



Department of Music

Undergraduate Student

Handbook

2024/25 Academic Year

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Case Western Reserve University
Department of Music
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Table of Contents

Click on a line below to jump to that section of the handbook.

Welcome + Key Dates.....	3
About.....	4
Communication and Resources.....	4
Undergraduate Student Organizations.....	4
Music Undergraduate Student Involvement Committee (M.U.S.I.C.).....	5
NAfME Collegiate/Ohio Collegiate Music Education Association (OCMEA).....	5
Academic Policies and Registration.....	5
Music Major Status.....	5
Undergraduate Majors.....	5
Program Advisors.....	5
Department Representatives and Office Hours.....	6
Undergraduate Advising Support + General Bulletin.....	6
Music Handbook.....	6
Advising Forms and Academic Planning.....	7
Academic Standing within the Department of Music.....	7
Course Registration and Permissions.....	7
Departmental Honors.....	8
Forms and Deadlines.....	8
Graduation Check.....	9
Teacher Education.....	9
Competitions and Awards.....	10
The Joan Terr Ronis Annual Memorial Recital Prize.....	10
The Concerto Competition.....	10
Undergraduate Music Requirements.....	12
Music Theory Sequence.....	12
Applied Study (MUAP).....	12
Primary Instrument.....	13
Secondary Instrument(s).....	13
Changing Applied Instructors.....	13
Recital Class.....	13
Registration in Recital Class.....	13
Attendance Requirement.....	13
Excused Absences.....	14
Exceptions to the Attendance Requirement.....	14

Performance Requirement.....	14
Assignment of Performance Dates.....	14
Performance Procedure.....	14
Grading.....	15
Listening and Evaluation.....	15
Jury Exams.....	15
Ensembles.....	18
Primary Ensembles.....	18
Additional Ensembles.....	19
Student Recitals.....	20
Booking a Recital.....	20



Dear CWRU Music Students,

Welcome to the 2024/25 academic year! To our new students, welcome to the CWRU community. CWRU is a special place of traditions, diversity, academic excellence, and artistic exploration, located in the vibrant University Circle.

Please remember to regularly check the [student resources page](#) for updated operational plans and information. Our dedicated faculty and staff are here to assist you with your educational and career goals. You are always welcome to visit [our faculty](#) or reach out to the music office staff during office hours—we're here to support you.

Welcome + Key Dates

- **Undergraduate Orientation:** [Orientation + First-Year Students](#)
- **CIM/CWRU Undergraduate Welcome Reception**
- **Ensembles Overview:** Thu, Aug 22 at 3:00 p.m., Harkness Chapel
- **Ensemble Auditions:** Aug 26 – 30
- **Classes Begin:** Mon, Aug 26
- **Drop/Add Period Ends:** Fri, Sep 6

We are excited for your arrival and wish you a productive year ahead!

Sincerely,

A handwritten signature in black ink that reads "Nathan B. Kruse".

Nathan B. Kruse
Professor and Department Chair

About

The Department of Music at CWRU, part of the College of Arts and Sciences, partners with the Cleveland Institute of Music through the Joint Music Program. The department offers a range of courses, ensembles, and degree programs focused on historical performance practice, music education, and musicology.

- **Degree Programs:** Flexible BA in Music (double major/dual degree options), professional BS in Music Education, Music Minor, and specialized graduate programs in Historical Performance, Music Education, and Musicology.
- **Ensembles and Lessons:** Students can join ensembles, take private lessons, attend group classes, and explore academic courses available for both majors and non-majors.
- **Student Engagement:** Participate in student-led clubs, professional development groups, and enjoy free Cleveland Orchestra tickets for music majors.
- **Performing Arts in University Circle:** Study music in a vibrant community recognized as one of the [best arts districts in America](#) (USA Today), with access to performances, arts and culture events, and research presentations from guest lecturers, faculty, and students.

Explore our [mission and programs](#).

Communication and Resources

Undergraduate music majors have access to spaces in Haydn Hall, Harkness Chapel/Classroom, and Denison Hall. Mailboxes are located in the stairwell of Haydn Hall going up to the 2nd-floor.

- **Faculty/Staff Mailboxes:** Located in the stockroom on the first-floor of Haydn Hall.
- **Email:** CWRU Gmail accounts are assigned to each student. Regularly check your inbox and respond promptly to departmental communications.
- **Communications:** Google Groups are used as message boards to share announcements.
- **Resources and Forms:** The [Student Resources](#) section of the music website provides resources, tools, forms, and FAQ for current students.
- **News + Events:** Enjoy events, explore topics of interest or connect with scholars, and discover the latest headlines on our [News + Events](#) page.

For building access, practice spaces, rooms and reservations, instrument storage, lockers, school-owned equipment, or reporting repairs, please refer to the [Facilities Information](#).

Undergraduate Student Organizations

The Department of Music encourages involvement in undergraduate student organizations to foster a sense of community, provide professional development, and support academic growth. These

groups not only offer networking and collaborative opportunities but also help students stay connected with departmental activities and resources.

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

M.U.S.I.C., founded by Lisa Musca (Class of 2000), connects students passionate about music on campus and in Cleveland. Open to all undergraduates, the organization hosts *Arts After Dark*, *Music Faculty Recitals*, *Career Day*, and community service performances, while facilitating communication between music faculty and students. Meetings occur every Wednesday following Recital Class, with officers elected annually. Music majors are automatic members and encouraged to participate.

NAfME Collegiate/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.

Academic Policies and Registration

Music Major Status

All music majors are accepted either to the Music (BA) program or Music Education (BS) program with a designated primary instrument. During new student orientation or once admitted as a music major, students must complete a [Major Declaration Form](#).

Undergraduate Majors

- [Bachelor of Arts \(BA\) in Music](#)
- [Bachelor of Science \(BS\) in Music Education](#)

Program Advisors

Undergraduate advising is overseen by the Coordinator of Undergraduate Studies (CUGS) in Music (BA) and Music Education (BS). The Coordinator of Undergraduate Enrollment advises all incoming music majors through the Drop/Add Period of their first semester, after which students are assigned a permanent faculty advisor from the Department of Music.

Advising Process: Each semester, students must meet with their faculty advisor to review degree requirements and progress. After the meeting, the advisor will release the advising hold, allowing course registration. Advisors are available year-round for support, and in cases of advisor leave, students will receive a temporary advisor.

Escalation Process for Issues: If concerns arise, students should consult their music faculty advisor first, followed by the CUGS, and then the department chair. For unresolved issues, the CUGS will work with the Office of Undergraduate Studies (UGS) to seek resolution.

Privacy and FERPA Compliance: In accordance with the Family Educational Rights and Privacy Act (FERPA), university faculty and staff are legally restricted from discussing students' academic or personal information with external parties without prior written consent from the student. Exceptions are made only in emergencies, emphasizing the commitment to student privacy.

Department Representatives and Office Hours

For department representatives and the calendar (academic schedule, music office hours, staff remote days, and important dates/deadlines), go to [Contact Us](#).

Undergraduate Advising Support + General Bulletin

Undergraduate Advising Support is responsible for administering academic regulations that govern undergraduates. When applicable, students may submit a petition requesting an exception to a specific academic regulation to Undergraduate Advising Support; students should consult with their four-year advisor for more information. To learn more, contact [Undergraduate Advising Support](#).

Below are helpful links to the **General Bulletin** regarding:

- **Academic Policies & Procedures** - this includes guidance related to the academic grievance policy; attendance; credit by examination; enrollment and registration changes; final examinations and reading days; graduation and commencement; promotion; re-enrollment after an absence from the University; study at other colleges and transfer credit
- **Academic Standing Regulations**
- **Academic Integrity**
- **Declaring a major and minor** - including information about double majors, secondary majors, dual degrees, and minors
- **Grades** - guidance related to incomplete grades, auditing a course, Pass/No Pass, grade changes, grade reports and transcripts, course repetition, and mid-semester grades.
- **Scholarship Retention**

Music Handbook

This music handbook serves as a summary and supplement to the General Bulletin, covering programs in Music (BA) and Music Education (BS). For any conflicts or uncertainties between this handbook and the General Bulletin, students should consult their academic advisor and CUGS for guidance.

Advising Forms and Academic Planning

Use the [Advising Forms](#) for the Music (BA) and Music Education (BS) degree programs as a tool to track your academic progress. Review these with your advisor.

Academic Standing within the Department of Music

Students are considered in “good academic standing” within the Department of Music as long as they demonstrate successful progress toward degree completion. To maintain music major status, students must advance through the music theory sequence, primary applied music sequence, and pass required juries on their primary instrument.

Students may be placed on “probationary status” within the Department if they do not pass the required performance jury assessment or fail to complete a music theory requisite. This probationary period lasts for one semester, during which the student must complete a Remedial Jury assessment. Failure to pass the Remedial Jury results in dismissal from the major, while successful completion returns the student to good academic standing within the Department.

Course Registration and Permissions

Refer to the [University Registrar](#) for general questions about registration and course information.

CIM Classes

To enroll in CIM classes, including Music Theory and Eurhythmics, students must request permits through SIS. These permits are released by the CIM Registrar. After the permit is granted, students must log back into SIS to complete their enrollment. If you drop or withdraw from a CIM class, notify the CIM Registrar.

Applied Lessons

Permits for Applied Lessons (Primary and Secondary) are issued by the Manager of Department Operations via SIS during registration periods. Students should expect their applied instructor to contact them within the first week of classes to schedule lessons. If you don't receive a response by the second week, please visit the Department of Music office (Haydn 103). Students in their penultimate semester of lessons must complete a Graduation Check with the Coordinator of Undergraduate Studies before the permit is issued.

Independent Study Courses

To enroll in an Independent Study, students must collaborate with a faculty member to outline course details, including topics, learning outcomes, and assessment methods. Once finalized, complete an [Independent Study Outline and Agreement](#) and submit them to the Music Office (Haydn 103) for permit release before the drop/add period ends.

Transfer Credit and Study Abroad Credit for Music Courses

Students can apply for transfer credit for music courses completed at accredited institutions within or outside the United States. To request transfer credit for a music course, submit the course title, description, syllabus, and credit hours to the Coordinator of Undergraduate Studies in Music (BA) via email.

Music Theory Transfer Credit

Music Theory classes are provided through CIM. Non-majors may qualify for elective credit, while majors and minors can earn credit only by passing a proficiency exam. Contact the Coordinator of Undergraduate Studies in Music (BA) for details.

Transfer Credit for Music Major Degree Requirements

Music (BA) and Music Education majors (BS) seeking transfer credit for major requirements should email a request to the Coordinator of Undergraduate Studies, including relevant course materials, and submit a written petition to the music faculty for approval. Transfer credit requests for degree requirements are considered only during the academic year, so plan ahead.

For further information on transfer credit policies, consult with [Undergraduate Advising Support](#) and obtain the forms you need to request approval to take a course off-campus. Prior approval is required in order for transfer credit to be granted. Sent to ugadvisingsupport@case.edu.

Departmental Honors

For requirements and guidelines on Departmental Honors, please consult your specific degree program in the [General Bulletin](#). Detailed information for honors recognition in the **BA in Music** and **BS in Music Education** programs is available there.

Forms and Deadlines

All [Current Undergraduate Music Majors](#) are required to file specific forms at various times 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 at least 4 weeks prior to your performance or as required by the Concerto Competition or Ronis Recital application process.
- **Student Evaluation of Applied Music Instructor:** Due at the end of each semester.
- **Jury Repertoire:** Due approximately 2 weeks before assigned Jury Exam time as directed by the Music Office.
- **Concerto Competition Request:** Due as directed by the competition coordinator.
- **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 to drop or add a class to your schedule after the 2nd Friday of each semester.
- **Academic Advisement Report** (<https://case.edu/ugstudies/forms>): Due to request for a correction or course substitution.

Graduation Check

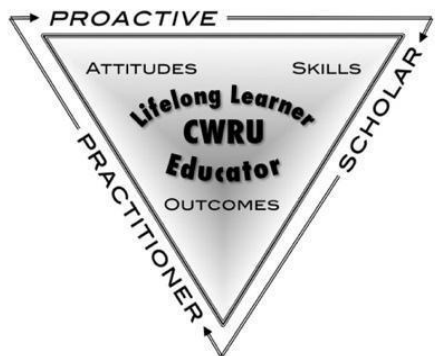
Students nearing the completion of their music major requirements should complete a Music Department graduation check with the *Coordinator of Undergraduate Studies*, prior to registering for their penultimate semester study.

- 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.

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.

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.



Elizabeth Ritz, Visiting Professor and Interim Director of Music Education

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Kathryn Shafer, Department Administrator

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Competitions and Awards

The Joan Terr Ronis Annual Memorial Recital Prize

The **Joan Terr Ronis Recital Prize** was established by Leonard Ronis 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 students to recognize world-class music scholars at Case Western Reserve University. Learn more about the recital prize and previous winners on the [Student Recital Competition](#) website. To apply, review eligibility and submit the [Joan Terr Ronis Recital Prize Application](#) by **April 1**.

The Concerto Competition

Each year, select Case/University Circle Symphony Orchestra or Symphonic Winds concerts feature an undergraduate soloist chosen through the **Concerto Competition**. Open to full-time CWRU undergraduate music majors at the sophomore or junior level (or seniors planning a 5th year), this competition is available to students taking applied lessons and enrolled in a department primary ensemble during both the competition and performance semesters. The competition recital is public, allowing students to showcase their skills at a high level. Learn more about the competition and previous winners on the [Student Recital Competition](#) website.

To apply, students should have advanced repertoire in progress, performing only when it is recital-ready. Acceptable pieces include concertos, double concertos, solo works with orchestral or chamber accompaniment, and representative vocal works with orchestral or chamber accompaniment. Repertoire must be selected and approved by Dr. Kathleen Horvath, Director of Orchestras, by November 12 to ensure part availability. The competition takes place in late March or April, with winners performing the following academic year.

Application and Approval Process

To secure a place in the Concerto Competition, please follow these steps:

1. **Select and Approve Repertoire**

Discuss repertoire options with your applied instructor, then consult Dr. Kathleen Horvath to get approval for your chosen piece(s) by **November 12**. Email Dr. Horvath at kah24@case.edu with details including the piece title, composer, edition, publisher, and part availability. **Note:** Failure to secure approval before form submission will result in disqualification.

2. **Submit Competition Entry Forms**

Obtain a copy of the Concerto Competition Entry Form from Dr. Kathleen Horvath. This form is due back to Dr. Horvath by the **first Friday of December**. **Note:** Failure to submit this form will result in disqualification.

3. **Submit Accompanist Request and Music**

Submit your Accompanist Request Form and clearly marked music sections, to Jennifer Wright, Coordinator of Accompanying Services. Late or incomplete submissions will not be accepted.

4. **Provide Final Program Details**

Two weeks before the competition recital in March (usually the Friday following spring break), submit your final program information to Dr. Horvath.

5. **Jury Substitution Option**

To count the Concerto Competition recital toward your Level or Exit Jury, submit the Jury Petition Form in advance, specifying "Concerto Competition" where faculty evaluators are listed.

6. **Performance Timing and Preparation**

Each participant is allotted a maximum of 10 minutes for the competition recital. For the concert performance, pieces should be no longer than 25 minutes. Work with your applied teacher and accompanist to make any necessary cuts or to select appropriate movements within this timeframe.

Prizes (University/Music)

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.

Undergraduate Music Requirements

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.

Applied Study (MUAP)

All music majors must complete applied lessons on a primary instrument. BA students are required to take 6 semesters (12 credits), while BS students must complete 7 semesters (14 credits). Students may also take lessons on one or more secondary instruments if desired. Applied lessons remain free of charge even after students complete the required credits for their degree. Secondary lessons are not permitted on a student’s primary instrument, except for remediation after a failed jury or incomplete music theory requisite. Additionally, applied lessons cannot be assigned an Incomplete (“I”) grade unless extenuating circumstances prevent completion and both the applied instructor and Coordinator of Undergraduate Studies approve. Transfer credits for applied lessons from other institutions are not accepted by CWRU.

Primary Instrument

A student’s primary instrument is established during the entrance audition and generally remains the same throughout their degree. Students must complete all required semesters of primary study

on this instrument, taking lessons for 2 credit hours with a 60-minute lesson each week. Should a student wish to change their primary instrument, they must consult their music faculty advisor to discuss the process and schedule an audition on the new instrument. Changing primary instruments without proper authorization may prevent the student from counting previous lessons toward graduation, potentially delaying their graduation date.

Secondary Instrument(s)

Music majors may take lessons on secondary instruments, with options for 1 credit unit for a 30-minute weekly lesson or 2 credit units for a 60-minute weekly lesson. No additional performance requirements are associated with secondary lessons. Students who are not making satisfactory progress in their primary lessons will be ineligible for secondary lessons. Permission from both the advisor and the appropriate Coordinator of Undergraduate Studies (BA or BS) is required for students wishing to take lessons on more than one secondary instrument simultaneously.

Changing Applied Instructors

Every effort is made to match students with an instructor suitable to their level. However, if a student needs to request a change, they must contact the Coordinator of Undergraduate Studies as soon as possible within the semester. Requests made after the add/drop period may complicate the process. Students must provide a compelling reason for the request, which will undergo administrative review. Once approved, the Coordinator of Undergraduate Studies will work with the CIM Dean's office to assign a new instructor, accommodating the student's request to the best extent possible.

Recital Class

Recital Class is a required performance and assessment component of primary applied lessons for all music majors. Class meets weekly on Wednesday from 3:20–4:10 PM in Harkness Chapel.

Registration in Recital Class

All music majors enrolled in primary applied lessons are automatically enrolled in Recital Class, a component labeled "Section 900: Recital" in SIS.

Attendance Requirement

Attendance at all Recital Class meetings is mandatory. Excessive absences or tardiness (arriving more than 10 minutes late) will be noted and reported to applied instructors, affecting final grades.

Excused Absences

Requests for single excused absences must be submitted in advance to the Recital Class Instructor, using the "Recital Class Single Absence Request" form, provided in the Canva Course site for Recital Class. Acceptable reasons include personal illness, bereavement, or religious observances. Email requests for absences will not be accepted.

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.

Exceptions to the Attendance Requirement

- **Student Teachers:** Student teachers are not required to perform in Recital Class during the semester they are student teaching.
- **Class Conflicts:** Students with legitimate conflicts during Recital Class (Wednesday, 3:20–4:10 PM) must participate asynchronously by watching performance videos and submitting written peer critiques online. Students with conflicts must notify the instructor by submitting the “Recital Class Time Conflict” form by the end of the first week of classes.
- **Partial Conflicts:** Students with courses that overlap only part of Recital Class must attend as soon as their conflicting course ends; otherwise, an absence will be recorded.
- **Note:** 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.

Performance Requirement

Music majors enrolled in applied lessons must perform in at least one Recital Class each academic year. Each performer is allocated up to 10 minutes, with extended time permitted only if scheduling allows. If you wish to perform multiple times during the year (e.g., for group or solo performances), please contact the Recital Class instructor.

Assignment of Performance Dates

Performance dates are assigned based on academic standing (e.g., seniors perform first) and spread as evenly as possible over the year. Students with specific scheduling needs should contact the Recital Class instructor before the 2nd week of the semester.

The performance schedule will be available on the Canva Course and on the Department of Music events calendar throughout the semester.

Performance Procedure

No later than 2:00 PM on the Wednesday (**one week**) before your performance, submit program information via the [Recital Class Program Information](#) form. The details you submit on this form will appear on the Recital Class program exactly as entered, so please carefully check for any typographical errors before submission.

- **Performance Day:** Arrive early for warm-up and tuning. Dress professionally, as you would for a public recital.

- **Stage Manager Duties:** The week after your performance, you are required to serve as a stage manager. Arrive early to assist with setup. Sit in the front pews to facilitate stage changes as needed.

Grading

Attendance, performance quality, completion of required paperwork, and stage manager duties all contribute to the applied lessons grade. Failure to fulfill any of these responsibilities will negatively impact the final grade.

Listening and Evaluation

All students are expected to actively participate in evaluating their peers' performances. Please bring a device (laptop or tablet) as required by the instructor to provide feedback during class. The instructor will offer guidance on giving constructive feedback, which will be compiled and distributed to each performer by the Recital Class Instructor the following week, offering valuable insights for growth and improvement.

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 they feel 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 fall into two categories:

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.
 - a. **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.
 - b. 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.
 - c. 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.
3. **Instrumentalists may opt to choose from the following kinds of repertoire:**
 - a. Technical material such as scales or etudes
 - b. Solo works (e.g., sonatas, concertos)
 - c. Excerpts from standard ensemble repertoire
 - d. Other materials selected by the applied teacher
4. **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.):

- a. **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.
 - b. **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.)
 - c. **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.)
5. **Vocalists should consider the following:**
- a. 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 during the 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.
3. 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").
 - c. 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 Perf Prac:** 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). *Ensemble listings subject to change based on course offerings.* 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 Glee Club (MUEN 380)
- **Historical Perf Prac:** Baroque Dance (MUEN 394), Baroque Chamber Ensembles (MUEN 393), Baroque Orchestra (MUEN 397)
- **Traditional:** Klezmer Music Ensemble (MUEN 371)
- **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)
- **Misc. Ensembles or Studio Classes (MUEN 355):** Students are typically enrolled in applied lessons and/or a primary ensemble while enrolled in the corresponding

miscellaneous ensemble or studio class. These are optional ensemble offerings.

Student 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.

Booking a Recital

To book a recital, please review the [Rooms and Reservations](#) or contact the Performance and Operations Assistant. Current CWRU students can schedule recitals in [Harkness Chapel](#).