

BRASS GUIDELINES

Follow this link for a PDF version of the guidelines below: [Brass Area Guidelines 11.17.25](#)

Applied Music Guidelines – Brass Area

Students enrolled in Performance Applied Music (private lessons) with any teacher within the Brass Area are subject to the following policies:

- A. Lesson times are determined by the appropriate studio professor and student. A class schedule should be submitted to the teacher during the first week of each semester for the purpose of arranging lesson times.
- B. Lesson attendance is expected every week. In the event of a conflict, the teacher should be notified in advance.
- C. When resulting from student absences, the rescheduling of lessons is solely at the discretion of the teacher. In the event that a teacher needs to cancel, a make-up lesson will be scheduled.
- D. Grading policies, practice requirements, required materials, etc., will be provided to all students by the applied teacher. Students are encouraged to seek additional clarification by consulting their applied teacher.
- E. Jury examinations are required as a final evaluation at the end of each semester for students enrolled in applied music for two or more credit hours (1112, 3112, 3113, 6112). Music minors may be required to take a jury at the discretion of the applied professor. Bachelor of Music students taking lessons on a secondary brass instrument will perform a jury at the discretion of the secondary applied professor. Jury performances of required music selections are assessed by a majority of the brass faculty (at least three full time brass faculty must be present). Exemption from the jury may be granted with the successful completion of at least a half recital (25 minutes) that includes an assessed recital hearing, which fulfills the repertoire requirements of the applied lessons for that semester. Juries may involve a Proficiency Exam used for the purpose of approving students for admission to upper-level applied music or for admittance into performance degree programs.

Levels of Applied Music

Students should register for the appropriate Performance Applied Music course, as indicated below. Teacher permission is required for admittance:

- MUSP 1111 is for non-music majors, music minors, and secondary lessons at the freshman or sophomore level.
- MUSP 1112 is for freshman music majors, as well as those who have not tested or passed the proficiency for upper-level study.
- MUSP 3111 is for non-majors who are classified as juniors or seniors, or for music majors seeking study of a secondary instrument.
- MUSP 3112 is for music majors who have passed the Proficiency Jury.
- MUSP 3113 is for music performance majors who have passed the Proficiency Jury.
- MUSP 6111, 6112, 6113, and 6114 are for graduate music students.

Jury Policies - Brass Area

1. Juries will take place every semester during finals week.
2. The Brass Area Coordinator will send out instructions for Jury sign up at least one week before juries.
3. All students should sign up for 1 ten-minute slot with the exception of those students who are taking the Proficiency Exam for upper-level study. (See Proficiency Juries section below for details.)
4. Students should be prepared and on time for jury performances. It is recommended that students arrive at least ten minutes prior to their assigned time. Students are expected to wear appropriate concert attire (i.e., no jeans, T-Shirts, or tennis shoes); consult your studio professor if you have any questions regarding jury attire.
5. Students will be required to submit a Repertory Form detailing the materials studies during the semester. The Brass Area Coordinator will supply a link to this form at least one week before juries. All repertoire to be performed in the jury should be scanned and contained in one PDF document and one link. Scanned music should be the complete score not just the solo part (if piece includes piano). Repertory Form submissions are due the Friday before Finals Week. Students who fail to submit a Repertory Form may not be allowed to perform a jury.
6. A panel of at least three full-time brass faculty will assess all jury performances. The applied teacher determines the effect of this assessment on the final grade of the semester. Students may receive an assessment of jury performances from the applied teacher once the results are available.

Proficiency Juries

All candidates seeking the Bachelor of Music, Bachelor of Music Education, or Bachelor of Arts Degree in Music, must pass Proficiency Jury exams. Bachelor of Music in Performance students are first eligible to take the Proficiency Exam after 2 semesters of MUSP 1112. Bachelor of Music Education and Bachelor of Music in Music Industry students are first eligible to take the Proficiency

Exam after 3 semesters of MUSP 1112. Passing this Proficiency Exam results in admittance to upper-level study as well as official admittance to the BM in Performance Degree Program. The Proficiency Exam for admittance to upper-level study may be repeated in subsequent semesters until admission is granted. Failed attempts could result in extra semesters of undergraduate enrollment. Note: It is possible to receive a passing grade in Applied Lessons and not pass the Proficiency Exam.

The following are the minimum requirements for the Proficiency Jury:

- The Proficiency Jury is performed in front of a majority of the brass faculty (at least three full-time brass faculty must be present) and includes approximately 10-12 minutes of prepared music selected by the applied professor.
- The selected repertoire could include two etudes or excerpts in contrasting styles and a solo OR two contrasting solos. One solo must come from an approved list available from the appropriate brass faculty member. At least one selection must have piano accompaniment.

Half and Full Recitals

- **MUSP 3130, Half Recital** – Student will perform a program equivalent to at least one of half of a full solo recital. Fall, Spring. Special course fees may apply.
 - A half recital contains approximately 25 minutes of music or as approved by the student's primary applied teacher. This recital is required of all Bachelor of Music students and Bachelor of Music Education students whose primary instrument is in the brass area. A recital hearing is required at least two weeks prior to the recital date.
- **MUSP 4131, Full Recital** – Student will perform a full length solo performance. Fall, Spring. Special course fees may apply.
 - A full recital contains approximately 45 minutes of music or as approved by the student's primary applied teacher. This recital is required of all Bachelor of Music students whose primary instrument is in the brass area. A recital hearing is required at least two weeks prior to the recital date.
- **MUSP 6131, Graduate Recital** – A full length formal recital with an accompanying scholarly document. Special course fees may apply.
 - A graduate recital contains approximately 50 minutes of music or as approved by the student's primary applied teacher. This recital is required of all Master of Music students whose primary instrument is in the brass area. A recital hearing is required at least two weeks prior to the recital date.

- The student is responsible for establishing the date and time of the degree recital in consultation with the major applied teacher. Fall recitals should be scheduled by September 5 and spring recitals should be scheduled by December 1. Scheduling a recital after these dates will not be guaranteed and could delay graduation. To schedule a recital, students should use the Recital Date Request Form (see the Student Resources area on the Department of Music homepage) in collaboration with the Scheduling Calendar.
- Notification of the date and time of the recital must be given in writing to the reviewing committee no later than four weeks prior to the performance.
- The reviewing committee will consist of the major applied teacher, one additional full time applied teacher from the brass area, and one other full time Department of Music faculty member.
- A recital hearing must be scheduled at least two weeks prior to the recital. Details concerning the hearing and scheduling of recitals can be found in the Student Resources area on the Department of Music homepage. It is the responsibility of the student to assemble the reviewing committee, schedule the hearing date, and reserve the venue. The purpose of the hearing is to determine the readiness of the student to perform the recital repertoire. The student should be prepared to perform any selections on the recital (a portion of each piece will be heard). For a half recital, a total of approximately 15 minutes of repertoire will be performed; for a full recital, a total of approximately 25 minutes of repertoire will be performed; for a graduate recital, a total of approximately 30 minutes of repertoire will be performed. A typed draft of the recital program and program notes (if required by professor) will be presented at the recital hearing for grading. The hearing must be passed by a majority of the reviewing committee in order to present the Half or Full Recital. If the hearing is failed the recital must be rescheduled or postponed.
- The recital repertoire must include literature in two or more contrasting styles/genre.
- The major applied teacher will approve the content of the recital program.
- Evaluation of Recitals
 - For Undergraduate students, the recital assessment takes place at the recital hearing. Following the hearing, the faculty in attendance will determine whether the student has met the requirements for the Half or Full Recital. A majority of the committee must be in agreement in order for the student to pass. If the requirements are not met, the recital must be rescheduled or postponed. If the new recital date takes place after the last day of classes in the semester an Incomplete (I) for the course (MUSP 3130 or MUSP 4131) will be given. The applied teacher will give the final grade for the recital. If the recital is not completed by the end of the following semester, the grade will be recorded as "F."
 - For Graduate students, the evaluation takes place during the recital. The recital is evaluated by a reviewing committee comprised of five faculty members including the student's applied teacher, a member of the Graduate Committee, and three other applied faculty members. It is the student's responsibility to form their committee. The recital program and program notes will also be evaluated.

