



**CASE WESTERN RESERVE
UNIVERSITY**
College of Arts and Sciences
Department of Music

Undergraduate Student Handbook

2023/24 Academic Year

Case Western Reserve University
Department of Music | Haydn Hall, 103
10900 Euclid Avenue Cleveland, Ohio 44106-7105
Office: 216-368-2400 | Email: music@case.edu | Web: <https://case.edu/artsci/music/>

Notice of Nondiscrimination:

Case Western Reserve University prohibits sex- and gender-based discrimination in its education programs and activities, as well as retaliation for asserting the right to be free from such discrimination, in accordance with federal law, including Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681). Sex- and gender-based discrimination includes discrimination based on sex, pregnancy, parental status, gender identity or expression, transgender identity, and sexual orientation. Sex- or gender-based discrimination also includes sexual harassment, sexual assault, sex-based stalking, sexual exploitation, and dating violence or domestic violence.

The Title IX Coordinator in the Office of Equity is responsible for implementing the policy prohibiting sex- and gender-based discrimination.

Anyone impacted by sex- or gender-based discrimination, or who knows of others impacted by sex- or gender-based discrimination, and who would like to report discrimination or seek support for themselves or others, may contact the Title IX Coordinator by telephone, email, text message, or in person during regular business hours, or through the online Office of Equity forms below.

Title IX Coordinator: Rachel E. Lutner

Main Office Phone: 216.368.2400

Text or Call Title IX Coordinator: 216.327.4160

Email: titleix@case.edu

Online forms to report sex- or gender-based discrimination:

- [Online form for CWRU community members to report and request support](#)
- [Online form for CWRU community members to report anonymously](#)
- [Online form for non-CWRU community members to report](#)
- [Webpages for more information](#)

Campus Location: Nursing Research Building, Suite 1180

2120 Cornell Road, Cleveland, OH 44106

Mailing Address: 10900 Euclid Ave., Cleveland, OH 44106-7108

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Dear CWRU Music Students,

On behalf of our department, I'd like to welcome you to the **2023/24** academic year. And to those of you who are new students: welcome to the CWRU community! You often hear that CWRU is a special place, and it is. Its character, traditions, diversity, and academic and artistic excellence, as well as its beautiful surroundings in University Circle, make CWRU a truly remarkable place to study, explore, and engage!

Please check your resources pages for Current Undergraduate Music Majors for our operational plans and other helpful information, which may be subject to frequent change—keep checking back in and carefully read all university communications. (<https://case.edu/artsci/music/academics/current-students>)

Our devoted faculty and staff (<https://case.edu/artsci/music/about/people>) work together to assist students to achieve their educational and career goals. You can contact department representatives or reach music office staff during regular business hours (M-F, 8:30AM-5:00PM). We are here to help. (<https://case.edu/artsci/music/general/contact-us>)

We begin this year with some on-campus connecting. For your convenience a calendar of upcoming events is included below:

- Discover Week: Aug. 20-27 (<https://case.edu/firstyear/first-year-students>)
- Information Fair: Mon., Aug. 21
- Undergraduate Orientation for New Music Majors: Thu., Aug. 24 at 1 PM, *Harkness Classroom*
- Ensembles Overview: Thu., Aug. 24 at 3 PM, *Harkness Chapel*
- Ensemble Auditions: Aug. 28-Sep. 1
(<https://case.edu/artsci/music/ensembles-lessons/participation-information>)
- Classes Begin: Mon., Aug. 28
- First Recital Class Meeting: Wed., Aug. 30 at 3:20 - 4:10 PM, *Harkness Chapel*
- Drop/Add Period Ends: Fri., Sep. 8
- Homecoming Weekend: Oct. 12-15 (<https://case.edu/events/featured-events/homecoming>)

We are excited for your arrival (return) to campus and wish you a productive year ahead!

Sincerely,

A handwritten signature in cursive script that reads "David J. Rothenberg".

David J. Rothenberg, Department Chair

Resources

About

<https://case.edu/artsci/music/about>

The Department of Music is an academic department within the College of Arts and Sciences. In the "About" section, students will find more information about our department, including our mission statement, partnership with the Cleveland Institute of Music, online directories, facilities (buildings), policies/operating procedures, rooms/reservations, visitor directions/parking, and how to contact the music office or department representatives:

- Mission Statement
- Joint Music Program
- Faculty and Staff Directory
- Graduate Student Directory
- Student Office Staff (undergraduate)
- Joint Music Program Faculty Directory
- Facilities (buildings), Policies/Operating Procedures, Rooms/Reservations
- Visit Us (directions and parking)
- Contact Us

Current Undergraduate Students

<https://case.edu/artsci/music/academics/current-students>

This is a “central hub” of resources and materials for current students enrolled in the Department of Music. This section of the website contains information about the following:

- COVID-19 Protocol
- Building Access (CWRU and CIM)
- Orientation
- Advising and Handbooks
- Ensembles and Lessons
- Music Capstone
- Recital Class
- Forms
- Jury Exams
- Concerto Competition and Ronis Recital
- Facilities and Operations
- Technology and Communication
- Library Resources
- Music Undergraduate Student Involvement Committee (M.U.S.I.C.)
- Student Employment
- Public Safety
- “Who should I contact?”
- Announcements
- Awards and Recognition

- Affiliated Student Organizations (CampusGroups)
- Quick Links to resources and other departments/offices on campus:
 - Student Information System (SIS)
 - Canvas
 - College of Arts and Sciences
 - University Registrar
 - Undergraduate Studies (Student Forms)
 - Student Success
 - Division of Student Affairs
 - Center for International Affairs
 - Study Abroad
 - University Center for Innovation in Teaching and Education (UCITE)
 - LGBT Center
 - University Health and Counseling Services
 - Post-Graduate Planning
 - Spartan Reservation System
 - Access Services (Parking, ID Cards, Shuttles)
 - WRUW FM 91.1
 - Maltz Performing Arts Center
 - Cleveland Institute of Music
 - University Circle
 - The Cleveland Orchestra
 - Rock and Roll Hall of Fame
 - CWRU Music Facebook Page
 - CWRU Instagram Page

Facilities, Policies/Operating Procedures, Rooms/Reservations

<https://case.edu/artsci/music/about/facilities>

In the “Facilities” section, students will find building/room descriptions, policies and operating procedures, calendars, room schedules, and reservations. The CWRU Department of Music strives to maintain a safe, secure and productive environment for musical creation by university groups and individuals. The policies and procedures describe which spaces are accessible and for what purpose. Every effort is made to meet the needs of all parties as equitably as possible while preserving the integrity of our facilities.

Visit the [Music Facilities Policies and Operating Procedures](#) webpage for:

- Reporting: Routine Requests, Building or Classroom Security, After-Hours Emergencies
- Room Schedules and Reservations
- Practice Rooms and Studios
- Piano Maintenance
- Harkness Chapel
- Planning and Event Support
- Student Recitals and Graduate Degree Recitals
- Special Events

- Recording Services, Portable Recording Devices, AV Equipment
- Building Access/Hours, Specialized Access, University Keys
- Denison Hall and Ensemble Operations, Percussion Students
- Instrumental Lockers, Borrowing Instruments or Equipment
- General Housekeeping Rules
- Public Safety

Areas of Study and Program Advisors

<https://case.edu/artsci/music/academics>

The undergraduate programs in the Department of Music are led/directed by the *Coordinator of Undergraduate Studies (CUGS) in Music (BA)* and the *Coordinator of Undergraduate Studies (CUGS) in Music Education (BS)*. The *Coordinator of Undergraduate Enrollment* serves as faculty advisor to all incoming music majors through the end of the Drop/Add Period of their first semester in the major. From that point on, music majors are advised by a permanent advisor drawn from the Department of Music faculty. Each semester, before or during the registration period, students must meet with their faculty advisor to discuss degree requirements and progress toward their degree. (You must meet with your music advisor each semester even if you also meet with an advisor in another major). After the meeting, your advisor will release your advising hold so that you can register for courses. You should feel free to contact your advisor at any time to discuss matters of concern. In the event that your advisor is on leave, you will be assigned a temporary advisor.

If there are questions or concerns, students should speak first with their music faculty advisor, then the CUGS, then the department chair, and if questions or problems remain unresolved, the CUGS will contact the Office of Undergraduate Studies (UGS) to resolve them.

Note: Legally, our faculty and staff are unable to discuss students' academic or personal issues with anyone outside CWRU. While certain exceptions can be made in emergency situations, we prefer not to do so under any circumstances. The Family Educational Rights and Privacy Act ("FERPA"), a federal law, governs the release of personally identifiable information about a student contained in their educational records. In general, university personnel may not disclose to third parties information about a student, unless that student has given prior written consent. Third parties include parents, spouses, law enforcement or other government agencies, prospective employers, and any other individual who is not a university employee with a legitimate educational interest.

For Undergraduate Studies in Music:

Dr. Nathan Kruse, Associate Chair, *Coordinator of Undergraduate Studies in Music (BA), fall 2023*
 Office: Haydn Hall, 306
 Phone: 216.368.0675 | Email: nathan.kruse@case.edu

For Undergraduate Studies in Music Education:

Dr. Ryan Scheber, *Coordinator of Undergraduate Studies in Music Education (BS)*
 Office: Haydn Hall, 302
 Phone: 216.368.0624 | Email: ryan.scherber@case.edu

Music Office Staff

For performances and musical facilities/equipment:

Mr. Nicholas Strawn, *Performance and Operations Assistant*

Office: Denison Hall, 157 (next to Wade Commons)

Phone: 216.368.2297 | Email: nas158@case.edu

For undergraduate admission, academic programs, lesson registration, and accompanists:

Ms. Jennifer Wright, *Manager of Department Operations and Undergraduate Recruitment*

Building: Haydn Hall, 103

Phone: 216.368.2400 | Email: jenwright@case.edu or jmh207@case.edu

For personnel, financial reporting, and special event planning:

Ms. Laura Stauffer, *Department Manager*

Office: Haydn Hall, 101

Phone: 216.368.0117 | Email: ljs3@case.edu

For technology and AV equipment:

Dr. Ken Wendt, *Coordinator, Information Technology*

Office: Haydn Hall, 16 ([The Core Mac Computer Lab](#))

Phone: 216.368.5456 | Email: kxw295@case.edu

Offices, Communal Spaces, Mailboxes, Communication, Supplies

Faculty and Staff Offices

Most faculty staff offices are located in Haydn Hall, with the exception of two offices in Denison Hall.

Communal Spaces

Communal spaces for students may be used as needed and as available for University business including required duties, studying, etc. As such, spaces should be kept orderly and clean. Non-compliance with departmental requests or failure to keep this space in an acceptable condition (free of excessive trash, discarded food items, etc.) will result in the loss of your privileges.

The Haven Music Lounge (Rm. 100)

This multi-use space (Haydn Hall, Rm. 100) is a public lounge where Department of Music students, faculty, and staff can relax, socialize, and study. It is available by reservation for special events and can be used after-hours (reservation preferred) for rehearsals, practice, or lessons.

Student Mailboxes

Each undergraduate student is assigned a mailbox located in the stairwell on the 2nd-floor of Haydn Hall. Students will receive periodic emails regarding the pickup of more sensitive communications and grades. Please check your mailboxes regularly for departmental mail and other materials.

CWRU Gmail (Email)

<https://case.edu/utech/help/knowledge-base/google-workspace-education/google-workspace-education-information/cwru-gmail>

Each student is assigned a CWRU Gmail account linked to their Network ID (abc123@case.edu), which is widely used by the university. Please check your inbox often and reply to all department faculty and office queries within 24-48 hours. The department will communicate via your CWRU Gmail address only. If you use another account for email, set up your CWRU account to forward all messages. You are responsible for all information sent from the department; failure to set up your CWRU account does not excuse you from this responsibility.

Undergraduate Student Google Groups

<https://case.edu/artsci/music/academics/current-students/undergraduate-music-majors>

The private Google Group “**CWRU Music: Message Board**” is designed specifically for official communications sent from the music office to the entire department.

Photocopies and Office Supplies

A photocopier is available in Haydn Hall, 216. The department encourages **scanning materials as much as possible** to save costs on purchasing paper and maintenance. Students can request a general login code to access the scanning feature of the copier, which sends PDF documents to their CWRU Gmail. High-quality scanners may also be found in Kelvin Smith Library. Photocopies are included for official music events. Professional printing services are available through FedEx Office in Thwing (fees apply).

Canva Design, Publicity, Programs

The department uses **Canva Design** (<https://www.canva.com>) to create posters, programs, and digital/print publicity for many of our activities (lecture series, concerts, conferences, special events, etc.). Please contact the *Manager of Department Operations* in the Music Office for more information.

Card Swipe/After-Hours Building Access

<https://case.edu/artsci/music/about/facilities/policies>

All music majors are automatically given after-hours card access to Haydn Hall and Denison Hall.

Specialized Access, Keys

<https://case.edu/artsci/music/about/facilities/policies>

Students using office space or teaching a course will not need to obtain keys. Students should first obtain an ID Card from CWRU Access Services (basement of Crawford Hall). Once a student has a physical ID Card, they can arrange for building access. Secure rooms and storage areas require specialized (lockbox) access. Students can arrange for access through the *Performance and Operations Assistant*. Students will first be asked to fill out the **Secure Access to Controlled Rooms and Storage Areas Form**.

If a University Key must be ordered, the student should fill out the **Key Request Form**. Prior to requesting key(s), the student must first receive authorization from their supervisor, faculty advisor, or ensemble director. A lost key, duplicate key, or a key that is not picked up within the 45-day window, will result in a \$50.00 charge per key. Unreturned keys result in the same charge. Keys must be returned before graduating. Access Services issues a return receipt, which should then be submitted to the music office.

Note: According to University policy, students may not lend their key/ID to another student or borrow another key/ID for any reason. If the Department receives a report of any student misusing access privileges, the student will be given one written warning via email. If the reports continue, key/access

privileges will be revoked. Also, final transcripts may be withheld from students if keys are not returned before graduating. Lost keys must be reported to the music office and Access Services immediately.

Practice Rooms and Studios

Practice rooms are located in Haydn Hall (2nd floor) and in Denison Hall. There are also two HPP studios located in the basement of Haydn Hall. Please be sure to review the guidelines for reserving and using these spaces. If you discover a problem with one of the pianos, please submit the [Piano Maintenance Request](#) so a technician can be contacted.

Cleveland Orchestra Tickets

The Joint Music Program provides free season passes to regular season performances of The Cleveland Orchestra (<https://www.clevelandorchestra.com/>) to current music majors. The music office will provide details when tickets are available. Subject to change.

Academic Procedures and Activities

Competitions and Awards

The Joan Terr Ronis Annual Memorial Recital Prize

Leonard Ronis established the Joan Terr Ronis Recital Prize in 1996 as a memorial to his wife, the well-known Cleveland piano soloist, chamber music artist and teacher. The prize and recital are presented after a competition held each spring among undergraduate music majors. Mr. Ronis, a lifelong supporter of CWRU and the arts, was nationally known for his role in public transit. With his passing on July 4, 2012, the family requested that the prize be renamed the Leonard and Joan Terr Ronis Memorial Recital Prize. The prize returned to its original name during the summer of 2020.

Students compete on any instrument in a closed audition during spring juries, with a faculty panel selecting the winner(s). The prize is awarded to a rising sophomore, junior or senior majoring in music who has made an exceptional contribution to the musical life of the university. Up to two winners may be chosen. The winner(s) will be featured in a free public solo recital the following fall and will receive a monetary award and be honored at the undergraduate awards ceremony in the spring.

To secure a spot in the Ronis Memorial Recital competition you must follow these guidelines:

- Obtain a copy of the Ronis Memorial Recital Application (<https://case.edu/artsci/music/academics/current-students/undergraduate-music-majors>).
- The audition will consist of standard solo repertoire chosen by the student in consultations with the applied music instructor.
- Submit the application to the music office by the Friday before Spring Break and then sign up for a Ronis Memorial Recital Jury. Instructions will be sent out to students in advance.
- Approximately one month before the competition, you will be given an assigned Jury Exam time and asked to submit your final repertoire.
- If you would like the Ronis Recital (October performance) to substitute for your Level or Exit Jury, you must submit the Jury Petition Form

The Concerto Competition

Some Case/University Circle Symphony Orchestra concerts feature an undergraduate student soloist

chosen through this competition, which is open to all CWRU undergraduate music majors who are full-time students at the sophomore or junior level (or seniors planning a 5th year), and are taking applied lessons and enrolled in a department primary ensemble during the semester of the Competition and the semester of the performance. The Concerto Competition takes the form of a recital that is open to the public. Students should apply only when they have high-level repertoire in progress and only perform when that repertoire is recital-ready. Repertoire can be selected from the concerto or double concerto repertoire, smaller solo works with orchestral/chamber accompaniment, or representative vocal works with orchestral/chamber accompaniment. Repertoire must be selected in advance and APPROVED by the Director of Orchestras (Dr. Kathleen Horvath) by November 12 to ensure that the orchestra parts are available. The Competition is held in late March or April each spring and the winner(s) perform the following academic year.

In order to secure a spot in the Concerto Competition recital you must follow these procedures:

- Obtain a copy of the Concerto Competition Request Form and Accompanist Request Form (<https://case.edu/artsci/music/academics/current-students/undergraduate-music-majors>).
- Consult with your applied teacher about appropriate repertoire.
- Once you have several pieces in mind, see the *Director of Orchestras (Dr. Kathleen Horvath)* to get your piece(s) approved by November 12. Send an email to Dr. Horvath (kah24@case.edu) detailing the title of the piece, the composer, the edition, publisher, and an indication of where the parts are available for purchase or hire. Failure to get your piece approved before you submit the form will result in disqualification from the competition.
- Submit the Concerto Competition Request Form (approved by Dr. Horvath/applied instructor) and your Accompanist Request Form with music (clearly mark the sections you intend to perform) to the *Coordinator of Accompanying Services (Jennifer Wright)* by noon on December 3. Failure to meet the deadline or an incomplete form with missing components will result in disqualification from the competition.
- Submit your final program information to Dr. Horvath two weeks before the performance, which takes place in March (typically the Friday following spring break).
- To substitute the Concerto Competition (March performance) for your Level or Exit Jury, submit the Jury Petition Form in advance. Mention "Concerto Competition" where the form asks for three faculty evaluators.

Keep in mind that a **maximum** of 10 minutes of performance time is allotted to each student in the competition recital, and the piece should not be more than 25 minutes in length for the concert performance. Please make cuts or play only selected sections/movements to stay within this time frame. Coordinate with your applied teacher and accompanist.

The Charles E. Clemens Prize

This award is presented to a music major for talent and accomplishment in musical performance. An upper-class music student may be selected for this award by the Department of Music faculty in the spring semester. The winner is recognized at the Honors Assemblies in May.

The Doris Young Hartsock Prize

This award is presented to a music major who is preparing for a career in music education. A graduating music education student may be selected for this award by the Department of Music faculty in the spring

semester. The winner is recognized at the Honors Assemblies in May.

The Arthur H. Benade Prize

This award recognizes senior double majors or non-majors for excellence in music. A graduating student may be selected for this award by the Department of Music faculty in the spring semester. The winner is recognized at the Honors Assemblies in May.

The Kennedy Prize

Given university-wide to undergraduates for creative achievement in a variety of fields, there are six awards overall. Faculty members may nominate several upper-class music students (majors or non-majors) in the spring and a university selection committee screens the nominations and determines the recipients. Winners are recognized at the Honors Assemblies in May.

The Lyman Piano Prize

This award may be given in the spring to a student or students whose primary instrument is piano for excellence in performance. The trust was given in honor of Jane and Cecile Lyman and stipulates that the student(s) should select music of the past twenty-five years by Cleveland area composers, preferably a member of the faculty, staff or student body of Case Western Reserve University or the Cleveland Institute of Music, for performance. A public recital is the forum for this competition, and music faculty award the prize on the basis of technique and originality to the most outstanding student performance at this recital.

Departmental Honors

Review the Department Honors section provided in your program of study within the General Bulletin (<https://bulletin.case.edu/collegeofartsandsciences/music/>).

Forms and Deadlines

<https://case.edu/artsci/music/academics/current-students/undergraduate-music-majors>

All music majors are required to file specific forms at various times during during the degree program:

- Recital Class Program Information
Due: by 2:00 PM on Wednesday one week (7 days) before your Recital Class performance
- Request for Accompanist
Due: as soon as possible for the full academic year or at least 4 weeks prior to your earliest event (or with the Concerto Competition or Ronis Recital application forms)
- Student evaluation of applied music instructor
Due: at the end of each semester
- Jury Repertoire
Due: 2 weeks before assigned Jury Exam time
- Concerto Competition Request
Due: December 7
- Ronis Recital Application
Due: Friday before Spring Break
- Major Declaration Form (<https://case.edu/ugstudies/forms>)
Due: during new student orientation or when admitted to the music major

- Drop/Add Form (<https://case.edu/ugstudies/forms>)
Due: 2nd Friday of each semester
- Academic Advisement Report (<https://case.edu/ugstudies/forms>)
Due: to request a correction or course substitution (SIS)

Instrument Storage Lockers Policies and Requests

<https://case.edu/artsci/music/about/facilities/policies-and-operating-procedures/instrumental-locker-policies-and-requests>

The Department of Music will make instrument storage lockers available to music majors and non-majors currently enrolled in academic ensembles (MUEN) in Denison Hall. Students may sign up for a locker by submitting the Locker Request Form.

It is advisable to get a locker at the beginning of the semester because there is limited availability. The lock and locker are the responsibility of the student. The lock and locker will be returned to the department inventory at the end of the academic year. If a lock is broken/lost or a locker is damaged, the student will be billed for repair or replacement. Please be mindful that Denison Hall is a very active space. Do not leave your locker unattended and be sure to keep your belongings secure at all times.

Instrument Use: Borrowing School-Owned Equipment

<https://case.edu/artsci/music/about/facilities/policies>

The Department of Music maintains a limited inventory of instruments for student use. Our instruments and equipment are not available for public use. A policy has been put in place by the Ensembles Committee to have students complete and sign a loan agreement when borrowing instruments or equipment for very special circumstances. Any CWRU student enrolled in a class or ensemble that requires the use of a secondary instrument (e.g., methods class), has no personal instrument, or is assigned to a specialized instrument (e.g., contrabassoon, double bass, English horn, bass clarinet) is eligible to sign out a school instrument.

Campus Events: The use of music stands, chairs, or other equipment for campus events requires approval from the *Performance & Operations Assistant*. Students should first submit a request form.

Please review **"Your Guide to Borrowing an Instrument"** for a Statement of Responsibility, Terms, and Conditions. Submit the School-Owned Instrument or Equipment Request Form to initiate the loan process. Students will meet with the *Performance & Operations Assistant* to sign a Loan Agreement.

Piano Accompanists

Students are required to have an accompanist for certain performance responsibilities. Accompanists are provided to music majors at no charge for the following:

- Recital Class Performance (once per year)
- Jury Exams
- Concerto Competition
- Ronis Recital Prize Audition and Performance
- Studio Classes
- Capstone Senior Recital
- *Includes rehearsals in regular lessons with the student and their instructor for all "provided" events*

within reason (subject to availability).

- *Students are responsible for coordinating any lessons or individual practice sessions with their accompanist.*

To request an accompanist, follow these procedures:

- Submit the [Accompanist Request Form](#) **ASAP** for the **full academic year**.
- Provide as much detail as possible. You can edit the responses on your form.
- Your completed form with instructor confirmation and music is **due at least 4 weeks before your earliest requested event**. Failure to meet this deadline will result in no assignment.
 - *exception 1)* Concerto Competition forms/requests are due by 12 PM on Dec. 3.
 - *exception 2)* Ronis Recital forms/requests are due by Friday before Spring Break.
- Deliver your completed form with instructor confirmation and music to the *Coordinator of Accompanying Services* (Ms. Jennifer Wright) in the music office (Haydn Hall, Rm. 103) or email materials to music+accompanist@case.edu. Make sure they are complete and organized!
- The *Coordinator of Accompanying Services* will make every effort to find or match a pianist.
- The more notice you give, the greater chance we can help. We make no guarantees if the required materials are submitted late.
- Clear and consistent communication is essential to this process!

Need to scan copies?

The Department of Music copy machine (Haydn Hall, Rm. 216) has a scanning feature. All music students may use it to email PDF copies of music or other materials. The general login code for the machine is **1451**.

Include your music:

You must include music with your form. Submit the full score and not just your individual part! If music is not included with your request form, you will not be assigned an accompanist. Submitting your music in a professional manner (organized, legible, visible notes, clearly marked cuts, no staples, etc.) will help ensure proper coverage. Always include your name and email on your music in case it gets separated from your form.

Contact your accompanist:

Once your pianist is assigned, you will receive an email confirmation with their name, phone number, and email address. It's important to communicate with your pianist **within a few days**, even if you're not yet ready to rehearse. Our staff accompanists are very busy and they need to know when you're expecting to meet with them so that they can balance their schedules. It is your responsibility to confirm (or reschedule when necessary) with your pianist, including lesson times or individual practice.

Questions: music+accompanist@case.edu -or visit- Jennifer Wright (Haydn Hall, Rm. 103)

Registration and Course Permissions

CIM Classes. Permits for all CIM classes, including Music Theory, Eurhythmics, Audio Recording classes taught at CIM, Vocal Repertoire, etc., are released by the CIM Registrar. Permits for these classes must be requested through SIS; please note that once the permit is granted, you have to log on to SIS again to enroll in the class.

Applied Lessons. The *Manager of Department Operations* will release permits for Applied Lessons (Primary and Secondary) in SIS during registration periods. If you have any questions, please visit the Department of Music office (Haydn, 103). You should hear from your applied instructor before the end of the first week of class to schedule your weekly lesson time. If you have tried to contact the instructor but have not heard back by the second week of classes, please contact the Department of Music office right away. Students registering for their penultimate semester of lessons must complete a Department of Music Graduation Check with the *Coordinator of Undergraduate Studies* before a registration permit for applied instruction will be issued.

Note: Students must notify the CIM Registrar if they drop/withdraw from a CIM class, and/or the CWRU Music office if they drop an applied lesson class.

Independent Study Courses. Students who wish to take an Independent Study must develop a course proposal with a department faculty member. Once the faculty and the student agree on a topic, learning outcomes and assessment tools, the student should complete both an Independent Study Outline for the course and an Independent Study Agreement. Both documents should be submitted to the Music Office (Haydn 103) for the permit to be released prior to drop/add ending.

Transfer Credit and Study Abroad Credit for Music Courses

<https://case.edu/ugstudies/academic-policies/transfer-credit-other-colleges/>

Students may receive transfer credit for work completed at another accredited college, university, or technological institute in the United States or from institutions of higher education outside the United States. Requests for music course transfer credit should be submitted to the *Coordinator of Undergraduate Studies in Music (BA)*. Students are welcome to email a request for transfer course evaluation that includes: course title for which transfer credit is being requested, course description, course syllabus and course credit hours.

Music Theory Transfer Credit

Music Theory classes are taught through the Cleveland Institute of Music (CIM). Non-majors may be able to receive general elective credit for music theory transfer coursework. Music majors and minors may only receive credit through proficiency examination. Contact the CWRU *Coordinator of Undergraduate Studies in Music (BA)* for more information.

Transfer Credit for Music Major Degree Requirements

Music majors (BA degree) and Music Education majors (BS degree) wishing to receive transfer credit toward music degree requirements (i.e., music history, ensemble, etc.) should email the *Coordinator of Undergraduate Studies* with a request, as detailed above, and prepare a written petition to the music department faculty for approval. Requests for transfer credit toward music degree requirements will only be considered during the academic year; please plan accordingly. Contact the *Coordinator of Undergraduate Studies* for additional information and for help preparing a petition to the faculty.

Additional general information about transfer credit policies and procedures can be found through the Office of Undergraduate Studies website (see link above).

Undergraduate Student Organizations

Music Undergraduate Student Involvement Committee (M.U.S.I.C.)

This is a service and support organization. Founded in 1999 by Lisa Musca (Class of 2000), M.U.S.I.C. is open to all undergraduate students interested in music opportunities on campus and in the Cleveland area. M.U.S.I.C. hosts several events throughout the year, including the late-night Arts After Dark, Music Faculty Recitals, a Career Day event, and multiple community service performance opportunities. It also helps to facilitate communication between Department of Music faculty and students. The president and officers are elected yearly by vote of members. General body meetings are held every Wednesday following Recital Class. Music majors are automatically members of M.U.S.I.C.; students are encouraged to actively participate. It is a highly effective way of networking with other music majors and non-majors interested in music. Dr. Nathan Kruse serves as faculty advisor for the organization.

Ohio Collegiate Music Education Association (OCMEA)

This organization is the student arm of the Ohio Music Education Association and the National Association for Music Education. This group sponsors various activities for Music Education majors and supports members to attend the OMEA conference. Dr. Ryan Scherber serves as the group's faculty advisor.

Student Employment

<https://case.edu/artsci/music/general/people/student-office-staff>

Student employment programs are administered by the CWRU Office of Student Employment. The Department of Music offers job opportunities to students who have Federal Work Study eligibility. Job descriptions are available online and the secure job application requires a Network ID.

Performing Soloists/Groups

If you perform as a soloist/group, please register with the Music Office as "*Musicians for Hire.*"

Send the following information in an email to music@case.edu:

- Name or group name
- Instrumentation (i.e., string quartet, brass quintet, pianist, etc.)
- Contact information
- Rate per performance or hour

Undergraduate Music Requirements

Music Major Status

<https://case.edu/ugstudies/forms>

All music majors are accepted either to the BA program in Music or the BS program in Music Education with a designated primary instrument. At the beginning of the first semester or once admitted as a music major, students must complete a Major Declaration Form.

General Bulletin

<https://bulletin.case.edu/collegeofartsandsciences/music/>

Detailed program requirements, course distribution, and sample plans of study may be found in the General Bulletin.

Advising Forms for Music Degree Programs (BA and BS)

<https://case.edu/artsci/music/academics/current-students/undergraduate-music-majors>

Use this as a tool to track your academic progress.

Academic Standing within the Department of Music

Students are considered to be in “good academic standing” within the Department of Music as long as successful academic progress toward degree completion can be demonstrated. In order to maintain music major status, students must progress through the music theory sequence and primary applied music sequence, and pass required juries on their primary instrument. Students may be placed on “probationary status” within the Department for failing to pass the appropriate performance jury assessment or for not completing a music theory requisite. Probationary status lasts for one semester, at which time the student must perform a Remedial Jury assessment. Failure to pass a Remedial Jury will result in dismissal from the major. Successful completion of a Remedial Jury will return the student to good academic standing within the Department.

Music Department Graduation Check

Students nearing the completion of their music major requirements should complete a Music Department graduation check with the *Coordinator of Undergraduate Studies*, prior to registering for their penultimate semester study.

Step 1: Identify your penultimate semester of applied lessons with your faculty advisor, so you can appropriately plan for a graduation check before the end of add/drop.

Step 2: Complete an appointment with the *Coordinator of Undergraduate Studies* for your graduation check, prior to the end of add/drop.

Applied Study (MUAP)

All music majors must take applied lessons on a primary instrument—the BA program requires 6 semesters (12 credits), the BS program 7 semesters (14 credits)—and may also take applied lessons on one or more secondary instruments. All majors may continue to take applied lessons free of charge even after they have completed the credits required for their degree program. Students may not take secondary lessons on their primary instrument, with the exception of remediation due to a failed jury examination or an incomplete music theory requisite. Applied lessons cannot be taken for a grade of Incomplete (“I”) unless circumstances prevent a student (beyond their control) from completing the class and the applied instructor and *Coordinator of Undergraduate Studies* is willing to grant one. CWRU does not grant transfer credit for applied lessons taken at other institutions.

Primary Instrument

A student’s primary instrument is decided at the entrance jury (audition) for the major and generally does not change. In order to complete the major, students must complete all semesters of required primary study on that instrument. Primary instrument lessons are taken for 2 credit hours with a 60-minute lesson per week. In the rare event that a student wishes to change his/her primary instrument, that student must see his/her music faculty advisor to discuss the proper procedures and arrange for an audition on the new instrument. Students who change primary instruments without taking the proper steps will not be able to count lessons taken on the original instrument toward their graduation requirements and may be forced to postpone graduation.

Secondary Instrument(s)

Music majors are permitted to take lessons on secondary instruments. Secondary instrument lessons can be taken for 1 credit unit with a 30-minute lesson per week or 2 credit units with a 60-minute lesson per week. There are no additional performance requirements for secondary lessons. Students who fail to make satisfactory progress in their primary lessons will not be allowed to take secondary lessons. Students wishing to take secondary lessons on more than one instrument simultaneously need permission from their advisor and from the *Coordinator of Undergraduate Studies in Music (BA)* or *Coordinator of Undergraduate Studies in Music Education (BS)*.

Changing Applied Instructors

Every effort is made to match you with a teacher appropriate to your level of development. If, however, a situation arises in which a student feels they need to change applied instructors, the student must contact the *Coordinator of Undergraduate Studies* for their degree program as soon as possible, within a given semester. Requests made after the add/drop period for a given term may substantially hinder the successful completion of a change in applied instructor. Students must present a compelling reason for a change. Once administrative review of the request has been completed, the *CUGS* will make every effort, on behalf of the student, to accommodate legitimate requests and to work with the CIM Dean's office to assign a new applied instructor.

Recital Class

Recital Class, which meets every Wednesday from 3:20-4:10 PM in Harkness Chapel, is a required component of all primary applied lessons for music majors.

Registration in Recital Class

All music majors enrolled in primary applied lessons have a course component labeled "Recital," which refers to Recital Class. Students do not need to register for this class; it is automatically added to their schedule when registered for primary applied lessons.

Attendance Requirement

Attendance at all meetings of Recital Class is mandatory. Poor attendance or tardiness (more than 10 minutes late) will be recorded and communicated to applied instructors and considered in final applied music grades.

Requests for single excused absences should be submitted to the Recital Class Instructor (Dr. Ryan Scherber) in advance. Please use the "[Recital Class Single Absence Request](#)" form. Excused absences are granted for personal illness, bereavement, and religious observation. Email absence requests will not be accepted.

Exceptions to the Attendance Requirement

Student teachers will not be required to perform during the semester they student teach. Students with a legitimate class conflict during Recital Class time (Wed., 3:20-4:10 PM) will be expected to participate in Recital Class asynchronously, watching performance videos online and submitting written peer critiques virtually. Students with a time conflict must notify the Recital Class Instructor (Dr. Ryan Scherber) by submitting the "[Recital Class Time Conflict](#)" form by the end

of the 1st week of classes. Regardless of conflicts, students must perform in one Recital Class during the academic year. If necessary, the Recital Class Instructor will assist the student with requesting an excuse from one class to facilitate the performance.

Note: Students enrolled in a course that conflicts with only part of Recital Class must come directly to Recital Class after the conflicting course ends, or an absence will be recorded. Students cannot miss Recital Class due to work study obligations or for applied lesson meetings.

Performance Requirement

1. All music majors taking applied lessons are required to perform in at least one Recital Class each academic year in which they are enrolled in private study.
2. A maximum of ten (10) minutes of performance time is allotted for each individual or group in one recital class. Longer performances will be allowed only if scheduling permits.

Assignment of Performance Dates

1. Performance dates are assigned in order of academic standing (i.e., seniors will perform first, and so on). The number of performances at each class meeting are spread as evenly as possible over the full academic year. If you have a circumstance that requires a specific performance date, please contact the Recital Class Instructor.
Note: requires departmental approval.
2. If you hope to perform more than once during the year (i.e., group performance, solo work), please contact Dr. Ryan Scherber.
3. The performance schedule is posted on the Department website throughout the semester.

Performance Procedure

No less than one week before your scheduled performance the following program information should be submitted online using the Recital Class Program Information form on the Department website (note: spelling and grammar should be correct):

1. Your name, instrument or voice.
2. Name(s) of other performances (e.g., accompanist) and instrument(s)
3. Title of piece
4. Composer
5. Composer's birth/death years (precise day and month of birth are not necessary)
6. Duration of performance
7. Special considerations (need to be last because of math class, etc.)
8. Stage set-up requirements (stand, chair, etc.)

On the day of your performance, please:

1. Arrive early to warm-up and tune
2. Dress professionally for a public recital

The week after your performance you are required to fulfill stage manager duties, please:

1. Arrive early to assist with set-up
2. Sit in the front pews to help with stage changes as required

Grading

Attendance, performance, paperwork, and stage manager duties at Recital Class will be considered as part of your grade for applied lessons. Failure to adequately perform any of the required duties will adversely affect your grade.

Listening

All students in attendance are expected to participate in evaluating performances given by fellow students. Please bring a device (laptop/tablet) to Recital Class each week to provide feedback during and after the performance. The Recital Class Instructor will distribute comments to each performer the following week. A guideline on how to best evaluate the performers will be provided.

Jury Exams

All students are required to perform three juries as part of their degree requirements:

1. **Progress Jury (MUAP 10):** Taken at the end of the first year of applied study on the primary instrument. The Progress Jury must be taken when a student is enrolled in MUAP 122. Students will not be allowed to continue with MUAP 221 until this requirement is fulfilled.
2. **Level Jury (MUAP 20):** Taken at the end of the second year of applied study on the primary instrument. The Level Jury must be taken when a student is enrolled in MUAP 222. Students will not be allowed to continue with MUAP 321 until this requirement is fulfilled.
3. **Exit Jury (MUAP 30 for BA, MUAP 35 for BS):** Required for all students at the completion of their applied study. For BA students, this will take place in the sixth semester of applied study when a student is enrolled in MUAP 322. For BS students, it will take place in the seventh semester of study when a student is enrolled in MUAP 323.

Rules for Substitution:

- Students may petition to substitute a Concerto Competition, Ronis Recital, or Student Recital performance for a Level or Exit Jury by **filling out the Jury Petition Form by week 8** of the semester in which the jury will take place.
- Students must enroll in applied lessons the semester in which they take their Exit Jury.
- Students must enroll in applied lessons the semester in which they plan to perform a recital.
- BA Music majors wishing to perform a recital must pass the appropriate jury (Progress, Level, or Exit) one semester prior to performing a recital.
- BS Music majors wishing to perform a recital their final semester of on campus study must pass an Exit Jury prior to performing the recital.

In addition to required juries, an applied faculty member may require additional juries when he/she feels it is warranted. Also, the student may perform additional optional juries, but each student must approach the applied teacher or advisor to make the necessary arrangements. These kinds of juries are called:

1. **Discretionary Jury:** A jury that is called by either the applied teacher or the student any semester when there is no required jury. To call a discretionary jury, the applied teacher must contact Jennifer Wright (jmh207@case.edu), who will consult with the student's advisor.
2. **Make-up Jury:** In circumstances where a student is unable to complete a required jury for a legitimate reason such as illness, injury, or family emergency, the student may request an

Incomplete by communicating directly with the *Coordinator of Undergraduate Studies* of their degree program, who will then follow University Procedure and file the official Incomplete paperwork. Once the Incomplete permission has been granted the grade submitted to SIS will be an "I" and the student will be placed on the Make-up Jury schedule for the following semester.

Make-up Juries are held either early in the fall semester or early in the spring semester so that a grade may be submitted to SIS before the deadline to remove an Incomplete from the previous semester. If the student fails to take the Make-up Jury the following semester, the Jury grade will revert to an "F". Students who fail a Jury will be placed on probationary standing in the Department of Music, which could result in the loss of music major status. Remedial Juries are subject to the same procedure but Discretionary Juries are not.

Jury Performance Guidelines

1. **Juries are to be no more than 15 minutes in duration.** Students should be prepared to perform about 10-15 minutes of their most polished repertoire demonstrating both technical and musical progress. Any piece chosen for a jury that has a piano accompaniment must be performed with accompaniment.
2. **Jury Repertoire will be chosen by the applied teacher.** In general, the repertoire should represent diverse musical styles and technical proficiency. A more detailed guideline of suggested repertoire and related material follows, with the caveat that the final decision on all jury questions lies with the applied teacher.

Instrumentalists may opt to choose from the following kinds of repertoire:

- Technical material such as scales or etudes
- Solo works (e.g., sonatas, concertos)
- Excerpts from standard ensemble repertoire
- Other materials selected by the applied teacher

Instrumentalists may consider the following suggestions of repertoire for Jury Type:

These recommendations will vary according to instrument category; final decisions therefore lie with the applied teacher.

Progress Jury Candidates should perform some technical repertoire (étude, scale study with arpeggio, etc.) and some solo repertoire preferably with accompaniment (sonata, concerto, etc.) with the proportion of approximately 35% technical and 65% solo.

Level Jury Candidates should perform technical repertoire (étude, scale study with arpeggios, etc.) and some solo repertoire, preferably with accompaniment (sonata, concerto, etc.) with the proportion of approximately 20% technical and 80% solo. (This may include excerpts.)

Exit Jury Candidates should perform technical repertoire (étude, scale study with arpeggios, etc.) and some solo repertoire, preferably with accompaniment (sonata, concerto, etc.) with the proportion of approximately 5% technical and 95% solo. (This may include excerpts.)

Vocalists should consider the following:

Repertoire that demonstrates a breadth of technical and musicianship skills, chosen in

consultation with the student's applied instructor.

Jury Protocol

1. Once it has been established that a student is to jury, each student must:
 - a. Secure an accompanist if necessary (see above)
 - b. Receive an assigned jury exam time from the Department of Music office
 - c. Prepare for the jury
2. On the day of the jury each student is to:
 - a. Arrive approximately 15 minutes early to warm up and be ready to perform
 - b. Wear appropriate attire (consider this a "public recital")
 - c. Digital Jury Evaluation forms will be completed by the faculty panel present during exam
 - d. The jury exam may or may not be recorded for the purpose of evaluating the performance and departmental assessment

Jury Outcomes and Grading

1. Once the jury is completed and the evaluation forms are processed, the student will receive the jury sheets, the advisor and applied teacher will receive a copy, and a copy will be placed in student records in the Music Office.
2. The jury grade is a final component of the overall grade for your applied study. Students who receive an overall performance rating of 5 or better (out of 10) will have passed the jury. An overall performance rating below 5 will require a Remedial Jury the following semester and the final letter grade for the semester of principal applied study will reflect a failed jury.
3. A failing grade in a jury will result in probationary standing until the student passes a Remedial Jury. Probationary standing affords the student one semester of additional study, following the prescribed sequence of lessons (MUAP 121-122, MUAP 221-222, MUAP 321-322, etc.), to demonstrate appropriate progress during a Remedial Jury.

Jury Policies

1. Juries are graded as Pass/No Pass ("P/NP"); there is no letter grade associated with this assessment.
2. Students are expected to jury in the required semesters unless prior permission to be excused is granted in advance. A student wishing to postpone a jury for legitimate reasons or to substitute a performance for a jury can petition the faculty for consideration of such requests. In cases where a student is ill or there is a family emergency, the student is to communicate with the *Coordinator of Undergraduate Studies* immediately and an excused absence can be granted. In other cases, the following procedures will be followed:
 - a. Any student who fails a required jury will receive a grade of "NP". The student may petition the faculty for permission to make up the jury by writing a letter to the faculty submitted through the *Coordinator of Undergraduate Studies in Music (BA)* or *Coordinator of Undergraduate Studies in Music Education (BS)* explaining the circumstances and providing reasons why they should be granted the opportunity to make up a failed jury. If such a petition is denied, the "NP" grade will stand and the student will be put on probation and required to take a Remedial Jury the following semester to retain music major status. If the student successfully passes the Remedial Jury the new grade will replace the grade of "NP" and the student will continue in the regular applied lesson/jury sequence. If the student fails the Remedial Jury the student will lose music major status. If the student is granted the

opportunity to take a make-up jury, this would then essentially be classified as excused and procedure b. will be followed.

- b. A student who is excused from a required jury for a legitimate reason (i.e., illness, family emergency, petition to the department, etc.) will be allowed to take a Make-up Jury. Until the make-up jury is completed, the recorded grade will be an Incomplete ("I").

Note: All procedures governing course grades of Incomplete will be observed: each student will have until the 10th week of the following semester to take a make-up jury. If the jury is not made up, the grade will revert to an "NP." The student will be placed on probationary status and will follow procedure a., which requires a Remedial Jury the semester following the absence.

Ensembles

Primary Ensembles

1. All music majors are required to register for a specific number of semesters of primary ensembles as per your degree requirements. BA students may elect to take their ensembles for 0.0, 0.5, or 1 credit hours, but BS students in Music Education must register for their primary and secondary ensembles for 1 credit hour. Any additional ensembles can be taken for 0 hours after BS in Music Education students have satisfied their 9 credit-hour requirement. Exceptions to this policy will only be considered by petition to the Department of Music faculty.
2. Primary ensemble assignments are determined by each student's performance medium and most require an annual audition. Auditions are usually held on the first day of classes or during the first rehearsal each fall. At the conclusion of this yearly audition, students will be assigned to a specific ensemble(s) that works in conjunction with their curricular focus, schedule, and performance level. Because Symphonic Winds and the Case/University Circle Symphony Orchestra are offered simultaneously, wind and percussion instrumentalists can be assigned to perform with both groups in rotation. The rotation can be by concert cycle or by semester and will be posted so there is no confusion. In either case, the student must officially register for all groups assigned. Given this system, it is also possible that students could have different ensemble assignments each semester.
3. Students are limited to no more than two primary ensembles per semester. A Symphonic Winds and Orchestra rotation only counts as ONE ensemble since they rehearse simultaneously. Exceptions to this policy may be considered by petition to the Department of Music faculty. Most students will perform in the ensemble that is most directly connected to their performance medium:

- **Strings:** Case/University Circle Orchestra (MUEN 385)
- **Winds, Brass, and Percussion:** Symphonic Winds (MUEN 383)
- **Voice:** Case Concert Choir (MUEN 382)
- **Pianists:** Keyboard Ensemble (MUEN 389)
- **Guitarists:** Guitar Ensemble through CIM (a section of MUEN 355)
- **Historical Performance Practice:** Collegium Musicum (MUEN 395), Baroque Orchestra (MUEN 397), or Early Music Singers (MUEN 396)
- **Popular Music:** Popular Music Ensemble (MUEN 370)

Additional Ensembles

All music majors must participate in ensembles beyond the required semesters of primary ensembles. BA students are required to complete at least two additional semesters of ensemble participation, which may be additional semesters of the primary ensemble or one or more different ensembles. BS students in Music Education must participate in at least one additional ensemble for a minimum of one full academic year (two consecutive semesters). Additional ensemble participation includes all primary ensembles (above) as well as:

- **Strings:** Case Camerata Chamber Orchestra (MUEN 386)
- **Winds, Brass and Percussion:** Percussion Ensemble (MUEN 324), Spartan Marching Band (MUEN 384, Fall semester only)
- **Voice:** Early Music Singers (MUEN 396), Case Men's Glee Club (MUEN 380)
- **Historical Performance Practice:** Baroque Dance Ensemble (MUEN 394), Baroque Chamber Ensembles (MUEN 393), Baroque Orchestra (MUEN 397)
- **Traditional:** Klezmer Music Ensemble (MUEN 371)
- **Instrumental Jazz:** Jazz Ensemble I (MUEN 373), or Jazz Ensemble II (MUEN 374)
- **Chamber Ensembles:** String/Piano Chamber Music (MUEN 358), Mixed Chamber Music (MUEN 355)
- **Studio Classes (MUEN 355):** flute, saxophone, horn, guitar (Note: although your applied instructor may encourage you to participate in studio class, you are not required to do so.)

Note: Ensemble listings subject to change based on course offerings.

Recitals

Although the Department of Music does not require a recital for the BA or BS degree, students may perform recitals with the consent of their applied teacher and advisor. A senior recital may become part of the Capstone experience (MUHI 395A-B). Students must enroll in applied lessons the semester in which they plan to perform a recital.

Department faculty suggest that a junior recital should generally consist of 25-30 minutes of music and a senior recital should consist of approximately 40-45 minutes of music. Students who do not feel comfortable performing a complete solo recital may wish to partner with another student or students and perform a joint recital. All recitals should be prepared in consultation with the applied teacher(s) and advisor(s).

Student recital dates will be available from the third to the last week of each semester. In general, there will be no recitals during the final week of classes, reading days, or final exams. Students are not permitted to perform a recital in place of the Level or Exit Jury. Students must pass the appropriate jury (Progress, Level, Exit) prior to performing a recital.

Please see the accompanist section of this handbook to secure a pianist. It's important to note that the department will not cover the cost of an accompanist for non-degree student recitals.

To book a recital, please review the Music Facilities Policies and Procedures or contact the *Performance and Operations Assistant* (<https://case.edu/artsci/music/about/facilities/policies>).

Music Theory Sequence

All CWRU music majors will take their music theory courses through the Joint Music Program at CIM. Upon matriculation each student will take a Music Theory Placement Exam that tests skills in theory fundamentals, analysis, part writing, dictation, and sight-singing. This exam will determine the course into which a student is placed. If a student has only rudimentary skills in this area, the student will be placed in MUTH 101i (Intensive Theory and Aural Skills I). However, if a student has advanced skills in this area it is possible for the student to be placed in a course further along in the sequence. If this happens, the student will receive "placement credit" for courses that he/she is not required to take, meaning that academic credit will not be granted but the course(s) will be counted toward the major.

Music theory courses are sequenced so that they assist with each student's overall musical development. As such, registration in many other required music courses, including music history courses and applied lessons, is tied to successful performance in the music theory sequence. If a student falls behind in the music theory sequence by more than 2 semesters, the student will be ineligible to register for principal applied lessons. As per University Policy, students are allowed to repeat a course. However, if a student fails a course twice, the Department will have to determine if that student should be allowed to continue in the major.

The CIM conservatory theory sequence required of CWRU music majors consists of four courses: MUTH 101 (or MUTH 101i), MUTH 102, MUTH 201, and MUTH 202. This course of study also includes harmony, analysis, ear training, sight singing, and keyboard harmony.

Undergraduate Degree Programs

Bachelor of Arts in Music

<https://bulletin.case.edu/arts-sciences/music/music-ba/>

The Bachelor of Arts (BA) in Music is for students who want to major in music while receiving a comprehensive, liberal arts education. Many undergraduate students combine musical study with another area of study through a double major or dual degree. The BA in Music offers excellent preparation for graduate work in music or for professional studies in other fields.

Double Major, Dual-Degree, and Secondary Major Opportunities. The department encourages qualified students to consider a double major in music and another BA degree program. Most music majors at CWRU also pursue a second major. Once the Unified General Education Requirements (UGER) have been met, a BA student can add another major within the College of Arts and Sciences by meeting the course and credit unit requirements found in this bulletin under the appropriate department. In most cases, it is possible to finish a double major with music in four years. More information on the UGER, its components, and course offerings can be found in the General Bulletin.

It is also possible to receive two degrees, although this may take more than four years. Typical combinations of dual degrees include the BA in music (College of Arts and Sciences) with the BS in engineering (School of Engineering). All admissions requirements must be met for each school, and course and credit unit requirements for each degree must be fulfilled. Students interested in dual degrees should declare their intent as early as possible and receive advice from faculty about both degrees.

Finally, students completing a BS in a unit other than the College of Arts and Sciences (for example, a BS in engineering) can choose music as a secondary major within that BS degree. Students pursuing music as a secondary major only need to meet the Unified General Education Requirements (UGER) of the school in which they are earning their degree.

After completing the BA in Music, students are able to do the following:

- Demonstrate technical and artistic proficiency on a primary performance medium (instrument or voice)
- Contribute positively to musical ensembles of various sizes and types, and collaborate effectively with fellow ensemble members and ensemble directors
- Demonstrate facility with the major concepts and techniques of tonal and post-tonal music theory and analysis
- Demonstrate familiarity with the major musicians, musical thinkers, musical styles, techniques, procedures, and cultural trends of all periods in the history of Western music
- Draw on knowledge and skills in performance, music theory, music history, and/or music education to write a substantial critical assessment of musical works, concepts, and/or practices in the Western classical and/or popular traditions

Capstone for Music Majors and Departmental Honors

CWRU students participate in a Capstone project over one or two semesters, culminating in a final public presentation of their work in a university-wide celebration of scholarship and service. This is a self-designed project, which explores a subject of particular interest. It may take the form of a research paper, a presentation, a presentation with a performance component, a recording project, or any other format that demonstrates the student's achievement. Additional information about the UGER Capstone for music majors and department honors can be found in the General Bulletin.

Bachelor of Science in Music Education

<https://bulletin.case.edu/arts-sciences/music/music-education-bs/>

The Bachelor of Science (BS) in Music Education is a professional degree for students who are interested in teaching music. This program is an intense study of music and education that ultimately leads to teacher licensure. Students develop skills, concepts, and methodologies in music theory, composition, general musicianship, music history, arranging/orchestrating, improvising, conducting, and music performance.

Undergraduate program highlights include:

- Full-time faculty with specialties in all areas of music education (choral, general, instrumental) who provide personalized attention to students and support teacher preparation
- An emphasis on experiential learning that is based on current research and best practices
- Active participation in music teaching beginning in the introductory courses with fieldwork continuing throughout the degree program
- Opportunities to perform with outstanding ensembles (orchestra, band, choral, early music, jazz)
- Experiencing a variety of liberal arts subjects (humanities, literature, history, social sciences, foreign language) and conservatory instruction (performance, music theory) by participating in our Joint Music Program with the internationally renowned Cleveland Institute of Music
- Student-led organizations dedicated to professional development
- Advanced technology and a dedicated music education resource center

- Earning a music education degree from a program approved by the Ohio Department of Education (ODE), Council for the Accreditation of Educator Preparation (CAEP), and accredited by the National Association of Schools of Music (NASM)

Program Requirements

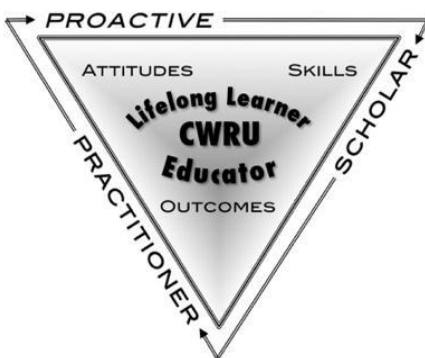
Students seeking to complete this major and degree program must meet the [general requirements for bachelor's degrees](#) and the University's [general education requirements](#).

The BS in Music Education requires a total of 108 credit units in four primary content areas: music, music education, psychology, and professional education requirements. Students will also complete courses to satisfy the Unified General Education Requirements. The Music Education program is designed to educate professional teachers of music education in PK-12 schools. Music education majors must demonstrate piano keyboard proficiency as part of their Basic Skills and Pedagogy requirements. The program meets the requirements of the Ohio Department of Education to prepare students to take state-mandated teacher exams (Ohio Assessments for Educators) and apply for teacher licensure. Graduates are eligible for a Multi-Age License in Music in Ohio and over 40 reciprocating states. Find detailed program requirements, course distribution, and a sample plan of study in the [General Bulletin](#).

Teacher Education

Teacher Education programs are offered through the College of Arts and Sciences, which is the academic home of the departments and programs that prepare students to become teachers. Additional information about the teacher licensure program for music education can be found in the General Bulletin.

Information regarding the Teacher Education mission, program outcomes, decision points and retention, ePortfolio accounts, student teaching, and more, can be found in the Teacher Education Handbook on the Teacher Education webpage (<https://artsci.case.edu/teacher-education/>).



Program Administration:

Dr. Denise K. Davis, Director of Teacher Education
P: (216) 368-1505 | E: denise.davis@case.edu

Ms. Kathryn Shafer, Department Administrator of Teacher Education
P: (216) 368-0792 | E: kathryn.shafer@case.edu

Minor in Music

<https://bulletin.case.edu/collegeofartsandsciences/music/>

Undergraduate students pursuing a major outside of music are invited to add a minor in music to their studies without passing an audition.

For students who do not major or minor in music but want to participate in musical activities on campus, our many ensembles are open to all CWRU students (regardless of major), and we offer music lessons through the Joint Music Program with faculty from the Cleveland Institute of Music.

Program Requirements

The minor in music requires 15 credit units: 6 units in music theory (MUTH), 6 units in music history or appreciation (MUHI or MUGN), and 3 additional units, which may include applied music lessons (MUAP) or music ensembles (MUEN). A maximum of 3 approved transfer course credit units may be applied toward music minor requirements.

For questions regarding eligible course substitutions, please contact the *Coordinator of Undergraduate Studies in Music (BA)*. Find detailed program requirements, course distribution, and a sample plan of study in the General Bulletin.