

# Undergraduate Student Handbook

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SCHOOL OF MUSIC AND DANCE

SOMD Undergraduate Office  
UNIVERSITY OF OREGON | [UGADMUS@UOREGON.EDU](mailto:UGADMUS@UOREGON.EDU)

# SOMD Undergraduate Student Handbook

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# Admission

## Applying & Declaring a Major

To declare a music major, students must submit a SOMD application, audition (if required for the major), and be accepted by the School of Music & Dance. Students must also apply to and be accepted by the University of Oregon.

An undergraduate student is considered a music major if all of the following are true:

- The student has been accepted as a music major by the SOMD.
- The student is making satisfactory progress toward a music degree. For specific degree requirements, see the [UO Catalog](#).

## Declaring a Minor

Current UO undergraduate students may declare a music minor (Music Studies, Audio Production, or Music Technology) at any time, with some restrictions for music majors due to curriculum overlap. For more information on these restrictions, see “Program Overlap Limitations” in the [UO Catalog](#).

## Gap Years

Gap year: a year of experiential learning taken between a student’s high school graduation and their matriculation at the University of Oregon, while UO admission is officially deferred. Students must apply for deferral through UO Admissions Office. For more information, visit <https://admissions.uoregon.edu/freshmen/apply/gapyear/>

Continuing students are not eligible for gap years. Instead, please refer to the Leave of Absence policy under Academic Policies & Procedures in this handbook.

Students may not defer their SOMD admission or scholarship (or employ part of their 15 eligible terms for scholarship) for a gap year, either through the UO’s official Gap Year program or through a personal interstitial year. Since the SOMD’s scholarships are skills-based and those skills may decline if not continually practiced, this represents a justifiable departure from the university’s allowance of scholarship deferment in the case of an approved Gap Year. Students are required to re-apply to the SOMD and, if needed for their academic program, re-audition, if they are taking a gap year.

During the COVID-19 pandemic, students may take a gap year (either through the UO's official Gap Year program or as a personal year before enrolling at the university) and still retain their awarded SOMD scholarship, without the need to re-apply or re-audition for the SOMD. However, students must notify the SOMD Undergraduate Office of their plans prior to taking the gap year.

## Music Scholarships

Music scholarships are awarded based on a student's instrumental or vocal audition to the School of Music and Dance. Scholarships are disbursed to University of Oregon student accounts each fall, winter, and spring of the academic year (12 terms total). Scholarships are not available for summer terms. Recipients must sign a scholarship contract and abide by its terms in order to receive their scholarship.

Once a scholarship recipient matriculates at the University of Oregon, they have a total of 15 terms during which they may use their 12 terms of scholarship. Scholarship deferrals are allowed on a limited basis in consultation with the SOMD Undergraduate Office. Deferral request may be approved for professional development opportunities, medical circumstances, and UO-approved study abroad programs.

Deferral deadlines:

- Study abroad: February 15 of the academic year prior to your study abroad experience
- Professional opportunities/medical circumstances: the Friday of week 7 of the term prior to your anticipated leave of absence.

Scholarships may not be deferred before matriculation; only continuing UO students are eligible for scholarship deferrals.

Information about general UO scholarships can be found at <https://financialaid.uoregon.edu>.

## AP / IB Credit

The SOMD awards credit for AP Music Theory exams with scores of 3, 4, or 5. Details of credits awarded can be found on the Registrar's table of [Courses Awarded for Advanced Placement Exams](#).

Students who earn a 4 or higher on the IB Music (Solo, Group, or Composition) exam will receive credit for MUS 100T and MUS 125, which are Arts & Letters-satisfying. The SOMD does not currently automatically award Music Core credit for IB exams. Students who have taken IB Music may take placement tests to waive Music Theory and Aural Skills classes, in consultation with the head of the Music Theory area.

# Transfer Credit

## Music Core Classes

Prospective transfer students should be aware that musicianship coursework taken elsewhere (courses comparable to our Music Theory, Aural Skills, and Keyboard Skills classes) do not transfer directly toward UO music degree requirements. Instead, incoming transfer students must take the Music Core Placement Exam, which determines placement in our two-year music core curriculum.

The exception to this is Lane Community College, with whom the SOMD has an existing program/articulation agreement. Students may consult the [UO Registrar Office's Transfer Equivalency Database](#) or the SOMD Undergraduate Office for specific equivalencies.

At the UO, courses within the basic Music Core curriculum (Music Theory, Aural Skills, and Keyboard Skills) must be taken both sequentially and concurrently. This means that an incoming student who tests into Theory IV, Aural Skills III, and Keyboard Skills III in fall would wait until spring term to take Aural Skills III and Keyboard Skills III, and then continue the following fall with Theory IV and Aural Skills IV.

The Music Core Placement exam is offered during Week of Welcome, which is the week prior to the beginning of fall term. Detailed study guides for the Music Core Placement Exam are available on the [Info for Undergraduates](#) page on the SOMD website.

During summer term, the SOMD offers 8-week Theory, Aural Skills and Keyboard Skills review courses (MUS 399) that may be taken to prepare for the Music Core Placement Exam (these courses may also be taken when a student doesn't pass an element of the Music Core during the academic year and needs to catch up). Interested students may also contact Dr. Tim Pack ([tpack@uoregon.edu](mailto:tpack@uoregon.edu)) with questions.

## Ensembles

Per the UO Music Catalog, a limited number of transfer ensemble credits may be applied toward ensemble requirements for the music major:

### BA/BS Music Concentrations

General Music: Three of the required six terms may be transferred.

Popular Music Studies: Two of the required four terms may be transferred.

Music History & Literature: All three required terms must be completed in residence at UO.

Music Theory: All three required terms must be completed in residence at UO.

Music Technology: All three required terms must be completed in residence at UO.

### BMus / BMME

Jazz Studies: Three of the required nine terms of small jazz ensemble may be transferred; all three of the required terms of classical ensemble may be transferred.

Music Performance: Six of the required twelve terms may be transferred.

Composition: Three of the required nine terms of large classical ensemble may be transferred.

Music Education: Three of the required nine terms of large classical ensemble may be transferred.

This information can be found in the UO Music Catalog (search term: “Ensemble Credits for Transfer Students”):

[http://catalog.uoregon.edu/music\\_dance/music/#undergraduatestudies](http://catalog.uoregon.edu/music_dance/music/#undergraduatestudies)

### **Performance Study Credit**

Some applied performance study transfer credits may be applied to certain majors under certain conditions. Please see the Petition process under Academic Policies for details on requesting changes to requirements.

### BA/BS Music Concentrations

All three terms of performance study must be completed in residence at UO for all BA/BS Music concentrations (General Music Studies, Popular Music Studies, Music History & Literature, Music Theory, Music Technology).

### BMus / BMME

Jazz Studies: Transfer credits are determined by the level at which the student auditions.

Music Performance: MUP level and transfer credits are determined by the level at which the student auditions.

Composition: See Piano Proficiency Requirement for Composition majors under Music Major Requirements: Performance Study (MUP) in this handbook.

Music Education: MUP level and transfer credits are determined by the level at which the student auditions.

### **Lane Community College Articulation Agreement**

The School of Music and Dance has an articulation agreement with Lane Community College (LCC) that allows students to transfer LCC Music Theory, Sight Reading/Ear Training, and Keyboard Skills courses directly as UO’s Music Theory, Aural Skills, and Keyboard Skills courses.

Qualification requirements:

- Applicable coursework at LCC must have been taken no more than four terms (not including summers) previous to the student’s first term of enrollment at UO.
- Students must earn a B or higher in the LCC course for the equivalent UO course to be earned. A grade of B or higher in the most recent Music Theory, Sight Reading/Ear

Training, and/or Keyboard Skills course taken at LCC may override lower grades earned earlier in the sequence.

Please contact the SOMD Undergraduate Office for more information about transferring from LCC into a music major.

Equivalency for most other required music courses (music history, music technology, lyric diction, etc.) must be approved by petition. Students should follow the petition process outlined in the Academic Policies: Petitions section of this handbook. A full syllabus for the transfer course in question must be provided.

Prospective and incoming students may identify possible equivalent courses by comparing courses taken to coursework requirements reflected in the degree checklist and course descriptions provided in the UO music catalog:

[http://catalog.uoregon.edu/music\\_dance/music/#courseinventory](http://catalog.uoregon.edu/music_dance/music/#courseinventory)

## **Non-Music Courses**

Unlike music-specific coursework, some courses taken at other institutions may transfer directly toward Core Education requirements at the UO.

Students may view pre-approved transfer courses via the UO Transfer Credit Equivalencies webpage: [http://registrar-qa.uoregon.edu/current\\_students/transfer-articulation](http://registrar-qa.uoregon.edu/current_students/transfer-articulation)

## **Placement Tests**

Placement tests for the Music Theory, Aural Skills, and Keyboard Skills are offered during the week before classes start (Week of Welcome) each fall. Information and sign-ups will be available on the Week of Welcome blog prior to Week of Welcome.

All transfer students with prior theory, aural skills, and keyboard skills coursework are required to take placement tests. Theory and Aural Skills placement tests are optional for incoming freshman. Challenge exams for Keyboard Skills are given at the end of the first week of class in Keyboard Skills I and Keyboard Skills II. There is no challenge exam for Keyboard Skills III.

Study guides for the placement tests are available on the SOMD [Info for Undergraduates](#) page. Questions about placement should be addressed with Music Theory faculty and/or the Undergraduate Office.



# Advising

See the SOMD Undergraduate Academic Advisor (SOMD Advisor) if you:

- Need guidance on creating your four-year graduation or single-term registration plan,
- Need advice about adding, dropping, changing grading to P/NP, or withdrawing from a course,
- Are considering changing your major or studying abroad, or
- Have any other questions, comments, or concerns regarding your educational journey and outcomes.

## How to Contact an Advisor

Students should schedule advising appointments on [Navigate](#) or check the [Undergraduate Office's website](#) for drop-in or Peer Advising hours. Students may also email advising questions to the SOMD Undergraduate Office at [ugradmus@uoregon.edu](mailto:ugradmus@uoregon.edu).

## Expectations

Your Music Advisor will:

- Provide a safe, respectful, and confidential space to ask questions, discuss your interests, and express your concerns,
- Understand and effectively communicate UO and SOMD requirements, policies and procedures,
- Assist and support you in making course, schedule planning, and major decisions,
- Provide assistance with using online tools to track progress toward the degree,
- Make effective referrals that allow you to navigate the university successfully, and
- Encourage your sustained engagement in student and campus life to enhance the value of your college experience and develop your interpersonal and leadership abilities.

Your SOMD Advisor expects that you will:

- Read and respond to your UO email in a timely manner,
- Keep the SOMD Advisor apprised of any changes to your major or minor plans,
- Create and follow an advisor-approved graduation plan,
- Take notes during advising meetings and keep written records of your advising sessions,
- Schedule an appointment with your advisor as needed in advance of your next term registration date and time (schedule appointments early!),
- Research programs, policies, procedures, and opportunities as appropriate.

## Peer Advisors

SOMD Peer Advisors are music majors trained to help you with general advising questions and questions about the SOMD. They're also great resources for questions about student life at UO and in the SOMD.

Your SOMD Peer Advisors will:

- Help you navigate music and general education advising resources on DuckWeb, Canvas, and SOMD website
- Help you to understand your general education requirements and to learn how to track progress using Degree Guide
- Assist with preparation for meetings with SOMD Advisor (updating your degree audit via Degree Guide, creating personalized coursework plans, etc.)
- Provide assistance with registration, tips for student success, and more!

## Appropriate Email Communication

When communicating with university faculty, instructors, and staff, communicating in a polite, professional, and informative way is vital.

Don't forget to:

1. Write from an email account that's appropriate for academic use. Your university account is the best choice.
2. Use an email account that shows all or part of your name. Many people will not open an email message if they don't recognize the name or address. You can monitor this by sending a message to yourself and seeing what it looks like.
3. Make your email look legitimate by using a helpful or strong subject line. The simplest way is to include the course number or a clear message about the intent of the email ("question about Literature of Modern Taiwan assignment").

Consider the following examples and think about the guidelines above:

- An email from 6pack2011@yahoo.com with the subject line "question"
- An email from a student in the class from their uoregon.edu address with the subject line "Question about World Religions essay"

In the note itself:

4. Choose a greeting that is appropriate. "Professor Roberts," is a good greeting and much better than no greeting at all. Ask your professor or GTF how they would like to be addressed if you aren't sure how to do so.
5. Identify yourself and your issue or question. "My name is Kenji Harris and I am a student in REL 101. I have a question about the essay due on Friday. The syllabus says to turn it

in at discussion group and I have to leave for NCAAs on Thursday (as we discussed). Can I turn in the essay at your office after our class on Wednesday?”

6. Avoid the spellings, abbreviations, and acronyms you see in instant-messaging or use in email to friends. “IMHO or “lol” is not appropriate shorthand for faculty emails.
7. Proofread what you’ve written. You want your email to reinforce the impression of your writing skills that you are establishing in class.
8. Include identifying information in your signature: Jason Edderly, ENG 106.
9. Reply to your professor’s response. Even a quick “thank you” lets them know that you got their message and that you appreciate their time.
10. Take your emails to faculty seriously. Learning good email skills is important. It’s always useful to be able to write short, effective notes, and will prove invaluable in future work settings.

Adapted from Michael Leddy, Orange Crate Art (<http://bit.ly/qjEBiB>) and Wyndham Miles “How to Write Email” (<http://bit.ly/qmqfwv>).

# Policies & Procedures

## Equity & Inclusion

The School of Music and Dance is committed to ensuring that all students have access to a quality learning experience and the opportunity to pursue their academic goals in a safe, supportive learning environment. The School actively supports learning environments for students that foster a diversity of thoughts, perspectives and experiences, and honor your identities. We prohibit discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, marital status, disability, veteran status, citizenship status, parental status, sexual orientation, gender identity, gender expression, accent or any other consideration not directly and substantively related to effective performance in all programs, activities, and practices.

Students experiencing any form of prohibited discrimination or harassment can find information and resources at [investigations.uoregon.edu](https://investigations.uoregon.edu) or contact the non-confidential Office of Investigations and Civil Rights Compliance at 541-346-3123 or the Dean of Students Office at 541-346-3216 for help. Retaliation for reporting is prohibited. As UO policy has different reporting requirements based on the nature of the reported harassment or discrimination, additional information about reporting requirements for discrimination or harassment unrelated to sexual assault, relationship violence, sex or gender-based bullying, stalking, and/or sexual harassment is available in the Employee Responsibilities section of the Office of Investigations and Civil Rights Compliance website (URL: [investigations.uoregon.edu](https://investigations.uoregon.edu)).

Any student who has experienced sexual assault, relationship violence, sex or gender-based bullying, stalking, and/or sexual harassment may seek resources and help at [safe.uoregon.edu](https://safe.uoregon.edu). To get help by phone, any student can also call either the UO's 24-hour hotline at 541-346-SAFE [7244], or the non-confidential Title IX Coordinator/OICRC at 541-346-3123.

## Satisfactory Academic Standing

Satisfactory progress toward the degree is monitored every term by the SOMD Undergraduate Office. The following conditions must be maintained for good academic standing within the department:

1. Students must maintain a 3.0 GPA for all classes taken with the subject codes MUS, MUP, MUE and MUJ within a given term.
2. Courses must be taken for a grade if the graded option is offered. Majors must earn a C– or better in every course—including courses taken outside the School of Music and Dance—that is required for their major. A student who receives a grade of D+ or worse or a mark of W (withdrawal) or I (incomplete) for a required course is placed on departmental academic warning. Some programs, such as the Music Education program,

have higher minimum grade standards. Students should consult their program handbook or the SOMD undergraduate advisor if they have questions.

3. Candidates for the BMus, BMME, BA in Music (History and Literature concentration), BA in Music (Theory concentration), or BS in Music (Music Technology concentration) must successfully complete the two-year musicianship core (with the exception of MUS 327 Analysis) within their first two years of residence.
4. Candidates for a BMus in Music Performance or a BMME in Music Education must advance to the next performance level at least once every seven terms.

## **Probation**

Not meeting the requirements for Good Academic Standing will result in initial academic warning status. If this status is not lifted by the end of the next term in which the student has had the opportunity to remedy the situation, the student will move on to a level II departmental academic warning. Failure to improve per conditions set forth in an advising plan following the warning will move the student onto probationary status and subsequent failure to improve thereafter will result in dismissal from the music major.

Reinstatement to the major may occur upon review by the SOMD Undergraduate Office and determination that the student has fulfilled the conditions listed above for satisfactory standing.

## **Honor Code**

This Honor Code is initiated by the SOMD with the knowledge that lasting excellence is achieved only through exacting standards of personal integrity that reflect the standards of conduct expected of all students in the school. All undergraduate and graduate students, faculty members, members of the staff, and administrators in the SOMD are expected to abide by the ethical standards defined herein.

Academic integrity requires that students take credit only for ideas and efforts that are their own. Academic dishonesty involves submitting counterfeit work, giving or receiving unauthorized assistance, creating an unfair advantage, tampering with the credibility of information, misconduct that hampers learning by others, cheating by any means on tests, quizzes or exams and any other unethical academic conduct.

### **DISHONESTY IN ACADEMIC WORK**

A student who is guilty of dishonesty in academic work is subject to penalties ranging from an initial warning to suspension or exclusion from the University. Such dishonesty includes:

- Plagiarism: submitting material that in part or whole is not solely the student's own work without attributing those same portions to their source.

- Cheating: using unauthorized notes, study aids, or information from another student or student's paper on an examination; altering a graded work after it has been returned, then submitting the work for regrading; or allowing another person to do one's work and to submit that work under one's own name.
- Fabrication: presenting data in a piece of work which was not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
- Aiding and supporting dishonesty: providing material or information to another person with knowledge that it will be used improperly;
- Falsification of records and official documents: altering documents affecting academic records; forging signature of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, or any other document designed to meet, or exempt a student from, an established University regulation;
- Obtaining an unfair advantage: stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; unauthorized collaborating on an academic assignment; retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; intentionally obstructing or interfering with another student's academic work; or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over another student's academic work;
- Unauthorized access to computerized academic or administrative records or systems; viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

#### REPORTING HONOR CODE VIOLATIONS

When a student, faculty member, staff member, or administrator observes a student violation of the Code, that person has the duty and responsibility to inform the instructor in whose class the alleged incident took place. The informer is not compelled to name the person/people involved.

#### PROTECTION OF THE ACCUSED

The accused is presumed innocent until proven otherwise.

#### PROTECTION OF WITNESSES

A student witness may refuse to give formal testimony without repercussion.

## DISPOSITION OF THE CASE

The following procedure (taken from the University of Oregon Student Conduct Code) applies once a SOMD student is accused of academic dishonesty.

- No disciplinary action shall be initiated or sanction imposed against students or student organizations until they have been notified in writing of the charges against them and their rights under this Code, and given the opportunity to be heard
- Service upon, or attempted service upon, the student (notification of charges) must be made within six months from the discovery of the alleged violations.
- Academic Dishonesty Procedures 571-21-068

(1) Notice. Upon the discovery of suspected Academic Misconduct, as defined in 19 ORS 517-021-0100(1), the University Official with responsibility for the academic matter or the faculty member in whose course the incident occurred shall promptly notify the Student of the incident. This notice shall include a discussion of the option of having the case referred directly to the Director of Student Conduct and Community Standards.

(2) If a Student admits to Academic Misconduct in a course, the faculty member shall impose an appropriate academic sanction up to and including a grade of "N" or "F" and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the faculty member, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the faculty member's department head and, ultimately, to the dean of the college or school in which the incident originated.

(3) If a Student admits to Academic Misconduct in a situation other than a course, the responsible University Official may determine and implement an appropriate response and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the University Official, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the University Official's department head or director.

(4) If a faculty member or University Official and a Student cannot agree as to whether Academic Misconduct has occurred, the University Official or faculty member will, not later than fourteen calendar days during which the University is in session after the date the faculty member or University Official notifies the Student, make a written referral of the case to the Office of Student Conduct and Community Standards for resolution. The case will then be conducted in accordance with the procedures established in this Code.

(a) If there is a finding that the Student engages in Academic Misconduct in a class, in addition to sanctions imposed through the regular student conduct procedures, the faculty member will assign an appropriate grade.

(b) If there is a finding that the Student did not engage in Academic Misconduct, no academic sanctions may be imposed.

(5) Reporting Academic Misconduct. Regardless of the method of resolution, University Officials, including faculty members are required to file a written report of any Academic Misconduct with the Director of Student Conduct and Community Standards. These reports shall be treated as confidential and maintained consistent with the Student Records Policy, OAR 571-020-0100 et seq.

(6) Withdrawing from a Course.

(a) If a Student's Academic Misconduct in a course results in an academic sanction, the Student will not be permitted to drop or withdraw from the course, or to change the course's grading option, and shall be reinstated in the course if they have dropped or withdrawn.

(b) If a Student's Academic Misconduct does not result in an academic sanction, the Student may withdraw from the course or change the course's grading option at the later of:

(A) Expiration of the withdrawal deadline for the course;

(B) Expiration of the deadline for changing grade options; or

(C) Five business days after the Student receives notification of the decision or termination of Student Conduct Code proceedings without sanction.

(c) In the event the Student is found not responsible for Academic Misconduct and the Student no longer feels comfortable returning to the class, the Office of Student Conduct and Community Standards will assist the Student to attempt to remove the "w" from the transcript.

For additional information, please refer to the University of Oregon Student Conduct Code. An abridged version of the code appears in the schedule of classes. Copies of the complete code are available for examination in the offices of the Dean of Students and from the Office of Academic Advising, University Housing, the ASUO, and the Office of Student Advocacy.

## **Leave of Absence**

Leave of Absence: a period of between one and three terms during the student's career at the UO during which they choose to not enroll in coursework for reasons including study abroad, professional opportunities, or family/personal reasons.



Undergraduate music majors may take a leave of absence for up to three terms (not including summer) and re-enroll without needing to re-apply or re-audition for their major. Students considering taking any number of terms off from the SOMD or UO should consult with their academic advisor about their specific degree path and the implications of taking a leave of absence.

## **Re-Admission**

Students re-enrolling after more than three consecutive terms of non-enrollment in the music major curriculum (excluding summer session) are required to re-apply and, if required for the major, re-audition. Placement exams in theory, aural skills, and keyboard skills may also be required. Students re-enrolling after more than three consecutive terms of non-enrollment are also required to submit an [Undergraduate Reenrollment Application](#) to the UO Registrar.

## **Scholarship Deferral**

A student may request to defer their scholarship for up to three terms without the need for a re-audition upon returning to the SOMD by contacting the SOMD Undergraduate Office. Allowable reasons for scholarship deferral include study abroad, professional opportunities, or medical circumstances. Students would then have the remaining number of terms from their original scholarship allocation to use upon their return. Ultimately, students have a window of 15 terms to use their 12 terms of allocated scholarship.

Study abroad: Scholarship deferrals for study abroad programs must be requested by February 15 of the year prior to the study abroad experience. The SOMD will allow a scholarship to apply to one term of leave if it is for a UO-approved study abroad program.

Professional opportunities and medical circumstances: Deferrals for professional opportunities and medical circumstances must be requested by the Friday of week 7 of the term prior to the leave of absence.

Approval of scholarship deferral will be determined by the SOMD Undergraduate Associate Dean, in consultation with Undergraduate Office advisors and the person in charge of allocating and tracking SOMD financial aid.

## **Registration**

### **Procedure**

General registration information, instructions, and timelines can be found on the UO Registrar's website and the Office of Academic Advising website. Questions can also be addressed to the SOMD Undergraduate Office at [ugradmus@uoregon.edu](mailto:ugradmus@uoregon.edu).

## Errors & Overrides

Some registration errors can be overridden to allow you to register for a class. Depending on the registration error you receive, an override may be requested through the SOMD Undergraduate Office, the UO Registrar, or another academic unit.

SOMD Override Request Form: <https://blogs.uoregon.edu/ugradmus/forms/>

UO Registrar – Petitions and Forms: <https://registrar.uoregon.edu/forms>

See below for information on what to submit for a particular registration error:

Registration error	Solution
Pre-requisite	If you believe you have satisfied the pre-requisite, submit an SOMD Override Request to <a href="mailto:ugradmus@uoregon.edu">ugradmus@uoregon.edu</a> .
Class standing	MUP classes: email <a href="mailto:ugradmus@uoregon.edu">ugradmus@uoregon.edu</a> with course information and your UO ID number.  For other music classes, submit the SOMD Override Request form to <a href="mailto:ugradmus@uoregon.edu">ugradmus@uoregon.edu</a> .
Instructor permission	Submit the SOMD Override Request to <a href="mailto:ugradmus@uoregon.edu">ugradmus@uoregon.edu</a> .
Enrollment limit	Submit the SOMD Override Request to <a href="mailto:ugradmus@uoregon.edu">ugradmus@uoregon.edu</a> .
Repetition restriction	Submit the Repeat a Non-repeatable Course form to the Registrar.
Time conflict	If you cannot resolve the error by changing class or lab sections and have made arrangements with both instructors to complete coursework despite the time conflict, submit a Time Conflict Registration form to the UO Registrar.

Questions about registration errors can be addressed to [ugradmus@uoregon.edu](mailto:ugradmus@uoregon.edu). In your email, include the registration error (or a screenshot), the course and CRN (including those for lab sections, if applicable), and your UO ID number.

## Late Add/Drop

It is possible to add or drop classes after the Registrar's deadlines to add/drop on DuckWeb. Submit the Add, Drop, or Withdraw petition to the UO Registrar ([registrar@uoregon.edu](mailto:registrar@uoregon.edu)) with the appropriate approvals.

The Add, Drop, or Withdraw petition can be found on the [Registrar's Forms](https://registrar.uoregon.edu/forms) site: <https://registrar.uoregon.edu/forms>

Fees may apply, and you may still owe tuition for classes dropped late. Check the Registrar's Academic Dates & Deadlines for the current term's deadlines and the percentage of tuition that will be refunded: <https://registrar.uoregon.edu/calendars/academic>

A Refund Petition (also on the Registrar's Forms page) may be submitted to request that additional tuition or fees be refunded.

## Individualized Study

Individualized Study course numbers (MUS/MUE 401, MUS MUE 403, MUS/MUE/MUJ 405, MUE 406, MUE 409, MUS 499) may be used for individual study of topics beyond what is available in the standard curriculum as well as senior projects (MUS 499). The following course numbers are offered:

MUS/MUE 401 Research  
MUS/MUE 403 Thesis  
MUS/MUE/MUJ 405 Reading and Conference\*  
MUE 406 Field Studies  
MUE 409 Practicum  
MUS 409 Supervised Tutoring  
MUS 499 Senior Project

\*MUS/MUE/MUJ 405 Reading and Conference forms must be submitted to the Undergraduate Office no later than the first day of finals week prior to the term of the individualized study. Reading and Conference credit may not be given for preparation for recitals or final examinations.

The Individualized Study form is available on the [SOMD Info for Undergraduates](#) page. This should be submitted well in advance of the term's registration deadline to allow for processing.

To register for an individualized study,

1. Complete the Individualized Study form with the faculty who will be supervising your study, research, project, or practicum
2. Submit completed form (with instructor approval) to the SOMD Undergraduate Office at [ugradmus@uoregon.edu](mailto:ugradmus@uoregon.edu)
3. The Undergraduate Office will notify you when your Individualized Study has been approved and you are cleared to register for the course
4. Once you have registered for your individualized study, notify [ugradmus@uoregon.edu](mailto:ugradmus@uoregon.edu) so that the Undergraduate Office can input the course title and instructor info into the Registrar's system. This can only be done after you have registered.

## Grading Policies

## Pass/No Pass

All classes taken towards a music major or minor must be taken for a grade or P\*.

Courses that are offered pass/no pass only are assigned P\* or N\* grades. Courses offered for letter grades but have a pass/no pass option use P or N grades without an asterisk.

Student work may be graded as follows: P (pass), satisfactory performance (C- or better) or N (no pass), unsatisfactory performance, no credit awarded (D+ or worse). The class schedule designates courses that are offered only pass/no pass.

Music students may take general elective or university credit P/N, but should be aware that 168 graded or P\* credits are required in order to earn a Bachelor's degree.

## Incomplete (I) Grades

Per [UO Incomplete Policy](#):

An incomplete may be issued when the quality of work is satisfactory, but some minor yet essential requirement has not been completed, for reasons acceptable to the instructor. Faculty and students should develop a contract outlining the requirements and specific deadlines for making up the incomplete. Contracts should be filed in the departmental office through which the course is taught.

Please note that it is not appropriate to direct a student to sit through the same class in a future term as a way to make up an incomplete, as that implies that the student has more than a "minor requirement" outstanding, and should not have been given an I. Further, students are required to be registered for and pay for all classes that they are "taking."

In order to communicate completion requirements (clarification on outstanding work, deadline for completion, current grade), your instructor must complete the [Incomplete Grade Contract](#), which needs to be filed with the SOMD Undergraduate Office once the form is filled out, prior to the completion of the coursework.

Failure to make up the incomplete by the end of one calendar year will result in the mark of I automatically changing to a grade of F or N.

## Petitions

Any academic requirements for music majors or minors may be petitioned through the SOMD Undergraduate Office. Students should submit the Petition Relative to Undergraduate Requirements (available on the website under Forms for Undergraduate Students to the Undergraduate Office at [ugradmus@uoregon.edu](mailto:ugradmus@uoregon.edu)).

The petition form must be submitted with a separate, written statement justifying the rationale for exceptional procedures, an unofficial transcript (available through DuckWeb), and any other relevant documentation (e.g., a syllabus for a transfer course).

Petitions are evaluated by the Associate Dean for Undergraduate Studies and may be referred to other faculty or committees as appropriate. Questions about petitions and the petition process should be addressed to the Undergraduate Office at [ugradmus@uoregon.edu](mailto:ugradmus@uoregon.edu).

Students may also petition general University of Oregon requirements. These petitions do not go through the SOMD Undergraduate Office but are processed either by the Office of the Registrar or the UO Office of Academic Advising (OAA). Please see the OAA's [Questions about Petitions](#) page for more information about specific petitions and where to submit them.

## **Study Abroad**

Music students interested in studying abroad during the academic year should schedule an advising appointment with their SOMD Academic Advisor to discuss their academic plans and any implications that studying abroad for a term might have for their time to degree. This is particularly important for students whose degrees include highly sequenced or scheduled coursework.

### **Using Study Abroad Credits for Majors and Minors**

While credits taken during study abroad programs through Global Education Oregon will be added directly to UO transcripts as UO credit, the SOMD must approve individual courses for use towards SOMD majors and minors. Students interested in receiving major or minor credit for study abroad courses should submit the Petition Relative to Undergraduate Requirements (see Petitions in this handbook) along with a full syllabus from the course to the SOMD Undergraduate Office for approval.

### **SOMD Scholarships**

SOMD students on music scholarships may be eligible to use one term of their SOMD scholarship towards a study abroad program during the academic year. SOMD scholarships are not awarded during summer terms. In order to use a term of scholarship towards a study abroad program, the SOMD Undergraduate Office must be notified of your plans to study abroad by February 15 of the year prior to the study abroad experience.

# Music Major Requirements

Although professional advisors are available for academic advising, students must assume personal responsibility for academic progress and completion of the program.

When you begin your degree program, it is important to be aware of requirements as listed in the current Catalog. Later versions may change requirements, but the Catalog in force at the time of your admission contains the requirements under which you will graduate. Some updates occasionally reduce requirements, so it is wise to check with your advisor periodically.

## Music Core

“Music Core” refers to the Music Theory, Aural Skills, and Keyboard Skills sequences that are central to most music majors and must be passed with a C- or higher. These courses are offered on the following schedule:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
MUS 131 Music Theory I	MUS 132 Music Theory II	MUS 133 Music Theory III
MUS 134 Aural Skills I	MUS 135 Aural Skills II	MUS 136 Aural Skills III
MUS 137 Keyboard Skills I	MUS 138 Keyboard Skills II	MUS 139 Keyboard Skills III
MUS 231 Music Theory IV	MUS 232 Music Theory V	MUS 233 Music Theory VI
MUS 234 Aural Skills IV	MUS 235 Aural Skills V	

These courses must be taken sequentially and, generally, concurrently. Specific requirements vary across majors; see the [UO Catalog](#) for individual major requirements.

## MUS 399: Summer Review Courses

Summer courses are available for students to catch up on, review, or get ahead on Music Core (Theory, Aural Skills, and Keyboard Skills) coursework.

- MUS 399: Theory Review
- MUS 399: Aural Skills Review
- MUS 399: Keyboard Harmony Review

The summer review courses are helpful for:

1. Undergraduate music majors
  - a) wanting to place out of sophomore-level theory and aural skills,
  - b) wanting to prepare for the sophomore year of the core,
  - c) preparing for graduate school,
  - d) UO students who earned below C– in any of the first-year theory, aural skills, or keyboard skills courses,
  - e) UO students who earned below C– in any of the second-year courses of the theory and aural skills core.
2. Graduate students preparing for Graduate Entrance Exams.
3. High-school graduates preparing for entrance into undergraduate music study.
4. Anyone who wants to learn more about how music works.

For more information, inquire with Dr. Tim Pack ([tpack@uoregon.edu](mailto:tpack@uoregon.edu)) or visit the Practical Musicianship course blog: <https://blogs.uoregon.edu/tastreamlined/>.

## Tutoring & Resources

### Music Core Enrichment Labs

Each term, the SOMD offers no-cost tutoring for Music Core (Music Theory, Aural Skills, and Keyboard Skills) classes. Labs are led by current GEs. Check the Undergraduate Office's website for current tutoring hours.

### Online Resources

- [musictheory.net](http://musictheory.net) includes exercises in note, key signature, interval, and chord identification, as well as several useful ear--training exercises.
- [teoria.com](http://teoria.com) includes exercises for notation, intervals scales, key signatures, and chords. (Also includes exercises for aural skills).
- [musiccards.net](http://musiccards.net) includes flashcards for increasing fluency with note names, key signatures, intervals, and triads.
- [E-MusicTheory](http://E-MusicTheory) includes drills for note names, piano keys, intervals, scales, key signatures, chords, and even first-species counterpoint.
- [good-ear.com](http://good-ear.com) has good practice for interval, scales, and chords.
- [musicalmind.org](http://musicalmind.org) has good practice for intervals and dictation.
- [Musica Practica](http://Musica Practica) software, designed for aural skills refinement, is available for use in the Kammerer Computer Lab and via USB drive! (For details, please inquire with Dr. Pack.)

## Large Ensemble Requirement

The ensemble requirements for music majors are outlined in the UO Catalog (see Ensemble Requirements for Music Majors). The number of ensemble terms differs according to major. For details, consult the checklist for your specific degree program (see Music Major Programs).

If you are a music major, be sure you are completing your ensemble requirement with approved ensembles for your major. Music majors must audition for ensemble placement before each fall term. Assignments take into account the student's preference, level of ability, major performance medium, educational and musical needs, and the needs of the school's ensembles.

### Auditions

Ensemble auditions are held each year during Week of Welcome before the start of fall term. Students will often audition and participate in an ensemble throughout the academic year. If you wish to join an ensemble in winter or spring term, email the ensemble director in advance of registration to inquire about available spots in the ensemble. You may be asked for details about your experience or for an audition.

### Approved Ensembles for Music Majors

All music majors must participate in a specified number of terms of ensemble approved for their major. With the exception of students in the Popular Music Studies and Music Technology concentrations, majors are required to participate in approved large classical ensembles.

Students in the Popular Music Studies and Music Technology concentrations may use any SOMD ensemble towards their ensemble requirement. Popular Music Studies students must participate in at least one non-classical ensemble (eligible ensembles are listed on the Popular Music Studies Requirements Checklist), and Music Technology students must participate in three terms of Oregon Electronic Device Orchestra.

For all other music majors, approved ensembles are listed below according to instrument/area:

- Winds & Percussion: Symphony Orchestra, Oregon Wind Ensemble
- Strings: Symphony Orchestra
- Voice: University Singers, Repertoire Singers, Chamber Choir
- Piano: University Singers, Repertoire Singers, Accompanying (MUS 394), other approved ensembles listed here which require an accompanist.
- Jazz Studies Guitar: Jazz Guitar Ensemble



# Performance Study (MUP)

## MUP Registration

Performance study on an instrument or voice is required for all music majors. The required number of terms varies by major – your Requirements Checklist and the UO Catalog will have details for your major.

Performance study classes are listed under the MUP (Music Performance) rubric. Your course number is determined by your major and where you are in the music program (pre/post-checkpoint). Please refer to the chart below for the standard MUP registration guidelines. Exceptions may occur for juniors and seniors who have not passed their major checkpoint.

MUP #	Major & Class Standing/Checkpoint Status
MUP 114 / 115	BA/BS, non-majors
MUP 165	Music Composition, Jazz Studies (generally classical lessons), BA/BS, non-majors
MUP 265	Freshman and sophomore (pre-checkpoint) Music Education
MUP 270	Freshman and sophomore (pre-checkpoint) Performance
MUP 365	Junior and senior (post-checkpoint) Music Education, and Jazz Studies (jazz lessons). BA/BS and non-majors are eligible with instructor permission only.
MUP 465	Junior and senior (post-checkpoint) Performance

It is your responsibility to register for the correct MUP level when you register for classes through DuckWeb. If you are unsure of the correct MUP number, inquire with your instructor and/or the SOMD Undergraduate Office.

If you are receiving a registration error for the MUP number you believe you should be taking, please contact the SOMD Undergraduate Office at [ugradmus@uoregon.edu](mailto:ugradmus@uoregon.edu).

## Juries

Typically, students will be notified by their performance instructor if a jury results in an MUP level change. If you have not been informed of these results, please inquire with your instructor directly and copy [ugradmus@uoregon.edu](mailto:ugradmus@uoregon.edu) on your inquiry. Students are responsible for registering for the correct MUP number for their class standing and major.

Students wishing to see comments from jury forms should first inquire with their performance instructor.

## Piano Area Jury Requirements

New policies adopted on 12-05-19, effective Winter 2020

Revised to reflect new MUP numbers 09-04-20.

- Choice of repertoire is to be decided between student and instructor.
- Juries will be graded by the faculty, and the jury grade will represent 20% of the final studio grade.

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### Piano Performance Majors

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MUP 270	Fall: scales, arpeggios, sight-reading. Winter: repertoire (minimum 15 minutes of music). Spring: advancement jury.
MUP 465	No jury in the term of recital, one 15-minute repertoire jury the term before the recital.

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### Non-Performance Majors

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MUP 165	One 10-minute jury fall or winter and a 15-minute advancement (change of level) jury in the spring.
MUP 365	2 juries per year, 10-15 minutes.

## Barriers & Checkpoints

Some SOMD majors include a barrier or checkpoint. You are considered a music major from the time of SOMD admission, but in some cases must pass a checkpoint to remain in the major.

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Major	Checkpoint
Composition	C- or better in Music Core classes and B- or better in Composition I sequence (MUS 240-1-2)
History & Literature	Research paper and interview as assigned by faculty and B- or better in Music Core classes
Jazz Studies	Sophomore and junior performance barriers
Music Education	Interview with faculty, second audition and application, B- or better in MUE 326 Foundations of Music Education, 2.75 or higher cumulative GPA
Performance	Successful jury to MUP 465 classes
Theory	Interview with faculty and B- or better in Music Core classes
General Music	No checkpoint
Music Technology	No checkpoint
Popular Music Studies	No checkpoint

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## **Piano Proficiency for Composition Majors**

Beginning fall term of their first year of enrollment, declared or prospective undergraduate Composition majors must register for MUP 165 applied piano lessons for a total of six terms (and pass with a grade of C- or higher) OR pass the piano proficiency exam.

### **Initial Jury**

In order to determine the level of piano proficiency at the beginning of their program, undergraduate composition majors will take a jury adjudicated by the Composition area no later than the end of the term of MUS 240 Composition I but as early as Week of Welcome in their first year of enrollment.

For the jury, the student should prepare the following:

1. Repertoire: three pieces to be played directly from the score
2. Scales: In all 12 keys, four octaves ascending and descending in a moderate tempo – major, melodic minor, and harmonic minor.
3. Sight-reading: One piece at the beginning to intermediate level, such as a simple piece by Bach or Haydn.

### **Proficiency Exam**

The proficiency exam committee will comprise at least one member of the composition faculty. Repertoire, scales, and sight-reading will be as described above.

Based on the quality of performance, the jury will either declare that the student has attained proficiency or recommend further study. If the latter, then the jury will give feedback regarding the aspects of performance that need to be improved. In this case, the student will continue to take piano lessons during consecutive terms until proficiency has been achieved through the jury process or the student has passed 6 terms of piano lessons with a C- or better.

## **Recitals**

Recital scheduling forms and procedures may be found on the [Recital Procedures](#) section of the SOMD website.

### **Senior Recitals**

Undergraduate music majors are eligible to schedule a senior recital in Beall Concert Hall, Rooms 190, 173, 178, 163, Collier House, or Tykeson Rehearsal Hall, as determined by the SOMD Facilities team and studio performance faculty. This includes any juried senior recital for performance majors, as well as senior project recitals of students in BA or BS degree programs.

Requests for off-campus performance sites for required recitals are only allowed with the performance faculty's approval.

### Junior Recitals

Junior recitals are a requirement of Performance degrees in the SOMD. However, a recording is not required for your school records, so there are no recital fees. If you wish to have your recital recorded, it will be your responsibility to arrange and pay for those services privately. Junior recitals may be held in room 163, 190, 178, or the Collier House, or at another on- or off-campus site approved by your performance professor.

### Optional Recitals

Students are encouraged to present optional recitals at off-campus sites. However, room 163, 190, or the Collier House may be scheduled if available. Optional recitals are only scheduled at the beginning of the term of the desired recital date. If you wish to have your recital recorded, it will be your responsibility to arrange and pay for those services privately.

### Enrollment During the Term of Your Recital

Students giving recitals must enroll in performance studies (MUP) class the term of the scheduled recital and prepare the recital under the direction of music faculty. Students may not enroll in MUS 405 Reading and Conference in preparation for their recital.

### Range of Recital Dates

Due to availability of production personnel and resources, recitals may only be scheduled during fall, winter or spring term and can take place no later than Sunday of finals week (i.e., the Sunday before the beginning of finals week) each term. See the SOMD Facilities Director ([dsmason@uoregon.edu](mailto:dsmason@uoregon.edu)) for details.

# Senior Projects

## Music Technology Senior Exam & Project

### Brown Book Exam

The Brown Book Exam is a comprehensive exam that will cover materials discussed in MUS 447 and MUS 470. To study for this exam, students should dedicate approximately three months of study time (2-3 hours per day). The materials that can be beneficial in preparation for the Brown Book Exam include:

1. Electronic Music Interactive, 2nd edition <http://pages.uoregon.edu/emi/15.php> [Links to an external site.](#)
2. Electronic and Experimental Music (Technology, Music and Culture), 5th edition by Thom Holmes. ISBN-13 978-1138792739 or ISBN-10:113879273X
3. Electric Sound (The Past and Promise of Electronic Music) by Joel Chadabe. ISBN-13 978-0133032314 or ISBN-10:0133032310
4. Official Brown Book study document [http://pages.uoregon.edu/ugradmus/2010\\_undergradwebsiterevamp/Browne%20Book%209.pdf](http://pages.uoregon.edu/ugradmus/2010_undergradwebsiterevamp/Browne%20Book%209.pdf) [Links to an external site.](#)

### Senior Project

#### STEP 1: Read Senior Project description

As soon as you have been admitted to the BS in Music Technology and have completed MUS 447 and MUS 448, students are encouraged to review [Senior Project requirements](#) and start planning coursework accordingly.

#### STEP 2: Discuss plan with music technology area faculty

By no later than your junior year, start brainstorming about possible projects you would like to pursue. Discuss timing and other details with the professors who will serve on your Senior Project committee. In most cases, music technology majors will take MUS 445 - Electronic Composition for their last five consecutive terms (not including summers), and take MUS 499 - Senior Project concurrently with MUS 445 during the final term.

Junior/Senior Year Music Technology Electronic Composition (MUS 445) and Senior Project (MUS 499) scheduling:

	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>Junior Year</b>		MUS 445	MUS 445
<b>Senior Year</b>	MUS 445	MUS 445	MUS 445 MUS 499 - Senior Project
			(Turn in Senior Project Approval and Individualized Study forms to Undergraduate Office by Wednesday of Week 2)

#### STEP 3: Senior Project Preliminary Approval

The [Senior Project Approval form](#), including project description and committee signatures of pre-approval, must be turned in to the Undergraduate Office no later than Wednesday of second week of the Senior Project term. Thereafter, alterations to the project may be made as needed by placing a new approval form in the student's file.

#### STEP 4: MUS 499 - Senior Project

For each term in which you register for MUS 499 - Senior Project, an [Individualized Study Form](#) must be turned in to the Undergraduate Office. Similar to the Senior Project Approval form, the Individualized Study form must be turned in to the Undergraduate Office no later than Friday of the first week of the Senior Project term.

#### STEP 5: Senior Project Final Approval

Upon completion of your project, retrieve your Senior Project Approval Form from the Undergraduate Office and have faculty committee members provide signatures indicating Final Approval of Completed Project. Return the form to the Undergraduate Office.

### Optional Senior Project for General Music Studies

#### STEP 1: Read Senior Project description (Junior Year)

Start brainstorming about possible projects you would like to pursue. Senior Project options and procedures are described on the [Senior Project](#) form.

#### STEP 2: Find Your Committee (Junior Year)

Find your Senior Project committee (2-3 faculty members, at least one from the SOMD) by contacting instructors with whom you have worked closely and who have some expertise in

your topic or area. The committee should be determined by the end of your junior year (i.e., 4 terms prior to graduation term).

### STEP 3: Senior Project Preliminary Approval (Senior Year)

The [Senior Project Approval form](#), including project description and committee signatures of pre-approval, must be turned in to the Music Undergraduate Office no later than the sixth week of the third term before graduation (i.e., Friday of week 6 of fall term for spring term graduates). Thereafter, alterations to the project may be made as needed by placing a new approval form in the student's file.

Note: If you are doing a full recital for your Senior Project, complete the Senior Project Approval form and indicate "Senior Project Recital" as title or nature of the project. Then follow the [standard recital procedures](#).

### STEP 4: MUS 499 - Senior Project

While actively working on your Senior Project, register for three terms of MUS 499 – Senior Project. For each term in which you register for Senior Project, an [Individualized Study Form](#) must be turned in to the Undergraduate Office.

### STEP 5: Senior Project Final Approval

Upon completion of your project, retrieve your Senior Project Approval Form from the Undergraduate Office and have faculty committee members provide signatures indicating Final Approval of Completed Project. Return the form to the Undergraduate Office. (If your Senior Project is a full recital, no action by the study is needed, as recital committee approval will be reported directly to the Undergraduate Office.)

## Senior Project FAQs

Q: Can I have a professor from another department serve on my Senior Project committee?

A: As specified on the Senior Project information form, the committee must have "a minimum of two faculty members, including the student's adviser and a member of the faculty whose interest and/or area of specialty lies in the domain of the project...At least one of these advisers must be on a tenure-related appointment." The committee chair (main advisor) should be a faculty member within the School of Music and Dance. If germane to the project topic, a second or third advisor may be from a different department.

Q: Are there required meetings with my adviser(s)?

A: While working on the Senior Project, students enroll in MUS 499 - Senior Project, an individualized study course. While enrolled in Senior Project, the main faculty adviser (i.e.,

committee chair), will determine meeting and project completion requirements for the term. These requirements are then specified on the Individualized Study Form, which must be turned into the Music Undergraduate Office by the add deadline (Wednesday of week 2) for each term of Senior Project enrollment.

Q: How, when and to whom do I submit drafts of my project?

1. A per-term plan for project completion should be discussed with advisers, finalized with the student's main adviser, and included in the "requirements for completion of course (to be filled out by instructor)" section of the Individualized Study Form.

## Graduation

Students who will graduate fall, winter, spring, or summer of the same academic year may walk at the SOMD and UO spring commencement ceremonies. Summer graduates may walk at the SOMD and UO spring ceremonies and/or a summer ceremony (if offered).

## Music Minor Requirements

The School of Music and Dance offers three music minors: Audio Production, Music Studies, and Music Technology. Specific course requirements can be found in the UO Catalog and on the SOMD website.

If necessary, requirements can be petitioned by submitting the Petition Relative to Undergraduate Requirements to the SOMD Undergraduate Office at [ugradmus@uoregon.edu](mailto:ugradmus@uoregon.edu). Minors may petition to use music classes taken on a UO-approved study abroad program or transfer credit towards their music minor.

All classes for a minors must be taken for a grade unless the class is only offered P\*/N.

## Performing Artists' Collective

The Performing Artists Collective is an Academic Residential Community at the UO. It's an exciting and supportive community of students from around the world who are pursuing music, dance, or theater opportunities at the UO. The goal of the community is to provide you with multiple levels of performance, academic, and personal support to further enhance the top-level education you'll receive in the School of Music and Dance. For more information, visit <https://housing.uoregon.edu/>.



# Professional Development

## SOMD Professional Development Blog

The School of Music and Dance maintains a professional development blog for graduate and undergraduate students to find opportunities and resources related to their professional development as musicians. Linked to the SOMD website, the blog contains information connected to on-campus events with industry professionals, internships, workshops, financial aid and more. You can access it directly at: <https://blogs.uoregon.edu/somdprodev/>

## Internships for Credit

### UGST 404 Internship for Credit Class

UGST 404 allows you to earn academic credit through completing class assignments while you're gaining real-world experience through your internship. Students will reflect critically on the process of setting and working toward individualized learning goals, gain feedback from supervisors on strengths and areas for growth, learn about and assess organization fit, expand their network of professional contacts, and reflect on how their internship experience will impact their future career ideas and plans. For more information, visit <https://career.uoregon.edu/internshipcredit>.

### International Internships

#### GlobalWorks

The GlobalWorks International Internship Program, administered by UO's Global Studies Institute (GSI), connects academic study with real-world experiences by providing full-time international internship opportunities to UO students in a wide variety of career sectors. They work with professional internship providers in locations around the world to provide individualized placements for UO students. Students earn UO credits as well as life-changing work experience in a different culture. For more information, visit <https://globalworks.uoregon.edu/>

#### IE3 Global Internships

IE3 Global provides internships at over 100 different organizations in 50 countries, where students can earn UO academic credit. Internships include both standard internship placements and individualized placements. For more information and to apply, visit the IE3 Global Internship page on the Global Education Oregon (GEO) website: <https://geo.uoregon.edu/programs/multicountry/ie3-global-internships>

## UO Career Center

The Career Center supports students and alumni in gaining professional experience, making meaning out of past experiences, and choosing meaningful future plans. For more information, visit <https://career.uoregon.edu/>.

### Handshake

Handshake is a UO Career Center platform you can log into using your DuckID. You can search and apply for jobs and internships, find career events, fairs, interviews, and activities, and find resources to help you with resumes, cover letters, and more. For mor information, visit <https://career.uoregon.edu/handshake>.

## Student Resources

### School of Music and Dance Resources

#### Dean’s Student Advisory Council (DSAC)

The Dean’s Student Advisory Committee is a ten-member council elected by the SOMD student body that serves to facilitate open, positive, and productive communication between the students, various departments, and the office of the Dean at the School of Music and Dance at the University of Oregon. The Council:

1. Acts as a facilitator group to increase communication between various departments and student group in the school of music and dance; facilitate performances between music and dance communities and help with logistics;
2. Addresses student concerns/complaints and send them through the proper channels;
3. Provides students with a safe and optionally anonymous platform to have their concerns heard.

Contact information and more details can be found on the DSAC website:

<https://music.uoregon.edu/DSAC>

#### Committee for Equity & Inclusion (CEI)

In co-operation with the University of Oregon’s Division of Equity and Inclusion, the SOMD CEI works to facilitate an inclusive, safe, and welcoming environment for all.

Events, resources, initiatives, and contact information for the CEI can be found on their website: <https://blogs.uoregon.edu/ceisomd/>

## University-wide Resources

### One Stop Student Resources

For a comprehensive listing of University of Oregon student resources, visit [One Stop Student Resources](#).

### Accessible Education Center

The AEC facilitates and supports access and inclusion for students who encounter barriers to full access or participation in the physical, curricular, or informational environments within the university. A range of academic accommodations, including exam adjustments, sign language interpretation, classroom relocation, and adaptive technology services are available to students who register with the AEC. Students can also get help with academic planning, problem solving, time management, and organizational strategies through the AEC.

For more information and to schedule an advising appointment with the AEC, visit their website: <https://aec.uoregon.edu/>

### Counseling Services

UO Counseling Services provides a variety of mental health services to UO students and the campus community, including individual therapy, group therapy, gender support services online resources, and crisis support. For more information, visit <https://counseling.uoregon.edu/services>.

**After Hours Support/Crisis Line: 541-346-3227**

Any time Counseling Services is closed, a mental health professional is available to provide support and connect you with resources. This line is available to all UO students, regardless of where they are located. When Counseling Services is open, this number directs to the front desk.

### Duck Nest

The Duck Nest helps you develop self-care and life-balance strategies related to stress, nutrition, physical activity, and general wellness. For more information, visit <https://health.uoregon.edu/ducknest>.

### Tutoring & Academic Engagement Center

The Tutoring & Academic Engagement Center helps UO students enhance their learning and success through tutoring, classes and workshops, individual coaching, graduate school test prep, and supplemental instruction. For more information, visit <https://engage.uoregon.edu/>.

# Complaints & Grievances

Although it is expected that all SOMD community members will uphold the highest standards of professionalism, the SOMD recognizes that there may be occasions when an undergraduate student may encounter concerning or problematic situations during their undergraduate study. It is an objective of the UO that such situations have a prompt and formal resolution and that this be accomplished according to orderly procedures.

Most problems encountered may be resolved through interactions with the appropriate SOMD faculty, Graduate Employee (GE), staff, or administrator. If an undergraduate student has an academic concern, he or she should first contact the instructor and attempt to resolve the matter. If that effort is unsuccessful, or if the student is uncomfortable with that approach, he or she should contact the Associate Dean for Undergraduate Studies, who will obtain relevant information and seek a resolution between the parties. If that effort is similarly unsuccessful, the matter may be referred to an appropriate committee (standing or ad hoc) or to the SOMD Dean or an appropriate university office. Formal student grievance procedures for academic and non-academic concerns are outlined in the [Grievance Procedures](#) section of the UO Policy Library.

If the student has a grievance against another student or another employee of the University, or if the student has a grievance that is not academic in nature, she or he should contact the appropriate university office: [Office of Affirmative Action and Equal Opportunity](#) or the [Office of the Dean of Students](#). Additional resources are available through the following university offices: [Ombuds Office](#), [Accessible Education Center](#), [Counseling Center](#), [UO Health Center](#).