
Performance, 51 Hours—Liberal Arts (PFLA)
Performance, 78 Hours—Professional Vocal (PPVO)
Performance, 78 Hours—Professional Instrumental (PPIN)
Composition, 78 Hours—Professional (MCOM)
Music Technology, 52 Hours—Liberal Arts (MTLA)
Music Technology, 78 Hours—Professional (MTPR)
Designed Option, 77 Hours—Professional (DOPR)
I. GENERAL REQUIREMENTS

Declarations

During the first semester in residence, all students intending to pursue a degree program in music must complete and sign a declaration form. The declaration form includes the following:

1. The student’s declaration of intent to pursue a degree program in music, including option. Course requirements for these options can be found online under each program of study at: performingarts.vt.edu/study-with-us/music.

2. Declaration of major performing medium (instrument or voice, etc.). These declarations become part of the student’s permanent file in the music office. Should a student wish to change his or her degree option or performing medium (subject to approval by appropriate faculty), such change is effected by completion of a change of declaration form. All declaration forms are available in the music office in Henderson Hall 246.

Satisfactory Progress toward Degree

To comply with the satisfactory progress toward degree requirement, students must complete the following by the end of the semester in which they attempt 72 hours: the Continuation Exam requirement; MUS 2025, 2026, 2045, 2046, 3135, 3136, 3145, 3146; two hours of either MUS 3314 or 3414; and two hours of MUS 2514–2724.

Transfer Requirements

Students transferring from other institutions will be required to complete at least 50% of the required music credits while in residence at Virginia Tech.

Performance Attendance

All students are required to attend live music events each semester they are enrolled as music majors. The department presents a broad range of concerts each semester, including faculty/guest recitals, master classes, University Chamber Music Series concerts, ensemble concerts, and student recitals.

Music majors are required to attend a minimum of 22 performances each semester. Events in which one is a participant do not fulfill an attendance requirement.

Convocation

Each semester the department presents a series of Convocations on Tuesday afternoons from 2–3:15 p.m. in Squires Recital Salon. Music majors are required to attend Convocation on a regular basis. Double majors who have class conflicts with this
time are excused from attending the weekly Convocations, but are expected to fulfill the remainder of the recital attendance requirement. Double majors must indicate the class conflict on the back of their Convocation Card so that it can be verified, and have this signed by Dr. David Jacobsen or their applied teacher.

Recital Attendance Cards

At the beginning of each semester, all music majors must obtain a recital attendance card (Convocation Card) at the first Convocation. Double majors with conflicts may request a recital attendance card from Tammy Henderson in Henderson Hall 246. Cards will be punched at the end of Convocation for events attended during the week. Alternately, applied teachers may date and initial cards for their private students. Cards are due in the office by 5 p.m. on the second day of final examinations each semester.

Performance Attendance Requirements

Punches on the attendance cards will be divided into three categories:

1. Convocations (suggested minimum attendance 12)

2. Music on Mondays concerts, other faculty/guest artist recitals, master classes, regional performance organizations (Roanoke Symphony, Opera Roanoke, etc.), and other professional arts events. (suggested minimum attendance 5)

3. Student ensembles and student recitals (suggested minimum attendance 5)

All substitutions will be reviewed and approved by the Convocation Administrator.

If the minimum attendance requirement of 22 events is not met, a penalty to the student’s applied music grade will be assessed according to the following schedule:

<table>
<thead>
<tr>
<th>Performances attended</th>
<th>Penalty</th>
<th>Grade adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>none</td>
<td>A</td>
</tr>
<tr>
<td>19-21</td>
<td>.3</td>
<td>A-</td>
</tr>
<tr>
<td>16-18</td>
<td>.7</td>
<td>B+</td>
</tr>
<tr>
<td>15 or fewer</td>
<td>1.0</td>
<td>B</td>
</tr>
</tbody>
</table>

Student Usher Policy

All music majors are required to act as an usher for at least three music recitals throughout the semester. The expectations for ushering will be addressed during a Convocation at the beginning of the fall semester. All students must attend the Convocation training before they are able to usher.

If a student does not attend an assigned recital to work as an usher, his studio grade will automatically be lowered from an A to a B, B to a C, and so on. This has been
agreed to by all of the faculty, and will be enforced. Dr. Stevens will keep track of all absences and will notify the studio teacher at the end of the semester.

Convocation Performances

Music majors in all options who have completed one semester of individual applied music study are required to perform on Convocation during each subsequent semester of enrollment in applied lessons.

Music majors in the composition option who have completed two semesters of composition study are required to have an original composition performed on Convocation during each subsequent semester of enrollment in applied composition lessons.

Ensemble Participation

Music majors must participate in an ensemble every semester of residence. Students must develop an audition plan each semester they are enrolled as music majors. The student’s applied teacher must approve the audition plan.

Jury Examinations

Final examinations in applied music are accomplished by means of a jury exam, with the jury comprising at least three faculty members appointed by the faculty chair. These exams are scheduled during the final exam period. Final exam days and times are posted in the Timetable of Classes each semester, and jury days and times will be announced no later than three weeks before final exams each semester. The student and the applied teacher will select the material to be performed, and the repertory performed will reflect the content of the semester’s study. The jury examination will constitute a significant portion of the final applied music grade (see individual applied teachers for grading policies). Jury examinations are required of all music majors and minors each semester.

Continuation Exam

A formal review of each music major’s work must be passed before the student may begin upper-level courses and be officially accepted into his or her chosen degree option. This normally occurs at the end of the fourth semester of study and must be passed no later than the end of the sixth semester of study. No more than two attempts may be made to pass a continuation exam. Failure to pass will result in the student being dropped from the music major.

Certain concentrations may require more than one of the following:

1. For all majors that require 4000-level applied music study, the review comprises a performance on the major instrument or voice before a representative faculty committee, demonstrating acceptable progress and potential for additional upper-
level improvement. An oral exam may include questions regarding historical and theoretical aspects, literature in general, and selections performed in particular.

2. For composition majors, the review comprises the above, plus the presentation and oral explanation of an appropriate portfolio of scores and recordings to a representative faculty committee, demonstrating acceptable progress and potential for additional upper-level improvement.

**Keyboard Proficiency**

Music majors are required to pass a keyboard proficiency exam before the beginning of the final two semesters in residence at Virginia Tech. Normally, the keyboard proficiency requirements will be fulfilled by the completion of the MUS 3035 and MUS 3036 sequence with a grade of C or higher. The specific requirements for the various degree options can be found in Appendix A of this handbook.

**Graduation Requirements**

An overall grade point average of 2.0 or higher is required. All courses used to fulfill requirements in the music major must be completed with a grade of C or better. No courses may be repeated more than once for the purpose of raising the grade to C or better. All music courses are used in calculating the major grade point average, except MUS 1005, 1006, 1104, 3204, 2115, and 2116.

**Music Education Option**

The music education program at Virginia Tech provides training for K–12 certification in instrumental or choral music education. The five-year curriculum leads to the Bachelor of Arts in Music and Master of Arts in Education with professional certification in music. This program is fully accredited by the National Council for Accreditation of Teacher Education, Virginia Department of Education, and National Association of Schools of Music. It combines a comprehensive preparation in music with extensive field and laboratory experiences in music education. Contemporary educational thought and the best of music education practice are provided for each level of K–12 music education.

Students who enroll in the program must satisfy all the requirements for music majors, the College of Liberal Arts and Human Sciences core curriculum, and the professional studies component in music education.

During the fall semester of the junior year, students seeking to enter the music education program must schedule an interview with the Coordinator of Undergraduate Studies in Music Education and other appropriate faculty members. The purpose of this interview is to give the prospective student an overview of the music education profession and outline the responsibilities and expectations of music education students at Virginia Tech. These responsibilities and expectations are:
1. Successful completion of the Continuation Exam prior to enrolling in MUS 3214 or 4204

2. A 3.0 overall grade point average

3. Successful completion of the first field experience as an intern with an elementary school music program

4. Successful completion of the Keyboard Proficiency exam and all recital requirements prior to enrolling in EDCI 5724, Teaching in the Middle and Secondary Schools I

5. Passing the Praxis I Academic Skills Assessments (or an SAT score of 1100 with at least 530 on Math and Verbal), Praxis II Music Content Assessment, and Virginia Communication and Literacy Assessment prior to enrolling in EDCI 5724, Teaching in the Middle and Secondary Schools I

6. Requires participation in Music Education Lab Ensemble every semester a student is enrolled in a Class Applied course:

   **Category A**
   - Class Applied Woodwinds 1 (can be taken twice)
   - Class Applied Brass 1 (can be taken twice)
   - Class Applied Percussion 1

   **Category B**
   - Class Applied Strings 1
   - Class Applied Voice 1

Music education students are required to complete six credits of these classes. Students may take Category A and Category B courses during the same semester. They may not take two from the same category in any one semester.

Students must apply for admission to the Virginia Tech Graduate School during the fall semester of the senior year. During the spring semester of the senior year, students should consult with the program area leader in music in the School of Education to develop a plan of study for the MAED.

During the student teaching semester, students are not permitted to perform in ensembles or enroll in courses other than those that occur as part of student teaching. Student teaching is considered a full-time commitment, and student teachers are expected to observe the calendar of the school system in which they teach.

**Designed Option**

The 77-hour Designed Option—Professional (DOPR) should help the student
investigate and prepare for careers in music at a professional level. Within this option the student, in conjunction with the advisor, plans a curriculum emphasizing an area the student wishes to pursue. This curriculum is not limited to music courses, but also includes any courses outside the Music program that may benefit the area of concentration. Students who enroll in these options must satisfy all the requirements for music majors, the Curriculum for Liberal Education, and the following specific requirements:

1. Each student must complete an application for this option and, with an assigned advisor, present a Plan of Study for approval to the department curriculum committee before the beginning of the first semester at the Junior level. This plan cannot be presented for approval until the student has completed the first two semesters of music courses listed under this option in the suggested schedule, found in appendix B of this handbook.

2. Following the Plan of Study will be a Final Project Proposal, submitted no later than the sixth semester. As with the entire plan, this project must be approved by the curriculum committee.

3. Upon approval, the Plan of Study and the Final Project Proposal become a contract between the individual student and department, the student agreeing to meet the requirements of the curriculum, and the department agreeing to accept the completion of those requirements for graduation. The student, advisor, and curriculum committee must approve any changes to this plan.

Students wishing to apply for this option should first schedule an appointment with the departmental academic advisor and applied instructor to discuss educational and career goals and be assigned a faculty advisor. Those interested in the 77-hour professional designed option should carefully study the checklist for this concentration found in Appendix C of this handbook.

II. OPERATIONAL PROCEDURES

Convocation Performances

So that all music majors have the opportunity to fulfill the Convocation performance requirements each semester, the following policies apply:

1. Each student must schedule a Convocation date using the School of Performing Arts web site (performingarts.vt.edu/student-and-faculty-resources).

2. If a conflict makes it impossible for a student to perform on the scheduled date, the student must notify the coordinator as soon as possible.

3. The official Convocation request form is available online and should be used to convey to the Convocation coordinator the information needed for Convocation
programs: music.vt.edu/department/convo. These requests should be submitted to the coordinator no later than the Thursday before the student’s requested Convocation date.

Recitals

Students anticipating performing a recital in a given year should comply with the following procedures:

**One year in advance**

Consult with the applied teacher and collaborative pianist regarding possible dates. This is best done in the spring before the academic year of the projected recital in order to ensure a broad choice of dates.

Submit an e-mail request for first- and second-choice recital dates to the schedule coordinator. The schedule coordinator will tentatively hold the recital reservation until receipt of the completed and signed Recital Request Form, available online at: http://www.performingarts.vt.edu/student-and-faculty-resources.

**Six months in advance**

With the repertory now finalized, deliver all necessary music to the collaborative pianist and schedule a reading rehearsal.

If desired, reserve reception facilities through the Student Centers and Activities Event Planning office, located in Squires 221 (http://www.studentcenters.vt.edu). Applicable charges are due and payable by the student.

**Three months in advance**

Establish a routine rehearsal schedule with collaborative pianist and applied teacher.

**Six weeks in advance**

1. In coordination with the applied teacher, schedule a recital hearing. A committee of at least three faculty members from the student’s performance area must attend the recital hearing. A Recital Hearing Authorization form is available online at http://www.performingarts.vt.edu/student-and-faculty-resources.

2. The appointment and notification of the committee is the responsibility of the applied teacher; coordinating the hearing date, time, and place with the applied teacher, collaborative pianist, and committee is the responsibility of the student.
Four weeks in advance

Complete research and write program notes. Create posters and any additional promotional material.

Submit to your applied instructor:
- All publicity information, including posters
- All program information
  - works
  - movements
  - composers
  - dates
  - program notes and/or translations
  - personnel list
  - timings

You and your instructor should edit your program.

Three weeks in advance

1. Submit all program information using the online program template located at: https://www.music.vt.edu/department/performancerequest/. Failure to follow all guidelines for the program submission will result in a rejection of the program submission. If all program information is not received three weeks in advance of the scheduled recital date, the student will receive a blank recital program and will have to announce the program from the stage. Posters and any other promotional material cannot be approved until the final program is submitted and approved.

2. Perform a recital hearing. After successful completion of the recital hearing, the Recital Hearing Authorization form must be signed by the committee and turned into the department office and placed in the student’s file.

3. Confirm with the schedule coordinator assigned dress rehearsal times and spaces. Students may reserve at least one dress rehearsal in the Recital Salon. Extra rehearsal time in the Recital Salon can be reserved online, but not until the week of the requested rehearsal time. Please contact the schedule coordinator for rehearsal time information.

Advising

Students should consult with the department academic advising coordinator at least once every semester. Students are also encouraged to consult regularly with their applied teachers regarding any academic or career concerns. The entire faculty in the Music program is available to assist all music students.
Music education students must consult with the coordinator of undergraduate studies in music education before March 1 of the year prior to their first intended field studies in music education. Usually this means March 1 of the sophomore year.

**Curriculum Planning and Registration**

1. Two weeks prior to registration, student makes an appointment with the academic advising coordinator.

2. Student checks timetable for the ensuing semester and plans tentative schedule.

3. Student and advisor finalize schedule. The academic advising coordinator keeps the student’s check-sheet up to date. Students should update their check-sheets that can be downloaded from each of the program areas at: [http://www.performingarts.vt.edu/study-with-us/music](http://www.performingarts.vt.edu/study-with-us/music).


**Drop-Add Procedures**

Students may add or drop courses during the first week of classes each semester. Force-add forms are available in the office of the department in which the course is offered (246 Henderson for music courses).

**Senior Analysis for Graduation**

By the spring semester of the junior year, students should apply for a degree through the University Registrar ([http://www.registrar.vt.edu](http://www.registrar.vt.edu)). The registrar will produce a DARS report (Degree Auditing Record System), which students should examine carefully in consultation with the academic advising coordinator.

**Practice Rooms**

1. All practice rooms are available only during regular operating hours of Squires Student Center or Henderson Hall.

2. Students must leave the building at closing time.

3. Failure to comply with these requests or violation of procedures will result in revocation of practice room privileges.

4. Maximum continuous use of a practice room is limited to two hours. The piano and/or percussion instructors may impose other specific limitations.

5. There are approximately 130 keys issued each semester. Do not leave your
personal property in a practice room for extended periods of time.

Additional regulations for specific rooms are listed below:

_Squires Practice Rooms 149 A–G_

Practice room keys are distributed through the Music program, and a $25 deposit is required. Students who fail to return keys will be charged a $25 replacement fee.

These rooms are only for students enrolled in applied music courses and may be reserved for a maximum of two hours per day per student. Click on this link to reserve a room: [https://schedule.music.vt.edu](https://schedule.music.vt.edu). If a room is not occupied by 10 minutes past the reservation time, the reservation is cancelled. All rooms not occupied are available and can be scheduled starting with the next 15-minute block.

_Squires Practice Rooms 146A, 146B, 246_

Rooms are available to any registered university student, remain unlocked at all times, and cannot be scheduled. Maximum continuous use of a room is two hours.

_Squires Practice Rooms 146-C and 252_

These rooms are reserved for individual applied piano students only. The piano faculty will determine how reservations may be made.

_Squires Practice Room 250_

This room is reserved for individual applied percussion students only. The percussion instructor will determine how reservations may be made.

_Squires Rooms 162, 165, 243, Recital Salon_

These rooms may be reserved one week in advance through the Music program online scheduling system. Keys may be checked out from the music office (246 Henderson) and must be returned between 8:00 and 10:00 a.m. the morning following checkout (or on Monday, if check out is on Friday). If keys are not returned in a timely manner, the student will lose the privilege of reserving these rooms. The student reserving the room and checking out the key is responsible for the room and the equipment in the room. If a student allows others to use the room, he or she remains fully responsible for the room and equipment. The rooms are only for students rehearsing for Music courses or Music ensembles.

_Henderson Practice Rooms_

After-hours access to Henderson Hall is via Hokie Passport. Music majors will have their Virginia Tech identification numbers entered into the system at the beginning of
each academic year to ensure access.

**Lockers**

Lockers are available for rental. Rates are $25 each semester (including summer sessions). Please see Tammy Henderson (246 Henderson) for details. Department-owned instruments must be stored in a locker in Squires Student Center or in a secure location.

**Media Duplication**

CD and DVD (selected) recordings of department events are available for a fee of $5 per disc. Please see the Music program office for pricing information on large media orders.

**Applied Lessons**

It is the student's responsibility to contact his or her applied teacher to ensure studio placement. Lessons are by consent of the applied teacher, and placement is never guaranteed, even to the students who are properly registered for individual applied music. Music majors will be given priority.

**Library**

Music scores and monographs are housed on the third floor of Newman Library and audio/video resources can be checked out from the circulation desk on the second floor. Many important online resources are also available through the library website: [www.lib.vt.edu](http://www.lib.vt.edu). In the normal course of music study, music majors will have many opportunities to take advantage of the rich diversity of resources available in Newman Library. Information sessions and orientation tours are available. Resources specific to Music can also be accessed through the subject guide: [http://guides.lib.vt.edu/subject-guides/mus](http://guides.lib.vt.edu/subject-guides/mus). For additional help, please contact the librarian assigned to Music, currently Jennifer Nardine at [jnardine@vt.edu](mailto:jnardine@vt.edu).
MUSIC MAJOR HANDBOOK
APPENDICES — A, B, C, D

A. KEYBOARD PROFICIENCY REQUIREMENTS
B. CHECK-SHEETS FOR MUSIC MAJORS
C. PRE-APPROVED DESIGNED OPTION
D. MUSIC MAJOR CLE AND FOREIGN LANGUAGE REQUIREMENTS
Appendix A

KEYBOARD PROFICIENCY REQUIREMENTS

Basic keyboard skills are an asset to any musician and are a way of demonstrating knowledge of music theory in a concrete, practical way. Successful completion of the keyboard proficiency exam is required of all music majors in order to graduate, and students must complete the exam no later than the end of the Junior year. Students may divide the exam into two parts if they wish, taking one part as early as the end of the first year.

Grading

This is a competency test, so the student is expected to demonstrate a secure and thorough understanding of the required skills. A performance of any of the skills at less than a grade of B will be considered insufficient, and the section or sections must be repeated at a later date. All categories must be completed with a grade of B or better to satisfy this requirement.

All sections of the test will be graded on accuracy of notes and rhythm, accuracy of fingering, and steadiness of tempo. Chord progressions and improvised accompaniments will be graded also on the use of correct voice leading. In addition, prepared examples will be graded on musicality and correct balance of melody and accompaniment.

Requirements

a. Sight-read a short piano piece.

b. Transpose a melodic line at sight to any key in a moderate, steady tempo.

c. Transpose an accompaniment. (Non-keyboard majors will transpose a simple melody and choral accompaniment, such as those found toward the end of a first-year class piano textbook, at slow speed in a steady tempo; keyboard majors will be asked to transpose a moderately easy accompaniment, such as Schubert’s Das Wandern, or a hymn or chorale performed at moderately slow speed, in a steady tempo.) Music will be assigned ahead of time.

d. Read an instrumental score with a transposition or alto clef, two voices only.

e. Sight-read a four-part choral score, two voices only.

f. Be able to play from memory six (6) choral warmups.

g. Be able to play the “Happy Birthday” song in any major key.
h. Play the following chord progression, to be played in keyboard style with good voice leading, in any major or minor key, from memory:

I—IV—V\textsuperscript{7}—I

i. Scales, Arpeggios, and Chords:

1. Play all major and minor scales (all three forms), two octaves, with correct fingerings. These may be played hands separately or hands together (student’s choice). The scales and their correct fingerings must be memorized.

2. Play all major and minor arpeggios, two octaves, with correct fingerings. Student may choose to play hands separately or together.

3. Play blocked and broken chords:
   a. major, minor, diminished, and augmented triads in root position and all inversions
   b. dominant-seventh chords, all positions, resolved to a tonic chord with correct voice leading
   c. diminished-seventh chords (four-note form), root position only, resolved to a tonic triad, with correct voice leading

j. Play from a lead sheet convincingly at sight.

In addition to the above requirements, Composition majors are required to do score reading of a full orchestral score, such as a symphony by Mozart, Haydn, or Beethoven. The student is responsible for all transpositions and clefs and must be able to play any two parts simultaneously.

For scale and arpeggio fingering charts, as well as models of the chord progression formulae with good voice leading, see piano faculty.
Appendix B

Department of Music
Music Major Check Sheets
See appropriate checksheets under each program of study at:
Appendix C

Designed Option-Professional (DOPR)
Guidelines for Designed Option Degree

The First Steps

Each student must complete an application for this option and, with an assigned advisor, present a Plan of Study for approval to the department curriculum committee before the beginning of the first semester at the Junior level.

1. Application to faculty chair in Music, who will assign an advisor
2. Plan of Study completed with Advisor
3. To save time and hassle, please use one of the Electronic Proposal forms approved by the Curriculum Committee, available from the Curriculum Committee Chair.
4. Plan cannot be presented until the student has completed the first two semesters of music courses.
5. Plan should be presented at the end of the second year of study at the latest.
6. The Curriculum Committee has responsibility for approving the Plan of Study and may request more information or require changes in the Plan.
7. Once approved, the Plan of Study becomes a contract between the student and the Department of Music.
8. The Curriculum Committee, advisor, and student must approve any changes.

Continuation Exam

Students who are not taking the Continuation Exam must meet with the Curriculum Committee during the fourth semester of study to articulate their professional goals while presenting and defending their Plan of Study.

The Final Project

The proposed Final Project must be generally described in the Plan of Study. No later than the sixth semester of study, a detailed Final Project Proposal must be submitted to the Curriculum Committee for approval. The Final Project should reflect and utilize the student’s studies and be comparable in scope to a performance major’s Senior Recital.

For more detailed information and forms, see the departmental website.
Appendix D

Department of Music requirements for

Curriculum for Liberal Education (CLE) and
Foreign Languages

See appropriate checksheets under each program of study at: