

MUAG 1014 KEYBOARD SKILLS 4
SKILLS 37 - 48, including the UNT Piano Proficiency

REQUIRED TEXTS:

1. KEYBOARD STRATEGIES, Master Text II, (KS II) by Stecher, Horowitz, Gordon, Kern & Lancaster (G. Schirmer, Inc.)
2. ESSENTIAL ELEMENTS 2000 FOR STRINGS, Piano Accompaniment Book 1 (EES), by Allen, Gillespie & Hayes (Hal Leonard)
3. *EXTRA CREDIT* - Piano Marvel membership (online) – www.pianomarvel.com
Purchase the semester code here: \$30 for 4 months
<https://store.pianomarvel.com/product/piano-marvel-premium-4-month-semester-account/>

Use the PROMO code UNT

Product	Price	Quantity	Subtotal
Piano Marvel Premium 4 month (semester account)	\$59.99	1	\$59.99

UNT Apply coupon Update cart

Cart totals

Subtotal	\$59.99
Coupon: unt	\$29.99 [Remove]
Tax (estimated for the United States (US))	\$0.00
Total	\$30.00

Your code will be automatically emailed to you (make sure your email is correct and ensure the email does not go to your spam folder)

You can also purchase your membership through the UNT Bookstore. Talk to them for more details. <https://unt.bncollege.com>

Or, you can use Piano Marvel for FREE which will included unlimited SASR testing.

- a. Create your own account
 - b. Type your Teacher's email address for your piano teacher. This allows us to collect data from all our sections of group piano.
 - c. [Piano Marvel Instructions](#) (Follow these instructions to create your own account and setup Piano Marvel for use this semester)
4. Syllabus: Available on Canvas.
 5. Keyboard Skills teachers will only use student's _____@unt.edu email.

WEEK 1

THEORY & TECHNIQUE

1. Five Finger Coordination Exercise, KS II, 13. Play measures 1, 2, 3 & 6 continuously & without pause from any starting key, progressing upward, from C through F#.
2. Five-Finger Positions Accompanied by I - V6/5 - i: C through Eb chromatically.
RH - ascend in major, descend in minor.
LH - accompany with block chords I - V6/5 - i.
(Both hands - ascend chromatically by playing the V6/5 chord one half-step higher in both hands to modulate to each new key – See week 3 quiz for example)

READING & REPERTOIRE

3. Pattern Practice: 31, (M1-8)
 - a. RH play mm. 5, 6, 4 & 2. Then, play m. 7.
 - b. LH recognize the standard chord progression & play blocked; transpose to G & C.

CHORD PATTERNS & HARMONIZATION

4. Play progressions KS II, 22 e & 92 c in C/Am in the following two ways:
 - a. Blocked.
 - b. Two-hand Accompaniment Styles, (Examples KS II, 58 & 59).Using accompaniment styles 28 (broken), 30 (arpeggiated), 31 (Jump bass) & 34 (Alberti).

WEEK 2

THEORY & TECHNIQUE

1. Scales: Play F/Dm, C/Am scales (major & harmonic minor) with a metronome, MM = 100. Use fingering on pp. 14 & 80, hands separately (**four** octaves, two notes per beat).
2. Five Finger Coordination Exercise, KS II, 13. Play measures 1, 2, 3 & 6 continuously & without pause from any starting key, progressing upward, from Gb through Cb.
3. Five-Finger Positions Accompanied by I - V6/5 - i: E through G chromatically.
 RH - ascend in major, descend in minor.
 LH - accompany with block chords I - V6/5 - i.
 (Both hands - ascend chromatically by playing the V6/5 chord one half-step higher in both hands to modulate to each new key)

READING & REPERTOIRE

4. Hymn Score Reading – 355, Read & play hands separately (LH T/B, RH S/A) naming each harmonic interval in rhythm.
5. Choral Score Reading – 392, *Credo* from *Mass in G*, Schubert. Play all four parts together. (RH-SA, LH-TB) The tenor part may move from hand to hand as necessary.

CHORD PATTERNS & HARMONIZATION

6. Play progressions KS II, 22 e & 92 c in F/Dm in the following two ways:
 - a. Blocked.
 - b. Two-hand Accompaniment Styles, (Examples KS II, 58 & 59).
 Using accompaniment styles 28 (broken), 30 (arpeggiated), 31 (Jump bass) & 34 (Alberti).

FURTHER APPLICATION

7. Transposition: 28, #3, Türk, *The Scale Ladder*.
 - a. Transpose hands separately to G & A.
 - b. Transpose hands together in E.

QUIZ: SKILL 37 - Technical Exercises: 25, Czerny 1 & 2: transpose to G, D, A & E playing hands together. Play with metronome at minimum tempo MM = 50.

WEEK 3

THEORY & TECHNIQUE

1. Scales: Play G/Em, D/Bm scales (major & harmonic minor) with a metronome, MM = 100. Use fingering on pp. 14 & 80, hands separately (**four** octaves, two notes

- per beat).
2. Practice Skill 38 for Proficiency Quiz

READING & REPERTOIRE

3. Hymn Score Reading - 355, Read & play hands separately (LH T/B, RH S/A) naming each harmonic interval in rhythm.
4. Choral Score Reading – 392, *Credo* from *Mass in G*, Schubert. Play all four parts together. (RH-SA, LH-TB)

CHORD PATTERNS & HARMONIZATION

5. Play progressions KS II 22 e & 92 c in G/Em in the following two ways:
- Blocked.
 - Two-hand Accompaniment Styles, (Examples KS II, 58 & 59).

Using accompaniment styles 28 (broken), 30 (arpeggiated), 31 (Jump bass) & 34 (Alberti).

PROFICIENCY QUIZ: SKILL 38 - KEYBOARD WARM-UPS & EXERCISES

- Five Finger Coordination Exercise, KS II, 13. Play measures 1, 2, 3 & 6 continuously & without pause from any starting key, progressing upward.
- Five-Finger Positions Accompanied by I - V6/5 - i: C through G.
RH - ascend in major, descend in minor.
LH - accompany with block chords I - V6/5 - i.

(Both hands - ascend chromatically by playing the V6/5 chord one half-step higher in both hands to modulate to each new key)

Five-Finger Positions Accompanied by I - V6/5 - i

Proficiency Quiz: Skill 38

Piano

Major minor Major

Pno.

minor Major etc.,

WEEK 4

THEORY & TECHNIQUE

1. Scales: Play A/F#m scales (major & harmonic minor) with a metronome, MM = 100. Use fingering on pp. 14 & 80, hands separately (**four** octaves, two notes per beat).

READING & REPERTOIRE

2. Hymn Score Reading – 358, 359, 362: Read & play hands separately (LH T/B, RH S/A) naming each harmonic interval in rhythm.
3. Choral Score Reading –
 - a. Practice 400, *Worth is the Lamb* from *Messiah*, Handel. Play all four parts together. (RH-SA, LH-TB)
 - b. Select ONE choral score from the collection to perform for Piano Proficiency quiz in week 7.

[Choral Scores for Proficiency](#)

CHORD PATTERNS & HARMONIZATION

4. Play progressions KS II, 22 e & 92 c in D/Bm in the following two ways:
 - a. Blocked
 - b. Two-hand Accompaniment Styles, (Examples KS II, 58 & 59).
 Using accompaniment styles 28 (broken), 30 (arpeggiated), 31 (Jump bass) & 34 (Alberti).

QUIZ: SKILL 39 - Hymn Style Reading, 359 Read & play hands separately (LH T/B, RH S/A) naming each harmonic interval in rhythm.

WEEK 5

THEORY & TECHNIQUE

1. Scales: Play E/C#m scales (major & harmonic minor) with a metronome, MM = 100. Use fingering on pp. 14 & 80, hands separately (**four** octaves, two notes per beat).

READING & REPERTOIRE

2. Practice Hymn Score Reading from Hymn collection.

[Hymn Scores for practicing](#)

3. Choral Score Reading –
 - a. Practice 397, Section A, *III*, from *A German Requiem*, Brahms. Play all four parts together. (RH-SA, LH-TB)
 - b. Practice your choral score selection for the Piano Proficiency quiz in week 7.

[Choral Scores for Proficiency](#)

CHORD PATTERNS & HARMONIZATION

4. Play progressions KS II, 22 e & 92 c in A/F#m in the following two ways:
 - a. Blocked.
 - b. Two-hand Accompaniment Styles, (Examples KS II, 58 & 59).
- Using accompaniment styles 28 (broken), 30 (arpeggiated), 31 (Jump bass) & 34 (Alberti).

PROFICIENCY QUIZ: SKILL 40 HYMN SCORE READING AT SIGHT

1. Read Tenor/Bass with LH first to recognize harmony (bass clef).
2. Read Soprano/Alto with RH (treble clef).

WEEK 6

THEORY & TECHNIQUE

1. Scales: Play B/G#m scales (major & harmonic minor) with a metronome, MM = 100. Use fingering on pp. 14 & 80, hands separately (**four** octaves, two notes per beat).

READING & REPERTOIRE

2. Choral Score Reading – Practice chosen score for Piano Proficiency quiz.

[Choral Scores for Proficiency](#)

CHORD PATTERNS & HARMONIZATION

3. Play progressions KS II, 22 e & 92 c in E/C#m & Bb/Gm in the following two ways:
 - a. Blocked.
 - b. Two-hand Accompaniment Styles, (Examples KS II, 58 & 59).

Using accompaniment styles 28 (broken), 30 (arpeggiated), 31 (Jump bass) & 34 (Alberti).

FURTHER APPLICATION

4. Creative Duet: 213, Schubert, *Schäfers Klagelied*.
 - a. Select a partner
 - b. Primo plays the melody in octaves with both hands.
 - c. Secondo plays a two-hand accompaniment based on the chord symbols.
(Use chord progression on 92a).

WEEK 7

THEORY & TECHNIQUE

1. Scales: Play Db/Bbm scales (major & harmonic minor) with a metronome, MM = 100. Use fingering on pp. 14 & 80, hands separately (**four** octaves, two notes per beat).

READING & REPERTOIRE

2. Choral Score Reading – Practice chosen score for Piano Proficiency quiz.

[Choral Scores for Proficiency](#)

CHORD PATTERNS & HARMONIZATION

3. Play progressions KS II, 22 e & 92 c in Ab/Fm & Eb/Cm in the following two ways:
 - a. Blocked.
 - b. Two-hand Accompaniment Styles, (Examples KS II, 58 & 59).

Using accompaniment styles 28 (broken), 30 (arpeggiated), 31 (Jump bass) & 34 (Alberti).

PROFICIENCY QUIZ: SKILL 41: PREPARED FOUR-PART CHORAL SCORE

Prepare one complete score with all four parts (RH-SA, LH-TB) chosen from the collection provided.

[Choral Scores for Proficiency](#)

WEEK 8

THEORY & TECHNIQUE

1. Scales: Play Gb/Ebm scales (major & harmonic minor) with a metronome, MM = 100. Use fingering on pp. 14 & 80, hands separately (**four** octaves, two notes per beat).

READING & REPERTOIRE

2. Pattern Practice: 47, Maykapar, *Prelude*.
 - a. LH alone in four-measure phrases.
 - b. RH alone, block melody and recognize chord inversions.
 - c. (Optional) Play hands together.

CHORD PATTERNS & HARMONIZATION

3. Play progressions KS II, 22 e & 92 c in keys through 4# & 4b (major & relative minor) in the following two ways:

a. Blocked.

b. Two-hand Accompaniment Styles, (Examples KS II, 58 & 59).

Using accompaniment styles 28 (broken), 30 (arpeggiated), 31 (Jump bass) & 34 (Alberti).

FURTHER APPLICATION

4. Scales-Contrary motion: Play scales hands together, in contrary motion, using the circle of fifths, starting from C. Progress as far as possible.

QUIZ: SKILL 42 – Creative Activity, 74 - Follow instructions and use the 16-bar chord progression. No's. 1 & 2 are mandatory. No's 3-6 are optional.

WEEK 9

THEORY & TECHNIQUE

1. Scales: Play Bb/Gm & Eb/Cm scales (major & harmonic minor) with a metronome, MM = 100. Use fingering on pp. 14 & 80, hands separately (**four** octaves, two notes per beat).

READING & REPERTOIRE

2. EES: #161, Simplify accompaniment.

a. Block chords under each chord symbol.

b. Identify patterns and play as written. (LH bass note only needed on beats 1 & 3)

CHORD PATTERNS & HARMONIZATION

3. Practice Progressions for Piano Proficiency quiz.

PROFICIENCY QUIZ: SKILL 43 - PROGRESSIONS

4. Play progressions KS II, 22 e & 92 c in keys through 4# & 4b (major & relative minor) in the following two ways:
- Blocked.
 - Two-hand Accompaniment Styles, (Examples KS II, 58 & 59).
- Using accompaniment styles 28 (broken), 30 (arpeggiated), 31 (Jump bass) & 34 (Alberti).

****NOTE**** This proficiency test will use the ALTERNATE grading scale mentioned at the end of your syllabus.

WEEK 10

THEORY & TECHNIQUE

1. Scales: Play Ab/Fm scales (major & harmonic minor) with a metronome, MM = 100. Use fingering on pp. 14 & 80, hands separately (**four** octaves, two notes per beat).

READING & REPERTOIRE

2. Chordal Recognition & Arranging: 247, Purcell, *Prelude* from *Suite I*.
 - a. Create a chord chart on a blank piece of paper.
 - b. Analyze each measure with two pop-chord symbols. It is not necessary to play the original piece. Recognize chord shapes and patterns.
 - c. Play from chord symbols your own arrangement like the original piece. Do not write out notation.

CHORD PATTERNS & HARMONIZATION

3. Play the Neapolitan Sixth chord progression: 232 in C, F, G, D and their relative minor keys.

FURTHER APPLICATION

4. Transposition: 251, Analyze, play & transpose to three different keys. Block the LH chord patterns.

QUIZ: SKILL 44- N6 progression, Repertoire & Transposition: 181, Gerstein, *Bagatelle*, play M17-24 only (last eight measures) & transpose to a, d, e, & b.

WEEK 11**THEORY & TECHNIQUE**

1. Practice scales for Piano Proficiency quiz.
Diatonic Finger Patterns: Hanon, 240, no. 10 in G & g.

READING & REPERTOIRE

2. Simplified Score Reading:
 - a. 365, Fauré, *Fantasie* (M1-11). Read solo (RH) & bass (LH).
 - b. 368, Haydn, *Andante* from *Concerto for Trumpet* (M9-16). Read solo (RH) & simplified bass to main beats (LH).

CHORD PATTERNS & HARMONIZATION

3. Play the Augmented Sixth chord progressions (Italian, French & German): 229-231 in C, F, G (as in KS) plus D, A & their parallel minor keys.

PROFICIENCY QUIZ: SKILL 45 - SCALES

Play all major & relative harmonic minor scales through 4#’s & 4b’s with a metronome, MM = 100. Use fingering on pp. 14 & 80, hands separately (**four** octaves, two notes per beat).

****NOTE**** This proficiency test will use the ALTERNATE grading scale mentioned at the end of your syllabus.

WEEK 12

THEORY & TECHNIQUE

1. Diatonic Finger Patterns: Hanon, 240, no. 10 in F & f.

READING & REPERTOIRE

2. Prepared Reading & Accompanying: EES #100. Discuss simplification techniques.

CHORD PATTERNS & HARMONIZATION

3. Review the following LH chord progressions in major & minor. Transpose to keys up to four #/b's.
 - a. I IV^{6/4} I V^{6/5} I
 - b. I ii⁶ V⁷ I
 - c. I vi IV ii⁶ I^{6/4} V⁷ I

PROFICIENCY QUIZ: SKILL 46 - TRANSPOSITION

Play a simple melody in RH and blocked chords in LH in a key selected by the examiner (up or down a half or whole step).

WEEK 13**THEORY & TECHNIQUE**

1. Verify Scale retesting materials, if needed.

READING & REPERTOIRE

2. Prepared Reading & Accompanying: Accompany a solo from ESSENTIAL ELEMENTS FOR STRINGS, to be selected by the examiner from melody #'s 100, 107, 111, 117, 134, 136-139, 148. Play with solo on disk, minimum MM = 50. Simplify appropriately, if needed.

CHORD PATTERNS & HARMONIZATION

3. Play the Augmented Sixth chord progressions (Italian, French & German): 229-230 in Bb, Eb, Ab & Fm.

WEEK 14

THEORY & TECHNIQUE

1. Verify Scale retesting materials, if needed.

READING & REPERTOIRE

2. 254, TEXTURE 15, M29-32 only (last 4 measures)
Play three times:
 - a. As written (It6, in M 30)
 - b. Change (M 30) to Fr6
 - c. Change (M 30) to Ger6.
3. Prepared Reading & Accompanying: Accompany a solo from ESSENTIAL ELEMENTS FOR STRINGS, to be selected by the examiner from melody #'s 153, 155, 168, 176, 183-185, 188. Play with solo on disk, minimum MM = 50. Simplify appropriately, if needed.

CHORD PATTERNS & HARMONIZATION

4. Play chord progression, p229-230 using It6, Fr6 & Ger6 in F, G, Bb, D.

QUIZ: SKILL 47 - PROGRESSIONS & APPLICATION

AUGMENTED SIXTH CHORDS:

1. Play chord progression, p229-230 using It6, Fr6 & Ger6 in F, G, Bb, D.
2. 254, TEXTURE 15, M29-32 only (last 4 measures)
Play three times:
 - a. As written (It6, in M 30)

- b. Change (M 30) to Fr6
- c. Change (M 30) to Ger6.

WEEK 15

Verify ALL retesting materials. Practice as needed.

PROFICIENCY QUIZ: SKILL 48 READING & ACCOMPANYING:

Accompany a solo from ESSENTIAL ELEMENTS FOR STRINGS, to be selected by the examiner from melody #'s 100, 107, 111, 117, 134, 136-139, 148, 153, 155, 168, 176, 183-185, 188. Play with solo on disk, minimum MM = 50. Simplify appropriately, if needed.

Week 16

Retests: University scheduled exam time - MUAG 1014 & this section.

1. A maximum of two retests on Proficiency Skills (38, 40, 43, 45, 46, 47 & 48) may be scheduled this week for students receiving a D average or higher for the course.
2. Course grades will not be changed, but a grade of P (Pass) will be required to meet the graduation requirement of the Piano Proficiency.
3. For all other questions and retesting procedures, dates and opportunities, go to www.music.unt.edu/piano and click on Proficiency.

SEMESTER TEST INFORMATION & POLICIES:

Piano Marvel Sight Reading Practice (*Extra credit for participation*). Students will login and create their own account. Devote **at least ONE visit per week** (minimum) to practicing and taking the SASR (Self-Assessment of Sight Reading). Your teacher will track your progress throughout the semester. It is recommended that students bring their laptop computer to each class. Students can practice in several ways:

1. Practice during a quiz day in your class. Bring your laptop to class.
2. Attend the Open Piano Lab in COM 293. Bring your laptop.
3. Practice on your own if you have a digital keyboard and MIDI cable.

Login procedures can be found here: [Piano Marvel](#).

Piano Proficiency Philosophy

The purpose of the Piano Proficiency Examination is to verify that students have demonstrated functional keyboard skills required of all UNT music graduates. Proficiency emphasizes accurate, fluent, and reliable performance of essential keyboard skills rather than isolated perfection. Students are expected to demonstrate consistent competency in each required skill.

GRADES: SKILLS 37-48 = 90%; Participation, practice, improvement, & attendance (4 free absences.), Piano Marvel participation in taking the SASR test on a regular basis = 10%.

1. Proficiency Skills are 38, 40, 41, 43, 45, 46 & 48 and grades for each of those quizzes are tripled, plus the remaining 5 course skills (37, 39, 41, 42 & 44), making a total of 27 grades to average.

2. A grade of C or higher, must be received on each Proficiency Skill (38, 40, 41, 43, 45, 46 & 48) to be considered passing during the course and to meet the requirement of the Piano Proficiency Exam required for graduation.

3. Once the course grade has been averaged and completed, all grading changes to P/N (Pass, No Pass) for the Proficiency.

4. If four or more parts of the Piano Proficiency are failed (D or lower) at the end of week 14, the student will receive an F in the course and will register to repeat Piano IV.

5. A student receiving an F in the course must repeat the course to change the grade.

ATTENDANCE is required. Grades are lowered 10% upon the 5th absence and an additional 2% for each additional absence, unlimited. Upon the accumulation of 8 hours of absence, the student will not be passing the course from non-attendance. Students who exceed the maximum absence limit are unlikely to pass the course and should consult with the instructor and academic advisor regarding withdrawal options.

PLEASE NOTE: THE TEACHER CANNOT DROP THE STUDENT FROM THE CLASS. ONLY THE STUDENT CAN DROP THEMSELVES. Basically, all absences beyond the first four are unexcused. **Communication via voice mail and/or email is a necessity.** Do not wait until your return if there are circumstances that make you miss class. Notify the instructor prior to the absence whenever possible. Because Keyboard Skills IV is a performance-based laboratory course, regular attendance is essential for supervised practice, assessment, and preparation for the Piano Proficiency Examination.

GRADING IN KEYBOARD SKILLS: These number grades, prior to averaging, will be given throughout the course. No other numbers are possible, no exceptions:

A's	0-3 errors	100	98	95	92	
B's	4-6 errors		88	85	82	
C's	7-9 errors		78	75	72	
D's	10-12 errors		68	65	62	
F's	13-15 errors		58	55	52	25 (minimal)
						0 (no credit)

****NOTE****Two of the seven proficiency skills will use an alternate grading scale. Scales and Chord Progressions will use the following grading scale.

Each component is evaluated independently. Credit is awarded when the component is performed with functional accuracy, continuity, and appropriate tempo.

CHORD PROGRESSIONS

8 parts: 12 points each, subtract from 100.

1. SHARP KEY MAJOR
2. ACCOMPANIMENT - BROKEN
3. RELATIVE MINOR
4. ACCOMPANIMENT - ARPEGGIATED
5. FLAT KEY MAJOR
6. ACCOMPANIMENT - JUMP BASS
7. RELATIVE MINOR
8. ACCOMPANIMENT - ALBERTI

SCALES

8 parts: 12 points each, subtract from 100.

1. WHITE KEY MAJOR - RIGHT
2. RELATIVE MINOR - RIGHT
3. WHITE KEY MAJOR - LEFT
4. RELATIVE MINOR - LEFT
5. BLACK KEY MAJOR - RIGHT
6. RELATIVE MINOR - RIGHT
7. BLACK KEY MAJOR - LEFT
8. RELATIVE MINOR - LEFT

THE SEVEN PROFICIENCY SKILLS (38, 40, 41, 43, 45, 46 & 48) in the syllabus, are counted triple (three times) in averaging grades, making a total of 27 skill grades for the course.

MAKE-UPS: SKILL QUIZZES may be made up only at the teacher's discretion & if allowed, will carry a 10 point deduction.

PROFICIENCY RE-TESTS & POLICIES:

1. A grade of D or F on Proficiency Skills 38, 40, 41, 43, 45, 46 & 48 during the course will require retesting. Course grades will not be changed, but a grade of P (Pass) on each of these skills will be required
2. No more than 2 retests may be taken in each term or special retest appointment.
3. A student receiving a D in the course may:
 - (a) retest & pass deficiencies before the start of classes next term
 - (b) register for MUAS 3523 (Functional Piano, private lessons) to complete the maximum of 3 remaining skills.
 - (c) register & repeat MUAG 1014 (Piano IV).
4. Continued instruction after passing the Piano Proficiency: Students receiving a C or higher may take MUAS 1501, private instruction.

****updated for Fall 2026****

Course Syllabi Information

(Additional resources for faculty are included at the end of this document)

For complete information on course syllabi requirements, please see the [university's policy.](https://policy.unt.edu/policy/06-049)
(<https://policy.unt.edu/policy/06-049>)

In addition to the information below, course syllabi should minimally include the following information:

- Course Title and Course Number
- Course Objectives
- Instructor Office Hours
- Attendance Expectations
- Grading Criteria
- Statement on timely return of student work, particularly final exams or final projects
- Statement that students should not schedule their end-of-semester jury against a regularly scheduled class

- For Faculty, Teaching Fellows and Adjuncts:
 - ✓ All undergraduate syllabi for lecture courses are required by law to be available to the public. **At UNT, undergraduate syllabi for lecture courses should be uploaded into the Faculty Information System by the 7th class day.**
 - To access the Faculty Information System, go to your my.unt home page. Under the Faculty Tab, click on Faculty Information System.
 - ✓ UNT requires that all graduate course syllabi to be uploaded into FIS.

Rather than including the text for the information below, it is also an option to include the links in course syllabi and review the information on the first day of class.

DEFIBRILLATORS IN THE COLLEGE OF MUSIC

- Music Building: Across from the west side of the Music Commons, directly across from the elevator
- Music Building: Third floor hallway, across from the staircase that comes up from the Copy Room. Next to Room 322
- Music Building: Across from the Copy Room next to Room 293
- Music Building: Voertman Lobby by the big double set of doors that lead out to the courtyard
- Music Building: Main Office (247) under the student worker's desk
- Music Annex: Next to room MA117, near the triple set of doors on the east side of the building
- Music Practice Building North: First floor on the Avenue C side
- Music Practice Building South: First floor on the Avenue C side
- Bain Hall: First floor by the restrooms
- Murchison Performing Arts Center: Located off the main lobby, beyond the grand staircase, across from the single occupancy restroom (next to the public water fountains)

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: [Fall Academic Calendar Information](#)

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

Semester Calendar, Fall 2026

See: [Fall Semester Calendar](#)

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

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>

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>

Additional Resources for Faculty

USE OF ARTIFICIAL INTELLIGENCE (including sample statement for syllabi)

See: [Faculty Guide for the Use of AI](#)

Link: <https://guides.library.unt.edu/artificial-intelligence/AIfaculty>

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/>