PART EIGHT (VIII):
ACADEMIC PROCEDURE FORMS
FOR UNDERGRADUATES

WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC

POLICIES AND PROCEDURES
Application For Certification

Name ____________________________________ ID # __________________

Date ______________ Degree ______________ Option _______________________

Major Instrument ___________________ Current Advisor ________________________

Requirements for Education Majors

1) 2.5 GPA in each category: major, minor, professional core Education and cumulative GPA

2) “C” or better in each course listed for major, minor and professional core. (Grades of C- or below must be repeated)

Office Use Only

1. Total Hours _________________________ Overall CUM GPA ______________
   (completion of 24 hours required)

2. Completion of 10 credits of any combination of the following music courses (2.0 CUM required). (Courses with “F” grades are not counted; grades lower than “C” in 251, 252, 253 or 254 must be repeated before Qualifying Exam). Composition students must achieve a B or better in MUS 251 and 253.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Gr.Pts.</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Gr.Pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>(3)</td>
<td></td>
<td></td>
<td>181</td>
<td>(1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>182</td>
<td>(1)</td>
<td></td>
<td></td>
<td>281</td>
<td>(1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>251</td>
<td>(3)</td>
<td></td>
<td></td>
<td>252</td>
<td>(1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>253</td>
<td>(3)</td>
<td></td>
<td></td>
<td>254</td>
<td>(1)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   *as needed to fulfill requirements

   GPA from above courses ______________

3. Current music course enrollment: (See attached)

4. Studio lessons taken:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Semester</th>
<th>Grade</th>
<th>Course</th>
<th>Credits</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
</table>

Area Criteria:
Completion of two consecutive semesters of applied music study at indicated level, with a composite grade equal to, or better than grade listed:

<table>
<thead>
<tr>
<th>Area</th>
<th>Level</th>
<th>Grade</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brass/Perc</td>
<td>300</td>
<td>B-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strings</td>
<td>300</td>
<td>B-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Credit</td>
<td>Grade</td>
<td>Grade Points</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
<td>-------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>Woodwinds</td>
<td>300</td>
<td>B-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voice</td>
<td>200</td>
<td>B-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboard</td>
<td>300</td>
<td>B-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td>256</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit portfolio of compositions to Coordinator of Area.

**Grade Point Averaging:**

Course Credit x Grade = Grade Points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Total: (credits) (grade points)

**Conversion Table**

Current Advisor: ______ non-acceptable ________ acceptable (if acceptable sign attached certification card)

Area Coordinator: ______ non-acceptable ________ acceptable

Assign New Advisor: ____________________________

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**Washington State University**

School of Music

Part VIII - 3
<table>
<thead>
<tr>
<th>Name</th>
<th>ID#</th>
<th>Date</th>
</tr>
</thead>
</table>

Current Degree

Option/Endorsement

Major Instrument

Advisor

Change of:

<table>
<thead>
<tr>
<th>Degree (BA or BM)</th>
<th>Option</th>
<th>Endorsement (Education: Broad, Choral, Instrumental or without Endorsement)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From:

To:

Area Review:

<table>
<thead>
<tr>
<th>acceptable</th>
<th>non-acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Area Coordinator

Note:

Area Coordinator: Please return form to student records area.
College of Liberal Arts

Foreign Language Requirement

Students intending to graduate from the College of Liberal Arts must complete this form during their first semester of residence or as soon thereafter as they declare their intention to graduate from this College. This form is to be included in the student’s file.

I am aware of the foreign language requirement for the College of Liberal Arts.

(Student’s signature)  (ID number)  (Date)

Student’s  1. Please complete the following, then
Advisor:  2. Return form to the Music Office.

Student has satisfied the foreign language requirement for the College of Liberal Arts by:

(Check one)

☐ Completing the 2nd year level (not just 2 years) foreign language course in high school. High school transcript required.

☐ Completing the 3rd quarter (103), or 2nd semester of a foreign language in college. (Transcript or grade report required).

☐ Completing a WSU intensive summer course foreign language (10 credits). (Transcript or grade report required).

☐ Foreign language placement test score at the 203 level or above. (Scores on record with the Department of Foreign Languages and Literature at 335-4135).

☐ Other (only with approval of the Dean, College of Liberal Arts 335-4581).

Questions may be directed to the Department of Foreign Languages and Literatures at 335-4135.

Advisor’s Verification

(Advisor’s signature)  (Date)
Music Program
Applied Music Level and
Pre-certification of Major/Minor Approval Form

Student: 1. Complete an audition and appropriate music theory examination.

2. Meet with the Coordinator of your intended area of study (or a faculty member whom the Coordinator designates) to discuss decisions reflected on this form.

3. Sign this form.

Area Coordinator & Studio Teacher: 4. Sign this form and return to the Music Program Office.

Music Office: 5. Place in student’s file.

Date: ____________________________ (instrument/voice)

______________________________ (student’s name) ____________________________ (WSU ID number)

has been evaluated and is approved to enroll for __________________ level studio instruction.

The agreed degree objective* is: _________________________________.

(major/minor)

with an option of: _________________________________.

_________________________________________ (Student’s signature)

_________________________________________ (Studio Teacher’s signature)

_________________________________________ (Area Coordinator’s signature)

*Change of Track:
Any request to change stated degree objective may require another audition.
Music Program
Waiver/Substitution Form

Name __________________________ ID# ____________ Date ____________

Mailing Address ______________________ Phone ____________

(Check all that apply)
Music Major [ ] Double Major [ ] Music Minor [ ] Education Endorsement [ ] Non-Major [ ]
Major [ ] Minor [ ]

Waiver
Through special examination or because of special circumstances, the following degree requirements have been waived:
________________________________________

________________________________________

Substitution
In consultation with the advisor and Music Program Coordinator, the following substitutions have been made for degree requirements:

Requirement ____________________________ = Substitution ____________________________
________________________________________
________________________________________
________________________________________
________________________________________

Faculty Supervisor ____________________________ Date ________

Music Prog. Coordinator ____________________________ Date ________

Faculty Supervisor ____________________________ Date ________

Music Prog. Coordinator ____________________________ Date ________

School of Music
**Part VIII**

**Music Program**

**Piano Proficiency Requirement Examination**

<table>
<thead>
<tr>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piano Proficiency must be met:</td>
<td>Requirement must be met:</td>
</tr>
<tr>
<td>♦ By all music degree candidates</td>
<td>♦ prior to application for Upper Division Standing</td>
</tr>
<tr>
<td>♦ By all music education primary and supporting endorsement candidates</td>
<td>♦ by music education majors <em>prior</em> to student teaching (includes supporting and primary endorsements)</td>
</tr>
</tbody>
</table>

Date: ____________________________

Student is:  
_____ Music Major – BM degree  ______  Freshman  
_____ Music Major – BA degree*  ______  Sophomore  
_____ Supporting Endorsement  ______  Junior  
_____  ______  Senior  

____________________  ______  Has met  
(student’s name)  ______  Has *not* met  

____________________  (WSU ID No.)

the WSU Piano Proficiency Requirement by passing:

_______  1) The Piano Proficiency Examination

_______  2) Other ________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________ (signature)  
Coordinator of Class Piano

*Note: The BA degree must include MUS 182 with a grade of C or higher.  
Applicable Documentation Attached
Music Program

Piano Proficiency Exam

Every music major must receive a satisfactory grade in all portions of the Piano Proficiency Exam prior to taking the Upper Division Exam.

Every music major holding a music scholarship must enroll in class piano sequence Music 181 (for one semester) and 182 (for two semesters) until the Proficiency Exam has been passed.

All music education primary and supporting endorsement candidates must pass the Piano Proficiency Exam.

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Examination Requirements:

**Prepared portion:** (selections available prior to exam)
- All major and minor scales, performed hands together at a moderate tempo, ascending and descending, two octaves
- All major and minor cadences I IV64 I V65 I
- Two short compositions for solo piano at the intermediate level, memorized (see text for Music 182 and consult piano faculty)
- Harmonization of one piece (i.e. “Jesu, Joy of Man’s Desiring” from Contemporary Class Piano by Elyse Mach) or selection approved by piano faculty.

**Sightread portion:** (selections not available prior to exam)
- Harmonization – one example
- Part Reading (two parts from a choral score or hymn)
- Transposition of an easy folk or patriotic melody with accompaniment to any key

**Questions may be discussed with piano faculty.**
Music Program

Secondary Performance Study – MUS 319

Name __________________________ ID# __________________________ Sem/Yr __________________

Mailing Address _______________________________________________________________________

Degree __________________________________________ Option ____________________________

Primary Performance Area ____________ Instructor ________________________________

MUS 319 student: before or just after registration submit 3 signed copies of this form to:

1 copy for your MUS 319 instructor
2 copies to Music Office
   -1 copy to student file
   -1 copy to Music Program Coordinator

Semester ________________ Year ______

MUS 319 Performance Area ________________________ Instructor _________________________
   (print name)

_________________________________________ Date _________________
   (Secondary Instructor’s Signature)

_________________________________________ Date _________________
   (Area Coordinator’s Signature – Secondary Area of Study)

Part VIII - 10
Music Program

Special Projects – Music 499

Name ______________________ ID # ____________________ Sem/Yr ________________

Mailing Address _____________________________________________________________

Faculty Supervisor __________________________________________________________

Project Title ______________________ Credits ______________________________

Instructor _________________________________________________________________

Does this 499 Project substitute for another course? ___________________________ /MUS

(Check all that apply)

Music Major [ ] Double Major [ ] Music Minor [ ] Education Endorsement [ ] Non-Major [ ]

Description: Include average number of hours per week devoted to this project, goals and benefits, plan for supervision, plan for completion and resources required. Attach additional sheet if needed.

Faculty Supervisor: Include performance criteria used for grade assignment.

Student Signature ___________________________ Date _____________

Faculty Signature ___________________________ Date _____________

Music Prog Coordinator ______________________ Date _____________

MUS 499 Student: Submit the original and 3 signed copies of this form to:
Music Office (original to student file, copy to MUS 499 file)
Faculty Supervisor (1 copy); MUS 499 student (retain 1 copy)