

UNT College of Music

# Percussion Area Policy Handbook

Updated Fall 2023



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## Introduction

This manual of procedure is intended to be a guide for UNT percussionists majoring in:

- Percussion Applied Performance
- Jazz Studies or Music Education (Concentration)
- Other Concentration Areas including Music Theory, Composition, Musicology, and Bachelor of Arts

Students enrolled in secondary percussion lessons (as a minor or elective) should also follow these guidelines.

## Administration and Percussion Area Faculty

For any questions or problems, students should follow this protocol for resolution:

1. Applied Instructor
2. Percussion Coordinator
3. Instrumental Studies Division Chair (or Division Admin Coordinator)
4. Associate Dean for Academic Affairs
5. Dean of the College of Music

### *UNT Percussion Faculty*

<b>Full-Time Faculty</b>	<b>Office</b>	<b>E-mail</b>
<b>Mark Ford, Percussion Coordinator</b> Percussion Ensembles   Studio Percussion	MU130	Mark.Ford@unt.edu
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<b>Jose Aponte</b> Afro-Cuban Ensembles   Brazilian Ensembles   Drum set	BH201	Jose.Aponte@unt.edu
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<b>Adjunct Faculty</b>	<b>Office</b>	<b>E-mail</b>
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### *Administration*

#### **Instrumental Studies Division Chair**

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#### **Instrumental Studies Division Coordinator**

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#### **Jazz Studies Division Chair**

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#### **Jazz Studies Division Coordinator**

Madison Russell  
MU 284 | 940-565-3743  
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### *Applied Lesson Prerequisites*

Audition decisions, permissions, and lessons assignments are made at the discretion of the Percussion Coordinator.

### *Course Objectives*

Applied study in the Percussion Area is designed to develop the highest standards of personal musicianship, professional conduct and performance ability and will provide a broad knowledge of repertoire and musical skills for each student.

## *Lesson Registration*

### **Undergraduates:**

Each semester, students will enroll in two 1/2 -hour lessons on two different instruments. Each student will register for lower division lessons until they have passed the barrier requirements for the UDE, or Upper Division Exam. See the table below for the correct prefixes and credit hour numbers by semester.

### *Bachelor of Arts*

Unlike other undergraduate majors, Bachelor of Arts students are only required to take six credit hours of private lessons and pass the corresponding barriers. Once the student has completed the six required hours, they will need permission from the percussion coordinator to enroll in additional lessons.

<b>Major</b>	<b>Course Listing</b>	<b>Credit Hours Per Lesson</b>
<b>Applied Performance (Classical)</b> Lower Division (Freshman/Sophomore)	MUAM 1521	1.0
<b>Applied Performance (Classical)</b> Upper Division (Junior/Senior)	MUAM 3521	2.0
<b>Concentration-Lower Division (Freshman/Sophomore)</b> (includes Music Ed, Jazz Studies, Music Theory, Composition)	MUAC 1521	1.0
<b>Concentration (Junior/Senior)</b> (includes Music Ed, Jazz Studies, Music Theory, Composition)	MUAC 3521	1.0
<b>Bachelor of Arts (all)</b>	MUAC 1521	1.0

## Graduate Students

Master's and Doctoral Candidates will enroll in two ½-hour lessons each week for 2 credits each. Graduate Artist Certificate candidates will enroll in one 1-hour lesson each week for 4 credits. These students can opt to take additional ½-hour lesson(s) on other percussion instrument(s) for one credit each with the approval of the Percussion Coordinator.

Degree Plan	Course Listing	No. of lessons per Semester	Credit Hours Per Lesson
Master's in Percussion Performance	MUAM 5521	2	2.0
DMA in Percussion Performance	MUAM 6521	2	2.0
GAC (Graduate Artist Certificate)	MUAM 6521	1	4.0

### *Lesson Attendance*

Attendance at the weekly private lesson is mandatory. In case of illness or emergency, the student must contact the instructor by phone or by e-mail as soon as possible. A lesson cancelled due to severe illness or emergency with 24-hour advance notice may be rescheduled. Each student should receive 13 lessons each semester, unless the student is unprepared or cancels, in which case a make-up lesson is at the instructor's discretion. Absences without notification are not acceptable and may result in a failing grade (F) for that lesson. Four unexcused absences will result in an "F" for the course. Lessons cancelled by the instructor will be rescheduled.

### *Lesson Assignments and Scheduling*

When early registration opens for the next semester, all percussion students will meet with the Percussion Coordinator to review their percussion barrier progress and select their private percussion lesson teachers for the upcoming semester.

During the week before classes begin, students must fill out a lesson availability form on the UNT Percussion webpage. ***This must be completed prior to first day of classes for your instructor to give you a lesson time.*** Private lessons should take priority over your off-campus schedule. If you cannot provide adequate time during the day for a lesson to be scheduled or fail to submit a lesson availability form, you may be asked to drop your lessons.

Private lesson instructor assignments will be posted on the percussion bulletin board and on Canvas after the first Friday Departmental Recital each semester. Students may request a specific instructor prior to lesson assignments, but final assignment decisions will be made by the percussion coordinator based on teaching loads and student needs.

### *Lesson Policies and Expectations*

Students are expected to practice a minimum of 2-3 hours per day. Each instructor will thoroughly explain the minimum requirements outlined in the course of study. To use supplementary material in addition to these requirements, a student should first demonstrate proficiency on the required material. Instructors will post office hours for conferences on their studio door.

### *Lesson Recording*

Students are encouraged to record their lessons with the permission of the applied instructor. The teacher also reserves the right to audio or video-record any lesson deemed appropriate.

Each instructor will keep and maintain detailed written records of each lesson which are added to the student's record electronically by the division admin at the end of each semester.

### *Lesson Grading*

The final semester lesson grade will depend upon the following: lesson attendance, departmental recital attendance, weekly lesson grade, concert attendance, jury exam, and the barrier performance (if applicable.)

### *Percussion Departmental Recital Attendance*

All students enrolled in percussion lessons are required to attend the weekly Percussion Departmental recitals, which are held every Friday at 1pm in the Recital Hall. Attendance is taken and **three** absences will lower your applied lesson grades by one grade, **four** by two grades, etc. Percussion Departmental recital attendance is the student's responsibility. Students should make sure they are marked present by the TF taking attendance at the door upon arrival. Students arriving late or leaving early will be marked absent.

### *Percussion Departmental Recital Performance*

At least one departmental recital performance is required to attain an "A" in applied lessons for music majors, except for those who are on a deficient level or are enrolled in secondary lessons. For example, if a student is deficient in their drum set lessons, but is taking level 1 marimba lessons, the student must perform on a departmental recital to receive an "A" for the semester in their marimba lessons. Secondary lesson students may perform at the instructor's discretion.

It is preferred that students perform at departmental on one of the instruments they are studying that semester in private lessons, but it is understood that this is not always feasible. Therefore, with prior approval from the percussion coordinator, a student may receive credit for a performance with an approved ensemble. In certain instances, a UNT percussion ensemble that performs for an audience off campus may receive departmental credit as well with permission from the Percussion Coordinator. Jazz studies majors may receive credit for performance on other instrumental departmental recitals providing Professor Davis approves the performance *in advance* and a drum set professor is present for the performance.

Students may not perform etudes from UNT percussion barrier method books on departmental recitals. Appropriate dress is required for performers. No jeans, t-shirts, hats, sunglasses, or tennis shoes are permitted.

### *Requesting Departmental Performance*

Percussion Departmental Recital forms are available on the UNT Percussion website. Performance dates are first come, first serve and performance time is limited. Waiting to perform on the last departmental date runs the risk of not getting a performance time, which will affect your lesson grade.

[Percussion Departmental Performance Request Form | Percussion \(unt.edu\)](#)

**Performers must submit the form by 5 pm on the Tuesday of the week of the requested performance date.**

### *UNT E-mail, Percussion Area Canvas Course, and UNT Percussion Website*

The assigned UNT e-mail account is the official communication method within the College of Music. All students are expected to maintain UNT e-mail access and to check messages on a daily basis for communications regarding departmental meetings, lessons and other percussion-related matters.

All students enrolled in lessons should also be enrolled in the Area canvas course: *"Percussion Studio Notifications."* Students are expected to monitor this course page for division/area announcements, required forms, and jury information. Students will be added by the Division Administrative Coordinator prior to the start of classes in their first semester.

The UNT Percussion website is also an important resource where you can find detailed barrier requirements, course syllabi, frequently asked questions, and various departmental forms. Students should be familiar with this page and the materials available under Current Students > Student Resources:

<https://percussion.music.unt.edu/student-resources>

## Admission Auditions

The Percussion faculty will administer auditions for admittance to the College of Music for all percussion applicants. Admittance is granted in two categories: Applied Performance or Concentration. Information concerning the application and audition process can be found on the College of Music Website: <http://www.music.unt.edu/admissions>.

The College of Music announces specific audition dates each spring. Video recordings may be submitted in lieu of a personal audition per guidelines listed on the College of Music website. A complete listing of percussion audition repertoire requirements can be found on the UNT Percussion website:

[Percussion Auditions | Percussion \(unt.edu\)](#)

## *Scholarships*

The College of Music awards competitive music scholarships to music majors based on talent and professional promise. Music scholarship recipients and the award amounts are determined annually by faculty committees. If awarded, scholarships are renewable assuming that students fulfill all performance and academic obligations each year. Music majors not currently holding a music award can contact their major professor/area coordinator to inquire about scholarship opportunities and submit a “Current Music Major Award Application” through the Accept’d platform.

### **Music Scholarship Resources:**

- <https://music.unt.edu/current-students-scholarships>
- <https://music.unt.edu/admissions/scholarships>
- <https://app.getacceptd.com/untmusic>
- <https://financialaid.unt.edu/>

### *Auditioning to Change Majors*

Any student wanting to change majors to percussion performance or add a second major in performance must qualify by audition before the end of their fourth long semester of enrollment in percussion private lessons at UNT. Students need to contact the Percussion Coordinator regarding this change and plan to audition during jury week.

### *Secondary Lesson Admission*

Students who have not passed a music audition and are seeking secondary percussion lessons must apply for Secondary Percussion lessons before or during registration week through the Instrumental Studies Division Administrative Coordinator. Placement in secondary lessons is based on teacher load availability. Students will be contacted during the first week of classes and given a registration code if space is available.

## Jury and Barrier Requirements

### *Jury Exams*

Juries and barrier hearings occur one week prior to final exams each semester. Jury/barrier sign-up sheets by instructor will be posted to the Percussion Studio Notifications Canvas course page approximately 1-2 weeks in advance of the jury dates. All percussion majors (BM, MM, GAC, and DMA) will be evaluated by the percussion faculty in a jury hearing each semester unless they performed a recital. A student who performs a recital during the semester will not be required to perform a jury unless they do not play a recital piece on the instrument they are enrolled in for private lessons. Students enrolled in secondary percussion lessons are required to play a jury, but they cannot attempt percussion barriers. A jury selection cannot be from barrier material books. Concert attire is required for all percussion juries and barriers and the student must provide a copy of the jury music for the panel.

Students will receive comments as soon as possible following the jury performance. Juries may be recorded at the discretion of the applied instructor.

### *Jury Documentation and Lesson Tracking Forms*

Each instructor will maintain a detailed lesson record for each student each semester, documenting all repertoire, jury selections, and barrier performances. These forms will be kept on file electronically by the Instrumental Studies Division Administrative Coordinator.

### *Jury Committees*

Jury committees will be composed of full-time, adjunct, and teaching fellows as assigned.

### *Percussion Proficiencies (Barriers)*

All undergraduate students and all classical percussion graduate students must pass a series of UNT percussion proficiency barriers taken each semester determined by their degree program in order to graduate. For undergraduate students, these barriers also count as completion of the College of Music Upper Division Exam and Concentration Proficiency Exam. The required barrier exam levels are listed in the charts on the following pages by degree plan. The specific books/etudes required for each exam can be found in the corresponding instrument's syllabi under "Student Resources" on the UNT Percussion website:

<https://percussion.music.unt.edu/student-resources>

If a student has barriers to play in their private lesson area (snare drum, mallets, timpani, drum set), the student must attempt to pass that barrier level during their jury hearing at the end of the semester. Failure to do so will result in a failing grade in applied lessons. All barriers must be played in progression (i.e. students must pass Level 1 completely before attempting level 2)

### *Example:*

*John is taking timpani lessons from Professor Hall and he needs to pass off the level 1 timpani barriers. John must sign up and attempt this barrier to receive a passing grade for the semester. If John attempts but does not pass the barriers, his instructor averages his final lesson grade with no penalty. If John does not attempt his barrier material, he will receive an "F" for his timpani lesson grade.*

If a student fails a single barrier exam three times, he/she/they must re-audition to be a music major or change majors. It is important for students to keep on track with their barrier requirements. Music Education majors must have their barrier requirements completed one semester prior to student teaching. Non-Jazz studies majors cannot attempt the jazz studies drum set curriculum until their degree requirements on drum set are complete.

If a student requires Deficient level lessons, they will be required to pass deficient level barriers prior to passing off the required levels for that instrument. This may result in additional semesters of lessons.

### **Classical Undergraduate Barrier Requirements**

(all majors excluding Bachelor of Arts)

<b>Instrument</b>	<b>Barrier Exam Levels Required</b>
Snare	Level 1 Level 2
Timpani	Level 1 Level 2
Mallets	Level 1.1 Level 1.2 Level 2.1 Level 2.2
Rhythmic Development	Pass/Fail (no levels)
Drum Set	Level 1 Level 2 Level 3 Styles Exam

## **Bachelor of Arts Barrier Requirements**

Bachelor of Arts Majors must complete six barrier levels to graduate: both levels of snare drum, 1 level of mallets, 1 level of timpani, 1 level of drum set, and 1 elective level selected by the student.

## **Jazz Studies Undergraduate Barrier Requirements**

<b>Instrument</b>	<b>Barrier Exam Levels Required</b>
Snare	Levels 1 and 2
Jazz Mallets	Level 1.1 Level 1.2 Level 2.1 Level 2.2
Rhythmic Development	Pass/Fail (no levels)
Jazz Drum Set	Level 1 Level 2.1 Level 2.2 Level 3.1 Level 3.2 Level 4.1 Level 4.2

## *Classical Graduate Barrier Requirements*

Graduate students are required to pass off all selections from the undergraduate snare level 2 curriculum and timpani level 2 curriculum plus additional graduate barrier curriculum. The full list of required graduate mallet etudes and barrier elective options can be found on the percussion website under student resources:

[https://percussion.music.unt.edu/sites/default/files/Graduate\\_2015.pdf](https://percussion.music.unt.edu/sites/default/files/Graduate_2015.pdf)

### *Tracking Barrier Progress*

#### **Undergraduate**

Undergraduate barrier results are posted to a student's record at my.unt.edu under Milestones by the Division Administrative Coordinator approximately one week after the exam. Students can view those results as soon as they are posted by visiting my.unt.edu, clicking Academic Resources, and then selecting Milestones. Students are responsible for checking their Milestones each semester and may be asked to provide a copy of their unofficial transcript to go over barrier progress with their instructor. Students can print a copy of their unofficial transcript at any time at my.unt.edu, which will display their Milestones on the final page.

Once the student believes they have completed their barrier requirements, they can set up a meeting with either the Percussion Coordinator (classical percussion majors) or the Full-time Jazz Drum-set Professor (Jazz studies only) for approval. The coordinator can then email approval to advising, clearing the student to graduate.

#### **Graduate**

Because graduate barrier requirements differ greatly from student to student, these exam results are recorded separately on a student's Graduate Barrier Tracking Form. These forms are updated by the Division Administrative Coordinator approximately one week after the exam and then emailed individually to the student.

Once the student believes they have completed their graduate barrier exams, they may present the completed tracking form to the Percussion Coordinator, who signs off and sends the form to Graduate Advising.

### *Upper Division Exam (UDE)*

Before registering for percussion lessons at the 3500 level, all undergraduate students must pass the Upper Division Examination (UDE.) For percussionists, this is determined by passing any six full barrier levels. Example 1: *Snare 1, Snare 2, Timpani 1, Mallets 1.1, Mallets 1.2, Drum Set 1*

### *Concentration Proficiency Exam (CPE)*

All BM undergraduate concentration (MUAC) students in the College of Music must pass a final proficiency exit exam to complete their applied music study. For percussionists, the completion of the required barrier exams counts as this exam. Once the barriers have been completed, the Percussion Coordinator will convey the completion of this requirement to advising through email.

## Ensemble Performance

### *Large Ensemble Participation*

All Bachelor of Music students are required to be in a lab (large ensemble) each semester they are enrolled even if their large ensemble degree requirements are met. Every attempt will be made to give students a broad range of ensemble experience. All students participating in music labs must take an applied percussion lesson, carry a minimum 9 credit hours of course work and attend percussion departmental recitals.

For classical percussion majors, large ensembles can include orchestra, chamber orchestra, or a wind studies Lab (which includes Wind Symphony, Wind Orchestra, Concert Band or Brass Band.) All performance majors are encouraged to perform in an orchestra at least once.

Music Education majors are required to be in marching band for 2 semesters and a wind studies lab for at least 5 semesters.

Jazz studies majors are required to be in a jazz lab ensemble (which includes Lab Band, Jazz Singers, Jazz Rep, Latin Jazz, Jazz Guitar, and Zebras) at least 6 semesters.

Ensemble auditions are held each semester for placement in these ensembles. If a student does not successfully audition into one of these listed classical or jazz ensembles, they may receive ensemble credit for participation in Men's or Women's Chorus. All students participating as percussionists/drummers in music labs must take an applied percussion lesson, carry a minimum 9 hours of course work, and attend percussion departmental recitals.

### *Wind Studies*

Regulations and audition repertoire are posted in advance on the Wind Studies website by August 1 each year: <https://windstudies.music.unt.edu>

### *Jazz Lab Bands*

More information on jazz bands and other ensembles can be found on the Division of Jazz Studies website or the Division of Jazz Studies Canvas page. Contact Professor Quincy Davis with questions.

<https://jazz.unt.edu/registration-auditions>

### *Marching Band*

All undergraduate students participating in the Green Brigade marching band should enroll in MULB 1812, section 501. All students participating in indoor drumline should enroll in MUCM 3617, section 503 (battery.)

Additional information pertaining to the Green Brigade can be found on the Green Brigade website. <https://greenbrigade.music.unt.edu/percussion-information>

### *Percussion Ensemble (Chamber Music)*

All applied percussion performance majors are required to take 6 semesters of chamber music (percussion ensemble). Music Education and Jazz Studies students are recommended to take 4 semesters of chamber music. Freshmen should perform in a classical percussion ensemble before taking an ethnic percussion ensemble.

To enroll in a classical percussion ensemble MUCM 3617 (undergraduate) or MUEN 5617 (graduate), a student must be a percussion major and participate in at least the first round of the Wind Studies large ensemble auditions. This audition will be used for percussion ensemble placement. See the chart below for a complete listing of UNT percussion ensembles:

### UNT Percussion Ensembles

Ensemble	Section Number	Restrictions
UNT Percussion Players (Classical)	500	Percussion Majors only, Audition Required
UNT Percussion Group (Classical)	501	Percussion Majors only, Audition Required
UNT Percussion Ensemble (Classical)	502	Percussion Majors only, Audition Required
Indoor Drumline Battery	503	Audition Required
Steel Band (Beginning)	505	No audition Required
Advanced Steel Band	506	Previous performance in section 505 required
Brazilian Ensemble	507	No audition required
South Indian (Beginning)	508	No audition required
Advanced South Indian	509	Audition required, see director
African (Beginning)	510	No audition required
Advanced African	511	Audition required, see director
Afro-Cuban	512	No audition required
Advanced Afro-Cuban	513	Audition required, see director
Gamelan	514	Audition required, see director

### Recitals

Graduate students and undergraduate performance majors are required to perform a recital(s) in order to graduate. The semester a recital occurs will be chosen by the percussion faculty once the student completes the percussion barriers required for their degree plan. The instructor and the percussion coordinator must approve the date and content of all recitals.

All DMA degree recitals must be recorded, and all students performing recitals are strongly encouraged to make arrangements for their performance to be recorded. The performing student is responsible for arranging the necessary faculty attendance for all degree recitals. If the required numbers of faculty are unable to attend, the student is responsible for supplying a recording of the performance in a timely manner to the faculty for review and grading. Graduate degree recitals must follow the instructions in the appropriate College of Music Graduate Handbook: <https://graduate.music.unt.edu/music-performance>

### *MM Oral Exams and DMA Qualifying Exams*

MM oral exams will be scheduled by the student in collaboration with their degree committee. The results of this exam will be reported to the Graduate Office by the applied instructor utilizing the necessary form from Toulouse Graduate School. DMA students must apply to take their Qualifying Exam through the COM Graduate Office as specified in the Graduate Handbook (above).

### *Recital Hearings*

A recital hearing must be scheduled *two weeks prior to the recital date* for all degree and non-degree recitals with two full-time faculty members present. This required hearing is not a rehearsal or a lesson. You must be ready to perform all recital pieces at this time. Performances of recital works on previous departmental recitals may be considered as part of the Recital Hearing. Failure to play or pass this hearing will result in recital postponement.

Students not in residence/not registered for lessons must have approval from the percussion coordinator to schedule a recital and must pass a recital hearing as stated above. Video performances may be accepted for the recital hearing for non-resident students.

### *Non-degree Recitals*

Students that wish to give a non-degree recital must have approval from their lesson instructor(s) and the percussion coordinator. Non-degree recitals are shared recitals (2 students per recital) with each preparing 25 minutes of music for a combined one-hour recital. Students

giving non-degree recitals must pass a recital hearing as stated above. All non-degree recitals must be performed before November 1st in the fall semester and before April 1st in the spring semester.

## Additional Course Requirements

### *Percussion Methods*

All freshman and transfer students are required to enroll in MUAG 1117 Percussion methods, section 502 (MWF at 11 am in Room 232.) This class is offered *only* during the Fall semester.

### *Percussion Literature and Arranging*

All Applied Percussion Performance majors in their junior/senior year are required to take MUAG 4370: Instrumental Pedagogy Repertoire (Percussion Literature.) In alternating years, a Percussion Arranging course is offered under the same course number. This arranging course is required for DMA candidates and available to all percussion students.

## Equipment and Practice Room Use

All students are responsible for the care of their own equipment. When using equipment belonging to the College of Music, students are expected to take care of it as if it were their own. Requests to use percussion instruments must first be cleared with the percussion coordinator. If you need to move any equipment from its assigned area for rehearsal, performance or practice session, it must be approved and returned to its proper storage area upon completion of use. Equipment usage must be properly signed out with the Percussion Coordinator and the appropriate form completed. Request forms can be found on the percussion website.

<https://percussion.music.unt.edu/sites/default/files/instruout.pdf>

All students must follow practice room and equipment check-out policies posted by the building manager and the Instrumental Studies Office. Unauthorized use of practice rooms and equipment may result in student account fines and loss of equipment privileges.

### *Key Check-outs*

Most practice room keys are checked out through the Instrumental Studies Administrative Coordinator. The UNT College of Music maintains multiple practice rooms in Music Practice North and South across the street from the music building containing marimbas, timpani, and vibraphones. All rooms of a given type (i.e. marimba) are keyed the same so that any percussion student with that key type can access any available room of that type. These rooms are NOT individually assigned and students may not store personal equipment in these rooms. Students enrolled in steel band ensembles may check out a key to the steel band room for private practice, which is also a shared practice space.

Drum set practice rooms are available for students selected for jazz lab bands and students enrolled in private drum set lessons. These are private, individually assigned rooms to house the student's personal drum set. If there are drum set rooms still available after the normal rental period, percussion students not enrolled in drum set lessons may be permitted to check out a drum set room. **Availability of these rooms is limited and cannot be guaranteed for students not enrolled in drum set lessons or a lab band.**

Requests for use of the 5 octave marimba rooms-MU115 in the Music Building, Bain Hall Excerpt, Bain 101 and Bain Recital rooms, or MU142 must be cleared with the percussion coordinator. Students who fail to keep these rooms orderly and locked will lose access.

All students enrolled in percussion lessons are eligible to check out up to 3 practice room keys (ex. Marimba, steel band, and drum set) during the first week of classes. Additional keys may be granted through special permission from the Division Administrative Coordinator or Percussion Coordinator on a case-by-case basis. Students are responsible for adhering to all check-out deadlines, procedures, and regulations posted by the Percussion Coordinator and the Instrumental Studies Division Admin Coordinator. Check-out procedures and deadlines will be posted to the canvas course page and outside of the Instrumental Studies office approximately 2 weeks prior to the first week of classes each semester.

Students in good standing may request a key renewal if they are *already enrolled* in the corresponding lessons for the next semester. ***All keys must be returned or renewed by 5 pm on the Friday of Finals week during the fall and spring semesters, or Friday of Summer II for all summer semesters.*** Students who do not return practice room keys will have fines of \$150 per key placed on their student accounts and will not be able to enroll in classes or change their schedule until the lost key fees are paid. If the student returns the key within 14 business days after the deadline, they may request removal of the fine through the Division Administrative Coordinator. However, removal of a fine is not instantaneous and may delay the student's ability to manage their class schedule. After the 14-day period, all fines are permanent and must be paid in full. Any unclaimed items left in drum set practice rooms after the 14-day period will be removed and may be sold via UNT Surplus.

### *Suggested Percussion Sticks, Mallets and Accessories for Incoming Students*

#### **Snare Drum:**

- Concert Sticks-Innovative Percussion IP-1 or Chris Lamb models
- Jazz Sticks-Vic Firth American Jazz 3
- Vic Firth Heritage brushes
- ES-1 or ES-2 and wire brushes

#### **Timpani:**

*You should have at least three pair of timpani mallets-a general, a staccato, and an ultra-staccato set all from the same manufacturer selected from:*

- Black Swamp
- Innovative
- Firth
- Goodman
- Hinger
- Holmes

#### **Marimba**

*You should have at least one set of four yarn mallets from the list below; stick bag or briefcase; drum key, tuning fork, etc and a practice pad (Real Feel, Ludwig, Quiet Tone, Remo)*

Rubber: Innovative ENS500

Yarn: Innovative MF 821, Innovative MF 822, Innovative MF 814, Innovative MF 813, Innovative MF 812

### **Xylophone-Bells:**

*You should have at least one pair of xylophone mallets from the list below:*

- Innovative IP 902
- Innovative IP905
- Innovative IP 907 (brass)

### **Vibraphone:**

*You should have at least one set of vibraphone mallets from the list below:*

- Innovative RS201
- Innovative RS251
- Innovative RS301

### **Accessories:**

*You should have:*

- At least one general purpose triangle (Abel/Grover/Black Swamp) with strikers and clip
- At least one headed tambourine (Grover, Black Swamp)
- At least one general-purpose wood block (Blocks)

***See the applied lesson syllabi on the UNT Percussion website for required books. Books are available at the UNT Bookstore, Pender's, and online percussion retailers.***

## Percussion Club

All students taking private lessons are *strongly encouraged* to join the UNT Percussion Club. This is a student-run organization. Officers are nominated and voted by club members for one-year terms. The purpose of this club is to provide guest artists during the semester to give clinics and concerts for club members. Dues are paid each semester to Club officers. Percussion majors must pay the entire dues for the semester; they may not attend and pay for individual events. UNT Percussion Club events take place during the Friday Departmental Recital.

## Advising

All percussion students should meet with the percussion director during early registration regarding lesson assignments and barrier progress (see lesson assignments and scheduling section.)

### *Graduate Students*

The full-time percussion faculty serve as graduate advisors to all graduate percussion students. Graduate students are responsible for all of the material in the appropriate graduate handbooks <https://graduate.music.unt.edu/handbooks-and-degree-plans>. Individual students are responsible for compliance with all deadlines and procedures outlined in these materials

Additional Advising is available in the College of Music Advising Office in Chilton Hall, room 211.

Undergraduate Advising: [music.advising@unt.edu](mailto:music.advising@unt.edu)

Graduate Advising: [music.grad@unt.edu](mailto:music.grad@unt.edu)

## Graduate Teaching Fellows and Assistants

### *Selection Process*

The Percussion Coordinator will communicate the selections of all graduate teaching fellows and assistants to the Chair of Instrumental Studies.

### *Teaching Fellow/Assistant Supervision*

Percussion Faculty will be responsible for supervising his/her/their graduate teaching fellows including, but not limited to, the assignment of students, monitoring teaching quality, student progress, and grading.

## Adjunct Faculty

Adjunct faculty will teach as assigned by the Division Chair in consultation with the Percussion Coordinator.

## Division Resources

### *Musician Request List*

The College of Music receives regular gig and lesson requests from members of the community through the Musician Request Form under the Community tab on the College of Music website. Graduate Students and Undergraduates enrolled in upper division lessons who would like to be considered for these opportunities should complete the Musician Request List Addition form with signature by their major professor and return it to the Instrumental Studies Administrative Coordinator.

### *Technology Resources*

The Instrumental Studies Division owns equipment for use including video and digital cameras, iPad, microphone, Bluetooth speaker, and stand extenders which are available for checkout to

Faculty, Teaching Fellows, and students *with faculty member permission*. The required request form can be found on the Percussion Studio Notifications Canvas course page under files. For questions, contact the Division Administrative Coordinator.

### *Student Forms*

Student forms, including: grade appeals, secondary lesson applications, Musician Request List Addition forms, travel request forms, equipment check-out forms, and more, can be found in the files section of the Percussion Studio Notifications course page.

## College of Music Room Reservations

All College of Music room reservations can be requested by students and faculty via ScheduleFM here: <https://schedulefm.com/UNTCOM/Request/login.cfm>

For questions regarding room reservations, please contact the scheduling office

[Music.scheduling@unt.edu](mailto:Music.scheduling@unt.edu).

## Recording Services

Recording services and livestreaming are available for all ensemble performances, faculty recitals, and student degree recitals. Additional services are available at the performer(s)' expense. For more information, visit the recording services website:

<https://recording.music.unt.edu/services>

## Concerto Competition

The first round for percussionists participating in the UNT College of Music Concerto Competition will be on the first Friday Percussion Departmental Recital in October. The Finals for the Concerto Competition will occur about one week later. Specific dates for each year will be posted to the Percussion Studio Notifications Canvas course.

## Selection of Student Advisory Committee Representatives

Every fall the Percussion Coordinator and Percussion Faculty will select an undergraduate and graduate representative to the College of Music Student Advisory Committee.

## Other Academic Policies

### *Counseling and Testing*

UNT's Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center's website for further information:

<http://studentaffairs.unt.edu/counseling-and-testing-services>

The counselor for music students is:

Myriam Reynolds  
Chestnut Hall, Suite 311  
(940) 565-2741  
[Myriam.reynolds@unt.edu](mailto:Myriam.reynolds@unt.edu)

### *Career Counseling*

For career counseling, music students can visit our Career Center Student Services Coordinator, Dolores August:

Dolores August  
Music Building, Rm 260C  
(940) 369-7583  
Dolores.August@unt.edu

### *Add/Drop Policy*

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. After the 12th class day, students must

first submit a completed “Request to Drop” form to the Registrar’s Office. Information about add/drop may be found at:

[Course Drop/Withdraw Actions and Impacts | Office of the Registrar \(unt.edu\)](#)

### *Care Team*

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.

<https://studentaffairs.unt.edu/care-team>

### *Disability Accommodation*

The University of North Texas makes reasonable academic accommodation for students with disabilities. For information on current policies, please visit [Office of Disability Access | Division of Student Affairs \(unt.edu\)](#) or contact [apply.oda@unt.edu](mailto:apply.oda@unt.edu).

### *Satisfactory Academic Progress*

Students applying for financial aid will be monitored for Satisfactory Academic Progress (SAP) whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. You will not be eligible for financial assistance if you do not meet the academic progress requirements. Financial Aid and Scholarships monitors SAP at the end of each term. You must be meeting the minimum standards for SAP by the end of any given enrollment period at UNT to maintain financial aid eligibility. For more information on SAP requirements, visit [Satisfactory Academic Progress | Financial Aid and Scholarships \(unt.edu\)](#)

### *Academic Integrity*

Academic Integrity is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with the University Policy and procedures. Possible academic penalties range from a verbal or written admonition

to a grade of “F” in the course. Further sanctions may apply to incidents involving major violations. You will find the policy and procedures at:

<http://facultysuccess.unt.edu/academic-integrity>

### *Student Code of Conduct*

[Student Conduct and Community Standards | Division of Student Affairs \(unt.edu\)](#)

### *International Students-CPT Guide*

Enrollment in Curricular Practical Training is available to all F-1 Visa Graduate Students and is available for Undergraduate students after two semesters of enrollment. This program expects the student to attain practical work experience in performing, research, and/or teaching work that is directly related to course topics.

For more information visit:

<https://graduate.music.unt.edu/sites/default/files/CPT%20Handout%202020.pdf>