

UNT College of Music

Brass Area Policy Handbook

Updated July 2022



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Brass Area Private Lesson Study

Prerequisite:

Audition and permission of the instructor. Studio assignments are at the discretion of the Applied Area.

Course Objectives:

Applied study in the Brass Area is designed to develop the highest standards of personal musicianship, professional conduct and performance ability and will provide a broad knowledge of repertoire and musical skills for each student.

Format:

Brass instruction private lessons and studio classes: MUAM (major): 2-4 hours credit for 50-minute weekly lesson. MUAC (concentration): 2 hours credit for 50-minute weekly lesson. MUAS (secondary): 1 hour credit for 25-minute weekly lesson.

Sections are listed by instructor name, with section 700 being a holding section for students unsure of their studio placement. Students registered for section 700 will be moved into their assigned sections administratively during or before the first week of classes.

<u>MUAM/MUAC/MUAS Course Number Prefixes</u>	<u>Suffixes</u>
15xx – Freshman/Sophomore level	xx14 = French Horn
35xx – Junior/Senior level	xx16 = Trumpet
55xx – Masters level	xx17 = Trombone
65xx – DMA or PHD level	xx18 = Euphonium
	xx19 = Tuba

Attendance

Attendance at the weekly private lesson is mandatory. In case of illness or emergency, the student must contact the instructor by phone or by e-mail as soon as possible. A lesson

cancelled due to severe illness or emergency with 24-hour advance notice may be rescheduled. Each student should receive 13 lessons each semester, unless the student is unprepared or cancels, in which case a make-up lesson is at the instructor's discretion. Absences without notification are not acceptable and may result in a failing grade (F) for that lesson. Three unexcused absences will result in an "F" for the course. Lessons cancelled by the instructor will be rescheduled.

Attendance at the weekly studio class/departmental is mandatory for performance and concentration majors unless excused in advance by the instructor. Attendance at Brass Area recitals, concerts and special events is highly recommended and may be required by the instructor.

Studio Class/Departmental

- Trumpet -- Wednesday, 12:00-12:50 pm (Recital Hall)
- Horn – Friday 1:00-2:50 pm (Instrument Rehearsal Room)
- Trombone – Wednesday 12:00-12:50 pm (Voertman Hall)
- Euphonium – Tuesday 12:00-1:30 pm (Recital Hall)
- Tuba–Monday 12:00-1:30 pm (Voertman Hall)

Practice

The student's progress is evaluated in private lessons throughout the semester. The amount of expected practice time may vary, but in general, a two-credit-hour lesson requires a minimum of two hours of practice per day, three credit hours of study requires three hours of practice, and four credit hour lessons requires four hours of practice per day.

Lesson Recording

Students are encouraged to record their lessons with the permission of the applied instructor. The teacher also reserves the right to audio- or video-record any lesson deemed appropriate.

Scales and Tunes

Scale and/or tune examinations will be administered at the discretion of the applied instructor. Each applied area (i.e., Trumpet, Trombone, etc.) will determine how and when the scale examinations will be administered.

Required Materials

The brass student should own or rent the following materials: mouthpiece, instrument, metronome, tuner, pencil (with eraser), and mutes. Students are required to furnish sheet music, solo repertoire, etude books, recordings and other teaching aids as required by the applied instructor. Students who borrow materials are responsible for any loss or damage to the materials.

E-mail and Area Canvas Courses

The assigned UNT e-mail account is the official communication method within the College of Music. All students are expected to maintain UNT e-mail access and to check messages on a daily basis for communications regarding departmental meetings, lessons and other brass-related matters.

All students enrolled in applied lessons should also be enrolled in the Area canvas course: *“Instrumental Studies-Brass.”* Students are expected to monitor this course page for division announcements, required forms, and jury information. Students will be added by the Division Administrative Coordinator prior to the start of classes in their first semester.

Early Music Lessons

The College of Music offers concentration Early Music Performance lessons in trumpet and horn for 1 or 2 credit hours at both the Graduate and Undergraduate level. To register for these lessons, students must first pass an audition for Professor Paul Leenhouts, director of UNT's Early Music program.

Following a successful audition, students will be directed to register for one or two credit hours of either MUAC 5532 (Graduate level) or MUAG 4900 (Undergraduate level.) Once the student has completed their first semester of early music instruction, they are not required to re-audition for subsequent semesters. To re-enroll, students may reach out to the Instrumental Studies Division Administrative Coordinator for the appropriate permission code.

Admission Auditions

The Brass faculty will administer auditions for admittance to the College of Music for all brass applicants. Admittance is granted in two categories: Applied Performance or Concentration. Information concerning the application and audition process can be found on the College of Music Website: <http://www.music.unt.edu/admissions>. A complete listing of audition repertoire requirements by instrument can be found here: [Undergraduate Audition Requirements | College of Music \(unt.edu\)](#).

The College of Music announces specific audition dates each spring. All students are strongly encouraged to utilize the designated dates, but under extenuating circumstances, other dates and times may be arranged with the approval of the appropriate faculty. Video recordings may be submitted in lieu of a personal audition per guidelines listed on the College of Music website.

Concentration Audition (for prospective majors in Music Education, Music Theory, Music History, Music Composition, Bachelor of Arts in Music, and Jazz Studies)

Permission for study at any concentration level requires an audition for the full-time brass faculty of the student's major instrument. Piano accompaniment is encouraged but not required. Live or pre-recorded accompaniments may be used.

Performance Major Auditions

Approval for study at the MUAM level for BM, MM, GAC, and DMA brass students: The full time brass faculty member(s) of the major instrument will determine admission for the bachelor, masters or doctoral performance major. There is no memory requirement for any portion of this audition. Faculty members may request the assistance of other jurors in the admission decision.

Admission will be based on a successful performance of appropriate audition repertoire. Concentration students who wish to become performance majors must follow the above procedure.

Pre-screening audition videos are required for all graduate applicants and some undergraduate programs. Please review the appropriate web page for the full requirement listings by instrument.

Graduate:

<https://music.unt.edu/admissions#graduate>

Undergraduate:

<https://music.unt.edu/admissions#undergraduate>

Scholarships

The College of Music awards competitive music scholarships to music majors based on talent and professional promise. Music scholarship recipients and the award amounts are determined annually by faculty committees. If awarded, scholarships are renewable assuming that students fulfill all performance and academic obligations each year. Music majors not currently holding a music award can contact their major professor/area coordinator to inquire about scholarship opportunities and submit a “Current Music Major Award Application” through the Acceptd platform.

Music Scholarship Resources:

- <https://music.unt.edu/current-students-scholarships>
- <https://music.unt.edu/admissions/scholarships>
- <https://app.getacceptd.com/untmusic>
- <https://financialaid.unt.edu/>

Juries

Jury Exams

Juries occur one week prior to final exams each semester. Separate jury sign-up sheets for performance majors and concentration students will be posted to the Brass Area Canvas course page approximately 1-2 weeks in advance of the jury dates. All performance majors (BM, MM, GAC, and DMA) will be evaluated by the brass faculty in a jury hearing each semester as assigned and will be recommended for either continuance or removal from the current level.

The jury may recommend a temporary "provisional" status before denying continuance as a performance or concentration major. Students who are denied continuance must re-audition to regain their status. At the discretion of the applied instructor, students may be exempted from the jury exam in semesters in which a successfully adjudicated recital or concerto competition brass round has been performed. Students must perform a solo with piano accompaniment at each jury but have the option of performing an excerpt jury or an unaccompanied solo in consultation with their instructor. Students will receive comments as soon as possible following the jury performance. Juries may be recorded at the discretion of the applied instructor.

Jury Committees

Jury committees will be composed of full-time, adjunct, and teaching fellows as assigned. Jury committees for continuing Performance Majors require at least 3 full-time faculty as assigned by the Brass Coordinator. Teaching Fellows must be on the jury for the students they are teaching each semester.

Brass Area Jury Requirements

	BM Concentration	BM Performance	MM Performance	DMA Performance
Semester 1	Jury	Jury	Jury	Jury
Semester 2	Jury	Jury	Jury	Jury
Semester 3	Jury	Jury	One jury or Adjudicated Recital per year	One jury or Adjudicated Recital per year
Semester 4	Jury-UDE	Jury-UDE		
Semester 5	No Jury	One jury or Adjudicated Recital per year	One jury or Adjudicated Recital per year	One jury or Adjudicated Recital per year
Semester 6	CPE			
Semester 7	Elective-No Jury	One jury or Adjudicated Recital per year		One jury or Adjudicated Recital per year
Semester 8	Elective-No Jury			

Additional Brass Jury Requirements

All jury repertoire requirements are to be approved by the applied instructor. Substitutions from the required repertoire list are possible, but only with approval from an applied faculty member. With the teacher's approval, a student may choose to perform an excerpt jury in any semester. Excerpts may also be included to supplement a jury in which the length of the solo repertoire is under 8 minutes. In semesters in which a student does not perform a jury or recital, the student may be required to perform an adjudicated departmental performance and/or complete a special recording project.

Upper Division Exam (UDE)

Before registering for brass lessons at the 3500 levels, all students must pass an Upper Division Examination (UDE). This examination is administered at the end of the 4th semester of study at the 1500 level. Students must exhibit an acceptable characteristic sound with good intonation, rhythmic stability, endurance, range, etc. in the performance of specific repertoire. If this exam is not passed after the first attempt, additional credit hours may be required by the jury and must be completed before the upper divisional exam may be retaken. This number of credit hours will be added to the student's degree plan. The UDE exam may be taken no more than two times.

After two failures, the student will be ineligible to continue at their current status. Works to be performed at this examination must be selected from the required list below in consultation with the student's instructor. Exceptions to listed repertoire require the advanced approval of the appropriate applied faculty. Upper Divisional Exams will be heard in the Concentration and Continuing Performance Jury Committees.

UDE Repertoire

<p><u>Trumpet-Concentration:</u> <i>Balay-Prelude et Ballade</i> <i>Bozza-Badinage</i> <i>Bozza-Rustiques*</i> <i>Goedicke-Concert Etude</i> <i>Handel-Aria con Variazioni</i> <i>Haydn-Concerto in E flat (one mvt)*</i> <i>Kennan-Sonata (one mvt)*</i></p>	<p><u>Bass Trombone-Concentration:</u> <i>Semler-Collery-Barcarolle et Chanson</i> <i>Bachique</i> <i>Hindemith-Drei Leichte Stucke</i> <i>Sachse-Konzert (with cuts)</i> <i>Lebedev-Concert Allegro</i> <i>McCarty-Sonata</i> <i>Bozza – New Orleans</i> <i>Defaye/Knaub-Deux Danses</i> <i>Wilborn - Concertino</i></p> <p>Or other comparable work, subject to major Professor/teacher and faculty approval</p>
<p><u>Trumpet Performance Major:</u> Solo of Instructor's choice OR the following excerpts: <i>Beethoven-Leonore Overture No. 3 (call)</i> <i>Moussorgsky-Pictures at an Exhibition (Promenade)</i> <i>Respighi-Pines of Rome (offstage call)</i> <i>Debussy-Fetes</i> <i>Brahms-Academic Festival Overture</i> <i>Stravinsky-Petrushka (Ballerina's Dance)</i></p>	<p><u>Bass Trombone Performance Major:</u> Solo of teacher's choice or the following excerpts: <i>Rossini-La Gazza Ladra Overture</i> <i>Berlioz-Hungarian March</i> <i>Haydn- Creation</i> <i>Schumann-Symphony No. 3</i> <i>Kodaly-Hary Janos</i> <i>Wagner-Ride of the Valkyries</i></p>

Horn-Concentration

Beethoven, Sonata (1st or 3rd mvt)
Haydn, Concerto No. 1 or 2 (1st mvt)
Mozart, Concerto No. 2, 3, or 4 (1st mvt)
Gliere, Concerto (1st or 3rd mvt)
Schumann, Adagio and Allegro
F. Strauss, Concerto No. 1 (1st mvt)
R. Strauss, Concerto No. 1 (1st or 3rd mvt)
Bozza, En Foret
Bozza, Sur les Cimes
Dukes, Villanelle
Vinter, Hunter's Moon
Borroff, Sonata (1st or 4th mvt)
Heiden, Sonata (1st or 3rd mvt)
Hindemith, Sonata in F (1st or 3rd mvt)
Vignery, Sonata (1st or 3rd mvt)

Or other comparable work, subject to major professor/teacher and faculty approval

Tenor Trombone-Concentration

Rousseau – Concert Piece
Sulek-Sonata vox Gabrieli
Marcello-Sonata in A minor
Simons-Atlantic Zephyrs
Bozza Ballade
Serocki-Sonatina
Raum - Fantasie

Or other comparable work, subject to major Professor/teacher and faculty approval

Horn Performance Majors:

Solo from Horn Concentration List, or comparable work with teacher's approval.
OR
5-7 excerpts from this suggested list.
Other excerpts allowed with teacher's approval
Beethoven, Symphony No. 3, III., Trio, horn 2
Beethoven, Symphony No. 7, I., horn 1 or 2
Brahms, Symphony No. 1, II., horn 1
Mendelssohn, Midsummer Night's Dream, horn 1
Ravel, Pavane, horn 1
Shostakovich, Symphony No. 5, low tutti, horn 1 or 2
Strauss, Don Juan, 11 measures after N to P
Strauss, Till Eulenspiegel, horn 1 calls in the beginning
Tchaikovsky, Symphony No. 4, I., beginning, horn 1 or 2
Tchaikovsky, Symphony No. 5, II, horn 1
Wagner, short call

Tenor Trombone Performance Majors:

Solo of instructor's choosing or the following excerpts:
Mozart- *Requiem* (Tuba Mirum)
Berlioz- *Hungarian March*
Rossini- *la Gazza Ladra Overture*
Ravel- *Bolero*
Mahler- *Symphony No. 3* (1st mvt, 1st excerpt)

<p><u>Euphonium-Concentration</u> Barat- Andante et Allegro De La Nux- Concertpiece Deluca- Beautiful Colorado Guilmant- Morceau Symphonique Hutchison- sonatina Jacob- Fantasia Klengel/Falcone- Concertino in Bb Shepherd- Nocturne and Rondolette</p>	<p><u>Tuba- Concentration</u> Barat/Smith- Introduction and Dance Gregson- Concerto (mvt 1) Hindemith- Sonata (any two mvts) Lebedev- Concerto Vaughn Williams- Concerto (mvt 1)</p>
<p><u>Euphonium Performance Major:</u> Solo of instructor's choice or the following excerpts: Sousa-Stars and Stripes Forever Mussourgsky/Ravel- Pictures at an Exhibition (Bydlo) sight reading</p>	<p><u>Tuba Performance Major:</u> Solo of teacher's choice or the following excerpts: Prokofiev-Symphony No. 5 Wagner- Die Meistersinger Wagner- Ride of the Valkyries</p>

Concentration Proficiency Exit Exam

Undergraduate concentration students must pass a final proficiency exit exam to complete their applied music study. The Concentration Proficiency exam is normally performed at the end of the 6th semester of applied study but may be performed earlier with approval of the applied instructor. The appropriate applied faculty must approve the repertoire. If this exam is not passed at the first attempt, additional credit hours may be required by the jury and must be completed before the Concentration Proficiency Exit Exam can be retaken. This number of credit hours will be added to the student's degree plan. The Concentration Proficiency exam may be taken no more than two times. After two failures the student will be ineligible to continue at their current status. An acceptable recital, adjudicated by the brass faculty, may substitute for this exam.

Secondary Jury

Students enrolled in secondary applied study may be required to play a jury by their applied teacher.

Jury Procedures

The Instrumental Studies Administrative Coordinator will work with the Area Coordinator to create the jury schedule each semester. The individual (major) applied instructor is responsible for the maintenance of documentation for each of their students. Documentation will be distributed as directed by the College of Music administration. Comment sheets will be given to the appropriate applied faculty for distribution to the students. The decisions of the faculty with regard to grading and pass/fail status will be considered final and binding.

Jury Grading Procedures

Upper Divisional Exams and Concentration Proficiency Exams will be graded as Pass/Fail. All other juries will be graded with standard grades as outlined in the grading section of this handbook.

Jury Form and Semester Repertory Record

The student must fill out the appropriate jury examination form and submit it to the jury online prior to their exam. Links and instructions for submission will be provided each semester via the Area Canvas course pages. Special attention should be given to the completion of both the jury information and the Semester Repertory Record. This form becomes part of the student's permanent academic record. The chairman of each jury panel will be responsible for communicating any need for additional departmental materials to the Instrumental Studies Division Administrative Coordinator prior to jury week.

Applied Study Grading Policies

Grading

One unexcused absence will lower the grade one level. Three unexcused absences will result in an "F" for the course. Grades are based on lesson performance, attendance at weekly studio classes/departmentals, jury performance, and other requirements as announced. If a student is failing the class, he/she will be notified in a timely manner. Supplemental grading policies and requirements may be added by the applied instructor.

Grading Explanation

A = Superior performance, superior jury, perfect attendance at lessons (not counting excused absences), superior participation in master classes, recitals etc. Superior and outstanding musical progress.

B = Above average performance, above average jury performance, above average participation in master classes. Above average musical progress.

C = Average performance, some participation in master classes, average progress throughout the semester. Average jury performance

D = Substandard performance, attendance and/or attitude problems, little or no participation in master classes and other brass activities. Unacceptable jury performance.

F = Failure of the class due to attendance, lack of preparation, practice, performance ability or other factors. Unacceptable jury performance.

Large Ensemble Participation

Student ensemble participation is based on UNT catalog degree requirements and in accordance with scholarship requirements. Large ensemble auditions are held before the first week of classes in the fall semester and again at the end of the fall semester for most Wind Studies Ensembles. Fall Auditions are typically administered jointly by ensemble directors and members of the brass faculty. Every attempt will be made to give students a broad range of ensemble experience.

Regulations and repertoire are posted in advance on the Wind Studies website by August 1 each year: <https://windstudies.music.unt.edu>.

Recitals

Recitals

All students are encouraged to perform as frequently as possible in degree and non-degree recitals. The appropriate applied faculty must approve the date and content of all recitals. Although a senior recital is not required from brass instrument concentrations, the UNT Brass Faculty encourages these concentrations to present a “senior” recital equivalency with the permission and assistance of the student’s applied brass instructor. This could take many forms including but not limited to a shared “senior” recital with another senior concentration or a recital shared with a chamber music ensemble.”

Accompanists and Assisting Musicians

Students are expected to secure their own accompanist for departmental, jury, and recital performances. The applied teacher has the oversight and final approval of the student’s accompanists as well as all other assisting musicians for all performances.

Students are responsible for the performance quality of the accompanists and assisting musicians they choose, and such quality will be reflected in the recital grade.

Recital Scheduling

Students are responsible for scheduling their recitals in accordance with the College of Music procedures as outlined on the College of Music website. It is mandatory to have the approval of the applied teacher before scheduling performances or degree recitals.

To schedule your recital, visit: <https://schedulefm.com/untcom/request/login.cfm>. To ensure recital program availability, students performing a recital must complete the Recital Program Information sheet and return it to Linda Strube in MU241 or Linda.Strube@unt.edu **at least 3 weeks prior to the recital date:** [programform.indd \(unt.edu\)](#).

Degree Recitals

All DMA degree recitals must be recorded, though all students performing recitals are strongly encouraged to make arrangements to have their performance recorded. The performing student is responsible for arranging the necessary faculty attendance for all degree recitals. If the required numbers of faculty are unable to attend, the student is responsible for supplying a recording of the performance in a timely manner to the faculty for review and grading. Graduate degree recitals must follow the instructions in the appropriate College of Music Graduate Handbook: <https://graduate.music.unt.edu/music-performance>.

Related field recitals may not replace any of the recitals in the major area. BM, MM, GAC, and DMA recitals are registered classes with recorded grades.

Oral Exams

MM/DMA oral exams will be scheduled by the student in collaboration with their committee. The results of this exam will be reported to the Graduate Office by the applied instructor utilizing the necessary form from Toulouse Graduate School. *The form for recording examination results is generated only after the student applies for graduation.*

Advising

The full time brass faculty serve as graduate advisors to all graduate brass students. Graduate students are responsible for all of the material in the appropriate graduate handbooks <https://graduate.music.unt.edu/handbooks-and-degree-plans>. Individual students are responsible for compliance with all deadlines and procedures outlined in these materials.

Additional Advising is available in the College of Music Advising Office in Chilton Hall, room 211.

Undergraduate Advising: music.advising@unt.edu

Graduate Advising: music.grad@unt.edu



Graduate Teaching Fellows and Assistants

Selection Process

Each faculty area will communicate the selections of all graduate teaching fellows and assistants to the Chair of Instrumental Studies. The selection of the brass teaching assistants for the brass methods classes will be done by the Brass Area Coordinator with input from the brass faculty and in consultation with the music education division chair.

Teaching Fellow/Assistant Supervision


Faculty in each instrumental area will be responsible for supervising his/her/their graduate teaching fellows including, but not limited to, the assignment of students, monitoring teaching quality, student progress, and grading.

Adjunct Faculty

Adjunct faculty will teach as assigned by the Division Chair in consultation with the Area Coordinator.

Administration

For any questions or problems, students should follow this protocol for resolution:

1. Applied Instructor 
2. Full-time brass faculty (if studying with a teaching fellow or adjunct faculty)
3. Brass Area Coordinator
4. Instrumental Studies Division Chair
5. Associate Dean for Academic Affairs
6. Dean of the College of Music

Division Resources

Musician Request List

The College of Music receives regular gig and lesson requests from members of the community through the Musician Request Form under the Community tab on the College of Music website. Graduate Students and Undergraduates enrolled in upper division lessons who would like to be considered for these opportunities should complete the Musician Request List Addition form with signature by their major professor and return it to the Instrumental Studies Administrative Coordinator.

Technology Resources

The Instrumental Studies Division owns equipment for use including video and digital cameras, iPad, microphone, Bluetooth speaker, and stand extenders which are available for checkout to Faculty, Teaching Fellows, and students *with faculty member permission*. The required request form can be found on the Instrumental Studies-Brass Canvas course page under files. For questions, contact the Division Administrative Coordinator.

Student Forms

Student forms, including: grade appeals, secondary lesson applications, Musician Request List Addition forms, travel request forms, equipment check-out forms, and more, can be found in the files section of the Instrumental Studies-Brass Canvas course page.

College of Music Room Reservations

All College of Music room reservations can be requested by students and faculty via ScheduleFM here: schedulefm.com/UNTCOM/Request.

For questions regarding room reservations, please contact the scheduling office

Music.scheduling@unt.edu.

Recording Services

Free standard recording services and livestreaming are available for all ensemble performances, faculty recitals, and student degree recitals. Additional services are available at the performer(s)' expense. For more information, visit the recording services website:

<https://recording.music.unt.edu/services>

Instrument Repair and Rental

The UNT Repair shop provides instrument repair and rental services for students, alumni, and the public. Visit their website for policies and pricing:

<https://repairshop.music.unt.edu/home>

Protocol for Arranging Special Lessons

While specially arranged lessons with another faculty member are possible, they are not typically encouraged unless initiated by the student's assigned teacher. If a faculty member is approached by a student from a different studio regarding a lesson, the first question will be, "Have you cleared this with your teacher?" If special circumstances dictate need for a different approach, it will be handled in consultation with the Brass Area Coordinator.

Concerto/Aria Competition

The brass area orchestral concerto auditions will typically be held each October, according to the schedule of the College Concerto Competition. A sign-up sheet will be posted on the brass area canvas page. Under current policies, the brass faculty will select up to three students to participate in the final round.

Students may compete with one movement of a multi-movement work; the entirety of a one movement single work, or multiple movements of a multi-movement work as long as the

combined total duration is preferably no longer than 10 minutes. Memorization is required unless it is in the tradition of the instrument to perform as a soloist from score.

According to current college guidelines, judges will include a conductor of a professional orchestra in Texas; a director of a chamber or recital series in Texas; and a member of a major symphony orchestra. In addition to the level of performance, factors which may be considered when choosing the winners include length of entire program or difficulties involved (rehearsal time) in preparing a student orchestra and a student conductor to perform a given work.

Selection of Student Advisory Committee Representatives

The student brass area representatives to the College of Music Student Advisory Committee are selected in a rotation among the different instrumental studios according to the following chart. Each year the appropriate faculty will appoint students for service on the committee.

	Graduate Student	Undergraduate Student
Year 1	Horn	Euphonium
Year 2	Trombone	Trumpet
Year 3	Tuba	Horn
Year 4	Euphonium	Trombone
Year 5	Trumpet	Tuba

Chamber Music

Chamber music assignments will be made each semester by the Brass Chamber Music Coordinator. Pre-formed groups must contact the Brass Faculty Chamber Music Coordinator no later than the first day of classes to inform him/her/them of this fact and to request remaining

intact as a group for the semester. In order to receive faculty coaching, all members of a group must be registered for credit.

Student Registration

Performance (MUAM) students are required to take 6 semesters of chamber music. To register for Chamber Music, brass students should register for the appropriate holding section based on their degree plan. They will be switched into the appropriate section by administrators during the second week of classes once group assignments have been made.

Chamber Music Holding Sections:

MUCM 3530 section 500 – Undergraduates (all EXCEPT trombone quartet)

MUCM 3530 section 501 – Trombone Quartet undergraduate students ONLY

MUCM 5520 section 500 – Graduates (all EXCEPT trombone quartet)

MUCM 5520 section 501 – Trombone Quartet graduate students ONLY

Other Academic Policies

Counseling and Testing

UNT's Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center's website for further information:

<http://studentaffairs.unt.edu/counseling-and-testing-services>

The counselor for music students is:

Myriam Reynolds
Chestnut Hall, Suite 311
(940) 565-2741
Myriam.reynolds@unt.edu

Career Counseling

For career counseling, music students can visit our Career Center Student Services Coordinator, Dolores August:

Dolores August
Music Building, Rm 260C
(940) 369-7583
Dolores.August@unt.edu

Add/Drop Policy

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. After the 12th class day, students must first submit a completed “Request to Drop” form to the Registrar’s Office. Information about add/drop may be found at: <https://sfs.unt.edu/class-drop-and-withdrawal-refunds>.

Care Team

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.

<https://studentaffairs.unt.edu/care-team>

Disability Accommodation

The University of North Texas makes reasonable academic accommodation for students with disabilities. For information on current policies, please visit [Office of Disability Access | Division of Student Affairs \(unt.edu\)](#) or contact apply.oda@unt.edu.

Satisfactory Academic Progress

Students applying for financial aid will be monitored for Satisfactory Academic Progress (SAP) whether or not financial aid was applied for or received during any academic period in which the

student was previously enrolled. You will not be eligible for financial assistance if you do not meet the academic progress requirements. Financial Aid and Scholarships monitors SAP at the end of each term. You must be meeting the minimum standards for SAP by the end of any given enrollment period at UNT to maintain financial aid eligibility. For more information on SAP requirements, visit [Satisfactory Academic Progress | Financial Aid and Scholarships \(unt.edu\)](#)

Academic Integrity

Academic Integrity is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with the University Policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of “F” in the course. Further sanctions may apply to incidents involving major violations. You will find the policy and procedures at:

<http://facultysuccess.unt.edu/academic-integrity>

Student Code of Conduct

<https://deanofstudents.unt.edu/conduct>

International Students-CPT Guide

Enrollment in Curricular Practical Training is available to all F-1 Visa Graduate Students and is available for Undergraduate students after two semesters of enrollment. This program expects the student to attain practical work experience in performing, research, and/or teaching work that is directly related to course topics.

For more information visit:

https://graduate.music.unt.edu/sites/default/files/CPT%20Handout%202_0.pdf

