University of the Incarnate Word

Department *of* Music

Student Handbook

2026-2027

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Department of Music Faculty and Staff Contact Information

Dr. Kevin Salfen, Associate Dean of CHASS
Professor of Music
Coordinator, Music History and Composition
Office: Luella Bennack Music Center 337
Phone: (210) 829-3849
Email: salfen@uiwtx.edu

Dr. Orit Eylon, Chair
Professor of Music
Coordinator, Voice Area
Office: Luella Bennack Music Center 336
Phone: (210) 829-3858
Email: eylon@uiwtx.edu

Dr. Ken Metz, Assistant Chair
Professor of Music
Coordinator, Music Theory and Composition
Office: Luella Bennack Music Center 226
Phone: (210) 829-3850
Email: metz@uiwtx.edu

Prof. William Gokelman
Professor of Music, Director of Choirs
Office: Luella Bennack Music Center 227
Phone: (210) 829-3848
Email: gokelman@uiwtx.edu

Dr. Cathy Befi-Hensel, MT-BC
Assistant Professor of Music
Coordinator, Music Therapy Program
Office: Luella Bennack Music Center 229
Phone: (210) 829-3856
Email: **befi@uiwtx.edu**

Dr. Andrew Bergmann
Assistant Professor of Music
Music Production, Innovation, and Entrepreneurship
Office: Luella Bennack Music Center 335

Phone: (210) 841-7233
Email: **abergman@uiwtx.edu**

Nieves Villaseñor
Instructor of Music
Coordinator, Music Education, Director of Bands
Office: Luella Bennack Music Center 228
Phone: (210) 841-7232
Email: nivillas@uiwtx.edu

Dr. Ara Koh
Assistant Professor of Practice, Piano
Office: Luella Bennack Music Center 331
Phone: 210-829-6022
Email: akoh@uiwtx.edu

Evan Feist
Music Secretary / Venue Manager
Office: Luella Bennack Music Center 338
Phone: (210) 829-3855
Email: efeist@uiwtx.edu

Cindy Solis
Assistant Music Venue Manager
Music Building Rentals
Office : Luella Bennack Music Center 3rd floor office suite
Phone (210) 829-7231
Email: crsolis3@uiwtx.edu

Part-Time Faculty Office – Luella Bennack Music Center 334

I
UIW Department of Music Mission

The faculty and students in the Department of Music at the University of the Incarnate Word share three underlying goals, inspired by the university's history as a liberal arts institution, its mission, and its spiritual traditions. First, we seek to deepen our understanding of music through study, performance, and the creation of new music. Students develop a strong foundation in music theory, aural skills, and basic keyboard technique while exploring their own creativity through composition and improvisation and pursuing higher-level study of voice or a musical instrument. Second, we examine how music has functioned in different cultures, considering in detail both the long and rich history of Euro-American concert traditions and a variety of other music cultures. Third, we work to enrich our lives and the lives we touch outside the university through music. Students pursue this third goal in different ways, according to the focus of their chosen degrees, but are invited by the faculty to conceive of music as a vital form of communication that lends itself to self-improvement and service to others.

II.
Program Outcomes

The primary goals that students should reach as music majors at UIW are:

- Acquiring basic skills of musicianship, including aural and rhythmic skills, the ability to read music notation, and the ability to understand and apply musical terminology.

- Building upon these basic skills to apply them to various aspects of music, including performance, composition, arranging/orchestration, improvisation, and theoretical analysis.

- Learning how to write about music using appropriate terminology.

- Developing a conceptual understanding of music theory, music history, and musical style, as well as music's relationship to culture.

- Developing proficiency in voice or on a principal instrument through private study, participation in ensembles, and performances. Acquiring basic proficiency in music technology appropriate to the general study of music and to specific degree programs.
- Developing a basic understanding of health and safety issues related to the study of music, particularly focused on preventative strategies to support the lifelong study and performance of music.

III.
Links to Degree Descriptions and Requirements

B.M. in Music Education

For degree description and requirements, go to: B.M. in Music Education

B.M. in Music Therapy

For degree description and requirements, go to: B.M. in Music Therapy

B.M. in Composition

For degree description and requirements, go to: B.M. in Composition

B.A. in Music

For degree description and requirements, go to: B.A. in Music

B.A. in Music in Music Industry Studies

For degree description and requirements, go to: B.A. in Music (Music Industry Studies)

B.A. in Music with an Emphasis in Performance

For degree description and requirements, go to: B.A. in Music (Performance)

Minor in Music

For degree description and requirements, go to: Minor in Music

Minor in Music History

For degree description and requirements, go to: Minor in Music History

V.
Policies for All Entering Majors and Minors

Advising: All prospective music majors, including transfer students, should contact their respective program coordinators in the Department of Music for advising before registering for the first semester's classes. (See I. Department of Music Faculty and Staff Contact Information.)

Prospective Music Majors and Minors
All prospective music majors and minors, including transfer students, must complete an entrance audition for the Department of Music. Information regarding the audition process is on the UIW Department of Music website.

First-Year Students

Music Theory Diagnostic

All incoming and prospective first-year students (freshmen) must take the Music Theory Diagnostic.

Students who score at least 70% on the Music Theory Diagnostic register for MUSI 1321 (Music Theory I), MUSI 1191 (Aural Skills I), and MUSI 1111 (Keyboard Skills I).

Students who score less than 70% on the Music Theory Diagnostic register for MUSI 1300 (Introduction to Music Theory) and MUSI 1100 (Introduction to Aural Skills), both of which are offered every spring semester.

For more information about the Music Theory Diagnostic, contact Dr. Ken Metz at 210-829-3850, or metz@uiwtx.edu

First-Year Experience (for Music Majors) All first-year students must register for FYES 1211 First-Year Experience (for Music Majors) in the fall semester of their freshman year. The class meets every Tuesday from 1:30 to 2:45.

Private Lessons: Freshman music majors and minors are enrolled for private lessons (MUAP 1154 for instrumentalists, MUAP 1176 for vocalists) or pre-college study in their principal instrument or voice

Ensemble: Music majors must enroll in a major ensemble for either 6 or 8 semesters, depending on the degree. Music minors must enroll in a major ensemble for four semesters. It is strongly recommended that all entering freshmen enroll in the major ensemble appropriate for their principal instrument

(including voice), if applicable. Students who receive a music scholarship must be enrolled in the appropriate major ensemble each semester that they receive scholarship funding. (See below under **Ensemble Policies: Section VIII.) Music Therapy Majors:** All first-year Music Therapy majors must register for Introduction to Music Therapy (MUTH 1301). If entering in the spring semester, students should take this course the following fall semester.

Music Industry Studies Majors: Music Industry Studies majors entering in the fall must register for Introduction to Music Industry Studies (MUST 2340).

B.M. (Music Education, Composition), B.A. in Music (Performance): Students seeking a B.M. in Music Education or Composition, or a B.A. with an Emphasis in Performance, must register for both a private lesson (MUAP 1154, MUAP 1176) and the major ensemble appropriate for their principal instrument, including voice.

Transfer Students

All incoming transfer students should contact their respective program coordinator in the Department of Music for advising before registering for the first semester's classes. (See I. Department of Music Faculty and Staff Contact Information.)

Transfer students may be required to take a placement test in music theory and aural skills before they begin classes at UIW. The faculty reserves the right to assign theory courses for which students may already be credited by the registrar if they are unable to score at least 70% on the placement test. The music faculty also reserves the right not to accept transfer of other upper-division music courses based on the evaluation and comparison of the syllabus from the student's previous institution to that of the UIW course for which transfer credit is sought. UIW policy states that no junior, community, or two-year college course can count towards a student's 42-hour advanced level requirement. (See the "Transfer Credit Questions" section of the FAQ on the webpage of the Office of the Registrar.)

As part of the Department of Music residency requirement, transfer students must enroll in a minimum of four semesters of a major ensemble at UIW (see Section VIII), plus any additional semesters as required by the degree program that are not fulfilled by transfer credits. Students must also enroll in a major ensemble each semester in which they receive either an ensemble or music scholarship.

It is important that you familiarize yourself with these general policies and with the requirements of your specific degree program. See links to degree descriptions and requirements in Section IV.

VI.

General Policies of the UIW Department of Music

Student-Faculty Communication: All written communication between students and faculty should be conducted through UIW Cardinal email or Canvas. Syllabi, course outlines, and other course information and assignments are available through Canvas. For problems with accessing Canvas, please consult UIW's Information Technology page.

Meeting with Your Advisor: Music majors must meet with their advisors before they register each semester. These meetings ensure adherence to students' degree plans and appropriate progress toward the completion of all requirements necessary for graduation. (See I. Department of Music Faculty and Staff Contact Information.)

Repeating Courses: Music students may not withdraw (W or WF) or earn less than a C in the same music course more than twice. If the course is part of a specific music degree only (B.M. in Music Education, Music Therapy, or Composition; B.A. with an Emphasis in Performance or Music Industry Studies), after the third unsuccessful attempt the student must change to another music degree or to a degree in a field other than music. If the course is required for all music degrees, after the third attempt the student must change to a degree in a field other than music.

Piano Proficiency: All music majors must successfully pass the Keyboard Proficiency Exam. It is designed to ensure that music majors at UIW have developed practical keyboard skills sufficient to aid their musical careers. The Keyboard Proficiency Exam is taken in separate sections as part of MUSI 2120 Keyboard Skills IV. **See Piano Proficiency Guidelines.**

Ensemble Policies: See Section VIII.

Private Lessons: Private instrumental and vocal instruction is available to all UIW students on a credit basis only. Admission to private instruction is by permission of instructor only.

- For instrumentalists requiring piano accompaniment, a piano accompanying fee of $120 per semester is assigned as part of registration, which covers 4 half-hour rehearsals, 1 departmental recital hour performance, and 1 jury performance.

- For vocalists, a piano accompanying fee of $340 per semester is assigned as part of registration, which covers 15 half-hour rehearsals, 1 departmental recital hour performance, and 1 jury performance. Non-majors seeking beginning-level instruction in guitar, piano, or voice must first take 3 credit hours of group instruction at UIW before they may sign up for private lessons. (See also Section IX.)

Departmental Recital Hour and Area Seminars: Each week there will be a Departmental Recital Hour or Area Seminar devoted to student performances, discussion of interpretation, performance techniques, stage presence, communication with audiences, and related topics. All students enrolled in applied music (MUAP) are required to attend these sessions. If a student has a consistent conflict with Departmental Recital Hour/Area Seminar and another class or work, the student must apply for a waiver at the beginning of the semester. (See also Section IX.)

Recital attendance: Each semester the Department of Music presents musical events performed by students, faculty, UIW ensembles, visiting artists, and local groups. As an essential part of a music education, all music majors are required to attend a minimum of three of these events each semester, as well as other musical events as specified in course outlines.

Grievance Policy: Please see the UIW Student Handbook
http://www.uiw.edu/academics/documents/studentcomplaintpolicy1213.pdf

VII.
Admission to the Major

To ensure that all declared majors are progressing satisfactorily in their chosen programs, the Department of Music will review each student's progress upon successful completion (grade of C or better) of the courses listed below. Students who are unable to complete any of the courses below after three attempts (see Section VI, General Policies) will be advised to change to a degree in a field other than music.

Admission to the Major Process:

There are two possible outcomes to the Admission to the Major process:

1. The student has passed all the classes listed below and has also demonstrated the potential to succeed in the chosen program after graduation.
2. The student has either not completed or passed all the classes listed below, and the music faculty has serious concerns about that student's potential to succeed in the chosen program. In this case, the student may be advised, in consultation with his or her advisor, to change programs or to pursue a degree in a field other than music.

Requirements for Admission to the Major:

(All academic literacy requirements must have been completed. See the UIW undergraduate catalog for details.)

Music Theory III (MUSI 2323)	3 credit hours
Aural Skills III (MUSI 2191)	1 credit hour
Keyboard Skills III (MUSI 2110)	1 credit hour
Music History I (MUSI 3341)	3 credit hours
Two semesters of applied lessons	4 credit hours
Two semesters of ensemble	2 credit hours

TOTAL for all music degrees: 14 credit hours

Specific program requirements (in addition to the 14 hours above):

B.A. in Music in Music Industry Studies:

1. MUST 2340 Introduction to Music Industry Studies

Additional credit hours: 6

B.M. in Music Therapy:

1. MUTH 1231 Clinical Orientation
2. MUTH 1301 Introduction to Music Therapy
3. PSYC 1301 Introduction to Psychology

Additional credit hours: 8

B.M. in Music Education:

1. EDUC 2305 Foundations of Education
2. MUSI 3344 Creative Development I
3. Any two from: MUSI 3101, 3103, 3105, or 3107

Additional credit hours: 8

B.M. in Composition

1. MUAP 2256 Composition Private Instruction
2. Enrollment in MUAP 2257 Composition Private Instruction

Additional credit hours: 4

VIII.
Ensemble Policies

There are four major ensembles: Cardinal Chorale (MUEN 1131), Marching Cardinals (MUEN 1140), Wind Ensemble (MUEN 1185), and Orchestra of the Incarnate Word (MUEN 1181).

General Policies:

- Music majors must enroll in a major ensemble for either 6 or 8 semesters, depending on the degree. (See Music Degrees for details).
- Music minors must enroll in a major ensemble for four semesters.
- Students who receive a music scholarship must be enrolled in the appropriate major ensemble each semester that they receive scholarship funding.
- Transfer students must enroll in at least four semesters of the appropriate major ensemble.
- Students can only count 1 ensemble credit per semester toward fulfilling their degree plan even if they register for more than one ensemble.

Determining Major Ensemble:

- Voice principals should be in Cardinal Chorale (MUEN 1131) in both the fall and spring semesters
- String principals should be in the Orchestra of the Incarnate Word (MUEN 1181) in both the fall and spring semesters
- Guitar and piano principals typically enroll in Cardinal Chorale (MUEN 1131), but they may enroll in Marching Cardinals (MUEN 1140 and MUEN 1185) or in the Orchestra of the Incarnate Word (MUEN 1181) if they also play a woodwind, brass, percussion, or string instrument.
- Woodwind, brass, and percussion principals should be in Marching Cardinals (MUEN 1140) in the fall semester and Wind Ensemble (MUEN 1185) in the spring semester.

Additional Guidelines:

- All music therapy majors develop a degree of proficiency in voice, guitar, and keyboard. Music therapy majors who are also woodwind, brass, and percussion principals may choose between Marching Cardinals and Cardinal Chorale in the fall semester. In the spring semester, music therapy majors who are woodwind, brass, and percussion principals should enroll in Wind Ensemble.
- Composition majors who are woodwind, brass, and percussion principals may opt to be in Cardinal Chorale for 2 of their ensemble credits. Piano and guitar principals who have a secondary instrument may choose an appropriate major ensemble other than Cardinal Chorale.

- The Orchestra of the Incarnate Word is only considered a major ensemble for string principals.
- The ensembles below do not count as major ensembles:
    - MUEN 2132 Cardinal Singers
    - MUEN 3111 Singers Workshop
    - MUEN 1182 The Cardinal Jazz Band
    - MUEN 3100 Jazz Combo
    - MUEN 3101 String Quartet
    - MUEN 3102 Percussion Ensemble
    - MUEN 3103 Brass Quintet
    - MUEN 3104 Woodwind Quintet
    - MUEN 3105 Guitar Ensemble
    - MUEN 3112 Mariachi Cardinale
    - Cardinal Red Basketball Band
- All students may participate in more than one ensemble in a semester. Please use the following chart on page 15 when choosing one or the other based on scheduling and/or outside school demands.

Ensemble Participation Chart

Major	Declared Principal Instrument	Major Ensemble	
		Fall Satisfying Requirement	Spring Satisfying Requirement
Music Education BA in Music	Woodwinds, Brass, or Percussion	Marching Band	Wind Ensemble
	Strings	Orchestra	Orchestra
	Voice	Chorale	Chorale
	Guitar	Chorale	Chorale
	Keyboard	Chorale	Chorale or Wind Ensemble
Music Therapy	Woodwinds, Brass, or Percussion	Marching Band or Chorale	Wind Ensemble
	Strings	Orchestra or Chorale	Orchestra
	Voice	Chorale	Chorale
	Guitar	Chorale	Chorale
	Keyboard	Chorale	Chorale or Wind Ensemble
Major	**Declared Principal Instrument**	**Major Ensemble**	
		Fall Satisfying Requirement	**Spring Satisfying Requirement**
Music Industry Studies	Woodwinds, Brass, or Percussion	Marching Band	Wind Ensemble
	Strings	Orchestra	Orchestra
	Voice	Chorale	Chorale
	Guitar	Chorale	Chorale
	Keyboard	Chorale	Chorale or Wind Ensemble
Composition	Woodwinds, Brass, or Percussion	Marching Band or Chorale	Wind Ensemble
	Strings	Orchestra or Chorale	Orchestra
	Voice	Chorale	Chorale
	Guitar	Chorale	Chorale
	Keyboard	Chorale	Chorale or Wind Ensemble
Performance	Woodwinds, Brass, or Percussion	Marching Band	Wind Ensemble
	Strings	Orchestra	Orchestra
	Voice	Chorale	Chorale
	Guitar	Chorale	Chorale
	Keyboard	Chorale	Chorale or Wind Ensemble

IX.
Private Lessons and Related Policies

Weekly Lessons:

Students registered for MUAP courses meet with their private instructors for a one-hour lesson each week. Lesson times are arranged between the student and the teacher and may not conflict with other class times already in the student's schedule or with Area Seminar/Department Recital Hour. Students are expected to practice daily to achieve the goals articulated by the private instructor. (Follow this link for practice schedule templates and other practice aids.) At the end of each semester, students demonstrate their progress by performing a jury. (See below.)

Students have the opportunity to provide feedback about applied instructors twice a semester through a dedicated online form.

For more details on private instruction, including policies and course outcomes, please refer to the syllabus and course outline.

Departmental Recital Hour and Area Seminars:

All students enrolled in private lessons are required to participate in weekly Departmental Recital Hours and Area Seminars both by attending and performing. Area Seminars are meetings for smaller groups, defined by concentration, in which different aspects of the concentration are discussed and demonstrated. Departmental Recital Hour is an opportunity for students to perform for their peers and the music faculty, to hone critical listening skills, and to expand knowledge of area-specific repertoire.

Each student performs in Departmental Recital Hour and Area Seminar according to the level of private instruction in which that student is enrolled. Failure to meet participation requirements will result in a reduction of the student's private lesson grade for the semester. Faculty evaluation of Departmental Recital Hour performances will be part of the review of the student's progress toward degree completion.

- **Freshman** (MUAP 11XX, 11XX): Area Seminar (as required); Departmental Recital Hour (optional)
- **Sophomore** (MUAP 22XX, 22XX): Area Seminar, Departmental Recital Hour (once per semester)
- **Junior** (MUAP 32XX, 32XX): Area Seminar, Departmental Recital Hour (once per semester)

- **Senior** (MUAP 42XX, 42XX): Area Seminar, Departmental Recital Hour (once per semester)

Area Seminars

- **Who:** Attendance at Area Seminars is required for all students enrolled in private lessons (MUAP). Typically, the Department of Music offers the following Area Seminars: voice, piano, guitar, instrumental (other than piano/guitar), and composition. Students enrolled in multiple private lessons covered by different Area Seminars (piano and composition, for example) should consult the relevant area coordinators about Area Seminar attendance.
- **When**: Area Seminars are on Thursdays from 1:30 to 2:45 on weeks when there is no Departmental Recital Hour. A schedule will be distributed via email at the beginning of each semester.
- **Signing up**: The process for performing in Area Seminars will be determined by the respective area coordinators.

Departmental Recital Hour

- **Who:** Attendance at Departmental Recital Hour is required for all students enrolled in private lessons (MUAP).
- **When**: There are typically three Departmental Recital Hours each semester, held on Thursdays from 1:30 to 2:45. A schedule will be distributed via email at the beginning of each semester.
- **Signing up**: To perform on Departmental Recital Hour, follow these steps:
    - Determine your preferred performance date, in consultation with your private instructor.
    - Confirm the availability of your pianist or other performers, if applicable.
    - Fill out the Google sign-up form completely. The link will be provided at the beginning of the semester. The form must be submitted by 5:00 p.m. on the Friday prior to Departmental Recital Hour. The program will be limited to 60 minutes of music and will be filled in the order that submissions are received. Early submission of forms is encouraged.
    - It is essential to provide an accurate listing of the work you are performing (composer, composer dates, movement information, titles, duration, etc.). When possible, use *Oxford Music Online* instead of *Wikipedia* to find the most accurate information. UIW students have free access to *Oxford Music Online* through the Mabee Library Electronic Resources page.
    - The draft program will be emailed by Tuesday to all performers and teachers for proofing. The final program will be sent by Wednesday.

- **Where**: Unless otherwise announced, Departmental Recital Hour will take place in the Diane Bennack Concert Hall. Any change of venue will be announced in advance.

Juries

Students enrolled in private lessons are required to sign up for and perform a jury at the end of each semester of enrollment. The jury is an opportunity for the music faculty to check students' progress throughout their respective degree programs. Memorization may be required, depending on principal instrument. The jury grade represents **40%** of a student's final grade in the course. (See also Section X. Recital Policies.)

- **When**: Juries occur during finals week.
- **Where**: Jury location will be in Seddon Recital Hall unless stated otherwise.
- **Attendance**: If a student fails to attend a scheduled jury, that student loses 40% of the course grade and will therefore fail the course. Exceptions are made only for extraordinary, documentable circumstances, at the discretion of the faculty. Arrive at the jury location 10 minutes before your scheduled time, ready to perform, with instruments and any other equipment necessary.
- **Dress Code**: Professional dress is recommended.
- **Composition Juries**: It is the student's responsibility to ensure that all technology to be used in the jury is functioning properly. Printed copies of the score may be requested by the faculty.

Signing up for Juries:

- Go to https://academicjury.com/
- If it is your first time using the system, click "Login," and then click on the "Request Login" link. The program will guide you through the account set-up process. Once your account is created, you can log in as a student from the above URL.
- You must click on "Student" every time you log in.
- Once you have logged in, sign up for a jury time in your discipline. Confirm your jury time with your private instructor and accompanist, if applicable, to ensure their availability. Your jury time must not conflict with a scheduled final exam time, and no student will be excused from a final exam because of a jury.
    - **Voice students** sign up for Voice Jury or, if currently enrolled in MUAP 2277, for Barrier Voice. Select Voice Jury or Barrier Voice from the drop-down menu.
    - **Instrumental, Piano, and Composition students** select Piano Jury, Instrumental Jury, or Composition from the drop-down menu.

Recital Policies

Degree Recitals are required for the following degrees:

- B.M. in Music Education
- B.M. in Composition
- B.A. in Music with an Emphasis in Performance

Qualifications for Students Performing Recitals: Students performing a recital must have been admitted to the degree program they are seeking. Their jury average must be at least 80 in the semester prior to the date of application.

Degree Recitals for the B.M. in Music Education or the B.A. in Music with an Emphasis in Performance

Follow these Steps:

During the semester before the recital:

- **Obtain** a Student Recital Request Form at this link.
- **Determine** your recital committee, which will consist of:
  - Your private lesson instructor
  - Your area coordinator (or a full-time faculty person if the area coordinator is also your private lesson instructor)
  - A full-time music faculty member you've selected, and who has agreed to be part of your committee.
- **Complete** the Student Recital Request Form to reserve your requested dates and locations for your hearing and recital. Consult your committee members first to ensure that they are available on your requested dates.
- **Submit** the Student Recital Request Form to Evan Feist by:
  - **November 1** for spring recitals
  - **April 1** for fall recitals
- You and your private lesson instructor will receive confirmation of your proposed hearing and recital dates by the end of the semester.

During the semester of the recital:

- **Enroll** in the appropriate MUAP applied lesson course.
- **Register** for the appropriate recital section:
  - MUAP 4088 01 (voice – Dr. Eylon, area coordinator)
  - MUAP 4088 02 (instrumental – Prof. Villaseñor, area coordinator)
- **Hold your Hearing** as scheduled on your Recital Request Form. You will receive one of three results:
  - Pass: You are clear to give your recital.
  - Conditional Pass: You must correct deficiencies identified by the committee.
  - Fail: Your recital is denied, and you must reschedule it for the next semester.

- **Prepare** your recital program; arrange for rehearsals, stage management, and recording. (Refer to XII.C)
- **Give your Recital.** You will receive one of two results:
    - Pass
    - Fail: This could occur if the deficiencies identified at your hearing (see 3.b above) were not corrected, or if your performance was not acceptable as deemed by the committee. You must reschedule your recital for the next semester.

Note: Failure to follow the above procedure will result in the delay of your recital by a semester. Choose the recital date carefully. Changing the date of an already scheduled recital due to extenuating circumstances may not be possible.

Degree Recitals for the B.M. in Composition

Composition Recital Policies

A student pursuing the B.M. in Composition must submit a Recital Request Form in the fifth semester of private composition lessons (MUAP 4256), by which time the student should have composed at least twenty minutes of music, notated according to professional standards. This does not include music that is principally conceptual, improvisational, aleatoric, or electronic. During the semester before the proposed recital, the composition committee (private lesson instructor, Dr. Metz, and Dr. Salfen) will review the student's cumulative work. You will receive one of three results:

- Pass: You are approved to give your recital.
- Conditional Pass: You may give the recital but must correct deficiencies identified by the committee.
- Fail: Your recital is denied and you must reschedule it for the next semester.

Follow these Steps

During the semester before the recital:

- **Obtain** a Student Recital Request Form at this link.
- **Complete** the Student Recital Request form to reserve your requested dates and locations for your recital. First consult your committee members (your private instructor, Dr. Metz, and Dr. Salfen) to ensure that they are available on your requested dates. Keep in mind the following composition recital guidelines:
    - The composition recital should include 25-35 minutes of music.
    - The recital must include at least 20 minutes of notated music.
    - The recital may include up to 5 minutes of aleatoric, popular, and/or improvised music.
    - The recital may include up to 10-15 minutes of electro-acoustic music.

    - The recital must represent a variety of instrumental and/or vocal genres, including at least one piece for four or more performers.
- **Submit** the Student Recital Request Form to Melinda Wright by:
    - **November 1** for spring recitals
    - **April 1** for fall recitals
- You and your private lesson instructor will receive confirmation of your recital dates by the end of the semester.

During the semester of the recital:

- **Register** for MUAP 4257 and MUAP 4090
- **Submit a written progress report** at least one month before the recital, listing performers, a rehearsal schedule with location details, and the recital program (see additional recital guidelines below). Failure to submit a progress report may result in cancellation of the recital. Obtaining performers for the recital is the responsibility of the student.
- **Prepare** your recital program; arrange for rehearsals, stage management, and recording. (Refer to XII.C)
- **Give your Recital.** You will receive one of two results:
    - Pass
    - Fail: You did not address deficiencies identified by the committee. The recital was inadequately prepared. You may request another composition recital or you may elect to graduate with a B.A. in Music.

Additional Recital Guidelines

Rehearsals: All rehearsals for recitals must be scheduled through Evan Feist efeist@uiwtx.edu (210) 829-3855.

- A limit of two rehearsals will be permitted in the actual performance space.
- Rehearsals may be scheduled for alternative rooms in the Bennack Music Center.
- All rehearsal requests must be sent to Melinda Wright and the full-time faculty on your committee.
- Requests must be sent at least two days in advance.
- Any exceptions must be approved by the full-time faculty area coordinator.

No encores may be performed at student recitals.

Recital duration must be no less than forty minutes and no more than sixty minutes, including pauses, stage configuration changes, applause, etc.

Recital Program: Mr. Evan Feist efeist@uiwtx.edu for a recital program template. Prepare your program well in advance. Your program must contain complete and correct information (composer's name, dates, piece titles, movement titles, performers' names, etc.). Your program must be submitted to

your private lesson teacher and to Dr. Salfen (salfen@uiwtx.edu) one full month before your recital. You will probably be required to make edits. Once your program is approved by your instructor and Dr. Salfen, the Music Department will print 50 programs. If you want additional copies, it is your responsibility to print them, at your own cost. If you submit your program for review after the deadline, you must pay for copies.

Stage Management (all recitals): If you plan to move instruments and/or equipment during the recital, contact Evan Feist or Cindy Solis to request stage crew assistance.

Recordings of degree recitals: A recording of your recital will be made for the Department of Music's archives. Contact Dr. Andrew Bergmann (abergman@uiwtx.edu) to confirm details.

XI.

Scholarships

Music scholarship awards are indicated in the Department of Music acceptance letter. To officially accept a music scholarship, the student must complete the online UIW Music Scholarship Acceptance form. The link to this form is in the letter.

The Department of Music offers four types of scholarships, described below.

1. Annually Renewable Music Scholarships

Annually renewable music scholarships are awarded to music majors and minors who show musical aptitude and potential to succeed in their chosen music program. Current students may audition to receive a renewable scholarship or to increase their scholarship amount.

These scholarships are renewable for 5 years. The renewal of the award is contingent upon the following conditions:

1. Maintenance of full-time status (12 credit hours minimum) throughout each semester of the award.
2. Enrollment in the appropriate major ensemble (Chorale, Marching Band, Wind Ensemble, or Orchestra) throughout each semester of the award, unless exempted by the music faculty for internships or student teaching.
3. Passing all required music courses.
4. Maintenance of an overall minimum GPA of 3.0.

Failure to meet any of these conditions will result in withdrawal of the student's scholarship.

Information about audition dates as well as **Scholarship Audition Forms** will be posted on the Department of Music website and sent via e-mail.

2. One-Year Music Scholarships

One-year scholarship awards may be available to current sophomore, junior, and senior music majors and minors who have an overall minimum GPA of 3.0. Auditions occur each fall. One-year scholarships are not renewable.

3. Ensemble Scholarships

Ensemble scholarships are awarded at the discretion of the directors of UIW's major ensembles. A student must register for the ensemble in order to receive an ensemble scholarship. Consult with the ensemble director for details and eligibility.

4. Endowed Scholarships

There are two types of endowed scholarships: annually renewable awards and one-year awards. Most annually renewable endowed scholarships have specific criteria governing their awarding (e.g., for voice principals); otherwise, they follow the general rules of other annually renewable scholarships (see above). One-year endowed scholarships are based on academic merit and service and are awarded in the fall semester, concurrent with the one-year music scholarships, above.

Other University Scholarships

The music faculty strongly encourages students to explore scholarship opportunities outside the Department of Music. Some of these opportunities are described on UIW's Grants and Scholarships webpage.

XII.
Graduation

The Road to Graduation:

Know Your Degree Plan: To ensure that you are proceeding toward graduation in a timely manner, make a point to familiarize yourself with your degree plan, posted on the music website.

Applying for Graduation:

No Surprises! Make sure you keep track of your progress and know exactly how many classes you have left before you apply for graduation. Complete any remaining community service hours you may have left. Refer to the UIW Community Service Guidelines, available on the Registrar's webpage.

Graduation Packet: The Office of the Registrar will send you an electronic graduation packet once you have completed a certain number of credit hours. Complete this packet and submit by the deadline. Find additional information about applying for graduation, as well as important deadlines for prospective graduates, on the Registrar's webpage.

Beyond Graduation:

Applying to Graduate School: If you are considering graduate school, you should start looking at possible schools in your junior year. As you look at various institutions, note any relevant application deadlines; these deadlines may be as early as the fall semester of the academic year before you begin a graduate program. Talk with your advisor about the schools you are considering. Finally, plan to apply to multiple institutions, and don't forget to look into scholarship, grant, and work opportunities (teaching assistantships, for example), as they differ widely at different institutions. Most schools require letters of recommendation. Ask for letters from faculty members who know your work and can write about it in detail, and ask them well in advance of the application deadline.

Getting a Job: For students not planning to attend graduate school, UIW offers several resources related to job placement. UIW has an Office of Career Services and Professional Development, dedicated to helping students transition from undergraduate to professional life. You may want to contact this office early in your senior year, as many of their materials concern what you should do throughout your senior year in order to find employment. UIW's Mabee Library also subscribes to *Musical America Worldwide Directory*, described as the "definitive resource guide for the performing arts." It includes information about music schools, summer programs and festivals, orchestras and opera companies, music competitions, publishers and publications. You can access this guide through Mabee Library's Electronic Resources page.

XIII.
Music Department Facilities

a. **Practice Rooms**:

Practice Rooms are available to the following:
- UIW music majors and minors
- Students enrolled in MUAP courses
- Students currently enrolled in MUSI 1311 (Singing for Beginners), MUSI 1381 (Class Piano), or MUSI 1391 (Class Guitar)
- UIW music faculty

Practice Rooms are available on a first come, first served basis.

All students must activate their ID card every semester with Mr. Feist to gain entry to the practice rooms.

No food or drinks are allowed in the practice rooms!

Hours: Although the practice rooms are always open, the Music Building is usually locked in the evenings and on weekends. You can obtain a practice permit from Evan Feist (signed by your professor) at the beginning of the semester; keep it with you at all times. In order to enter the building to practice during evenings or weekends, you will:
- Call the Campus Police at (**210) 829-6030.** Inform them that you have a practice permit and that you need to enter the building.
- Show your practice permit and your student ID to the officer when s/he requests it.

b. **Performance Spaces**:

The Music Department's two main performance venues are Ingrid Seddon Recital Hall and the Diane Bennack Concert Hall.

Ingrid Seddon Recital Hall is located on the first floor of the Luella Bennack Music Center. In addition to certain student ensemble concerts and faculty recitals, it hosts Area Seminars and also serves as rehearsal space and classroom for several courses.

The **Diane Bennack Concert Hall** is the building located to the south of the Bennack Music Building, next to the lobby. It houses major ensemble concerts, larger recitals, and other musical events from community and professional entities.

XIV.
Department of Music Degree Checklists

BM in Music Education – Instrumental Track

BM in Music Education – Vocal Track

BM in Music Therapy

BM in Composition

BA in Music

BA in Music in Music Industry Studies

BA in Performance – Instrumental

BA in Performance – Vocal