

LOUISIANA STATE UNIVERSITY  
COLLEGE OF MUSIC & DRAMATIC ARTS



**SCHOOL OF MUSIC**  
UNDERGRADUATE STUDENT HANDBOOK  
2024-2025



This handbook includes policies, guidelines, deadlines, and helpful hints to assist you in the completion of your undergraduate music degree. Additional important information, including a degree audit regarding your specific curriculum, is available from your MyLSU account at [www.lsu.edu](http://www.lsu.edu). Links to curriculum guides for the various baccalaureate degree programs in the School of Music are included in this handbook.

The faculty and administration are here to guide you through this process; however, you are responsible for the completion of your degree. Becoming thoroughly familiar with this handbook, curriculum guides, eight semester recommended paths, and the LSU General Catalog will help in the initial stages of your degree work. If you have any questions, please see the Assistant Dean for Undergraduate Studies.

The University and the School of Music reserves the right to change any provision, offering (courses or services) or requirement at any time within the student's period of study at LSU. All classes, policies, procedures and stipulations are only approved for the year of the handbook regardless of when students enter the program. Students are required to adhere to the policies outlined in the most current School of Music Handbook. Each student is personally responsible for becoming informed of any changes in the Handbook during the period of his or her education at LSU as well as completing all requirements established for his or her degree by the University, college, and department. It is the student's responsibility to learn these requirements.

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## GENERAL INFORMATION

### Contact Information

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TELEPHONE: 225-578-3261

FAX: 225-578-2562

EMAIL: [lsucmda@lsu.edu](mailto:lsucmda@lsu.edu) (general inquiries) [musicadmissions@lsu.edu](mailto:musicadmissions@lsu.edu) (admissions inquiries)

WEB: [lsu.edu/cmda/music](http://lsu.edu/cmda/music)

For additional contact information including office locations, see 'People' on the School of Music website or contact the School of Music office at 225-578-3261.

### School of Music Administration & Staff

Eric Lau, Dean of CMDA	<a href="mailto:cmdadeansoffice@lsu.edu">cmdadeansoffice@lsu.edu</a>
Susannah Knoll, Executive Assistant to the Dean	<a href="mailto:cmdadeansoffice@lsu.edu">cmdadeansoffice@lsu.edu</a>
Kristin Sosnowsky, Executive Associate Dean of CMDA, Director of the School of Theatre	<a href="mailto:ksosno1@lsu.edu">ksosno1@lsu.edu</a>
James Byo, Director of the School of Music	<a href="mailto:jbyo@lsu.edu">jbyo@lsu.edu</a>
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**Campus Directory** <https://www.lsu.edu/a-z/index.php> To orient yourself to campus services and opportunities, go to Directories on the LSU website. This is a comprehensive alphabetical listing of offices, centers, departments, etc. For example, the Office of the Dean of Students, Disability Services, the LSU Division of Engagement, Civil Rights & Title IX, the Student Health Center, the Graduate School, the Office of Global Engagement and the International Student Services unit, the Office of Multicultural Affairs, Parking & Transportation Services, Policies & Procedures.

## UNDERGRADUATE DEGREE PROGRAMS IN THE SCHOOL OF MUSIC

- **Bachelor of Arts in Music, B.A.** (Academic Studies, Arts Administration, Church Music, Composition, Experimental Music & Digital Media, Intradisciplinary Music, Jazz, Theatre, Without Concentration)
- **Bachelor of Music, B.M.** (Brass/ Woodwind/ Percussion, Composition, Piano Pedagogy, Piano Performance, Strings, Voice)
- **Bachelor of Music Education, B.M.E.** (Instrumental, Vocal)
- **Bachelor of Music Therapy, B.M.T.**

### **LSU General Catalog**

*The academic catalog provides current academic policies, procedures, recommended paths, course descriptions, and more information that is valuable to students. Please see the LSU Catalog and curriculum guide links later in this handbook for specific course requirements for each degree. Students must meet all degree requirements as stated in the catalog.*

### **Academic Requirements for Obtaining a Degree**

Students must maintain a grade point average of 2.00 on all work taken, except for those courses in which grades of P, W, or I are recorded. You must have a cumulative GPA of 2.0 on all college work taken at this and any other university in order to graduate from LSU. In addition, all music majors must achieve a grade of C- or higher in all music, music education, music therapy classes. Music Education majors must receive a C- or higher in all required PSYC and MUED courses and ENGL composition. Music Education majors must achieve an LSU overall 2.5 GPA as stated in the catalog. Music Therapy majors must achieve a minimum 2.0 Cumulative and LSU GPA; minimum 2.5 GPA in the major field.

Students must also fulfill a minimum residency requirement of two semesters (or four summer terms), earn at least 25% of the total number of hours required for the degree at this University, and meet the residency requirements of their college as stipulated in each “college” and “school” section of the catalog.

### **GPA Calculations**

It is vital that you be aware of your current standing in the University so that you may make reasonable decisions concerning registration, outside activities, future plans, etc. This information is available at the END of the degree audit (accessed via MyLSU) and labeled “Current Academic Standing”. A GPA calculator is also available at [www.lsu.edu/cas](http://www.lsu.edu/cas). If you have questions about your GPA, see the Assistant Dean for Undergraduate Studies.

## **Mandatory Advising**

Freshmen Music majors must see an academic advisor prior to scheduling classes in the first two semesters. After the freshman year, advising is strongly suggested but is not mandatory prior to scheduling.

## **Degree audits**

A degree audit is a computer-generated document indicating courses completed and what is yet required to complete your degree so that you can plan effectively which courses to schedule. The degree audit changes each semester as you complete courses.

## **Registration**

Spring Invitational or Freshman and Transfer Student Orientation: New students are required to attend one of these sessions at which time they are able to take advanced placement tests and register for classes.

Although students create and submit their own schedule requests on-line, consultation with an academic advisor is recommended when choosing courses each semester. Entering students may have courses scheduled on their behalf for the fall semester. For current students, late-penalties apply to continuing students who do not meet the pre-registration and fee payment deadlines.

## **Late Registration**

Drop/Add Policies: University policies concerning Drop/Add may be found in the LSU General Catalog. Students beyond the freshman year are able to drop courses by using MyLSU through the final date to drop each semester. Freshmen must contact an academic advisor to drop classes.

## **ABS (Advance Billing System)**

LSU has implemented a system designed to enable the majority of students to conduct University financial business via MyLSU. As an LSU student, you will automatically have access. Class schedules resulting from advance registration will be included on your MyLSU account. Fee bills are not mailed. They must be accessed via MyLSU. You must pay your fees on or prior to the due date listed on your fee bill. You must complete registration through your MyLSU account, even if the amount due is zero. If your payment is not received by the due date, your classes will be purged from the system. If you pay fees after the due date, you will be assessed a late registration service charge. Complete information on the ABS system is available from the Office of the University Bursar. Make sure that your mailing address, home phone number and cell phone number are kept current on the LSU system. Use your MyLSU account to update this information. Request for Change of Name and Social

Security number must be submitted in writing or in person to the Office of the University Registrar.

### **Retroactively Adding A Course(s)**

Courses are not normally added to a student's schedule after the 6th day of classes. If a course must be added, and circumstances are beyond the student's control, a retroactive add will be considered. All requests for retroactive adds must be made to the Assistant Dean, with an explanation as to why the course must be added and approval from the faculty member teaching the class. Retroactive procedures will be considered only in exceptional instances.

### **Disability Services**

LSU Disability Services provides appropriate auxiliary aids and services to students with disabilities to ensure they receive full participation in all activities, programs and services at the university. Any student with a documented learning, physical, psychological, or other disability that significantly impacts academic pursuits is potentially eligible to receive accommodations. Incoming students should register with LSU Disability Services at Spring Invitation, Freshman and Transfer Orientation. Continuing students should register at the beginning of their enrollment at LSU or as soon as they are able to post-diagnosis. Accommodations are determined by DS and it is the responsibility of the student to provide accommodation information to professors. The guide for DS accommodations can be found here: <https://www.lsu.edu/disability/>

### **Ensembles**

B.M. students must participate in a large ensemble for 8 semesters. B.M.E. students must participate in a large ensemble for 7 semesters. B.M.T. students must participate in a large ensemble for 6 semesters. B.A. students participate in a minimum of 4 semesters, up to 8 semesters, depending on concentration. Students receiving a Music scholarship are required to participate in a large ensemble.

### **Ensemble Auditions**

Auditions for ensembles are handled by individual directors. Procedures vary; check with each director for details. Most ensemble auditions are held in the week before classes begin for the academic year in August. Auditions can be completed virtually if needed.

### **Participation**

Students enrolled in primary lessons are required to register in Music Ensembles at the faculty's discretion. Placement in ensembles is at the faculty's discretion.

## **Attendance in Classes, Lessons, and Rehearsals**

Student absence from class is covered in full in [PS-22](#).

As of Fall 2024, the priority placed on class attendance is consistent with the LSU School of Music principle “Be Present.” SoM faculty, staff, and administrators value and practice a culture of active engagement. Being present in body and mind, an unrelenting habit of “showing up,” is perhaps the most essential characteristic of a successful human. Go to class; don’t make it a choice.

Group Excused Absences may be granted for certain off-campus performances, presentations, or obligations that are directly related to the LSU experience. The Director of the School of Music must approve all requests from ensemble directors and other faculty. In most cases, students will be made aware of these absences at the beginning of the semester. It is the student's responsibility to make up any course material covered during his/her absence.

## **Piano Proficiency**

Requirements vary within each degree program. Consult your catalog and/or degree audit for specific courses required within your program. All B.M., B.M.E., B.M.T. majors must pass the Piano Proficiency exam.

The Proficiency Exam is given only at the end of the fall and spring semesters during finals week. Students must be enrolled in MUS 1133 or obtain permission from the coordinator of Group Piano to take the Piano Proficiency Exam. The four semesters of group piano are designed to be taken during the freshman and sophomore years. Please be aware MUS 1130, MUS 1132 and MUS 3334 are offered only in the fall semesters and MUS 1131, MUS 1133 and MUS 3335 are offered only in the spring semesters. Failure to stay on schedule may delay your course of study.

## **Jury Examinations**

Jury examinations are designed as a final examination in your applied instrument area. Different areas within the School of Music administer these examinations in a variety of ways. Check with your private teacher for more information.

## **Upper Divisional Jury**

At the end of the 4th semester of study as a music major, all music majors are expected to demonstrate proficiency as performers. For undergraduates in the B.M., B.M.E., B.M.T., and selected B.A. concentrations (Church Music, Jazz, EMDM), the 4th semester jury will serve as the Upper Division Jury. This upper divisional examination is given at the time of the jury examination and may have



additional requirements. The purpose is to determine whether you have reached a performance threshold sufficient to warrant continuation in applied lessons. Requirements and expectations for this jury are area-specific determinations. Your applied teacher will guide you in this regard. If you fail the Upper Division Jury, you will be given detailed direction about how your performance needs to change/improve in order to pass the subsequent semester's jury. Students failing this examination a second time, will be advised into another college major.

In addition to performing proficiency, music education majors are required to pass the Reading, Writing, and Math portions of the Pre-Professional Skills Test of the PRAXIS series and to achieve a GPA of 2.5. Music Education students must also pass the piano proficiency exam by the end of the sophomore year. Vocal Music Education students whose instrument is piano must satisfy vocal proficiency requirements. **Music Education students who do not meet these requirements will not be allowed to take their junior level MUED classes.**

### **Recital Hearing**

Undergraduate music majors registered for degree recitals are required to perform a pre-recital hearing for a panel of area faculty. The hearing will include all performers (pianist and other collaborators). The purpose is to determine whether you have reached a performance threshold sufficient to warrant giving a degree-required public recital. The details of the hearing are area-specific determinations. Your applied teacher will guide you in this regard.

## IMPORTANT ACADEMIC DATES

### Fall 2024 Semester

Classes begin	August 26
Last day for dropping courses without receiving a “W”	September 4
Last day to add courses or make section changes	September 5
Last day to invoke the Grade Exclusion Policy	September 5
Course scheduling for spring semester begins	October 20
Last day to drop courses or resign from the University	November 8
Final date to request rescheduling a final exam when three exams are scheduled in 24 hours	November 8
Last Day of Classes	December 7
Final Examinations	December 9-14

### Spring 2025 Semester

Classes begin	January 13
Last day for dropping courses without receiving a “W”	January 22
Last day to add courses or make section changes	January 23
Last day to invoke the Grade Exclusion Policy	January 23
Course scheduling for summer terms, fall semester and wintersession begins	TBD
Last day to drop courses or resign from the University	March 28
Final date to request rescheduling a final exam when three exams are scheduled in 24 hours	March 28
Last Day of Classes	May 3
Final Examinations	May 5-10

Make sure you regularly check the Academic Calendar each semester for current information, as dates are occasionally adjusted. Students can also review the internal, School of Music Dates & Deadlines <https://www.lsu.edu/cmda/music/resources/deadlines/index.php>

## SCHOLARSHIP POLICIES

1. Some School of Music scholarships are available only for music majors. If your scholarship is one of these and you change your major, your scholarship will not be renewed. Music Premiere scholarships are awarded to full-time undergraduate students at the incoming freshman level whose academic major is Music. These are four-year awards if you are in good standing and remain in the music major. Private scholarships are typically one-year awards. Read your scholarship letter thoroughly to know what you can expect in your monetary award.
2. The Music Scholarship Retention Requirements can be found on the University Financial Aid & Scholarship webpage:  
[https://www.lsu.edu/financialaid/policies/university\\_scholarship\\_retention\\_requirements/music\\_scholarship\\_retention\\_requirements.php](https://www.lsu.edu/financialaid/policies/university_scholarship_retention_requirements/music_scholarship_retention_requirements.php)
3. Students must maintain full-time status (12 hours) to remain eligible for a scholarship.
4. For scholarships awarded directly by the School of Music, a minimum 2.75 cumulative GPA and a 3.0 cumulative GPA in music/ music education/ music therapy classes must be achieved and maintained. If a student fails to meet these requirements, **and/or** fails to make satisfactory progress in the degree program, the student will enter a probationary period of one semester. If at the end of the probationary semester, the student has not achieved the requisite GPA, and/or is not making satisfactory academic or musical progress, the scholarship will not be renewed. For TOPS and Honors scholarships, as well as the aforementioned Premiere, Flagship, Academic and Tiger Music Scholarships, the GPA requirements are slightly different. Regardless of scholarship type, check your original scholarship agreement for GPA and retention requirements.

### **Satisfactory Progress**

Students falling more than one year behind in the completion of the expected sequence of courses will be considered as *not making satisfactory progress*. In addition, students failing to pass the upper divisional jury examination after two attempts will be considered as *not making satisfactory progress*. Such a determination from either cause will result in the non-renewal of the scholarship and possible removal from the degree program.

Some applied areas require a minimum grade point average in the applied area before the upper division examination may be attempted. A maximum of six semesters may be used to achieve the appropriate GPA.

## RECITALS

Recital Policies, Procedures, Scheduling, Piano Services, and Programs are covered [here](#).

## PERSONAL SAFETY AND BUILDING ACCESS

**Personal Safety Standard building hours are 6:30 am - 11:45 p.m. Monday - Friday and 6:30 a.m. - 10:15 p.m. on Saturday/Sunday.** Please avoid practicing late at night if the building seems deserted. Try to arrange your practice schedule during times when the building is more populated. Lock your practice room door when inside and **DO NOT OPEN IT TO STRANGERS**. Note that the buildings will not be open on home football-game Saturdays in order to prevent unauthorized use of the building facilities. Report the appearance of unauthorized persons in the building or aberrant behavior to the Music Administrative Office or Campus Police immediately. CMDA students may request 24/7 building access via card-swipe locks on the front door of the buildings. Please note building closures for home football games still apply-card swipe will not work on those days. The SOM lobby is open to the public on football game days but the rest of the building is closed- even for CMDA students. To request card swipe access: <https://lsu.edu/cmda/music/resources/student/forms/building-access.php>

**DO NOT LEAVE THE BUILDING ALONE AFTER DARK TO WALK BACK TO YOUR APARTMENT OR DORM. CALL CAMPUS TRANSIT (225-578-5555) FOR A RIDE.**

### Keys/ Lockers

See [here](#) for key protocols and here for locker [protocols](#).

### Reserving Rooms

Rooms (including certain classrooms) in the School of Music and Music and Dramatic Arts buildings may be reserved for rehearsals involving chamber groups and small ensembles and for self-recording. A **room reservation request** must be completed and approved before use. When the football schedule and SoM staffing allow, rooms may be reserved on weekends. Requests for weekend reservations must be submitted by 12:00 p.m. on the Friday immediately preceding. To reserve rooms in the School of Music or Music & Dramatic Arts building, complete the room reservation form found [here](#).

Adequate rehearsal/performance space can be found in:

SoM 232 Chamber music room

SoM 331 Chamber music room

SoM 115 Choir rehearsal room

SoM 118 Orchestra rehearsal room

SoM 114 With noise reducing doors, 114 is a satisfactory space for self-recording

## CURRICULUM GUIDES

The curriculum guide sheets are designed to give an *overview* of the degree program, and the courses required to meet the degree requirements. Eight semester recommended paths can be found by consulting the LSU General Catalog links below. Students who do not take courses when recommended may find it impossible to complete their degree program in four years. Realize that certain courses will only be offered in alternate years.

- **Schedule Booklet** <https://www.lsu.edu/registrar/academics/schedule-booklet.php>
- **General Catalog** <https://www.lsu.edu/academics/catalogs.php>
- **School of Music** [https://catalog.lsu.edu/preview\\_entity.php?catoid=29&ent\\_oid=6065](https://catalog.lsu.edu/preview_entity.php?catoid=29&ent_oid=6065)
- **Curricula (Eight Semester Degree Pathways)**
  - Music, B.A. [https://catalog.lsu.edu/preview\\_program.php?catoid=29&poid=12711](https://catalog.lsu.edu/preview_program.php?catoid=29&poid=12711)
  - Music, B.M. [https://catalog.lsu.edu/preview\\_program.php?catoid=29&poid=12765](https://catalog.lsu.edu/preview_program.php?catoid=29&poid=12765)
  - Music Education, B.M.E.  
[https://catalog.lsu.edu/preview\\_program.php?catoid=29&poid=12766](https://catalog.lsu.edu/preview_program.php?catoid=29&poid=12766)
  - Music Minor (for non-Music majors)  
[https://catalog.lsu.edu/preview\\_program.php?catoid=29&poid=12723](https://catalog.lsu.edu/preview_program.php?catoid=29&poid=12723)
- **School of Music Student Resources & Services** <https://www.lsu.edu/cmda/music/resources/>