WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC

POLICIES AND PROCEDURES

UNDERGRADUATE AND GRADUATE

2017–2018 EDITION
WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC

POLICIES AND PROCEDURES
PART ONE (I):
GENERAL INFORMATION

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SCHOOL OF MUSIC

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PART I - GENERAL

INTRODUCTION
The School of Music Policies and Procedures Handbook is a summary of requirements, policies, and procedures applicable to WSU music students, faculty, and staff. Sample forms are included along with degree check sheets. Students, faculty, and staff should become familiar with the contents of this manual. It will answer many basic questions.

Music students are specifically advised that this Handbook contains new or revised policies and procedures for which they are responsible. These policies and procedures constitute a departmental supplement to the official WSU Bulletin and Graduate Bulletin.

MISSION AND GOALS

School of Music Strategic Plan
2011-2016
Approved in full faculty meeting on 3/31/2011

Vision
Music and its effective presentation are inextricable from the essential qualities of every world culture. WSU’s School of Music, long recognized for excellence in performance and pedagogy, will therefore contribute to the advancement of music through widely visible and impactful creative activity, scholarship and research in selected aspects of music. It will sustain such advancement of the field through preparation of the next generation of societal leaders whose involvement in music will range from appreciation of and support for music’s value and centrality to its creation in professional performance, composition, and music education.

Mission
The School of Music supports the university’s land-grant mission and tradition of service to society, while contributing substantially to the College of Liberal Arts in creative activity, research and scholarship towards improving Cultural Understanding and International and Intercultural Relations. The mission focuses on:

• Advancing the field of music through internationally/nationally recognized achievements in composition, performance, recording, articles, books, conference presentations, and leadership in music education.
• Providing students university-wide superior musical experiences and preparing future professionals in music for successful careers as performers, composers, music educators, scholars, and leaders in a global society.
• Contributing to the cultural life of the university and region through the regular presentation of inspired and meaningful musical events.

Values
• Essential to fulfilling this mission is our understanding that each facet of the study of music culminates in the creation and performance of music.
• The School of Music values the balance between individual instruction in private studio lessons and group instruction in ensembles as the most effective vehicle in partnership to achieving excellence in performance.
• Within the broad range of musical styles, the School of Music continuously develops its strengths in classical music and jazz, and explores the rich diversity of global music reflective of our contemporary world.
• The School of Music is dedicated to providing high-quality music education that values the global diversity of music, its cultures and the peoples from which it originates. It supports the integration of diverse musical styles through outreach and educational programs, compositions, performances and presentations, recordings, articles and books.

Goals
• With the elimination of recent degrees combining music with theatre, music with electrical engineering and computer science, and music with business, the School will narrow its teaching and scholarship to focus on core integrative studies in performance, composition, and music education, emphasizing musical versatility and practicality building on existing internationally recognized achievements in performance and composition while striving for sustained recognition of equal importance in all areas of the School.
• Engage in professional activity at international, national, regional and state levels, supporting the WSU mission of leading innovation and creativity.
• Recruit and train high-quality music majors for successful careers as skilled performers, composers and teachers at all levels (university, college, public/private schools and private studios).
• Teach students the knowledge and skills to be musicians and the pedagogical skills to pass this knowledge on to the next generation, including teaching about societies; culture and relationships; social, cultural, and psychological impacts on humanity; embracing diversity in the arts; outreach and engagement; transformative experiences; and creativity.
• Provide a creative, vigorous and integrative academic and performance-based curriculum in professional and liberal arts degrees, in music minors, and in new ULR courses, designed to meet the current and future needs of professional and amateur musicians.
• Provide equipment, musical instruments, and facilities that are of the highest quality and meet the needs of an enterprising, technologically growing society.

FACILITIES
Program activities are housed in Kimbrough Music Building and Bryan Hall. Kimbrough Hall was originally constructed in 1965 and has recently undergone remodeling and expansion. Historic Bryan Hall was completed in 1909 and remodeled in 1974. The administrative offices, Kemble Stout Listening Library, classrooms, studios, individual and large rehearsal rooms, Recording Studio, Concert Hall, and music ensemble libraries are all located in Kimbrough Hall.

Bryan Hall Theatre Auditorium seats 780 people and houses a 40-rank Schantz pipe organ. The School of Music also has a workshop area and offices located in Bryan Hall.

**FACULTY MEETINGS**

The full music faculty meet at least one time per semester, on Thursdays at 11:10 am, or other times as called by the Director of the School of Music. Students or faculty requesting consideration of specific agenda items must submit these items in writing to the Director no later than 5:00 p.m. Tuesday of the week of the meeting.

**SCHOOL OF MUSIC OFFICE OPERATIONS *** WHO DOES WHAT**

**Director –** Greg Yasinitsky:  
**SCHEDULE** - By appointment  
**AREAS** - Personnel, Budget, Development, General Administration  
**LOCATION** - Kimbrough 260

**Undergraduate Academic Advisor -** Richard Kriehn:  
**SCHEDULE** - Monday through Friday – check on office door for daily schedule  
**AREAS** - Advising  
**LOCATION** - Kimbrough 141

**Administrative Manager -** Staff, Rosanne Chandler:  
**SCHEDULE** - 8:00 a.m. to 4:00 p.m.  
**AREAS** - Receptionist, Administrative Support, Special Music Group Events, Student Financial Awards, Space Scheduling Policy, Keys, Building Maintenance, Calendar, Student Records Management, Assessments  
**LOCATION** - Kimbrough 260

**Northwest Service Center:**  
**SCHEDULE** - 8:00 a.m. to 5:00 p.m.  
**AREAS** - Purchasing, Travel and Payroll  
**LOCATION** - Thompson 203

**SCHOOL OF MUSIC STUDENT EMPLOYMENT**

Several opportunities for part-time employment exist within the program. Persons
FINANCIAL AWARDS

Information on University need based financial assistance is available from the Office of Financial Aid, French Administration Building 444 (335-5528). Students in need of financial aid are urged to pursue the various sources available through that office.

School of Music financial awards are awarded to undergraduate students under a three phase process.

Phase I
Music financial awards for continuing students are awarded on a competitive basis by the School of Music Scholarship Committee. Audition dates and procedures for scholarship consideration will be posted during the year. No music students with standing "F" grades in music courses will be allowed to audition. Students must have no less than a 3.0 cumulative GPA and a 3.0 cumulative GPA in music courses.

Phase II
Additional recognition is given to continuing students based on their contributions to the School of Music as determined by the Scholarship Committee. Students must apply as instructed through the posting of procedures during the year. No music students with standing "F" grades in music courses will be considered. Students must have no less than a 3.0 cumulative GPA and a 3.0 cumulative GPA in music courses.

Phase III
Financial awards are granted to incoming freshman and transfer students on an audition priority basis in recognition of talent and ability. Students are normally auditioned on the campus throughout the academic year. Should a visit to the campus for an audition be impractical, a recording will be considered. A student must have applied for admission and been accepted before an award offer becomes final. A music theory placement test is part of the audition.

ADVANCED PLACEMENT IN APPLIED MUSIC

Students who audition for Phase III awards may also be recognized through the award of credits in Applied Music (private lessons). If the student accepts the financial award and enrolls at WSU, the student may come to the Music Office (please see academic records personnel) and ask that the credit hours indicated in the award letter be recorded on the student's transcript. Credits placed on transcripts appear similarly to transfer credits from other colleges.
no grades are recorded but credits apply toward graduation at WSU.

Additional monetary awards are available through the School of Music: The Presser Award - an honorary undergraduate award to a senior selected by the Scholarship Committee and the Director of The School of Music; The Dawley Award - a scholarship available to graduate or undergraduate music students of Native American heritage; and Graduate Teaching Assistantship - appointments of up to 20 hours per week to qualified graduate students.

STUDENT ORGANIZATIONS

ACDA-American Choral Directors Association is a local affiliate of the state and national ACDA.

KKS/TBS-Kappa Kappa Psi/Tau Beta Sigma is an Honorary Fraternity/Sorority for members of WSU's band ensembles.

MENC - The Music Educators National Conference is a professional music education organization. Student chapters at colleges and universities exist to introduce music education majors to the activities of their future professional organization and to undertake special activities in support of music education at WSU. Officers are elected annually and the chapter participates in state and regional MENC activities.

Mu Phi Epsilon-WSU Mu Beta Chapter is a nonprofit international professional music organization open to interested male and female Applied Music or Music Education majors and minors. The fraternity offers wide opportunities in the areas of performance, composition, and community life both during and after collegiate years.

International Trumpet Guild - Northwest Chapter is a student chapter of the International Trumpet Guild. Membership is open to all students interested in promoting trumpet pedagogy and performance.

WSMTA - Student Chapter is a local affiliate of the state organization and the Music Teachers National Association.