



Department of Music and Theater

located within the College of Liberal and Creative Arts

MUSIC STUDENT HANDBOOK UNDERGRADUATE

<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/>

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Percussion and World Music - <https://www.facebook.com/WLUp percussion and world music/>

Marching Hilltoppers page - <https://www.facebook.com/wlumarchinghilltoppers/>

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INTRODUCTION

Welcome to the Music Program 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 Catalog. 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 Catalog.

West Liberty is an accredited institutional member of the National Association of Schools of Music. We have been accredited since 1972. Three four-year music major programs are offered: Bachelor of Arts in Music Education, Bachelor of Music in Music Performance, and Bachelor of Music in Music Technology. A fourth, the Bachelor of Arts in Music, is in approval mode and we fully expect to have this degree option go live in January. 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 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 Catalog 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*.

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 Voice	Fine Arts 317	336-8293	lcowan@westliberty.edu
Dr. Mitchell Greco Percussion, Director of World Music	College Hall C1	336-8030	mittchell.greco@westliberty.edu
Dr. Matthew Harder Chair, Dept of Music & Theater (Music Executive), Director of Music Technology	Fine Arts 314	336-8296	mharder@westliberty.edu
Dr. Gerald Lee Piano	Fine Arts 320	336-8372	glee@westliberty.edu
Dr. Douglas McCall Director of Choral Activities, Choral Music Education	Fine Arts 322	336-8097	douglas.mccall@westliberty.edu
Dr. Alvin Simpson Director of Bands, Instrumental Music Education, Trumpet	Fine Arts 312	724-980-3380	alvin.simpson@westliberty.edu
Dr. Anna Stephan-Robinson Music Theory and Ear Training, Horn	Fine Arts 321	336-8371	anna.stephanrobinson@westliberty.edu

Adjunct faculty:

Tess Vanek, saxophone and clarinet
Aaron Carey, guitar
Dr. Gail Looney, flute, organ

Evan Robinson, low brass, rock appreciation
Dana Brink, bassoon

Staff:

Debbie Breiding, collaborative pianist
Tavian Harris, Marching Hilltoppers Colorguard Instructor

SECTION 1: ACADEMIC REQUIREMENTS

1.1 Degree Program Information and Student Learning Outcomes

Bachelor of Arts in Music

“BA Music”. WLU offers the Bachelor of Arts in Music degree for individuals who desire flexibility in curriculum in order to serve a wide variety of interests in the field of music. In addition to regular degree requirements, BA Music majors must officially complete a Minor field of study.

Bachelor of Arts in Music Education

“BA 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 emphasis for applied music study and course requirements, although certification is inclusive of instrumental, vocal, and general music. Please find detailed graduation requirements in the University Catalog. Be sure to check the catalog for the year in which you started school.

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

“BM”. West Liberty University offers the Bachelor of Music degree, which is considered a “professional” degree. Students can choose either the Bachelor of Music in Performance, or the Bachelor of Music in Music Technology. The BM in Performance offers three areas of emphasis: Instrumental (Winds, Brass, Guitar, or Percussion), Piano, or Voice.

Degree Check Sheets, Four Year Plans

To supplement the degree information in the Smart Catalog and this handbook, students can access Degree Check Sheets and Four Year Plans for each area of emphasis within the degree. Speak to your Advisor about these documents.

Catalog

The West Liberty University Catalogs are dated by Academic Year. For example, “2023-2024 Undergraduate Catalog”. The catalog that is in place when you became a full-time student, and the accompanying curriculum sheet from that year, determine your course requirements through your entire career at WLU. If you want to change “your catalog”, for example if curriculum changes are advantageous to you, you may switch to a newer catalog by speaking to your Advisor. You may never switch to an older catalog.

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/>

For detailed curricular requirements for all degrees, talk to your Advisor and consult the WLU Catalog.

Student Learning Outcomes (SLOs)

Upon completion of the program (any music degree), students will be able to:

1. Perform music with expressiveness and technical accuracy.
2. Recognize the historical context, genre, and/or style of music either written or heard.
3. Analyze and/or conceptualize music both written and heard using established theoretical techniques.
4. Effectively utilize current technology for music study, performance, creation, and artistic development.
5. Demonstrate appropriate conducting techniques for rehearsing and leading a performance of a musical ensemble.
6. Sight read music at the piano, with the voice, and/or with the major instrument.

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 asked to drop the course.

Private instruction in piano, organ, voice, brass, percussion, woodwind, 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).

Applied Lesson Course Numbers and Levels:

MUS 100	Levels 1 – 2	Provisional, Non-Majors, Secondary Applied
MUS 400	Levels 3 – 9	Music Majors, Music Minors
MUS 400	Level 10	“Level of Distinction” (described below)

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

EXAMPLE Music Major Sequence:

Freshman Fall	MUS 400	Level 3
Freshman Spring	MUS 400	Level 4
Sophomore Fall	MUS 400	Level 5
Sophomore Spring	MUS 400	Level 6 (required for BA Music & Music Tech)
Junior Fall	MUS 400	Level 7 (If UDQ is passed)
Junior Spring	MUS 400	Level 8 (required for BA Music Education)
Senior Fall	MUS 400	Level 9 (required for BM Music Performance)
Senior Spring	MUS 400	Level 10 – <i>Level of Distinction</i>

Credits

Students registering for MUS 100 (1 semester hour of credit) in applied music will usually receive one weekly 30-minute lesson, while students registering for MUS 400 (2 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 400: 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 400 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.

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 400)

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 400, 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 4: Final Level required for the Music Minor.

Level 6: Final Level required for BA Music and BM Music Technology majors.

Level 8: Final Level required for BA Music Education majors.

Level 9: Final Level required for BM Music Performance majors.

Level 10: Level of Distinction

Level 10 may 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 Pre-Recital Hearing (see page 10).

To graduate, BA Music and BM Music Technology majors must complete eight (8) hours of credit in major applied lessons and complete Level 6. BA Music Education majors must earn at least twelve (12) hours of credit in major applied lessons and complete Level 8. BM Music Performance majors are required to complete fourteen (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 in MUS 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. For ONLINE ONLY submission, please consult 2.10.

BA Music Education and BM Music Performance majors are required to perform a **senior recital** as a capstone experience. This recital will have at least 22 minutes of music for BA Music Education majors and at least 42 minutes of music for BM Music Performance majors.

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.

BM 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.

Procedures:

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.

Pre-Recital Hearing

Students must pass a pre-recital hearing (Jury) before performing the recital. The recital jury panel includes your private instructor and as many as three other faculty members of the music division. 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 canceled 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**. You will receive a digital copy of your recital. You may also request a CD of your performance.

1.4 Juries (updated Sept 2023)

At the end of each semester, music majors and minors taking MUS 400 on their major instrument or voice are required to give performance exams before a faculty jury. Students taking applied lessons in a secondary area, or non-music-majors, are not required to “jury” for those lessons. 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 sophomore music majors must receive at least a C+ jury grade each semester to maintain their scholarships; juniors and seniors must receive at least a B.

Students are expected to dress appropriately when performing Juries, 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.).

1.5 Student Forum

Student Forum is a special meeting that occurs on selected Fridays 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.

Students are expected to attend and participate in every scheduled Student Forum. The faculty and Department Chair may impose a minimum number of attendances in a given semester. Failure to achieve the minimum may result in a lowering of the Applied Lesson grade.

All music majors are required to perform on Student Forum at least once each semester with one exception. First semester freshmen are not required to perform on Student Forum.

1.6 Ensembles

(NOTE: not all ensembles will be offered every semester or even every year.)

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 Symphony

The West Liberty Wind Symphony 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.

University Band

The University Band is a large group open to all interested students, faculty, staff, members of the community, and high school students.

Electronic and Popular Music Ensemble

The EPME performs original music, arrangements, and covers of popular music using a variety of acoustic, electric, and electronic musical instruments.

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. Appearances are scheduled both on and off campus.

African Drum and Dance Ensemble

The African Drum and Dance Ensemble performs traditional and modern repertoire from West African countries.

Opera or Musical Theater Workshop/Hilltop Opera

Open to all students, this performance group performs scenes, choruses, and opera performances, usually once a year. Also makes outside, extra-curricular concerts.

Guitar Ensemble

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

Steel Band - Beginner and Advanced

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.

Woodwind Ensembles

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.

WLU Marching Hilltoppers

The Marching Hilltoppers perform in the Fall semester at Football games, parades, invitationals, etc. It is open to all students of the University and scholarships are available for Band members.

1.7 Concert Attendance Requirements

Revised January 2024

The Music program administration, faculty, and staff strongly encourages all music majors and minors to attend as many concerts and recitals as possible to experience the broadest array of live musical performance.

Attending performances by professional musicians and/or professional musical organizations (such as the Wheeling Symphony Orchestra) is particularly encouraged. No less crucial is the attendance at concerts and recitals on the WLU campus. In a time when the musical arts are under constant scrutiny, we all have a duty to support our fellow musicians by showing up at events including but not limited to concerts, recitals, Student Forums, special guest lectures, lecture-recitals, presentations, and meetings. One of the strongest ways you can advocate for your chosen profession is to be present at these events and support your fellow musicians.

The WLU Department of Music and Theater is committed to producing quality performances on WLU's campus, and we will make every possible effort to provide discounted or free tickets, and transportation to local and regional venues.

As a matter of policy, the Music Program will no longer track Concert Attendance as a graduation requirement. The previous requirement (35 recital attendances across several categories) is null and void.

However, please note that faculty members may, at their discretion, require concert attendance in any course syllabus in any given semester or term.

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 any major or harmonic minor key with up to 4 sharps or 4 flats: 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.

IMPLEMENTATION

- The student must inform the piano professor of his or her intention to take the exam by 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 is adjudicated by faculty or qualified staff 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.

1.90 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.

1.9 c. Upper Division Qualification (UDQ) 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 during final exam week.

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 168 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 15 minutes of music. All other Music Majors are required to perform 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 (shared with graphic design), a dedicated state-of-the-art recording studio, one pipe organ, harpsichord, several concert grand pianos, several baby grand pianos, and many upright pianos. Each practice room contains at least one acoustic piano.

Practice Rooms: Practice rooms are assigned to students. The 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.

Disease Prevention Information

The Music Program will follow all University-wide regulations regarding disease prevention and health-related rules and regulations. The Music Program encourages cleanliness and mindfulness as a means to mitigate the spread of infectious diseases such as the flu, common cold, COVID-19, etc.

Students are encouraged to sanitize tops of piano keys, and other items in the practice room (music stand, doorknobs, chair, etc). It is recommended that each student practice hand-washing/sanitizing prior to and after use of the practice rooms. PLEASE DO NOT USE HARSH CHEMICALS ON THE PIANO'S WOODEN SURFACES, NOR IN-BETWEEN THE KEYS. DO NOT SPILL SANITIZER INTO THE KEYBOARD.

Important: Please keep the practice room doors open when not in use. This provides for better air exchange.

Music Technology Lab and Piano Lab: Located in the Media Arts Center room 111. Usage is granted to ALL MUSIC students who have completed MUS 246. Music students may use this lab outside of class time.

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 Coordinator of the Recording Studio.

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, 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 “test out” of a course. If the student can demonstrate sufficient ability in the exam, the instructor can record the grade of “K” on the student’s transcript. See the University catalog for the “Credit by Examination” policy.

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 Director of Bands. Lockers that accommodate larger instruments are assigned ONLY on an “as needed” basis.

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. Begin with individual faculty members and advisors before bringing a problem to the Chair. Always consult with the Department Chair before approaching the Dean.

In cases of Final Grade Appeal, please consult the Undergraduate Catalog for appropriate procedures.

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 judges, without interruption.
- The auditions will be adjudicated by off-campus professional musicians.
- 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.
- Students will provide one copy of their music for the judges at the audition.
- At the discretion of the applied instructor and in consultation with the head of the choral or instrumental area, applicants awarded a place on the Honors Recital will be exempt from a semester jury examination.

2.8 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.

The Music division follows all University policy and procedures set forth.

2.9 Collaborative Pianists

The Department of Music and Theater contracts qualified, professional pianists to collaborate with students for certain events related to their applied study at West Liberty University. The term “accompanist” is also sometimes used. At many schools of music, students are financially responsible for these services. But at WLU, we are proud to be able to ensure that a qualified

pianist(s) is available at no additional cost to the students. The following events are considered part of the collaborative pianist's contract:

- 1) Lessons
- 2) Rehearsals (private and ensemble)
- 3) Student Forum Recital Performances
- 4) Juries/UDQ

Other events are considered "above and beyond" the scope of our pianist'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. 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.

2.10 Outstanding Music Major Award

The WLU Music Program faculty will choose one or more students each Spring for the "Outstanding Music Major Award" (OMMA). The recipient(s) will receive a modest honorarium and a certificate that is frame-worthy.

The requirements to be nominated for the OMMA are:

- Senior standing
- Did not receive the award the previous year
- Excellent grades
- Contributions to the music program
- Performance and/or technical ability deemed to be excellent