

Practice Rooms

No food or drink (except water) is allowed in practice rooms, performance areas, or classrooms.

- No electrical appliances are allowed in practice rooms.
- Students must help to keep practice rooms clean and functional for their intended function.
- Windows in practice rooms may not be covered.
- Practice rooms are open for use anytime the buildings are open. Reservation sign-up sheets are available on the practice room doors and rooms may be reserved on a first-come, first served basis. Grand piano rooms may be reserved for piano students who have signed up for specific practice times. There are schedules outside each practice room.

The Fine Arts Building (Old Fine Arts) has many practice rooms available for student use. The third floor of that building has 20 general practice rooms. All rooms are equipped with a piano, a chair and a music stand. The Percussion Suite, also on the third floor of the Fine Arts Building, has practice rooms reserved for use by percussion students only. Practice rooms on the second floor of the Fine Arts Building include eight rooms with grand pianos.

Storage Lockers

Metal lockers are available on the 5th floor of the Doyle Fine Arts Center. It is the responsibility of the student to provide a lock for use with the locker. Students are discouraged from using lockers without also using a lock. If you would like to rent a lock from the Music Office, there is a \$5 deposit, refundable when the lock is returned.

Wooden lockers on the 3rd floor of the Doyle Fine Arts Center and third floor of the Old Fine Arts Building are available to students with large equipment. Students must get locks from the Administrative Assistant in the Music Office.

- (1) No personal locks are allowed on wooden lockers.
- (2) A rental charge of \$15.00¹ is due in the fall. A \$5.00 deposit will be refunded to the student when they return their lock to the music office at the end of the spring semester.
- (3) Lockers must be renewed each year.
- (4) Lockers must be vacated at the end of the spring semester, unless special arrangements have been made with the Music Office.

¹ If a student obtains a rental instrument through the Department of Music, the locker charge is waived. If waived, the student is ineligible for the \$5.00 deposit refund.

Rental Instruments

Students majoring in woodwinds, strings, or brass who do not own their own instruments may rent an instrument from the Department of Music. A per-semester fee will be billed. See the Instrument Technician to arrange for instrumental rental.

Applied Instruction

All music major and minor students will take private lessons on a major instrument or voice to meet specific degree requirements. (BS in Music Business students will take two semesters of class instruction followed by two semesters of private lessons.) Semesters of study must be consecutive. **Concurrent ensemble participation is required each semester of applied study. Please see “Ensembles” for specific requirements.** The option for additional or elective semesters of study beyond what is required is based on studio space and will be determined by the applied professor.

To register for applied lessons students must meet with their applied instructor who will complete the appropriate overrides so that the student may register for lessons.

Applied lessons are offered for 1, 2, or 3 credits each semester. The student's chosen degree program determines the number of credits to be attempted each semester. Students studying for 1 credit receive at least 14 half-hour lessons during the semester. Students studying for 2 or 3 credits receive at least 14 one-hour lessons during the semester.

Many applied professors require participation in a weekly or monthly studio class. Students should check with their applied teachers for clarification of these requirements.

The amount of practice per day required for each semester hour of applied credit will be determined by the teacher. As a general rule, however, daily practice equal to one hour for each credit hour of applied music instruction may be considered a minimum requirement under normal circumstances.

Faculty members are not required to make up private lessons that have been missed by the student. Students should inform their teachers IN ADVANCE when lessons cannot be taken. When a faculty member must cancel a lesson, they will endeavor to make it up as soon as possible.

Collaborative Pianists

Applied lesson instructors require students to work with an accompanist at various times during the course of study. Students are responsible for securing and paying for the services of an accompanist as needed. A list of possible accompanists will be available for review. Some students may be available to accompany as approved by their applied music instructors.

Juries/Proficiencies

All students studying applied music must appear before the unit faculty in a jury exam at the end of each semester. Students must sign up for a jury exam time that is not in conflict with scheduled final examination times for other courses. Students should arrive for the jury exam early, fully prepared with all music, instruments, accessories (mutes, etc.), and completed jury sheets. Jury sheets are available in the Music Office or from the student's applied instructor.

- (1) Literature will be defined by the applied instructor.
- (2) Evaluations are to be advisory to the student and applied instructor with regard to progress, achievement and degree status.

Proficiencies

At the conclusion of the second and fourth semesters of applied study, students will appear before the unit faculty in a proficiency exam.

- (1) Literature will be defined by the applied instructor.
- (2) Evaluations may reflect the following decisions:
 - (a) Pass
 - (b) Fail and require (one of the following):
 - An additional semester of study-
 - A change of major applied area-
 - A change of major field (degree)-

Repeating Courses

An undergraduate student may, for the purpose of raising a grade, repeat a course for credit no more than three times, unless otherwise noted in the course description. Only the last attempt will be calculated in the cumulative GPA and count toward hours earned. Grades of "AU", "R", or "W" do not count towards repeat attempts. Transfer credit will be subject to the same policy as Murray State work. Therefore, an equivalent transfer course could mark off a Murray State course. Note: We do NOT keep the BEST grade--we keep the second grade. It is possible that you could replace a passing grade with a failing grade—this means you would have to take the course again to receive credit. Third try forms for classes can be found on the 5th floor with the jury forms.

Student Complaints

The procedure for most student complaints is to first speak with a trusted professor (usually the student's advisor or applied teacher). In some cases, it may be appropriate for the student to go directly to the chair of the department. In the event that differences cannot be resolved informally, the University provides a formal avenue for [registering general complaints](#). The

Department of Music also has a suggestion box outside the 5th floor office, these suggestions are only read by the Chair.

Music Student Health

Music students need to be aware of personal health practices as well as avoiding performance injuries and maintaining good hearing and vocal health. General healthy practices include the following:

- Wash your hands frequently
- Eat a healthier diet
- Drink more water
- Get regular physical activity
- Avoid cigarette smoke (and don't smoke)
- Don't abuse alcohol and other drugs
- Get enough sleep
- Practice healthfully
- Get help when you need it

Applied teachers will share much of this information with their students. Other resources may be found in the links listed below:

<https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-nms-vocal-health/>
<https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-hearing-health/>
<https://www.lespaulfoundation.org/wp-content/uploads/2019/04/Jan-2017-Music-to-My-Ears.pdf>
<https://www.hearnet.com/>

Mental Health

Mental health resources are a necessary aspect of life on a university campus. Below are several opportunities for finding assistance.

[MSU Counseling Services Self-Help Resources](#)
[Centers for Disease Control \(CDC\) Suggestions to Manage Anxiety and Stress](#)
[PsychHub COVID-19 Mental Health Resources](#)