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INTRODUCTION

Welcome to the music department at West Liberty University. Individual attention, made possible by the low student-to-faculty ratio, is the cornerstone of our program. The faculty, administration, and staff are committed to guiding you toward a successful career in music.

The Music Student Handbook is a supplement to the West Liberty University Bulletin. Its primary purpose is to set forth regulations, procedures, and general information specific to the music department. This book will be a useful reference when you plan your class schedule, plan a performance at the school, or need to check program policies. For details about general academic policies, financial aid, housing, library services, academic guidance, and the curriculum, refer to the West Liberty University Bulletin.

West Liberty is an accredited institutional member of the National Association of Schools of Music. Two four-year music major programs are offered: Bachelor of Arts - Music Education, and Bachelor of Music - Music Performance or Music Technology. For Music Education, the comprehensive music teaching field curriculum prepares students for positions in the public schools. The Bachelor of Music degrees are professional degrees that afford our students the opportunity of intensive study in either Music Performance (Instrumental, Vocal, or Piano emphasis) or Music Technology (Digital Recording or Electronic Music). The music minor curriculum is available to students with previous musical experience who wish to continue music study, though not on a full-time professional basis. The Interdisciplinary Studies Program (see the University Bulletin for full details) offers additional options by allowing a student to design his/her own degree by combining music with study in other fields.

MUSIC WEBSITE
The Music Program maintains its own website: http://westliberty.edu/music, that provides further information about faculty, staff, scholarships, students, ensembles, news, and special events. The website also contains a link to view or download the most current Music Student Handbook.

MISSION STATEMENT
The music department realizes its important place in the training of our student musicians by emphasizing educational experiences that develop life-long learners of music. With this in mind, the music department holds most important its mission of:

Professional Preparation, Service to the University, and Service to the Community.

The goals and objectives of the department, in pursuit of fulfilling its mission, are:

1. To provide our music majors with continuous opportunities to acquire the knowledge, insights, and skills that will produce successful performers, teachers, and other professionals within the field of music. We do this by providing classroom instruction, private applied instruction, performance ensembles, and practical field experiences that will enhance life-long growth potential in music.
2. To extend our commitment to enrich the lives of other West Liberty students by presenting music teaching methodologies courses (for elementary education majors), general studies music courses, live performances by faculty, students, and guest artists, and opportunities to participate in a variety of ensembles, to all students of the university.

3. To emphasize service to the community through the active participation of our talented and dedicated faculty, staff, and students by providing concerts, festivals, and advisory services, which enhance the quality of musical life throughout our communities.

**FULL-TIME FACULTY**

Dr. Christopher Barrick  
Woodwinds, Jazz Ensemble  
Fine Arts 312  336-8098  cbarrick@westliberty.edu

Dr. Richard L. Brown  
Music Education  
Fine Arts 323  336-8206  rbrown@westliberty.edu

Dr. Linda Cowan  
Voice  
College Hall 1  336-8293  lcowan@westliberty.edu

Prof. Alfred R. de Jaager  
Director of Choral Activities  
Fine Arts 321  336-8096  dejaager@westliberty.edu

Dr. Matthew Harder, Interim Chair of the Department of Music and Theater (Music Executive)  
Music Technology  
Fine Arts 317  336-8296  mharder@westliberty.edu

Dr. Matthew Inkster  
Director of Instrumental Activities, Brass  
Fine Arts 322  336-8097  minkster@westliberty.edu

Dr. Gerald Lee  
Piano  
Fine Arts 320  336-8372  glee@westliberty.edu

Prof. Jay Ware  
Percussion, Marching Band  
Fine Arts 314  336-8513  jware@westliberty.edu

Dr. Harald Wiesner  
Theory, Music History, String Methods  
Fine Arts 328  336-8371  hwiesner@westliberty.edu
Other faculty and support staff:
Judy Allison, accompanist; Debbie Barlow, accompanist; Joann Angius, Senior Administrative Secretary; Michelle Crow, Administrative Secretary; Dr. Angela Day, voice; Wendy Kumer, flute; Dr. Nels Leonard, guitar; Scott Tignor, low brass.

SECTION 1: ACADEMIC REQUIREMENTS

1.1 Degree Program Information

Bachelor of Arts in Music Education
The curriculum offered leads to a B.A. in Music Education with certification by the State of West Virginia in Pre-K—Adult. Students must select either a vocal or instrumental concentration for applied music study and course requirements, although certification is inclusive of instrumental, vocal, and general music. Please find detailed graduation requirements below.

All students wishing to complete a program leading to certification/licensure for teaching must be formally admitted to the Professional Education Program. The admission interview, including the Level I portfolio review, is conducted as soon as the student receives passing scores for the reading, writing, and mathematics PRAXIS I - PPSTs (Pre-Professional Skills Tests), completes at least 45 semester hours with an overall GPA of 2.5 or better, and earns a “C” or better in EDUC 100, EDUC 201, EDUC 207, ENG 101, ENG 102, and COM 101. Admission to Professional Education is required for some upper level courses including curriculum and methods courses, EDUC 392, and the Professional Semester. Prior to admission to the Professional Semester and registration for requisite courses, all students must successfully present a Level II portfolio, meet with the Director of Student Teaching, and receive endorsement from the appropriate academic department. Requirements for student teaching must be met prior to the beginning of the Professional Semester. During the Professional Semester, all students must successfully complete a Level III portfolio review.

Bachelor of Music
West Liberty University offers the Bachelor of Music degree with two Concentrations – Performance and Music Technology. The Bachelor of Music degree is considered a “professional” degree by our accrediting association (NASM) and offers intensive study in either the student’s major applied performance area or music technology. The BM in Performance offers three areas of emphasis: Instrumental (Winds, Brass, or Percussion), Piano, or Voice. The BM in Music Technology offers two areas of emphasis: Digital Recording or Electronic Music. Please find detailed graduation requirements below.

To supplement the degree information in the bulletin and this handbook, the program provides curricular sheets for each area of emphasis within the degree. This curriculum sheet lists the exact course requirements and a suggested course sequence for your individual degree area within music. Keep both your bulletin and curriculum sheet handy, and refer to them often. See Section 2.9.
Note that the West Liberty University Bulletin in place when you became a full-time student, and the accompanying curriculum sheet from that year, determine your course requirements through all your study, and are rarely subject to any curriculum changes which may be instituted after that.

**Interdisciplinary Studies with Music Degree Option**
Students may also apply for an Interdisciplinary Studies Degree (B.A. or B.S.) combining music and another area. See the coordinator of the Interdisciplinary Studies Program for more information.

**Minor in Music**
See below for complete requirements for the minor in music.

**CURRICULUM FOR THE PREPARATION OF TEACHERS**
**MUSIC EDUCATION (COMPREHENSIVE) PRE K – ADULT**

**I. GENERAL STUDIES** (see the University Bulletin)............................ 45-47

**II. MUSIC SPECIALIZATION** (select either a choral or instrumental emphasis)

**CHORAL EMPHASIS**.............. 69-70

**A. Music Theory**....................... 18
   MUS 113 Theory I........................2
   MUS 114 Theory II.......................3
   MUS 213 Theory III.....................2
   MUS 214 Theory IV......................3
   MUS 103 Ear Training I..................2
   MUS 104 Ear Training II...............1
   MUS 203 Ear Training III................2
   MUS 204 Ear Training IV...............1
   MUS 315 Form and Analysis...............2

**B. Music History and Literature**..... 9
   MUS 131 Introduction to Music Literature...3
   MUS 330 History of Music I...............3
   MUS 331 History of Music II...............3

**C. Conducting and Techniques**..... 7
   MUS 340 Basic Elements of Conducting.....2
   MUS 344 Choral & Instrumental Conducting and Arranging.................2
   MUS 440 Choral Techniques & Literature....3

**D. Fundamentals Courses**.............. 12
   MUS 153 Fundamentals of Voice for Choral Emphasis........2
   MUS 252 Fundamentals of Brass Instruments..............................2
MUS 253 Fundamentals of Percussion Instruments.................................2
MUS 254 Fundamentals of String Instruments........................................2
MUS 255 Fundamentals of Woodwind Instruments...............................2
MUS 375 Functional Keyboard.......................................................2

E. Applied Music......................... 16

**Voice Major**
- Voice..........................................................12
- Piano or Organ (completing the 272 level)......4

**Piano Major**
- Piano..........................................................12
- Voice..........................................................2
- MUS 373 Accompanying Laboratory........2

**Organ Major**
- Organ..........................................................12
- Voice..........................................................2
- MUS 389 Church Service Playing........2

**Guitar Major**
- Guitar..........................................................12
- Voice..........................................................2
- Piano or Organ (private lessons).................2

F. Musical Organizations (Minimum 7)
A minimum of 4 semester hours is required in choral organizations. Satisfactory completion of:
1) MUS 265 each semester of full-time enrollment except for the semester of student teaching;
2) a minimum of two semesters in MUS 261 level ensembles; and 3) a minimum of two semesters of participation in instrumental organizations.

**Piano and Organ Majors**
- One semester of MUS 374 Accompanying Practicum...........................1

**INSTRUMENTAL EMPHASIS... 70-72**

A. Music Theory...................... 18
- MUS 113 Theory I.................................2
- MUS 114 Theory II...............................3
- MUS 213 Theory III.............................2
- MUS 214 Theory IV..............................3
- MUS 103 Ear Training I.......................2
- MUS 104 Ear Training II......................1
- MUS 203 Ear Training III...................2
- MUS 204 Ear Training IV....................1
- MUS 315 Form and Analysis...................2
B. Music History and Literature..... 9
   MUS 131 Introduction to Music Literature....3
   MUS 330 History of Music I....................3
   MUS 331 History of Music II....................3

C. Conducting and Techniques..... 7
   MUS 340 Basic Elements of Conducting.....2
   MUS 344 Choral & Instrumental Conducting and Arranging.................2
   MUS 441 Instrumental Techniques & Literature..3

D. Fundamentals Courses.......... 12
   MUS 152 Fundamentals of Voice for Instrumental Emphasis.............2
   MUS 252 Fundamentals of Brass Instruments................................2
   MUS 253 Fundamentals of Percussion Instruments........................2
   MUS 254 Fundamentals of String Instruments................................2
   MUS 255 Fundamentals of Woodwind Instruments............................2
   MUS 375 Functional Keyboard................2

E. Applied Music.................... 14-16

   Brass, Woodwind, and Percussion Majors
   Major area.............................................12
   Piano 171, 172 or higher..........................2

   Guitar Majors
   Major area.............................................12
   Piano 171, 172 or higher..........................2
   Standard band instrument *..........................2

   Piano Major
   Piano.....................................................12
   MUS 373 Accompanying Laboratory............2
   Standard band instrument *..........................2

   Organ Major
   Organ.....................................................12
   MUS 389 Church Service Playing...............2
   Standard band instrument *..........................2
* completing the 172 proficiency level.

F. Musical Organizations............10

   Brass, Woodwind and Percussion Majors
   A minimum of 4 semester hours is required in instrumental organizations. Satisfactory
   completion of: 1) MUS 364 each semester of full-time enrollment except for the semester of
   student teaching; 2)* Marching Band (MUS 264) a minimum of the first two Fall semesters in
   attendance; 3) a minimum of two semesters in MUS 263 level ensembles; and 4) a minimum
of two semesters of participation in choral organizations. *Transfer students with credit in Marching Band may initiate an appeal with the Director of Instrumental Activities.

**Guitar Majors**
A minimum of 4 semesters participation in MUS 364. Two semesters participation in guitar ensemble or an appropriate string ensemble. A minimum of two semesters participation in choral organizations.

**Piano Majors**
A minimum of 4 semesters participation in MUS 364. Two semesters of MUS 374 Accompanying Practicum. A minimum of two semesters participation in choral organizations.

**Organ Majors**
A minimum of 4 semesters participation in MUS 364. Two semesters of MUS 374 Accompanying Practicum. A minimum of two semesters participation in choral organizations.

### III. PROFESSIONAL EDUCATION.... 43
- EDUC 100 Intro. to Profession Education...1
- MUS 246 Intro. to Music Technology...3
- EDUC 201 Human Development ............3
- EDUC 301 Educational Psychology........3
- SPED 241 Intro to Exceptionalities.........3
- EDUC 207 Foundations of Education........3
- EDUC 293 Instructional Design for Middle/Secondary Schools........3
- MUS 451 Music in the Elementary School..3
- MUS 453 Music in the Middle and Secondary School...3
- SPED 320 Collab. Teaching of Secondary Students with Special Needs..........3
- READ 302 Reading for Content Area.......3
- Professional Semester: Clinical Practice……12

### CURRICULUM FOR THE MINOR IN MUSIC
(Either B.A. or B.S. degree)
(Minimum 26 semester hours)
A. MUS 103 Ear Training I ......................2
   MUS 113 Theory I.............................2
B. MUS 130 Music Appreciation or MUS 330 or 331 History of Music I or II ....3
C. Applied music (completing the 182 level in one applied area)..........................4
D. Musical Organizations (8 hours maximum)..............4
E. Electives in conducting and/or courses from the above areas.................. 11
CURRICULUM FOR THE BACHELOR OF MUSIC PROGRAM

I. GENERAL STUDIES (See University Bulletin) .......................... 36

II. MUSIC CORE ........................................................................ 35
MUS 103 Ear Training I .......................... 2
MUS 104 Ear Training II ......................... 1
MUS 203 Ear Training III ....................... 2
MUS 204 Ear Training IV ....................... 1
MUS 113 Music Theory I ....................... 2
MUS 114 Music Theory II ..................... 3
MUS 213 Music Theory III .................... 2
MUS 214 Music Theory IV .................... 3
MUS 131 Introduction to Music Literature .... 3
MUS 246 Introduction to Music Technology .... 3
MUS 315 Form and Analysis .................. 2
MUS 330 History of Music I ................. 3
MUS 331 History of Music II ............... 3
MUS 340 Basic Elements of Conducting ..... 2
MUS 375 Functional Keyboard ............... 2
MUS 461 Career Development Seminar .... 1

III. CONCENTRATION
(select Music Technology or Music Performance Concentration)

Music Technology Concentration
(select Electronic Music or Digital Recording emphasis)

Electronic Music Emphasis .................................................. 45
CIS 271 Practical Computer Applications .... 3
MUS 218 Composition ......................... 2
MUS 219 Composition II ...................... 2
Applied Major Instrument or Voice study through MUS 382 6
MUS 247 Advanced Computer Notation ...... 3
MUS 287 Recording Techniques I ........... 3
MUS 387 Electronic Music I ................. 3
MUS 388 Electronic Music II ............... 3
MUS 478 Advanced Electronic Music ........ 3
MUS 487 Music Technology Practicum ..... 3
MUS 490 Senior Project in Music Technology 6
Musical Organizations .......................... 8

Total of 8 semester hours; a minimum of 4 semester hours is required in WLU musical organizations.
Digital Recording Emphasis…………………………………….…45  
CIS 271 Practical Computer Applications 3  
COM 223 Radio Production or COM 225 TV Field Prod. 4  
Applied Major Instrument or Voice study through MUS 382 6  
MUS 287 Recording Techniques I 3  
MUS 288 Recording Techniques II 3  
MUS 387 Electronic Music I 3  
MUS 478 ST: Advanced Recording Techniques 3  
MUS 487 Music Technology Practicum 6  
MUS 490 Senior Project in Music Technology 6  
Musical Organizations 8  
  Total of 8 semester hours; a minimum of 4 semester hours is required in WLU musical organizations.

Music Performance Concentration  
(select Instrumental, Piano, or Vocal emphasis)

Instrumental Emphasis (Winds, Brass, or Percussion)………………..45  
MUS 181 – MUS 481 Applied Major Instrument study 21  
MUS 385 Instrumental Literature 3  
MUS 466 Instrumental Pedagogy 3  
MUS 493 Senior Recital 1  
Musical Organizations 17

  Brass, Woodwind and Percussion  
Total of 17 semester hours; a minimum of 4 semester hours is required in WLU instrumental organizations. Satisfactory completion of: 1) MUS 364 each semester of full-time enrollment; 2) MUS 264 (Marching Band) a minimum of the first two Fall semesters in attendance; and 3) at least 1 MUS 263 level ensemble all but the last semester of full-time enrollment.

  Guitar  
Total of 17 semester hours; a minimum of 4 semester hours is required in WLU instrumental organizations. Satisfactory completion of: 1) MUS 364 minimum of 4 semesters; 2) Guitar Ensemble each semester of full-time enrollment; and 3) at least 2 semesters participation in a choral ensembles.

Piano Emphasis…………………………………………………………..45  
Applied Major Instrument study through MUS 481 21  
MUS 373 Accompanying Lab 3  
MUS 374 Accompanying Practicum 3  
MUS 391 Piano Literature I 3  
MUS 392 Piano Literature II 3
MUS 468 Piano Pedagogy 3
MUS 493 Senior Recital 1
Musical Organizations 8

Total of 8 semester hours; a minimum of 4 semester hours is required in WLU musical organizations.

Vocal Emphasis..........................................................45

Applied Voice study through MUS 481 21
MUS 153 Fundamentals of Voice for Choral Emphasis 2
MUS 353 Italian, German, and French Diction 2
MUS 383 Vocal Literature 3
MUS 464 Vocal Pedagogy 3
MUS 493 Senior Recital 1
Any Foreign Language 3
Musical Organizations 10

Total of 10 semester hours; a minimum of 4 semester hours is required in WLU choral ensembles. Satisfactory completion of: 1) MUS 265 each semester of full-time enrollment; 2) a minimum of one semester in a MUS 261 level ensemble.

IV. RESTRICTED ELECTIVES.........................................12

A. Music Performance Concentration
(select Instrumental, Piano, or Vocal emphasis)

Instrumental Emphasis

MUS 171, 172 Secondary Applied (non-pno) 2
MUS 171, 172 Piano 2
MUS 218 Composition 2
MUS 247 Advanced Computer Notation 3
MUS 252 Fundamentals of Woodwinds 2
MUS 254 Fundamentals of Percussion 2
MUS 255 Fundamentals of Brass 2
MUS 265 All-College Chorus 1
MUS 287 Recording Techniques I 3
MUS 333 Contemporary Music 2
MUS 335 Jazz 2
MUS 344 Choral and Instr. Cond. and Arr. 2
MUS 387 Electronic Music I 3
GBUS 140 Introduction to Business 3

Piano Emphasis

MUS 152 Fundamentals of Voice 2
MUS 171, 172 Secondary Applied (non-pno) 2
MUS 218 Composition 2
MUS 247 Advanced Computer Notation 3
MUS 264, 265, 364 or 365 Instr. or Voc. Ens. 2
MUS 271, 272 Secondary Applied (non-pno) 2
MUS 278, 478, 479 Spec. Top./Spec. Prob. 1 – 6
MUS 287 Recording Techniques I 3
MUS 333 Contemporary Music 2
MUS 335 Jazz 2
MUS 337 Music in American Society 3
MUS 373, 374 Accompanying 2
Foreign Language I 3
GBUS 140 Introduction to Business 3

Vocal Emphasis
MUS 171, 172 Secondary Applied (non-pno) 2
MUS 171, 172 Piano 2
MUS 247 Advanced Computer Notation 3
MUS 265 Music Theater Workshop 2
MUS 271, 272 Piano 2
MUS 278, 478, 479 Spec. Top./Spec. Prob. 1 – 6
MUS 264 or 364 Instrumental Ensemble 2
COM 243 Acting and Stage Technique 4
COM 343 Voice for the Stage 3
Foreign Language (in add. to major req.) 3
GBUS 140 Introduction to Business 3

B. Music Technology Concentration
MUS 171, 172 Piano 2
MUS 261, 263, 264, 265, 364 or 365 Instr./Voc. Ens. 2
MUS 278 Special Topics 1-3
MUS 288 Recording Techniques II (if not required) 3
MUS 388 Electronic Music II (if not required) 3
MUS 478 Special Topics 1-3
MUS 479 Special Problems 1-3
MUS 333 Contemporary Music 2
MUS 337 Music in American Society 3
MUS 381-482 Applied Lessons 4
MATH 177 Modern Programming Methods 3
SPA 152 Introduction to Acoustics 3
ART 290 Introduction to Computer Graphics 3
ART 295 Introduction to Web Design 3
COM 223 Radio Production 4
COM 225 TV Field Production 4
1.2 Applied Lessons

Major Area (Emphasis)

Perhaps the most important course you will take in the music department is your major applied instrumental, vocal, or composition lesson. It is essential that you come to each lesson with your assignment prepared to the best of your ability. To do this, you will need to practice every day for a substantial period of time. Your teacher can help you plan your practice time most effectively. You should arrive at least five minutes prior to the scheduled lesson, warmed up and ready to go. As with any University course, individual lessons should be a priority in your schedule. Avoid conflicts that will cause you to reschedule lessons. Lessons are rescheduled at the discretion of the teacher. If a student misses three or more scheduled lessons, he/she will be required to drop the course.

Private instruction in piano, organ, voice, brass, percussion, woodwind, and guitar is available to students of the university. Faculty teaching loads may necessitate preference being given to students who are meeting requirements listed in their respective curriculum. Applied lessons are listed in the course schedule as meeting on Tuesdays at noon, however, applied lessons are to be scheduled individually with the applied private instructor at the beginning of each semester. The Tuesday noon hour is reserved for all music students to attend Student Forum (see below).

Students registering for one semester hour of credit in applied music will receive weekly 30-minute lessons, while students registering for two or more hours will receive 50-minute lessons each week.

Levels 081 and 082 are remedial in nature and do not carry credit toward graduation requirements at this pre-university level of instruction. Level 081 carries one hour of institutional credit while level 082 can be taken for one or two hours of credit. Courses designated by numbers 181—482 represent study by the music student in his/her major area of applied music, and, as such, indicate a higher level of accomplishment.

For students in the Music Education program, levels 181—482 are normally taken for two hours of credit each. To graduate, Music Education majors must earn twelve (12) total hours of credit and complete the 382 proficiency level in at least one area of applied music.

Music Performance majors (Bachelor of Music) are required to complete 23 hours of credit in applied lessons. Music Performance majors should enroll for three (3) hours of credit for applied lessons each semester with the exception of the Senior Recital semester, in which only two (2) credits are required to complete the minimum 23. The Senior Recital accounts for the one (1) additional credit for that semester only.

Music Minors and non-music majors must enroll for one hour only and are required to repeat the level until the two-hour requirement represented by the level is fulfilled. Students in the Interdisciplinary Studies Degree Program may, with permission of the instructor, enroll for up
to four hours credit in the 181 through 482 levels.

Students should supply their private instructor with a schedule of their classes during the first day of each semester so lessons may be scheduled.

**Private Lessons in a Secondary Applied Area**

At any time during the course of study, a music major may elect to take private lessons in a secondary area (usually a half-hour session per week). Lessons are subject to the schedule and availability of the instructor in the discipline, and the student's ability to carry the extra credits. Students studying in a secondary area will enroll in the 171-272 series (one credit hour).

In many cases, secondary study constitutes a course overload, and may cost the student additional fees per credit. Note: private lessons of this sort in no way constitute a minor concentration that would appear on the student's transcript. Depending on the discretion of the instructor, novices on an instrument may be considered for secondary lessons.
1.3 Recitals and Projects

All student recitals will be subject to these procedures.

Music Education and Music Performance majors are required to perform a senior recital as a capstone experience. This recital will have at least 30 minutes of music for Music Education majors and at least 50 minutes of music for Music Performance majors. It is the student's responsibility to schedule a mutually convenient time and place for the recital and the pre-recital hearing (see below for details) with the appropriate faculty members. Please initiate the process with the Music Executive. The senior recital should represent the content standards met by achieving upper-level study on your instrument. The recital repertoire is chosen by the student in consultation with the applied teacher and should encompass a variety of styles and historical periods of music. Specific recital repertoire requirements may be found in the syllabi of individual applied teachers within the music department.

Music Technology Majors are required to enroll in MUS 490 Music Technology Senior Project as a capstone experience during the final semester of study. For Digital Recording majors, the Senior Project will be a large-scale recording project and an internship. For Electronic Music majors, the Senior Project will be a large scale composition, audio installation, or other similar project. The Senior Project must be approved by a committee of music faculty before the Midterm point of the semester of enrollment in MUS 490.

Pre-Recital Hearing
Students must pass a pre-recital hearing before performing the recital. The recital jury panel includes your private instructor and as many as three other faculty members of the music department. The pre-recital hearing must take place within the following “window”: between 21 and 10 days before the date of the recital. If the recital jury is not satisfactory according to the jury panel, the recital will be cancelled and must be rescheduled according to the above guidelines. All programmed recital pieces must be performed for the committee, and a majority vote of approval is required to proceed with the recital. This hearing will excuse the student from the end-of-semester jury.

A recording of your Recital can be made available to you for a fee of $20.00 – payable to West Liberty University. Arrangements for recording services MUST BE MADE IN ADVANCE through consultation with the faculty member that oversees recording services.

This fee entitles you to a raw compact disk master of your recital with each piece on its own separate track. Further editing and mastering can be done and for an additional fee. This includes additional track edits and the application of effects (reverb, etc.) as desired by the recitalist. This editing must be arranged in advance through the recording engineer. For more information, contact the faculty member that oversees recording services.
1.4 Juries

At the end of each semester, students are required to give performance exams before a faculty jury. The jury grade is generally determined by a combination of performance level, improvement, and level of the repertoire. For specific jury requirements and expectations in your area, consult your major applied teacher.

Final grades in applied study may be no more than +/- one letter grade from the average jury grade unless an individual instructor’s syllabus policy lowers the grade further. Students must show progress each year to maintain their status as music majors. Freshmen and sophomores must receive at least a C+ jury grade each semester to maintain their scholarships; juniors and seniors must receive at least a B.
1.5 Student Forum

Student Forum is a special meeting that occurs every Tuesday at noon during the Fall and Spring semesters (when classes are in session). This hour will be used for student recitals, special presentations, masterclasses, studio meetings, and other relevant experiences.

All students must attend a minimum of ten (10) Student Forums per semester, except the professional semester. Failure to meet the minimum of ten (10) will result in a grade of “Incomplete” in applied lessons. The incomplete can be remedied the following semester by making up the deficiency in addition to attending the minimum 10. Incomplete grades that are not remedied the following semester will automatically become a grade of “F”.

All music majors are required to perform on Student Forum at least twice each year (first semester freshmen are exempt). This is a part of completing the levels being studied. Failure to do so will result in a grade of “Incomplete” for the applied music course. Students must make arrangements for their own accompanist. Recital dates will be assigned.

Recordings of Student Recitals will be available the following week. One CD containing all performances will be available for free upon request.

Information on pieces and performers for programs must be presented to the supervising faculty member by noon of the Friday 2 weeks prior to the performance. Program information submitted should include the title of the work, movements, and the full name of the composer, with the composer's birth and death dates. Groves Dictionary and Baker's Biographical Dictionary of Musicians, available in the reference section of Elbin Library, are reliable sources for this information.

Students are expected to dress appropriately when performing, observing the general conventions of concert attire (formal shoes, dresses or skirts, slacks, ties, etc., and no sneakers, flip-flops, jeans, tee shirts or sweatshirts, etc.), and practice proper stage etiquette.
1.6 Ensembles

Brass Ensemble
The West Liberty Brass Ensemble usually forms into a collection of chamber groups open to both music majors and non-majors by audition only. These groups, 3-17 in number of members, can range from homogenous chamber ensembles to medium-sized mixed ensembles to larger brass choirs. These small ensembles represent a true chamber music experience, allowing students to make high-quality music under the direction of a faculty coach. These brass ensembles perform both on and off campus.

Concert Choir
This choir is an elite group with membership gained by audition with the director. This is the touring choir that represents the University at on and off campus events.

Electronic Music Ensemble
One of the University’s newest groups, the EME performs standard and original electronic music using a variety of media. Performances have featured such diverse elements as amplified cell phones, electro-acoustic “tape” pieces, synthesizer ensembles, and interactive live electronics. Membership is by permission of the instructor.

Jazz Combo
A small jazz ensemble of approximately 3-8 musicians that performs various styles of traditional and contemporary jazz, with an emphasis on improvisation. The Jazz Combo is open to both music majors and non-majors by audition only.

Jazz Ensemble
The West Liberty Jazz Ensemble is a full big band that performs a wide range of jazz styles from swing to Latin to fusion and contemporary styles. The ensemble is by audition only, but students from all majors are encouraged to audition. Auditions will take place during the first week of classes each semester.

Madrigal Choir
A small, auditioned vocal ensemble specializing in the performance of madrigals and other 16th-century choral literature as well as other works particularly suitable to the small ensemble.
Marching Band
The Marching Hilltoppers is West Liberty's most diverse, energetic, and visible ensemble. The band performs at home football games, parades, and other events both on and off campus. The ensemble is made up of brass, woodwinds, battery percussion, pit percussion, and auxiliary (colorguard, rifles, etc.) members. Performances are divided into multiple “themed shows”, performed from memory, and rotate on a schedule for the season. Every member of the marching band receives a scholarship and is required to attend preseason rehearsals in addition to regular class attendance. Membership is open to all full-time West Liberty students and obtained by successful audition for the director.

Pep Band
This group is open, by audition, to all students. The Pep Band performs at home basketball games and at conference tournaments.

Percussion Ensemble
The West Liberty University Percussion Ensemble performs a wide variety of musical styles from various traditions including, but not limited to, contemporary classical music, jazz and rock, West African dance/drumming and steel drum music (The Panhandle Steel Ensemble). Appearances are scheduled both on and off campus.

University Chorus
This chorus is a large group open to all interested students without audition. The chorus performs once each semester and generally learns a larger work such as a cantata or oratorio.

Wind Ensemble
The West Liberty Wind Ensemble performs a variety of repertoire written for the modern wind ensemble. The music department’s premiere instrumental ensemble, this group presents concerts, provides music for major University events, and regularly performs off campus. Membership is open, by audition, to all students.

Wheeling Symphony Youth Orchestra
The WSYO provides West Liberty students with a unique opportunity to participate in an off-campus ensemble for University credit. Students must audition each year. Students adhere to Course Syllabus policies as well as abiding by WSYO Participant Handbook policies.

Woodwind Ensemble
The Woodwind Ensemble is a collection of chamber groups open to both music majors and non-majors by audition only. These groups can include a woodwind quintet, saxophone quartet, clarinet quartet, flute trio or quartet, or mixed ensembles. These small ensembles represent a true chamber music experience, allowing students to make high quality music under the direction of a faculty coach. The Woodwind Ensemble performs both on and off campus, including community events and regional and national conferences.
1.7 Concert Attendance Requirements

Each Music Major must attend a minimum of 35 recital and concert performances as part of graduation requirements. Students combining music in the Interdisciplinary Studies degree program need only attend 20 approved events. Failure to complete the requirement will delay graduation until the requirement is fulfilled.

In meeting the requirement, each student is to include attendance at at least one event in each of the following categories:

- Symphony orchestra
- Chamber music
- Opera
- Musical theater
- Ethnic/world music
- Solo performances
- Choirs and vocal ensembles
- Large instrumental ensembles such as bands, symphonic wind ensembles, etc.
- Smaller instrumental ensembles such as brass ensemble, woodwind ensemble, percussion ensemble, etc.

If a student is performing in more than one West Liberty ensemble in a semester, one performance may be counted toward the required number. This credit is not to be assumed. Students wishing to request this credit should present evidence of participation to the Music Executive.

In advance of attendance, the Music Executive should approve all programs from outside the department.
1.8 Advisors

Each student is assigned an academic advisor. During the registration period before each new semester, you must meet with your advisor. Using your curriculum sheet as a guide, plan your semester courses as best as possible before meeting with your advisor.

Although it is important to follow the recommended sequence on your worksheet, availability of specific sections, or scheduling conflict considerations may determine exactly which of these courses you can register for at any particular time. Your advisor can help you determine this.

The advisor will then assign you a temporary PIN that will allow you to register on-line during your assigned registration period. Only your assigned advisor can give you the PIN. If you need to make changes in your schedule, consult with your advisor. He or she is the only person authorized to approve changes.

While your advisor will help guide you through the registration process each semester, it is your responsibility to make sure you are taking the courses required for graduation.

Keep in frequent touch with your advisor, and feel free to speak with him or her about your musical and academic progress, and about your goals after graduation. Probably those goals will change. Your advisor can help you get the most out of your education at West Liberty.
1.9 Fundamental Proficiencies

**KEYBOARD PROFICIENCY REQUIREMENTS**

It is imperative that all music students acquire a level of proficiency at the keyboard. To that end, the following skills are required in order to meet graduation requirements as they relate to keyboard proficiency and competency. The successful completion of Functional Keyboard (e.g., Music 375) is aimed towards meeting the following keyboard proficiency and competency goals:

**HARMONIZATION:**
- Harmonizing a given melody using the full array of diatonic harmonies as well as chromatic harmonies; regarding the latter, students must demonstrate competency using secondary dominants, secondary leading tone chords, augmented sixth chords, and the Neapolitan chord.
- Given a melody (e.g., usually a familiar tune, such as “Take Me Out to the Ball Game”) and a prescribed set of harmonies (e.g., drawn from diatonic and/or chromatic harmonies), create a supportive, two-handed accompaniment that would combine well with the given melody. In creating this two-handed accompaniment, the student would be provided with a suggested model with view to musical texture for the first few measures, and thereafter, the student is expected to follow the lead of this model in creating his or her two-handed accompaniment for the given example.

**IMPROVISATION:**
- Given up to eight measures of prescribed harmonies, drawn from the full array of diatonic harmony as well as chromatic harmony, improvise a logical and pleasing melody that would blend well with the given harmonies. Rather than requiring the students to improvise “on the spot,” they will be allowed time to plan, experiment, practice, and ultimately display their improvisation for the instructor; therefore, the improvising per se is more appropriately described as an exercise in guided, free composition.

**REPERTOIRE:**
- The ability to play intermediate-level keyboard repertoire, such as selections from Felix Mendelssohn’s Songs Without Words, easier selections from Frédéric Chopin’s Twenty-four Préludes, Opus 28, etc.

**SCORE READING:**
- Proficiency in reading an easier 4-part (e.g., S-A-T-B) choral score
- Proficiency in reading a slow-moving band score, with up to three parts at three, different levels of transposition (e.g., flute already at concert pitch, B-flat clarinet, and E-flat saxophone)
SIGHT READING:
• The ability to sight read elementary-level literature, such as the teaching pieces of Robert Schumann, Béla Bartók, Dmitri Kabalevsky, etc.

TECHNIQUE:
• The ability to play all major and harmonic minor scales, hands together, 2 octaves, ascending and descending.

• The ability to play all major and minor arpeggios, root position, hands together, 2 octaves, ascending and descending.

• The ability to play all dominant seventh and diminished seventh arpeggios, root position, hands together, 2 octaves, ascending and descending.

TRANSPOSITION:
• The ability to transpose a given melody along with prescribed harmonies presented either as those found in Roman numeral analysis and/or those found in “sheet music” (e.g., harmonies represented as letter symbols: D/F#, B min. 7, E min./G, etc.)

• The ability to transpose a brief, elementary-level composition on the level of, for example, the easier pieces in Béla Bartók’s Mikrokosmos or the easier teaching pieces of Dmitri Kabalevsky, etc.

• Additionally, as cited above (e.g., in the section pertaining to “score reading”), proficiency in reading band scores with up to three parts, at differing transposition levels, inherently requires competency with view to transposition skills

THEORY & MUSIC HISTORY MINIMUM GRADE REQUIREMENTS

Candidates for all music degrees must obtain a minimum grade of "C" in each of the four semester courses of Music Theory and of Ear Training and 2 semesters of Music History (MUS 330-331). Students must retake and pass each course in which the requirement was not met, before advancing to the next course level.
UPPER DIVISION QUALIFICATION REQUIREMENTS

Each music major at West Liberty University will submit to a comprehensive formal review called Upper Division Qualification (UDQ). UDQ is used to evaluate whether a given student may continue as a music major after completion of the courses and requirements listed below. All faculty members participate in the review process, which is scheduled in 20-minute slots during final exam week. Students are not allowed to enroll in 300 level applied lessons until the UDQ has been passed.

To be eligible for Upper Division Qualification, the student must:
• have passed (with a minimum grade of “C”) MUS 103, 104, and 203 - Ear Training I, II, III
• have passed (with a minimum grade of “C”) MUS 113, 114, and 213 - Music Theory I, II, III
• be enrolled in or have passed (with a minimum grade of “C”) MUS 204 Ear Training IV
• be enrolled in or have passed (with a minimum grade of “C”) MUS 214 Music Theory IV
• be enrolled in Applied Lessons at the 281 or 282 level
• be enrolled in or have passed MUS 171 Fundamentals of Piano III

In lieu of the semester jury, UDQ will include a performance of representative literature and technical material. In addition to the performance, the student prepares a portfolio that highlights their academic and musical accomplishments (examples might include: transcript with grades and GPA, representative assignments, projects, exams, philosophy of music or music education, etc.), performance progress, juries, attendance, progress toward piano proficiency and other criteria. Students are also encouraged to include supplemental information gathered during the first two years at West Liberty (concert programs, evidence of community service, etc.). Students should obtain an application form from the Music Executive and gather all appropriate signatures. The application and the portfolio must be submitted to the Music Executive at least one week in advance of the review.

The student will sight read in their major performance area, take a post-test version of the entrance placement exam (Aural Perception Test), take a piano proficiency exam (including one approved piece as well as an assigned melody with harmonization) and be interviewed by the faculty to assess his or her comprehensive musicianship and commitment to the major.

In cases where a part-time applied teacher is unable to attend a student's UDQ, he or she will submit a written evaluation of the student's performance level and progress.

A student who does not pass UDQ may submit a written request for “Probationary Status”. “Probationary Status” will not exceed one semester. This request is due within one week following UDQ. If approved, the student will retake UDQ (according to the above guidelines) at the end of the probationary semester. In the event a student does not pass Upper Division Qualification the second time (if granted probationary status), he or she will no longer be a music major and will receive appropriate guidance in transferring to another degree program within West Liberty University.
SECTION 2: DEPARTMENTAL POLICIES AND PROCEDURES

2.1 Facilities Information and Regulations

During the regular school term, hours for the Hall of Fine Arts and College Hall are posted in the glass bulletin board in the main music corridor. The department has an electronic piano lab (10 stations), a computer/MIDI lab (12 stations), a dedicated state-of-the-art recording studio, two pipe organs, 2 concert grand pianos, pianos in each practice room, and 6 Yamaha Disklavier pianos in practice rooms.

**Practice Rooms:** Practice rooms are available for students on a first come, first-served basis. The organ practice room, grand piano practice room and percussion practice rooms are to be used only by students studying in those areas. Please be considerate of other students, and do not play excessively loud in practice areas. Do not leave instruments out of cases or unattended for long periods of time and definitely not overnight! Do NOT set things on instruments (piano or percussion). No food or drink is allowed in the practice rooms.

**Music Technology Lab:** Located in the Media Arts Center section of the Hall of Fine Arts. Usage is granted to students who are enrolled in or have successfully completed an introductory level music technology course. Access is also subject to approval by the Music Executive.

**Audio Recording Studio:** Located in the Media Arts Center section of the Hall of Fine Arts. Only students who are enrolled in or have completed appropriate technology courses may have access to the Audio Recording Studio. Access is also subject to approval by the Recording Studio Director.

**College Hall Recording Studio:** Located on the third floor rear, and is to be used only by students authorized for recording events in the Elbin Auditorium.

**Elbin Auditorium:** Located in College Hall, is used for music department recitals and concerts. Students preparing for recitals may have access to this auditorium by reserving it with the Assistant Chair of the Department of Arts and Communications.

**Food and Drink:** Food and drink are not allowed in any classrooms, practice rooms, or rehearsal rooms, and is STRICTLY prohibited in electronic labs and studios.

**Smoking:** Smoking is prohibited in all areas of the Hall of Fine Arts and College Hall.
2.2 Scholarships and Financial Information

Scholarships are awarded at the discretion of the faculty and the Music Executive. Any current or prospective student is eligible to compete for scholarship assistance, regardless of financial status. Students desiring financial assistance must apply to the director of Financial Aid. An extensive outline is available that details the requirements necessary for renewal of a student scholarship. Students who do not meet required academic and performance levels will have their scholarship reduced or eliminated. Scholarship standing is evaluated at the end of each semester. Note: A student must be carrying a course load of at least 12 credits in any given semester in order to be considered full time at West Liberty University, and in order to retain his or her scholarship.
2.3 Credit by Examination of a Music Course (“K” Credit)

Students who have previous experience or training in a given musical area (but no transfer credit that has already been accepted by West Liberty University) may, with the permission of the instructor, take an exam to “place out” of a course. If the student can demonstrate sufficient ability in the exam, the instructor can record the grade of “K” or Credit by Examination on the student’s transcript. See the University bulletin for other policies regarding Examination by Credit.
2.4 Changing Majors Within the Music Department

Occasionally, a student will find that his or her area of musical interest has changed, and will want to switch to another applied area or concentration part way through the course of study. While such a change is possible, the final decision rests on the judgment of both major teachers (current and prospective), and will require the student to re-audition for the full-time faculty in the new area. It should be noted that a change of major within the department may affect the student's scholarship level, and may require additional terms beyond the scheduled senior year to make up required course work in the new major area. While such conversions are possible, they are not encouraged. The student should approach a decision to change the major instrument with extreme seriousness and deep consideration.
2.5 Student Lockers

Students are privileged to use the lockers located in the Hall of Fine Arts. Lockers may be signed out through the Assistant Department Chair. Lockers that accommodate larger instruments are assigned ONLY on an “as needed” basis. See the SAMPLE locker check-out sheet on the following page.

ONLY the locks provided may be used on ANY department locker. Under NO circumstance should a student use their own lock. The department may at any time cut locks to confiscate lockers and their contents in violation of these policies.

Unless re-checked out, contents of lockers will be confiscated on the Monday following Spring Commencement exercises.

Please note: Locks and lockers are the property of the Department of Music and Theater, College of Arts and Communications, and West Liberty University. Designees of the Department of Music and Theater, College of Arts and Communications, and West Liberty University maintain the right to enter lockers and confiscate ANY contents at ANY time and at their discretion. Illicit or illegal material kept in any locker is a violation of University policy and will invoke the involvement of Campus Safety and West Liberty Police.
Locker Sign Out Policy (EXAMPLE ONLY)

By accepting the privilege of the use of Hall of Fine Arts music department locker number __________________ , I hereby give my consent to a search of that locker whenever deemed necessary by the Dean of the School of Liberal Arts, Chair or Assistant Chair of the Department of Arts and Communication, or by their designee. I understand and acknowledge that this process will help preserve the safety of students and other individuals, help protect property from damage or theft, and help locate missing West Liberty property.

In the event a need arises for University personnel to inspect my locker, I understand that I will be so notified, and whenever possible I will be given the opportunity to be present during any search. In cases of emergency or the issuance of a legal warrant, my locker may be searched without notice to me.

Finally, I understand that use of any lock on this locker other than the lock issued to me by University personnel will result in me forfeiting the privilege of using a Music locker, and all locker contents will be confiscated.

Unless re-checked out, contents of lockers will be confiscated on the Monday following Spring Commencement exercises.

__________________EXAMPLE ONLY_____________________
Student name / date

__________________EXAMPLE ONLY_____________________
Music faculty name / date

LOCK SERIAL NUMBER (LAST 3) 30427_______

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(Detach)

Locker number___________

Combination_______—_______—_______
2.6 Student Grievances

The music department values student morale, opinions, and suggestions. To ensure that your voice can be heard the following grievance procedure has been adopted.

Always begin the grievance process at the most fundamental level possible. Whenever possible begin with individual faculty members, area (voice, brass, etc.) coordinators, and advisors before bringing a problem to the assistant chair, chair, and then dean. In a small department like ours, this may be difficult—use your best judgment.
2.7 Honors Recital Information and Regulations

ELIGIBILITY:
- Applicant must be a full-time student at West Liberty and enrolled in applied study with a faculty member during the semester of the audition and recital.
- Applicant must have his or her audition form signed by his or her applied instructor and must submit this form to the coordinator of the Honors Recital.
- Applicant must either be a music major or engaging in interdisciplinary studies with music declared as one of the concentrations.
- Applicant must be enrolled in at least one major ensemble within the music department during the semester of the audition and recital.
- Selected performers are not eligible the following year.

***SPECIAL NOTE REGARDING MUSIC EDUCATION PROFESSIONAL SEMESTER:
An applicant in the midst of his or her student teaching during the semester of the Honors Recital may still audition for the Honors Recital. In order to do so, that applicant must have been enrolled in one of the major ensembles within the department of music the semester prior to the semester of the Honors Recital and that applicant must be enrolled in 1.0 semester hour of private, applied study during the semester of the Honors Recital. In this way, that applicant would still be receiving the necessary coaching and instruction to ensure the best audition and performance possible.

AUDITION:
- Only those compositions and performers heard during the audition may (if selected) be programmed on the honors recital.
- The applicant’s entire presentation at the time of the audition will be heard by the voting faculty members without interruption.
- It is suggested that the applicant offer a program of 10 – 15 minutes of total performing time; however, a program offering a minimum of 5 minutes of total performing time is required.

NOTE:
- The applicants awarded a place on the Honors Recital are exempt from a semester jury examination and will receive an A for the semester, at the discretion of the applied instructor.
2.8 WL Concerto Competition

The WL Concerto Competition will be held each year at the close of the Fall Semester. Winner(s) of the competition will perform with the WL Wind Ensemble the following semester.

General Guidelines:
- Winners are not eligible the following year.
- The competition is open to all WL students.
- When possible, the competition will be adjudicated by experts from beyond WL.
- Memorization is not required for the competition or the performance except as appropriate to your area of specialization and as required by your applied teacher.
- Competition entries must be accompanied (except in the rare instance that a “condensed” accompaniment is not available). Accompanist arrangements are the responsibility of the individual contestant.

Repertoire Guidelines
- Repertoire must be selected carefully as there must be a readily available accompaniment that is playable by our wind ensemble. Please consult with the Director of Bands and your applied teacher to identify appropriate repertoire well in advance of the competition. Performers that do not take this into consideration MAY have to forfeit the competition.
- Works should be at least 5 minutes and no more than 15 minutes. Partial works (i.e. movements that stand alone are acceptable). At the discretion of the conductor, the winner may be may be limited to perform only individual movement(s) on the concert.

See the Director of Bands for a competition application form and for answers to any other questions.
### Upper Division Qualification Application Form

This application is DUE to the Music Executive at least one week in advance of the review. UDQ date(s) will be determined by the faculty on a per-semester basis and posted at the beginning of each semester. For more information about Upper Division Qualification, please consult the Music Student Handbook and the music division website: [http://music.westliberty.edu](http://music.westliberty.edu).

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Major Applied Area</td>
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<tr>
<td>UDQ Date</td>
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**Checklist:**

- [ ] passed MUS 103 Ear Training I with a minimum grade of C
- [ ] passed MUS 104 Ear Training II with a minimum grade of C
- [ ] passed (with a minimum C) or currently enrolled in MUS 203 Ear Training III*
- [ ] passed MUS 113 Music Theory I with a minimum grade of C
- [ ] passed MUS 114 Music Theory II with a minimum grade of C
- [ ] passed (with minimum C) or currently enrolled in MUS 213 Music Theory III*

**Check:**

- [ ] current Major Applied Level is 281 or 282

**Check:**

- [ ] passed (with minimum C) or currently enrolled in MUS 171 Fundamentals of Piano

**Check:**

- [ ] passed (with minimum C) or currently enrolled in MUS 131 Music Literature

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*All Ear Training and Music Theory courses (I-IV) must be passed with a minimum grade of C in order to graduate.

**reminder - the Portfolio is DUE to the Music Executive no later than one week prior to the review.**
2.9 – b  ACKNOWLEDGEMENT OF RECEIPT OF MUSIC STUDENT HANDBOOK

Dear Music Student,

Welcome (or welcome back) to the Department of Music and Theater at West Liberty University! The MUSIC STUDENT HANDBOOK is one of the most important documents you will receive during your time here. It contains most everything you need to know about succeeding in the music degree. With the receipt of this handbook, you are now responsible for educating yourself about its contents so that you successfully follow the guidelines and requirements necessary for graduation.

By signing your name below, you are thereby acknowledging that you have:

1) either received the most recent paper edition of the handbook, received an update to the handbook, or been made aware that the Music Student Handbook is available for viewing or download on the music website located at http://music.westliberty.edu

and

2) taken the responsibility upon yourself to review the guidelines and requirements for your undergraduate music degree program, and that you will review said requirements at least once a semester.

__________________________  
Student Name (please print)

__________________________  ____________
Student Signature          Date

Congratulations and best wishes for success in the completion of your undergraduate program!

Most Sincerely,
The Faculty and Administrators of the Department of Music and Theater

**Place this completed statement in the student’s permanent advising folder in the Music Executive’s office.**