



GAC HANDBOOK

ACADEMIC YEAR 2025-2026

UNIVERSITY OF NORTH TEXAS | COLLEGE OF MUSIC



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1. IMPORTANT CONTACTS

[Dr. Jaymee Haefner](#) - Director of Graduate Studies, (940) 369-3739

[Dr. Colleen Conlon](#) - Senior Graduate Academic Counselor, (940) 565-2930

[Dr. Caden Ridge](#) - Graduate Academic Counselor, (940) 369-7772

[Dr. Brian Walker](#) – Co-Chair, Graduate Performance Degree Committee

[Dr. Kimberly Hannon Teal](#) – Co-Chair, Graduate Performance Degree Committee

[Katy Kinard](#) - Sr. Administrative Coordinator of Admissions and Awards, (940) 369-8388

[Sarah Trachsel](#) - Concert and Event Scheduling, (940) 565-3707

Graduate Artist Certificate Faculty Advisory Committee

[Dr. Jaymee Haefner](#) - Director of Graduate Studies (chair)

[Dr. Oscar Macchioni](#) - Chair, Division of Keyboard Studies

[Prof. Molly Fillmore](#) - Chair, Division of Vocal Studies

[Dr. Eric Nestler](#) - Chair, Division of Instrumental Studies

2. OVERVIEW

The Graduate Artist Certificate (GAC) in Music Performance is a non-degree program providing an intensive, two-year period of post-baccalaureate study in music performance. It is intended for exceptionally gifted and accomplished performers seeking professional performing careers but not wishing to engage in academic studies required for a graduate degree program. Study is available in the following areas: woodwinds, brass, strings, percussion, voice, piano, collaborative piano, organ, opera, and jazz.

All UNT graduate academic certificates are graduate/post-baccalaureate level. The Graduate Artist Certificate in Music Performance has a maximum allowed program length of 24 months. For further information go to the [GAC Gainful Employment website](#).

3. ADMISSIONS

Two admissions applications must be completed:

1. Application to UNT Toulouse Graduate School: Applicants must apply for admission to [UNT Toulouse Graduate School](#). There is a fee for this application.
You will receive an email which includes an EUID and password. Follow the directions in that email to activate your EUID. You may then proceed to apply to the College of Music.
2. Application to the College of Music: The applicant must apply for admission to the College of Music (www.music.unt.edu). Preference will be given to applications received by the first Monday in December. Applications received after that date will be reviewed, and auditions will be scheduled on a case-by-case basis depending on space availability. There is no application fee for the College of Music. The online application will require you to submit names and email addresses of three people you wish to recommend you for music study at UNT. Only completed applications will be considered. Candidates for admission to the Graduate Artist Certificate in Music Performance program must have received a bachelor's degree or its equivalent from an accredited institution. Applicants must meet the Graduate Catalog (<http://www.unt.edu/catalog/grad>) grade point average requirements for admission to the Toulouse Graduate School. Typically, degrees must be in the field(s) of the academic certificate program. The Graduate Council of the College of Music must approve exceptions to any of these guidelines.

3.1 For International Applicants

Submission of a TOEFL score or the results of an equivalent test of English language ability is required (admissions.unt.edu/international/english-language-requirements). There is no fixed threshold score required for acceptance into the Graduate Artist Certificate in Performance program.

3.2 Audition

A live audition is preferred. The audition will be 30 minutes in length. The applicant should prepare a full-length recital from which repertoire will be selected at the time of the audition. In lieu of a live audition, the applicant may submit a video recording as a part of the College of Music application through youtube.com, vimeo.com, etc. If a recorded audition is submitted, a full-length recital must be submitted.

4. ENROLLMENT

All students accepted into the program will enroll in designated performance courses for a minimum of nine graduate credit hours each long semester. Participants for whom English is not the first language will be evaluated for their ability to function in the English language according to the needs of the program. The College of Music reserves the right to require English language study through the Intensive English Language Institute (IELI).

4.1 Advising

An advisory committee will be formed for each student admitted to the program, to include the Major Professor (private music instructor), the appropriate applied Division Chair, and the Director of Graduate Studies.

4.2 Scholarships

While scholarships are not reserved exclusively for the Graduate Artist Certificate in Music Performance program, the College of Music offers competitive scholarships to outstanding students in performance. It is assumed that a prospective student qualified for the very high acceptance standards of the Graduate Artist Certificate program would likely also receive positive consideration for scholarships. Such competitive scholarships entitle recipients to pay the very economical lower tuition of a Texas resident, regardless of the state or country of their residence.

5. COURSE REQUIREMENTS SUMMARY (32-36 HOURS)

- Performance Study (private/applied lessons), 16 hours.
- Recitals, 12 hours.
- Laboratory participation (not required for keyboard performers*), 2-4 hours.
- Chamber Music (not required for vocal performers**), 2-4 hours.

*Collaborative piano majors must take a minimum of 4 hours selected from the approved list of laboratories and/or chamber music courses

Singers may substitute one major opera role for each of two recitals with **prior approval of the major professor and the Chair of the Graduate Artist Certificate program.

Applied Lessons (16 hours)

Private lessons in the major instrument or voice, 16 credits (4 credits/semester)

MUAM 55XX Applied Music. (For those who have completed a bachelor's degree or its equivalent).

OR

MUAM 65XX Applied Music (For those who have completed a Master's/Doctorate or its equivalent).

Recitals (12 hours)

Four recitals are required, one each long semester, for a total of 12 hours.

- MUGC 5941, 5942, 5943, 5944 - 3 credit hours each. For those who have completed a bachelor's degree or its equivalent.

-OR-

- MUGC 6941, 6942, 6943, 6944 - 3 credit hours each. For those who have completed a Master's or Doctorate or its equivalent.

Four full-length recitals are required and will be adjudicated by at least three members of the applied music faculty to include 1) the Major Professor, 2) one member of the area faculty, and 3) a member of the applied music faculty either from the area or from the applied faculty at large.

Other performances may be recommended for substitution by the major professor and approved by the Graduate Artist Certificate Advisory Committee.

You must be enrolled in the appropriate recital course, or be fulfilling an incomplete from a previous semester, to receive credit for the GAC recital. Students who perform a recital without being properly registered may not receive credit for that recital.

Minimum length of a regular recital's total musical content is 50 minutes with the following exceptions:

- brass players and percussionists must include at least 40 minutes of music.
- choral conductors must include at least 30 minutes of music. Maximum length is 60 minutes.

How to Schedule a Recital

1. Go online to the College of Music Scheduling Office's "[Make a Reservation](#)" page. Research available recital dates using the Mazévo scheduling app. The date you choose must be at least three weeks away to allow for the approval process to be completed.

2. When a date has been selected and approved by your Major Professor and committee members, you can submit your recital date on Mazévo. Once you submit your recital request, you will receive an email stating that your performance venue request has been submitted. Your committee and the Graduate Studies Office will receive automated notification and may approve or deny your request at this time.
3. Students are responsible for providing a full program complete with date, time and location of performance, titles and dates of works, names, and dates of composers, and assisting performers to the [College of Music Program Office](#). This information is due **NO LATER THAN** three weeks prior to the performance. The student is also responsible for proofing the program once the first draft is completed by the Program Office.

Chamber Music (2-4 hours)

To be selected from:

- MUCM 5510, String Chamber Music. 1 hour
- MUCM 5520, Woodwind Chamber Music. 1 hour
- MUCM 5530, Brass Chamber Music. 1 hour
- MUEN 5617, Percussion Ensemble. 1 hour
- MUCM 5550, Jazz Chamber Music. 1 hour
- MUEN 5530, Collegium Singers. 1 hour

Laboratories (2-4 hours) to be selected from:

- MUEN 5040, Opera Theatre. 1 hour
- MULB 5171, Choir. 1 hour
- MULB 5172, Orchestra. 1 hour
- MULB 5173, Band. 1 hour
- MULB 5174, Jazz Lab Band. 1 hour
- MULB 5175, Accompanying. 1 hour
- MUEN 5530, Baroque Orchestra or Vox Aquilae. 1 hour

Sample Schedule for each Fall and Spring Semester

- MUAM 55xx OR 65XX (4 hours credit)
- MUGC 5941 OR 6941 (3 hours credit)
- MUCM 5510 (1 hour credit)
- MULB 5172 (1 hour credit)

6. END OF CERTIFICATE REQUIREMENTS

Graduate Academic Certificate Verification of Completion Form

To receive your certificate in the semester in which you complete all certificate requirements, you must file the Graduate Academic Certificate Verification of Completion form with a College of Music Graduate Academic Counselor (Chilton Hall 211) by the following dates:

- Spring: April 15th
- Summer: July 15th
- Fall: November 15th