PART TWO (II):
ACADEMIC POLICIES FOR
UNDERGRADUATES

WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC

POLICIES AND PROCEDURES
ADMISSION/PRE-CERTIFICATION OF MAJOR

Each student desiring to pursue a music major at WSU must complete a music theory placement examination (see details below) and have an audition and interview with the studio teacher of the major instrument or voice of intended study and, in the case of multiple teachers in the studio, with the area coordinator. A recording may be submitted in lieu of a personal audition. A fundamental performance capability, including basic concepts of pitch, notation, and musicianship, is required as a prerequisite to enrollment in applied music as a music major or minor. Area coordinators will complete and submit the Pre-Certification of Major form following the theory examination and audition.

Music Theory Placement Exam Requirement

- All incoming music majors must take the online diagnostic exam offered through connect4education.com
- The exam is found online and costs $10.00
- The test can be taken at anytime, however it is recommended that you take it as early as possible
- In order to take MUS 251 (first semester music theory core) you must earn at least a 75% on the online placement exam

To take the exam:

1. Go to http://www.student.connect4education.com/online_store/index.htm
2. Click the Online Store image to access the Online Store
3. Click on the “Placement Exam” on the left side of the page and follow the instructions for ordering the Exam
4. Once your payment is processed you will receive an email with a serial number and directions to log on to the exam

What is on the exam?

1. The online exam consists of 160 multiple-choice questions and must be completed within 90 minutes
2. The exam consists of questions that will test your knowledge on the following subjects:
• Reading pitches in bass and treble clefs
• Reading and understanding rhythmic note and rest values
• Time signatures, both simple and compound
• Building and/or identifying written triads—major, minor, diminished, augmented
• Building and/or recognizing written major and the three minor scales
• Building and/or recognizing written major and minor key signatures
• Aural interval recognition
• Aural chord (triad) quality recognition
• Aural recognition of all major and minor scales
• If you feel that you have a basic knowledge of this information but would like some review, a study guide is available on the School of Music website: http://libarts.wsu.edu/music/ in the "Future Students" section
• You can also use the websites Teoria.com and musictheory.net to practice and prepare written and aural skills
• If you feel unprepared to take the exam we recommend that you take the OnMusic Fundamentals course offered through connect4education.com at a cost of $99.95. A grade of B for this course will allow you to enroll in MUS 251.
• You also have the option to wait

What happens if you do not pass the online exam?
If you do not earn a 75% or better on the diagnostic exam, you have three options:

1. You may retake the exam ONE time after an unsuccessful attempt at no extra cost. Make sure you have properly prepared before retaking the exam.

2. You may take the OnMusic Fundamentals course for $99.95 to earn a B or better in the course
3. You may also wait until the WSU school year begins and take MUS 151 in the spring semester. A C or better will allow you entry into MUS 251 the following semester. It is important to realize that this will set you back one year in your core theory courses.

**Summary of Theory Placement Exam Requirement**

- Incoming music majors must earn a 75% or better on the online placement exam offered through connect4education.com in order to enroll in MUS 251, or
- A grade of B or better in the OnMusic Fundamentals course offered through connect4education will allow students to enroll in MUS 251, or
- A grade of C or better in Washington State University’s MUS 151 will allow students to enroll in MUS 251.

If you have any questions, please contact the Coordinator of Music Theory:
Dr. Ryan Hare
(509) 335-4813
rhare@wsu.edu

**ACADEMIC ADVISING**

Every effort will be made to provide assistance to students desiring advice about academic or school questions. The Music Advisor serves as advisor in these matters. Students planning to enter a music degree program are advised by the Music Advisor and advising by the Music Advisor continues throughout their time as music majors at WSU.

**MUSIC DEGREE OUTLINES**

The degree checklists printed in this handbook apply to students entering as freshmen in the year of this handbook edition. The music major requirements (including College of Education requirements for teacher certification options) also apply to transfer students entering in the handbook edition year. Transfer students, however, must follow the correct version of the GER based on the table printed in the University Bulletin.

Each degree checklist contains all courses required of students to complete that degree option. All editions of this Handbook include eight - semester outlines for each degree. These outlines are now published in the University Bulletin. In most cases, Music
Education options take more than eight semesters to complete.

The semester-by-semester outlines are restrictive. Students may take courses in a different sequence if desired; HOWEVER, prerequisite sequences will be strictly required. This is especially important in teacher preparation options.

**TEACHER PREPARATION DEGREES IN MUSIC**

The Music Program cooperates with the College of Education in offering degrees leading to certification to teach in the public schools. **CHOICE OF ONE OF THESE OPTIONS REQUIRES CERTIFICATION OF MAJOR IN BOTH THE MUSIC PROGRAM AND THE COLLEGE OF EDUCATION.** Early application is strongly advised.

Personnel in the Student Services Office of the College of Education maintain records of degree requirements, but advising is done by the Music Advisor for music education students.

The College of Education assigns students to practicum and student teaching placements. For questions and applications for these placements, students should see Chris Sodorff at the College of Education Student Services Office.

**GENERAL EDUCATION PROGRAM**

Students pursuing a music degree must complete the General Education/UCORE requirements of the University and additional requirements of the College of Liberal Arts. For detailed questions beyond the scope of music advising, please see the Director or go to the General Education Office, Smith CUE 519.

**CERTIFICATION OF MAJOR**

The student may, and is encouraged to, certify the intended major after completion of 24 credit hours including specific music courses. A major MUST be certified upon completion of 60 credit hours. The major may be certified by completing the Application for Certification from the Music Program Office. Students certifying in any of the Music Education degree options must also apply for certification at the College of Education. Deadlines are October 31, and March 31 for spring and fall, respectively. See pages VIII 1-2.

Special Note on undergraduate certification: Since academic departments may establish additional requirements for those seeking admission to specific programs, students are reminded that admission to WSU does not ensure acceptance into any department or program as a certified major and degree candidate.
CERTIFICATION OF MINOR OR SECOND MAJOR

Students who have completed 60 semester hours and have certified in a major may certify a minor or second major with departmental approval. Music minors whose majors are not in the colleges of Liberal Arts or Sciences are not required to complete the College of Liberal Arts GERs. The music minor requires 22-23 credits and the Jazz minor requires 18 credits. A second major requires completion of departmental and college requirements which includes the College of Liberal Arts GERs. Upon completion of the requirements, the Music Program will notify the Registrar and the minor or second major will be posted on the student's permanent transcript. The necessary form is available in the Music Office. Students are encouraged to maintain close contact with the Music Advisor and their respective applied professor on their degree progress.

APPLICATION FOR DEGREE - (TO-DO LIST)

Application for an undergraduate degree should be made near the end of the junior year (90 hours). This application in turn generates the "TO-DO LIST" which furnishes each candidate with a record of total grade points and hours completed to date, and a list of course requirements yet to be completed pertaining to the degree chosen. The Music Program is responsible for checking all departmental requirements, including prerequisites for all courses required. Forms are available from the Registrar's Office or from the Music Program Office.

MINIMUM "GPA" REQUIREMENTS IN MUSIC

All students graduating in music must achieve a grade of C or better in all degree required music courses. All students graduating in music must achieve a 2.5 grade average for all music courses.

Students pursuing any of the programs leading to teacher certification must achieve a minimum 2.5 GPA for the Education Professional Core and a 2.5 cumulative GPA for all course work upon graduation and a minimum grade of "C" in all music and education required courses in endorsement curricula. Students intending to pursue graduate degrees in music must achieve a 3.0 GPA or better in all core music theory and history classes and a 3.0 cumulative GPA at the undergraduate level for entrance into the graduate program.

PASS-FAIL ENROLLMENT

Ensemble and Performance Studies are not available on a pass-fail basis.
Pass-Fail enrollment by non-majors in other music courses must have the approval of the instructor.

Music majors or minors may not take any music course by pass-fail enrollment.

**PIANO PROFICIENCY EXAMINATION**

All students majoring in music must pass the Piano Proficiency Examination. A form of completion showing that the Piano Proficiency Examination has been passed by an individual must be turned in to the Music Program Office by the Piano Area Coordinator.

The Piano Proficiency Examination information sheet is found in section VIII of this handbook.

MUS 181, 182, and 281 (class piano courses) are designed to help students prepare for the piano proficiency test. Students must be enrolled in an acceptable form of formal piano study (such as applied lessons through the School of Music or PPLS, or class piano) in the semester they wish to attempt the Piano Proficiency Exam. Students pursuing the Bachelor of Music degree must complete the Piano Proficiency Requirement before applying for the Junior or Senior Qualifying Exam while students pursuing the Bachelor of Arts degree must pass MUS 182 with a grade of C or higher.

The piano proficiency examination will normally be administered near the end of each semester. Dates and sign up times will be posted on the Student Bulletin Board and Kimbrough 470.

Additional questions concerning the Piano Proficiency Examination should be addressed to the Piano Area Coordinator.

**SENIOR HONORS PROJECT**

Suggestions for projects to be undertaken by students enrolled in the Honors Program:

1. A 40-minute Senior Recital voted acceptable by three members of the area faculty.

2. A 45-minute Lecture/Recital, which includes a minimum of 25 minutes of music, voted acceptable by the area faculty.

3. A composition of at least 15 minutes in length and performed in a public recital/concert. The work must be approved by three members of the theory/composition faculty.

4. A thesis of at least 25 pages in length voted acceptable by three members of
the faculty.

5. A Music Education experience of at least 6 weeks duration which has been approved by three members of the Music Education Faculty.

6. A publicly presented ensemble concert conducted by the candidate and voted acceptable by three members of the faculty. The concert must be a minimum of 25 minutes duration.

7. Any other musical project which would be acceptable to three members of the Music faculty and accepted by them in fulfillment of this Honors Program requirement.

**SPECIAL REGISTRATION COURSES**

Registration for MUS 319 and MUS 499 may not take place until appropriate forms available in the Music Office have been filled out and approved.

**A. MUS 319 - Secondary Performance Study**

At registration time, file the MUS 319 Information Sheet with the Music Office. Students enrolled in MUS 319 are required to take a jury examination at the conclusion of each semester of study.

**B. MUS 499 - Special Projects or Independent Study**

MUS 499 is designed to accommodate student projects which fall outside the subject matter of the formal courses listed by the Music Program. It is not intended to replace course work available through regular curriculum offerings.

The student must obtain the agreement of a faculty member to supervise the project and then complete the development of a proposal. After both the faculty supervisor and the Music Director have approved the proposal, the student may enroll in MUS 499 for the approved number of credits.

Normally, enrollment in MUS 499 is for 2 credits or fewer in any one semester. Three hours of approved work per week (45 hours per semester) are approximately equivalent to 1 credit hour, consistent with the University formula for assigning credit to laboratory courses. All MUS 499 projects are S/F grading only and are not computed into the cumulative GPA.

**STUDENT FILES**

A file will be maintained by the Music Program for each student entering the University as a music major or intended major. In order to ensure accuracy of graduation check lists,
students are responsible for seeing that all forms appropriate to their programs are completed and submitted to the office as required. Pertinent materials such as special duties performed, recitals performed, recital programs, participation as an officer or student leader may be noted or included in the student file.

STUDENT TEACHING

The following departmental prerequisites must be met before a Music Education major will be approved for student teaching:

1. Pass the Piano Proficiency Requirement.
2. Achieve Upper Division Standing and pass a 20-minute balloted recital.
3. A "C" grade or above is required in all music and professional education and endorsement courses.
4. Achieve a grade point average of 2.5 for all music classes, a 2.5 for the College of Education Professional Core, and a 2.5 cumulative average for all work.
5. Meet the College of Education requirements.

TRANSFER STUDENTS

The Music Advisor will evaluate student transfer credits and will serve as their advisor. Allowable credits in music theory and history will be determined after the transfer student has taken an entrance placement examination. An audition will be used to determine the applied music course number.

Students, transferring from another institution or changing majors within WSU and have completed the required two semesters of applied study at the indicated levels at WSU may apply immediately for such certification by submitting the Music Program Application for Certification (in this Handbook) with the Music Advisor. Students seeking to certify in teacher preparation programs must also apply at the College of Education.

Where immediate certification upon transfer would facilitate enrollment in courses in the College of Education Professional Core, or in other courses, the Applied Area Coordinator and School director may elect to approve certification in music before the applicant completes the required two semesters of applied study at WSU. Such approval shall be considered on a case-by-case basis.