

Undergraduate Handbook

2023 – 2024

LSU

School of Music

About

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

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

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

Table of Contents

About	2
Table of Contents	3
General Information	4
Contact Information.....	4
School of Music Administration & Staff	4
Campus Directory.....	4
Undergraduate Degree Programs	5
Academic Requirements for Obtaining a Degree	5
Important Academic Dates	9
Fall Semester 2023.....	9
Spring Semester 2024	9
Scholarship Policies	10
Recital Scheduling.....	11
General Policies	11
Date and Time Restrictions.....	11
Steps for Scheduling Your Recital.....	12
Cancellation and Rescheduling	12
Piano Services (Senior Recitals).....	13
Personal Safety	14
Curriculum Guides.....	16

General Information

Contact Information

OFFICE: 102 School of Music Building Baton Rouge, LA 70803

TELEPHONE: 225-578-3261

FAX: 225-578-2562

EMAIL: lsucmda@lsu.edu (general inquiries) musicadmissions@lsu.edu (admissions inquiries)

WEB: lsu.edu/cmda/music

School of Music Administration & Staff

Eric Lau, Dean of College of Music and Dramatic Arts	cmdadeansoffice@lsu.edu
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For additional contact information including office locations, see People on the School of Music website or contact the School of Music office at 578-3261.

Campus Directory

<https://www.lsu.edu/a-z/index.php>

To orient yourself to campus services and opportunities, go to Directories on the LSU website. Scan this alphabetical listing of offices, centers, departments, etc. For example, the Office of the Dean of Students, Disability Services, the Office of Diversity, Domestic & Sexual Violence Support & Reporting, the Student Health Center, the Graduate School, International Services, the LGBTQ+ Project, the Office of Multicultural Affairs, Parking & Transportation Services, Policies & Procedures.

Undergraduate Degree Programs

Bachelor of Arts in Music, B.A. (Academic Studies, Arts Administration, Church Music, Experimental Music & Digital Media, Intradisciplinary Music, Jazz, Theatre, Without Concentration)

Bachelor of Music, B.M. (Brass/ Woodwind/ Percussion, Composition, Piano Pedagogy, Piano Performance, Strings, Voice)

Bachelor of Music Education, B.M.E. (Instrumental, Vocal)

Please see the LSU Catalog and curriculum guide links later in this handbook for specific course requirements for each degree. Students must meet all degree requirements as stated in the catalog.

Academic Requirements for Obtaining a Degree

Students must maintain a grade point average of 2.00 on all work taken, except for those courses in which grades of P, W, or I are recorded. You must have a cumulative GPA of 2.0 on all college work taken at this and any other university in order to graduate from LSU. In addition, all music majors must achieve a grade of C- or higher in all music and music education classes. Music Education majors must receive a C- or higher in all required PSYC and MUED courses and ENGL composition. Music Education majors must achieve an LSU overall 2.5 GPA as stated in the catalog.

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

GPA calculations

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

Mandatory Advising

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

Degree audits

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

Registration

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

Although students create and submit their own schedule requests on-line, consultation with an academic advisor is recommended when choosing courses each semester. Entering students may have courses scheduled on their behalf for the fall semester. For current students, late-penalties apply to continuing students who do not meet the pre-registration and fee payment deadlines.

Late Registration

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

ABS (Advance Billing System)

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

Retroactively Adding A Course

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

Excused Absences from Classes and Rehearsals

All students are held to the PS-22 LSU policy statement regarding excused absences. Excused absences may be granted for certain off-campus performances or obligations that are directly related to the LSU experience. When students have valid reasons for absence (see PS-22), they are responsible "for providing advance notification and appropriate documentation of the reason for the absence" and "for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed." The Director of the College of Music & Dramatic Arts must approve all

such requests from ensemble directors. It is the student's responsibility to keep up with assignments and make up work assigned and/or covered in their absences. All such conflicts should be dealt with at least 30 days prior to the absence.

Disability Services

LSU Disability Services provides appropriate auxiliary aids and services to students with disabilities to ensure they receive full participation in all activities, programs and services at the university. Any student with a documented learning, physical, psychological, or other disability that significantly impacts academic pursuits is potentially eligible to receive accommodations. Incoming students should register with LSU Disability Services at Spring Invitation, Freshman and Transfer Orientation. Continuing students should register at the beginning of their enrollment at LSU or as soon as they are able to post-diagnosis. Accommodations are determined by DS and it is the responsibility of the student to provide accommodation information to professors. The guide for DS accommodations can be found here: <https://www.lsu.edu/disability/>

Ensembles

BM students must participate in a large ensemble for 8 semesters. BME students must participate in a large ensemble for 7 semesters. BA students participate in a minimum of 4 semesters, but up to 8 semesters, depending on their concentration. Students receiving a Music scholarship are required to participate in a large ensemble.

Auditions

Auditions for ensembles are handled by individual directors. Procedures vary; check with each director for details. Most ensemble auditions are held in the week before classes begin for the academic year in August. Auditions can be completed virtually if needed.

Participation

Students enrolled in primary lessons are required to register in Music Ensembles at the faculty's discretion. Placement in ensembles is at the faculty's discretion.

Accompanying Services

Students should be prepared to provide (and pay for) their own studio accompanist as requested by your applied teacher. A list of freelance accompanists may be obtained from faculty member, Ana María Otamendi.

Piano Proficiency

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

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

Jury Examinations

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

Upper Divisional Examinations

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

Important Academic Dates

Fall Semester 2023

Classes begin	August 21
Last day for dropping courses without receiving a “W”	August 30
Last day to add courses or make section changes	August 31
Last day to invoke the Grade Exclusion Policy	August 31
Course scheduling for spring semester and summer term begins	October 22
Last day to drop courses or resign from the University	November 3
Final date to request rescheduling a final exam when three exams are scheduled in 24 hours	November 3
Classes End	Dec 2

Spring Semester 2024

Classes begin	January 17
Last day for dropping courses without receiving a “W”	January 25
Last day to add courses or make section changes	January 26
Last day to invoke the Grade Exclusion Policy	January 26
Course scheduling for fall semester and wintersession begins at 5:00 pm	March 26
Last day to drop courses or resign from the University	April 6
Final date to request rescheduling a final exam when three exams are scheduled in 24 hours	April 6
Classes End	May 6

Make sure you regularly check the Academic Calendar each semester for current information, as dates are occasionally adjusted. Students can also review the internal, School of Music Dates & Deadlines <https://www.lsu.edu/cmda/music/resources/deadlines/index.php>

Scholarship Policies

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

Satisfactory Progress

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

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

Recital Scheduling

General Policies

1. All degree-required recitals must be recorded by the School of Music recording staff.
2. All degree-required recital programs must follow the SOM Program Style Guide, which is available on the recital planning page of the SOM website. All final programs must be approved by the programs team staff. With few exceptions, programs will be delivered to the audience in a digital format and can be located on the SOM events listings page or using a scannable QR code available at the event.
3. A non-refundable fee of \$75.00 is charged to students for recitals occurring in the Recital Hall. The fee covers hall use, recording, piano tuning, hall staffing, and publicity.
4. Degree-required student recitals must occur in the School of Music Recital Hall unless approved by the Associate Dean of Graduate Studies or the Assistant Dean of Undergraduate Studies in consultation with Bill Kelley, Recording Studio Manager. Exception: Organ recitals occur at location other than the School of Music.
5. Given heavy use of the recital hall, non-degree-required student recitals may not be scheduled in the recital hall. There are provisions for alternative venues. Students wishing to perform a non-degree-required recital are encouraged to do so and to visit with Production Manager (Hazelwood) or Assistant Dean for Undergraduate Studies (Smith) for further information.

Date and Time Restrictions

1. Student recitals may not be scheduled during any of the following times: Concentrated Study Period, Final Exams, University holidays, or on weekends. Exception: Sunday recital slots are available during the month of April at 2:00, 4:00, and 6:00 pm.
2. Recital Times are Monday through Friday: 4:00, 5:30, and 7:30 pm.
3. Recital durations are non-negotiable. 4:00 recitalists must be off the stage and out of the Green Room by 5:00. 5:30 recitalists must be off the stage by 7:00. 7:30 recitalists must be off the stage by 9:00. **A \$50 fine will be assessed for going over the duration limits.**
4. Dress rehearsals in the Recital Hall may be scheduled during the following weekday time periods: 9-10:30 am, 10:30-Noon, Noon-1:30 pm, and 1:30-3 pm. 7:30-9:00 am, 9:30-11 am, 11:30 to 1 pm, and 1:30 to 3 pm. Weekend times are also available for 1.5 hour blocks. It is the user's responsibility to secure a key to the Recital Hall in advance. Contact Zach Hazelwood, School of Music Production Manager, to secure a key. The student policy allows for ONLY ONE Recital Hall dress rehearsal, with no exceptions.

Steps for Scheduling Your Recital

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

1. Register for the appropriate course based on degree requirements. You must be registered in advance and show proof of registration to secure a recital date. Students must be enrolled in MUS 4797 (Senior Recital), MUS 4798 (Senior Composition Recital), or MUS 4501 (Senior Project). You must be registered in advance and show proof of registration to secure a recital date.
2. Check availability of dates on the *School of Music Planning Calendar* on the School of Music website. Select two dates in case conflicts arise.
3. Communicate with your applied teacher, pianist (see piano services below), and ensemble members. Prioritize the two selected dates. You should also agree on two dress rehearsal dates/times.
4. Make a scheduling appointment with Bill Kelley using the *Recital Scheduling Appointment Calendar* on the School of Music website.
5. Priority scheduling for **graduate and undergraduate degree-required recitals** happens at two times:
 - a. (a) For fall recitals, during the first two weeks of the fall semester.
 - b. (b) for spring recitals, between the last week of fall classes and the second week of spring classes.
 - c. All requests are first come, first served. If you attempt to schedule after these date ranges, we cannot guarantee an available time slot, a circumstance that may delay graduation.
6. Scheduling for **non-degree recitals** happens during the week *following* the above date ranges.
7. Recital scheduling closes, after the scheduling of non-degree recitals.
8. Once you have been scheduled for a recital date, you, your applied teacher, pianist, piano technician (if needed), program staff, and recording staff will receive a confirming email. Remember to reconfirm the date/time with all other musicians involved in your recital.

Cancellation and Rescheduling

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

Piano Services (Senior Recitals)

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

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

Recording Services

Professional recording services are available through the School of Music. The fee paid for degree recitals covers the cost of the recital recording.

Recital Programs

Printed recital programs must be prepared by the School of Music. Recital programs are official University documents that must be uniform in style and professional in appearance. They serve important archival purposes. Beginning in academic year 2020-2021 (the first pandemic year), printed programs were not produced for distribution. A pdf version of the recital program was produced for student access and archival purposes, but no printed version was provided for recital audiences. As of Fall 2023, both QR codes (bar code) AND physical copies of programs will be provided for recital audiences.

Style Guide and Program Templates

Students should use the LSU School of Music Style Guide and the Student Recital Templates located on the [Recital Planning](#) webpage to create their program proof. These documents include instructions on creating your program. To maintain a professional and consistent look across our School's programs, students should consult the Style Guide for all matters related to program content, design, and formatting. Any necessary deviations in formatting from the Style Guide must be approved by a production team worker and their staff supervisor.

The Recital Planning webpage contains several program templates, each designed to match the various program types (e.g., solo recital, chamber recital, lecture recital). Please use the appropriate template for your recital program. Programs must be submitted as Microsoft Word documents (.DOC or .DOCX). Other formats (e.g., PDF, Apple Pages) will not be accepted.

It is the responsibility of the student to obtain the **approval of the studio professor** prior to submitting the recital program information to the production team. If recital program information is not received five (5) business days prior to the date of the recital the student will receive a generic program which will include only the student's name, performance date/time and location. Once recital programs are printed, they are considered final and will be used at performance time and any/all changes made to the recital program must be announced from the stage at the time of the recital. The creation and printing of supplementary program materials (e.g., program notes, biographies, etc.) are the responsibility of the student.

If you have questions related to the program, consult the Style Guide before contacting the production team at musicprograms@lsu.edu.

Receptions

A reception after the recital may be held in the Virginia Martin Howard Boardroom of the School of Music (SOM 105). It must be reserved at least two weeks prior to the event. A Usage Agreement must be signed. To reserve the space, view the [Room Schedules](#) on the School of Music website to determine availability, then complete the [Room Reservation Request Form](#). Obtain a key from the School of Music main office (SOM 102).

Lockers

Lockers will be issued based on certain criteria, such as instrument type/size and locker availability. All requests are submitted online through the [Locker Request form](#). Report any problems with your locker to a member of the Administrative Staff immediately.

Personal Safety

Standard building hours are 6:30 a.m. - 11:45 p.m. M-F, 6:30 a.m. – 10:15 p.m. Sat/Sun.

Prudence is advised as it is in any populated area. Please avoid practicing late at night if the building seems deserted. Try to arrange your practice schedule during times when the building is more populated. Lock your practice room door when inside and **DO NOT OPEN IT TO STRANGERS**. Note that the buildings will not be open on home football-game Saturdays in order to prevent unauthorized use of the building facilities. Report the appearance of unauthorized persons in the building or

aberrant behavior to the Music Office or Campus Police immediately. CMDA students may request 24/7 building access via card-swipe locks on the front door of the buildings. (Please note building closures for home football games still apply-card swipe will not work on those days. The SOM lobby is open to the public on football gamedays but the rest of the building is closed- even for CMDA students)

To request card swipe access, fill out the form on the School of Music website:

<https://lsu.edu/cmda/music/resources/student/forms/building-access.php>

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

Reserving Rooms

Rooms (including certain classrooms) in the School of Music and Music and Dramatic Arts buildings may be reserved for rehearsals involving chamber groups and small ensembles and for self-recording.

Adequate rehearsal/performance space can be found in:

- SOM 232: Chamber music room
- SOM 331: Chamber music room
- SOM 115: Choir rehearsal room
- SOM 118: Orchestra rehearsal room
- SOM 114: With noise reducing doors, 114 is a satisfactory space for self-recording

For all School of Music and Music and Dramatic Arts rooms, a **room reservation request** must be completed and approved before use. When the football schedule and SOM staffing allow, these rooms may be reserved on weekends. Requests for weekend reservations must be submitted by 12:00pm on the Friday immediately preceding. To reserve rooms in the School of Music or Music & Dramatic Arts building, please complete the room reservation form on the School of Music website, found at the following link: <https://lsu.edu/cmda/music/resources/student/forms/>

Curriculum Guides

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

- **Schedule Booklet** <https://www.lsu.edu/registrar/academics/schedule-booklet.php>
- **LSU General Catalog 2023-2024**
<https://catalog.lsu.edu/content.php?catoid=27&navoid=2433>
- **Eight Semester Paths**
 - BA https://catalog.lsu.edu/preview_program.php?catoid=27&poid=12182
 - BM https://catalog.lsu.edu/preview_program.php?catoid=27&poid=12236
 - BME https://catalog.lsu.edu/preview_program.php?catoid=25&poid=11707
 - Music Minor (for non-Music majors)
https://catalog.lsu.edu/preview_program.php?catoid=27&poid=12194
- **School of Music Student Resources & Services**
<https://www.lsu.edu/cmda/music/resources/>

