

**Hope College Department of Music  
2026-2027 Student Handbook**

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## Welcome to the Hope College Department of Music

Dear Hope College Student Music Makers,

This Handbook contains policies and other information that should be useful primarily, but not exclusively, to music majors and minors. You will find helpful information on performance studies (lessons), end-of-semester juries, music major entrance and continuance requirements, performance requirements for music majors and minors, recital attendance requirements, practice rooms, finding a collaborative pianist, work study opportunities, and more. It is updated yearly and we value input from you regarding content, organization, clarity, or any other ways in which we can make the handbook more useful. Please bring any suggestions to the current Department of Music chair.

Complete degree requirements may be found in the College Catalog. If you need further clarification, please feel free to ask your faculty advisor or another music faculty member.

Best wishes for an exciting and rewarding year!

Department of Music Faculty

## Introduction

First, here are definitions of terms we use in the Department of Music with which you might not be familiar:

### **“Performance Class”**

The Jazz, Keyboard, String, Voice, and Wind/Percussion Areas meet several times each semester for “performance classes.” Here, students studying within those areas perform for each other. You may receive comments from peers and faculty members. Performance classes are part of the MUS 080 course.

### **“Studio Class”**

This is a meeting (often weekly) when you get together with other students scheduled by your applied teacher, and play for each other, or discuss matters relevant to the specific area of performance.

### **“Departmental Recital”**

It is a recital comprising several students performing either as soloists or as a member of a chamber group as a part of the 080 requirement.

## **“Jury”**

A jury is the final exam of a course in applied music. Juries are required of every student taking applied lessons, and will be held beginning of Final Exam week each semester. Applied lesson syllabi include the expectations for your jury. The written comments made by the faculty hearing your jury are kept on file in the Music Office. A student presenting a degree recital within 6 weeks before the end of the semester may be excused from playing a jury or have a modified jury at the discretion of their applied faculty instructor in consultation with the area head.

## **Declaring a Major or Minor in Music**

Students should declare their intention to be a music major by the fourth semester of enrollment at Hope. Please feel free to contact the Department of Music Chair or your music academic advisor with any questions you have about your plan of study and degree requirements. (A minor in music may be declared at any time.)

We offer the following majors:

- Bachelor of Arts in with a Major in Music
- Bachelor of Music in Jazz Performance
- Bachelor of Music in Performance
- Bachelor of Music in Vocal Music Education
- Bachelor of Music in Instrumental Music Education
- Bachelor of Music in Sacred Music, Voice
- Bachelor of Music in Sacred Music, Organ

We offer the following minors:

- Jazz Studies
- Music

You are strongly encouraged to discuss your plans with your advisor, applied teacher, and other faculty who have professional expertise in your area of interest.

### **Procedure for declaring a major or minor:**

Please [submit this electronic form](#).

## **Performance Expectations and Concert Attendance requirements for all majors and minors**

All students working towards a major or minor must enroll in MUS 080, a 0-credit course. Below is a summary of the number of semesters required:

Music Minor or Jazz Minor: 4 semesters

B.A. Music: 5 semesters

B.M. Performance: 7 semesters

B.M. Vocal or Instrumental Music Education: 6 semesters.

B.M. Sacred Music: 8 semesters

### **Performance Class and Departmental Student Recital Requirements**

(best practice would be to perform in studio class before performance class, please see your instructor for details)

B.Mus students must perform as follows:

- In 1 Performance Class per semester
- In 1 Departmental Recital per semester

BA students must perform as follows:

- In 1 Performance Class per semester when enrolled in lessons
- In 2 Departmental Recitals over the four required semesters of lessons. The two departmental recital performances should be in separate semesters and when enrolled in lessons.

Music Minors:

- 1 Performance Class per semester when enrolled in applied lessons

### **Departmental Student Recitals (normally held on Thursday mornings)**

To appear on a Departmental Recital you must:

- Have performed your selection on a prior Performance Class
- Be approved by teacher and area faculty
- Fill out the recital application form (available in the Music Office) and submit it to the Area Head the week of the Performance Class.

### **Solo Recitals: Degree Requirements, Scheduling, Duration and Content, etc.**

The following degrees require recitals:

Bachelor of Music, Performance: 2 recitals, one junior, one senior

Bachelor of Sacred Music, (Organ and Voice): 1 junior recital

Bachelor of Music, Education (Instrumental Music and Vocal Music): 1 recital in either junior or senior year

Bachelor of Music, Performance & Education, must have at least five completed semesters of hour long lessons prior to giving a recital.

Other informal and formal performance opportunities beyond required recitals are encouraged (e.g., Showcase, Concerto Aria, etc.).

### **Degree recital requirements**

Before presenting any recital sponsored by the Department, you must complete the following requirements:

- You must have declared a major in a music degree program to present a recital in fulfillment of that degree;
- You must be enrolled in applied music, and have the approval of your applied instructor;
- Prior to the recital, you must have performed on at least two departmental student recitals in previous semesters;
- Have satisfactorily passed a pre-recital hearing a maximum of three weeks before your recital (see below for pre-recital hearing information);
- You must submit a completed and legible program at the recital hearing. (Include full title, full composer names(s) and dates. [NB: Include also the names of any other performers involved.]
- Upon completion of a successful recital hearing, this program should immediately be turned into the Music Office Manager.
- Program notes for degree recitals are required.

### **Pre-Recital Hearing**

- This is scheduled within three weeks of your recital.
- You must have the complete recital program ready to perform with any required accompaniment.
- Your program notes must be presented at the hearing.
- Your applied instructor and at least two other faculty members will hear it. They will immediately decide whether to fully approve, approve with reservation, or not approve the recital.
- If the recital is not approved, you must reschedule it, and pass another pre-recital hearing.

### **Scheduling a Recital**

Fall recitals must be scheduled by April 15; Spring recitals by November 15.

[NB: After these deadlines have passed, scheduling or changing your recital requires permission of the Department of Music Chair.]

1. Confer with applied lesson instructor to determine preferred recital dates. Instructor will review department of music google calendar to narrow down tentative dates, communicate with area head, and assist with selection of preferred accompanist.
2. With instructor's approval, fill out [Collaborative Pianist Request Form](#). The Coordinator of Collaborative Piano will provide tentative assignment and approval of accompanist.
3. Once the Coordinator of Collaborative Piano has provided assignment and approval of an accompanist, submit the completed *Application to Present a Recital Sponsored by the Department of Music* (located in the Music Office) to the Office Manager.
4. The office manager will reach out to the student and instructor with a tentative date.

Student recitals are scheduled in the Jack H. Miller Center for Musical Arts | Concert Hall or John and Dede Howard Recital Hall, or Dimnent Chapel as follows:

Monday-Thursday at 6 p.m.

Fridays at 6 p.m. or 8 p.m., and

Saturdays at 2 p.m. or 4 p.m.

This would limit the number of recitals on any given day to no more than 2.

The recital must follow the length requirements as outlined below in the Summary of Recital Requirements for Majors.

### **Summary of Recital Requirements for Majors:**

#### Performance majors: 2 Required Recitals

- Senior recital – full length recital, 40 – 50 minutes of music, which should be about 75% standard solo repertoire. Intermission allowed (not exceeding 10 min) in addition to the minimum 40 minutes of music.
- Junior recital – joint or solo recital 30 – 40 minutes of music, which should be about 50% standard solo repertoire. No intermission is permitted.

#### Sacred Music majors: 1 Required Recital

- This recital is designed for the junior year. It should contain 30-50 minutes of music, of which 50% must be standard organ or vocal solo repertoire. No intermission is necessary.

#### Education majors: 1 Required Recital

- This recital may be held either in the junior or senior year. It may not be given simultaneously with student teaching. It should contain 30-50 minutes of music, of which 50% must be standard solo repertoire. No intermission is permitted.
- While only one recital is required, it is highly recommended that education majors perform two 30-50 minute recitals (50% standard solo repertoire), one in the junior year, and one in the senior year. (NB: A recital may not be given during the student teaching semester.)

Note: At the discretion of the applied instructor and approval of the Area Head, a student performing a recital might be excused from the semester jury.

### **Recital Etiquette**

- Because they are official permanent academic documents required by NASM, printed programs may not contain expressions of gratitude, dedications, etc.
- Encores and personal remarks are not allowed.
- Flowers as stage decorations and other stage decor are not permitted.
- Flash photography is not permitted during recitals.

- Personal expressions of thanks and as presentation of flowers, are appropriate at a reception following the recital.
- Performance attire of all recital performers should be consistent with current professional standards in their discipline.

### **Food Services for Recital Receptions**

Catering is available for Recital Receptions and must be arranged through [Hope College Catering](#). Students are responsible for paying for and arranging any catering services. No outside food is permitted.

## **Fourth Semester Assessment Jury - required of all BM students.**

This special jury assesses your progress after four semesters of college-level study. If you are a BM student, you must pass this special jury in order to continue in the program. The examination is conducted by the faculty in your primary performance area. It takes place during Finals Week. Each performance area determines its own criteria, repertoire, technique, etc. Area Chairs will communicate the result via email with the student and applied studio faculty (cc to Office Manager). If you are successful, you will be asked to share your intended recital semester and preferred accompanist. If you don't meet the expectations, your examiners will recommend one of the following and also inform your advisor for planning purposes:

- You will have to take the jury again the following semester for re-evaluation; or
- You will not receive the endorsement of the music faculty to continue as a music major.

## **Fourth Semester Area requirements by Area (revised October 2024)**

### **Wind, Brass, and Percussion Area**

#### **B.M. in Performance**

You must perform a thirty-minute jury comprising twenty minutes of solo repertoire, three audition excerpts, and scales as requested by the panel.

- Solo repertoire, performed with piano accompaniment if scored, shall include at least two works or movements contrasting in historical period and tempo. Percussionists shall include snare drum and a mallet instrument and may include additional percussion instruments.
- Audition excerpts, representative of a professional orchestra or military band audition, shall be drawn from three works contrasting in historical period and tempo. Percussionists shall include snare drum and timpani and may include additional percussion instruments.
- The student shall be expected to demonstrate a mastery of all major and melodic minor scales and arpeggios across the instrument's standard range in 16th notes at the tempo below.

- Flute, oboe, clarinet, bassoon, saxophone, and mallet percussion: quarter = 120
- Trumpet, horn, trombone, euphonium, and tuba: quarter = 100

### **B.M. in Instrumental Music Education**

You must perform a thirty-minute jury comprising twenty minutes of solo repertoire and scales as requested by the panel.

- Solo repertoire, performed with piano accompaniment if scored, shall include at least two works, movements, or etudes contrasting in historical period and tempo. Percussionists shall include snare drum and a mallet instrument and may include additional percussion instruments.
- The student shall be expected to demonstrate a mastery of all major and melodic minor scales and arpeggios across the instrument's standard range in 16th notes at the tempo below.
  - Flute, oboe, clarinet, bassoon, saxophone, and mallet percussion: quarter = 92
  - Trumpet, horn, trombone, euphonium, and tuba: quarter = 80

### **String Area**

**B.M. in Performance:** will perform two contrasting works or individual movements from two contrasting multi-movement works appropriate for this degree, from the standard repertoire of their instrument. In addition, students will perform etudes/scales as determined by their studio instructor.

**B.M. in Instrumental Music Education:** will perform two contrasting works or individual movements from two contrasting multi movement works appropriate for this degree, from the standard repertoire of their instrument. In addition, students will perform etudes/scales as determined by their studio instructor.

### **Voice Area**

The criteria include appropriate progress and achievement in vocal tone and legato, posture and breath management, resonance and articulation, accuracy, and expression.

There will be two parts to the Fourth Semester Assessment Jury:

**Part I:** Performance of the required literature for the semester (2 credit students: 3 songs/arias prepared, two will be selected by the faculty; 3 credit students: 4 songs/arias prepared, two will be selected by the faculty). Language requirements for the literature presented at this jury are as follows for each degree program:

**B.M. Vocal Music Education:** English and at least one other language.

**B.M. Voice Performance:** English and at least two other languages.

**Part II:** Students will be given a simple song to learn, and an appointment to return and sing it accurately for the voice faculty.

### **Keyboard Area (Piano and Organ)**

**B.M. Piano Performance:** You must perform a thirty-minute jury comprising a twenty-five minute memorized program and five minutes of scales. The program shall consist of music representing at least three historical periods; a work by J. S. Bach must be included. The student shall be expected to demonstrate a mastery of all major scales hands together at the octave, four octaves in 16th notes, quarter = 120 BPM.

**B.M. Vocal or Instrumental Music Education:** You must perform a twenty- minute jury comprising a fifteen-minute memorized program representing at least three historical periods; a work by J. S. Bach must be included. The student shall be expected to demonstrate a mastery of all major scales hands together at the octave, four octaves in 16th notes, quarter = 92 BPM.

### **Keyboard Area: Organ**

**B.M. Organ Performance:** You must perform a twenty-minute program of music that represents at least three historical periods. A work by J. S. Bach must be included. A portion of the music, determined by the applied instructor, must be memorized.

**B.M. Vocal or Instrumental Music Education:** You must perform a twenty- minute program of music that represents at least two historical periods. A work by J. S. Bach must be included. A portion of the program music must be memorized which will be determined by the applied instructor.

### **Jazz Area**

#### **B.M. in Jazz Performance**

- You must perform a thirty-minute jury consisting of the following six required tunes; *Star Eyes*, *Invitation*, *How Deep Is The Ocean*, *In A Sentimental Mood*, *Confirmation*, and *Very Early*. Substitutions may be allowed with prior approval from the Head of Jazz Studies and the student's applied instructor.
- In addition to these six tunes, students are required to play all scales and modes.
- Sight-reading will be included in the Jury examination.

#### **B.M. in Instrumental Music Education**

- You must perform a twenty-minute jury consisting of the following four required tunes: *Star Eyes*, *Invitation*, *How Deep Is The Ocean* and *In A Sentimental Mood*. Substitutions may be allowed with prior approval from the Head of Jazz Studies and the student's applied instructor.
- In addition to these four tunes, students are required to play all scales and modes.
- Sight-reading will be included in the Jury examination.

### **Piano Proficiency Exam required of all majors**

- If you are a Bachelor of Music student, you must successfully pass a piano proficiency exam.
- You may request to take the exam before enrollment in all the required keyboard skills. If you are successful, the keyboard skills courses will be waived. A placement exam is held on the first day of classes in the fall semester. If you are successful, the appropriate keyboard skills course will be waived with either a class substitution or credit by exam.
- Except for jazz majors, the exam is a “traditional” piano proficiency exam.
- Jazz majors take a jazz piano proficiency exam.
- You normally take the exam at the conclusion of your keyboard skills study, or in the case of jazz majors, at the end of your jazz piano study.
- If you are unable to pass the proficiency exam at the conclusion of the required courses, you must retake Music 198 or Music 298 to continue learning toward passing the proficiency exam.
- The “traditional” Piano Proficiency is offered over the course of the Spring Semester (Music 198 or Music 298) to those currently enrolled in keyboard skills.

### **Accompanist Policies**

The Department of Music will provide a collaborative pianist to students at no charge, based on availability, for the following:

1. Degree Recital
2. Concerto/Aria Competition and Musical Showcase Audition
3. Performance Class and Departmental Recital
4. Jury
5. Masterclass hosted by the Department of Music

The Department will not provide a collaborative pianist for the following:

- Non-degree recital
- Competition or audition that is not hosted by the Department of Music
- Grad school or festival prescreening recordings
- Personal recording projects

If a student would like to hire one of Hope’s staff pianists for outside events/recordings, they will have to arrange that with the pianist themselves.

### **Requests from Instrumental Area**

All requests for collaborative pianists should be made through the Coordinator of Collaborative Piano, Dr. Allison Keep, by submitting the **Collaborative Pianist Request Google Form** (<https://forms.gle/JhnhZkC5MptsTuLz5>).

Once a pianist is assigned, **it is the student's responsibility to make initial contact with their pianist. When making initial email contact with your assigned accompanist, please copy Dr. Allison Keep ([keepa@hope.edu](mailto:keepa@hope.edu)) and your studio instructor.**

### Requests from Voice Area

Voice students do not need to fill out the Collaborative Pianist Request Google Form. A student or staff pianist will be assigned to them at the beginning of the semester and work with them for the entire semester. Student pianists will attend **all voice lessons after midterms**. Staff pianists will attend **up to four voice lessons per semester** (unless that student is preparing a junior or senior recital - see recital limits below).

Voice students must confirm that their assigned pianist is available before signing up for any performances (performance class, Departmental recital, concerto/aria competition, etc).

### Submitting Music

PDFs of music will be uploaded in the Google Form (above). Digital copies are strongly preferred. When necessary, hard copies of music can be left outside Dr. Allison Keep's office, JHMILR #164, or in her mailbox in the music office. Students are responsible for submitting their music as early as possible, but **no later than one month in advance of a performance**. Degree recital music should be given to pianists 2-3 months in advance, so there is adequate time to prepare for lessons and the recital hearing. **Late submissions are not guaranteed a pianist**, and will be fulfilled on a case-by-case basis.

### Expectations

- Both the vocalist/instrumentalist and pianist are expected to attend rehearsals with their music well-prepared.
- No performances or juries will be scheduled without first consulting the pianist.
- Students should **give at least a week's advance notice** when needing a pianist to attend lessons, studio classes, etc.

### Recitals

Students who are planning a degree recital should discuss preferred recital hearing and recital dates with their private instructor and pianist. Junior and senior recitals are accompanied by staff pianists (student pianists may only play for recitals with approval from the private studio instructor and coordinator of collaborative piano).

The maximum hours allowed for recital preparation **in the recital semester** are:

- Junior recital: 11 hours
- Senior recital: 14 hours
- Shared recitals ("half" recitals) are allocated **half** of the hours above.

**In the semester prior to the recital**, half the number of hours will be allowed as a maximum:

- Junior recital: 5.5 hours
- Senior recital: 7 hours

All time spent with your assigned pianist (including lessons, rehearsals, and the recital itself) counts toward the maximums outlined above. Pianists and students should keep track of these hours.

### **Cancellations/No-Shows**

A minimum of 24 hours' notice is required for the cancellation of a scheduled rehearsal or lesson.

If a student fails to come to a mutually agreed-upon rehearsal or lesson without telling their collaborative pianist ahead of time, the pianist should email both Dr. Allison Keep (keepa@hope.edu) and the private lesson instructor. The student will be given a warning.

If a student misses any future rehearsals/lessons, the student must reimburse the Department of Music for the full scheduled time. The pianist should charge the Department on their timecard and inform Dr. Allison Keep and the private lesson instructor. Reimbursement rates are \$15/hour for student pianists and \$50.50/hour for staff pianists. Payment can be made by cash or check (made payable to Hope College) and must be received prior to juries/exam week. If payment is not received, the collaborative pianist will not be permitted to accompany the student for their jury.

If a student misses more than three rehearsals/lessons without communicating to their pianist, accompanying privileges will be revoked for the semester.

### **Collaborative Pianist Issues**

If a collaborative pianist is unprepared for lessons/rehearsals (when music was given with adequate notice), fails to come to agreed-upon rehearsals, or any other issues arise, please inform Dr. Allison Keep (keepa@hope.edu). The situation will be addressed and another collaborative pianist will be assigned, if necessary.

## **Department of Music Competitions**

### **Concerto-Aria Competition**

The Concerto-Aria Competition is held annually. It gives students who are studying applied music an opportunity to perform as a soloist with the Hope College Orchestra. Students must be enrolled in applied study with a Hope College music professor at the time of the auditions and performance. The competition auditions are held in November. The Concerto-Aria winners will perform with the Orchestra during their spring concert.

[Concert-Aria Competition Guidelines and Audition Form](#)

### **Musical Showcase**

Each year, the Hope College Department of Music presents a gala concert of student ensemble and solo performances. Competitive auditions for soloists and small ensembles are normally held in November. The Showcase is normally held in February.

Students auditioning and selected for Showcase solos and/or chamber ensembles must be enrolled in lessons and chamber groups for both semesters. Chamber ensembles must have a faculty coach that meets with the ensemble weekly.

[Musical Showcase Form and Guidelines](#)

## **Other Department of Music Policies**

### **Instrument Lockers**

Instrument Lockers are assigned by the Music Office (Rm. 163).

- Please contact the Music Office to request an instrument locker assignment.
- Lockers are primarily used for instrument storage. Students must be actively enrolled in an ensemble or applied lessons for the stored instrument.
- Lockers are reserved by the semester or academic year (Fall & Spring Semester).
- Due to space limitations, instrument lockers are frequently shared.
- Depending on availability, lockers can be reserved at any time during the academic year.
- You are responsible for cleaning out your instrument locker when you leave campus.
- If you wish to request the same locker for the following academic year, please direct your request to the Music Office Manager.

### **Instrument Loan Policy**

Instrument loans are available on a limited basis and determined based on need. A student may request a loaned instrument from the Department of Music under the following guidelines:

1. They must be actively enrolled in Applied Lessons for that instrument or enrolled in an Ensemble playing that instrument.
2. The students' should request a loaned instrument from their applied lesson instructor or ensemble director.
3. The applied lesson instructor or ensemble director will select the appropriate instrument based on availability and provide permission for the instrument loan to the Department of Music Office Manager.
4. Once availability of the instrument is confirmed by the Office Manager, the student must complete an Instrument Loaning Contract in the Department of Music Office before the instrument can be distributed.

## **Applied Lessons**

Any student regardless of major can enroll in applied lessons. Music majors and minors should consult the appropriate degree requirements for the requisite credits for each degree. DAA recipients are required to enroll in applied lessons as specified by their DAA scholarship letters. Each applied professor should have written expectations in their course syllabus for preparation and practicing for their respective studios. Below are recommended practice time guidelines based on credit enrollment.

DAA/Scholarship recipients can enroll in applied lessons in other voice/instrument areas, but must continue to enroll in applied lessons in their primary instrument as specified by their DAA scholarship letter.

## **Jury Sheets**

Students will find Jury Forms (Jury Adjudication Sheets and Repertoire Sheets) outside of their Area Head's office at the end of the semester. Students should follow their applied lesson faculty and Area Head's directions on how to sign up for a jury and prepare.

Requests for copies of the Jury Adjudication Sheets can be made with the student's applied lesson faculty during the current semester, or with the Music Office in subsequent semesters. The student should seek the applied faculty first for a copy of the jury sheet. Requests made to the Music Office should be made via email and contain the student's name, semester of jury (e.g., Fall 2026), and type of lesson (e.g., piano, voice, etc.).

## **Personal Student Practice Time: Recommended Guidelines**

This may include research/analysis, listening, and memorization time. Applied faculty will stipulate the specific expectations for their students. It does not include ensemble work, studio class or lesson time.

- 1 credit lessons = 3–6 hours per week
- 2 credit lessons = 6–12 hours per week (Music Education majors only)
- 3 credit lessons = 10–21 hours per week

## **Studio Change Policy**

In order to start the process for a studio change, students must email the Music Department Chair the name of their current applied faculty, the name of the proposed applied faculty, and the reason for requesting the change (students wishing to request a change in applied studio faculty are encouraged to first have a conversation with their current applied faculty). The Chair will call a meeting of the faculty involved. The Chair will inform the student in writing of the decision and copy the faculty involved and the Dean. The student may appeal the decision in writing to the Dean within 30 days of the Chair's decision. An approved studio change would take effect at the beginning of the following semester.

### **Practice Room Reservations**

Practice Rooms are available for use on the second floor of the Jack H. Miller. Practice Room guidelines and etiquette are as follows:

- Vacant practice rooms may be utilized by the first music student who arrives to practice.
- A reserved room is considered vacant if you do not appear within ten minutes of the scheduled time.
- Students should be actively engaged in practice (instrumental, voice, composition etc.) when utilizing a practice room.
- Please limit your practice session when students are waiting.
- Do not set food, beverages, or other items on the surface of any instrument in the practice rooms.

### **Other Room Reservations**

For other room reservations, faculty members must initiate and make the reservation. Students may not initiate or make general room reservations (e.g., Recital Hall, Concert Hall, etc.).

### **Student Employment**

You have several ways of being employed in the Department of Music. Most positions require some level of specialized knowledge or skills.

Following is a list of possible areas of student employment opportunities:

- Teaching Assistants (Faculty member hires for this position)
- Ensemble Librarians and Ensemble Assistants (Faculty member hires for this position)
- Office Assistants (Office Manager hires for this position)
- Collaborative Pianists (Faculty member hires for this position)

### **Private Teaching by Music Students**

Students are not allowed to teach private lessons in the Jack H. Miller Center for Musical Arts because the college does not carry insurance for instruction not associated with college courses.

### **Use of the Building During Breaks**

Students must be enrolled in music courses in the current or following semester. The open practice rooms are accessible between the hours of 8:00 am-9:00 pm. . The Organ Practice Room and the Practice Suite require room reservations, see the Music Office Manager for permission.