

# Section 7

## **Admissions, Scholarships and Academic Advising**

### **(7.1) Admissions and Award Overview**

#### *Admissions*

Admissions procedures for undergraduate and graduate students are explained in detail at the College of Music website (College of Music— For Prospective Students—Admissions—Admissions Tools). Click the links below for direct access to these instructions:

[Undergraduate Admissions Procedures and Audition Requirements](#)

[Graduate Admissions Procedures and Audition Requirements](#)

[International Student Admissions Procedures](#)

#### *Scholarships*

Any UNT competitive scholarship of \$1,000 or more per academic year includes a waiver of non-resident tuition. The recipient would receive half of the total award per long semester and be allowed to pay in-state tuition rates for one academic year, including summer sessions.

Scholarship awards are determined by area faculty during the spring semester, with budgets based on scholarship income earned in the previous calendar year. Scholarship budgets are determined by the Assistant Dean for Enrollment Management and External Affairs and approved by the Dean of the College of Music.

#### *Teaching Assistantships and Fellowships*

The offer of a [graduate assistantship or fellowship](#) (including those that include tuition benefits) should be made in consultation with the faculty member's Area Coordinator and Division Chair. Coordinating the award decisions enables scholarship dollars to be used more effectively by the division and the college.

Salaried graduate student salaries at UNT are determined by the student's level of educational attainment, whether employed in one/two academic terms and FTE (full-time equivalent). Stipends fall into three levels. The chart below gives an overview of the levels and rates of pay:

Position Title	Job Code	Monthly Salary	9-Month Salary (50% FTE)	9-Month Salary (25% FTE)	Description
Teaching Assistant/Fellow Level 1	811/N/A	\$1,222.22	\$11,000.00	\$5,500.00	<b><u>First year students without experience in a graduate degree program.</u></b> Teaching assistants are graduate students who do not have primary responsibility for teaching a course for credit; they perform under the instructor's direct supervision and provide general assistance to the instructional process, such as grading, tutoring, etc. Teaching assistants may not be listed as instructor of record.
Teaching Assistant/Fellow Level 2	812/802	\$1,422.22	\$12,800.00	\$6,400.00	<b><u>Students pursuing a master's degree or seeking a doctoral degree with at least 18 graduate credits completed.</u></b> Teaching assistants are graduate students who do not have primary responsibility for teaching a course for credit; they perform under the instructor's direct supervision and provide general assistance to the instructional process, such as grading, tutoring, etc. Teaching assistants may not be listed as instructor of record.
Teaching Assistant/Fellow Level 3	813/803	\$1,635.56	\$14,720.00	\$7,360.00	<b><u>Doctoral students who have advanced to candidacy or have all but dissertation (ABD) status.</u></b> Teaching assistants are graduate students who do not have primary responsibility for teaching a course for credit; they perform under the instructor's direct supervision and provide general assistance to the instructional process, such as grading, tutoring, etc. Teaching assistants may not be listed as instructor of record.

## **(7.2) College of Music Scholarship Policy**

1. Scholarship policy within the College of Music conforms to laws and rules in the Texas Education Code 54.213, Texas Higher Education Coordinating Board Rule, Chapter 21, Subchapter SS, Section 21.2263, and University of North Texas Policy Manual, Policy number 07.005, Coordination of University Scholarship Administration. Any discrepancies between the contents of this policy and state law/university policy are unintentional. In all such cases, university policy and/or state law will prevail.
2. The College of Music Council of Division Chairs oversees the recommendation of awards by various scholarship working committees, ensures the integrity of College of Music scholarship policy and processes, and authorizes the issuance of awards by the college.

The Council of Division Chairs is a standing committee of the college, established in section 2.3 of the UNT College of Music Charter and Bylaws. Selection of members, committee composition, and length of term are dictated by the appropriate sections of the College of Music Charter and Bylaws and the UNT Policy manual governing the appointment, terms and reappointment of chairs.

The Council of Division Chairs meets weekly and considers scholarship matters as needed, but no less than twice each year.

3. Music scholarship recipients must be recommended by music faculty working groups established from within each division/area. Each working group will document their selection process in support of their award recommendations. The documentation must include a numeric rating of all current or prospective students being newly evaluated for merit award eligibility and a recommendation for the amount of awards based on the numeric ratings. Students with award renewals only do not need to be rated, since they must comply with scholarship renewal requirements such as enrollment and minimum GPA.
4. Merit-based music scholarships are competitive and awarded based on the audition, portfolio, and/or interview. Place of residency must not be a determining factor for any College of Music scholarship. Any awards made to a student outside the established competitive process do not carry with them out-of-state tuition waivers. This includes awards dedicated for specific students or specific faculty members' students.
5. Music scholarships will be awarded only to students majoring in music at the undergraduate or graduate levels. An exception to this requirement may be made for awards granted in collaboration with other colleges within the university. Exceptions require the approval of the Office of the Dean.
6. Students must meet all terms and conditions of the scholarship policy.
7. Program needs will be considered in scholarship awards.
8. All scholarship awards are contingent on available funding.
9. Types of music scholarship awards:  
Performance scholarships are those awards recommended by voice applied faculty,

keyboard applied faculty, instrumental applied faculty or ensemble directors to music students, regardless of the recipient's major within music.

Jazz scholarships are those awards recommended by the jazz applied faculty or ensemble directors to music students, regardless of the recipient's major within music.

Undergraduate music education scholarships are those awards recommended by the music education faculty for undergraduate students with a major in music education.

Non-performance scholarships include those awards recommended by music faculty in the divisions of composition and music history, theory and ethnomusicology that are not associated with participation in an ensemble fielded by these divisions. Awards recommended by the music education faculty for graduate students with a major in music education are also considered non-performance awards.

Conducting scholarships are those awards recommended by the conducting faculty to students enrolled as conducting majors. Awards recommended by this faculty for students enrolled in other music majors are considered performance scholarships.

Travel/performance scholarships are non-competitive awards that may be issued to music students representing the college at competitions, conferences, and events.

10. Students receiving performance, jazz, undergraduate music education, and conducting scholarships must be continuously enrolled in applied lessons each long semester. This requirement may be waived for undergraduate students who take applied lessons at the concentration level and have passed their Concentration Proficiency. This concentration- proficiency policy applies to students with majors in jazz, music education, music theory, and composition, as well as students in the Bachelor of Arts degree program. Progress in applied lessons must be continuous.
11. Students receiving performance, jazz or undergraduate music education scholarships must agree to accept assignment by the College of Music and enroll in *as many as two performance laboratories (MULBs) appropriate to their degree preparation each semester*. This requirement is waived for master's and doctoral students in keyboard performance and classical guitar performance, as well as doctoral candidates (all but dissertation completed) while enrolled in dissertation (3 hours per semester). Assignment to a second laboratory will be made in consultation with and approval of the student's applied music instructor. In the case where a teaching fellow is the applied instructor, the consultation and approval will be made with the teaching fellow's applied faculty mentor.
12. For vocal performance students in master's and doctoral programs, participating in the Graduate Opera Theater or Collegium Singers as assigned by applied and ensemble faculty may be accepted *in fulfillment of the performance laboratory requirement described in section 11*.

13. For percussion majors, enrolling and participating in a College of Music classical percussion ensemble and/or Indoor Drumline Ensemble (MUCM - undergraduate or MUEN - graduate) may be accepted *in fulfillment of the performance laboratory requirement described in section 11* at the discretion of percussion faculty and the ensemble directors.
14. All performance scholarship students, except those exempted in section 11, must audition for the appropriate ensemble faculty. Assignments to *laboratories* are made by the ensemble directors and *take* precedence over any commitments outside the UNT College of Music.
15. Students receiving non-performance scholarships are required to enroll in appropriate courses as determined by the division(s)/area(s).
16. All scholarship recipients, except those exempted below in this section, are expected to maintain full-time enrollment at the University each long semester, unless the student has fewer than twice the number of hours required to be full time remaining in their degree program. Full-time enrollment consists of:

Level	Semester Credit Hours
Undergr	12
Graduat	9

Students who are majoring in music education will be required to enroll in only 6 credits during the student teaching term.

Doctoral candidates (all but dissertation completed) are exempt from this requirement while enrolled in dissertation (3 hours per semester).

17. All scholarship recipients must show timely progress towards their degree and must maintain the following minimum grade point averages (GPA):

Level	Music GPA	Overall GPA
Undergraduate	3.00	2.50
Graduate	3.50	N/A

18. All scholarship award letters must articulate whether the scholarship is renewable. If a renewable scholarship is not renewed, the appropriate faculty committee must show reasonable cause for non-renewal.
  - a. Scholarships for study at the undergraduate level may held for up to a total of 4 years.
  - b. Scholarships for study at the master's level may be held for up to a total of 2 years.
  - c. Scholarships for study in the graduate artist certificate in performance program may be held for up to a total of 2 years.
  - d. Scholarships for study at the doctoral level may be held for up to a total of 3 years. This may be extended by 2 years for doctoral students with a 90-hour

requirement.

- e. Transfer student renewals will be evaluated on an individual basis.

Exceptions may apply in certain disciplines in which the normal course of study exceeds the established time limit.

- 19. Students failing to meet the terms and conditions of the scholarship award pertaining to GPA, timely progress toward degree completion, and acceptable progress in applied lessons may have a one-semester probationary period in which significant progress toward full compliance with the terms and conditions of the music scholarship must be demonstrated. Progress in applied study must be demonstrated to the satisfaction of the applied faculty during the next regularly scheduled jury.

Failure to meet other scholarship terms and conditions including laboratory ensemble participation, applied lesson enrollment, and participation or enrollment in other courses/activities required by the awarding division/area (non-performance awards) may be grounds for immediate scholarship termination.

Failure to adhere to College of Music scholarship award procedures within the prescribed timeframes may also be cause for immediate cancellation or non-renewal of an award.

- 20. Students whose scholarships are canceled or not renewed for reasons other than exhaustion of eligibility will have cause communicated to them. Students have the opportunity to appeal the cancellation or non-renewal decision as described in section 21 below.
- 21. Students who face circumstances (such as student teaching, graduation, internship, illness, etc.) that prevent them from fulfilling the obligations of their awards (including *laboratory* enrollment and participation, applied lesson enrollment and progress, timely progress towards degree, exhaustion of eligibility, failure to meet GPA requirements, and procedural violations) and face the cancellation of their awards may file an appeal in order to retain their scholarships. Once the completed College of Music Appeal Form is received, it will be reviewed and recipients will be notified of the appeal decision.
- 22. An audit report of students not meeting scholarship obligations pertaining to GPA, minimum numbers of credit hours, and applied lesson enrollment will be prepared for the Office of the Dean and copies distributed to all Division Chairs.

*Revised and Approved, College of Music Council of Division Chairs, February 5, 2018*

### **(7.3) Placement Examinations**

#### ***Undergraduate Music Placement Exams***

During the week before classes begin each fall and spring semester, undergraduate students have the opportunity to take credit by exam tests in music theory and piano. These tests are not required. More information can be found at: <https://mhte.music.unt.edu/core-theory-credit-exam-cbe> and <https://piano.music.unt.edu/piano-placement-examinations>

#### ***Graduate Placement Examinations (GPE)***

All new College of Music graduate students must take the GPE or sign a waiver stating that they will complete the courses for each examination waived. The GPE covers theory, music history and literature. The examination will be given each long semester during the week of registration and orientation. If remedial coursework is assigned based on the results of the GPE, the student must enroll in these courses in the first semester they are offered.

More information may be found in the [Graduate Admissions](#) section of the College of Music Website

#### ***Graduate Piano Literature Exam***

All graduate piano performance majors are required to pass the Graduate Piano Literature Exam. The examination will be given each semester during the week of registration and orientation. If remedial coursework is assigned, the student must enroll in these courses in the first semester they are offered.

Please contact the Piano Area Coordinator for further details

#### ***Graduate Composition Examination***

All graduate composition majors are required to take the Graduate Composition Examination. This 60-minute diagnostic examination assesses the student's knowledge of contemporary composers and repertoire (through score and listening identification), terminology, bibliographic resources, and other information pertinent to composition in the twentieth and twenty-first centuries. Results of this examination will be used to advise students in curricular matters and to determine placement in composition-related courses. Please contact the Division of Composition Studies Chair for further details.

#### **(7.4) Jury and Student Recital Requirements**

Jury and recital requirements vary by area and degree plan within the College of Music. Requirements for may be found in the [College of Music Area Handbooks](#) section of the college website, the [UNT Graduate Catalog](#), or the [UNT Undergraduate Catalog](#).

Juries are held during the last week of classes during the “pre-finals week” of each semester. Jury times and locations are posted on area and division bulletin boards prior to the pre-finals week.

Recitals must be scheduled during the Fall, Spring, Summer I, or Summer II Terms, and cannot be scheduled during the pre-final or final exam period. Recitals may not be scheduled during the 3 Week 1 summer term or between terms.

For additional scheduling requirements for student recitals, see the College of Music Scheduling Policy, Section 10.6.

## **(7.5) Academic Advising**

Location: College of Music Student Services Center, Chilton Hall, Room 211, 940-565-3860

### ***Undergraduate Advising***

The [College of Music Undergraduate Advising Office](#) provides academic advising to all undergraduate students interested in pursuing a major or minor in music at UNT. Four full-time academic advisors assist students in understanding the processes and requirements for completing a bachelor's degree in music. By working with an academic advisor, students learn about the many resources available to UNT students and how to best utilize these resources to make informed decisions regarding their education.

There are several tools available online to assist students as they progress through their course of study. Below are three key resources:

[Online Degree Audit](#)—an online tool that allows a continuing student to monitor their progress toward their degree, showing a list of all the student's degree requirements with a simple user interface.

[College of Music and Division/Area Student Handbooks](#)—all current handbooks for the college and individual divisions/areas are available online at the College of Music website. They are contained on the advising website and the “current student” tab of the main site.

[University Core Courses for Music Degrees](#)—lists the university's core course requirements for music majors with a link to the current schedule of classes so that students can check course availability.

### ***Graduate Advising***

The [College of Music Graduate Studies](#) website makes available online most of the forms graduate students will need during the course of completing a graduate degree, as well as handbooks for each graduate program of study. A graduate academic advisor is also available there during regular business hours.

## **(7.6) International Student Advising**

(International Students are described as non-US resident students who will need to acquire a student visa in order to attend school in the USA. Most will apply for an F-1 Student Visa.)

All applicants seeking full-time study in the College of Music must be accepted by the University and the College of Music through separate application processes. The Music Admissions Office and the Music International Liaison and Academic Advising Office work closely with ISSS-International Studies at UNT to coordinate the processes. All inquiries should be directed to their offices.

Please refer all requests to the Music International Liaison and Academic Advising Office.

### ***Admission for full-time Study at UNT (International Students)***

1. Summary of the admission process. The student will apply to the University and also to the College of Music Admissions. Upon completion of a successful audition and meeting all University admission and immigration requirements, the prospective student will receive a UNT I-20 document, which is then used to apply for the student visa in their home country. The entire admission process can take several months to complete. Full admission instructions are provided on the College of Music Admissions webpage: [music.unt.edu](http://music.unt.edu).
2. Proficiency in English. For students who are not native English speakers, proof of English Proficiency is required for admission to UNT and the College of Music. The Test of English as a Foreign Language (TOEFL) is the most common test for proficiency. Other tests are also acceptable. A minimum TOEFL score of 79(ibt) is required. Full details on proficiency test standards may be found at: [International Admissions | University of North Texas \(unt.edu\)](http://InternationalAdmissions|UniversityofNorthTexas(unt.edu))
3. Exceptions for English Proficiency
  - a. English proficiency is waived for applicants to the Graduate Artist Certificate in Music Performance (GACMP) Program; however, a TOEFL score must be submitted with the application.
  - b. If a student has completed a degree in the US already, the proficiency requirement will be waived.
  - c. Students who have already completed Freshman English Composition I and II with a grade of B or better from an accredited US college or university (not ESL courses) will have the proficiency requirement waived.
4. Intensive English Language Institute (IELI). A demanding immersion curriculum is offered through International Studies at UNT for students who need to learn English. The IELI curriculum is for both written and spoken English. The curriculum includes six units, each 8 weeks long. Depending on the individual's skill level, as much as two years of full-time study may be required. IELI tuition is equivalent to full-time

university enrollment – about \$3,000 USD per IELI unit or \$6,000 USD per semester (2 terms of IELI). Full-time IELI enrollment meets the student visa requirement for being enrolled full-time.

5. IELI + University Courses. While enrolled in IELI, students cannot begin their degree courses. If a student has progressed to an advanced level of IELI and has passed our audition, they may see the Music International Liaison (Music Advising Office) to request permission to enroll in non-degree, undergraduate applied music while completing IELI. This accommodation has been arranged with International Studies, recognizing the need for musicians to continue their applied study. Satisfactory progress in IELI will be required. Only undergraduate coursework will be allowed.
6. Applying without credentials for English Proficiency—The College of Music does not recommend students come to UNT for English-only study unless they have already passed our audition and have significant facility with written English (prior TOEFL scores, etc.). As of August 2010, the College of Music will hold their audition standing for one year. If they cannot complete IELI within one year, they will be required to re-audition, with no guarantee of being accepted.

Music scholarships will not be awarded to students who are not English-proficient. Students enrolled in IELI are not eligible to receive music scholarships.

### ***Resources for New and Continuing Students***

UNT International Programs, located on the campus in Marquis Hall, provides ample resources for University Admission and Immigration Advising. International Graduate and Undergraduate applications and visas are processed through these offices. The ISSS website is an excellent reference for requirements, forms and explanations for UNT international students: [Welcome Page | International Affairs \(unt.edu\)](#)

### ***Liaison Advising***

In the College of Music, the Music International Liaison is available for assistance as liaison to prospective and continuing international music students (undergraduate and graduate students). The advisor assists students in understanding the college's special requirements, and the overall academic process.

### ***International Forms***

Many ISSS forms require the signature of the student's academic advisor. Please refer ALL such requests to the Music International Liaison.

### ***Student Employment for International Students***

International students may work on campus up to 20 hours weekly without seeking special permission. Off-Campus Work is not permitted for F-1 visa holders except for Curricular Practical Training (CPT). Refer all CPT inquiries to the Music International Liaison. CPT permission will be coordinated with the major professor, the employer and International Advising. CPT work must be requested and approved in advance of the employment period. Students must be in good standing and may not work more than 20 hours/week during the school term.

**(7.7) Applied Lesson Policy for IELI Students (Performance Majors)**

Any undergraduate or graduate student enrolled in IELI may be considered for applied lessons (MUAS – undergraduate 1 credit) with the approval of the major professor, Division Chair, and Senior Associate Dean for Academic Affairs. In subsequent semesters, a student may not re-enroll in applied lessons if any portion of IELI is not passed.

Performance juries are not required for students enrolled concurrently in IELI and applied lessons.

All IELI students requesting applied lessons must submit the Statement of Understanding Form with all necessary signatures. The form can be obtained from the College of Music International Liaison and Academic Advising Office.

*Approved: Council of Division Chairs, April 7, 2011*

### **(7.8) Guidelines for College of Music International Doctoral Performance Majors**

These guidelines are only applicable to College of Music international doctoral performance majors for the purpose of recognizing their full-time enrollment when they reach their final dissertation course (MUGC 6954). This will only involve a small number of international performance doctoral students and is not expected to involve all international performance doctoral majors.

To be recognized as enrolled full time by the Graduate School, the following criteria must be met:

1. The student has a doctoral degree plan on file in the Graduate School;
2. The student has successfully completed the doctoral qualifying examinations;
3. The student has successfully passed the first three dissertation courses (MUGC 6951, 6952, 6953);
4. The student must be enrolled only in MUGC 6954.

Students who qualify under the above criteria will be approved and recognized as being in full-time status by the Graduate School upon petition from the College of Music. The Graduate School will notify personnel in the office of International Student Programs of students should be recognized as being full time for enrollment purposes.

### **(7.9) Establishing Texas Residency (students)**

A person who has enrolled in an institution of higher education prior to domiciling in the state for 12 months and who has been classified as a non-resident upon first enrollment in an institution of higher education is presumed to be a non-resident for the period during which he/she continues as a student.

However, after residing in the state for 12 consecutive months, the student may apply for reclassification as a resident for tuition purposes provided unequivocal proof of establishment of domicile in Texas can be provided. Materials to the determination of the establishment of a domicile in Texas are business or personal facts or actions unequivocally indicative of a fixed intention to reside permanently in the state (see “Documentation to Support Domicile and Residency.pdf” below). The student must complete a set of Core Residency Questions and provide supporting documentation. Any Core Residency Questions that are submitted without sufficient documentation is subject to denial. **In-state reclassification is not granted on a retroactive basis.**

For additional information about reclassification as a Texas resident including a list of documents that may be used to demonstrate residency and residency of minors and dependents, please visit the [UNT Office of the Registrar](#) website. Students may also visit the [College for All Texans Residency Information Page](#) for details about establishing residency.