

GUITAR STUDIO HANDBOOK AND SYLLABUS

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Welcome to the UNT Guitar Studio! We are thrilled to have you as part of our studio. This handbook is designed to answer the most frequently asked questions about the program. If you have any questions that are not covered here, please don't hesitate to reach out for further guidance.

APPLIED LESSONS

MUAM (performance)	MUAC (concentration)	MUAS (secondary)
13 50-min weekly lessons	13 50-min weekly lessons	13 25-min weekly lessons
MUAM 1527/3527/5527/6527	MUAC 1527/3527/5527/6527	MUAS 1527/3527/5527/6527

Course Description

Applied lesson is an integral part of learning music and developing your skills on the instrument. During this one-on-one session, we will discuss your long-term goal as a student and a musician, identify and address any technical challenges you might have, and enhance your musical understanding of the classical guitar repertoires.

Course Policies

- Attendance is required at all lessons. 2 unexcused absences will lower the grade by one letter grade (i.e. "A" to "B"). More than three unexcused absences will result in an automatic drop.
- Just like all skill-based work, being an instrumental player requires diligence and consistent practice. When you are registered for lessons, you are committing to practicing for at least two hours each day.
- No makeup lessons will be provided for missed sessions. In cases of my absence, make-up lessons will be scheduled in advance.
- Please be punctual. Time goes by fast when we are trying to cover everything you have worked on each week. Lessons are scheduled back-to-back, so if you come to your lesson 15 minutes late, unfortunately, that means we will only have 35 minutes to work together. Let's seize every minute and every second! If you are late for your lesson more than 3 times, your grade will be lowered by one letter grade for every instance of tardiness.
- Attendance is required at all guitar concerts (student recitals, guitar ensemble concerts, and guest artist performances), masterclasses, and events on campus for MUAM and MUAC students enrolled in lesson credits. Any conflicts should be worked out with the other party (work, social), as your priority needs to be your major. 2 unexcused absences at any of these events will result in your private lesson grade being lowered by one letter grade.

GRADING POLICY

Grades are based on lesson preparedness/performance, attendance at weekly departmental meetings, and jury performance.

MUAM/MUAC

Criteria	% of Final Grade
Level of Preparation for Weekly Lessons	60
Departmental Performance and Participation	20
Jury Performance	20
Total	100

JURY EXAMS

Juries are held during the week before final exams each semester and are mandatory for all students. However, if you are performing a recital this semester, you will be exempt from the jury requirement. During the jury, you are expected to perform new works that you have learned throughout the semester. You should not schedule your jury against a regularly scheduled class.

TYPES OF JURY EXAMS

- **Regular Juries**
- **Upper Division Exam (UDE):** UDE is administered to all music majors at the conclusion of their fourth consecutive semester of study at the MUAM or MUAC 1500 level. The UDE determines eligibility for admission and continuation in applied study at the MUAM or MUAC 3500 level.
- **Concentration Proficiency Exam (CPE):** Often referred to as the "exit jury" for concentration students, CPE concludes the lesson requirements outlined in the degree plan for concentration students.

DEPARTMENTAL MEETING

Choir Room

BA students: 4:00-4:30 PM

BM / MM / DMA students: 4:30-5:30 PM

Departmental meetings are an opportunity to practice performing in front of your peers. You will be assigned specific performance dates. After each performance, you will receive concise and constructive feedback on your playing.

Once a month, a departmental concert will be held and treated as a real performance: enter with confidence, briefly introduce your piece, and then perform. For these concerts, you are expected to wear appropriate concert attire.

RECITALS

All degree recitals must be recorded. You are responsible for arranging the necessary faculty attendance. If the required number of faculty are unable to attend, you can supply a recording of the performance in a timely manner to the faculty for review and grading. You are in charge of scheduling your own recital, so please take a moment to familiarize yourself with the concert scheduling procedure in advance.

CLASSICAL GUITAR LAB (GUITAR ENSEMBLE)

MULB 1825/MUEN 5621

All undergraduate guitar students (both BA and BM) are required to be enrolled in the guitar ensemble. Please refer to the course syllabus for policies and grading criteria.

OTHER GUITAR-RELATED CLASSES

MUAG 3130 Fretboard Harmony (BM)

MUCM 4360 Instrumental Pedagogy and Repertoire (BM)

MUAG 6360/6370 Instrumental Literature (DMA)

All guitar majors are required to take these courses before graduating. The courses will be offered as necessary. Please refer to the course syllabus for policies and grading criteria.

CONCERTO COMPETITION

The concerto auditions will be held in October, with a sign-up sheet posted on the string area bulletin board one week prior to the competition. All auditions must be performed from memory and with piano accompaniment. Participants may compete with one movement from a multi-movement work, the entirety of a single-movement work, or multiple movements from a multi-movement work, provided the total duration is preferably no longer than 10 minutes. Concierto de Aranjuez is unfortunately not allowed as a selection, as the full concerto (all three movements) is required for performance under copyright regulations.

STRING AREA POLICY HANDBOOK

Make sure to familiarize yourself with the string area policy handbook as it contains additional details that may not have been mentioned in this handbook.

GENERAL PARTICIPATION

All guitar students are expected to support their fellow guitarists, actively engage in the broader guitar community beyond UNT, strive for personal excellence and integrity, and maintain consistent attendance in all guitar classes and events with a positive learning attitude.

UNT POLICIES

ACADEMIC INTEGRITY

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

See: [Academic Integrity](#)

LINK: <https://policy.unt.edu/policy/06-003>

STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.

See: [Student Code of Conduct](#)

Link: <https://deanofstudents.unt.edu/conduct>

ACCESS TO INFORMATION – EAGLE CONNECT

Your access point for business and academic services at UNT occurs at my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

See: [Eagle Connect](#)

LINK: eagleconnect.unt.edu/

ODA STATEMENT

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with

the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter. You can now request your Letters of Accommodation ONLINE and ODA will mail your Letters of Accommodation to your instructors. You may wish to begin a private discussion with your professors regarding your specific needs in a course. Note that students must obtain a new letter of accommodation for every semester. For additional information see the Office of Disability Access.

See: [ODA](#)

LINK: disability.unt.edu. (Phone: (940) 565-4323)

Health and Safety Information

Students can access information about health and safety at:

<https://music.unt.edu/student-health-and-wellness>

Registration Information for Students

See: [Registration Information](#)

Link: <https://registrar.unt.edu/students>

Academic Calendar, Fall 2025

See: [Fall 2025 Registration Information](#)

Link: <https://registrar.unt.edu/registration/fall-academic-calendar.html>

Final Exam Schedule, Fall 2025

See above

Financial Aid and Satisfactory Academic Progress

Undergraduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

See: [Financial Aid](#)

LINK: <http://financialaid.unt.edu/sap>

Graduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.

See: [Financial Aid](#)

LINK: <http://financialaid.unt.edu/sap>

RETENTION OF STUDENT RECORDS

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates.

See: [FERPA](#)

Link: <http://ferpa.unt.edu/>

COUNSELING AND TESTING

UNT's Center for Counseling and Testing has an available counselor for students in need. Please visit the Center's website for further information:

See: [Counseling and Testing](#)

Link: <http://studentaffairs.unt.edu/counseling-and-testing-services>.

For more information on mental health resources, please visit:

See: [Mental Health Resources](#)

Link: <https://disparities.unt.edu/mental-health-resources>

ADD/DROP POLICY

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. See Academic Calendar (listed above) for additional add/drop Information.

Drop Information: <https://registrar.unt.edu/registration/fall-academic-calendar.html>

STUDENT RESOURCES

The University of North Texas has many resources available to students. For a complete list, go to:

See: [Student Resources](#)

Link: <https://success.unt.edu/aa-sa-resources>

CARE TEAM

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.

See: [Care Team](#)

Link: <https://studentaffairs.unt.edu/care-team>