

WEST LIBERTY UNIVERSITY

Department of Music and Theater

Division of Music

MUSIC STUDENT HANDBOOK

<http://westliberty.edu/music>

Revised, August 2015

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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 Emphasis in 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 Emphasis in Music Technology. 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 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*. Please see the Music Executive to obtain the password.

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

Prof. Brian Baldauff Fine Arts 314 336-8513 brian.baldauff@westliberty.edu
Percussion
Director of Athletic Bands

Dr. Linda Cowan Fine Arts 317 336-8293 lcowan@westliberty.edu
Chair of the Department of Music and Theater (Music Executive)
Voice

Dr. Scott Glysson Fine Arts 306B 336-8090 scott.glysson@westliberty.edu
Director of Choral Activities
Music History

Prof. Patrick Garrett Fine Arts 323 336-8206 patrick.garrett@westliberty.edu
Music Education
Low Brass

Dr. Matthew Harder College Hall C1 336-8296 mharder@westliberty.edu
Interim Dean, College of Arts and Communication
Music Technology

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

**DR. INKSTER IS ON LEAVE FOR
THE 2015-2016 ACADEMIC YEAR**

Dr. Gerald Lee Fine Arts 320 336-8372 glee@westliberty.edu
Piano
Director of the Concert Artist Series

Dr. Anna Stephan-Robinson Fine Arts 321 336-8371 anna.stephanrobinson@westliberty.edu
Music Theory and Ear Training
Horn

Adjunct faculty:

Dr. Angela Day, voice
Wendy Kumer, flute
Marino Galluzzo, saxophone
Amanda Morrison, clarinet
Scott Elliott, guitar
Evan Robinson, music appreciation, tuba
John Rose, music appreciation

Jamie Peck, recording techniques
Shawn Wilson, trumpet
Tom Myers, bassoon
Debbie Breiding, piano
Michelle Stack, violin/viola and Funds of Strings
Molly Williams, bass

Staff:

Cindy Jones, administrative secretary
Debbie Breiding, staff accompanist
John Rose, staff accompanist

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. The Bachelor of Music degree is considered a “professional” degree. Students can choose either the Bachelor of Music in Performance, or the Bachelor of Music with Emphasis in Music Technology (BMEMT). The BM in Performance offers three areas of emphasis: Instrumental (Winds, Brass, or Percussion), Piano, or Voice. 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. These curriculum sheets list the exact course requirements and a suggested course sequence for your individual degree. 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 Interdisciplinary Studies Program website for more information: <http://westliberty.edu/interdisciplinary-studies/>

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 45-47

II. MUSIC SPECIALIZATION (select either a CHORAL or INSTRUMENTAL emphasis)

CHORAL EMPHASIS..... 69-70

A. Music Theory.....20

MUS 102 Musicianship.....	4
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

B. Music History..... 6

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
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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 levels 1 and 2 in MUS 100)...	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
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INSTRUMENTAL EMPHASIS... 70-72

A. Music Theory..... 18

MUS 102 Musicianship.....	4
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 Theory I.....	2

MUS 114 Theory II.....	3
MUS 213 Theory III.....	2
MUS 214 Theory IV.....	3
B. Music History.....	6
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 164, 165 or higher.....	2

Guitar Majors

Major area.....	12
Piano 164, 165 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 MUS 100 Level 1.

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..... 40

EDUC 100 Intro. to Profession Education...	1
MUS 246 Intro. to Music Technology...	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..	2
MUS 452 Music in the Middle School	2
MUS 453 Music in the Secondary School	2
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 102 Musicianship.....	4
B. MUS 103 Ear Training I	2
MUS 113 Theory I.....	2
C. Applied music (see Section 1.2 Applied Lessons for full requirements)...	4
D. Musical Organizations.....	8
E. Electives (any other MUS courses).....	6

CURRICULUM FOR BACHELOR OF MUSIC DEGREES

BM in Performance (BMP), BM with Emphasis in Music Technology [BMEMT]

I. BACHELOR OF MUSIC GENERAL STUDIES REQUIREMENTS36

(see the University Catalog for General Studies Requirements)

II. MUSIC CORE.....35

MUS 102 Musicianship*	4
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 246 Introduction to Music Technology	3
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

*You must earn a grade of “C” or better in these courses to be admitted to the next course in the sequence.

III. CONCENTRATION: Choose either:

A.) PERFORMANCE or B.) MUSIC TECHNOLOGY

A. PERFORMANCE CONCENTRATION

(select Instrumental, Piano, or Vocal emphasis)

Instrumental Emphasis (Winds, Brass, or Percussion).....45

MUS 200 and 400 Applied Major Instrument study	21
(see Section 1.2 “Applied Lessons” for full requirements)	
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

MUS 200 and 400 Applied Piano study (see Section 1.2 “Applied Lessons” for full requirements)	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

MUS 200 and 400 Applied Voice study (see Section 1.2 “Applied Lessons” for full requirements)	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.

Performance Concentration

Restricted Electives.....12-15

(select Instrumental, Piano, or Vocal emphasis)

Instrumental Emphasis.....minimum 12 credit hours

MUS 100 Secondary Applied (non-pno, see Section 1.2 “Applied Lessons” for full requirements)	2
MUS 164, 165 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.....	minimum 12 credit hours
MUS 152 Fundamentals of Voice	2
MUS 100 Secondary Applied (non-pno, see Section 1.2 “Applied Lessons” for full requirements)	2
MUS 218 Composition	2
MUS 247 Advanced Computer Notation	3
MUS 264, 265, 364 or 365 Instr. or Voc. Ens.	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.....	minimum 12 credit hours
MUS 100 Secondary Applied (non-pno, see Section 1.2 “Applied Lessons” for full requirements)	2
MUS 164, 165 Piano	2
MUS 247 Advanced Computer Notation	3
MUS 265 Music Theater Workshop	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 200 and 400 Applied Voice/Instrumental study (see Section 1.2 “Applied Lessons” for full requirements)	12
Musical Organizations (1 cr x 7 sem)	7
MUS 287 Recording Techniques I	3
MUS 288 Recording Techniques II	3
MUS 387 Electronic Music I	3
MUS 388 Electronic Music II	3
MUS 479 Special Problems	3
MUS 487 Music Technology Practicum (1 cr x 3 sem)	3
MUS 490 Music Technology Senior Project	6

One of the following:

DMD 204 Radio Production	3
COM 224 Television Production I	4
COM 225 Television Production II	4

Music Technology students must take at least seven semesters of musical organizations. Instrumental majors (winds, brass, percussion) must take at least four (4) semesters of Wind Ensemble. Voice majors must take at least four (4) semesters of College Community Chorus. Guitar majors must take at least four (4) semesters of Guitar Ensemble. All BMEMT students must take at least two (2) semesters of Electronic Music Ensemble.

Electives.....11

Any MUS Courses	
DMD 204 (if not taken as requirement).....	3
COM 224 (if not taken as requirement).....	4
COM 225 (if not taken as requirement).....	4

1.2 Applied Lessons

Major Area

Perhaps the most important course you will take in the music department is your Major Applied Instrumental or Vocal lesson. This is also known as your Major Applied Area. 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 and 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 (and the preparation of which) should be a priority in your daily 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, strings, guitar, and composition 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 **Fridays at noon**, however, applied lessons are to be scheduled individually with the applied private instructor at the beginning of each semester. The Friday noon hour is reserved for all music students to attend Student Forum (see below).

The number system for Applied Lessons is new for Fall 2015.

It works like this:

MUS 100	Levels 1 – 2	Provisional, Non-Majors, Secondary Applied
MUS 200	Levels 3 – 6	Music Majors, Music Minors
MUS 400	Levels 7 – 10	Upper Division Music Majors, Level 10 is Distinction

Levels are determined by your Audition, your Private Instructor, and your Juries.

Typical Music Major Sequence:

Freshman Fall	MUS 200	Level 3
Freshman Spring	MUS 200	Level 4
Sophomore Fall	MUS 200	Level 5
Sophomore Spring	MUS 200	Level 6 (Upper Division Qualification occurs here)
Junior Fall	MUS 400	Level 7 (If UDQ is passed)
Junior Spring	MUS 400	Level 8
Senior Fall	MUS 400	Level 9 (If required in your degree)
Senior Spring	MUS 400	Level 10 – <i>Distinction</i>

Credits

Students registering for MUS 100 (one semester hour of credit) in applied music will receive one weekly 30-minute lesson, while students registering for either MUS 200 or MUS 400 (two

or three semester hours of credit depending on the degree) will receive one 50-minute lesson each week.

Registration

All students who are non-majors or taking Secondary Applied Lessons (not your Major Applied Area) will register for MUS 100: repeatable for credit, 30-minute lesson, 1 hour of credit. All music minors must complete Level 4 on MUS 200: repeatable for credit, 30-minute lesson, 1 hour of credit. At that point, the minor, in conjunction with the minor student's applied teacher, will decide whether to continue on MUS 200 for a two-credit hour lesson or continue with MUS 100 for a one credit 30-minute lesson. In consideration of the needs of the department, the Chair will have the final say as to whether a minor can continue with a two-credit lesson after having achieved the Level 2 minor requirement.

All majors who passed their audition will start lessons on MUS 200 and will repeat the class until the student successfully passes Upper Division Qualification. After passing UDQ, the student will continue on MUS 400 until meeting the level requirement for graduation.

Levels 1-2 (MUS 100)

Represents provisional-level study. This level is designated for Secondary Applied Area study and non-majors. Students who hope to matriculate towards Major Level study are limited to no more than two semesters on MUS 100.

Levels 3-6 (MUS 200)

Represents a student's natural early progression in major-level applied study. A student may skip, regress, or remain on any level at any point throughout their study at WLU. These levels are represented at registration by MUS 200, repeated for credit. To apply for Upper Division Qualification, Level 5 must be completed and the student must be studying for completion of level 6. Music minors must successfully complete Levels 3 and 4.

Levels 7-10 (MUS 400)

Represent upper-division study and recital preparation. A student may skip, regress, or remain on any level at any point throughout their study at WLU.

Level 8: Final level for Music Technology and Music Education majors.

Level 9: Final level for Music Performance majors.

Level 10: Level of Distinction

Level 10 can be awarded by the faculty as a "Level of Distinction" to those students who demonstrate achievement of the highest level on their major instrument at the time of the senior recital jury.

To graduate, Music Education and Music Technology majors must earn at least twelve (12) hours of credit in applied lessons and complete Level 8. Music Education and Music Technology majors register for two (2) hours of Applied Lesson credit each semester. Music Performance majors (Bachelor of Music) are required to complete 23 hours of credit in applied

lessons and complete Level 9. Music Performance majors must 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.

Interdisciplinary Studies Music Majors

Students in the Interdisciplinary Studies Degree Program with a music concentration area may, with permission of the instructor, enroll for two to three credits in either MUS 200 or 400. MUS 100 will not count towards the Interdisciplinary Studies degree requirements.

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 (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 credit. Students studying in any secondary area will enroll in MUS 100 (one credit hour).

In many cases, secondary study constitutes a course overload, and may cost the student additional fees. 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.

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

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.

Emphasis in Music Technology students are required to enroll in MUS 490 Music Technology Senior Project as a capstone experience, typically during the final semester of study. The Senior Project is designed by the student. Projects can take the form of a large-scale recording project, an internship, a large-scale composition involving electronics, an audio installation, etc. The Senior Project must be approved by a committee of music faculty prior to 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 Friday 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 (with the exception of the “professional semester” for music education majors). 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 once each semester (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 as described above. Students must make arrangements for their own accompanist. Recital dates will be assigned at the beginning of the semester.

Recordings of Student Recitals will be available. Students can access individual performance recordings via a password-protected page on the music website. The password, which is changed each semester, will be made available at the beginning of each semester.

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 (bowing, acknowledging accompanist/collaborators, etc.)

1.6 Ensembles

Ensemble offerings will depend upon faculty availability, loading, and other factors.

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.

University Singers

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

Electronic Music Ensemble

One of the University's newest groups, the EME performs standard and original electronic music using a variety of electronic musical instruments. 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, and rock band (electric guitar, bass, and keyboard) 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.

College Community Chorus

The College Community Chorus is a large group open to all interested students, faculty, staff, members of the community, and high school students. 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 Proficiencies

a. WLU Piano Proficiency Exam

As a graduation requirement, all music majors must pass a juried piano proficiency exam. It is highly recommended that this exam be taken during the semester in which the student is enrolled in Functional Keyboard (Music 375); however, with prior consent from the piano professor, the student may opt to take this exam at any time during his or her tenure as a music major at WLU.

EXPECTED CONTENT

CHORD PROGRESSIONS (24% of the exam)

- Perform the following chord progression, hands together, in all 24 major and minor keys: I – IV – I – V (or V7) – I (Minor mode: i – iv – i – V [or V7] – i)
- Suggested chord inversions to facilitate fluency in execution: I – IV6/4 (i.e. neighbor 6/4) – I – V6 (or V6/5) – I (Minor mode: i – iv6/4 [i.e. neighbor 6/4] – i – V6 [or V6/5] – i)

SCALES (24% of the exam)

- Perform major and harmonic minor scales with hands together, in ascending and descending parallel motion, covering a span of two octaves. Maintain a steady tempo and avoid hesitations in the overall flow. Required Major and Harmonic Minor Keys: any key with up to 4 sharps or 4 flats.

SIGHT READING (20% of the exam)

- The student will be given one minute to study the sight reading excerpt visually before performing the excerpt. In the performance, a steady tempo must be maintained and care must be taken to observe all score indications including dynamics and marks of expression. The excerpt will be heard only one time.

HARMONIZATION and TRANSPOSITION (32% of the exam)

- Harmonize a given melody using the full array of diatonic harmonies as well as chromatic harmonies. Regarding the latter, students must demonstrate competency using at least two applications, chosen from the following sonorities: secondary dominants, secondary leading tone chords, augmented sixth chords, and the Neapolitan chord. The student will perform the harmonization in the given key; then, the student must perform the entire harmonization in a transposed key, as directed. All work must be original and collusion is strictly prohibited.

1.9 WLU Piano Proficiency Exam continued...

IMPLEMENTATION

- The student must inform the piano professor, in writing (e-mail is acceptable), of his or her intention to take the exam no later than the midterm point of the semester in which he or she plans to take the exam. The exam will only be administered provided that the piano professor grants the student permission to take this exam.
- The exam will be administered at some point during the last two weeks of a given semester (e.g., last week of classes or finals week).
- At least two weeks prior to the date of the exam, the piano professor will provide the student with the assigned harmonization and transposition (as described above, under “Expected Content”).
- The exam will be adjudicated by at least 3, full-time faculty members in the Division of Music.
- Per the percentages shown above in “Expected Content,” a sum total of at least 70% (or higher) qualifies as a passing grade. In addition, in order to pass the WLU Piano Proficiency Exam, at least 50% must be achieved within all four of the “Expected Content” categories.
- The student will be given a maximum of two opportunities to pass this exam during his or her enrollment at WLU. Should a student fail this exam, he or she may not re-take the exam until the subsequent semester, or beyond; in addition, upon request by said student, the piano professor will discuss possible options for remediation.

b. Theory and Music History Minimum Grade Requirements

Candidates for all music degrees must obtain a minimum grade of "C" in MUS 102 Musicianship and 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.

c. Upper Division Qualification Requirements

Every 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 MUS 102 with a minimum grade of “C”
- have passed (with a minimum grade of “C”) MUS 103 and 113
- be enrolled in or have passed (with a minimum grade of “C”) MUS 104 and 114
- have successfully completed Applied Lesson Level 5 and be studying at Level 6
- be enrolled in or have passed MUS 164 Fundamentals of Piano III

UDQ will take the place of the semester Jury and will include: (in no particular order)

- **Sight Reading** in the major performance area.
- A **Performance** of representative literature and technical material. Performance Majors are required to perform at least 15 minutes of music. All other Music Majors are required to perform at least 7 minutes of music.
- A **Portfolio** that highlights 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 including, but not limited to, concert programs and evidence of community service. The traditional 3-ring-binder is acceptable, but students are encouraged to create an electronic portfolio via a personal website, Google Drive, LiveText, or similar.

The Music Theory instructor will administer a post-test version of the Standardized Aural Perception Evaluation (SAPE).

Students can find the UDQ Application Form in the back of this Handbook, or obtain one from the Department secretary. The student is responsible for gathering all appropriate signatures. The application and the portfolio must be submitted to the Music Office at least one week in advance of the review.

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 INFORMATION, 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.

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 strictly prohibited in classrooms, practice rooms, rehearsal rooms, electronic labs, and studios.

Smoking: Smoking is prohibited in all areas of West Liberty University.

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_____

.....
(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 and advisors before bringing a problem to a Program Director, Assistant Chair, or Chair. Always consult with the Department Chair before approaching the Dean.

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.

NOTES:

- The recital must include at least 35 minutes of music.
- The recital will not be longer than 60 minutes of music.
- Student will provide one copy of their music to the Music Office prior to the audition.

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 limited to perform only individual movement(s) on the concert.

See the Director of Instrumental Activities for a competition application form and for answers to any other questions.

2.9 – a 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>.

Name _____

Major Applied Area _____

UDQ Date _____

Checklist: ___ passed MUS 102 Musicianship with a minimum grade of C
 ___ passed MUS 103 Ear Training I with a minimum grade of C
 ___ passed MUS 113 Music Theory I with a minimum grade of C
 ___ enrolled in, or has passed MUS 104 Ear Training II with a minimum grade of C
 ___ enrolled in, or has passed MUS 114 Music Theory II with a minimum grade of C

date

signature of Ear Training Professor

signature of Theory Professor

Check: ___ currently studying at Major Applied Lesson Level 6

date

signature of Applied Professor

Check: ___ passed (with minimum C) or currently enrolled in MUS 168 Piano III

date

signature of Piano Professor

*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 Office no later than one week prior to the review.

date

your signature

date

Music Executive signature

2.10 Health and Safety

The Music Unit is concerned for the health and safety of all constituencies (students, faculty, staff, and guests of the University) in the contexts of musical practice, performance, teaching, and listening. Below you will find basic information about the maintenance of health and safety in these contexts.

General:

For questions and/or concerns about the maintenance of health and safety, any and all constituencies can contact a member of the faculty, the Department Chairperson, and/or the university's Health and Safety Specialist.

All constituencies should take appropriate measures to protect their hearing by using in-ear volume suppression and/or increasing the distance from loud sound sources in the context of practice, performance, teaching, and/or listening.

All constituencies should refrain from using potentially dangerous equipment in the context of practice, performance, teaching, and listening without first obtaining permission and/or instruction from a qualified professional.

Facilities:

Hall of Fine Arts – students, faculty, and staff should take care to use appropriate hearing protection when utilizing music practice rooms and rehearsal spaces in the Hall of Fine Arts.

Elbin Auditorium – students, faculty, and staff are not allowed to move, adjust, or operate the acoustic shells on stage without prior consent from the Department Chairperson and appropriate operational training. Students and staff are not allowed to move and/or adjust the Steinway or Baldwin grand pianos without consent from a member of the faculty.

Media Arts Center Recording Studio – successful completion of MUS 287 Recording Techniques I and consent of the Recording Studio Director are required before independent studio use is permitted. Anyone using the studio should always take proper precautions regarding volume levels on studio monitors and headphones.

2.11 Transfer Students

All transfer students are subject to the University policy located on page 31 of the WLU Catalog:

TRANSFER STUDENTS

Students who wish to transfer to West Liberty University from another college or university must be eligible to return to the institution from which they wish to transfer. Transfer applicants must provide:

1. Evidence of honorable withdrawal from the institution previously attended. (Transfer Clearance Form) Receipt of the signed Transfer Clearance Form must be received in order to register for classes.
2. An official transcript directly from the Registrar of the institution from which the student is transferring. If the student has attended more than one institution, an official transcript from each is required. If the applicant has completed fewer than 28 semester hours before the transfer, a high school transcript is also required and the high school curriculum, grade point average and/or test requirements must have been met.

The institution whose credits are presented for advanced standing must be a regionally accredited institution. Final decision regarding the acceptance of transfer credit rests with the Committee on Admissions and Credits.

A cumulative grade point average of at least 2.0 is normally required for transfer students. A student with slightly less than a 2.0 may be considered for admission by the Committee on Admissions and Credits if extenuating circumstances are involved.

No more than 72 semester hours may be transferred from a two-year college, since 56 semester hours must be from a four-year university to meet graduation requirements. These 56 semester hours must be applicable to major degree requirements.

All grades made previously in college level courses are included in the grade point calculation, even though there may be low grades in courses for which no credit can be granted. To graduate from West Liberty University, transfer students must have at least a 2.0 average for all work attempted at West Liberty University and an overall grade-point average of at least 2.0 for all university level work attempted. Students transferring from institutions using a grading system different from that used by West Liberty University shall have the grade point average computed on the basis of West Liberty University's grading system.

Any student who enrolls at West Liberty University without reporting all previous university attendance will be subject to suspension.

All courses from other institutions, as determined transferable by academic departments or established articulation agreements, will appear on the student's West Liberty transcript. Semester credit hours are brought in at face value, as noted on the official transcript. Quarter hour courses are converted to semester hours by using a .67 multiplier.

<http://www.westliberty.edu/registrar/west-liberty-university-bulletin/>

2.12 Piano Accompanists

The Department of Music and Theater contracts qualified, professional pianists to accompany students for certain events related to their applied study at West Liberty University. At many schools of music, students are financially responsible for all of their accompanying services. But at WLU, we are proud to reduce those costs and ensure qualified accompanists are available for our students. The following events are considered part of the accompanists' contracts and will be offered to WLU music students at no cost:

- 1) Lessons
- 2) Rehearsals
- 3) Student Forum Recital Performances
- 4) Juries/UDQ

Other events are considered "above and beyond" the scope of our piano accompanist's duties. Since WLU pianists are not paid for these following events, students will be responsible for paying accompanist fees for:

- 1) Senior Recitals
- 2) Junior Recitals
- 3) Concerto Competition Auditions
- 4) Honors Recital Auditions
- 5) Honors Recital Performances
- 6) Other auditions, performances, and extra rehearsals deemed to be beyond the scope of the pianists' normal duties

The fees for these events are to be paid directly to the pianist in a timely manner that the accompanist determines. Any questions regarding the amount of these fees can be made to the pianist in question. Please be courteous and professional in paying your pianist in full, in a timely fashion, for all services.

WLU music students may use the pianists contracted by the Department of Music and Theater, or may use other qualified accompanists of their own choosing at their own cost. However, the accompanist must be qualified to perform the necessary work(s) at a professional level. It is the student's responsibility to have outside accompanists approved by their applied instructor prior to hiring. Students may not perform at WLU-related music events with an accompanist who is deemed unqualified.

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) 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.