



TENNESSEE TECH

School of Music

Student Handbook

Approved by Faculty on
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Table of Contents

BRYAN FINE ARTS BUILDING.....	4
SPACE RESERVATION	4
PRACTICE ROOMS.....	5
COMPUTER LAB.....	5
EQUIPMENT, INSTRUMENTS AND UNIFORMS.....	6
PIANO POLICY	6
ADVISING.....	7
MUSIC SCHOLARSHIPS	7
CURRICULUM	8
ZERO CREDIT ENSEMBLE POLICY	8
APPLIED JURIES	9
REPERTOIRE CLASS	9
CONVOCATION / DEAD HOUR	10
ACCOMPANIST PROCEDURES FOR CONVOCATION	10
PLANNING A STUDENT RECITAL	10
BOOKING A RECITAL SPACE	11
RECITAL SCHEDULING TIMELINE.....	11
RECITAL SET-UP FORM	11
RECITAL SCHEDULING TIMES.....	12
RECITAL LENGTH.....	12
RECITAL PROGRAMS.....	12
RECORDING POLICY	12
PIANO PROFICIENCY EXAM.....	13

DEAD WEEK POLICY	14
FINAL EXAMINATIONS	14
MUSIC EDUCATION LICENSURE	14
PROCEDURES FOR JURIES, RECITALS, AND RECITAL HEARINGS.....	14
PRIVATE LESSON REGISTRATION.....	15
FINANCIAL ASSISTANCE	15
APPENDIX A: ENSEMBLE OF RECORD POLICY.....	16

Bryan Fine Arts Building

The Bryan Fine Arts Building houses the School of Music and the School of Art, Craft, and Design's painting studio. Your help in maintaining the facility is expected and appreciated.

- When finished using a room/hall for an event, return the space to its original configuration and turn off the lights.
- Do not unplug or reconfigure computer station cords or settings.
- Classroom windows, faculty office windows, and practice room windows (if used for a lesson/rehearsal) should be uncovered when students are present.
- With the exception of service animals, pets should not be in practice rooms, classrooms, or recital halls.

BFA Hours Fall and Spring Semester:

Weekdays	6 a.m. – 10:00 p.m.
Weekends and Holidays	8:00 a.m. – 8:00 p.m.

Outside of these hours, exterior doors will be locked and BFA is closed to non-music major students and the general public. Currently enrolled music majors are permitted in the building 24 hours a day and may enter through the south stairwell using their student ID.

BFA Summer Hours

Weekdays	7:00 a.m. – 4:30 p.m.
Weekends	Closed

The same rules apply during the summer, however, music majors will only be given keycard access if they are enrolled in summer courses or granted special permission by the Director of the School of Music.

When the University is closed for a holiday, students and the general public are not permitted in the building. This includes the Christmas/New Year's holiday break and Easter weekend.

Space Reservation

Students wishing to use a BFA classroom, performance hall, or common area outside of the semester course schedule are required to make a reservation. To request a space, students should first reference the School of Music online Google calendar to confirm availability.

If the space appears available, students must contact the School of Music Administrative Associate to request a reservation. This can be done in person or by email. If the request is approved, their request will be added to the Google calendar, completing the reservation process.

Only active music majors can make BFA space reservations. Any exceptions must be approved by the Director of the School of Music.

Practice Rooms

Practice rooms are available on a first-come, first-served basis but are limited to active music majors, minors, and non-majors currently enrolled in a music course or ensemble. Any practice room left unattended for longer than 10 minutes may be claimed by another student. Leaving books, music, or instruments in a practice room does not constitute occupancy.

The School of Music is not responsible for items and materials left unattended in practice rooms. Damage or vandalism of property belonging to the University or others is prohibited and will require restitution as well as disciplinary and/or legal action.

No food is allowed in practice rooms.

Students using any shared space in BFA must be mindful of general hygiene. Hands must be clean prior to playing any keyboard instrument.

Computer Lab

The use of the lab is restricted to music majors and minors. Students must use headphones at all times when working in the Computer Lab. Tennessee Tech licenses the use of most of its computer software from a variety of outside companies. The University does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

Tennessee Tech faculty, staff, and students shall use software only in accordance with the license agreement. Faculty, staff, or students who make, acquire, or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of \$50,000 or more and criminal penalties, including fines and imprisonment.

No one may disconnect or re-configure anything in the Computer Lab without written permission. Damage or vandalism of property belonging to the University or others is prohibited and will require restitution as well as disciplinary and/or legal action.

Equipment, Instruments and Uniforms

All Tennessee Tech musical instruments and uniforms are maintained by the BFA Facilities Manager located in Room 106. Regular hours are posted, as well as special check-in and check-out times. Students will be held responsible for damage or loss of any Tennessee Tech property assigned to them. Uniforms are to be cleaned upon return. All equipment, uniforms and instruments are to be checked in no later than the last day of class each semester. Failure to comply will result in the withholding of grades.

If a student would like to check out a University instrument beyond the last day of class, an instrument loan form must be completed. This form requires approval from the applied faculty member of the requested instrument, the Facilities Manager, and the Director of the School of Music.

Piano Policy

USE OF PIANOS IN WATTENBARGER AUDITORIUM

The newest Concert D grand piano on stage is intended only for performances and dress rehearsals. This high-quality concert piano is expensive, costly to maintain, and relatively fragile.

GENERAL

- The Steinway #1 (new Steinway) is used ONLY for faculty recitals, guest recitals and piano major recitals, and the corresponding rehearsals for these events.
- The Steinway #2 is used for all ensemble performances requiring piano, except for those performances where the piano is the featured solo instrument, and for all other accompanying needs in Wattenbarger Auditorium.
- It is the responsibility of the user (student or faculty) to lock performance pianos after each use.
- Piano keys for the performance pianos are distributed to piano faculty, registered accompanists, School of Music administrators, and to others on an 'as needed' basis.
- The Wattenbarger Auditorium pianos are to be stored on stage. Do not move the pianos to the backstage storage closet. Any off-stage placement of the performance pianos must be done under the supervision of the technical staff.
- Under no circumstances is *anything* to be placed on the piano lid.
- *Removal of the piano lid requires prior permission of the piano faculty and/or technical staff* and, if granted, accomplished only under the supervision of the technical staff.
- No food or drink is allowed in Wattenbarger Auditorium.
- Students must consult the piano faculty and/or technical staff for situations not covered by this policy. If in doubt, ask permission.
- Students violating these rules will lose the privilege of using the piano(s).

"PREPARED PIANO" POLICY

A "prepared piano" is defined as any activity involving affixing labels, marking or inserting foreign objects into the piano or manipulating the strings other than through the keyboard.

- Approval and instructions from the piano faculty and/or technical staff must be obtained before any School of Music piano may be used for prepared piano purposes. Please contact the Piano Professor and Facilities Manager.
- With permission, Steinway #2 may be used for rehearsal or public performances involving a prepared piano.
- Following the rehearsal or performance, all labels, markings, and other objects must be completely and promptly removed, leaving no permanent traces in the piano.

Advising

Tennessee Tech and the College of Fine Arts provide an advisor for every music major. Students are expected to work closely with the assigned advisor to ensure a timely progression through the chosen degree program.

Music majors must maintain a grade of "C" or better in all music classes, or the course must be repeated.

Music education majors must maintain a grade of "B" or better in music education courses that include a field experience.

Students desiring to enroll in a class in which they do not satisfy the prerequisite course requirements must receive permission from their academic advisor, course instructor, and the Director of the School of Music. Pre-requisite exceptions will only be considered if the course drastically delays the student's graduation timeline or impacts financial aid eligibility.

Students may receive credit for a required course through Credit by Special Examination. In order to receive credit, the student must obtain a score of 70% or higher and complete an Application for Credit by Special Examination form. Prior to attempting the exam, the student must pay a \$30 "credit by exam" fee at the Bursar's office. Students are not eligible to receive credit by examination for a course they have previously attempted.

Music Scholarships

The School of Music offers a variety of scholarships. To be eligible, students must be admitted to the University and meet the requirements stipulated by the awarded scholarship.

All students must complete a University Scholarship Application (via ScholarWeb) **annually** by December 15th (June 1st for incoming transfer and graduate students) to receive/maintain academic scholarships and be eligible for endowed music scholarships for the following academic year.

Maintaining Music Major Scholarships

1. The student must be a declared full-time music major. They must be a participant in a large ensemble, according to degree requirements and our Ensemble of Record policy (Appendix E). They are expected to **play the instrument for which they auditioned** (as an enrolled member) each semester for the duration of the award. Exceptions are subject to review by the director/studio professor.
2. The student must maintain a *cumulative* University GPA of 2.5.
 - If a student's GPA falls below 2.5, the scholarship is reduced by 50%, with 100% possible reinstatement of the original scholarship amount, if the cumulative GPA is raised to the required level the following semester.
 - The second time the student's cumulative GPA falls below 2.5, the scholarship is permanently cut 100% with no reinstatement possible.
3. A studio progress review for scholarship continuance occurs at the end of each semester. This review will be completed by studio faculty in consultation with the major ensemble director.
 - A 50% first-time reduction will be assessed for lack of adequate studio progress with a complete reinstatement for improvement in the studio the next semester.
 - The scholarship will be permanently rescinded for a second term of inadequate progress in applied study (private instruction).

Curriculum

The catalogs for Tennessee Tech are located on the school's website. Students should refer to the catalog that was in effect at the time they entered the university or began the current degree program.

Zero Credit Ensemble Policy

All Tech students participating in ensembles should be enrolled in the course (bands, choirs, orchestras, chamber music, etc.). All departmental ensemble classes are offered in a 1-credit section and a 0-credit section.

Enrollment in an ensemble for 0-credit is subject to the following conditions:

- All enrollees will be graded, with the grade appearing on the transcript as usual.
- Only **full-time students**, as defined by the University, are eligible for 0-credit sections.
- Music majors must register for credit for all ensembles that are required by their curricular concentration or degree option. After that requirement is met, any student can be accepted into any ensemble for 0-credit by permission of the instructor.

2-Credit Ensemble Option:

- This is reserved for special case scenarios only and is typically used to solve financial aid issues related to CPOS. For consideration, please speak with your advisor.
- Students enrolled in this 2-credit option are required to complete additional requirements. These additional requirements should be arranged with the ensemble director.

Applied Juries

At the end of each semester, all applied students perform a final examination before a faculty panel.

It is the responsibility of each student to sign up for a time on the schedule as instructed by their applied teacher. Students should complete jury forms for each juror prior to the exam. Blank jury sheets are available on the website.

Once a jury is completed, faculty should upload a copy of the jury sheets to the SoM shared folder. Completed jury sheets are archived in student files.

Repertoire Class

Students enrolled in private instruction are required to participate in repertoire class. Rep class is an extension of the private lesson and typically meets at 12:15 p.m. on designated Tuesdays and Thursdays. Individual faculty members have the authority to determine how often repertoire class meets per semester. Students pursuing the BS in Live Audio Engineering Technology should prioritize Live Audio repertoire class over their applied repertoire class. Students pursuing a degree option in composition should prioritize their applied instrument repertoire class.

Convocation / Dead Hour

“Dead Hour” occurs every Tuesday and Thursday from 11:00-11:50. The School of Music uses this time for Recital Attendance Class, Convocations, Meet the Artist presentations, Faculty Meetings, Music Ed Workshop, and other important events. Each semester, the Director of the School of Music will distribute a schedule of events for Dead Hour.

Convocations are held at 11:00 a.m. in Wattenbarger Auditorium on designated Tuesdays and Thursdays. Attendance is required for all music majors and monitored at the door by the instructor of record. Performance majors must perform once a semester at Convocation – either in a chamber or solo setting. Exceptions may be made at the discretion of the applied teacher.

Accompanist Procedures for Convocation

The School of Music provides a collaborative pianist for all students performing at Convocation. Performing students should adhere to the following guidelines:

1. Scores should be given to the collaborative pianist at least two weeks before the first rehearsal. These scores should be clearly marked with the student's name, tempos, and the performance date.
2. Scores can be given to the collaborative pianist personally or placed in their faculty mailbox.
3. Rehearsals should be scheduled at least a week in advance. Rehearsal requests should be emailed to the collaborative pianist.
4. One rehearsal is included. If a work is especially difficult, additional rehearsals may be possible.
5. Failure to attend a scheduled rehearsal without notification will result in the loss of accompanist services.

Planning a Student Recital

Students must register for a recital course. Recital times are guaranteed only if a student is registered for one of the following recital courses:

MUS 2950	Junior Recital
MUS 3960	Junior Project
MUS 4000	Senior Recital
MUS 4010	Senior Project

A senior recital is required of all Bachelor of Music majors. During the semester in which the recital is given, a student should register for MUS 4000 (Senior Recital). Music

Education majors may share a recital with another performer. Performance majors are required to perform a junior and senior recital. All recitals are graded by the private instructor. B.S. in Music students may present a recital to fulfill the requirements of their Senior Project (MUS 4010).

Students should consult with their private instructors and collaborative pianist to determine the date, time, and repertoire. Student recitals should be limited to one hour.

Students are permitted to perform non-degree recitals with approval from their private instructor. Non-degree recitals must be scheduled in BFA 374, unless approved by the Director of the School of Music. Recital times are guaranteed only if the student is registered for MUS 1195 Student Recital.

Booking a Recital Space

Recital performance dates and rehearsals must be booked through the School of Music Office Administrative Associate. To request a recital performance date and/or rehearsal space, students should first reference the School of Music online Google calendar to confirm availability. If the space appears available, students must contact the School of Music Administrative Associate to request a reservation. This can be done in person or by email. If the request is approved, their request will be added to the Google calendar, completing the reservation process.

Students may not book a recital during major ensemble concerts. No recitals may be scheduled on the Sunday before exams through the end of the term.

Recital Scheduling Timeline

Deadline

First Day of Class	Senior Recitals
Monday after Labor Day	All other recitals

Upon instructor approval, recitals may be delayed or rescheduled, but only one time per semester.

Recital set-up form

Recital set-up forms should be completed two weeks in advance of the performance. The form is located on the music website and should be submitted via email to the facilities manager.

Recital Scheduling Times

Recitals may be booked for the following performance times:

Weekdays: 7:30, 9:00

Weekend: 12:00, 1:30, 3:00, 4:30, 6:00, 7:30, 9:00

Recital Length

The minimum requirement for recital length is as follows:

Junior Recital	25 minutes
Senior Recital (Education/BS Majors)	25 minutes
Senior Recital (Performance Majors)	50 minutes

Recital Programs

All concerts and recitals must use the approved recital template. Personal paper or stationery is not permitted for official program use. Programs can be printed on either 8.5x11 full sheet or half-fold paper.

Students are asked to submit the recital program to the music office at least two weeks before the performance. The fees for printing recital programs are paid by the School of Music, however, it is not responsible for printing and purchasing programs that are not submitted two weeks in advance of the performance date.

If a recital is cancelled or postponed, the student should notify the School of Music office, Facilities Manager, and musicpublicity@tntech.edu.

Students must pay the assigned accompanist before taking the stage. Accompanists will not perform with any student until payment is received.

Recording Policy

Performances involving students and faculty are live-streamed on the School of Music website.

The School of Music has the right to share any student performances and recordings. Students do not have permission to post performances on social media unless given permission by the Director of the School of Music.

All events are recorded in both audio and video formats.

Audio: students may visit the website to acquire their own audio file from Preservica. Choose the links on the music website for further instructions:

Forms and Links: Music Download Instructions

To receive a copy of the performance video, within 5-7 days after the performance date, students may email fineartsboothcrew@gmail.com requesting a link to the performance file for download. Files will be deleted from the server in a timely manner.

In addition, Wattenbarger performances are shown 'live' on the School of Music YouTube and Facebook channels. Once streamed, the Director of the School of Music archives the file. If a file has been deleted from the server in the booth, the Director of the School of Music can access the archived YouTube file to share.

Piano Proficiency Exam

All Bachelor of Music majors (education and performance concentrations) must pass the Piano Proficiency Examination before enrolling in Upper Division (3000) music courses. Students pursuing the Bachelor of Science in Music are only required to complete MUS 1011 - Piano I and MUS 1012 – Piano II.

- The Keyboard Area Coordinator will post the times for the Piano Proficiency Examination at the end of each term.
- The Piano Proficiency Examination consists of five sections; students must pass all sections of the exam.
- Students do not receive a grade for Piano IV until the proficiency is complete. If the student fails to retake the proficiency in a timely manner, the grade will be marked as incomplete. If the proficiency is not completed within one year, the incomplete will turn into a grade of "F".

Section I: Scales

- The student will be able to play all major and harmonic minor scales, two octaves, hands together, and in parallel motion.

Section II: Harmonization

- Given a melody with chord symbols, the student will play the melody and improvise a left-hand accompaniment (Keys to three sharps and three flats).

Section III: Score Reading

- The student will read simultaneously any two lines of a vocal or instrumental score.

Section IV: Hymn Style

- The student will play a four-part hymn, demonstrating proper pedal technique. The hymn will be assigned prior to the exam.

Section V: Prepared Performance

- The student will perform a solo, chosen from repertoire assigned in class.

If a student has a background in piano, they may seek credit through examination. To schedule an exam, students should contact the Keyboard Area Coordinator prior to the start of classes.

Dead Week Policy

There will be no performances of any kind from 4pm Friday of “Dead Week” (last week of classes each semester) through finals week.

As stated in Policy No. 264, no examination or extensive assignments should be given during the week prior to final examinations (Dead Week) except as follows:

- Quizzes covering no more than one week's worth of new material.
- Major tests unanimously requested by the class.
- Approved final examinations.
- Evaluation in laboratories, independent study, or self-paced courses.
- During regular semesters, at least one day should intervene between the last class meeting day and the first scheduled final examination for that class.

Final Examinations

As stated in Policy No. 264, all final examinations must be given during the officially schedule time slot. Early examinations are not permitted unless approved by the Provost or his/her designee.

Music Education Licensure

Music Education majors may pursue state licensure in one of two K-12 areas:

Instrumental Licensure (band director, orchestra director, or classroom teacher)
Vocal/General Licensure (choral director or classroom teacher)

Students officially enter the Teacher Education program in their junior year after completing a minimum of 30 credits of coursework and Introduction to Music Education (MUED 1820), with a B or better. The state of Tennessee also requires a series of benchmarks, including a background check, in-person interview, a disposition assessment, minimum ACT/SAT and Praxis Core scores, and a GPA of 2.75 or higher.

The Bachelor of Music in Performance, Composition, Jazz Studies, Musical Theatre, and Multiple Woodwinds degree does not qualify a person for teacher licensure.

Procedures for Juries, Recitals, and Recital Hearings

Continuation to upper-level private lessons is only permitted with the approval of the studio professor and a successful completion of the Upper Divisional Jury. This jury will

be held after the student has completed four semesters of undergraduate studio study: usually at the conclusion of the sophomore year.

Juries are held during finals week. Each student enrolled in private lessons is required to complete a jury, unless otherwise specified by their applied professor. The jury and recital requirements for wind, brass, percussion, voice, and strings can be found on the music website under the 'Resources' tab.

All students planning to present a degree recital must complete a recital hearing at least two weeks prior to their recital date, unless otherwise specified by their applied professor. If a student does not pass their recital hearing, they must delay their recital accordingly. This applies to B.S. in Music majors who elect to present a recital to fulfill the requirements of their Senior Project.

Private Lesson Registration

Each applied instructor has four sections of lessons in both lower and upper division private lesson courses. Each correspond to the degree being pursued:

First Section (1 credit) – Music Education

Second Section (2 credits) – Music Performance Majors

Third Section (1 credit) – Bachelor of Science in Music Majors

Fourth Section (1 credit) – Non-music majors/music minors

Financial Assistance

If a student is experiencing financial hardship that may impact their ability to stay enrolled, they should first seek assistance from the Financial Aid Office. The following webpage provides on-campus and community resources

(<https://www.tntech.edu/student/hardship/>). If Financial Aid is unable to help, or additional funds are needed, the School of Music may be able offer financial assistance. Recipients will be expected to contribute a specified number of service hours to the School of Music in exchange for this support. To be eligible, students must complete a Financial Assistance Request form that can be found on the music website under the 'Resources' tab, 'Forms and Links'.

Appendix A: Ensemble of Record Policy

MUSIC EDUCATION

The Ensemble of Record requirements for Music Education (Licensure) majors are:

- i. Piano: Vocal Track: University Choirs; Instrumental Track: University Bands, University Orchestra, or University Jazz Bands (as assigned by faculty)
- ii. Guitar: University Choirs, University Jazz Bands, or Marching Band (as assigned by faculty)
- iii. Strings: University Orchestra
- iv. Voice: Concert Choir or Chorale
- v. Wind/Percussion: Fall Semester – Marching Band (required first 3 years), University Jazz Bands, Chamber Winds, University Orchestra, or Bryan Symphony Orchestra (as assigned by faculty); Spring Semester – Concert Band, Symphony Band, University Orchestra, or Bryan Symphony Orchestra (as assigned by faculty)

PERFORMANCE MAJORS

The Ensemble of Record requirements for students in the B.M. in Performance differ between Lower Division and Upper Division.

The Ensemble of Record requirements for Performance students are:

Lower Division (Freshman and Sophomore)

- i. Piano: University Choirs, University Bands, University Orchestra, or University Jazz Bands
- ii. Guitar: University Choirs, University Jazz Bands, or Marching Band (as assigned by faculty)
- iii. Strings: University Orchestra
- iv. Voice: Concert Choir or Chorale
- v. Wind/Percussion: Fall Semester – Marching Band (required first year), University Jazz Bands, Chamber Winds, University Orchestra, or Bryan Symphony Orchestra (as assigned by faculty); Spring Semester – Concert Band, Symphony Band, University Orchestra, or Bryan Symphony Orchestra (as assigned by faculty)

Upper Division (Junior and Senior)

- i. Piano: The appropriate major ensemble (instrumental or vocal) plus Chamber Music
- ii. Guitar: University Choirs, University Jazz Bands, or Marching Band (as assigned by faculty).

- iii. Strings: University Orchestra plus Chamber Music or Bryan Symphony Orchestra.
- iv. Voice: Chorale or Concert Choir
- v. Wind/Percussion: Jazz: Jazz Ensemble plus Concert Band, Symphony Band, or Chamber Winds. All other non-Jazz: Chamber Winds (Fall) and Concert Band or Symphony Band (Spring) plus University Orchestra, Bryan Symphony Orchestra, or Jazz Ensemble (as assigned by faculty)

Upper division instrumental performance majors must enroll in two large ensembles per semester

PERFORMANCE MAJORS, Composition

- i. Lower Level and Upper Level – Music Performance Lower Division Ensemble of Record policies

BACHELOR OF SCIENCE IN MUSIC MAJORS

- i. Lower Level - Music Education Ensemble of Record policies
- ii. Upper Level – Any large ensemble, as assigned by faculty (must play primary instrument)

Non-Majors Receiving a Music Scholarship

- i. Music Education Ensemble of Record policies (Marching Band required all 4 years for winds/perc)

Percussion not placed in concert/symphony band must enroll in Afro-Caribbean and West African

LIKE-INSTRUMENT ENSEMBLES

(Flute choir, percussion ensemble, trombone choir, etc.)

These ensembles are not part of our music degrees but are generally required for music majors. There are some variations based on instrument (voice and strings don't enroll), but most winds, brass, and percussion students should enroll.

Winds, brass, and percussion Live Audio majors are not required to participate, but are encouraged if they are interested and have the time in their schedule.