

**THE COLORADO COLLEGE  
MUSIC DEPARTMENT**

**MUSIC STUDENT  
HANDBOOK**

**2024-25**

# MUSIC DEPARTMENT STUDENT HANDBOOK

**2024-25**

**Note:** The policies and procedures that appear here reflect what is given in the CC Music Department's "Faculty Handbook," which has been distributed to all classroom, lesson, and ensemble faculty members. But rather than reproduce all that appears in that document, we've assembled this "student handbook" of information most relevant to students in the department. This includes majors, minors, and those formally enrolled in departmental lessons and/or ensembles. The full department handbook is available upon request. Questions about anything in this handbook should be directed to the Chair and Associate Chair of the department.

## MUSIC DEPARTMENT AND CAMPUS INFORMATION

### Packard Hall Building Hours (all academic buildings on campus)

- During a block – unlocked and open (green) from 8 a.m. - 5 p.m., Monday-Friday
- Block Breaks – locked and set to card access only (red)
  - Card access:
    - Students: 6 a.m. – 10 p.m., seven days a week
    - Employees: 24/7

## BUILDING USAGE

### Packard Hall Usage Policy

1. All rehearsals and cancellation of rehearsals must be registered in the hall book with the Music Department Coordinator.
2. Due to heavy usage, all users of Packard Hall must be respectful of others. Please clear the stage after your rehearsal or event is finished. Other arrangements must be cleared with the Music Department staff in advance.
3. The Music Production Coordinator must be notified to pre-approve any arrangement changes of backstage storage area.
4. Ensembles who meet weekly in Packard Hall should not leave extra equipment on stage or in the backstage storage area between rehearsals.
5. Because Packard Hall is used by so many organizations and individuals, including those outside the department, everyone needs to be flexible and plan ahead. Do not reserve time that you will not use and let Music Department staff know of any changes that occur in your scheduling.

6. If you need to rehearse in the performance hall anytime when the office is not open, contact the Music Production Coordinator or staff, and arrangement will be made with Campus Safety. The hall must remain locked at all times when it is not being used.
7. **If you need the piano, please make sure the cover is always on when it is moved in and out of the storage area. Unlock the wheels to move the piano and reset them when the piano is in place. See additional piano instructions posted in the backstage storage area. Students may not move the piano without supervision.**
8. **Keep all food, drinks, cases, or other items that could cause damage off the pianos.**
9. Special set-ups and any major moves of instruments (such as harpsichord, organ, pianos, etc.) from room to room are coordinated with the Music Production Coordinator and/or department staff and will require advance notice.

### **Classroom Use Policy**

This policy concerns the use of music classrooms 8, 9, 16, 17, and 20.

Music courses take precedence over all other uses. A schedule of room use, updated weekly, is posted on the door of each room.

1. Classroom keys are issued to faculty, studio instructors, and ensemble directors only. No key will be issued or loaned to any student, nor should a faculty member entrust a key to any student at any time.
2. Classroom use is limited to musical practice and rehearsals.
3. Any student music group or ensemble must be officially sponsored by a music faculty member to obtain permission to use the classrooms. The same goes for individual students. Individual use is generally limited to students enrolled in private lessons who have department approved Gold Card access to practice rooms and require use of a classroom piano. A list of sponsored ensembles and eligible students is available in the music library and the music office.
4. A faculty member who wishes to sponsor a group ensemble or individual student should do so formally in consultation and coordination with the Associate Chair of Performance for the music department.
5. Classroom access is monitored by the Music Library staff and is limited only to students whose names appear on the official list. Campus Safety (389-6707) may admit approved students when the Music Library is closed with prior notification.
6. Amplified instruments may be played in Packard Hall at a low practice volume and with awareness that they may be asked to stop if sound bleed becomes excessive from our less-soundproofed spaces.
7. Any student using a classroom must return it to the arrangement and condition in which he or she found it. Failure to do so will result in loss of classroom use.
8. No food is allowed in the classrooms. Water in covered containers is permitted.
9. Student-run a cappella ensembles may be granted classroom access when space allows for rehearsals following a meeting with the Chairs, Music Library staff and department staff. A written agreement will be signed by the leader and co-leader of each ensemble. Privileges may be revoked for non-compliance with the classroom use policies.
10. For further information or inquiry, please contact the Associate Chair of Performance for the music department: Susan Grace, 389-6556, Packard 108.

## Recording Studios

Packard houses three state of the art recording facilities: Main Recording Studio, Electronic Music Studio and the Sound Booth in Packard Performance Hall. Our studios are equipped with the latest Apple iMacs and use professional recording software and a variety of plug-ins and tools for processing, composing, and mixing. The recording spaces utilize Grace Design preamps and boast numerous top-tier microphones from manufacturers like Neumann, Schoeps and Royer. The studios serve as a continuous resource for music technology classes, for music majors and minors, and for students from across the college as well as the music faculty. Detailed information is found on the Music website at:

<https://www.coloradocollege.edu/academics/dept/music/facilities/recording-studios.html>.

## Recording Studio Access

**During the 2024-25 academic year we will be onboarding a new Music Technical Director. The following information should remain consistent but is subject to change.**

This list describes access to the Main Recording Studio in order of priority. Users in categories 1.a, 1.b, 1.c and 2 may take scheduled time from users in all other categories if scheduling requires. As a result, users in other categories should be aware that scheduling is always subject to change.

- 1) Current students - the studio's primary function is as a resource for music technology students, music majors and minors and other currently enrolled CC students. Students have full access to the Recording Studio Technician's (RST) work hours for assistance in the studio. Student access priority is as follows:
  - a) Students currently enrolled in a music technology course
  - b) Music majors working on a Capstone project
  - c) Music majors and minors working on projects for other music classes
  - d) Music majors and minors working on projects from outside the music department
  - e) All other CC students (w/ support of RST or student engineer)
- 2) Music faculty - full time and visiting academic faculty may use the studio with the full support of the RST during non-teaching blocks.
- 3) Music studio faculty
  - a) Projects which are part of the CC music department have full RST support
  - b) Projects which qualify as professional development (i.e., recording for an audition to a music festival on the instrument they teach) or advance the college's mission statement in other ways have full RST support up to 4 hours per semester. Beyond 4 hours the RST will be paid directly by the faculty member at a rate agreed upon between them
  - c) Projects which qualify as personal (i.e., a record for an outside ensemble to be sold professionally) are not part of the RST's CC work hours and must be paid directly by the faculty member at a rate agreed upon between them.
- 4) Emeritus music faculty have access to the RST's work hours up to 6 hours per semester. Beyond 6 hours the RST will be paid directly by the faculty member at a rate agreed upon between them

- 5) Fine Arts Center productions have full access to the RST's work hours
- 6) Other CC faculty and staff
  - a) Projects which are for academic courses have full access to RST work hours
  - b) Projects which advance the college's mission statement have access to 4 RST work hours per semester per employee. Beyond 4 hours the RST will be paid directly by the employee or department at a rate agreed upon between them
  - c) Projects for use outside of college purposes have no access to the RST's work hours and must pay the RST directly at a rate agreed upon by them
- 7) Alumni - have no access to the RST's work hours and must pay them directly at a rate agreed upon between them. They may only use the studio with the RST present.
- 8) Non-CC community - may have access at the RST's discretion and only with the RST present. A flat fee of \$50 per day must be paid directly to the Music Department for use of the space in addition to paying the RST's hours at a rate agreed upon between them.

### **Recording Studio Booking Procedure**

Students who have been approved for access by the Music Technical Director will receive permission to book using the shared “CC Music Studios” Outlook calendar. All others may submit requests to book the recording studio via the Music [website](#).

#### **How to Book:**

1. Verify the desired slot is available and create an Outlook event for the day/times needed.
2. On the Outlook event, please add 3 items:
  - Full name
  - Rooms Booked: 14 – Live Room; 15 - Control Room; 19 – Electronic Music Studio)
  - Names of collaborators joining (as co-hosts, or in the description). They must be CC student, staff, or faculty.

#### **Guidelines for Booking:**

- 2 weeks in advance, student may sign out 6 hours, max 4 in one day.
- 1 week in advance student may sign out another 4 hours
- 1 day in advance student may sign out another 4 hours
- Same day student may sign out any available time for that day only.

\*Exceptions may be made for capstone work, by email request to the Music Technical Director.

\* Students must make sure to clean up after use. Leave the spaces looking FABULOUS!

Everyone must use this calendar. If cancellation of a block is necessary, it should be done as soon as possible. If a student is 15 minutes late for booked time, they will forfeit the block. Anyone in the studios without a scheduled slot will temporarily lose swipe access to the studios.

## LESSON INFORMATION

### Lessons

1. Students must register **each semester** for music lessons. Registration information and forms are available online on the [Lessons page](#) of the [Music website](#).
2. Students are charged \$500 per semester for 12 lessons which are a minimum duration of 40 minutes. It is the **joint responsibility** of the student and faculty member to schedule lesson times. Please make sure your phone number is current and available to the instructor.
3. Class instruction in piano, voice, guitar, and bluegrass is offered at a cost of \$85 per semester. Classes are approximately 45 min. and meeting times are set by the instructors.
4. Students may sign up for lessons as late as the beginning of 2<sup>nd</sup> block of the semester, but it is not recommended. If all 12 lessons can be completed in the time remaining and both student and faculty member agree to this, the lessons can go forward. Again, it is not recommended that students begin lessons this late.

### Private lessons for students in ensembles

The Music Department will pay for up to two lessons, either private or group, per semester for students in ensembles but not officially signed up for lessons. The lesson will be 40 minutes and must be arranged with the appropriate CC performance faculty member.

### Junior/Senior Recital Lessons

1. Studio faculty members at Colorado College may wish to offer extended voice or instrumental lessons to students planning a junior or senior recital in the following semester only.
2. Twelve lessons can be offered for the semester, but the duration is one hour as opposed to the standard 40 minutes.
3. The recital student must also enroll in MU401/402: Readings (non-majors) or in MU437/438: Senior Capstone Project (senior music majors) if they wish to receive academic credit for the recital.
4. A student taking extended lessons is NOT guaranteed a full senior recital. As always, the audition determines whether the full senior recital, half-recital, or no recital is appropriate.

### Shared Lessons

Shared lessons for instruments other than piano, guitar and voice are available to students. No more than four students may enroll in a shared lesson. The instructor and the students must agree to this arrangement. Shared lessons are 45 minutes in length.

The fee schedule is as follows:

- 2 students - \$250.00 per student
- 3 students - \$170.00 per student
- 4 students - \$125.00 per student

## **Enrollment in Private Lessons**

Students who wish to enroll in 3 or more private lessons must first get permission from the Associate Chair to do so. If permission is granted, they will coordinate with the instructors involved. Financial Aid is not always available for the third lesson.

## **Dropping Lessons**

Students may drop instruction after two lessons and receive an 80% refund if they drop within the first block of the semester. **The student must contact the Music Department staff and officially drop instruction within the first block of the semester. Otherwise, no refund is possible unless there is a medical exemption. The Music Department staff will be responsible for notifying the registrar; students may not drop lessons by going to the registrar directly.**

## **Cancellation/Make-up Policy**

Make-up policy for missed lessons should be determined by the individual faculty member and made clear to each student, either verbally or in writing at the beginning of each semester. Instructors may wish to adopt a 24-hour cancellation policy. Exceptions should be made due to illness and when academic classes have last minute changes. If field trips are scheduled for entire blocks, it is up to the student and faculty member to make sure all lessons can be completed in the time remaining. If faculty members miss lessons, they are required to reschedule that lesson. As students are expected to give notice of lesson cancellations in a timely fashion, this show of respect should be extended to the students as well, when possible. It is important that students and faculty members have current contact information for each other.

## **Grades**

1. Faculty will enter grades into BANNER at the end of each semester.
2. Faculty should convey their grading policies to their students at the beginning of the semester. Grading rubric should include attendance, progress and effort, and participation in a performance once per semester, if appropriate.
3. Grades for graduating seniors are due to the Registrar a week before all other students. These grades must be received in order for the students to qualify for graduation.

## **Financial Aid for Music Lessons:**

Music lesson scholarships are available for students on financial aid. When a student signs up for lessons they should indicate at that time that they need assistance. Financial aid is assigned according to need. Only in special circumstances will students be given a lesson scholarship when they are not on college aid. Faculty members will be asked to evaluate the students who are on music lesson scholarships at the end of each semester for attendance and active participation in lessons. Receiving a scholarship from the Music Department is a privilege. All scholarship students must write a thank you note to their benefactor to receive further scholarship in subsequent semesters.

### **Music Majors:**

In order to declare a music major, a student must have sophomore standing, have taken two academic music courses, and completed at least one semester of music lessons or participation in a music ensemble.

### **Scholarships for Music Majors:**

Declared music majors receive a full scholarship for the first set of lessons each semester and can receive an additional one-half scholarship if they are taking a second set of lessons. Scholarships are awarded in Blocks 1 and 5; scholarship awards for students who declare after week 2 of Blocks 1 and 5 will go into effect the following semester. Any music major who does not meet the concert attendance requirements for a given semester will become ineligible for a scholarship in the following semester. **Music majors who do not complete all requirements of the major prior to their graduation will be charged retroactively for any lessons taken in the department covered by scholarship.**

### **Music Minors:**

In order to declare a music minor, a student must have completed at least one academic music course.

### **Scholarships for Music Minors:**

Declared music minors receive a full scholarship for the first set of lessons each semester for up to a total of four semesters. Scholarships are awarded in Blocks 1 and 5; scholarship awards for students who declare after week 2 of Blocks 1 and 5 will go into effect the following semester. If a music minor has completed at least three academic, block-long courses by the end of their fourth semester of lessons, they may receive scholarships at the discretion of the faculty. Any music minor who does not meet the concert attendance requirements for a given semester will become ineligible for a scholarship in the following semester. **Music minors who do not complete all requirements of the minor prior to their graduation will be charged retroactively for any lessons taken in the department covered by scholarship.**

### **Good Standing in the Music Department**

Students in the music department must remain in “good standing” to receive lesson scholarships for the following semester. Additionally, a student must be in “good standing” to be considered for departmental grants, tuition scholarships, and awards.

A music major is considered to be in “Good Standing” in the department if they:

- Enroll in and pass a minimum of 2 academic blocks each academic year.
- Attend and submit requisite documentation for 8 concerts each semester.
- Check-in with their advisor at least once each semester during preregistration.
- Maintain an active presence around the department.

A music minor is considered to be in “Good Standing” in the department if they:

- Enroll in and pass a minimum of 1 academic block each academic year.
- Attend and submit requisite documentation for 4 concerts each semester.
- Check-in with their advisor at least once each semester during preregistration.
- Maintain an active presence around the department.



## **Practice Rooms and Lockers**

1. Students who are taking private lessons or are participating in a music ensemble will be eligible for Gold Card access to the practice rooms. Students not participating in lessons or ensembles are charged a fee of \$100 per semester for Gold Card access. The charges help with piano tuning and maintenance. When they are not being used for a regular course or rehearsal, some classrooms may be available to students enrolled in lessons and ensembles for practice time. See **Classroom Use Policy**.
2. In addition, students participating in lessons or ensembles may check out a locker key. Contact the Music Production Coordinator in Packard 49 or by calling 719-389-6553. The key must be returned at the end of the fall semester if the student will not be continuing with lessons or ensembles in spring semester or prior to any blocks abroad. All keys must be returned at the end of the spring semester. Students who fail to do so will be charged \$100 on their student account to cover the cost of re-keying the lock.

## **Instrument Checkout Policy**

1. Registered CC students who are taking lessons with CC Music faculty or participating in a department ensemble are eligible for semester or yearly use of wind and string instruments. The department has a limited number of instruments that can be checked out. A faculty member must sponsor the student through private lessons or an ensemble.
2. Paperwork and check-out of instruments will be handled by the Music Production Coordinator. All instruments must be returned at the end of the rental period or replacement value will be charged to the student's account and grades will be held.
3. A rental fee for the academic year is charged to the student's account when enrolled for fall semester; \$100 for private lessons, \$50 for group classes, and \$40 for ensembles. If a student chooses to not continue enrollment for spring semester AND returns the instrument by the posted deadline in block 4, half of the yearly rental fee will be refunded to the student's account. Rentals for spring semester only are \$50 for private lessons, \$25 for group classes, and \$20 for ensembles. Financial aid is available to offset the fee.
4. The College assumes routine maintenance costs for the instruments. In the event that repairs are needed as a result of misuse, the student will be billed for the cost. Repairs must be coordinated with the Music Department and not undertaken by the student.
5. Rented instruments may not be taken off campus. A limited number of school-owned, large instruments, i.e., string bass, etc., may not be taken out of Packard Hall. Any instruments leaving Packard Hall must be approved by the Associate Chair and signed out by the Music Production Coordinator. Usage must be for professional reasons or departmental sponsored events only. The organization or individual must have a Colorado College Music Department sponsor if he/she is not directly connected to the department.

## STUDENT PERFORMANCE OPPORTUNITIES

### Elementary/Intermediate Performance Class

Offered on the last Monday of each **semester** at 4:00 PM, this is an informal performance in Packard Performance Hall for less advanced students. Students must be taking lessons through the department and have the instructor's approval. Students must fill out a form for this class which is available in the Music Department and turn it in to the Music Department office no later than Friday at noon before the class. Please contact Susan Grace (Packard 108, x6556) for instrumental accompanying and Dan Brink (Packard 106, x6551) for vocal accompanying.

### Instrumental Performance Class

This class is offered **each block** on the third Monday at 3:00 PM in Packard Performance Hall. Any level of ability is accepted as well as any instrument or chamber ensemble. One or more faculty members will be available to critique. A sign-up sheet will be posted on the wall outside of the Music office the week before the class. Students should sign-up by noon on Friday prior to the class. Students should contact Susan Grace (Packard 108; x6556), accompanist for the class.

### Voice Performance Class "Tutti"

Voice performance class meets **each block** on the second Friday at 3:00 PM in Packard Performance Hall. Attendance at this class is required for all voice students. Contact Jennifer DeDominici for details (Packard 105, x6550). Students should contact Dan Brink (Packard 106, x6551), accompanist for the class.

### Master Classes

Occasionally, throughout the year, the department will have guest artists who will present master classes for the students. Faculty will be notified as far in advance as possible of these classes. Faculty will contact their students about these classes and prepare any students who they feel would benefit from this kind of instruction.

### Chamber Ensembles

Students who are interested in forming small ensembles (trio, quartet, or quintet) should contact the Music office staff to be connected with a faculty coach. Once an ensemble is established, regular coachings will be made available by the performance faculty interested in participating. Students may register for a chamber ensemble as an adjunct course.

### Music at Midday

1. These concerts are scheduled **each block** on the third Wednesday at 12:15 PM in Packard Performance Hall. Students must be at the intermediate/advanced level and performance ready. The concerts are open to students who are signed up through the department for lessons, as well as any small ensembles which have a faculty sponsor and have had coachings.
2. **Students must fill out a form in the Music Department, obtain the instructor's signature, and return it to the office by noon of the preceding Monday.** All types of music are accepted for these performances with the instructor's approval.

3. Students should dress nicely for these concerts. Faculty members are asked to work with their students on stage etiquette.

### **MUSIC AT MIDDAY GUIDELINES**

Students should read over the following guidelines **before** the Music at Midday performance. The dress and etiquette should reflect the student's respect for his or her music, the instructor, and the audience.

Turn off all cell phones!!!

Use a practice room or classroom to warm up, **not** the lobby or hallway outside the performance hall. The student should be in the Green Room (the room behind the stage) at least one act before he or she is to perform.

#### **Performance Etiquette**

Acknowledge the audience before and after playing.

Acknowledge the accompanist.

#### **Dress**

Nice casual or appropriate attire for the ensemble

#### **Don't wear:**

Ripped or torn jeans

Athletic wear

Hiking boots or athletic shoes

Hats or other head coverings, unless for religious purposes

Anything that does not fit or that you are uncomfortable wearing

### **Student Recitals**

1. The following are requirements for all Music Department-sponsored recitals, including non-credit, credit and senior projects. All **advanced** level students are invited to give recitals with the following provisions:
  - The student must be studying with a member of the CC performance faculty.
  - The student must have performed in 2 Music at Midday concerts sometime during the 2 semesters prior to the recital.
  - The student must pass an audition.
2. All students will need to audition for a recital date, time, and place, at least 4-6 weeks prior to the performance date. The audition will be 10-15 minutes in length and should include repertoire from the recital. (Generally, singers must perform 2 pieces of their own choosing in addition to 2 more pieces selected by the committee.)
3. The audition committee will be made up of 1 academic faculty member, Dan Brink or Susan Grace, and another faculty member of the student's choice. The student's teacher should not be one of the committee members, but should be consulted by the audition committee.
4. It will be the responsibility of Susan Grace, the studio teacher and the student to set the audition time. If there are several recitals, there will be an effort made to have all auditions at the same time. If students are featuring guest artists at their recitals, the guest artists must attend the audition as well.

5. **Two weeks prior to the audition**, the student must submit a form listing the recital repertoire to the Music Department Coordinator, which will then be distributed to the recital committee. This form can be obtained in the Music office. The repertoire must have the approval of the student's teacher. The repertoire can be discussed by the committee and recommendations can be made to the student and teacher.
6. There are two types of department-sponsored recitals for which the student can audition:
  - Evening at 7:30 PM or afternoon at 3:00 PM in Packard Hall
7. Dates can be arranged with the Music Department staff, but they will remain tentative until the recital is approved. **The student's teacher and the accompanist must be informed of all dates.** Both full and half recitals are encouraged.
8. Final program information must be provided to the Music Department staff **not less than two weeks** before the recital date electronically. No handwritten program information will be accepted. Program information must be approved by the instructor before it is submitted. The department cannot guarantee a program for the recital if information is received less than two weeks prior.
9. Department-sponsored recitals include the following: recital programs, piano tuning, and department accompanist. Recitals will be audio recorded. If live-streaming or video recording is desired, coordination with Music Department staff and the Technical Director is the responsibility of the student. A two-week notice is required for these services.
10. Recitals performed at outside venues or in Packard Room 9 are at the discretion of the student's teacher.
11. It is not mandatory that the student present a recital for academic credit. However, the recital student who does want academic credit for the recital must also enroll in MU401/402 Readings with a full-time academic faculty member and will be expected to do some historical and analytical work on the repertoire of the recital and write appropriate program notes to accompany the performance. The final grade will be determined by the student's teacher and the MU 401/402 Readings academic faculty member.
12. Extended lessons are available to students who are presenting a junior or senior recital.

### **Accompanists**

1. Susan Grace (Packard 108; ph: 389-6556) will accompany any student instrumentalist in concert, performance class, or auditions. She is also available for a rehearsal of a piece the student is preparing, but not performing. The preparation of the music should be far enough along to make the session beneficial and must be previously coached by the teacher. Students should call for an appointment.
2. Dan Brink (Packard 106; ph: 389-6551) will accompany any student singer under the same arrangements. Students should call for an appointment.
3. Please encourage students not to wait until the last minute to ask for rehearsal time. Last minute inquiries cannot always be accommodated.
4. Student accompanists are encouraged whenever possible.

## ACADEMIC PROJECTS

### Concert Attendance, Senior Projects and Recitals, and Prerequisites

The responsibilities and opportunities of Music Majors at CC are as follows: Please read carefully and **note all procedures and deadlines. Deadlines are underlined.**

#### 1. MU216 Concert Attendance for Majors and Minors

As part of the music major and minor, students are required to be registered for and pass, in each semester along their major/minor, ***MU216 Concert Attendance***. *MU216* is a semester-long adjunct course with .25 units of credit (per semester).

#### **To receive a passing grade for MU216, majors/minors are required to:**

1. attend department-approved concerts (including concerts they perform in) each semester and reflect in their Concert Journal about each one — 8 per semester for majors, 4 per semester for minors.
2. attend Music Gatherings (a series of non-concert events/workshops/sessions) each semester — 4 per semester for majors, 2 per semester for minors.

The *MU216* Syllabus (available on its *Canvas* site) contains a full explanation regarding the requirements and practicalities involved. Also on *Canvas*: a full list of Music Gatherings and department sponsored concerts.

There is no need to register for *MU216* during pre-registration; all majors/minors are automatically enrolled for it.

#### **This requirement is designed for students to:**

- Broaden their understanding of the rewards and challenges of the concert world
- Gain a deeper understanding of performance practices and literature from multiple musical repertoires
- Deepen their listening skills and sensitivity
- Make connections across their musical studies
- Learn by sharing reflections and experiences with peers
- Engage with academic and non-academic musical topics and conversations within our community.

Please contact Prof. Iddo Aharony at [iaharony@coloradocollege.edu](mailto:iaharony@coloradocollege.edu) with any questions about the requirement.

During the academic year, students who declare their Music major or minor within the first block of the Fall or Spring semester will be automatically enrolled in *MU216* by the Music Office and are expected to complete the concert attendance course with a passing grade. Students who declare during Blocks 2-4/6-8 of the semester will be enrolled on a case-by-case basis, potentially with a reduced number of required concert reflections and/or Music Gatherings for that semester.

## **2. Student Grants for Capstone Projects**

1. The Music Department has a modest fund to support music majors who are pursuing projects directly related to their academic and creative work in the Department. For 2024-25, the cap per student is \$350.

2. To apply for such funds, students should present a proposal to the department chair. The proposal should include the following elements: project description, budget, and rationale explaining exactly how the requested funds will be used. We anticipate requests for research materials, travel, software, performance expenses and fees (instrument rental, copying, etc.) Any hardware acquired through the use of these funds will become the property of the Department. If proposals exceed \$350, the student should identify additional sources of funding to ensure successful completion of the project.

3. Proposals are due by the first Monday of each block and will be considered at Music Department meetings on the first Wednesday of each block.

**3. Student Recitals** – See page 12 for full information

## **4. Senior Music Major Integrative Capstone Project**

Every music major at Colorado College must successfully complete an extended, integrative, and cumulative “Senior Capstone” project prior to graduation. The goal of this project is to showcase a student’s unique approach to music studies and practices. The exact nature of each project depends on the individual interests and specializations of the student, but such work typically combines both creativity and research. The process begins through participation in the Junior Seminar in the spring semester of the junior year, where students develop a formal proposal for their thesis work.

These proposals will be reviewed by the full-time members of the department at the monthly faculty meeting in Block 7 of the junior year. Two faculty members will be assigned to each capstone project, serving as “co-advisors.” Typically, this is the student’s primary academic advisor and another faculty member well positioned to advise such a project. If a proposal is not approved by the department in block 7, the student must revise and resubmit for consideration in block 8. Changes to a previously approved capstone project must be made in consultation with a student’s capstone advisor and be submitted for approval by the department.

During the 2024-25 academic year, the department will pilot a new “Capstone Portfolio” approach to this cumulative endeavor for senior majors. More information will be distributed to both current seniors as well as juniors during the course of the year.

### **General Criteria for Evaluation of the Capstone Project:**

Revision in progress for the 2024-25 academic year.

### **Distinction in Music**

To be considered for “Distinction in Music” at graduation, a senior major would need to excel in three areas: A) an outstanding GPA in music courses (usually over 3.8); B) active participation in music department activities; and C) the quality of the senior capstone.