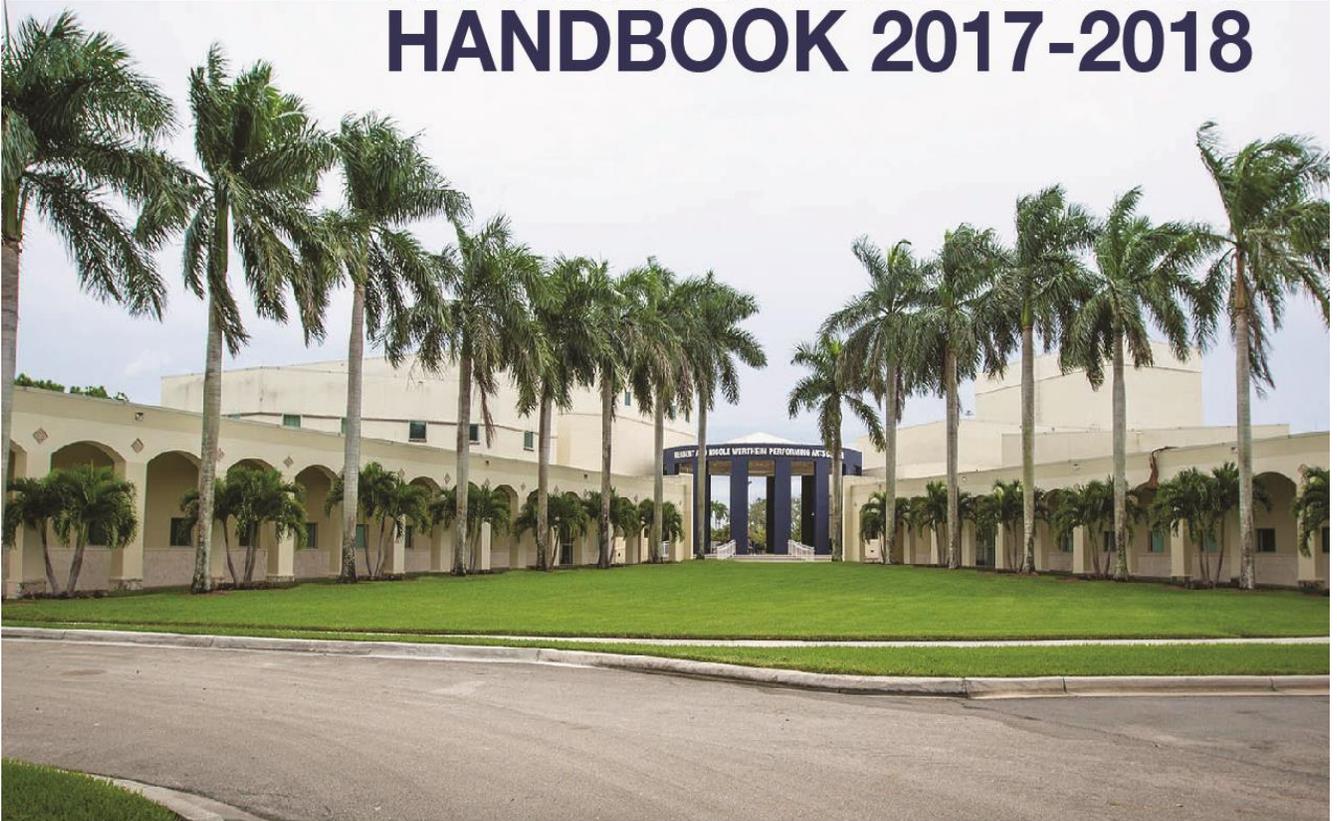


**FIU** | Music  
FLORIDA INTERNATIONAL UNIVERSITY

**UNDERGRADUATE STUDENT  
HANDBOOK 2017-2018**



MUSIC.FIU.EDU

# TABLE OF CONTENTS

<b>Welcome</b>	4
<b>FIU School of Music Mission Statement</b>	5
<b>General Information</b>	
Facilities	5
Applying to and Auditioning for the School of Music	5
Diagnostic Placement Exams/Fundamentals Test	6
TOEFL Scores	8
Pianos	8
Lab Rules	9
Student Records (Face Sheet)	9
E-Mail/Panthersoft	10
Fees	10
Scholarships	10
Minimum Grade for Courses Required for the Major	11
Applied Music Grading	11
Grade Appeals	12
Incomplete Grades	12
Probation, Suspension, and Dismissal	13
Special and Transfer Students	13
Graduation	14
Course Descriptions and Prefixes	14
Student ID Information	14
Grievance Procedures	15
<b>Advising</b>	
Area Coordinators and Advisors Contact Information	16
Advising and Registration Procedures	17
Rotation of Courses	18
<b>Curriculum</b>	
Common Requirements in Music	21
Registering for Applied Lessons	21
Three Types of Applied Lessons	21
Number of Credits for Applied Lessons	22
Course Number Levels for Lessons, Chamber Music, and Ensembles	22
Juries	23
Lower Division Theory	23
Admittance into Junior/Senior Level Theory	23

Piano Proficiency Test	23
Membership in Ensembles	23
Absent & Tardiness Policy – Applied Lessons and Ensembles	24
Recital Attendance	24
Forums	24
Departmental Recital	24
Collegium Musicum	25
<b>Degree Programs</b>	<b>26</b>
University Core Curriculum	28
Common Requirements for all Degrees	29
BM, Instrumental Performance	30
BM, Vocal Performance	31
BM, Composition	33
BM, Jazz Performance	34
BM, Piano Performance	35
BM, Organ Performance	36
BM, Music Technology	37
BA, Music	38
BM, Music Education	40
Minor in Music Composition	41
Minor in Music	42
<b>Applied Music Information</b>	
Recital Scheduling Procedures	43
Student Recitals at the Frost Museum	44
Recital Programs	44
Music Technology Center -- General Recording Policy	45
Accompanists' Fee	46
Application for Student Recital	47
Request for Accompanist	48
<b>Other School of Music Forms</b>	
Upper Division Application	49
Proposal for Senior Research Project	50
Student Fact Sheet	51
Recital Attendance Record	52
Incomplete Form	53
<b>Music Student Organizations</b>	
FCMENC	54
The American Choral Directors Association	54
Electro-Acoustic Research Society (EARS)	55

The Society of Composers, Inc.	55
Kappa Kappa Psi, National Band Fraternity	56
The National Association of Teachers of Singing	57



FLORIDA INTERNATIONAL UNIVERSITY  
*Miami's Public Research University*

Welcome to the School of Music at Florida International University! Our goal is to provide you with a superb education in a professional atmosphere. We have the finest faculty available and, we offer numerous performance opportunities in varied and important venues.

In the fall of 1996, the School of Music moved into the \$14.5 million Herbert and Nicole Wertheim Performing Arts Center. This facility houses a 600-seat concert hall with a 74-rank Schantz pipe organ (considered by many to be the finest in the Southeast United States), a 150-seat recital hall, thirty practice rooms, instrumental rehearsal halls, state-of-the-art computer music studios, percussion studios, and faculty teaching studios. Over 150 concerts are presented every year in the beautiful Wertheim Concert and Recital Halls.

The School of Music serves over 300 music majors from eighteen countries with twenty-two full-time faculty and thirty adjunct faculty members. FIU offers the Bachelor of Music degree with concentrations in string, vocal, wind, brass, percussion, and keyboard performance; composition; jazz performance; music technology; and Music Education. The School also offers the Bachelor of Arts degree with a major in music. Our graduate programs include the Master of Science in Music Education and the Master of Music in composition, conducting, jazz, music technology, and performance (in all of the areas listed above). FIU is accredited by the Southern Association of Colleges and Schools (SACS) and the School of Music is accredited by the National Association of Schools of Music (NASM). The new College of Architecture and the Arts was created just over three years ago, and already we are exploring unique collaborations.

Students have an opportunity to play in our premier performing ensembles, which have toured South and Central America, the East Coast and the Midwest, have been featured on cruise ships, and have recorded with many fine artists. Students also have the opportunity to attend and perform in workshops and master classes by internationally-acclaimed artists, such as George Crumb, Morton Subotnik, Richard Stoltzman, and Arturo Sandoval.

The School of Music faculty is comprised of highly-trained artists and scholars who are nationally and internationally known and respected. They are also superb and dedicated teachers who are committed to your success. The university core and music curricula, recently revised, uphold high academic and artistic standards and—completed successfully—will prepare you well for a professional career in music.

There are a few changes this year: some improvements in advising mechanisms, some new area coordinators, and changes in grading, probationary, and dismissal policies.

We look forward to working with you this coming Academic Year!

Best wishes for your success,

Robert Dundas  
Director, School of Music

# *Florida International University*

## *School of Music*

### *Mission Statement*

Located at the crossroads of the Americas, the FIU School of Music provides an innovative, comprehensive musical education of the highest artistic and academic standards.

Its distinguished artist-faculty is dedicated to encouraging the pursuit of excellence in performance, teaching, and research, with a commitment to creativity, critical thinking, entrepreneurship, and interdisciplinary collaborations.

### *General Information*

Florida International University is located in Miami, Florida. It is one of the fastest growing universities in the state system serving a population base of over 1.8 million people. The University population includes over 53,000 students on three campuses. There are nine Schools and Colleges in the University; the School of Music is housed in the College of Architecture and the Arts.

The information in this handbook is provided to inform students of the policies and procedures set forth by the faculty of the FIU School of Music. Students should additionally familiarize themselves with the other publications provided by the University, particularly the *FIU Student Handbook* <http://www.fiu.edu/student.htm> and the FIU Undergraduate <http://registrar.fiu.edu> While the School of Music Undergraduate Handbook endeavors to be up-to-date, it does not supercede the requirements and regulations laid out in the FIU Student Handbook and the University Catalogue.

### *Facilities*

In fall 1996 the School of Music moved into a \$14.5 million Performing Arts building at the southeast corner of the property adjacent to the Miami Dade County Fair grounds. The facility houses a 600-seat concert hall and a 150-seat recital hall, as well as rehearsal halls, faculty offices, a computer music studio, practice rooms, and a rotunda-capped atrium that serves as the entrance to both the music and theater wings. Our present facilities also include the DM (Deuxième Maison) 100 recital and lecture hall, a Piano Lab in DM with twenty-four new electric pianos, a computer lab in the Green Library, and an opera studio with additional offices and practice rooms in the VH (Viertes Haus) building. Lockers are available for instrument storage in the Wertheim building. Please complete the [Music Locker Rental Application](#) to reserve a music locker at The Wertheim.

## *Applying to and auditioning for the School of Music*

All music students must complete the general FIU undergraduate application and be accepted by the University. Please visit <http://admissions.fiu.edu> for information on undergraduate admissions. There are links to the application itself, as well as to information about financial aid and about procedures for international students.

In addition to applying to the University, potential music majors must complete out an Undergraduate School of Music Application through *GetAccepted*, which may be found on the School of Music website. All undergraduate music majors and minors must audition on an instrument or voice. **We have four audition days a year. In 2017-2018, these days fall on November 4, 2017, February 3, 2018, and March 3, 2018.** Please contact the Area Coordinator for your particular instrument (or voice) prior to the audition day to ensure that you are on the audition schedule and that the faculty is aware you are coming. You will find names and contact information for all of our Area Coordinators in this handbook and on our website.

For more information on auditions, please visit our website and click on the "Admissions" tab at the top. See <http://carta.fiu.edu/music/admissions>. From there, you can proceed to individual areas for detailed application, audition and interview requirements.

Audition requirements differ from area to area, and they also vary depending on whether the student is applying for the B.M. in performance, or some other music concentration (e.g., Composition, Music Business, Music Education, Music Technology, or the B.A.—a liberal arts option), or the music minor. Generally, auditions require a combination of sight-reading, performance of technical studies (scales, arpeggios, and etudes), and performance of repertoire in specified styles and genres. Jazz applicants are also expected to improvise. It is expected that applicants will display competency in all portions of the audition. For example, an applicant who has learned a sonata movement well but cannot sight read would not be able to manage in our ensembles.

In addition to an audition, prospective Music Business, Music Education, and Music Technology students must schedule and interview with Karen Fuller-Veloz (Music Business), Jacob Sudol (Music Technology) or Candice Davenport (Music Education). These area coordinators are also present on the official School of Music audition days.

Acceptance into the School of Music is based not only on the audition and on acceptance by FIU but also on the needs of the applicant's performance area and its ensembles. These needs can change from year to year, and they also evolve within a single year. As a hypothetical example, there may be fewer slots left for flutists by the time of our April auditions. Instruments or voice types are more or less common among college applicants; some may face more competition than others.

*In general, it will behoove applicants to apply and audition earlier rather than later, especially if they hope to obtain a scholarship, whether a university-wide one or a School of Music one. For many merit-based FIU scholarships (e.g., the Presidential Scholarship), priority is given to students who apply by November 1. For out-of-state tuition waivers granted through Linkage Institutes (a resource for many*

international students), applications are due May 1, and one must already have been accepted by FIU and been issued an I-20 Form. Funds for scholarships awarded directly by the School of Music Scholarships are limited, and first consideration goes to students who have auditioned by early March.

### ***Diagnostic placement exams (freshman and transfers)***

In addition to auditioning for the School of Music, all entering music majors need to take certain diagnostic tests in order to determine the appropriate placement level for academic music courses. All entering first-year students need to take a fundamentals test in music theory. Transfer students who have already taken college-level history classes take placement tests in both theory and history. *Only students who have taken music history classes at other universities or colleges have the option of placing out of corresponding history courses at FIU. Students who have not taken college-level music history must take all four undergraduate history survey courses.*

These tests should be taken, ideally, on the official School of Music audition days held several times a year in fall and spring. If not, they must be taken when offered the week before classes begin. Placement tests will be offered the Thursday prior to the commencement of classes at 11 AM in WPAC 150. We will offer the tests again in early January; the dates and locations of future placement tests will be posted on the School of Music website.

***If you need further information on the contents of these tests, check the School of Music website, following links from "Admissions"; once you have read the general information on that page, proceed to the individual theory and history pages. The SOM website tells you what skills or knowledge is expected for each placement test. Because the Fundamentals Test is the test most people take, some additional details about this test are provided below.***

### ***Fundamentals theory test***

This is the test required of all entering freshmen and other students who have never taken college-level theory. You must pass this test in order to place out of MUT 1001 (Fundamentals of Music) and into MUT 1111 (Music Theory I) and MUT 1221 (Sight Singing I). Theory I and Sight Singing I are the initial courses in the four-semester theory and sight-singing sequence required of all undergraduate music majors. You are exempt from taking the Fundamentals Test if one of the following conditions applies to you:

- 1) You have received a 3 or better on the Music Theory AP Examination.
- 2) You have received C or better in MUT 1001 (Fundamentals of Music) at FIU or other SUS institution.

***The Fundamentals Test requires that you know*** major and minor scales, key signatures, intervals, triad types (major, minor, augmented, 5/3, 6/3, 6/4), and the sort of rhythmic and metric notation that

you would find in "common-practice" scores from around 1700-1900 (e.g., the sort of music most of you play anyway). Fluency is required because the placement test is timed.

***Students should take the Fundamentals Test during the official auditions that take place the semester before they matriculate. That way, they can have the opportunity to seek remediation, if needed, ahead of time. A make-up test is given the Thursday before Fall classes begin.***

Students who have failed the placement test during their auditions or who have any reason to believe that they are less than fluent in these matters should prepare themselves during the summer preceding matriculation. Ideally, they should take FIU's on-line Fundamentals course (MUT 1001). Students may also study on their own. There are many good fundamentals texts on the market. We recommend *Elements of Music* by Joseph Straus for students who have trouble grasping music notation. For students who already have a reasonably solid grasp of fundamentals, it may be sufficiently merely to review the first five chapters of the textbook we use for Theory I–III: *Harmony and Voice Leading* by Edward Aldwell and Carl Schachter. Finally, there are many free on-line resources, although *caveat emptor*: on-line resources are not necessarily peer-reviewed. Stick to on-line resources that are affiliated with an accredited university or college or that are recommended by the Society for Music Theory.

If you are required to take the Fundamentals Test and do not pass it by the beginning of your first fall semester, you will have to wait another year before beginning the required Theory and Sight-Singing sequence. In that case, you should take the MUT 1001 course before the beginning of your second year. It is currently offered during Spring Term as an on-line course.

**N.B. The composition area only accepts students who have already passed the fundamentals test. Other areas accept students who do not pass this test, on condition that they are prepared to take Theory I and Sight Singing I by the fall of their second year at the latest.**

### *Theory and registration*

In order to register for Theory I and Sight Singing I, you will need permission. Contact the Theory coordinator, Joel Galand ([galandj@fiu.edu](mailto:galandj@fiu.edu)), after August 15 if you have taken the placement test and been placed into Theory I. Or contact the Music Advisor, Gerry Suarez ([gsuarez@fiu.edu](mailto:gsuarez@fiu.edu)), any time during registration period.

Transfer students take a transfer theory test either on one of our audition days or on the Thursday before classes begin. Based on the results of the test. Professor Galand will enter permission for you to register for the appropriate theory and sight-singing courses.

## *Links of interest*

Application Information	<a href="http://music.fiu.edu/apply/">http://music.fiu.edu/apply/</a>
Audition	<a href="http://music.fiu.edu/students/prospective/apply/auditions/">http://music.fiu.edu/students/prospective/apply/auditions/</a>
FIU Admissions	<a href="http://admissions.fiu.edu">http://admissions.fiu.edu</a>
Music Admissions	<a href="http://music.fiu.edu/admissions">http://music.fiu.edu/admissions</a>

## *TOEFL scores*

The TOEFL is required of all applicants whose native language is not English. A 500 paper-based or a 173 computer-based, or a 63 internet-based (IBT) minimum score is required for all undergraduate programs. The following exceptions apply:

1. Applicants who completed 4 years of high school in the United States or other English-speaking countries.
2. Applicants who hold an undergraduate or graduate degree from an institution within the United States or other English-speaking countries.

## *Pianos*

The School of Music is proud of the pianos in all buildings and would like you to maintain them accordingly. Please treat them as you would your parent's living room furniture, if not better! These instruments are tuned on a regular basis; if, however, you have any problems with a piano, please notify the office.

## *LAB RULES FOR GL 535 (for all Music Majors) and WPAC 169 (Advanced Music Tech Majors only)*

1. Show the lab assistant your panther ID and sign in when you enter the lab and leave. Include your name, Panther ID, and email address on the sign-in sheet.
2. Removal of equipment without following the proper check-out procedure and/or clearance from Dr. Sudol or the lab assistants is strictly forbidden. For details on how to check out equipment, ask the lab assistants during lab hours or e-mail [jsudol@fiu.edu](mailto:jsudol@fiu.edu).
3. No eating or drinking inside the lab. Keep the place clean, cables sorted, etc. Leave the lab as you originally found it.

4. Labs are reserved for FIU School of Music course work, with priority given to students who are working on assignments for Music Technology courses.
5. Lab assistants will begin closing the lab at least ten minutes prior to the close of lab hours. Please respect their time and begin packing up equipment and saving your files before closing time. Arriving fifteen minutes prior to the close of lab hours will not guarantee a working spot in the lab.
6. Working in the lab without either a professor or lab assistant present is forbidden.
7. Do not contact lab assistants personally to open the lab outside of lab hours. Do not ask the lab assistants to lend out their personal equipment.
8. Back up your own work (using a USB stick is recommended) and take it with you! The lab is not responsible for lost or altered files. All files are regularly deleted from lab computers.
9. Intentional damage to any lab equipment or harassment of lab assistants will result in immediate and permanent loss of lab privileges.
10. Bring your own headphones or check them out from the general library desk. The lab is not a recording studio; it is for quiet work at individual work stations.
11. Be respectful of other people working in the lab.

### ***Student records (fact sheet)***

Every music major should have a *Student Fact Sheet Form* on file in the School of Music office. This form allows us to maintain your contact information and to track your progress through certain milestones (e.g., placement tests, UCC requirements, degree recitals, and senior projects). Make sure by the end of the second week of your first semester that we have your correct contact information and intended major and track. Should your contact information change, please inform us immediately.

### ***E-mail / panthersoft***

Every FIU student receives a University e-mail account. It is your responsibility to check this account regularly, preferably daily. All official notices (including the FIU School of Music Chair, the Office of the Registrar, and the College Dean's Office) will use your FIU e-mail. FIU e-mails also appear on official class rosters. You may feel free to forward your FIU email to your personal email, please ask the Student Media Services division for assistance in forwarding your email if preferred.

## *Fees*

Please visit University Financial Services for fee updates:

[http://finance.fiu.edu/controller/UG\\_Calculator.htm](http://finance.fiu.edu/controller/UG_Calculator.htm)

## *Scholarships*

<http://music.fiu.edu/scholarships/>

A limited number of FIU Institutional Scholarships are available to current and incoming music majors, based on merit as a musical performer. Recipients are reviewed each semester. The University allots Institutional Scholarship funds to the individual Colleges, whose Deans in turn approve awards at the departmental level. Therefore, all recipients of Institutional Scholarships must adhere to the following College of Communication, Architecture and the Arts (CARTA) policies: they must maintain a minimum cumulative GPA of 3.0, and they must be registered as full-time students at 15 credits for undergraduate. (Exceptions to the 15-credit rule are made for first-year students and when a student's degree map calls for fewer than 15 credits in a given semester, e.g., when completing a teaching internship within the B. M. in Music Education. *In no case may a scholarship student fall below 12 credits, which is the minimum for an undergraduate to be considered fulltime.*)

In addition to the above registration and GPA requirements, all School of Music scholarship students must:

1. Be enrolled in applied lessons each semester the scholarship is offered and a major ensemble as applicable.<sup>1</sup>
2. Provide service to the School of Music each semester the scholarship is offered. This could involve your area coordinator assigning you to an extra ensemble—beyond the number already required by your particular academic track—or it could involve an equivalent amount of some other type of service, such participating in outreach programs to area public schools.
3. Earn a minimum applied lesson grade of B.
4. Make suitable progress towards the degree. We cannot award scholarships for more than four years of undergraduate study.
5. Be available to perform for special School of Music events, and
6. Be in good standing in the School of Music as it relates to behavior, dependability, and attendance.

FIU, a public university, has limited scholarship funds. Scholarships are meant to help students complete the basic four-year B.M. (128 credits) or B.A. (120 credits) curriculum. It is not meant to cover extra elective credits that a student might wish to take beyond the number of credits required for the

---

<sup>1</sup> Does not apply to upper-division students in Composition and Music Technology, nor to undergraduate Music Education majors completing their Teaching Internship.

completion of the degree. Students wishing to enrich their curricular experience with additional electives should be prepared to fund for these electives on their own or with non-SOM financial aid. Many prospective music majors are under the impression that their financial aid or scholarship awards will be determined and administered entirely by the School of Music. This is not accurate. The School of Music does have limited scholarship funds of its own, for which all students who audition are automatically considered, provided they have a GPA of 3.0 or better. Most scholarship opportunities at FIU, however, are university-wide. In most cases, the School of Music can only fund a portion of a student's expenses, especially if the student is out of state.

The FIU-wide Financial Aid Office maintains a list of resources. <http://onestop.fiu.edu/financial-aid/index.html>. Some of these are well-known government opportunities, such as Bright Futures or Pell Grants. Moreover, every applicant to the School of Music should visit <http://scholarships.fiu.edu>. Here you will find the link to the university-wide scholarship competition. There are also many other scholarships, both INTERNAL to FIU and EXTERNAL (select tab for "other scholarships"). Some are FIU *Undergraduate Admissions Freshman Scholarships* for which prospective Freshman with high GPAs and/or class ranks are automatically considered. (Funds for these can run out after February, however.) Some opportunities are for music students in particular. For example, Sigma Alpha Iota offers a jazz scholarship. This is one of several external music scholarships that you will find by following links to <http://carta.fiu.edu/students/current-students/scholarships/>

Of particular interest for international students for certain areas of the work are the out-of-state waivers offered by the Florida Linkage Institute: <http://lacc.fiu.edu/academics/financial/florida-linkage-institutes/>

**IF YOU ARE SEEKING SCHOLARSHIPS, APPLY AS EARLY AS POSSIBLE. MANY FIU-WIDE, MERIT-BASED SCHOLARSHIPS HAVE DEADLINES AS EARLY AS NOVEMBER 1. SCHOOL OF MUSIC SCHOLARSHIPS ARE AWARDED AFTER THE MARCH AUDITIONS, AFTER WHICH ANY REMIANING FUNDS ARE AWARDED ON A FIRST-COME FIRST-SERVED BASIS.**

**FOR TUITION WAIVERS FROM LINKAGE INSTUTES, STUDENTS MUST APLY BY MAY 1 AND ALREADY HAVE IN HAND AN I-20 FORM ISSUED BY FIU.**

### *Scholarship links of interest*

Music Scholarships	<a href="http://music.fiu.edu/scholarships/">http://music.fiu.edu/scholarships/</a>
FIU Financial Aid Office	<a href="http://onestop.fiu.edu/financial-aid/index.html">http://onestop.fiu.edu/financial-aid/index.html</a>
FIU Scholarships	<a href="http://scholarships.fiu.edu">http://scholarships.fiu.edu</a> <i>Undergraduate Admissions Freshman Scholarships</i>
Music Admissions	<a href="http://music.fiu.edu/admissions">http://music.fiu.edu/admissions</a>
Other Scholarship	<a href="http://carta.fiu.edu/students/current-students/scholarships/">http://carta.fiu.edu/students/current-students/scholarships/</a> <a href="http://lacc.fiu.edu/academics/financial/florida-linkage-institutes/">http://lacc.fiu.edu/academics/financial/florida-linkage-institutes/</a>

### ***Minimum grade for courses required for the major***

Students must earn a grade of "C" or higher in all courses required for the major. A grade of "C-" is not acceptable in any required course. Individual areas may set higher standards. For example, Composition majors need to earn a minimum grade of B in all theory and composition courses. B is also the minimum grade for Applied Lessons (on a major instrument) and for juries (see Probation, Suspension, and Dismissal below). Check with your area coordinator for any other discipline-specific grade requirements.

### ***Applied music grading***

Applied music grades are based on the following percentages:

75% Weekly lesson grade (assigned by the Applied instructor)

25% Jury grade (average of the assigned jury committee)

Includes sight reading/singing

### ***GRADE APPEALS (excluding APPLIED MUSIC)***

Once submitted, end-of-semester grades (except Incompletes and NR's, which default to F at the end of two consecutive terms) are final. They are subject to change only through a Change of Grade Form to correct an error in computation or transcribing, or where part of the student's work has been unintentionally overlooked" (from the University's Undergraduate Catalogue).

If a student wishes to appeal his/her grade, the student should follow the procedures outlined below under Grievance Procedures.

If a dispute still remains after all grievance procedures have been exhausted, a student can contact the Office of the University Ombudsman ([http://studentaffairs.fiu.edu/?page\\_id=587](http://studentaffairs.fiu.edu/?page_id=587)). If the appeal process is successful and the student's grade is changed to a grade of C or higher, then the student will be allowed to advance to the next class. Otherwise the student must repeat the class in order to have his/her grade changed. Students may exercise the University's Forgiveness Policy (as outlined in the Undergraduate Catalogue — <http://www.fiu.edu/orgs/register/catalogs.htm> and the FIU Student Handbook. to erase

the original failing grade if they wish to do so.

### *Incomplete grades*

An Incomplete grade (IN) is a temporary symbol given at the discretion of the instructor for work not completed because of serious interruption not caused by the student's own negligence. An Incomplete must be made up as quickly as possible, but no later than two consecutive terms (INCLUDING SUMMER TERM) after the initial taking of the course, or it will automatically default to an "F." For example, a student earns an IN for the Spring Term 2014. That IN must be changed to a grade by the end of Fall Term 2014. There is no extension of the two-term deadline. If an Incomplete earned in a required course has defaulted to an F, then the student has to repeat the course for a passing grade. Students who have Incomplete grades on their records must remove the Incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

In such cases where the course instructor determines that it is appropriate to award a student a grade of "IN" (incomplete), the following steps must be followed:

Using an Official University Incomplete Form (included on p. 53 of this Handbook), the course instructor will do the following:

1. Note the grade earned by the student to date
2. Specify the missing work and the percentage of the final grade it represents (this requires the details of the individual missing assignments)
3. Specify the date by which the missing work must be submitted or an examination made up
4. Justify awarding the grade of "IN"
5. Have the student sign the form
6. Submit this form to the Department Chair and Dean, maintain a copy for instructor records, and provide a copy for the student
7. Once a student has satisfied the requirements of the course, sign off on the form and attach it to a change of grade form.

Sometimes, students who are in danger of earning a failing grade will ask the instructor to assign an Incomplete and allow them to retake the class without re-registering for it. This is not permitted. Incompletes are given only in order to give a student time to make up work missed owing to exceptional circumstances. An Incomplete is never used to disguise a failing grade.

### *Probation, suspension, and dismissal*

- i) Any student enrolled in Applied Music Lessons in their *major instrument* will be placed on a one-semester probation if the semester applied grade is B- or lower.<sup>2</sup> A second grade of B- or lower in that same applied lesson while the student is on probation will result in dismissal from the School of Music, and the student will not be eligible to enroll in music courses. The student may attempt to audition for readmission to the School of Music no sooner than one semester after the dismissal.
- ii) For all other music courses, any student receiving a grade of C- or lower in a music course will automatically be placed on academic probation. A second grade of C- or lower in the same class will result in automatic dismissal from the School of Music, and the student will not be eligible to enroll in music courses. The student may attempt to audition for readmission to the School of Music no sooner than one semester after the dismissal.
- iii) A student who does not meet the minimum grade requirement for a course must attempt a retake of that course the next time it is offered, unless the student has taken an official leave of absence. Registered music majors who fail to retake the class as required will be deemed to have failed the course again for the purposes of applying probation and dismissal policies.
- iv) Students who do not make sufficient progress towards graduation are also subject to dismissal. By the end of the third year at the latest, students must complete all of the 1000 and 2000-level general music requirements, at least the first year of the history survey (History I–II), and all writing and quantitative reasoning courses within the University Core Curriculum. They must have taken enough of their upper-division music requirements to ensure graduation within six years. Students who do not meet these criteria will be placed on probation. If, by the end of the fourth year, the student’s Area Coordinator and the Director of the School of Music have concluded that graduation within six years remains unlikely, the student will be dismissed from the School of Music.

### ***Special Students (i.e., "non-degree-seeking")***

Students taking courses (as non-degree-seeking students) will only be allowed to use a maximum of twelve credits so earned towards graduation, once the student is accepted by the university. Please note that the School of Music must approve these credits. Credits in excess of the twelve will not count towards graduation (this is a university policy). International students cannot take courses as special students.

### ***Transfer students***

The appropriate level at which transfer students should register for theory, history, sight-singing, class piano, and applied lessons will be determined on the basis of placement tests and auditions. Therefore, even transfer students with AA degrees and 60 transfer credits may need to take more than 68 additional

---

<sup>2</sup> Note that this minimum grade requirement does not apply to non-performance majors (e.g., Music Business, Music Education, Music Technology, Music Education, and B.A. majors). Other minimum grade requirements may be determined by the advisors in those areas. For example, Composition majors must earn a minimum of B in every MUT and MUC course.

credits in order to complete the 128-credit B.M. in music or more than 60 additional credits to complete the 120-credit B.A. in music.

Normally, up to 60 credits of transfer coursework are counted toward the total number of credits required to earn a bachelor's degree. Additional transfer credit (up to 30 credits) may be awarded for coursework taken at the upper-division level (i.e., the 3xxx/4xxx level). These additional transfer credits must be applied to specific degree requirements, at the School of Music's discretion.

Additionally, transfer students must complete the required number of credits for their degree program, earn the minimum GPA, and satisfy all requirements for the degree program. Repeats of certain courses (e.g., lessons and ensembles) are allowed for credit. But academic courses (e.g., theory and history classes) are not eligible to be repeated for credit. If a student has taken Theory III, for example, at a community college but fails the FIU placement test to place out Theory III, she will need to retake Theory III at FIU. But she will not earn 3, not 6, credits for Theory III.

Because each transfer student presents a special case, all transfer students should meet with their Area Coordinator and the School of Music undergraduate advisor no later than the week before classes begin to plan their schedule for their remaining time to graduation.

## *Graduation*

Before the last thirty credits, or at the completion of the junior year, students must request the School of Music Undergraduate Advisor (Gerry Suarez) to make a preliminary check to see that all requirements for graduation have been met or will be met in the last year. Any problems that come up with the Panther Degree Audit will need to be addressed. Also, formal application for graduation must be made by filling out an on-line application available on the Registrar's website. THE GRADUATION APPLICATION DEADLINE IS ALWAYS EARLY IN THE ANTICIPATED SEMESTER OF GRADUATION. Be sure to apply early so that in case a graduation application is rejected, there is enough time to fix the problem before the deadline.

Towards the end of the semester for which the student has applied for graduation, a final graduation check to ensure that all requirements have been met is performed by the Undergraduate Advisor (Gerry Suarez) and the Associate Dean for Student Advising of the College of Architecture & The Arts.

## *Course descriptions & definitions of prefixes*

**MUS**—Music

**MUC**—Music: Composition and Music Technology

**MUE**—Music: Education

**MUG**—Music: Conducting

**MUH**—Music: History/Musicology

**MUL**—Music: Literature

**MUM**–Music: Business/Commercial

**MUN**–Music: Ensembles

**MUT**–Music: Theory

**MVB**–Applied Music/Brass

**MVK**–Applied Music–Keyboard

**MVJ**–Applied Music/Jazz

**MVP**–Applied Music/Percussion

**MVS**–Applied Music/Strings

**MVV**–Applied Music/Voice

**MVW**–Applied Music/Woodwinds.

STUDENTS ID CARDS ARE AVAILABLE IN THE GRAHAM CENTER AND ARE REQUIRED BY THE SCHOOL OF MUSIC. A School of Music STICKER must also be obtained from the office (PAC142) to allow you on the premises.

There is no charge for a card or the sticker. Please bring a copy of your schedule when requesting the Music sticker.

## *Grievance procedures*

Undergraduate students with an academic grievance should follow the procedure outlined in the recent edition to the FIU Student Handbook. The following summarizes:

The procedure begins with the student trying to resolve the grievance informally with the professor (or committee chair, if the grievance is with a committee). Failing that, the student tries to resolve the matter informally with the School of Music Associate Chair for Academic Affairs. Failing that, the student should next consult the Director of the School of Music. The Informal Grievance procedure ends with the Director, unless the initial grievance is itself with the Director, in which case the student tries to redress the problem informally with the College Dean. In all other cases, in order to pursue a grievance beyond informal resolution within the School of Music, the student must file a formal complaint with the Dean of Undergraduate Education.

Note that the Student Handbook enumerates various limits to the grievance procedure. Informal grievances must be initiated within 10 University days after classes begin in the semester following that in which the complaint arose. Formal Grievances must be initiated within 15 days after the informal resolution process ends. The School of Music Director has the last word on grade disputes unless the student can demonstrate "capricious or arbitrary" grading on the instructor's part. Grievances arising from discrimination or sexual harassment must be filed with the Equal Opportunity Program Office. Grievances arising from research misconduct must be addressed through the Protocols for Investigating Research Misconduct.

# Advising

## Area coordinators/directors/advisors contact information

<b>Director of School of Music</b> Robert Dundas	(305) 348-2896	PAC 142
<b>Composition</b> Dr. Orlando Jacinto García	garciao@fiu.edu	
<b>Conducting</b> Dr. Grzegorz Nowak	(305) 348-3360 grzegorz.nowak@fiu.edu	PAC 143A
<b>Wind &amp; Marching Band</b> Mr. Barry Bernhardt	(305)-348-1547 barry.bernhardt@fiu.edu	PAC 155B
<b>Jazz</b> Mr. Gary Campbell	(305) 348-1854 campbelg@fiu.edu	PAC 145A
<b>Music Business &amp; Associate Director/Undergraduate Director</b> Mrs. Karen S. Fuller-Veloz	(305) 348-3726 <a href="mailto:fullerk@fiu.edu">fullerk@fiu.edu</a>	PAC 143C
<b>Music Education</b> Dr. Candice Davenport	(305)348-7252 candice.davenport@fiu.edu	PAC 145C
<b>Music Technology</b> Dr. Jacob Sudol	(305)348-0109 jacob.sudol@fiu.edu	PAC 169
<b>Performance</b>		PAC 143B
Piano: Dr. José López	(305) 348-3697 lopezjr@fiu.edu	
String Performance: Ms Marcia Littley	(305) 348-1699 ariasms@fiu.edu	PAC 152B
Vocal Performance: Mr. Robert Dundas	(305) 348-3587 Robert.Dundas@fiu.edu	PAC 146B
Wind/Brass/Percussion Performance: Mr. Barry Bernhardt	(305)-348-1547 barry.bernhardt@fiu.edu	PAC 155B

**Placement Tests**

Jazz: (305) 348-1854; PAC 145A  
Mr. Gary Campbell campbelg@fiu.edu

Theory: (305) 348-7078; PAC 146C  
Dr. Joel Galand Joel.Galand@fiu.edu

History: (305) 348-2896; PAC141  
Dr. David Dolata David.Dolata@fiu.edu

**Undergraduate Advising**

Mr. Gerry Suarez: (305)-348-2442 PAC 131A  
School of Music gsuarez@fiu.edu  
Undergraduate Advisor

**Undergraduate Director**

Mrs. Karen S. Fuller-Veloz (305) 348-3726 PAC 143C  
[fullerk@fiu.edu](mailto:fullerk@fiu.edu)

**Graduate Director**

Dr. Joel Galand (305) 348-7078 PAC 146C  
Joel.Galand.fiu.edu

## ***ADVISING AND REGISTRATION TIPS and PROCEDURES***

- Prior to each registration period, incoming and continuing music majors are placed on an advising hold until they have met with their Area Coordinator, who will work with students to plan their schedule for the upcoming semester, process any necessary course permissions, and refer students to the appropriate faculty member if more specialized advisement or course placement is needed. The Area Coordinator may also refer a student to Gerry Suarez for advising issues related to general university requirements, transfer credits, and other special cases.
- Students will be able to register for classes once their Area Coordinator or Gerry Suarez has requested that their advising hold be lifted. In order to expedite the registration process, it is recommended that students meet with their Area Coordinator in early December (for spring registration) and in April (for fall registration) in order to have their holds lifted. That way, as soon as registration period opens, they can register for most of their classes—especially UCC courses, the sections of which fill up early. In any event, students must meet with their Area Coordinator no later than the University business day prior to the first day of classes.
- For music courses requiring permission, Students obtain permission through their Area Coordinators, with the following exceptions: Students needing permission for their initial theory class at FIU should contact Joel Galand by e-mail during the registration period (if they have already taken a theory placement test) or else take the theory placement test that is offered the week before classes begin. Students who wish to enter the Class Piano sequence at a more advanced level than Class Piano I will need to audition for Dr. Jose Lopez.
- Many specialized courses offered by individual areas (e.g., Vocal Diction, Keyboard Pedagogy, Music in Special Education, and so on) are only offered once a year or once every other year. We mapped out the rotation of these courses, both in this Handbook and in our on-line degree maps (see below). Nevertheless, it is best to check with your Area Coordinator regularly about the imminent availability of classes not offered every term or every year.
- Know your degree plan, which is described later in this publication. **In addition, there are precise four-year maps published for each of our undergraduate tracks.** These are posted on the SOM website: choose “Academics” in the top menu and then choose “Major Maps” in the left-hand menu. These will tell you which semester to take which class, and they take into account the rotation of courses offered only every other semester or every other year. The degree maps are also available through My FIU.
- Make sure that your correct degree and track come up in Panthersoft: if you are listed as a B.A. student when you are really B.M., or vice-versa, you will need to fill out a Change-of-Program Form. Also make sure your correct SUBPLAN is listed (e.g., Instrumental Performance, or Music Education, etc.) If there is a mismatch between your Panther Degree Audit and your SUBPLAN,

your graduation could be delayed.

- Remember that you are obligated to follow the curriculum that appears in the Undergraduate Catalog the year you entered FIU. You also have the option of choosing a plan instituted in a subsequent year, which flows from the principle that each subsequent curriculum improves its predecessor.
- **Transfer students:** Schedule an appointment with BOTH Gerry Suarez and your Area Coordinator a few days before classes start in order to work out a tentative schedule for the forthcoming semester as well graduation plan. Things may change if you have yet to take placement tests, so check with them again after you have done so.
- The more courses in a sequence, the more likely delaying the commencement of that sequence will delay your graduation. Therefore, keep an eye on the four-course sequences in the Common Requirements: Music Theory & Sight Singing, Music History, and Class Piano. Starting Music Theory right away is particularly important because it is a prerequisite for courses in many of the Area Requirements, e.g., Form & Analysis, Counterpoint, and Orchestration.
- Check your unofficial transcript and your Panther Degree Audit regularly, and immediately bring any discrepancies to Gerry Suarez's attention.

### *Rotation of courses*

N.B. Planning your class schedule requires some care, because music courses, especially the more specialized ones taken only by students in a particular area, are only offered once a year or once every other year. The School of Music has published four-year degree maps for each of its undergraduate degrees and sub-plans; for Music Education it has also published a five-year alternative. Please download the appropriate degree map from the SOM website and adhere to it. Please consult Gerry Suarez in WPAC 131A about advising you correctly to graduate on time.

### **MUSIC THEORY**

- 1) Music theory courses are not offered during the summer.
- 2) Lower-division core theory courses (Fundamentals, Sight Singing I–IV, and Theory I–IV) are offered once a year according to the following schedule:

#### **FALL**

Theory I  
Theory III  
Sight Singing I  
Sight Singing III

#### **SPRING**

Theory II  
Theory IV  
Sight Singing II  
Sight Singing IV  
Fundamentals of Music

3) The three upper-division undergraduate theory courses (Counterpoint, Orchestration, and Form & Analysis) will be offered according to the following schedule:

- Fall 2014 and future even-year falls: Counterpoint
- Fall 2015 and future odd-year falls: Orchestration
- Spring 2015 and future odd springs: Form and Analysis (take either junior or senior year; may be offered in an even spring if there is sufficient enrollment)

This schedule will require careful planning on students' parts. Upper-division theory courses are normally taken only in the junior and senior years, i.e., after Theory I–IV and Sight Singing I–IV have been passed. Therefore, most students will only have one chance to pass certain upper-division theory courses by the end of their fourth year.

We recognize that this schedule may make it difficult for students to graduate in four years if they have had to take MUT 1001 (Fundamentals) during their first semester. The solution to this problem is straightforward: make sure to pass the fundamentals portion of our theory placement test!

## **MUSIC HISTORY**

The Music History sequence begins anew every fall semester so that during fall semesters, Music History Survey I (MUH 3211) and Music History Survey III (MUH 3213) are offered, and during the spring semester Music History Survey II (MUH 3212) and Music History Survey IV (MUH 3214) are offered. As is the case with the Music Theory sequence, these courses may not be taken out of sequence.

- ◆ Music of the World (MUH 3052) is offered every spring semester. There is no prerequisite for this course and it may be taken concurrently with any Music History Survey class.
- ◆ Music History Seminar: Special Topics (MUH 4680/6937) is offered at least once every other year, usually in the spring semester.
- ◆ MUH 3801 Jazz History/MUH 5815 Jazz History: The Innovators: Every spring starting with Spring 2013.

## **CONDUCTING**

- ◆ Basic Conducting offered every fall.
- ◆ Instrumental Conducting/Choral Conducting offered every spring.

## **BUSINESS OF MUSIC**

- ◆ Offered every semester

## **KEYBOARD**

- ◆ Piano Pedagogy: offered in fall semesters, even-numbered years (2012, 2014, etc.)
- ◆ Keyboard Lit I: offered in fall semesters, odd-numbered years (2013, 2015, etc.)
- ◆ Keyboard Lit II: offered in spring semesters, even-numbered years (2012, 2014, etc.)

## MUSIC EDUCATION AND CONDUCTING

EVEN FALL		ODD SPRING	
MUE 2460C	BRASS TECHNIQUES	MUE 2450C	WOODWIND TECHNIQUES
MVS 1116	GUITAR SKILLS	MUE 4094	SECONDARY METHODS
MUE 3411C	CHORAL METHODS	MUG 4201/4301	INST/CHORAL CONDUCTING
MUE 3340	ELEMENTARY METHODS		
MUG 4301	BASIC CONDUCTING		
MUE 2040	INTRO TO MUSIC EDUCATION		
ODD FALL		EVEN SPRING	
MUE 2040	INTRO TO MUSIC EDUCATION	MUE 2240C	STRING TECHNIQUES
MUE 2470C	PERCUSSION TECHNIQUES		
MUE 2346	VOCAL TECHNIQUES	MVV 3630	VOCAL PEDAGOGY
MUE 3395	MUSIC IN SPECIAL ED		
MUG 4301	BASIC CONDUCTING	MUG 4201/4301	INST/CHORAL CONDUCTING

## OTHER LITERATURE (MUL) COURSES

Symphonic Literature and Guitar Literature are offered every even spring semester. Wind Literature every odd spring. Opera Literature is offered in even falls. Art Song Literature is offered every odd fall.

## MUSIC TECHNOLOGY

Midi Tech offered every spring and every odd fall. Electronic Music Lab I/III every fall; Electronic Music Lab II/IV every spring.

## JAZZ PERFORMANCE

Jazz Class Piano I offered every fall. Jazz Class Piano II offered every spring.

MUT 4353 Jazz Arranging: Fall 2013 and future odd falls.

MUT 3170C-3171C, Jazz Theory I-II: Academic year 2012-2013 and future academic years with even falls (e.g., 2014–2015).

MUT 2641/4643: Jazz Improvisation I and II: AY 2013-2014 (and future AYs with odd falls)

MUH 3801 Jazz History/MUH 5815 Jazz History: The Innovators: Every spring starting with Spring 2013.

## **OTHER VOCAL COURSES**

Diction I offered every odd fall; Diction II every even spring, Diction III every even fall, Diction IV every odd spring. Vocal Pedagogy offered every even spring.

# *Curriculum*

The Florida International University Board of Trustees requires that all music students complete at least 128 credit hours to attain a Bachelor of Music degree (B.M.) or a Bachelor of Science in Music Education (B.S.) and at least 120 credit hours to attain the Bachelor of Arts degree with a major in music (B.A.). The catalog in effect the year you enter FIU is your record of graduation requirements; if the curriculum changes subsequently, you may elect to follow the curriculum in effect when you graduate.

## ***Common requirements in music***

In addition to working toward completion of the University Core Curriculum (UCC), which is described on p. 28 of this publication, Music Majors during the first two years must also fulfill the majority of their Common Requirements in Music (p. 29). The Common Requirements that are normally completed in the first two years include four semesters of music theory; four semesters of sight singing (which includes ear-training); four semesters each class piano; four semesters of private lessons on your instrument or voice each semester; and one or two ensembles each semester. The Common Requirements, in conjunction with your academic Core Curriculum, makes up the Lower Division or approximately 60 credits of the music major. After completing these credits you will audition for Upper Division and finish your degree (consult pp. 30ff. for Area Requirements). B.A. students have fewer common requirements than B.M. students (see the curriculum for that degree).

## ***Registering for applied lessons***

In order to register for private lessons (applied music), you will need permission. Please request this from your Area Coordinator in August during the week prior to the beginning of classes.

## **Applied lesson/ensemble co-requisite:**

All students registered for applied lessons must be in at least one ensemble for every semester in which they are registered for lessons. For orchestral string players (violin, viola, cello, double bass), the ensemble must be orchestra. For wind, brass, and percussion players (WBP), the ensemble must be wind ensemble, orchestra, or symphonic band, as determined by the Area Coordinator of the WBP area, in consultation with the Orchestra Director. Other areas: consult your area coordinator and the curriculum listing for your track. Ensemble and seating auditions take place the week or weekend before classes begin.

## **Three types of applied lessons**

There are three types of Applied Lessons:

1. Major Applied Lessons (for Performance majors on their major instrument)
2. Principals (for Music majors other than Performance majors and for

Music Minors, who audition successfully for lessons)

3. Secondary (Non-music majors and music majors studying a secondary instrument)<sup>3</sup>

It is important to register for the correct type of lesson.

**Number of credits for applied lessons:**

Registering for the correct number of lesson credits is crucial:

- If you are taking Lower-Division Major Applied Lessons, register for 2 credits.
- If you are taking Upper-Division Major Applied Lessons, register for 3 credits.
- If you are taking Principal Applied Lessons, register for 2 credits.

**\*\*\*MUSIC STUDENTS SHOULD NEVER REGISTER  
FOR ONE CREDIT OF LESSONS\*\*\***

## ***COURSE NUMBERING LEVELS FOR APPLIED LESSONS, CHAMBER MUSIC, AND ENSEMBLES***

Most applied courses (e.g., lessons, chamber music, ensembles) are available at several levels. For example, Orchestra appears in the Catalogue as MUN 1210, MUN 4213, and 5215. Chamber Music appears as MUN 1460, MUN 3463, and MUN 5465. Major Applied Violin appears as MVS 1411, MVS 2421, MVS 3431, MVS 4441, and MVS 5451. Here are guidelines you and your instructor follow in choosing the appropriate course:

- Courses numbers 1xxx and 2xxx are for Lower-Division students. If a course is available in both a 1xxx and a 2xxx version, then sign up for the 1xxx course during your first year of Lower Division (normally, your freshman year) and for the 2xxx course your second year of Lower Division (normally, your sophomore year).
- Some courses have only one Lower-Division number. In that case, you register for that level every semester that you are a Lower-Division student. Thus, if you play in the Orchestra, sign up for MUN 1210 during both the freshman and sophomore years.
- Course numbers 3xxx and 4xxx are for Upper-Division students. If a course is available in both a 3xxx and a 4xxx version, then sign up for the 3xxx course during your first year of Upper Division (normally, your junior year) and for the 4xxx course your second year of Upper Division (normally, your senior year).
- Some courses have only one Upper-Division number. In that case, you register for that level

---

<sup>3</sup>. Requests for secondary applied lessons cannot be guaranteed.

every semester that you are an Upper-Division student. Thus, if you play in a Chamber Music group, sign up for MUN 3463 during all semesters falling in your junior and senior years.

- Courses numbers 5xxx and 6xxx are for Master's students.

### *Juries*

All students enrolled in Applied Lessons will be expected to perform in a jury at the end of each semester. The jury consists of performing scales, studies, sight reading, and repertoire for a committee of three or more faculty members. (Specific requirements for each area are available from the respective advisor). The jury grade represents 25% of the semester grade. Absence from the jury will result in a grade reduction of two letters in Applied Music (i.e., an "A" becomes a "C").

**Note: The minimum passing grade on a jury is a "B"**

### *Lower division theory*

All of you should have taken a music theory placement test that determines at which level of theory you will begin. You will need permission (obtained by having Joel Galand or Gerry Suarez enter your Panther Id into a Permissions Database) to register for Theory I/Sight Singing I. You will receive permission once you pass the FIU Fundamentals Test, or furnish evidence of having earned a 3 or better on the AP Music Theory Exam, or show that you earned a C or better in MUT 1001 (Fundamentals). If you place into courses higher than Theory I/Sight Singing I, you will also need permission.

Once you have been advised as to where to begin the theory sequence, you must complete the courses in the prescribed order. Students may not advance in the sequence unless they satisfactorily complete the necessary prerequisite course with a grade of "C" or higher. The sight singing courses are labs that begin and continue in tandem with the regular music theory classes: Sight Singing I should be taken the same semester as Theory I, Sight Singing II the same semester as Theory II, and so on. Students may not advance in the sight singing sequence until they have achieved a "C" or higher in both the current sight singing course and the corresponding theory course. The diagnostic placement tests are for incoming students only. They are not used to help a student test out of a course for which they have already received a failing grade of "D" or lower at FIU in a previous semester. Nor are they used to skip portions of a sequence already in progress.

### *Admittance into junior/senior level theory*

Students must satisfactorily complete all 4 semesters of Freshman/Sophomore Theory and Sight Singing with a grade of C or higher before enrolling in Counterpoint, Form and Analysis, or Orchestration. Transfer students are required to pass theory and ear-training diagnostic exams before enrolling in any of the Junior/Senior level theory or history courses. In some cases, remedial work may be required in one or more of these areas.

### *Piano proficiency test*

All students are required to pass a piano proficiency after taking four semesters of the Class Piano sequence. The proficiency test is given as a final exam in Class Piano IV. If you have any questions, please

contact Dr. José Lopez at [lopezjr@fiu.edu](mailto:lopezjr@fiu.edu) or 305-348-3697.

### ***Membership in ensembles***

Music students must hold membership in one or two ensembles\* every semester while enrolled in Applied Lessons. See Area Advisor for area ensemble and chamber music requirements. Students should familiarize themselves with the grading and attendance policies of the individual ensembles. Students with School of Music scholarships will be required to participate in additional ensembles as determined by the faculty. Vocal students should consult the Vocal Student Handbook, which is distributed by the Voice Department.

**\*Note that different areas have different ensemble requirements. Check the curriculum in your area.**

### ***Absent/tardiness policy — applied lessons & ensembles***

Absences must be approved by the instructor. **Tardiness is unacceptable.**

### ***Recital attendance***

All MUSIC MAJORS enrolled in Applied Music Lessons are required to enroll in Recital Attendance (MUS 1010 or MUS 3040). It is a "0" credit class with a P/F grade option. MUSIC MINORS are not required to enroll in Recital Attendance. The professor of the course will provide you with all course requirements. You will meet with the professor at least four (4) throughout the semester to successfully pass the course.

**Recital Attendance Class is required during *each semester in which you enroll in private lessons*. For most music majors, this means enrolling in Recital Attendance Class eight times. *In order to pass the Recital Attendance Class, you must attend all the forums in your area, all Departmental Recitals, and FIU School of Music events (chosen from among concerts, recitals, and Master classes) in which the student is not a participant.***

### ***Forums***

Forums provide the opportunity for all applied students to perform for their area faculty and peers, to develop their skills, and receive constructive evaluation. Those students who achieve a high level of accomplishment will be chosen for performance at the School of Music departmental recitals. Please note that the Composition and Jazz areas have their own forums, which are required for their respective majors. A schedule of forum dates will be distributed to all students at the beginning of each semester; your applied lesson or composition instructor will have the schedule. All undergraduate students are required to attend forums, and graduate students are strongly advised to also attend.

### ***Departmental recital***

All students are required to attend the Departmental Recitals, which take place several times a semester, usually on scheduled Thursdays at 3:30 P.M. Check the Forum Schedule for the exact dates. We consider this an important part of your music education and an extension of your applied lessons. Therefore, in as much as there are only a few per semester, students must attend these as part of their recital attendance grade.

### ***Collegium musicum***

The Florida International University School of Music Collegium Musicum is an ensemble that provides a forum for FIU students and members of the FIU community to study and publicly perform solo and ensemble music composed prior to 1800 and dances from before 1900. Some of the collegium's instruments include a Carl Fudge transposing Flemish double harpsichord, made possible in part through a generous grant from the Lady Suzanna P. Tweed and Carleton Tweed Charitable Foundation, an archlute, a sackbut, crumhorns, and a complete set of bows for baroque orchestra built by the English maker David Van Edwards. Collegium members learn to apply historically aware performance practice to the vocal and instrumental music of pre-Romantic eras through the acquisition of a working practical knowledge of musical and performance style characteristics of earlier repertoires. In addition, students may also have the opportunity to learn to dance some of the popular dances of these eras. For more information, to become a member, to participate in the Collegium on any level, or to be notified of future Collegium events, please contact Dr. Dolata at [dolatad@fiu.edu](mailto:dolatad@fiu.edu) or 305-348-2076.

*FIU*  
*SCHOOL OF MUSIC*  
*DEGREE PROGRAMS*

This section of the handbook details degree programs per area. However, for the most up to date information on your program, please visit:

[www.catalog.fiu.edu](http://www.catalog.fiu.edu)

Each undergraduate music degree curriculum is comprised of two parts:

1) Common Requirements that every FIU music major must complete, further divided into two sections:

a) [University Core Curriculum](#) (UCC) required of all FIU students

b) [Music Core Curriculum](#) required of all FIU music majors

2) Area Requirements unique to each track

Most School of Music undergraduate tracks require 128 total credits,<sup>4</sup> arranged in the following fashion:

Common Requirements		
University Core Curriculum	33 cr.	}
Music Core Curriculum	49 cr.	
Area Requirements		82 cr.
		46 cr.
	<b>Total</b>	128 cr.

On the following pages you will find listed the Common Requirements, the University Core Curriculum, and the Area Requirements for each major. This material can also be found online at: <http://catalog.fiu.edu>.

**Checkboxes are provided for your convenience to help you keep track of your progress; your online Panther Degree Audit provides even greater detail and documents the semester that each requirement was satisfied.**

<sup>4</sup> The exception is the B.A. in Music, which has 120 credits.

## University Core Curriculum

First Year Experience (SLS 1501)	1	<input type="checkbox"/>
English Composition (ENC 1101–1102)	6	<input type="checkbox"/>
Humanities with Writing*	6	<input type="checkbox"/>
Mathematics	6	<input type="checkbox"/>
Social Science*	6	<input type="checkbox"/>
Natural Science*	8	<input type="checkbox"/>
Arts Requirement (waived for music majors)		
	Total	33

See FIU Undergraduate Catalog for further details.

### Other requirements:

Students must complete two years of a foreign language in high school, satisfy the UCC requirements (including Gordon Rule and Global Learning), take a minimum of 9 summer credits, and complete a minimum of 128 total credits (transfer and FIU credits) before graduation for the B.M. and 120 credits for the B.A. A minimum of 48 upper-division credits is required for the B.M. and 40 for the B.A.

**Three of the UCC credits must satisfy the lower-division Global Learning Requirement. For more information about this and other FIU-wide requirements, consult the Undergraduate Catalog or an undergraduate advisor.**

**Transfer students with an AA degree are generally exempt from the UCC requirements, but, in order to satisfy the Global Learning Requirement, transfer music students must take IDS 3336 Artistic Expression in a Global Society in addition to MUH 3052 Music of the World (which is required of all music majors).**

\*Denotes Gordon Rule classes that have a writing requirement. These classes should be completed in the first two years. Music majors usually find that the general curriculum takes longer to complete because of the required music classes. Transfer students can satisfy these requirements with an A.A. degree. A "C" grade or better is required in all Gordon Rule classes.

<b>Common Requirements for All Degrees:</b>	Credits	
University Core Curriculum <sup>5</sup>	33	<input type="checkbox"/>
<b>Music Theory</b>		
MUT 1111 Music Theory I	3	<input type="checkbox"/>
MUT 1112 Music Theory II	3	<input type="checkbox"/>
MUT 2116 Music Theory III	3	<input type="checkbox"/>
MUT 2117 Music Theory IV	3	<input type="checkbox"/>
<b>Sight Singing</b>		
MUT 1221 Sight Singing I	1	<input type="checkbox"/>
MUT 1222 Sight Singing II	1	<input type="checkbox"/>
MUT 2226 Sight Singing III	1	<input type="checkbox"/>
MUT 2227 Sight Singing IV	1	<input type="checkbox"/>
<b>Music History</b>		
MUH 3211 Music History Survey I	3	<input type="checkbox"/>
MUH 3212 Music History Survey II	3	<input type="checkbox"/>
MUH 3213 Music History Survey III	3	<input type="checkbox"/>
MUH 3214 Music History Survey IV <sup>6</sup>	3	<input type="checkbox"/>
<b>Ethnomusicology</b>		
MUH 3514 Music of the World	3	<input type="checkbox"/>

<sup>5</sup> The 3-credit UCC Arts Requirement is waived for music majors, reducing their UCC credits from 36 to 33.

<sup>6</sup> Students in the Jazz Performance track replace MUH 3214 (Music History Survey IV) with a jazz history course.

<sup>7</sup> Students in the Jazz Performance track take Class Jazz Piano MVJ 3135 and 3136 instead of MVK 2121 and 2122. Jazz piano majors take four credits (two semesters) of Classical Principal Applied Piano instead of Class

<b>Class Piano<sup>7</sup></b>		
MVK 1111 Class Piano I	1	<input type="checkbox"/>
MVK 1112 Class Piano II	1	<input type="checkbox"/>
MVK 2121 Class Piano III	1	<input type="checkbox"/>
MVK 2122 Class Piano IV	1	<input type="checkbox"/>
<b>Applied Lessons<sup>8</sup></b>		
Applied Lessons	8	<input type="checkbox"/>
<b>Music Technology</b>		
MUC 1342 MIDI Technology	2	<input type="checkbox"/>
<b>Music Business</b>		
MUM 4301 Business of Music	3	<input type="checkbox"/>
<b>Conducting</b>		
MUG 4101 Basic Conducting	1	<input type="checkbox"/>
<b>Recital Attendance</b>		
MUS 1010 Recital Attendance is required each semester enrolled in applied lessons at the freshman/sophomore level.	0	<input type="checkbox"/>
MUS 3040 Recital Attendance is required each semester enrolled in applied lessons at the junior/senior level.	0	<input type="checkbox"/>
<b>Total</b>		<b>82</b>

Piano.

<sup>8</sup> Total number of credits for applied lessons will vary according to program. For example: Music education students require 7 semesters. BA students require only 4 semesters of applied lessons.

following are credits required for specific degrees, *in addition* to the common credits required of *all* degrees, listed above:

**BM in Instrumental Performance (128 credit hours)**

<b>Theory</b>		
MUT 3611 Form and Analysis	3	<input type="checkbox"/>
<b>Ensembles</b>		
One major ensemble every semester enrolled in lessons <sup>9</sup>	8	<input type="checkbox"/>
<b>Major Applied Lessons</b>		
Four semesters, 3 credits each semester	12	<input type="checkbox"/>
<b>Conducting</b>		
MUG 4302 Instrumental Conducting	1	<input type="checkbox"/>
<b>Literature</b>		
MUL xxxx Music Literature <sup>10</sup>	3	<input type="checkbox"/>
<b>Recitals</b>		
Junior Recital	1	<input type="checkbox"/>
Senior Recital	1	<input type="checkbox"/>
<b>Electives</b>		
Academic Music Electives <sup>11</sup>	6	<input type="checkbox"/>
Ensemble Electives <sup>12</sup>	6	<input type="checkbox"/>
Music Electives	5	<input type="checkbox"/>
<b>Total</b>	<b>46</b>	

<sup>9</sup> To be assigned by the Area Coordinator for the instrument. Orchestra string players (Vn, Va, Vc, Db) must choose orchestra. Wind, brass, percussion players are assigned either Orchestra, Wind Ensemble, or Symphonic Band.

<sup>10</sup> String players take MUL 4500 Symphonic Literature. Guitarists take MUL 4430 Guitar Literature. Wind, brass, and percussion players take MUL 4500 Symphonic Literature AND MUL 3551 Wind Literature, applying the latter towards their Music Electives.

<sup>11</sup> To be chosen in consultation with Advisor from upper-division Theory and History courses (e.g., Counterpoint, Orchestration, Jazz Theory, or graduate courses with permission of the instructor).

<sup>12</sup> To be assigned by area coordinator. Wind, brass, percussion majors must play in orchestra for at least 7 semesters (i.e., for 7 out of their total of 14 ensemble credits) unless excused by the Orchestral Director.

## B.M. in Vocal Performance

N.B. In addition to the University Core Curriculum requirements, the common requirements for all music degrees, and the required courses for the Vocal Performance track listed on the next page, all voice majors must satisfy the following foreign language requirement:

Students must demonstrate competency at the level of the first semester of an intensive college language sequence or beyond in two of the following languages: French, German, and Italian. Each of these two requirements may be met by

(a) successfully completing with a grade of 'C' or better (C- does not count): the first semester or higher of a foreign language sequence at FIU from the list of accepted languages.

(b) completing the equivalent at another college

or

(c) presenting acceptable scores in the Advanced Placement Exam, the SAT II, the CLEP exam, or other approved instruments. Recommended equivalencies are available at <http://undergrad.fiu.edu/transfer/transfer-credits.html>

Elective credits may be used towards this requirement.

<b>Theory</b>		
MUT 3611 Form and Analysis	3	<input type="checkbox"/>
<b>Ensembles (assigned by Director of Choral Studies)</b>		
For each semester of lower-division applied voice, 1 cr. of MUN 1310 or MUN 1340	4	<input type="checkbox"/>
For each semester of upper-division applied voice, 1 cr. of MUN 3313 or MUN 3343	4	<input type="checkbox"/>
<b>Major Applied Lessons</b>		
Four semesters, 3 credits each semester	12	<input type="checkbox"/>
<b>Conducting</b>		
MUG 4202 Choral Conducting	1	<input type="checkbox"/>
<b>Recitals</b>		
MVV 3970 Junior Recital	1	<input type="checkbox"/>
MVV 4971 Senior Recital	1	<input type="checkbox"/>

<b>Diction For Singers</b>		
MUS 2211 English Diction	1	<input type="checkbox"/>
MUS 2211 French Diction	1	<input type="checkbox"/>
MUS 2231 German Diction	1	<input type="checkbox"/>
MUS 2241 Italian Diction	1	<input type="checkbox"/>
<b>Vocal Pedagogy</b>		
MVV 3630 Vocal Pedagogy	2	<input type="checkbox"/>
<b>Opera Workshop</b>		
MUO 4502 Opera Workshop, 1 cr. per semester of upper-division Applied Voice	4	<input type="checkbox"/>
<b>Literature</b>		
MUL 3600 Art Song Literature	3	<input type="checkbox"/>
<b>Electives</b> (chosen in consultation with area advisor)		
Music Electives	7	<input type="checkbox"/>
<b>Total</b>	<b>46</b>	

## BM in Music Composition (128 credit hours)

<b>Theory</b>				<b>Composition</b>			
MUT 3401 Counterpoint	3	<input type="checkbox"/>		MUC 2221 Composition I	2	<input type="checkbox"/>	
MUT 3611 Form and Analysis	3	<input type="checkbox"/>		MUC 2222 Composition II	2	<input type="checkbox"/>	
MUT 4311 Orchestration	3	<input type="checkbox"/>		MUC 3231 Composition III	2	<input type="checkbox"/>	
<b>Ensembles</b>				MUC 3232 Composition IV	2	<input type="checkbox"/>	
Lower division: 4 credits (1 per semester) freshman and sophomore years to be selected by principal instrument/voice area coordinator	4	<input type="checkbox"/>		MUC 4241 Composition V	2	<input type="checkbox"/>	
Upper Division: 4 credits junior and senior years, comprising 2 semesters of New Music Ensemble and two others to be selected by principal instrument/voice area coordinator	4	<input type="checkbox"/>		MUC 4932 Composition Forum – 4 semesters	4	<input type="checkbox"/>	
<b>Conducting</b>		1		<b>Electronic Music</b>			
MUG 4202 Choral Conducting (1) or		<input type="checkbox"/>		MUC 2301 Electronic Music Lab I	2	<input type="checkbox"/>	
MUG 4302 Instrumental Conducting (1)		<input type="checkbox"/>		MUC 3302 Electronic Music Lab II	2	<input type="checkbox"/>	
<b>Principal Applied Lessons</b>				<b>Recitals<sup>13</sup></b>			
Two semesters, 2 credits each semester	4	<input type="checkbox"/>		MUS 4910 Research (Composition Recital)	1	<input type="checkbox"/>	
				Senior Recital	1	<input type="checkbox"/>	
				<b>Electives</b>			
				Music Electives	4	<input type="checkbox"/>	
				<b>Total</b>		<b>46</b>	

<sup>13</sup> Composition students must present a 45-minute recital of their works and a 30-minute performance recital. A final oral exam administered after the composition recital must also be successfully completed. Composition

students must earn a “B” or better in all theory, composition, and electronic music courses

## BM in Jazz Performance (128 credit hours)

### Theory

MUT 3170C Jazz Theory I	3	<input type="checkbox"/>
MUT 3171C Jazz Theory II	3	<input type="checkbox"/>
MUT 4353 Jazz Arranging	2	<input type="checkbox"/>
MUT 2641 Jazz Improvisation I	2	<input type="checkbox"/>
MUT 2642 Jazz Improvisation II	2	<input type="checkbox"/>

### Ensembles

Two credits each semester (to be determined by the Jazz Area Coordinator)	16	<input type="checkbox"/>
---	----	--------------------------

### Major Applied Lessons

Four semesters major jazz applied lessons	12	<input type="checkbox"/>
---	----	--------------------------

### Recitals:

MVJ 3970 Junior Jazz Recital	1	<input type="checkbox"/>
MVJ 4971 Senior Jazz Applied Recital	1	<input type="checkbox"/>

### Music Electives

Music Electives	4	<input type="checkbox"/>
-----------------	---	--------------------------

**Total 46**

## BM in Piano Performance (128 credit hours)

<b>Theory</b>		
MUT 3611 Form and Analysis	3	<input type="checkbox"/>
<b>Literature</b>		
MUL 4400 Keyboard Literature I	3	<input type="checkbox"/>
MUL 4401 Keyboard Literature II	3	<input type="checkbox"/>
<b>Ensembles</b>		
Major ensemble (2 semesters) assigned by keyboard area director	2	<input type="checkbox"/>
Ensembles assigned by keyboard area director	6	<input type="checkbox"/>
MUN 2510 Accompanying (4 semesters)	4	<input type="checkbox"/>
MUN 4513 Accompanying (4 semesters)	4	<input type="checkbox"/>
<b>Major Applied Lessons</b>		
Four semesters, 3 credits each semester	12	<input type="checkbox"/>
<b>Pedagogy</b>		
MVK 4640 Keyboard Pedagogy	2	<input type="checkbox"/>
<b>Recitals</b>		
MVK 3970 Junior Recital	1	<input type="checkbox"/>
MVK 4971 Senior Recital	1	<input type="checkbox"/>
<b>Electives</b>		
Academic Music Electives <sup>14</sup>	3	<input type="checkbox"/>
Music Electives	2	<input type="checkbox"/>
<b>Total</b>		<b>46</b>

<sup>14</sup> To be chosen in consultation with Advisor from upper-division MUH and MUT courses (e.g., Counterpoint, Orchestration, Jazz Theory, or graduate courses with permission of the instructor).

## BM in Organ Performance (128 credit hours)

<b>Theory</b>		
MUT 3611 Form and Analysis	3	<input type="checkbox"/>
<b>History</b>		
MUL 4490 Organ Literature	3	<input type="checkbox"/>
<b>Ensembles</b>		
Major ensembles (6 semesters) assigned by keyboard area director	6	<input type="checkbox"/>
MUN 2510 Accompanying (4 semesters)	4	<input type="checkbox"/>
MUN 4513 Accompanying (4 semesters)	4	<input type="checkbox"/>
MUN 3463 Chamber Music (2 semesters)	2	<input type="checkbox"/>
<b>Major Applied Lessons</b>		
Four semesters, 3 credits each semester	12	<input type="checkbox"/>
<b>Pedagogy</b>		
MVK 4640 Keyboard Pedagogy	2	<input type="checkbox"/>
<b>Recitals</b>		
MVK 3970 Junior Recital	1	<input type="checkbox"/>
MVK 4971 Senior Recital	1	<input type="checkbox"/>
<b>Electives</b>		
Academic Music Electives <sup>15</sup>	3	<input type="checkbox"/>
Music Electives	5	<input type="checkbox"/>
<b>Total</b>	<b>46</b>	

<sup>15</sup> To be chosen in consultation with Advisor from upper-division MUH and MUT courses (e.g., Counterpoint, Orchestration, Jazz Theory, or graduate courses with permission of the instructor).

## BM in Music Technology (128 credit hours)

<b>Music Technology</b>	
MUC 2301 Electronic Music Lab I	2 <input type="checkbox"/>
MUC 3302 Electronic Music Lab II	2 <input type="checkbox"/>
MUC 3400 Electronic Music Lab III	2 <input type="checkbox"/>
MUC 4400 Electronic Music Lab IV	2 <input type="checkbox"/>
MUS 4910 Senior Research Project	4 <input type="checkbox"/>
MUM 4940 Senior Internship	9 <input type="checkbox"/>
<b>Ensembles</b>	
Major ensemble for four semesters	4 <input type="checkbox"/>
Upper division ensemble for two semesters to be determined by area coordinator of the student's applied area	2 <input type="checkbox"/>
<b>Principal Applied Lessons</b>	
Two semesters, 2 credits each semester	4 <input type="checkbox"/>
<b>Physics of Music</b>	
PHY 3465 Physics of Music	3 <input type="checkbox"/>
OR	
MUS 4624 Acoustics of Music	
<b>Computer Science</b>	
CS Electives selected in consultation with Advisor	6 <input type="checkbox"/>
<b>Electives</b>	
Music Electives	6 <input type="checkbox"/>
<b>Total 46</b>	

Music majors in the Music Technology Program must have regular and frequent access to a computer outside of campus facilities. Purchase of a laptop in particular is required. For advice or suggestions on models to consider, please contact the program area coordinator.

## BM in Music Business (128 credit hours)

<b>Music Business</b>	
MUM 3743C Artist Management	3 <input type="checkbox"/>
MUM 3744C Career Development for Artists	3 <input type="checkbox"/>
MUM 3XXX Concert Promoter & Venue Mgmt.	3 <input type="checkbox"/>
MUM 3XXX Music Production	3 <input type="checkbox"/>
MUM 3XXX Music Concert Industries	3 <input type="checkbox"/>
MUM 4302 Music Business II	3 <input type="checkbox"/>
MUM 4724C Concert Touring	3 <input type="checkbox"/>
MUM 4803 Grant Writing for the Arts	3 <input type="checkbox"/>
MUM 4814C Leadership in the Arts	3 <input type="checkbox"/>
MUM 4XXX Music Administration History & Analysis	3 <input type="checkbox"/>
MUM 4940 Music Internship	9 <input type="checkbox"/>
<b>Ensembles</b>	
Major ensemble for four semesters	4 <input type="checkbox"/>
Upper division ensemble for two semesters to be determined by area coordinator of the student's applied area	2 <input type="checkbox"/>
<b>Principal Applied Lessons</b>	
Two semesters, 2 credits each semester	4 <input type="checkbox"/>
<b>Total 46</b>	

## BA in Music (120 credit hours)

**University Core Curriculum (33), Music Theory (12), Sight Singing (4), Ethnomusicology (3), History (12), and Class Piano(4) same as for Bachelor of Music, except that B.A. student may substitute a jazz theory course for MUT 2117 Theory IV and may substitute any upper-division MUH or MUL course for History IV.**

<b>Principal Applied Lessons</b> (4 semesters @ 2 credits each)	8	<input type="checkbox"/>
<b>Ensembles</b> (to be determined by area coordinator for the student's performance area; one for each semester enrolled in lessons)	4	<input type="checkbox"/>
<b>MUH 3912C Basic Music Research and Bibliography</b> (With approval of advisor, may substitute another course as preparation for the Senior Project)	2	<input type="checkbox"/>
<b>Senior Research or project</b> (Students register for MUS 3905, 4910, MUS 4940, or other course designated by Senior Advisor)	3	<input type="checkbox"/>
<b>Restricted Electives</b> <sup>16</sup>	12	<input type="checkbox"/>
<b>Free Electives</b> (May include foreign language study necessary for completion of research) <sup>17</sup>	23	<input type="checkbox"/>
<b>Total</b>	<b>38</b>	

### Entrance Requirements

- 1) Successful instrumental or vocal audition.
- 2) Students must pass the Fundamentals Course with a minimum grade of C or be placed into Theory I prior to taking any academic music courses.
- 3) Transfers with junior status or upper-division FIU music majors who wish to switch from the B.M. to the B.A. should submit a brief statement in which they identify an area they would like to pursue in their Senior Research or Project. This statement should be signed by a faculty member who is willing to advise the student on this project. Students wishing to switch from the B.M. to the B.A. must do so by the end of the first semester of junior year.

<sup>16</sup> Courses chosen in consultation with advisor. These electives should support the student's Senior Project or form a coherent program of study, such as a minor.

<sup>17</sup> Elective need not be music courses.

**Exit Requirements**

Successful completion of Senior Research or Project or Internship. By the end of the semester preceding graduation, the student must choose an advisor and one other committee member and submit to them a Senior Research Proposal. At least one member of the committee must be a School of Music faculty member. Normally, the advisor is a School of Music faculty member, but exceptions may be granted by permission of the Assistant Chair (currently Joel Galand). The proposal should describe the project in 2–3 pages. Include a tentative outline of the project, a discussion of the methodologies to be used, a bibliography of primary and secondary sources (if applicable), and a list of “cognate area” courses taken or to be taken in support of the project. Attach the proposal to the Proposal for Senior Research Project Form (on p. 50 of this Handbook). This form requires the signatures of the two committee members.

## B.M. IN MUSIC EDUCATION (128 CREDIT HOURS)

(Students must choose a Choral or Instrumental Concentration based on primary study area)

**N.B.** All music education majors must take and pass the General Knowledge Test three semesters previous to interning. Music education majors must also take and pass the Subject Area Competency exam and the Professional Knowledge exam one semester before interning.

Choral Music Emphasis <sup>18</sup> (6)			
MUG 4301	Choral Conducting	1	<input type="checkbox"/>
MVV 3630	Vocal Pedagogy <sup>19</sup>	2	<input type="checkbox"/>
MVV 3xxx	Vocal Techniques	1	<input type="checkbox"/>
MVV 3xxx	Choral Methods	1	<input type="checkbox"/>
MVS 1116	Guitar Skills <sup>20</sup>	1	<input type="checkbox"/>
OR			
Instrumental Music Emphasis (6)			
MUG 4201	Instrumental Conducting	1	<input type="checkbox"/>
MUE 2240	String Techniques	1	<input type="checkbox"/>
MUE 2450	Woodwind Techniques	1	<input type="checkbox"/>
MUE 2460	Brass Techniques	1	<input type="checkbox"/>
MUE 2470	Percussion Techniques	1	<input type="checkbox"/>
MVV 3xxx	Vocal Techniques	1	<input type="checkbox"/>
AND			
Both choral and instrumental education tracks (40)			
	Principal Applied Upper Division Lessons	6	<input type="checkbox"/>
Music Education majors are required to enroll in 2 credits of applied lessons each semester NOT student teaching.			
	Ensembles to be determined by coordinator for student's performance area	7	<input type="checkbox"/>
Music Education majors are required to enroll in 1 ensemble each semester not student teaching.			
	Senior Recital	1	<input type="checkbox"/>
RED 4325	Subject Area Reading	3	<input type="checkbox"/>
TSL 4324	ESOL Methods K–12	3	<input type="checkbox"/>
MUE 2xxx	Intro to Music Ed	2	<input type="checkbox"/>
MUE 3340	Elementary Music Methods	3	<input type="checkbox"/>
MUE 4094	Secondary Music Methods	3	<input type="checkbox"/>
MUE 3395	Music in Special Education	3	<input type="checkbox"/>
MUE 4940	Student Teaching <sup>21</sup>	9	<input type="checkbox"/>
<b>TOTAL</b>		<b>46</b>	

<sup>18</sup> Piano and Guitar principals are strongly encouraged to enroll in the Choral Education track.

<sup>19</sup> Non-voice principals (e.g., piano, guitar) may substitute 2 credits additional vocal study (voice class, etc.).

<sup>20</sup> Guitar principals substitute additional Instrumental Techniques course in lieu of Guitar Skills.

<sup>21</sup> Students needing 12 credits for the purposes of maintaining full-time status while student teaching should enroll in **MUE 4094 Middle & Secondary School Vocal & Instrumental (3)**.

## Minor in Music

Students majoring in any other discipline may minor in music by successfully completing the following curriculum with a grade of “C” or better in each course. Half the credits taken for the Music Minor must be taken at FIU.

### Required Courses

Music Theory chosen from:	6
MUT 1101 Fundamentals of Music	
MUT 1111 Theory I	
MUT 1112 Theory II	
MUT 2116 Theory III	
MUT 2117 Theory IV	
Music Appreciation	3
Music History chosen from: MUH 3211 –MUH 3214 (Music History Survey I-IV)	3
Music Electives	12
<b>Total</b>	<b>24</b>

Students must take a Music Fundamentals Test in order to determine the appropriate initial theory class; unless they choose to begin with MUT 1001, for which no test or prerequisite is required. Students must pass an audition at the level of music principal to qualify for the minor in music, whether or not they intend to register for applied lessons or ensembles. It is assumed that students auditioning for applied lessons will have taken private lessons for several years. Music minors registered for applied lessons must register for at least one ensemble every semester they are registered for applied lessons. Admission to applied lessons and participation in ensembles is at the direction of the area advisor

## Certificate in Music Business

Students majoring in Music (B.M. or B.A, except Music Business) or any other discipline may receive a Certificate in Music Business by successfully filling out an application and seeing the Music Advisor and completing the following curriculum with a grade of "C" or better in each course. At least six (6) of the credits for the Certificate in Music Business must be taken at FIU.

### Required Courses:

MUM 3744C Career Development for Artists	3
MUM 4301 Music Business I	3
MUM 4814C Leadership in the Arts	3
MUL 4427 Music Administration History & Analysis	3
MUM 4803 Grant Writing for the Arts	3
and	
MUM 3XXX Music Concert Industries or MUM 4302 Music Business II or MUM 3743C Artist Management	3

**Total credits** 18

### Minor in Music Composition

A minor in Music Composition is available for students receiving the BM degree in areas of studies other than composition (e.g. jazz studies, applied, music education). In order to receive credit for a minor in composition students must successfully complete the following:

#### Required Courses

##### Music Theory

MUT 3611	Form and Analysis	3
MUT 4311	Orchestration	3
MUT 3401	Counterpoint	3

##### Composition

##### (beyond Basic Music Composition)

MUC 2221	Composition I	2
MUC 2222	Composition II	2

##### Electronic Music

MUC 2301	Electronic Music I	2
MUC 3302	Electronic Music II	2

##### Composition Forum

MUC 4932	Composition Forum (2 semesters)	2
----------	---------------------------------	---

##### Ensemble

MUN 2490	New Music Ensemble (1 semester)	1
----------	---------------------------------	---

**Total 20**

### Minor in Sacred Music

A minor in Sacred Music is available for students receiving the BM degree or the BA in Music degree and is designed to allow music majors to further develop the skills and expertise needed to work successfully in the area of sacred music.

#### REQUIRED COURSES:

MUG 4202	Choral Conducting	1
MUM 4940	Music Internship	3
	Applied Elective	2
	<i>(organ, piano, guitar, or voice lessons with a focus on sacred music)</i>	

**Music History and Literature** 3

Chosen from the following:

MUL 4643	Choral Literature
MUL 4490	Survey of Organ Literature
MUH 4680	Special Topics in Music History*

\*This course is offered on a variety of topics, to fulfill the requirements for the minor, students must

*enroll in the section titled: Origins of Sacred Polyphony*

Religious studies 3

Chosen from the following:

REL 3398 Rhythms of the Sacred

REL 3308 Studies in World Religion

**Total credits** 12

## MINOR IN MUSIC (24 CREDIT HOURS)

Students majoring in any other discipline may minor in music by

- 1) Submitting a Minor in Music applications form (available in the Music Office, PAC142).
- 2) Passing an audition on voice or instrument of student's choosing. Even students not planning to take lessons or perform in an ensemble should demonstrate some practical musical ability.
- 2) Successfully completing the following curriculum with a grade of "C" or better in each course. Half the classes taken for the Music Minor must be taken at FIU.

Two courses elected from Fundamentals (MUT 1001) and Music Theory I–IV <sup>22</sup>	6	<input type="checkbox"/>
Music Appreciation	3	<input type="checkbox"/>
Selected from Music History Survey I–IV <sup>23</sup>	2	<input type="checkbox"/>
Music Electives	13	<input type="checkbox"/>
<b>Total</b>	<b>24</b>	

In order to qualify for lessons, Music Minors must pass an audition. It is assumed that students auditioning for applied lessons will have taken already private lessons for several years. Music minors registered for applied lessons must register for at least one ensemble every semester they are registered for applied lessons. Admission to applied lessons and participation in ensembles is at the discretion of the area coordinator for the student's instrument or voice.

<sup>22</sup> Students must successfully complete MUT 1001 Fundamentals of Music or earn a 3 or better in the AP Music Theory test or pass a placement test in order to register for Music Theory I (MUT 1111).

<sup>23</sup> Music Minors must successfully complete Music Appreciation prior to registering for any course in the Music History Survey sequence.

## APPLIED MUSIC INFORMATION

### RECITAL SCHEDULING PROCEDURES

Applications for Student Recitals can be found [online](#). You cannot be scheduled until you have completed the Application for Student Recital form. It is your responsibility to complete the form and obtain appropriate signatures. These completed forms will allow you to schedule and secure a date in the Recital Hall.

Recitals may conflict with other student recitals but may not conflict with any School of Music concerts listed in the official Concert Calendar. Some dates have already been reserved for possible recital times in order to ensure space availability, please check the School of Music website at [music.fiu.edu/events](http://music.fiu.edu/events).

Below are the procedures to follow in scheduling and preparing for your recital:

1. Register for a recital course.
2. Consult on possible dates with Area Coordinator, applied instructor, and members of recital committee. Be sure to consult any other performers you may need (e.g., accompanists, collaborators in a jazz combo, etc.). All areas require that the student pass a preliminary recital several weeks prior to the recital itself; consult your area coordinator for area-specific policies.
3. Once a date is agreed upon, the Program Area Coordinator books the final recital date with the School of Music Main Office. Program Area Coordinator, Applied Instructor, and Director of Graduate Studies (if applicable) all sign form after date has been chosen and booked.
4. If you require a recording, fill the form out online, and submit by October 15<sup>th</sup> for the Fall Semester and December 15<sup>th</sup> for the Spring Semester. Forms missing any information will NOT be accepted.
5. Prepare program and provide electronic copy to the School of Music main office at [music@fiu.edu](mailto:music@fiu.edu) **two weeks before recital date**. Program templates are available through the School of Music website.
6. The usual venue for student recitals is the Recital Hall (WPAC150). Jazz recitals are often held in the Instrumental Hall (WPAC 157). The concert hall is generally not available for student recitals, except for piano and organ recitals. The Frost Museum is also a possible concert venue, please see next section on concerts at The Frost Museum.
7. No recitals may be booked in any hall at times when there is a concurrent School of Music concert on the calendar. Nor may recitals be performed during Finals week or during Commencement.
8. For any student events (recitals, rehearsal, meetings, etc.) outside of class meetings and established ensembles rehearsals/concerts, the student organizing the event must obtain a faculty member's signature. This faculty member will make sure the student can get in and will lock up afterwards. No matter which hall is being used, the faculty is responsible for the space and its contents. Please note that students found in any of these rooms in violation of this policy could be dismissed from the SOM. FIU Security is aware of this policy when they check the rooms in the evenings and on weekends.

## STUDENT RECITALS AT THE FROST MUSEUM

The Frost Museum is available at no charge for student recitals, but **must** take place during normal operating hours of the museum. After hours will result in fees (for security, staff, etc.) that the student must cover. Please note it is a very active space on campus and gets booked very easily, recital date application deadline submissions (October 15 – Fall Semester & December 15-Spring Semester) also applies to the Frost Museum.

Please note that the museum currently has about 35 chairs that you can use but not stands or sound/other equipment. The chairs are stored in the loading dock area. Students are responsible for moving them and setting them up and then bringing them back and storing them after the recital. Please note that recitals running over into after hours will result in students being charged for the security guards and other staff's time. Please make sure when scheduling to leave enough time to store the chairs and any other equipment after your recital if you are not prepared to pay fees.

Jessica Lettsome [jlettsom@fiu.edu](mailto:jlettsom@fiu.edu) is the contact person at the Frost Museum who can help you schedule your recital and can answer questions regarding the space, etc. Please be sure to mention that you want your recital to be during museum hours unless you are prepared to cover the additional costs.

## RECITAL PROGRAMS

All recital programs (both junior and senior) must include complete information regarding each composition (title, date, name of composer, composer's dates, name of lyricist or librettist if appropriate). For vocal selections, texts should be provided; foreign texts should be presented together with an English translation in facing columns. Students must also provide *original* program notes, consisting in a few paragraphs of historical and analytical background for each composition performed. The program and notes must be pre-approved by your major professor and Area Coordinator. The final program notes will be evaluated by the recital committee, and a "Communication Skills" evaluation will form the basis for part of your recital grade. All concert programs for recitals must also include the wording "in partial fulfillment of the \_\_ degree." Please note that improper programs will not be accepted and can delay graduation. The School of Music will print free of charge up to 25 programs per recital and any programs needed beyond that number will be the responsibility of the student. The School of Music Office will provide printing options on campus as a resource for the student.

**\* Note: Programs must be submitted via email to [music@fiu.edu](mailto:music@fiu.edu) together with a copy of the Student Program Recital Form at least two (2) weeks prior to recital date. Twenty-five (25) copies will be made for the student and will be available for pick-up in the main office one (1) day prior to recital date. Any changes to the program after it has been printed will be the responsibility of the student.**

## FIU Music Technology Center Undergraduate Recital Recording Policy

Your student recital is an important part of your academic career in becoming a professional musician. The School of Music would like to assist you in your recital recording needs. The following are the procedures for the recording of student recitals, audition tapes, competition recordings, etc.

### Recording Fees

Student Recital Recording Fees*:	Junior Recitals	\$50.00
	Senior Recitals	\$75.00
Competition & Audition Recording Fees:		\$50.00/per hour <i>(not including editing and duplicating)</i>

*\*Please note if you do not pass the recital, you will still have to pay the entire fee for each subsequent recital for recording materials and services.*

### Recording Services

The recording of a recital includes the following services: setting up the recording equipment, recording the recital or competition/audition recording, editing the recording, and delivering a CD-quality lossless audio files recording via WeTransfer. If a student would like a CD of the recording, he or she will be required to provide the engineer with the CD. Please note you will receive your recording **no later than** two to three weeks after your recital date.

The Music Technology Center will provide the following equipment: two microphones, two microphone stands, proper cabling, and a portable recorder. There will be no mixers or effects units assigned to the recording of the recitals and other audition/competition tapes.

### Recording Policies

1. Complete and submit a Student Recital Recording Application after you receive confirmation that your student recital date is confirmed
2. Upper-level Music Technology students will be designated as the Student Engineers for Undergraduate Recordings. Students are required to make arrangements with the engineer directly. One can obtain a list of approved recording engineers with contact information from the SOM office or the Coordinator of Music Technology. These students are the ***only authorized engineers*** for these projects.
3. If the recording is an audition or competition tape, it is advisable that the student register their intent no fewer than *two weeks* prior to the scheduled date with both the School of Music main office (to secure the room) and the available engineer. Also, the Coordinator of the Music Technology area must receive a request from the student's advisor to use SOM facilities and equipment to make a non-recital recording.
4. The ***only*** person allowed to handle the equipment is the Student Engineer. That engineer is responsible for the any and all damage to the equipment, and s/he will be held financially responsible should something break.

Although the Music Technology Center has professional equipment, it is *not* a professional recording facility. The student recording projects are provided as a privilege available only to School of Music Students. Under no circumstances are recordings to be made for personal monetary gain. Failure to abide by these rules will result in revocation of recording privileges. Please understand that there are no exceptions to these rules. Thank you for your cooperation.



## APPLICATION FOR STUDENT RECITAL

NAME \_\_\_\_\_

INSTRUMENT \_\_\_\_\_

APPLIED TEACHER \_\_\_\_\_

To qualify for the Student Recital a student must have completed all of their courses and projects. In order to verify those items each of the following personnel must sign-off by initial. See each of the following faculty for signatures. After completing all of the areas, this form should be presented to the Faculty Coordinator, PAC 169 for a recital date.

Applied Music Teacher \_\_\_\_\_

Program Area Coordinator \_\_\_\_\_

Faculty Coordinator \_\_\_\_\_

Jacob Sudol

Date \_\_\_\_\_

Room \_\_\_\_\_

Time \_\_\_\_\_

Recording\*  YES  NO

Junior (\$50/Record)

Senior (\$75/Record)

Graduate (\$100/Record)

Check # \_\_\_\_\_ OR Cash \_\_\_\_\_

Business Office Representative

Date

Date Check/Posted: \_\_\_\_\_

Original form w/all signatures

Program preparation — Main Office (also email program information to [music@fiu.edu](mailto:music@fiu.edu) at least 2 weeks prior to recital date)

Professor responsible for providing hall access. Additional equipment as needed.

cc: All Professors

**\*Note: If you cancel, reschedule, or fail your recital and do not notify Professor Sudol, you are subject to additional fees.**

**REQUEST FOR PIANO ACCOMPANIST**

DATE: \_\_\_\_\_

SEMESTER:      FALL            SPRING           YEAR \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

EMAIL ADDRESS: (\_\_\_\_\_) \_\_\_\_\_

CONTACT NUMBER: CELLULAR(\_\_\_\_\_) \_\_\_\_\_ OTHER (\_\_\_\_\_) \_\_\_\_\_

INSTRUMENT: \_\_\_\_\_

STUDIO OF PROFESSOR: \_\_\_\_\_

LESSON DAY: \_\_\_\_\_ TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_

TITLE OF WORK(S)     1) \_\_\_\_\_

                                  2) \_\_\_\_\_

*SPECIFY NUMBER OF MOVEMENTS OF EACH WORK.*

PERFORMANCES: \_\_\_\_\_

AREA FORUM DATE \_\_\_\_\_  
(when applicable)

DEPARTMENT RECITAL DATE \_\_\_\_\_  
(when applicable)

RECEIVED ON \_\_\_\_\_ BY \_\_\_\_\_

**Place completed form together with music in mailbox for Dr. José López in WPAC143B**



## PROPOSAL FOR SENIOR RESEARCH PROJECT

### I. “Cognate” courses taken or to be taken in support of project (minimum 12 credits)

### II. Signatures

N.B. By signing this form, advisors and other committee members attest that they have read and approved the proposal.

Advisor

\_\_\_\_\_

Print Name

Signature

Date

Committee  
Member

\_\_\_\_\_

Print Name

Signature

Date

Committee  
Member

\_\_\_\_\_

Print Name

Signature

Date

Assistant Chair

\_\_\_\_\_

Print Name

Signature

Date

## STUDENT FACT SHEET

### Student Information:

Last Name:	First Name:	Panther ID:
Address:		Zip:
Main Phone:	Email:	
Ethnicity:	M / F	Race:

### Program Information:

University Acceptance Date:	Freshman	Junior	Graduate
	Sophomore	Senior	Transfer
Audition Date:	Instrument:		Intended Major:
Program Advisor:		Program Code:	Degree:
Semester Starting:	Anticipated Graduation:	Leave of Absence:	

### For Office Use:

<b>CLAST:</b> <input type="checkbox"/> Pass <input type="checkbox"/> Fail	<b>Graduation Application:</b>  Rcvd:	<b>Upper Division Acceptance:</b>
<b>Placement Tests:</b>  Music History: Theory: Piano: (test)		
<b>Senior Recital/Project:</b> Completed:		
<b>Exit Interview:</b> Completed:		



## MUSIC STUDENT ORGANIZATIONS

### **NAfME Collegiate**

NAfME Collegiate, Florida Collegiate Music Educators National Conference, is an organization geared towards the music education bound student. However, all music students are welcome to join because there are also benefits for non-music educators. Its function is to keep music students abreast of the latest techniques of music education by way of journals and field trips. Among these benefits will be concerts by various artists, workshops, speakers, and representation of our music school at various music conventions around the country.

In order to accomplish these events we would like to invite you to join FCMENC. It is you, the students, who make up this organization. Dues are required for which you receive:

1. A membership card which, entitles you to register at the state, division, and national convention at a special student fee.
2. A subscription to the *Music Educators Journal*.
3. A subscription to state music education publication, The Florida Music Director. We look forward to seeing you!

***Professor Candice Davenport  
Faculty Advisor***

### **THE AMERICAN CHORAL DIRECTORS ASSOCIATION**

Founded in 1959, the American Choral Directors Association (ACDA) is a nonprofit music-education organization whose central purpose is to promote excellence in choral music through performance, composition, publication, research, and teaching. In addition, ACDA strives through arts advocacy to elevate choral music's position in American society.

The FIU chapter of the American Choral Directors Association, offers students the opportunity to join the finest professional choral organization in America, and offers you lifetime learning, professional stimulation, and continual growth in the choral field.

The local chapter will bring guest conductor/speakers and choirs to campus and may sponsor other workshops and festivals. There are no local student membership dues, but you may wish to pay the National dues of \$20.00 per academic year. This entitles you to: A subscription to *The Choral Journal*, ACDA's official periodical, a membership card that entitles you to attend state, divisional and national conventions.

You can receive more detailed information about ACDA at the national website: <http://acdaonline.org>.

***Kathryn Longo  
Faculty Advisor***

### **EARS (Electro-Acoustic Research Society)**

EARS is a student organization that represents Music Technology in the School of Music. We are involved with research in new media, including surround sound and multimedia production. Common activities are electro-acoustic concerts, guest lectures from professionals in the field, outreach activities with the greater Miami community, and jam sessions. For more information please visit the Music Technology website at <<http://www.fiu.edu/~midi>> or send an email to <[jsudol@fiu.edu](mailto:jsudol@fiu.edu)>.

**Jacob David Sudol**  
**Faculty Advisor**

### **THE SOCIETY OF COMPOSERS, INC.**

The Society Composers, Inc. (SCI) FIU student chapter is an organization that focuses on contemporary music creation and performance. The student group sponsors a recital of new student composer works each semester, as well as many other activities in and around the FIU campus.

There are no local dues to join this student organization; however, you may choose to join the National Society of Composers, Inc. organization for only \$12/yr. Membership in the national organization entitles you to a quarterly newsletter, performance opportunities at regional and national conferences and festivals, and other related benefits.

The FIU SCI Student Chapter maintains its own website at <http://www.fiu.edu/~sci>. Please visit the site for more details regarding the group and its activities.

**Dr. Orlando Jacinto Garcia**  
**Faculty Advisor**

### **KAPPA KAPPA PSI, NATIONAL BAND FRATERNITY**

The Kappa Kappa Psi was colonized at FIU to support and further all aspects of the band program. The organization is open to all students who are members in good standing with the Golden Panther Marching Band. Those students who are interested in becoming a member of Kappa Kappa Psi must attend one of the fraternity membership functions to make your wishes known to the brothers and sisters. Membership is then selected in the late spring of each year with the prospective membership period lasting from mid-April until late October. Costs are the yearly national dues of \$60.00 per academic year plus whatever chapter dues are levied each year.

Future plans for the chapter include the funding and sponsorship of band scholarships; the creation and operation of the FIU Golden Panther Band Invitational Marching Band Festival; staffing the new Sunshine Music Camp; and providing ushers for important Wind and Percussion concerts.

**Barry Bernhardt**  
**Faculty Advisor**

### **THE NATIONAL ASSOCIATION OF TEACHERS OF SINGING**

The National Association of Teachers of Singing is the largest association of teachers of singing in the world. It has over 5,000 members, all of whom have pledged to uphold a professional Code of Ethics. *NATS* encourages the highest standards of singing through excellence in teaching and the promotion of vocal education and research. Its goals include the professional advancement of the talented performer and the enrichment of the general public. If you are a singer, music educator, interested in vocal instruction, or work in a voice-related field, we invite you to apply for membership in the FIU student chapter of *NATS*.

You can receive more information about *NATS* at the national website: <http://www.nats.org/>

***Robert B. Dundas***  
***Faculty Advisor***

Undergraduate Handbook updated July 2017 by Professor Fuller, Associate Director.

## ***Address Information***

FLORIDA INTERNATIONAL UNIVERSITY  
WERTHEIM PERFORMING ARTS CENTER  
11200 SW 8 ST WPAC 142  
MIAMI, FL 33199

