



Music & Entertainment Industry Studies  
COLLEGE OF ARTS & MEDIA | UNIVERSITY OF COLORADO DENVER

# MUSIC & ENTERTAINMENT INDUSTRY STUDIES STUDENT HANDBOOK

REVISED JULY 2022

The Music & Entertainment Industry Studies (MEIS) Department publishes the Student Handbook which includes general information and rules concerning University of Colorado Denver undergraduate and graduate Music students.

Unless otherwise indicated, this information applies to all students in all Music majors and minors.

University of Colorado Denver undergraduate Music students are responsible for reading and following the requirements and guidelines described within.

*If there are questions about this material, please contact:*

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## I. OVERVIEW

### *A. Bachelor of Science Degree in Music (Music Majors)*

The University of Colorado Denver Music & Entertainment Industry Studies (MEIS) Department offers a Bachelor of Science degree in Music (BS) with emphases in the following areas:

- Performance
- Singer/Songwriter
- Recording Arts
  - Audition Track
  - Non-Audition Track
- Music Business
  - Audition Track
  - Non-Audition Track

### *B. Music Minors*

The University of Colorado Denver MEIS Department offers minors in Music in the following areas:

- Music Industry Studies (aka Music Business)
- General Music

### *C. Master of Science Degree in Recording Arts*

MEIS offers the following Master of Science programs:

- Master of Science in Recording Arts
- Master of Science in Recording Arts, Media Forensics Emphasis

Master's program information is **not** outlined in this document. Specific information about our master's programs can be found at [artsandmedia.ucdenver.edu/meis](https://artsandmedia.ucdenver.edu/meis) under "Graduate Program Offerings."

## II. ACADEMIC POLICIES & PROCEDURES

### *A. Admission of Undergraduate Students*

1. Information about entrance requirements and deadlines to apply to undergraduate Music programs can be found at <https://artsandmedia.ucdenver.edu/prospective-students/how-to-apply> under "Music & Entertainment Industry Studies." *Please note: Application deadlines are strictly enforced.*

2. Students seeking undergraduate admission to Music programs must apply to the University of Colorado Denver by the established University deadline, pay the application fee, and submit all applicable transcripts and test scores to the University of Colorado Denver Admissions Office.

Information can be found at <http://ucdenver.edu/admissions>. Please contact the Office of Admissions at (303) 315-2601 with any questions regarding the application. It is advisable to plan well ahead of the deadline so that transcripts and/or test scores can be received and evaluated by the Admissions Office. Incomplete applications will not be considered.

- a. Applications for the Audition Track Music program are considered for the fall semester **only** (this includes freshman and transfer students).
- b. Non-Audition Track students, including transfers, will be considered for both fall and spring semesters.

3. Non-audition track applicants need only be admitted to the university. They are not required to submit a separate application to the MEIS Department.

Also by the application deadline, all students seeking admission to Audition Track Music programs are required to complete an audition:

- a. Performance Emphasis –Must successfully complete an entrance audition on their primary instrument or voice.
- b. Singer/Songwriter Emphasis –Must successfully complete an entrance audition on their primary instrument **and** voice.
- c. Music Business Emphasis  
–Must successfully complete an entrance audition on their primary instrument or voice.
- d. Recording Arts Emphasis  
–Must successfully complete an entrance audition on their primary instrument or voice.

4. Auditions consist of prepared repertoire and sight-reading at a level comparable to the talented high-school musician. Students are expected to provide their own accompanist (when applicable). To arrange for an audition, students must contact the program director for their instrument.

- a. All students transferring from the College of Music at CU Boulder must re-audition on the Denver campus.
- b. Students demonstrating poor music performance abilities will be denied admission on the Audition Track but may still be admitted to the Non-Audition Track.

- c. Auditions for new students will be held in the late fall and early spring. Current MEIS students admitted to the Non-Audition Track may audition at any time after their acceptance to switch into the Audition Track.

5. READMIT POLICY – Former University of Colorado Denver students who were previously enrolled as a Music major but have not taken classes for three or more consecutive semesters must apply for readmission. Students may apply for readmission for the fall, spring, or summer semester. All readmission requirements must be completed no less than two weeks prior to the start of the semester for which they are reapplying.

- a. Students must apply for readmission with the University of Colorado Denver Admissions Office and be eligible for admittance to the University.
- b. Students must also complete all MEIS entry requirements.
- c. Students who were previously pursuing the Performance Emphasis or Singer/Songwriter Emphasis and completed their Sophomore Proficiency must pass the Proficiency again in lieu of an audition. Two or more performance faculty will evaluate the student's eligibility to return to the Performance Emphasis or Singer/Songwriter emphasis (in addition to the MEIS Admission Committee Evaluation).

### *B. Registration*

1. New freshmen and transfer students are required to participate in a university orientation, including academic advising, prior to registering for classes. Please refer to <http://ucdenver.edu/orientation> for more information.

2. All incoming students must complete the Music Theory and Ear Training Assessment prior to enrolling for their first semester courses. The assessment can be found by following the link below at:

<https://canvas.instructure.com/enroll/KTAXYR>

3. TRANSFER OF COLLEGE-LEVEL CREDIT – The Admissions Office and the College of Arts & Media cannot make an official evaluation of credits from another collegiate institution until complete and official credentials are on file and the applicant has been admitted to the University of Colorado Denver.

In general, transfer credits from other regionally accredited collegiate institutions will be accepted insofar as they meet the content and grade requirements of the student's chosen program of study at the University. The MEIS Department reserves the right to require prerequisite courses where deficiencies are noted. Preliminary advising regarding transfer credits is unofficial pending official transcript evaluation by the Office of Admissions.

4. TRANSFER OF APPLIED LESSON CREDIT – The MEIS Department can accept applied lesson transfer credit toward audition track requirements per auditioning instructor approval. Acceptance of transfer credit depends on the proficiency level of the transfer student. Applied transfer credits are not guaranteed and are solely determined by the auditioning instructor

5. Information regarding registration procedures and policies can be found at <http://ucdenver.edu/registrar>. Please consult the Academic Calendar for published deadlines for each term.

6. Please contact the Bursar's Office for information regarding the enrollment and billing policy at (303) 315-1800 or <http://ucdenver.edu> >> Admissions & Costs.

### *C. Academic Advising*

1. Freshmen and transfer students with fewer than 30 transfer credit hours are assigned to the Center for Undergraduate Exploration and Advising (CUEA) for advising. To schedule an advising appointment with CUEA, please call (303) 315-1940.

Students are encouraged to consult the College of Arts & Media Advising Office at (303) 315-7400 or [camadvising@ucdenver.edu](mailto:camadvising@ucdenver.edu), should they have in-depth questions about the Music program.

2. Transfer students who have completed more than 30 credit hours, as well as continuing MEIS students, should consult with a CAM Advisor. The CAM Advisor will assist with understanding all degree requirements, as well as schedule planning, course sequencing advice, and academic policies. The CAM Advisor also assists with graduation and commencement procedures.

3. Advising holds may be placed on students' registration periodically throughout their academic careers in the College of Arts & Media. Students will be notified in advance of any holds via email.

4. The CAM Advising Office may be contacted in-person in Arts Building 177, by phone at (303) 315-7400, or via email at [camadvising@ucdenver.edu](mailto:camadvising@ucdenver.edu).

### *D. Continuing Academic Evaluation*

1. The following minimum standard has been adopted for good academic standing for all Music majors at the University of Colorado Denver: 2.00 overall CU GPA.

2. A course with a grade of C- or lower will not fulfill any Music major requirements and must be retaken.

3. Students can be awarded honors based upon cumulative GPA at the time of graduation. Please see the current University of Colorado Denver Catalog for more information regarding honors requirements: <http://catalog.ucdenver.edu>

### *E. Academic Probation*

Any student who does not maintain the minimum academic standards set by the University (overall CU GPA of 2.00) will be placed on academic probation. Please see the current University of Colorado Denver Catalog for more information regarding academic probation and scholastic suspension: <http://catalog.ucdenver.edu>

### *F. Incomplete Grades*

1. The grade of Incomplete (I) is a temporary suspension of a letter grade. An incomplete grade is assigned only when a student has completed at least 75% of the course with a passing grade, but is unable to complete all the necessary requirements because extenuating circumstances exist and are verified by the student to the instructor and Associate Dean's satisfaction. Circumstances must be clearly beyond the student's control and have made completion of the course impossible; for example, an illness or death in the family. An incomplete must be approved by both the instructor and the College of Arts & Media Associate Dean.

2. In order to request an incomplete grade:

- a. The student must submit a "Course Completion Agreement" to the CAM Advising Office in Arts Building 177 no later than the date that final grades are due (for the semester in which the course was taken). Students are responsible for obtaining the instructor's signature. Blank Course Completion Agreement forms can be obtained from the College of Arts & Media in Arts Building 177.
- a. The course requirements must be completed within one academic year. When the course requirements are completed, the incomplete grade will be changed to the letter grade earned. If the course requirements are not completed within one academic year, the grade of I will convert to an F. Incomplete grades will not be changed after the one-year time period has elapsed.

3. In order to appear on the College of Arts & Media graduation lists, students must complete I's in all required courses before the last day of classes of the semester in which the student intends to graduate.

### *G. Pass/Fail Option*

1. Up to 12 semester hours of course work may be taken on a Pass/Fail basis. Students must consult with a College of Arts & Media Academic Advisor for information regarding the courses that may be taken on a Pass/Fail basis and still count towards graduation.

2. Courses required in the major cannot be taken Pass/Fail (with the exception of PMUS 1500 General Recital and PMUS 4200 Senior Recital Project).



3. Only 6 hours of course work can be taken Pass/Fail in any given semester.

#### *H. Residence Requirements*

1. A student must earn at least 30 credit hours in residence while enrolled as a degree student at the University of Colorado Denver.

#### *I. Withdrawal from the University*

1. Please consult the CAM Advising Office at (303) 315-7400 or [camadvising@ucdenver.edu](mailto:camadvising@ucdenver.edu) for withdrawal instructions and forms.

#### *J. Student Conduct, Policies, and Standards*

1. When students enroll in the University of Colorado Denver, they agree to participate meaningfully and positively in the life of the University and to share in the obligation to preserve and promote its educational endeavors. The Code of Student Conduct governs student behavior on campus to support the educational environment at the University of Colorado Denver. It prohibits obstruction and interference of movement on campus, disruption of activities on campus, theft, possession of dangerous weapons, sale and use of drugs, and physical or sexual harassment.
2. See the Code of Student Conduct brochure for specific policies and procedures. The brochure is available in the Office of Student Life, Tivoli Student Union Room 303. For further information, contact Student Life at (303) 315-7288 or <http://ucdenver.edu/studentlife>.
3. Instructors may establish a further code of conduct as articulated in their course syllabi.

### **III. APPLIED LESSON INSTRUCTION: AUDITION TRACK** *(Performance, Singer/Songwriter, Music Business, or Recording Arts Emphasis)*

#### *A. Applied Lesson Courses*

**Note:** Applied lesson instruction is offered in two ways and is specific to degree program. Below are the requirements for Audition Track students only. Requirements for Non-Audition Track students are listed under the section “Applied Lesson Instruction: Non-Audition Track.”

1. Audition Track students can petition the Director of Enrollment Management to be admitted in the spring semester.
2. Audition Track applied lesson instruction is only offered to Audition Track students.



3. Students in the **Performance Emphasis** register for 1-credit, ½-hour/week lessons for four semesters. After passing their Sophomore Proficiency Assessment, students register for 2-credit, 1-hour/week upper-division lessons for an additional four semesters. Due to the cohort nature of the program, students are expected to begin applied lesson instruction during their first semester at the university.
4. Students in the **Singer/Songwriter Emphasis** register for 1-credit, ½-hours/week voice lessons for two semesters and 1-credit, ½-hour/week lessons on their accompanying instruments for two semesters. Students can begin with either voice or instrument lessons, but must take each set of required lessons consecutively. After passing their Sophomore Proficiency Assessment at the end of four semesters of applied lessons, students register for 2-credit, 1-hour/week upper-division Singer/Songwriter lessons for an additional four semesters. Due to the cohort nature of the program, students are expected to begin applied lesson instruction during their first semester at the university.
5. Students in the **Music Business or Recording Arts Emphasis** register for 1-credit, ½-hour/week lessons for four semesters. At the end of four semesters of applied lessons, students must complete a Sophomore Assessment to complete their lesson requirement.
6. Students must complete the online Applied Lesson Request Form before each semester in order to obtain permission to register for applied lessons. Contact the MEIS Office in Arts 288 for details.
7. The following are co-requisites of all Audition Track applied lesson courses. Each student enrolled in an Audition Track applied lesson course is **required** to:
  - a. Register for a Music Performance Ensemble;
  - b. Register for PMUS 1500 General Recital (Pass/Fail) (EXCEPTION: Performance and Singer/Songwriter students following Fall 2020 (or later) degree requirements are not required to take PMUS 1500 during their semesters of upper-division lessons.);
  - c. Perform a jury at the end of the semester;
  - d. Perform in a solo capacity at General Recital, Performance Practice Ensemble, or another performance as determined by the student's applied lesson instructor.
8. Students who perform a Junior or Senior Recital are exempt from performing on a General Recital and Jury for that semester. For more information, please refer to the sections in the handbook entitled "Applied Lesson Juries," "Sophomore Proficiency/Sophomore Assessment," "Music Performance Ensembles," and "Recital Performances."
9. All students must arrange their applied lesson instruction schedule directly with the applied lesson instructor during the first week of classes. Students are responsible for contacting their individual instructors to set up the applied lesson time. Students may only register for applied lesson credit **after** department permission has been given.
10. No student is allowed to enroll for two applied lesson courses concurrently.

11. Students cannot change their primary applied instrument except with the approval of the prospective applied instructor, the performance program director, and the MEIS Department Chair. Students must audition with the instrument-specific program director if they choose to change their primary instrument.

12. Students who receive a grade of C- (2.00) or below in an applied lesson course will be advised out of the Audition Track into the Non-Audition Track. Students will not be eligible to enroll in any applied lessons the following semester.

13. After at least one semester following a failed applied lesson, students can petition and re-audition once to be accepted back into the Audition Track. Students must contact their instrument program director for specific petition guidelines and re-audition requirements.

14. Students who do not pass PMUS 1500 General Recital are responsible for and required to make up any failed semesters of PMUS1500, per degree requirements.

#### *B. Applied Lesson Juries*

1. The MEIS Department schedules Applied Lesson Juries, Sophomore Assessments, and Sophomore Proficiencies (see “Sophomore Proficiency/Sophomore Assessment” section) at the end of every semester. All Audition Track students must perform a jury at the end of each semester of applied lessons. The jury panel will consist of the student’s applied lesson instructor plus two other music faculty.

2. Repertoire performed in an applied lesson jury should be representative of that semester’s study.

3. Jury schedule sign-up sheets will be posted no less than two weeks prior to juries on the bulletin board outside the Music Teaching Studios in Arts 284. It is the student’s responsibility to sign up for a time to perform their jury. Jury student information forms are available in the MEIS Office, Arts Building 288. Jury comments and pass/fail status will be emailed to students immediately following student juries.

4. Students who **fail or do not perform** an applied lesson jury will be placed on Performance Probation. These students have one semester to reschedule and successfully complete the jury. If the student does not successfully complete the jury, they will be advised out of the Audition Track into the Non-Audition Track. No further applied study will be granted until the jury is successfully completed. Students **must wait until the subsequent semester** to sign up for and pass their jury during the designated jury week.

5. Students who pass a jury but receive an applied grade of C- or below have the option of re-auditioning into the audition track. If successful, the credit(s) of the failed applied course will need to be made up with a performance elective.

*C. Sophomore Proficiency/Sophomore Assessment*

1. The **Sophomore Proficiency** is a performance examination given at the conclusion of the fourth semester of applied lessons (in place of an applied music jury) for all students wishing to pursue the Performance or Singer/Songwriter Emphasis. The **Sophomore Assessment** is a performance examination given at the conclusion of the fourth semester of applied lessons (in place of an applied music jury) for all students pursuing the Recording Arts or Music Business Emphasis areas.

The Sophomore Proficiency and Sophomore Assessment Examinations are intended to ensure reasonable performance capabilities by all Audition Track students enrolled in the Bachelor of Science in Music programs.

2. Standards and appropriate repertoire for the Sophomore Proficiency and Sophomore Assessment can be obtained from the applied lesson instructor.

3. Students performing a Sophomore Proficiency or Sophomore Assessment will be given the opportunity to sign up prior to jury schedules being posted. Students who do not sign up for a time slot prior to postings will be assigned a jury time. Evaluation forms are available in the MEIS Office, Arts Building 288.

4. Students who **fail or do not perform** their Sophomore Proficiency or Sophomore Assessment will be placed on Performance Probation. Students **must wait until the subsequent semester** to sign up to retake and pass their Sophomore Proficiency or Sophomore Assessment during the designated jury week. Failing to do so, the student will be advised out of the Audition Track to the Non-Audition Track. No further applied lesson study will be granted for Performance Emphasis or Singer/Songwriter Emphasis students until the Sophomore Proficiency is successfully completed.

*D. Recital Performances*

1. All Audition Track majors enrolled in applied lessons (excluding students presenting a Junior or Senior recital in the semester) must perform in a solo capacity (or solo with accompaniment) once per semester during either General Recital, Performance Practice Ensemble, or another performance as determined by the student's applied lesson instructor.

**NOTE:** This performance must be completed in addition to the student's jury.

2. Any student failing to perform during either General Recital, Performance Practice Ensemble, or another performance as determined by the student's applied lesson instructor, will be placed on Performance Probation and will not be eligible to enroll for any further applied lessons until the requirement is met.

3. Students should be dressed in appropriate performance attire and adhere to proper performance deportment. Students should contact their applied lesson instructor for specific performance requirements for their instrument.

4. JUNIOR & SENIOR RECITALS – All Performance Emphasis and Singer/Songwriter Emphasis students are required to perform a Junior Recital during the second semester of their junior year and a Senior Recital during the second semester of their senior year. Students performing a Junior or Senior Recital are exempt from performing during General Recital as well as completing a jury for that semester. The applied lesson instructor must attend the recital performance and is **not permitted** to perform in any capacity during the recital. In addition, no other MEIS faculty are permitted to perform in any capacity during the recital.

**Note:** Students performing a Senior Recital must register for PMUS 4200 Senior Recital Project in addition to their applied lesson instruction. PMUS 4200 is **only** offered in the spring semester, so students performing a Senior Recital in the fall semester must take this course the semester prior to their recital. Students performing in a Junior Recital do not register for PMUS 4200.

In the semester a student will perform a Junior or Senior Recital, a preview must be performed at least two to four weeks in advance of the recital. The student's applied lesson teacher must approve the preview date and the recital date at the same time. The student will make all the arrangements, including having at least one music faculty present in addition to the applied lesson instructor to determine if the performance is at an acceptable level of quality. Students performing at an unacceptable level will not be permitted to perform a recital, and the recital will be canceled for that semester. The preview shall consist of the selections to be performed at the recital.

Students who have their Junior or Senior Recital preview denied will be given a failing grade in their applied lesson and placed on Performance Probation. Students will have **one academic year and one attempt** to make up the recital preview and recital performance. Students who fail to pass the recital preview within one academic year will be advised out of the Performance Emphasis or Singer/Songwriter Emphasis.

Students are **required** to complete recital paperwork before their performance. Contact the MEIS office in Arts 288 for details.

The CAM Events Manager will assist students in the necessary arrangements, including room reservations, for on-campus recitals. Students are encouraged to book their recital with the CAM Events Manager at the beginning of the Fall semester for all Fall and Spring recitals. Please contact the MEIS office in Arts 288 for all guidelines and requirements regarding recital performances.

Students may submit requests for printed recital programs to the MEIS Office. Programs must be picked up from the MEIS Office, as they will **not** be delivered to recital performances.

Students are not required to perform recitals on-campus. Students performing off-campus must submit all recital details (including the required paperwork and risk waiver) to the MEIS Office at least four weeks prior to the recital date and adhere to all policies stated above. For further information, contact the MEIS Program Manager in Arts Building 288.

*e. Performance Probation*

1. The MEIS Department has set minimum performance standards for all Audition Track students. Failure to meet these standards will result in Performance Probation. Grounds for Performance Probation include:

- a. Students who fail to perform once per semester during General Recital, Performance Practice Ensemble, or another performance as determined by the student's applied lesson instructor
- b. Students who fail or do not perform an applied lesson Jury or Sophomore Proficiency/Sophomore Assessment
  - i. Students who have been placed on Performance Probation due to a failed jury or Sophomore Proficiency/Sophomore Assessment will be reviewed during the subsequent semester's jury. If the deficiencies have not been remedied, the student will be advised out of the Performance or Audition Track to the Non-Audition Track.
- c. Students who fail or do not perform a Junior or Senior Recital preview.
  - i. Students who have their Junior or Senior Recital preview denied will be given an Incomplete in their applied lessons. Students will have one academic year and one attempt to make up the recital preview and recital performance. Students who fail to pass the recital preview within one academic year will be advised out of the Performance Emphasis or Singer/Songwriter Emphasis.

#### IV. APPLIED LESSON INSTRUCTION: NON-AUDITION TRACK (*Music Business or Recording Arts Emphasis*)

*A. Applied Lesson Courses*

**Note:** Applied Lesson instruction is offered in two ways, and is specific to degree program. Below are requirements for Non-Audition Track students only. Requirements for Audition Track students are listed under the section "Applied Lesson Instruction: Audition Track."

1. Non-Audition Track applied lesson instruction is offered only to Music Business students who started the track and emphasis prior to Fall 2020, and to Recording Arts students who started the track and emphasis prior to Fall 2019.
2. Non-Audition Track students can take Non-Juried applied lessons listed as PMUS 1801 through 1823. Non-Audition Track students entering their first semester of lessons must declare a primary instrument. The primary instrument should be the instrument on which the student is most proficient. Students must complete both required semesters of applied lessons on the same instrument. Students will not be required to study both semesters with the same instructor.

3. Non-Audition Track students register for 1-credit, ½ hour/week lessons. Non-Audition Track students are required to take two semesters of applied lessons. Due to the cohort nature of the program, Non-Audition Track students are expected to begin applied lesson instruction immediately following completion of Music Theory II and its co-requisite courses.
4. Students must complete the online Applied Lesson Request form before each semester in order to obtain permission to register for applied lessons. Contact the MEIS office in Arts 288 for details.
5. Each student enrolled in a Non-Audition Track applied lesson course is **required** to register for PMUS 1500 General Recital (Pass/Fail).
6. All Non-Audition Track students will be assigned an instructor by the MEIS Office. Students must arrange their applied lesson instruction schedule directly with the applied lesson instructor during the first week of classes, after they have received department permission.
7. No student is allowed to enroll for two applied lesson courses concurrently.
8. Students who do not pass PMUS 1500 General Recital are responsible for and required to make up any failed semesters of PMUS 1500 per degree requirements.
9. Non-Audition Track students are allowed only two semesters of applied lessons.
10. Non-Audition Track Music Business and Recording Arts, who started the track and emphasis post Fall 2020 can take up to two semesters of elective Non-Juried applied lessons.

## **V. MUSIC COURSES**

### *A. Music Theory, Ear Training & Sight Singing, and Piano*

1. Due to the cohort nature of the program, Audition Track students are expected to begin the Music Theory sequence during their first semester of residency.
  - a. All Audition Track students must complete three semesters of Music Theory (PMUS 1100, PMUS 1200, and PMUS 2100), three semesters of Ear Training & Sight Singing (PMUS 1110, PMUS 1210, and PMUS 2110), and three semesters of Piano Class (PMUS 1023, PMUS 1024, and PMUS 1025). Music Theory courses, Ear Training & Sight Singing courses, and Piano Class courses are co-requisites of one another at each level.
  - b. Performance, Recording Arts, and Music Business students on the Audition Track must also complete PMUS 2200 Jazz Theory and PMUS 1026 Piano Class IV. PMUS 2200 and PMUS 1026 are not co-requisites.

c. Singer/Songwriter students must also complete either PMUS 4060 Music Theory Analysis or PMUS 2320 Songwriting Analysis (instead of PMUS 2200 Jazz Theory). And they must also complete either PMUS 1026 Piano IV or a Functional Guitar Styles course (PMUS 2750 or PMUS 2751), depending on whether they auditioned for the program with piano or with guitar.

2. Non-Audition Track students take fewer Theory, Ear Training & Sight Singing, and Piano courses than Audition Track students.

a. Non-Audition Track students who are following Recording Arts degree requirements **from Fall 2019 or later** must complete PMUS 1120 Theory I, PMUS 1119 Ear Training & Sight Singing I, PMUS 1211 Ear Training & Sight Singing II, and also either PMUS 1023 Piano Class I or PMUS 1040 Guitar Class I. PMUS 1120 and 1119 are co-requisites.

b. Non-Audition Track students who are following Music Business degree requirements from Fall 2020 or later must complete PMUS 1120 Theory I, PMUS 1119 Ear Training & Sight Singing I, and also either PMUS 1023 Piano Class I or PMUS 1040 Guitar Class I. PMUS 1120 and 1119 are co-requisites.

c. Online Music Theory & Ear Training assessment surveys are available for Non-Audition Track students to take at any time. These surveys are **optional**, but students are encouraged to take the surveys as soon as they are admitted to the MEIS Department to ensure they are ready to succeed in PMUS 1120 Theory I and PMUS 1119 Ear Training & Sight Singing I. A link to the assessment survey can be found at <https://canvas.instructure.com/courses/1479907>. Students who determine that they need additional preparation may choose to take PMUS 1020 Beginning Musicianship before PMUS 1120 and 1119.

3. Any Music student with background in Theory, Ear Training & Sight Singing, or Piano may attempt test for proficiency in one or more of the above courses. If successful, the student does not earn credit, but rather must take other Music Electives to substitute for the credits. Contact the MEIS Department for more details.

### *B. General Recital*

1. Audition Track students are required to take 4 semesters (4 credits) of PMUS 1500 General Recital as lower-division Applied lesson co-requisites. Performance Emphasis and Singer/Songwriter Emphasis students following pre-Fall 2020 requirements must also go on to take 4 more semesters (4 more credits) of PMUS 1500 as upper-division Applied Lesson co-requisites.

2. Non-Audition Track students are required to take 2 semesters (2 credits) of PMUS 1500 General Recital.



2. PMUS 1500 is a Pass/Fail requirement for one credit hour. As a requirement for General Recital, students must attend music performance events during the semester.

3. Students who do not pass PMUS 1500 General Recital are responsible for and required to make up any failed semesters of PMUS 1500 per degree requirements.

**Note:** No retroactive grade changes will be made for PMUS 1500.

### *C. Music Performance Ensembles*

1. MEIS offers a wide variety of performance experiences, including singer/songwriter, pop, rock, and jazz. Each ensemble is listed in the Schedule of Classes under its own course number. Ensembles range in difficulty as follows: Beginning (1000 level), Intermediate (2000 level), Advanced (3000 level), and Signature (4000 level).

2. Ensembles are open to all students. Participation in an ensemble requires the consent of the instructor through an audition. For a list of all available ensembles, please contact the MEIS office in Arts 288. Auditions are held during the last week of regular class meetings of the prior semester. For audition information, please contact the ensemble director.

### *D. Performance Practice Ensemble*

1. Audition Track students enrolled in 1000 level Applied Lessons must register for one semester of Performance Practice Ensemble in either the fall or spring semester of that year. Audition Track students enrolled in Performance Practice ensemble are **not** required to enroll in any additional ensembles in the same semester.

2. Audition Track students enrolled in Performance Practice Ensemble are exempt from performing in General Recital.

3. Audition Track students may repeat Performance Practice Ensemble once as an ensemble credit. Performance Practice Ensemble may not be taken more than twice for credit.

4. Non-Audition Track students who wish to take Performance Practice Ensemble should first contact the instructor to make sure that they have the necessary musical background.

### *E. Required “Music Elective” Courses for Performance Emphasis Students*

1. All Performance Emphasis **guitar** students are required to take one semester each of PMUS 2095 Commercial Guitar Styles & Theory – Harmony and PMUS 2096 Guitar Styles & Theory – Melody, in addition to the required semesters of Applied Guitar Lessons and as part of their music electives and/or ensemble requirements.
2. All Performance Emphasis **voice** students are required to take one semester of PMUS 2097 Commercial Singing I or PMUS 2098 Commercial Singing II, in addition to the required semesters of Applied Voice Lessons and as part of their music electives and/or ensemble requirements.
3. All Performance emphasis **piano** students are required to take one semester of PMUS 2092 Commercial Piano Styles I or PMUS 2093 Commercial Piano Styles II, in addition to the required semesters of Applied Piano Lessons and as part of their music electives and/or ensemble requirements.
4. PMUS 2095, 2096, 2097, 2098, 2092, and 2093 can each fulfill an ensemble requirement on a one-time basis.

## **VI. MUSIC STUDENT RESOURCES**

### *A. Practice Rooms*

1. Music practice rooms are located in the Arts Building, Rooms 290 B-J and 290 M-U. Practice rooms are available during building hours only, and on a first-come, first-served basis. Use of Arts Building 290 M-U is restricted to University of Colorado Denver Music majors only. Arts Building 290 Q and 290 R offer limited access to students, and access procedures and policies are available through the MEIS Office in Arts Building 288. Arts Building 290 B-J are available to any student currently enrolled in music performance courses at CU Denver – regardless of major – and to Community College of Denver music students.

**NOTE:** In order to gain access to the practice rooms, students must fill out a contract and provide their student ID for encoding. Visit the MEIS office in Arts 288 for more information.

3. Access for continuing MEIS students will be activated on the first day of classes every semester. All access will be deactivated on the final day of the semester.
4. Maintenance of the practice room facilities and instruments are important to MEIS. Students' comments on the condition of the instruments and facilities are encouraged. Please inform the MEIS Office in Arts Building 288 about any needed repairs or improvements.
5. Students must be respectful when using practice room facilities. The decibel level must be kept within bounds in order not to interfere with students using nearby rooms. If any student is too loud,

they will be asked to leave the practice rooms. Repeated problems will result in loss of practice room privileges, at the discretion of the MEIS Department.

6. Under no circumstances are practice room doors to be propped open. This is a serious safety risk and may result in the loss of practice room privileges. Windows on the individual practice room doors may not be covered under any circumstances.

7. Food, beverages, and smoking are **not allowed** in the practice rooms. Violation of this rule will result in denied further use of rooms. Additional disciplinary action may be sought for violation of the Student Code of Conduct.

8. CU Denver faculty and staff have the right to enter any practice room without notice if there is obvious or suspected violation of these policies.

### *B. Lockers*

1. Music students wishing to use a locker should contact the CAM Advising Office in Arts Building 177 at the beginning of each semester. Lockers are assigned on a first-come, first-served basis to CAM students.

2. Each student is responsible for providing the lock needed to secure the locker.

3. Students must remove all personal belongings at the end of each semester. Any personal belongings left in the lockers after the posted clean-out date will be discarded. Nothing is allowed to remain in the lockers over breaks.

### *C. Student Organizations*

1. AES – The Audio Engineering Society, Student Chapter is the student branch of the Audio Engineering Society (AES). AES is an international organization of audio professionals and students involved in all aspects of professional audio. The organization holds international conferences and local meetings (both student and professional), as well as maintaining numerous resources, including internship information, a newsletter, and AES-sponsored trips and activities.

2. MEISA – The Music & Entertainment Industry Student Association (MEISA) is the student branch of the Music & Entertainment Industry Educators Association (MEIEA). MEISA is an international organization with a specific focus on music business, but is open to all students involved in music. The organization holds national conferences and provides numerous resources, including internship information, networking, job placement database, a newsletter, and MEISA-sponsored trips and activities.

**Note:** Other MEIS-related student organizations may not be listed above. To find a full listing of currently active student organizations, visit <https://mylynx.ucdenver.edu>

### *D. Internships*

1. An internship is an opportunity for students to earn academic credit while participating in a real-world environment that closely mirrors what they might expect upon graduating into the work force. Internships entail designed experiences involving application of specific concepts, as well as skills in a supervised employment situation. Minimum requirements for internships in the College of Arts & Media and the Music & Entertainment Industry Studies Department are outlined below. Students must also comply with additional university guidelines provided by the Experiential Learning Center (ELC).

2. The following are prerequisites for all internships in the College of Arts & Media:

- a. Junior standing (defined as having completed at least 60 total credit hours).
- b. Cumulative GPA of at least 2.75.
- c. Enrolled in a degree program in the College of Arts & Media.
- d. Satisfactory completion (defined as GPA of at least 2.75) of a minimum of 15 credit hours at the University of Colorado Denver.

For more information about available internships, contact the MEIS office in Arts 288 or visit the ELC's website: <http://www.ucdenver.edu/life/services/ExperientialLearning/internships/>