

**Washington State University
School of Music**

**Graduate Student Handbook
Revised Fall 2023**

Dr. Keri McCarthy, Director of the School of Music

Email: kmccarthy@wsu.edu

Phone: 509-335-2509

Dr. Chris Dickey, Graduate Program Coordinator

Email: chris.dickey@wsu.edu

Phone: 509-335-8844

Kimbrough Hall

Pullman, WA 99164-5300

Phone: 509-335-3898

Table of Contents

Graduate Admissions	1
Required Proficiencies and Exams	2
Degree Requirements, Credits, and Transfer Credits	3
Evaluation of Graduate Students in Music	4
Grade Point Averages and Grades	5
Graduation Requirements	6
Residence Requirement	7
Master's Final Examination	7
Advisor/Committee Membership	7
Special Registration Policies and Procedures	8
Sample MUS 700 Formatting	11
Sample MUS 702 Formatting	13
Graduate Recital Policies	14
M.A. Program Credit for Performance Groups (Ensembles)	14
NO M.A. Program Credit for Remedial Study	15
Filing of the Program of Study and the Master's Program	15
Master's Degree Time Limit	15
Assistantships and Renewals	15
Resident and Non-Resident Tuition/Fees	16
Work Study Assistantships	16
Resident Status	16
Academic Success and Career Center	17
Exceptions to Policy/Appeals Procedure	17
Enrollment Policy of Students not on Appointment	18
Graduate Leave Status	18
Second Master's Degree	19
Graduate Assessments/Procedures and Forms	19
Historical Overview	19
Program Mission Statement	20
Assessment Plans	23

I. GRADUATE ADMISSIONS

Admission to the graduate program in music is governed by the policies and procedures of the WSU Graduate School. The general requirements are as follows:

Students who wish to study for advanced degrees must gain admission to the WSU Graduate School.

- A. A prospective student must have received a baccalaureate degree from a college or university accredited by a recognized accrediting association. Students with a baccalaureate degree from a non-accredited institution will be considered for admission only upon special petition to the Vice Provost for Graduate and Professional Education.
- B. The student must be accepted by the department or program in which the student seeks a degree or graduate work.
- C. Admission must be approved by the Vice Provost for Graduate and Professional Education. Such approval will be given (assuming A and B above) when evidence indicates a high probability of success in the degree program to which the student seeks admission.
- D. Decisions are individual, not class decisions. Applicants may not be acceptable regardless of the institution from which credentials are submitted or regardless of the nature of those credentials if the applicant's preparation is not considered to be adequate or appropriate. All application materials should be sent directly to the Graduate School which will disseminate the information to the School of Music. All graduate student applicants must supply three letters of recommendation along with their application and official transcripts to the Graduate School. They must also include a CV/resume and a written statement of purpose that addresses their professional goals and how graduate study will assist them. They may also discuss any aspects of their life that may not be apparent on their application or transcripts but of which they would like the faculty to be made aware.

In addition to the general requirements for admission to the Graduate School, the School of Music requires the following:

- E. A prospective student must have earned a baccalaureate degree in music from an accredited college or university.
- F. All graduate student applicants must complete a vocal or instrumental audition prior to admission. When possible, the applicant should audition and be personally interviewed on the WSU campus. Recordings may be submitted in lieu of a personal audition. Passing the audition confirms the applicant's preparedness to perform at a graduate level, including enrolling in a 500-level ensemble (Pullman campus graduate students). Auditions are heard by at least one ensemble director and at least one faculty member who teaches the applicant's instrument or voice.
- G. All applicants must have a GPA of at least a 3.00 in their undergraduate music core courses of music theory, ear training, and music history.

- H. Manuscripts, video recordings, written research, and/or performance of a more comprehensive audition are required for acceptance into particular emphases—composition, performance (including conducting), music education, or jazz studies—of the Master of Arts in Music. Such materials or performance may be presented following initial enrollment but must be reviewed prior to submission of a Program of Study naming an emphasis. Reviews confirm a candidate’s preparedness to complete course work required by the respective emphases.
- I. Neither the General Test nor the advanced music test of the Graduate Record Examinations (GRE) is required for admission to the graduate program in music.
- J. All incoming graduate students must take diagnostic entry examinations in music theory (including aural skills) and music history and literature. The results of these examinations are used to help plan each student’s course of study. Diagnostic examinations are administered each semester (fall and spring) through Canvas. Graduate students who intend to have piano as part of their elective studies in the Master of Arts program are expected to complete a piano proficiency examination. The content of the piano proficiency examination can be found on the School of Music website.

The formulation of these examinations has evolved over a period of years with area faculty working closely with area coordinators to create examinations that test a wide variety of knowledge and skills deemed essential for successful completion of the Master of Arts degree in the School of Music at Washington State University. The administration of these examinations is coordinated by School of Music faculty members. All examinations must be completed prior to initial enrollment in the Music Graduate Program. Links describing the content of each exam are found on the School of Music Graduate Studies page (<https://music.wsu.edu/graduate-studies/>). These examinations are an internal matter with no scores reported externally. Each examination becomes a permanent part of the student’s record.

II. REQUIRED MUSIC PROFICIENCIES UPON ENTRY

- A. Currently all graduate students are expected to enter the graduate program having skills commensurate with the School of Music’s undergraduate requirements in music theory, history/literature, and aural skills.
- B. History/literature and music theory studies not covered in the individual’s undergraduate course work may be supplemented by graduate-level courses which may count toward graduation.

III. PROFICIENCY EXAMS: DEFICIENCIES AND REMEDIAL WORK

- A. Entrance proficiency exams, or portions thereof, not passed successfully will be reported to the Graduate Program Coordinator and/or applied professor with a recommendation for remedial work.
- B. All remedial courses must be passed with a grade of B or better. Any course with a B- or below must be repeated, but the lower grade will still affect the student’s overall GPA.

- C. No graduate credit is awarded toward the master's program for remedial work (see XV).

IV. **DEGREE REQUIREMENTS, CREDITS, AND TRANSFER CREDITS**

- A. Core curriculum requirements for all graduate students include 2 credits of MUS 560 (Introduction to Graduate Studies in Music); two graduate courses in music theory, fulfilled by taking 2 credits of MUS 553 (Seminar in Analysis) and 2 credits of MUS 550 (Seminar in Music Theory); two graduate courses in music history, fulfilled by taking 2 credits of MUS 561 (Seminar in Literature of 20th and 21st Century Music), 2 credits of MUS 566 (Seminar in Literature of the Baroque Era), or by taking 2 credits of MUS 563 (Seminar in Literature of the Classical/Romantic Eras); and 4 credits of performance (lessons and/or ensembles) totaling 14 credit hours. The remaining credit hours must include a minimum of 4 credits of MUS 700 (Master's Research, Thesis, and Examination) or MUS 702 (Master's Special Problems, Directed Study, and Examination).
 - a. Currently, most core graduate-level academic classes are offered online as combined sections between the Pullman and Global campuses. An exception is MUS 563 (Seminar in Literature of the Classical/Romantic Eras; offered odd spring semesters), which is taught in person on the Pullman campus. Students enrolled in that course will be expected to coordinate with the instructor to establish a class meeting time. This process typically takes place via Doodle poll before the semester begins.
- B. The thesis degree program (one that includes a MUS 700 project) must consist of not fewer than 30 hours of credit including a minimum of 21 hours of graded course work and a thesis for up to 9 credits in MUS 700 (Master's Research, Thesis, and Examination). The program must include at least 20 credits in music courses (including the thesis) and may contain up to 10 hours of supporting work (exclusive of Special Problems or Research) taken outside the School of Music Program. Any courses graded S/F other than MUS 700, which is graded S/U, may not be used for the major and/or supporting course work for the thesis program. No credit is awarded for MUS 700 work receiving a grade of U. At least 24 credits of the 30 required must be at or above the 500 level. Not more than 6 credits of all degree course work may be in courses listed at the 300 or 400 level. 300-level courses assigned for remedial work may not be counted in any case.
- C. The non-thesis degree program (one that includes a MUS 702 project) must consist of not fewer than 30 hours of credit including a minimum of 26 hours of graded course work and 4 hours of MUS 702 (Master's Special Problems, Directed Study, and Examination). A minimum of 20 hours of music courses must be included. The program may contain up to 10 hours (exclusive of Special Problems or Research) of supporting work taken outside the major area. Any course graded S/F other than the MUS 702 project, which is graded S/U, may not be used for the major and/or supporting course work for the non-thesis program. No credit is awarded for MUS 702 work receiving a grade of U. At least 24 credits of the 30 required must be at the 500 level. Not more than 6 credits of all course work may be in courses listed at the 300 or 400 level. 300-level courses assigned for remedial work may not be counted in any case.
- D. Though selection of an emphasis within the Master of Arts in Music is not required, four emphases are available. These include Music Education, Composition, Jazz, and

Performance (including conducting). All emphases require completion of the 14 credits of the music graduate core. The Performance emphasis requires completion of MUS 522 (Graduate Recital) as well as completion of the MUS 702 project.

- E. A student may petition the Graduate Studies Committee for an exception to any of the above requirements if the petition is based on academic goals of the proposed program of study.
- F. Transfer credit is formally requested by listing the courses on the degree program, but preliminary determination will be made earlier upon request to the Graduate School. In addition to the limitations stated here, the Graduate School and the Music Program limit the number of transferable applied study credits to four (4) semester credit hours. Appropriate credits (with a grade of B or higher) earned in other accredited graduate schools may be applied to a limited extent toward an advanced degree; however, they may not be substituted for residence requirements.
- G. Credit earned in graduate-level courses taken through the WSU Office of Extended University Services will be accepted in graduate student programs without limit subject only to customary program approvals. No extension credits from other institutions, or work done by correspondence with this or any other institution, or credit earned by special examination may be used to meet advanced degree requirements.
- H. The Graduate School provides the opportunity for exceptional graduate students to prepare a program of study leading to the degree Doctor of Philosophy outside the area of any department or program presently authorized to offer the doctoral degree. A student who wishes to enroll in this program must meet the following minimum requirements:
 - a. The student must have been granted both a bachelor's degree and a master's degree from an accredited university. Equivalent academic achievement, judged by the Vice Provost for Graduate and Professional Education, may be substituted.
 - b. The student must have studied at Washington State University as a full-time student in a recognized program for at least one academic year.
 - c. The student must have obtained a least a 3.25 GPA in graduate course work.

Proposals for Individual Interdisciplinary Doctoral Programs (IIDP) must be approved by the Graduate Studies Committee at least two full semesters before the semester in which the preliminary examination is written. To be admitted to the program, applicants must undertake a number of steps. Applicants should contact the Vice Provost for Graduate and Professional Education.

V. EVALUATION OF GRADUATE STUDENTS IN MUSIC

Comprehensive evaluation of students in the master's program is achieved through the following methods:

- A. Diagnostic exams that evaluate strengths and weaknesses in history, literature, theory (including aural skills), and performance skills in applied areas.

- B. Course work evaluations.
- C. Independent study and special project evaluations.
- D. Annual review of each graduate student as mandated by the Graduate School policy:
All departments must make an annual review of each graduate student. Each student will be notified of their progress each spring semester in writing by the Graduate Program Coordinator.
After appropriate faculty members have been consulted, the names of those students to be dropped from the program shall be sent to the Vice Provost for Graduate and Professional Education.
- E. Graduate recital evaluations by composite ballot for students emphasizing applied performance.
- F. Jury exams when graduate-level applied study is part of a student's program.
- G. Final Examination as follows:
A Final Examination is required of all master's candidates. This examination is intended to test the candidate's ability to integrate and interpret material in the major and supporting fields with emphasis on work presented in the thesis or special problems project (MUS 700 or MUS 702).

VI. **GRADE POINT AVERAGES AND GRADES**

- A. The Graduate School and the School of Music Program require that a student's cumulative undergraduate GPA with no previous graduate study be 3.00 or higher, based on A=4.00, for entrance into the graduate program. The School of Music also requires all graduate applicants must have a GPA of at least a 3.00 in their undergraduate core courses in music theory and music history.
- B. A regular graduate student (Class 6) must have had previous undergraduate or graduate work averaging a 3.00 or higher in order to be admitted to the Graduate School and the Master of Arts program in Music. This GPA is calculated from the last half of undergraduate study, or total graduate study of twelve (12) semester hours or more.
- C. Retention in the master's program in Music requires a cumulative GPA of 3.00 or higher.
- D. A graduate student must earn a grade of B or better in all courses listed on their Program of Study in order for the course to be counted toward their degree. This is a higher expectation than the minimum requirement of the Graduate School. If the grade in a course listed on the student's Program of Study is lower than a B, the course will need to be retaken in order to count on the Program of Study, but the lower grade will still affect the overall GPA. After retaking the course, a replacement of the lower grade will need to be requested by the student and faculty as it is not automatically substituted or reflected in the GPA.

- E. MUS 702 Credit: Graduate School policy states in Chapter 3, Section 4 "The 702 credit is a Master's Special Problems, Directed Study, and/or Examination credit. Credits are variable and grading is satisfactory/unsatisfactory (S/U). Credit is awarded for a grade of S; no credit is awarded for a grade of U. The S/U grade does not carry any quality points and is not calculated in the grade point average (GPA). Faculty should set course requirements for each semester that a student is enrolled in 702 credits and provide an S/U grade at the end of the semester based on the student's performance in meeting those requirements. In the event of exam failure, a U grade may be recorded for that semester's 702 credits. Two U grades for 702 credits will lead to dismissal from the program."
- F. 700/800-Level Research Credit: Graduate School policy states in Chapter 3, Section 5 "Each graduate program has associated 700-(Master's) or 800-(Doctoral) level credits for research and advanced study. The 700-level credit is for students working on their master's research, thesis, and/or examination. The 800-level credit is for doctoral research, dissertation, and/or examination. Credits are variable and grading is satisfactory/unsatisfactory (S/U). Credit is awarded for a grade of S; no credit is awarded for a grade of U. The S/U grade does not carry any quality points and is not calculated in the grade point average (GPA). Faculty should set requirements for each semester that a student is enrolled in research credits and provide an S/U grade at the end of the semester based on the student's performance in meeting those requirements. In the event of exam failure, a U grade may be recorded for that semester's 700 or 800 credits. Two U grades for 700 or 800 credits will lead to dismissal from the program."

VII. GRADUATION REQUIREMENTS

- A. The graduation requirements of the Graduate School as published in the Graduate Study Bulletin in effect at the time of the student's initial admission as a regular or provisional graduate student are those that must be met for completion of a graduate degree program. Music Program requirements for graduation are those in effect at the time the student files a Program of Study.

Subsequent changes in degree requirements of the Graduate School or in Music Program requirements may be substituted at the option of the student upon approval by the master's committee, by the Director of the School of Music, and by the Vice Provost for Graduate and Professional Education.

If a student is dropped from the University for failure to maintain continuous enrollment, the graduation requirements of the Graduate School are those in effect at the time of re-admission to the Graduate School. Likewise, the graduation requirements of the School of Music are those in effect at the time of re-admission to the School of Music.

Graduate School policy is derived from actions of the Graduate Studies Committee, the University Senate, the President, and the Board of Regents. Interpretations of policy are made by the Graduate School acting for the Committee. Recommendations for changes in policy should be addressed to the Graduate Studies Committee through the Vice Provost for Graduate and Professional Education.

- B. It is the intention of the Graduate School to relieve professors and departments from the details of administration, permitting maximum freedom in decision-making consistent with established policies and with high standards of graduate education. In general, the policies of the Graduate School represent minimal standards for graduate student admission, continuance, and degree completion. Departmental requirements may, and usually do, go beyond these minimum standards.

VIII. RESIDENCE REQUIREMENT

The residence requirement for the master's degree is one academic year. Summer sessions will be counted toward the residence requirement as follows: two summer sessions equal one semester, three summer sessions equal one academic year.

IX. MASTER'S FINAL EXAMINATION: THESIS AND NON-THESIS

The examining committee shall include the members of the master's committee, with the chairperson presiding. The Graduate Program Coordinator and any other members of the Graduate Faculty may also be in attendance. All may ask questions and vote. All members of the master's committee must attend and vote. In the School of Music all faculty, regardless of voting privilege, are welcome to participate in graduate final examinations.

In the final semester of enrollment, the student will apply to schedule the final oral examination. The exam will be scheduled 10 working days or more a) after submission of both the signed Final Oral/Acceptance form and the Authorization for Copying Thesis or Dissertation form and presentation of the original and two acceptable copies of the preliminary approved thesis (thesis degree) to the Graduate School or b) after the signed Final Oral Scheduling form (non-thesis degree) is presented. The final examination may emphasize the work presented in the thesis or special/directed study.

The School of Music Program requires that an acceptable copy of the student's thesis (MUS 700) or special project (MUS 702) be furnished to ***all members of the committee and the Graduate Program Coordinator at least ten working days prior to a scheduled final examination.*** Upon successful completion of the final examination, the student has ten working days to incorporate any final edits. The student then electronically submits a copy, including the signature page, to the WSU Library.

X. ADVISOR/COMMITTEE AND CHAIRPERSON/COMMITTEE MEMBERSHIP

Upon initial enrollment, graduate students will be advised by the Graduate Program Coordinator in consultation with the student's applied professor if appropriate. With the formal appointment of a student's graduate committee—accomplished by filing the Master of Arts Program of Study with the Graduate School—the chair of that committee becomes the student's advisor. Selection of a committee is the responsibility of the graduate student, in consultation with their advisor/committee chairperson. ***It is the responsibility of the student to maintain active contact and communication with all members of the committee.***

- A. The initial selection, or subsequent changes, of a graduate student's committee shall be determined jointly by the student and the student's advisor. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.

- B. The graduate committee of each student shall have a minimum of three members chosen from the WSU School of Music Graduate Faculty as listed in the School of Music-Graduate Student Information Teams folder. Two must be from the student's program and at least one (of those two) must be tenured/tenure-track.
- C. All three committee members noted above must hold a degree of comparable level to the degree sought by the candidate.
- D. An additional (fourth) committee member who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program, but is not a member of the Graduate Faculty, may be requested for approval by the Vice Provost for Graduate and Professional Education. This might be a faculty member from another graduate program at WSU or from another university, or an individual from an appropriate government, business, or industry organization, who is not designated as an official Graduate Faculty of a program; such an individual may be nominated and approved to serve on a graduate student committee on a case-by-case basis by the program upon written request by the program chair to the Vice Provost for Graduate and Professional Education. A current curriculum vitae must be included with the written request.
- E. The chair of the committee may be a tenured, tenure-track, or career-track member of the Graduate Faculty. If they have not previously chaired a graduate committee, a co-chair committee member must be chosen who has served before as a chair. The first-time chair is designated as co-chair.

XI. SPECIAL REGISTRATION POLICIES AND PROCEDURES

Registration for MUS 519, MUS 600, MUS 700, and MUS 702 may not take place until appropriate forms available in the Music Office have been filled out and approved.

- A. MUS 519 (Secondary Performance Study; see Appendix A). At pre-registration time, file the MUS 519 Information Sheet with the Music Office. Forms are available in the Music Office. Graduate students enrolled in MUS 519 are required to take a jury examination at the conclusion of each semester of study.
- B. MUS 560 (Introduction to Graduate Studies in Music). All graduate students are required to register for MUS 560 in the first semester this course is offered during their matriculation at WSU.
- C. MUS 600 (Special Projects or Independent Study; see Appendix B). MUS 600 is designed to accommodate student projects which fall outside the subject matter of the formal courses listed by the Music Program. 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 School of Music Graduate Program Coordinator have approved the proposal, the student may enroll in MUS 600 for the approved number of credits, but not for more than 4 credits.

Normally, enrollment in MUS 600 is for 2 credits or less in any one semester. **All MUS 600 projects are S/F grading only and are not computed into the cumulative GPA.**

Three hours of approved work per week or 45 hours per semester are approximately equivalent to one credit hour, consistent with the University formula for assigned credit to laboratory courses.

Procedures:

1. Discuss the idea with a faculty member to negotiate content, procedure, and credit.
2. Prepare a proposal on the MUS 600 form typed or printed in dark ink. MUS 600 forms are available in the Music Office or online in the Graduate Program in Music Washington State University School of Music Policies and Procedures Part XI.
3. Obtain approval signature of faculty supervisor.
4. Obtain approval signature of the Graduate Program Coordinator.
5. Following approval signatures, all copies are to be turned in to the Music Office for distribution. Copies go to the student, faculty supervisor, student's file, Music Office file, and the Graduate Program Coordinator.
6. Register for the course in accordance with the proposal.

D. MUS 700 (see Appendix C)

Guidelines and Procedures for MUS 700, Master's Research, Thesis, and/or Examination

The 700-level credit is for students working on their master's research, thesis, and/or examination. Credits are variable and grading is satisfactory/unsatisfactory. Credit is awarded for a grade of S; no credit is awarded for a grade of U. If a student receives two U grades during their graduate studies, they will be considered academically deficient and are subject to dismissal from the Graduate School.

MUS 700 is a required variable credit course for thesis graduate students, regardless of area of emphasis. Normally it involves the full preparatory study and final format of the thesis under supervision of the major teacher and the committee. In all theses, a written verbal component shall be included in the completed document, regardless of the medium of the thesis or area of emphasis within the degree. The master's committee will ensure that the student has followed an appropriate format and that the thesis content is acceptable. A description of the Graduate School requirement for final acceptance is available from the Graduate School. **The graduate student is directly responsible for the consultations, completion, and acceptability of the MUS 700 thesis no later than ten (10) working days prior to a scheduled oral examination.**

The MUS 700 proposal is submitted no later than the second semester of a four-semester course of study. After the approval of the MUS 700 proposal, the number of credits carried under this number may be negotiated each semester by the student and major teacher. The normal MUS 700 credit load is 2 per semester.

Procedures:

1. Initiate proposal ideas with the major teacher.
2. Select, in consultation with the committee chairperson, the other members of the committee. A graduate student's committee consists of a minimum of three faculty members, one of which must be a tenured or tenure-track Graduate music faculty member. See Section XI.
3. Discuss MUS 700 proposal with all committee members.
4. Prepare a proposal on the MUS 700 form typed or printed in dark ink. MUS 700 forms are available in the Music Office or online in the Graduate Program in Music Washington State University Policies and Procedures, Part XI.
5. Obtain approval signatures of MUS 700 chairperson and all committee members prior to registration.
6. Submit eight (8) copies of the completed MUS 700 proposal to the Music Office.

Upon successful completion of a MUS 700 thesis and the final examination, the student electronically submits the final thesis to the Graduate School following the procedures found in the Graduate School Policies and Procedures Manual Chapter 6 Section H (Submitting the Final Thesis or Dissertation to the Graduate School).

<https://gradschool.wsu.edu/documents/2022/05/2022-23-gradschool-policies-procedures-16may2022.pdf/>

MUS 700—Title Page Format (see Appendix D)

Page 1—Lines 1-8a

1. TITLE IN CAPITAL LETTERS
2. by
3. AUTHOR'S NAME IN CAPITAL LETTERS
- 4.o A thesis submitted in partial fulfillment of the
- 4.a requirements for the degree of
5. MASTER OF ARTS IN MUSIC
- 6-6.a WASHINGTON STATE UNIVERSITY
School of Music
Music Program
7. (Date)
8. If copyrighted, appropriate designation should appear as such:
- Copyright by John Doe (date)
All rights reserved

Page 2—Lines 1-2 (see Appendix E)

1. To the Faculty of Washington State University:
- 1.a The members of the Committee appointed to
- 1.b examine the thesis of (name in capital letters) find it
- 1.c satisfactory and recommend that it be accepted.

2. _____
Chair
- 2.a _____
- 2.b _____

Page 3—Acknowledgments may appear on this page.

Page 4—Abstract (see Appendix F)

1. TITLE IN CAPITAL LETTERS
2. ABSTRACT
3. by (name) , M.A.
4. Washington State University, (date)
5. Chair: (name)
6. (Body of abstract)

Page 5 TABLE OF CONTENTS

Subsequent pages—In the case of a musical composition, the subsequent pages may contain a list of the instrumentation, performance notes, designations of special notation, and any other matters which the composer deems necessary and appropriate to the piece.

Manuscript—In the case of a musical composition, the thesis major teacher and the committee members will agree upon the most appropriate manuscript for the medium employed, including duplication process, margins, notational details, and the like.

E. MUS 702 (see Appendix G)

Guidelines and Procedures for MUS 702, Master's Special Problems, Directed Study, and/or Examination

The 702-level credit is for students working on their Master's Special Problems, Directed Study, and/or Examination Credit. Credits are variable and grading is satisfactory/unsatisfactory. Credit is awarded for a grade of S; no credit is awarded for a grade of U. If a student receives two U grades during their graduate studies, they will be considered academically deficient and subject to dismissal from the Graduate School.

MUS 702 is a required variable credit course for non-thesis graduate students, regardless of area of emphasis. The MUS 702 is an in-depth directed study or special problem, mutually agreed and worked upon with the members of the graduate committee. In all 702 projects, a written verbal component shall be included in the completed document, regardless of medium of the project or area of emphasis within the degree. A minimum of 4 accumulated credit hours is required in the non-thesis option for the MUS 702. Registration for MUS 702 generally does not exceed 2 credit hours per semester. **The graduate student is directly responsible for the consultations, completion, and acceptability of the MUS 702 no later than ten (10) working days prior to a scheduled final examination.**

In most instances the chairperson of the graduate committee will also be the MUS 702 supervisor. Most MUS 702 special problems/directed studies are completed during the graduate student's final year of study. The MUS 702 proposal is submitted no later than the second semester of a four-semester course of study.

Procedures:

1. Initiate proposal ideas with Graduate Program Coordinator, your MUS 560 annotated bibliography assignment, and/or the major teacher.
2. Select, in consultation with the major teacher and Graduate Program Coordinator, a chairperson and other members of the committee. A graduate student's committee consists of at least three members, one of whom must be a tenured or tenure-track Graduate music faculty member. See Section XI.
3. Discuss MUS 702 proposal ideas with all committee members.
4. Prepare a proposal on the MUS 702 form typed or printed in dark ink. MUS 702 forms are available in the Music Office or in the Microsoft Teams Folder (School of Music—Graduate Student Information).
5. Obtain approval signatures of MUS 702 supervisor and all members of the committee prior to registration.
6. Submit an electronic copy of the completed MUS 702 proposal to the Graduate Program Coordinator. A copy will be placed in the graduate student's individual Microsoft Teams folder.

Upon successful completion of a MUS 702 project and the final examination, the student electronically submits a copy of the project, including a signature page, to the WSU Library for permanent cataloging. Previous MUS 702 projects on file in the Library should be consulted as models.

MUS 702—Title Page Format (see Appendix H and Microsoft Teams)

Page 1—Lines 1-11

- 1-1.a Identify the institution and department
2. Present the course prefix and number
- 3-4 Identify the course as printed in the Graduate Study Bulletin
5. The underlined word Title deleted
- 6.6d. Space for title
7. Submitted by

8. Number of submitter with the underlined word Name deleted
9. Date of final submission with the underlined word Date deleted
10. Description of degree obligation
11. Identify the degree

Page 2—Lines 1-9 (see Appendix J)

1. Underlined word Signatures deleted
2. Committee chairperson
- 3-7. Committee members
- 8-9. Statement of final approval and acceptance

XII. GRADUATE RECITAL POLICIES—MUS 522

- A. The Graduate Faculty of the Music Program requires that the composite ballot vote on a Graduate Recital (MUS 522), presented in partial fulfillment of the Master of Arts in Music degree, be no lower than letter grade B minus (B-).
- B. The number of faculty balloting graduate recitals (MUS 522) shall be three, with all to be selected by the Graduate Program Coordinator.
- C. The Music Program's method for determining a composite graduate recital grade is based on the following scale:

3.85—4.0	A
3.5—3.84	A-
3.15—3.49	B+
2.85—3.14	B
2.5—2.84	B-
- D. A report of the composite grade, along with faculty comments by name, will be sent by the School of Music Graduate Program Coordinator to the graduate student after the recital has been presented (see Appendix K).
- E. If a student wishes to re-enroll for MUS 522 and receive credit for a second recital, the balloting will be done similarly, but the first balloted recital remains on the student's record as the required degree recital. Any non-required recital will be held in Kimbrough 115 or similar facilities. Accompanists are normally not assigned to non-required recitals.

XIII. M.A. PROGRAM CREDIT FOR PERFORMANCE GROUPS (ENSEMBLES)

While there is no specific limit on the number of performance groups (ensembles) for which a graduate student major register, only four (4) credits of performance group (ensemble) participation may be applied toward the thirty (30) credits required for the Master of Arts in Music.

XIV. NO M.A. PROGRAM CREDIT FOR REMEDIAL STUDY

No graduate credit is awarded toward the master's program for remedial work (see page X). Space for listing remedial work is provided at the bottom of the master's Program of Study form.

XV. FILING OF THE PROGRAM OF STUDY AND THE MASTER'S PROGRAM

The Program of Study and the Proposal for a MUS 700 (Master's Research, Thesis, and/or Examination) or MUS 702 (Master's Special Problems, Directed Study, and/or Examination) should be submitted on required forms from the Graduate School and the School of Music no later than the beginning of closed week of the second semester of a four-semester course of study. If the student does not complete these submissions by the beginning of closed week of the second semester in a four-semester course of study, their 700 or 702 grade for that semester will be U.

XVI. MASTER'S DEGREE TIME LIMIT

The time limit for the use of graduate credit toward a master's degree is six years from the beginning date of the earliest course applied toward the degree.

XVII. ASSISTANTSHIPS AND RENEWALS

Teaching and research assistantship appointments are governed by the Policies and Procedures of the Graduate School and the School of Music. Needs of the School of Music vary from year to year, and only qualified applicants will be considered for an assistantship. International graduate students whose native language is not English and who have not previously held a teaching assistantship at Washington State University are required to take an English proficiency examination before being granted a teaching assistantship.

Renewal of assistantships is contingent upon the following:

- A. Receipt by the Graduate Program Coordinator or the Graduate Program Director of a written request for renewal.
- B. Ordinarily master's candidates may hold an appointment for a time limit of not more than two years.
- C. Graduate students may not carry a grade of I (incomplete) longer than one semester or summer session while on appointment. New or renewed appointments will not be approved for students who have earned a grade of I for longer than one semester or summer session.

- D. Reappointment normally will be approved if recommended by the School of Music provided the student has maintained a 3.00 cumulative GPA or higher in all work (including undergraduate course work) since initial admission to the Graduate School, provided there are not outstanding incomplete grades of more than one semester or summer session's duration, and provided the student submits and receives approval of the Program of Study (including 700 or 702 proposal) at the close of the first year of study.

XVIII. RESIDENT AND NON-RESIDENT TUITION/OPERATING FEE WAIVERS

- A. Students holding graduate service appointments (assistantships) on a half-time (20 hours) basis may be qualified for full waiver of the resident operating fee and the out-of-state differential if they student is a non-resident. Such students are required to pay the tuition and activities fees as well as the damage deposit, optional insurance coverage, and other charges, usually totaling about \$1,000 per year. The Graduate School does not guarantee funding of the out-of-state differential beyond the first year of study.
- B. A non-resident student on a half-time appointment may qualify for resident status during the second year of study under the terms described in item XXI.
- C. All teaching assistant appointees are required to live in the state of Washington while on appointment.

XIX. WORK STUDY ASSISTANTSHIPS

Work Study Assistantships are subject to the student's eligibility. It is the student's responsibility to handle all details of application at the Office of Financial Aid. Only approved duties cleared with the Director of the School of Music will be compensated as work study hours. Students should verify reported work hours with the Director before submitting work report data to the Music Office.

XX. RESIDENT STATUS

Establishing residency in the state of Washington is a requirement for in-state tuition during the second year of study in most cases. Students must begin the process of accumulating documentation to establish residency within the first 30 days of residing in Washington State. Examine carefully the current legal requirements for establishing residency found at <https://gradschool.wsu.edu/establishing-residency/>.

Residency for tuition and fee purposes is determined by Section 4, Chapter 37 Laws of 1982, First Extraordinary Session, and regulations contained in Chapter 250-18 WAC.

The administration of resident status shall be the responsibility of the Board of Regents through the institutional official appointed responsible for making decisions on resident status. Currently, this is the Assistant Vice Provost for Graduate and Professional Education.

A resident student is one who is financially dependent upon a parent or legal guardian who maintains a **bona fide** domicile in the state of Washington or a financially independent student who maintains a **bona fide** domicile in the state of Washington for other than educational purposes. Financial dependence shall be determined by the amount and kind of financial assistance given to a student and

whether or not the student has been claimed as a deduction on income tax forms in the year immediately preceding the year in which the application for resident status is made. The term domicile denotes a person's true, find permanent home and place of habitation. Financial dependency or independency must be established for at least a one-year period immediately preceding the semester for which resident status is sought.

Active-duty United States military personnel who have been stationed in the state of Washington for one year shall be considered to have resided in the state for purposes primarily other than education and shall be considered financially independent.

Normally, to achieve residency status at the beginning of the second year, change all registrations, licenses, and other documentation at the beginning of the very first year.

Once a student's residency classification has been determined, that classification will remain unchanged in the absence of written evidence justifying change during the time the student is in continuous enrollment.

Applications for change in resident status must be submitted to the Graduate School no later than the 30th day following the first day of instruction of the semester for which application is made, assuming the student is qualified for resident status on the first day of classes of the semester. The burden of proof of resident status lies with the student.

Appeals of institutional determinations of classification shall be subject to court review only under procedures described in Chapter RCW 288.19. If erroneous, untrue, or incorrect information submitted on an application results in an improper classification of resident or non-resident status or a final determination is reversed through the appeals process, institutions shall recover from the student or refund to the student, as the case may be, an amount equal to the total difference in tuition and fees had proper classification been made.

In accordance with RCW 288.15.014 certain non-residents shall be exempt from paying the non-resident tuition and fee differential. To be eligible for an exemption, a non-resident student must provide documented evidence they reside in the state of Washington and (1) hold a graduate service appointment designated as such by the institution involving no less than 20 hours per week; (2) are employed for an academic department in support of instructional or research programs involving not less than 20 hours per week; or (3) are a faculty member, classified staff member, or administratively exempt employee holding not less than half-time appointment or the spouse or dependent child of such a person. Exemption from non-resident tuition and fee differential shall apply only during the term(s) such person shall hold such appointments or be employed.

XXI. ACADEMIC SUCCESS AND CAREER CENTER

All graduate students are urged to register and set up a placement file with the Academic Success and Career Center in Lighty Student Services Rooms 160-190 (509-335-6000). All information regarding the use of and procedures for registering are available in that office.

XXII. EXCEPTIONS TO POLICY/APPEALS PROCEDURE

Any request for an exception to policy for an individual student should be submitted in writing by, or through, the major professor and the Graduate Program Coordinator/Director to the Assistant Vice Provost for Graduate and Professional Education. The Assistant Vice Provost may then act upon the request or refer it to the Graduate Studies Committee. Any decision by the Graduate School concerning the academic status of a student may be referred to the Graduate Studies Committee for review upon request of the student, the School of Music Graduate Program Coordinator, or a thesis committee chairperson.

XXIII. POLICY REGARDING ENROLLMENT OF STUDENTS NOT ON APPOINTMENT SOLELY FOR THE PURPOSE OF COMPLETING THESES OR DISSERTATIONS AND TAKING FINAL OR PRELIMINARY EXAMINATIONS

Students not on appointment enrolling solely for the purpose of taking final or preliminary examinations must enroll for a minimum of two (2) credit hours if enrollment is completed by the tenth day of classes. The student's theses, dissertations, or special problems must have been completed during the *prior* semester to be eligible for the two-credit enrollment. If enrollment is completed after the tenth day of classes, four (4) credit hours will be required.

Students not on appointment enrolling solely for the purpose of completing theses or dissertations and taking final examinations may enroll for a minimum of three (3) credit hours if enrollment is completed by the tenth day of classes. If enrollment is completed after the tenth day of classes, four (4) credit hours will be required.

The chairpersons of students who enroll under these provisions for two (2) or three (3) credit hours prior to the tenth day of classes must send a memorandum to the Assistant Vice Provost for Graduate and Professional Education stating that the student is enrolling solely for the purpose of taking examinations (2 credit hours) or solely for the purpose of completing a thesis or dissertation (3 credit hours). If this memorandum has not been received by the Graduate School by the date that the student files the application for degree, the student will be required to enroll in four (4) credit hours.

This policy should not be construed to modify in any way the program requirements for degrees specified in the Policies and Procedures of the Graduate School, nor does it limit departmental or program authority to require enrollment of more credit hours for the purpose of satisfying departmental requirements.

XXIV. GRADUATE LEAVE STATUS

From the 2013-2014 Policies and Procedures, Chapter 5, A. 6., Official Graduate Leave of Absence

Graduate Leave Status is granted for students in active status (enrolled or in CDS) who must be away from their studies for one or more semesters for personal, family, job, financial, military or Peace Corps service, or other compelling reasons. Students must apply for Graduate Leave through the Graduate School by completing the Graduate Leave form. The Graduate School must receive the Graduate Leave form no later than the 10th day of class during the semester in which the leave is requested unless the student is requesting EFML (Emergency/Family Medical Leave). If the student is not enrolled or in CDS, the student must follow procedures to either reenroll or reapply to their program before a graduate

leave request will be considered. The leave must be approved by the student's committee chair, program chair, International Programs (for international F-1/J-1 students only), and the Vice Provost for Graduate and Professional Education. A student may be on Graduate Leave for a total of up to one calendar year during their studies but leave time may be extended for special circumstances (e.g., for military or Peace Corps service). **Graduate Leave beyond one calendar year during a student's studies is not guaranteed.** Graduate Leave entitles students to maintain access to library services if needed. At the end of the leave, the student will be able to reenroll for credits without completing the reenrollment form or paying the reenrollment fee. International students must submit information on their finances to the Graduate School if they require issuance of new immigration documents (Form I-20/DS-2019).

Students who have been on Graduate Leave Status for more than **two** consecutive semesters must receive the School of Music's approval for reenrollment.

XXV. SECOND MASTER'S DEGREE

Up to 11 hours of graduate credit which have been applied toward a master's degree at Washington State University may be applied toward a second master's degree. Such credit will be granted only for graded course work earned at Washington State University and completed with a grade of B or higher. Application of such credit toward a student's program for a second master's degree is subject to departmental recommendation and approval by the Graduate School. No credit in 600- and higher-level courses completed before fulfillment of all requirements for the first master's may be applied toward a second master's degree program. The second master's degree may not be awarded during the same semester or summer session that the first master's degree was awarded.

XXVI. GRADUATE ASSESSMENTS/PROCEDURES AND FORMS

In addition to receiving grades in university courses, graduate music majors receive assessments of their work. The following section contains the plan, forms, and rubrics used by faculty in assessing students' work. Rubrics related to each assessment may be obtained from faculty area coordinators and the Graduate Program Coordinator.

Faculty and students should communicate regularly on the learning outcomes of these assessments. The Director of the School of Music produces a graduate assessment report annually that goes to the Office of Assessment and Innovation for the university's NWCCU accreditation.

Any questions from students about their progress and assessment scores should be made to the faculty member who assigned the scores and/or the area coordinator for that respective instrument. The Director of the School of Music is also available at any time to answer questions related to assessments.

Historical Overview

The School of Music has offered a Master of Arts degree for many years and has many successful graduate alumni who are active performing, recording, and teaching around the world. The Master of Arts in Music may be earned through studies in the areas of music education, composition, music history and literature, conducting, and performance studies. Though selection of an emphasis is not required, four emphases are available: performance (including conducting), composition, music education, and jazz studies. The emphases in performance and composition are selected by students wishing to teach at the college level or intending to enter such professions as music performance,

conducting, composing, and arranging. The emphasis in music education provides advanced studies for experienced and prospective teachers. Students electing the jazz emphasis focus on one or more aspects of jazz music—performance, composition, arranging, pedagogy, or history, for example—in preparation for careers in jazz. The program offers both thesis and non-thesis options designed according to the goals of the student.

The Master of Arts in Music degree offered by the Music Program is flexible and provides students the opportunity to develop a unique Program of Study to satisfy individual interests and goals. The intention of the School of Music Program and its Graduate Faculty is to provide the best instruction to our graduate students while maintaining the highest of standards.

Typically, the School of Music has between fifteen and twenty M.A. candidates. Many are supported by Teaching Assistantships.

Program Mission Statement

Vision

Music is an essential part of human life, found in every culture across the globe. WSU's School of Music, long recognized for excellence in performance and pedagogy, will contribute to the advancement of music through widely visible and impactful creative activity, scholarship, and research. It will prepare the next generation of musical leaders as professional performers, composers, and educators, and through offerings for general students, foster in the next generation of societal leaders, appreciation, and support for music's value and centrality to society.

Mission

Washington State University is a public land-grant research university that is committed to the principles of practical education for all, scholarly inquiry that benefits society, and the sharing of expertise to positively impact the state and communities. Acting as local and global ambassadors, the School of Music students and faculty embrace this mission by promotion musical curiosity, cultural awareness, and critical engagement through artistic creation, pedagogy, and scholarship.

While preparing its students to be successful, innovative, and employable musicians in a 21st-century career field, the School of Music also strives to make its expertise available to anyone who seeks to benefit from it, regardless of where they live, where they come from, what they believe, or what their life experiences have been.

All efforts are directed toward the betterment of human existence through the uncovering of new information, the discovery of how to use that information to solve problems, and the creative expression of human experience. We serve diverse communities across the wide reach of the WSU institution, through a musical practice that is fundamental to emotional wellness, constructive dialogue, and self-reflection.

Values

In the School of Music, our values are in line with those articulated in the university's strategic plan.

Land-Grant Ideals: We are committed to the land-grant ideals of access to practical education for all regardless of background, the teaching of skills and knowledge necessary to be an engaged community member, scholarly inquiry for the betterment of society, and the sharing of institutional expertise with state residents. We believe access to music study and quality performances of diverse literature is essential for all.

Community: We are committed to the “Cougar Spirit” in WSU graduates that emphasizes community, both the community which university faculty, staff, and students live and in the one made up of the family of Cougs worldwide. We believe music is a community building endeavor, both as an audience member and performer.

Integrity, Trust, and Respect: We are committed to ensuring trust and respect for all persons in an environment that cultivates individual and institutional integrity in all that the University does. We believe music allows for individual expression, builds determination, and, as music is a communal endeavor, engenders respect for others through the act of music making.

Equity, Diversity, Inclusion, and Belonging: We are committed to the promotion of an ethical and socially just society through an intentional commitment to equity, diversity, and inclusion. We are dedicated to an inclusive environment which encompasses diverse repertoire and composers, as well as methods of approaching, performing, teaching, and thinking about music, making it central to all our research, teaching, and service activities.

Global Citizenship: We are committed to stewardship of the planet’s resources to ensure its vitality, as well as actions focused on social responsibility and cultural empathy in the context of an interconnected world. We believe music is an essential cultural window that creates empathy, connectedness, and understanding.

Freedom of Expression: We are committed to the free exchange of ideas in a constructive and civil environment, including the canons of academic freedom in teaching, research, and outreach. We believe music allows expression of all forms in unique and powerful ways. Music engages the mind, allows for critical thinking, and enables outreach due to its inherent accessibility.

Wellbeing: We are committed to the whole-person wellness for all members of the institution and a belief it is WSU’s responsibility to contribute to the overall wellness of our communities and the broader society in which individuals reside. We believe music allows for individual expression, creative freedom, and provides a healthy and happy society.

Goals

In the School of Music, our goals are in line with those articulated in the University’s strategic plan.

Goal 1: Research, Innovation, and Creativity

Engage in professional activity at international, national, regional, and state levels, supporting the WSU mission of leading innovation and creativity through performances including conducting, recordings, videos, presentations at international and national conferences, published compositions, arrangements, articles, books, etc.

Goal 2: Student Experience

The School will continue to focus its teaching and scholarship on core integrative studies in performance, composition, and music education, while creating new degree options that meet the demands of 21st-century careers within a global society, including music business and music therapy. All offerings will emphasize musical versatility and practicality, building on existing internationally recognized achievements in performance and composition while increasing recognition of equal importance in all areas of the School of Music.

Teaching 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, progressive, and integrative academic and performance-based curriculum in professional and liberal arts degrees, in music majors, and in UCORE courses, designed to meet the current and future needs of professional and amateur musicians.

Recruit and train high-quality music majors for a variety of successful careers in the music field, such as skill performers, composers, arts administrators, recording engineers, and teachers at all levels (university, college, public/private schools, and private studios).

Provide equipment, musical instruments, and facilities that are of the highest quality and meet the needs of an enterprising, technologically growing society.

Goal 3: Outreach, Extension, Service, and Engagement

In support of our mission as a land-grant institution, the School of Music will actively engage with the community within Pullman, as well as the state, region, nation, and world.

Expand our on-campus presence.

Provide education and music off-campus.

Goal 4: Institutional Effectiveness and Infrastructure

Budget and planning: Align financial resources with strategic plan goals.

Modernization of infrastructure: modernize facilities, technology, business practices, and campus environments.

Staff recruitment and retention: increase the hiring and retention of exceptional faculty and staff who represent diversity in all its forms, to advance research and the educational experience.

Strategic Fit Within the University

The School of Music fits well strategically within the university and interfaces effectively with the University's strategic goals. A number of School of Music faculty have received significant recognition and work to achieve national and international prominence in innovation, discovery, and creativity. We are training students for 21st-century careers in music by providing them with transformative

experiences which prepare them to excel in a global musical environment. We are working to be leaders in local, national, and global musical outreach, and we are embracing an environment of diversity, integrity, and transparency professionally, personally, and musically.

School of Music Student Learning Objectives

1. Critical, Creative, and Musical Reasoning

This includes learning to analyze and interpret music, to express the composer's intention, the character of the music, and to convey the emotion of the work.

2. Quantitative and Symbolic Reasoning

This involves taking the abstract symbols on the page and making musical sense of them, interpreting the rhythmic and pitch elements of the music, and making expressive choices based on the notation on the page.

3. Information Literacy

Musicians must understand the historical and cultural aspects of the music they are performing to present a musically and artistically convincing performance. Also, students must become familiar with a wide range of important works from the musical canon. Students are required to use several outside sources, including library and online sources, to gain this knowledge.

4. Communication

A musical performance is not successful unless there is communication with the audience.

5. Diversity

To perform music of different styles and genres, it is essential to understand diverse cultures and musical views. This is related to information literacy.

6. Integration of Learning

For a musical performance to be truly successful, all these Learning Outcomes—creative thinking, symbolic reasoning, information literacy, communication, and diversity—must be integrated by the performer.

Assessment Plan

M.A. students in the School of Music are assessed in a number of ways.

Initial Assessments

Auditions and Interviews

As a potential graduate student in the School of Music, each student is required to go through an audition and interview process with the faculty from their instrument/voice area. During the audition, the faculty assess each student's knowledge and ability in performance as well as related areas. Passing the audition confirms the applicant's preparedness to perform at a graduate level, including enrolling in a 500-level ensemble.

Manuscripts, videotapes, written research, and/or performance of a more comprehensive audition are required for acceptance into particular emphases—composition, performance (includes conducting), music education, or jazz studies—of the M.A. in Music.

Diagnostic Exams

All incoming graduate students must take diagnostic examinations in music theory (including aural skills) and music history and literature. The results of these examinations are used to help plan each student's course of study. Graduate students who intend to have piano as part of their elective studies in the M.A. are expected to complete a piano proficiency examination. The content of the piano proficiency examination can be found on the music website and in consultation with the keyboard area coordinator.

Intermediate Assessments

Assessment Forms

Every student enrolled in private studio instruction must complete a jury at the end of each semester of study for area faculty. At this time, students' progress in the program is assessed via the Performance Assessment Form (including jazz performance) and any problems are addressed. Similar assessment forms are completed for students studying composition, conducting, and music education. Numeric data is collected along with specific written comments.

Annual Review

Students are reviewed by faculty via the Graduate Student Review Form. Faculty complete these forms by submitting specific written comments about students with whom they have been working. These written comments are shared with all School of Music faculty via the School's Team channel. The Graduate Program Coordinator collates this data and meets individually with all graduate students to share the information collected in the Graduate Annual Review process.

Culminating Assessments

Final Assessments

All graduate students are assessed on their final projects (MUS 700 or MUS 702) and on their performances in their required Master's Final Examinations. These assessments include numeric data and written comments.

Collection of Numeric Data

As described above, numeric assessment data is collected regularly in a variety of areas. Numbers are awarded on a six-point scale as outlined below. Faculty members provide numeric rankings and detailed written comments in a number of categories. These categories vary somewhat by area but are all tied to School of Music Learning Outcomes.

Numeric assessments are collected in a variety of categories in the following areas at the end of each semester of study (often in jury exams) and at final recital performances:

- Performance
- Composition
- Jazz

Music Education
Conducting

Numeric assessment data is also collected along with written comments at the following culminating experiences at the end of each student's program:

Final Examination
700 or 702 thesis/project

Analysis of Numeric Data

Every semester, assessment numbers for all music students are saved in each student's file, and written comments are shared with students. Once a year, generally in the spring, all assessment information is assembled, collated, and shared with all School of Music faculty via the School's Teams channel. After analyzing the data, faculty share their thoughts with the Graduate Program Coordinator and the Director of the School of Music. Faculty are encouraged to address any points raised by the data, including how well the assessments are working, and to make suggestions, if appropriate, for how to improve graduate education and the assessment system in the School of Music. The Director synthesizes these comments and suggestions and prepares the annual School of Music Report on Graduate Assessments to be submitted to the Graduate School.

The following pages are School of Music graduate assessment forms and rubrics followed by the appendices.

**SCHOOL OF MUSIC
MASTER OF ARTS DEGREE
ORAL EXAMINATION ASSESSMENT**

Student's Name _____ Semester _____

ASSESSMENT RATINGS

Place one of these numbers in each box below

1 or 2 = Novice Graduate Student

3 or 4 = Developing Graduate Student

5 or 6 = Mastering Graduate Student

6 – A superior performance – outstanding in nearly every detail

5 – An excellent performance – minor defects

4 – An above average performance – accurate with developing interpretive skills

3 – An average performance – lacking finesse and/or interpretation 2 – A fair performance – basic weaknesses

1 – A poor performance – unsatisfactory

_____ Communicates effectively in oral form

_____ Demonstrates an advanced knowledge of music history, involving varying periods, styles, genres, and performance mediums

_____ Demonstrates advanced knowledge of music theory and form

_____ Demonstrates ability to integrate knowledge and skills from the specialty area and to apply such knowledge through problem solving

Comments:

Faculty Signature _____

**SCHOOL OF MUSIC
MASTER OF ARTS DEGREE
PERFORMANCE ASSESSMENT**

Student's Name _____

Semester _____

ASSESSMENT RATINGS

Place one of these numbers in each box below

1 or 2 = Novice Graduate Student

3 or 4 = Developing Graduate Student

5 or 6 = Mastering Graduate Student

6 – A superior performance – outstanding in nearly every detail

5 – An excellent performance – minor defects

4 – An above average performance – accurate with developing interpretive skills

3 – An average performance – lacking finesse and/or interpretation 2 – A fair performance – basic weaknesses

1 – A poor performance – unsatisfactory

Demonstrates advanced knowledge and ability in the following areas:

_____ Tone Quality: consider resonance, control, clarity, focus, consistency, warmth (organ – registration)

_____ Intonation: consider accuracy of printed pitches

_____ Rhythm: Consider accuracy of note and rest values, duration, pulse, steadiness, correctness of meters

_____ Technique: consider attacks, releases, control of ranges, musical and/or mechanical skill

_____ Articulation: consider diction in voice, bowing in strings

_____ Interpretation/Musicianship: consider style, phrasing, tempo, dynamics, emotional involvement

_____ Literature: consider appropriateness of choices, difficulty

_____ Other Factors: consider appropriate appearance, poise, posture, stage deportment, general conduct, mannerisms, facial expression, memory (if required)

Comments:

Faculty Signature _____

SCHOOL OF MUSIC
MASTER OF ARTS DEGREE
MUS 700/702 THESIS/PROJECT ASSESSMENT

(for use in assessing the written verbal component in 700s and 702s,
regardless of the medium of the thesis/project)

Student's Name _____

Semester _____

ASSESSMENT RATINGS

Place one of these numbers in each box below

1 or 2 = Novice Graduate Student

3 or 4 = Developing Graduate Student

5 or 6 = Mastering Graduate Student

6 – A superior performance – outstanding in nearly every detail

5 – An excellent performance – minor defects

4 – An above average performance – accurate with developing interpretive skills

3 – An average performance – lacking finesse and/or interpretatio 2 – A fair performance – basic weaknesses

1 – A poor performance – unsatisfactory

DEMONSTRATES:

_____ Clear statement and limitation of the problem/product to be addressed/produced

_____ Appropriately thorough coverage of the related literature

_____ Clear statement of the methodology used

_____ Effective presentation of the results, including discussion of the creative product, if any

_____ Clear statement about conclusions, including self-evaluation of the creative product, if any, and suggestions for further research/creative activity

_____ Quality and accuracy of technical aspects of writing: grammar, syntax, spelling, bibliographic format, citation format

Comments:

Faculty Signature _____

SCHOOL OF MUSIC MASTER OF ARTS DEGREE CONDUCTING ASSESSMENT

Student's Name _____

Semester _____

ASSESSMENT RATINGS

Place one of these numbers in each box below

1 or 2 = Novice Graduate Student

3 or 4 = Developing Graduate Student

5 or 6 = Mastering Graduate Student

6 – A superior performance – outstanding in nearly every detail

5 – An excellent performance – minor defects

4 – An above average performance – accurate with developing interpretive skills

3 – An average performance – lacking finesse and/or interpretative 2 – A fair performance – basic weaknesses

1 – A poor performance – unsatisfactory

_____ Beat and pattern are clear and appropriate

_____ Expression, nuance and interpretative decisions are well conveyed through communicative gestures

_____ Use of left hand is appropriate and coordinated

_____ Thorough knowledge of score is demonstrated; integrity of the composer's intentions is upheld in interpreting the score

_____ Gestures and verbal communication are responsive to the needs of the ensemble and the music

_____ Facial expression, eye contact and cuing are successful

_____ Demeanor is professional and respectful

Comments:

Faculty Signature _____

SCHOOL OF MUSIC MASTER OF ARTS DEGREE COMPOSITION ASSESSMENT

Student's Name _____

Semester _____

ASSESSMENT RATINGS

Place one of these numbers in each box below

1 or 2 = Novice Graduate Student

3 or 4 = Developing Graduate Student

5 or 6 = Mastering Graduate Student

6 – A superior portfolio – outstanding in nearly every detail
5 – An excellent portfolio – minor defects
4 – An above average portfolio – accurate with developing
interpretive skills

3 – An average portfolio – lacking finesse and/or interpretation
2 – A fair portfolio – basic weaknesses
1 – A poor portfolio – unsatisfactory

Demonstrates advanced knowledge and ability in the following areas:

_____ Orchestration (use of instruments/ voices)

_____ Presentation (Professionalism, score clarity, software usage)

_____ Compositional Technique (voice leading, harmony, counterpoint, texture)

_____ Aesthetics/Creativity

_____ Literacy

_____ Musical Form

Comments:

Faculty Signature _____

**SCHOOL OF MUSIC
MASTER OF ARTS DEGREE
MUSIC EDUCATION ASSESSMENT**

Student's Name _____

Semester _____

ASSESSMENT RATINGS

Place one of these numbers in each box below

1 or 2 = Novice Graduate Student

3 or 4 = Developing Graduate Student

5 or 6 = Mastering Graduate Student

6 – A superior performance – outstanding in nearly every detail

5 – An excellent performance – minor defects

4 – An above average performance – accurate with developing interpretive skills

3 – An average performance – lacking finesse and/or interpretation 2 – A fair performance – basic weaknesses

1 – A poor performance – unsatisfactory

From the Professional Dispositions Assessment (PDA) Form and Survey of Supervisors

_____ Demonstrates strong knowledge of the subject matter and can explain important concepts and principles

_____ Demonstrates strong knowledge of subject specific instructional strategies that draw upon knowledge and skills

_____ Facilitates student learning of subject matter through presentation of the content in clear and meaningful ways

_____ Participates regularly in class, is a leading contributor, shows respect for others.

_____ Speaks and writes in a clear and organized fashion, uses language appropriately for context.

_____ Listens and responds appropriately to others, uses feedback in a positive manner.

_____ Reflects on information provided, demonstrates ability to synthesize and apply new ideas to own practice, demonstrates curiosity and willingness to learn.

_____ Interacts with others appropriately and respectfully, recognizes the context of interactions, seeks and uses knowledge of diversity that contributes to effective interactions.

_____ Shows willingness to consider multiple perspectives on social and institutional factors that can impede or enhance students' learning.

_____ Seeks pertinent information, synthesizes and learns new ideas and strategies, and uses information to solve problems both independently and with others.

_____ Seeks theoretical knowledge and regularly connects theory to potential teaching practices.

_____ Arrives punctually and prepared for classes and required activities, dresses appropriately for professional engagements, communicates professionally with others.

Faculty Signature _____

**SCHOOL OF MUSIC
MASTER OF ARTS DEGREE
JAZZ PERFORMANCE ASSESSMENT**

Student's Name _____ Semester _____

ASSESSMENT RATINGS

Place one of these numbers in each box below

1 or 2 = Novice Graduate Student

3 or 4 = Developing Graduate Student

5 or 6 = Mastering Graduate Student

6 – A superior performance – outstanding in nearly every detail
5 – An excellent performance – minor defects
4 – An above average performance – accurate with developing interpretive skills

3 – An average performance – lacking finesse and/or interpretation
2 – A fair performance – basic weaknesses
1 – A poor performance – unsatisfactory

Demonstrates advanced knowledge and ability in the following areas:

_____ Tone Quality: consider resonance, control, clarity, focus, consistency, warmth (organ – registration)

_____ Intonation: consider accuracy of printed pitches

_____ Rhythm and Time Feel: Consider steadiness of tempo, quality of feel and groove, interpretation of swing

_____ Technique (facility/accuracy): consider attacks, releases, control of ranges, and/or mechanical skill, appropriateness of articulation musical

_____ Improvisational Skill: Inventiveness, ability to negotiate chord changes, originality

_____ Interpretation/Musicianship: consider style, phrasing, tempo, dynamics, involvement emotional

_____ Other Factors: consider appropriate appearance, poise, posture, stage deportment, general conduct, mannerisms, facial expression, memory (if required)

Comments:

Faculty Signature _____

Faculty Name_____

GRADUATE STUDENTS ANNUAL REVIEW

Faculty/Staff: Please review all students you have contact with in the graduate program and rate their progress by checking either satisfactory or unsatisfactory. Include qualitative assessments regarding each student's strengths and weaknesses.

Name_____

Progress in coursework: _____Satisfactory_____Unsatisfactory
Strengths:

Weaknesses:

Progress in research, scholarship and creative activity: _____Satisfactory_____Unsatisfactory
Strengths:

Weaknesses:

Progress in teaching assistantship: _____Satisfactory_____Unsatisfactory
Strengths:

Weaknesses:

Appendix A

WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC

MUS 519 SECONDARY PERFORMANCE STUDY

Information Sheet

Name: _____ WSU ID # _____

Current mailing address: _____

Current home phone: _____

Current office phone: _____

Area of concentration: _____

Primary performance area: _____ Instructor: _____

MUS 519 performance area: _____ Instructor: _____

Date: _____ Semester: _____ 20 _____

Submit prior to or immediately after registration three (3) copies to the Music Office for distribution to the student's file, MUS 519 instructor and the Graduate Program Coordinator.

WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSICGRADUATE STUDENT PROPOSAL FOR MUS 600 PROJECT
Special Projects or Independent StudyName: _____ Semester: _____ 20____
Faculty Supervisor/Sponsor: _____ Credits: _____Project or Independent Study Title: _____

This Project/Independent Study substitutes for: _____

H. DESCRIPTION: Include the average number of hours per week devoted to the project, plan for supervision, goals and benefits, plan for completion, and resources required. Use an additional sheet if more space is required.

II. METHOD OF EVALUATION: Some tangible result such as a research paper, outline, card catalog, videotape, chart, graph, or the like should be included in requirements for evaluation. If a performance or lecture-recital is given, include the criteria upon which evaluation will be made. All MUS 600 projects are S/F grading only and are not computed into the cumulative GPA.

III. SIGNATURES:

Submitted by: _____ Date: _____

Approved by _____

Faculty Supervisor/Sponsor: _____ Date: _____

School of Music Program Coordinator: _____ Date: _____

Submit five (5) copies to the Music Office for distribution to the student's file, faculty supervisor, student, and Graduate Program Coordinator.TO BE TYPED OR PRINTED IN DARK INK

WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC

Proposal for a MUS 700, Master's Research, Thesis, and/or Examination

Name: _____ Semester: _____

Thesis title: _____ Credits: _____
Semester 1st 2nd 3rd 4th

Description:

Scope, length (if a musical composition):

Goals and benefits:

Plans for supervision:

Due dates, timetables:

Method of evaluation:

If a musical composition, give additional details:

The thesis major teacher will assign a grade after consulting with all committee members, usually during the final deliberations of the oral examination. Grades are S or U only. In case of work in progress but not completed by a semester's end, a grade of X is given. The student may choose to re-enroll for additional credit in a subsequent semester or may simply continue working to complete the project without re-enrolling. The X grade is replaced by S when the work is completed. The thesis must be acceptable for committee signatures of approval ten school days preceding the scheduled final examination.

Signatures: _____ Date: _____
(thesis major teacher)_____ Date: _____
(committee chairperson)_____ Date: _____
(committee member)_____ Date: _____
(committee member)

Submit seven (7) copies to the Music Office for distribution to the student's file, project supervisor, committee chairperson, committee members, student, and Graduate Program Coordinator.

TO BE TYPED OR PRINTED IN DARK INK

1. THE CHORAL TRADITION IN THE 1960s

2. By

3. FRANZ AMADEUS BOTCH

4. A thesis submitted in partial fulfillment of the
4.a requirements for the degree of

5. MASTER OF ARTS IN MUSIC

6. WASHINGTON STATE UNIVERSITY
6.a School of Music

7. (Date)

8. (copyright information, if needed)
8.a All rights reserved

- 1. To the Faculty of Washington State University:
- 1.a The members of the Committee appointed to
- 1.b examine the thesis of FRANZ AMADEUS BOTCH find
- 1.c it satisfactory and recommend that it be accepted.

2.

Committee Chair

2.a

2.b

1. HAPPENING
2. ABSTRACT
3. by Mary Lou Jones, M.A.
4. Washington State University, (Date)
5. Committee Chair: John Doe
6. (Body of abstract)

WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSICProposal for a MUS 702, Master's Special Problems, Directed Study,
and/or Examination

Name: _____ Semester: _____ 20 ____

Project Title: _____

Description: (include average number of hours/week devoted to work)

Scope of project:

Goals and benefits:

Plan for supervision:

Due dates, timetables:

Method of evaluation:

Additional commentary and clarifications should be submitted on attachments.

Note: The usual time commitment for such a project averages 3 hours per week
for one credit hour and 6 hours per week for 2 credit hours.

The project supervisor will assign a grade after consulting with all committee members. Grades are S or U only. In case of work in progress but not completed by a semester's end, a grade of X is given. The student may choose to re-enroll for additional credit in a subsequent semester or may simply continue working to complete the project without re-enrolling. The X grade is replaced by S when the work is completed. The project must be acceptable for committee signatures of approval ten school days preceding the scheduled final examination.

Signatures: _____ Date: _____

(project supervisor)

_____ Date: _____

(committee chair)

_____ Date: _____

(committee member)

_____ Date: _____

(committee member)

Submit seven (7) copies to the Music Office for distribution to the student's file, project supervisor, committee chair, committee members, student and Graduate Program Coordinator.

TO BE TYPED OR PRINTED IN DARK INK

1. WASHINGTON STATE UNIVERSITY
- 1.a School of Music
2. MUS 702
3. Master's Special Problems, Directed Study,
4. and Examination
5. Title
6. Dodecaphonic Properties of Gymel
- 6.a Between October 1 and November 4, 1481
- 6.b
- 6.c
- 6.d
7. Submitted by
8. Name Fritz Johannes Gummel
9. Date July 4, 2000
10. In partial fulfillment of the requirements for the degree
11. Master of Arts in Music

1. Signatures

2. Committee Chair: _____ Date _____

3. Committee Members: _____ Date _____

4. _____ Date _____

6. _____ Date _____

7. _____ Date _____

8. The signatures above attest to final approval and acceptance
9. of the MUS 702, Master's Special Problems, Directed Study
10. and Examination.

Area Faculty:

- 1) _____
- 2) _____
- 3) _____

The Graduate Recital is being given in partial fulfillment of the candidate's degree program for the Master of Arts in Music. Please return this ballot to the Graduate Program Coordinator by 4:00 p.m. on _____

COMMENTS:

Date: _____