



**Department of Music and Theater**

**MUSIC STUDENT HANDBOOK**

**<http://westliberty.edu/music>**

Social Media:

Department of Music and Theater page - <https://www.facebook.com/music.theater.westliberty/>

Music @ West Liberty group - <https://www.facebook.com/groups/314881385003/>

Voice at WLU and Hilltop Opera page - <https://www.facebook.com/VoiceAtWestLiberty/>

Music Technology page - <https://www.facebook.com/wlumusictech/>

WLU Music on Twitter - [https://twitter.com/WLU\\_Music](https://twitter.com/WLU_Music)

College of Arts and Communication - [https://www.instagram.com/wlu\\_arts\\_and\\_comm/](https://www.instagram.com/wlu_arts_and_comm/)

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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

Dr. Linda Cowan	Fine Arts 317	336-8293	lcowan@westliberty.edu
Voice, Chair of the Department of Music and Theater (Music Executive)			
Prof. Ryan Keeling	Fine Arts 314	336-8090	ryan.keeling@westliberty.edu
Director of Choral Activities			
Prof. Patrick Garrett	Fine Arts 323	336-8206	patrick.garrett@westliberty.edu
Music Education, Low Brass			
Prof. Mitch Greco	Fine Arts 306B	336-8030	mitchell.greco@westliberty.edu
Percussion			
Dr. Matthew Harder	College Hall C1	336-8296	mharder@westliberty.edu
Dean, College of Arts and Communication, Music Technology			
Dr. Gerald Lee	Fine Arts 320	336-8372	glee@westliberty.edu
Piano			
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	Evan Robinson, music appreciation, tuba/trombone
Wendy Kumer, flute	Jamie Peck, recording techniques
Marino Galluzzo, saxophone	Tom Myers, bassoon
Amanda Morrison, clarinet	Debbie Breiding, piano
Scott Elliott, guitar	Molly Williams, bass

### Staff:

Cindy Jones, administrative secretary; Debbie Breiding, accompanist; Leslie Garrett, accompanist, Jamie Peck, Coordinator of the Recording Studio

## **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 Catalog 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/>

**Music Minor**

**For detailed curricular requirements for all degrees, see the WLU Catalog. Students should consult the appropriate catalog corresponding to their entrance year. Please note, if you wish to change Catalog years, please consult with the Music Executive and your advisor.**

## 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).

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 (required for Music Education and Music Tech.)
Senior Fall	MUS 400	Level 9 (required for Music Performance)
Senior Spring	MUS 400	Level 10 – <i>Distinction</i>

## Credits

Students registering for MUS 100 (one semester hour of credit) in applied music will usually receive one weekly 30-minute lesson, while students registering for either MUS 200 or MUS 400 (two semester hours of credit) 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, 1-2 hours of credit. All music minors must complete Level 4 on MUS 200: repeatable for credit, one-hour lesson, 2 hours 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 4 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 the student must be studying for completion of Level 5 or 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 major applied lessons and complete Level 8. Check individual program requirements (Section E, pp. 63-4, or p. 65) for all Applied music requirements. Music Performance majors (Bachelor of Music) are required to complete 14 hours of credit in applied lessons and complete Level 9.

#### 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).

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 25 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 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 pre-recital hearing is not satisfactory according to the jury, the recital will be cancelled and must be rescheduled according to the above guidelines.** This hearing will excuse the student from the end-of-semester jury.

Arrangements for recording services **MUST BE MADE IN ADVANCE** by contacting Jamie Peck, the Coordinator of the Recording Studio. ([jamie.peck@westliberty.edu](mailto:jamie.peck@westliberty.edu)) You will receive a compact disc of your recital with each piece on its own separate track. You may also request to receive the files digitally.

## **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, in which case you must consult with the Music Executive. 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 digitally. Students will receive access to the files from the Coordinator of the Recording Studio.

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. Grove's 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**

### **WLU 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.

### **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.

### **Electronic Music Ensemble**

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.

### **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.

### **Opera or Musical Theater Workshop/Hilltop Opera**

Open to all students, this performance group performs scenes, choruses, and opera performances, usually once a year.

### **Guitar Ensemble**

Open to all University students, by consent of the instructor.

### **Small Ensemble Choirs (Men's Choir, Women's Choir, etc.)**

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.

### **Steel Band**

The West Liberty University Steel Band is open to all students by consent of the director. This ensemble performs on and off campus throughout the school year. Further ensemble offerings will depend upon faculty/student availability.

### **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.

### **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.

### **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 online 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.

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. 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 400 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
- be studying on Applied Lesson Level 5 or 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. Students are encouraged to create an electronic portfolio via a personal website, Google Drive, LiveText, or similar. **The portfolio must be submitted to the Music Office at least one week in advance of the review.**

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

**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, a music technology lab, a dedicated state-of-the-art recording studio, two pipe organs, harpsichord, 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 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 loudly in practice areas. Consider protecting your hearing when choosing to practice for long periods of time in smaller rooms. 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 and Piano Lab:** Located in the Media Arts Center room 400. Usage is granted to students who are enrolled in or have successfully completed the appropriate courses. 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 Chair or secretary of the Department.

**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 catalog 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 secretary. 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.

## **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 the Chair. Always consult with the Department Chair before approaching the Dean.



**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 College of Arts and Communication or Chair of the Department, 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 \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_

## **2.7 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 WLU Concerto Competition

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

### General Guidelines:

- Winners are not eligible the following year.
- The competition is open to all WLU students.
- When possible, the competition will be adjudicated by experts from outside WLU.
- 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 Instrumental Activities 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 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.

## **2.10 Staff Accompanists: Collaborative Pianists**

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.