

# UNIVERSITY of HOUSTON

## KATHRINE G. McGOVERN COLLEGE OF THE ARTS

Moore School of Music

*Courtney Crappell, Director*

### Scholarship Handbook

*Policies and Procedures*

#### Contact Numbers:

Front Office.....	713.743.3009
Scholarship Office.....sjhardin@uh.edu.....	713.743.3169
Academic Advising.....cyoung11@uh.edu, slmorgan@uh.edu.....	713.743.3172/3314

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The Moore School of Music scholarship fund is sustained by private donations from generous organizations and individuals who feel an obligation to support aspiring musicians in their studies at the University of Houston. Many of these donors attend Moore School of Music functions, and students may be asked to participate in special events or to write thank-you notes.

#### Scholarship Duration

Undergraduate scholarships are awarded to Bachelor of Music students for four years (eight semesters) and to Bachelor of Arts students for two years (four semesters).

Masters students are awarded scholarships for two years (four semesters) and doctoral students for three years (six semesters).

Scholarships are renewed each year if requirements are met, as determined by semester review. Withdrawal from the university will result in cancellation of a student's scholarship and in some circumstances may require repayment of scholarship funds.

All scholarship awards are subject to the availability of funds.

#### Music Major Status

Students must be continuously coded as music majors through the university admissions office.

#### Appropriate Progress

Students must demonstrate appropriate progress towards degree completion.

- Undergraduate students must follow their declared degree plan. Deviations from this degree plan must be approved by an Undergraduate Advisor.
- Undergraduate students are required to attend the appropriate number of recitals each semester as stated in the university catalog. Recital attendance progress may be checked at any time, but will definitely be checked before a student completes a sophomore barrier exam, schedules a junior recital, schedules a senior recital, or applies for student teaching. Final check of recital attendance is performed upon application for graduation.
- Graduate appropriate progress is maintained by taking courses from the degree plan or as advised by an Academic Advisor.

## **Minimum Hours Requirement**

Undergraduate students must be enrolled in and complete a minimum of 12 hours per semester. Graduate students must be enrolled in and complete a minimum of 9 hours per semester. Certificate in Music Performance students must be enrolled in and complete a minimum of 6 hours per semester. (International students must be enrolled in and complete full-time hours [12: undergraduate, 9: graduate] in order to maintain good visa status, as required by the U.S. Citizenship and Immigration Service.) Failed and withdrawn courses do not count toward completed hours.

## **Semester GPA Requirement**

Students who matriculate beginning in Fall 2019:

All scholarship students (Undergraduate, Graduate and Certificate in Music Performance) must achieve a semester GPA of 3.0 or better.

Students who matriculated prior to Fall 2019:

Undergraduate students must achieve a semester GPA of 2.5. Graduate students and Certificate in Music Performance students must achieve a semester GPA of 3.0 or better.

## **Ensemble Requirements**

Students partially fulfill their obligation to contribute meaningfully and responsibly to the activities of the Moores School of Music through participation in ensembles and must participate in at least one large ensemble every semester. The ensemble directors, in consultation with applied instructors and division chairs, determine placement. Students must earn a grade of B or better in all ensembles every semester.

- Orchestral string students (undergraduate and graduate) will play in the Moores School Symphony Orchestra and/or AURA as otherwise assigned.
- Brass, woodwinds, percussion, and harp students will play as assigned in one or more of the following: Jazz Orchestra or Ensemble, Marching Band, Orchestra, Wind Ensemble, AURA and/or other designated groups.
- Voice students will sing as assigned in one or more of the following appropriate choral ensembles: Concert Chorale, University Chorus, ManCorps, Concert Women's Chorus or Opera Production (major role).
- Composition majors will participate in a large ensemble as assigned. In the senior year, an appropriate small ensemble (as determined by the composition division chair) may be substituted. Graduate students will be assigned as appropriate.
- Guitar and jazz bass students will participate in ensembles as assigned. Many students fulfill this requirement with participation in Jazz Orchestra or Jazz Ensemble.
- Keyboard majors (piano, organ, or harpsichord) will participate in designated large ensembles and/or serve as assigned accompanists.

Undergraduate keyboard performance majors must participate in a large ensemble until after they have passed their sophomore barrier after which time they may substitute Undergraduate Accompanying (MUSI 4197) for ensemble participation.

Graduate students will be assigned appropriately by the division head.

- In lieu of participating in an ensemble, graduate music theory, literature, and education scholarship recipients may be assigned to provide service as a research assistant and/or assist with classroom duties (grading, material preparation, etc.) for 3-6 hours per week.

## **Applied Music**

All students must enroll in applied music (lessons) each semester until degree requirements are met and must earn a grade of B or better. Enrollment exceptions may be granted after degree requirements are met. If applied music is not required on a student's degree plan, this requirement is automatically waived.

## **Music Course Grade Requirement**

Undergraduate, Masters, and Certificate in Music Performance students must receive a grade of C- or better in all MUSI and MUED courses (see above for applied lessons and ensemble grade requirements).

Doctoral students must receive a grade of B- or better in all degree-required courses (see above for applied lessons and ensemble grade requirements).

## **Code of Conduct**

The Moores School of Music is one of the most visible units of the university. Scholarship students will demonstrate appropriate behavior at all MSM and/or University activities. The official university Code of Conduct is found in the University of Houston Catalog and the UH Student Handbook. Issues will be handled in accordance with established university procedures (see student handbook) and standards. The scholarship status of students found to be in violation is determined by the Director and/or Associate Director of the Moores School of Music. In cases of revocation, an official appeal can be made to the directors within five class days of notification. Students are responsible for self-reporting any sanctions outside of the Moores School of Music.

## **Academic Honesty**

Students must meet all standards of academic honesty as stated in the University of Houston Catalog and UH Student Handbook. Issues of academic honesty will be handled in accordance with established university procedures (see student handbook). The scholarship status of students found to be in violation is determined by the Director and/or Associate Director of the Moores School of Music. In cases of revocation, an official appeal can be made to the directors within five class days of notification. Students are responsible for self-reporting any sanctions outside of the Moores School of Music.

## **Waiver of Requirements**

The Scholarship Committee will consider requests for waivers of requirements only when warranted by extenuating circumstances. Forms are available from the Scholarship Coordinator.

## **Probation**

Students failing to meet scholarship requirements will be placed on probation for one semester with no effect to their scholarship funds. *Only one probationary semester is permitted.*

Reasons for probation include but are not limited to the following:

- A semester GPA below the requirement. \*see Semester GPA requirement section above for specific GPA requirement per entrance term. Probation is imposed even if the cumulative GPA meets award requirements.
- Failure to *enroll in or complete* the minimum number of semester credit hours (undergraduates: 12, graduates: 9).
- Failure to earn a grade of B or better in applied music and/or assigned ensemble(s).
- Failure to earn a grade of C- or better (undergraduates, masters, certificate students) or B- or better (doctoral students) in all other MUSI and MUED courses.
- Failure to meet standards of academic honesty and/or code of conduct (may also result in revocation).

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- Incomplete grades:  
An incomplete grade will result in probation until the final grade is posted. If the final grade meets all requirements of the scholarship agreement, the probationary status will be voided. If the incomplete grade does not meet the requirements of the scholarship agreement, the probationary status will stand. If the incomplete grade is not resolved in the probationary semester, the student's scholarship will be revoked.
- Students not in compliance with the terms of the scholarship agreement by the 12<sup>th</sup> class day will be placed on probation or may have their scholarship revoked for the current semester.

## Revocation

After a student has been placed on probation, any subsequent failure to meet scholarship requirements will result in the revocation of his/her scholarship. Incomplete grades not resolved in the probationary semester will result in the revocation of a student's scholarship. Revocation without probation may occur in severe circumstances as determined by the Scholarship Committee, and a student may be required to return any scholarship funds received for that semester.

## Appeals

A student can appeal a scholarship probation or revocation by requesting a form from the Scholarship Coordinator. This form must be filed according to the instructions and deadlines posted for the semester.

## Scholarship Extensions

Extension requests are approved or denied by the Scholarship Committee, after which funding is provided by the division involved if funds are available. If granted, the amount of an extension is generally reduced but may, under certain circumstances, be continued at its previous level.

Letters of support from faculty members should only be included if they address extenuating circumstances as described below.

### *Bachelor of Music with Teacher Certification*

A student in this program is routinely granted an extension for a fifth year if he/she can demonstrate appropriate progress towards graduation. An extension request must be filed.

### *Other Bachelor of Music students*

A student is granted a fifth year extension if he/she can document that there were extenuating circumstances that precluded his/her ability to complete the degree in four years. Typically, the only circumstances accepted by the Scholarship Committee involve documented health issues or serious family emergencies.

### *Bachelor of Music double major students*

A student who is seeking two music degrees may be eligible for a fifth year extension if he/she can demonstrate appropriate progress towards graduation in both degrees.

### *Master of Music students*

A student is granted a third year extension if he/she can document that there were extenuating circumstances that precluded his/her ability to complete his/her degree in two years. Typically, the only circumstances accepted by the Scholarship Committee involve documented health issues or serious family emergencies. The Scholarship Committee will not consider required remedial coursework or assignments as extenuating circumstances.

### *Doctoral students*

A doctoral student is awarded an extension provided that he/she can demonstrate that the degree will be completed at the end of the fourth or fifth year or can provide documented extenuating circumstances that precluded his/her ability to complete the degree in four or five years. Typically, the only extenuating circumstances accepted by the scholarship committee involve documented health issues or

serious family emergencies. The Scholarship Committee will not consider required remedial coursework or assignments as extenuating circumstances. The standard scholarship extension amount for doctoral students is \$1,000.

A fifth year extension may be awarded if a student has completed all course requirements except the doctoral document, and if a student can document the extenuating circumstances described for fourth year extensions. The maximum amount allowed for a fifth year extension is \$1,000.

## **Scholarship Retention**

Scholarship retention requests due to leave of absence must include detailed justification and must be turned in with advance notice, no later than the last business day before the semester of leave begins. Retention is subject to approval by the applied faculty, with written approval by the division chair. Scholarship amounts are always subject to availability of funds.

If scholarship retention is approved, in the event that student does not return in the anticipated semester and does not notify or request a further extension, the scholarship will be cancelled. In the event that a period greater than 12 consecutive months passes while the student is on leave, re-audition for scholarship will be required.

Final decisions will not be made until all grades have been posted in the semester during which the request is made. The Scholarship Coordinator will notify the student of the decision in writing, usually by email.

## **Re-application for Scholarships**

Revocation will result in ineligibility for scholarship funds for one full semester. In that semester of ineligibility, or any semester thereafter, students may begin the re-application process provided they are meeting all scholarship requirements. Scholarship re-consideration forms can be obtained from the music scholarship office and must be submitted two weeks before the last class day of the semester (no exceptions).

Students requesting re-consideration for scholarship must re-audition and provide the necessary letters of recommendation. Applications for re-consideration are only available at the conclusion of the Spring semester and the student's end of year jury will be used as his/her re-audition. Decisions will not be final until semester grades have posted. Reinstatements are subject to the availability of funds, and a student's scholarship will not necessarily be reinstated at the previous level.

If reinstatement is approved, students must meet all award agreement requirements and special conditions as advised. Students' previous probations remain on their files. As a result, the first semester after reinstatement in which scholarship requirements are not met will result in immediate scholarship revocation.

## **Important Points of Information**

\*It is the responsibility of all scholarship students to monitor their own registration and financial status.

\*It is important that the MSM scholarship office have current contact information at all times. Students should keep this information updated in PeopleSoft.

\*Scholarship awards for BA degrees are for two years (four semesters). If scholarship funds have been disbursed for four semesters before switching to a BA, the scholarship commitment is fulfilled.

\*If a student is dropped from a class by a professor for any reason and, as a result, the minimum required hours are no longer met, the student will be placed on probation or will have their scholarship revoked if a previous probation is on record.

\*If a student elects to drop a class for any reason and, as a result, the minimum required hours are no longer met, the student will be placed on probation or will have their scholarship revoked if a previous probation is on record.

\*Scholarships will be listed as pending financial aid until disbursement on the first day of classes.

Reasons your scholarship may not appear on your account are:

- Minimum registration requirements (12 hours - undergraduates, 9 hours - graduates) have not been met.
- Minimum cumulative GPA requirements have not been met.
- Financial stops prevent activation. Stops must be cleared before scholarship funds can be applied to student accounts. No university scholarships can be used to pay financial stops. Check with Student Financial Services in the Welcome Center.

\*All decisions of the Moores School of Music Scholarship Committee may be subject to review by the Director and/or Associate Director.

*This document is intended to clarify policies and procedures pertaining to Moores School of Music scholarships and will be reviewed annually by the Scholarship Committee.*