



the
WSU
SCHOOL
OF MUSIC
student handbook **2025-2026**

Table of Contents

PREFACE	4
PART I - INTRODUCTORY INFORMATION, VISION, MISSION, VALUES, GOALS	5
LETTER FROM THE DIRECTOR	5
STUDENT RESPONSIBILTY	5
VISION	7
MISSION	7
VALUES	7
GOALS	8
PART II - ACADEMIC POLICIES	10
AUDITION REQUIREMENT FOR ACCEPTANCE AS A MUSIC MAJOR	10
MUSIC THEORY PLACEMENT	10
PIANO SCREENING	10
PROBATIONARY STATUS POLICY	10
TRANSFER STUDENTS	11
ACADEMIC ADVISING	11
MUSIC DEGREE OUTLINES	12
UNIVERSITY COMMON REQUIREMENTS (UCORE)	13
ADMIT TO MAJOR	13
DECERTIFICATION FROM THE MUSIC MAJOR	13
ADMISSION TO A MINOR OR SECOND MAJOR	14
APPLY TO GRADUATE - (TO-DO LIST)	14
MINIMUM "GPA" REQUIREMENTS IN MUSIC	14
PASS-FAIL ENROLLMENT	14
PIANO PROFICIENCY EXAMINATION	14
COURSE RETAKE POLICY	15
TEACHER PREPARATION DEGREES IN MUSIC	15
JURY EXAMINATIONS	16
PERFORMANCE STUDY LEVELS	16
319/519 LESSONS	17
200 AND 400-LEVEL COMPOSITION LESSONS	18
SECOND-YEAR ASSESSMENT (SYA)	18
EXAMINATION AND RECITAL INFORMATION FOR STUDENTS WHO STARTED BEFORE FALL 2025:	23
JUNIOR QUALIFYING EXAMINATION	23
SENIOR QUALIFYING EXAMINATION	24
REQUIRED DEGREE RECITALS	25

COMPOSITION SENIOR QUALIFYING EXAMINATION	26
DEFERMENT/LEAVE OF ABSENCE	27
PART III - STUDENT RESOURCES.....	29
PART IV - GENERAL POLICIES.....	31
COMMUNITY STANDARDS	31
FACILITIES	31
CONTACT INFORMATION	31
BUILDING HOURS - Kimbrough Music Building	31
KEY POLICY	32
POLICY FOR RESERVING CLASSROOMS, KIMBROUGH CONCERT HALL, AND BRYAN HALL THEATRE	32
REQUIRED STUDENT RECITALS	32
PRACTICE ROOMS	33
PRIVATE TEACHING IN PRACTICE ROOMS	33
PIANO LAB, KIMBROUGH 452	33
GUIDELINES FOR ELECTRONIC LAB	34
SCHEDULING - GENERAL	34
POSTING MATERIALS	34
FACULTY DIRECTORY	35
STAFF DIRECTORY	36
SCHOOL OF MUSIC STUDENT EMPLOYMENT	36
WSU AND SCHOOL OF MUSIC FINANCIAL AWARDS	36
STUDENT ADVISORY BOARD	37
STUDENT ORGANIZATIONS	37
CONVOCATION	39
PERFORMANCE REQUIREMENT	40
RECITAL ATTENDANCE	40
ENSEMBLE PARTICIPATION	40
COLLABORATIVE PIANISTS	41
ENSEMBLE AND COLLABORATIVE PIANO REQUIREMENTS FOR PIANISTS	41
INSTRUMENT AND LOCKER CHECK-OUT PROCEDURES	42
DAMAGE TO PERSONAL ITEMS/DEVICES	42
STATE-OWNED INSTRUMENTS	43
WSU MUSIC INSTRUMENT CARE AND STORAGE	44
INSTRUMENT RETURN PROCEDURES	44
SEMESTER BREAK AND SUMMER USAGE OF INSTRUMENTS	44
INSTRUMENT INSURANCE	45

RECORDING STUDIO	45
POLICY FOR RESERVING KIMBROUGH 101	45
KEMBLE A. STOUT MUSIC LISTENING LIBRARY	46
PART V – LINKS TO FORMS.....	48
PART VI – DEGREE GUIDE.....	49

PREFACE

The School of Music at Washington State University participates in and fully supports efforts to ensure equal opportunity in and access to its programs. Copies of legislation and policies relating to affirmative action, equal opportunity, non-discrimination, non-harassment, ADA, and other issues are available at the WSU Center of Human Rights. Some of these materials are retained in the School's Office.

The School of Music regards each class attended, each event sponsored, each meeting held, each position vacancy offered, as an opportunity to promote diversity of ideas and to ensure free pursuit of life by those who are members of our community. We hope that each person participating in the School's activities honors this commitment to a humane and supportive atmosphere for our teaching, learning, research and creative activity, and service.

PART I – INTRODUCTORY INFORMATION, VISION, MISSION, VALUES, GOALS

LETTER FROM THE DIRECTOR

Welcome to the Washington State University School of Music! I am honored to serve as director and look forward to working with each of you. Our faculty and staff will work together with you over the coming 4 years and beyond. The SoM houses an outstanding group of performers, educators, entrepreneurs, and creators, and we welcome you in.

I would like to offer some mentoring as you start your journey with us: be open to new experiences, communicate early and often, and advocate for yourself through your time here. We believe in your current abilities and future potential. Apply yourself in coursework, concentrate in the practice room, and trust that these investments will provide your future self with countless opportunities to share your musicianship and leadership with communities regionally, nationally, and globally. Talk with your faculty mentors; we are here to listen, and to guide you through periods of questioning, uncertainty, and challenge. I am proud of the quality of education and professional opportunities we provide our students. I am equally proud of the supportive community we have cultivated through our students, staff, and faculty.

Do let me know if you have any questions or want to talk. We are here for you. Go Cougs!



Dr. Keri McCarthy
Director, School of Music

STUDENT RESPONSIBILITY

There are a number of factors that will allow for student success. It's imperative that you take responsibility for your education. Toward that goal, here are some responsibilities of yours:

- Know and satisfy the graduation requirements
- Know your academic standing based on the academic standards
- Know and observe all regulations and deadlines published by WSU and the SoM
- Faculty and advisors assist students in planning a program of study to meet degree requirements, but students are responsible for meeting all requirements and deadlines
- Know the information contained in this student handbook
- Attend all classes, lessons, and rehearsals
- Practice your craft daily. Talk with your applied instructor often in and outside of lessons. Engage with them on your journey
- Attend performances as often as possible. You may never have this kind of opportunity again to participate in such a wide variety of musical activities
- Meet with your advisor regularly:
 - Prepare for your appointments

- Know your degree plan and degree completion requirements
- This will help you facilitate your own expedient graduation date
- Your advisors guide you, but you are the author of your path
- Communicate in a timely manner with your instructors and advisors
- Check your WSU email. This is the official communication system of the university
Engage with WSU faculty, staff, and other students with respect

The School of Music Student Handbook is a summary of requirements, policies, and procedures applicable to WSU music students, faculty, and staff. Sample forms and URLs 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.

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 promoting 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 whole-person wellness for all members of the institution and believe 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.

- 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, progressive and integrative academic and performance-based curriculum in professional and liberal arts degrees, in music minors, 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 skilled 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.

PART II - ACADEMIC POLICIES

AUDITION REQUIREMENT FOR ACCEPTANCE AS A MUSIC MAJOR

Each student desiring to pursue a music major at WSU must have an audition with the studio teacher of the major instrument or voice of intended study, and in the case of multiple teachers in the studio, with the area coordinator. A recording may be submitted in lieu of a personal audition.

MUSIC THEORY PLACEMENT

All first-year students will be enrolled in MUS 251 and 252. Students who have earned a 4 or 5 on the AP music theory exam are exempted from MUS 251. Students who have taken AP music theory but did not take the exam or earned a 3 or lower on the exam will have the option to attempt to test out of MUS 251. Transfer credit from another college or university may be accepted pending a review of the student's grades, transcript, and syllabus. For more information, please contact the music academic advisors.

Questions?

Contact Dr. Jacqueline Wilson, Theory Area Coordinator at Jacqueline.Wilson1@wsu.edu

PIANO SCREENING

Placement in piano class depends on previous experience. Piano faculty members will evaluate students for an appropriate starting place in piano class or studio.

PROBATIONARY STATUS POLICY

This policy only applies to students expressing an academic interest in majoring in music. Music minors take 200-level lessons, and these lessons are not considered probationary for music minors.

1. Students interested in majoring in music who have not auditioned will be placed in 200-level lessons at NCO advising
2. Faculty are encouraged to set up an audition before the semester, use the first lesson as an audition, or use the ensemble placement audition as the audition. Our goal is to get all our qualified music majors into 300-level lessons their first semester.
3. If a student, in the opinion of the applied faculty, does not perform at an appropriate level for an entering music major, that student may be placed 200-level lessons. This indicates probationary status.
4. The student's semester jury will be used as an audition for 300-level lessons. This decision will be made by the faculty evaluating the jury.
5. Music majors will not be allowed to be in probationary status for more than two semesters. If the student does not qualify for 300-level lessons at the end of their second semester of 200-level lessons, the student will be advised to find a different major. The student will be encouraged to consider minoring in music.

TRANSFER STUDENTS

The student's assigned music advisor will evaluate transfer credits and will serve as a transfer student's advisor. Equivalent credits in music theory and history will be determined after the transfer student has taken an entrance placement examination. An audition will be used to determine the applied music course number.

Students transferring from another institution or changing majors within WSU must complete a successful audition and enroll in music theory to be admitted to the music major. See the Admit to Major section for more information. Students seeking to certify in teacher preparation programs must also apply to the College of Education.

ACADEMIC ADVISING

Academic advising builds collaborative student-centered relationships that support the achievement of personal development and academic success. It is an educational relationship in which students and advisors are partners in planning academic, personal, and career goals. The Academic Success and Career Center (ASCC) at Washington State University (WSU) helps students create short and long-term plans on which they build the foundation for their education and future careers. All students are required to meet with an academic advisor each semester to discuss academic and career direction. The ASCC offers students a variety of services, programs, and resources to aid in the completion of academic courses, cultivate career readiness skills, and gain experience marketable to future employers. The ASCC academic and career advisors and career counselors engage students in critical thinking about career development and required components of a degree at WSU. The ASCC recommends that students gain experiential learning through opportunities such as undergraduate research, student employment, internships, summer positions, volunteering/community service, and/or study abroad. This provides a strong professional background that enables students to move toward careers with confidence in their ability to function in a complex, global, and diverse world of work.

WSU academic advisor responsibilities:

- Be accessible, knowledgeable, informed, and demonstrate care and respect.
- Guide students as they define and develop realistic goals.
- Teach students decision-making skills and how to assume responsibility to explore their own educational plans, options, and achievements.
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Teach and support students with information about and strategies for utilizing available resources and services on campus and in the community.
- Teach students to understand the purposes and goals of higher education and its effects on their lives and personal goals.

WSU student responsibilities:

- Schedule regular appointments with an advisor (minimum one per semester).

- Clarify personal values and goals and provide the advisor with accurate and truthful information regarding interests and abilities.
- Gather all relevant decision-making information and necessary materials (advisement report, tentative course selections, forms, etc.) to aid in decision making and to build a schedule free of conflicts.
- Prepare a list of questions or concerns before meeting with the advisor.
- Discuss any problems that affect academic performance, for example: study skills, difficulties in course work, time management, and personal concerns.
- Ask questions and find out where help is available.
- Know where to access accurate information about educational options, requirements, policies, and procedures.
- Discuss why and how to add or drop courses or to take a course pass-fail or audit.
- Discuss career considerations, changing directions/major/interests.
- Keep a personal record of progress toward academic goals. Be proactive in learning and checking the electronic resources available in myWSU to keep track of academic progress.
- Accept responsibility for decisions and actions that affect educational progress and goals. Students are encouraged to take advantage of the skills and knowledge of the advising professionals within their academic department as well as advising professionals available in the ASCC. The responsibility of making decisions about personal goals and educational plans ultimately rests with the student.

School of Music Academic Advisor:
 Troy Bennefield
 Kimbrough 344
 (509) 335-4545
troy.bennefield@wsu.edu

Music Education Advisor:
 Martin King
 Kimbrough 466
 (509) 335-8046
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MUSIC DEGREE OUTLINES

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

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

Students may take courses in a different sequence if desired; HOWEVER, prerequisite sequences will be strictly required. This is especially important in teacher preparation options.

UNIVERSITY COMMON REQUIREMENTS (UCORE)

Students pursuing a music degree must complete the UCORE requirements of the University and additional requirements of the College of Arts and Sciences. For detailed questions beyond the scope of music advising, please see the Director or go to the ASCC – Academic Success and Career Center in Lighty Student Services Building 160-180 or call (509) 335-6000.

ADMIT TO MAJOR

Students must meet the following criteria to be admitted into their preferred music major:

1. Successfully audition into 300-level lessons on their major instrument/voice. This audition is administered by the major instrument/voice studio professor and members of their performance area and may double as the student's scholarship audition. If the student did not complete a scholarship audition, the audition may be administered by the studio professor and members of the performance area before the start of classes for the semester.
2. Be enrolled in MUS 251 and 252 or have received transfer credit for completing these courses at an accredited music program. Transfer credits for music theory are evaluated on a case-by-case basis.

If a student does not successfully audition into 300-level lessons, they are enrolled in 200-level lessons on their major instrument/voice. They are considered Probationary status, and they will remain coded as an Academic Interest (AI) in music in myWSU. The student's semester jury will be used as their audition for 300-level lessons. Once they meet conditions 1 and 2, they may be admitted to the major. If a student does not successfully audition into 300-level lessons in 2 attempts, they will be declined the opportunity to be admitted to the music major.

Students may not enroll in 300-level lessons and are not admitted to the music major without a successful audition. Students admitted to the music major are guaranteed access to enrollment in the lessons they need to satisfy the graduation requirements of their major. Access to lessons for students who have not been admitted to the music major is based on teaching load availability of the studio teacher, a successful audition, and the discretion of the director of the School of Music.

Students pursuing a Music Education Degree will be admitted to the secondary education program through a separate application process through the College of Education. Information on admission to the College of Education can be found here: <https://education.wsu.edu/undergradprograms/teachered/teacheredplan/>

DECERTIFICATION FROM THE MUSIC MAJOR

Students must take their Second Year Assessment (SYA) in their fourth semester of 300-level lessons. Transfer students and students switching into the music major from another major have the opportunity take the SYA early, as outlined in the SYA section of this handbook. If a student fails their first attempt at the SYA, they will have one additional attempt to pass. If students fail their first attempt, they must schedule an appointment with their studio teacher and advisor to discuss strategies for success.

If a student fails their second attempt at the SYA, they will be decertified from the music major.

ADMISSION TO A MINOR OR SECOND MAJOR

Students who have been admitted to any major may be admitted to a minor or second major with departmental approval. Students seeking to add an additional major in music must complete a successful audition to be admitted. Music minors whose majors are not in the College of Arts and Sciences are not required to complete the additional College of Arts and Sciences UCORE requirements. The music minor requires 22-23 credits, and the jazz minor and music technology minor require 18 credits. A second major requires completion of departmental and college requirements which include the College of Arts and Sciences UCORE requirements. Upon completion of the requirements, the School of Music will notify the Registrar and the minor or second major will be posted on the student's permanent transcript. Students are encouraged to maintain close contact with the Music Advisor and their respective applied professor on their degree progress.

APPLY TO GRADUATE - (TO-DO LIST)

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

MINIMUM "GPA" REQUIREMENTS IN MUSIC

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

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

PASS-FAIL ENROLLMENT

Ensemble and Performance Studies are not available on a pass-fail basis.

Pass-Fail enrollment by non-majors in other music courses must have the approval of the instructor.

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

Students may audit lecture or ensemble courses with instructor permission. Students may not audit studio lessons, chamber ensembles (MUS 435), or independent studies.

PIANO PROFICIENCY EXAMINATION

All students majoring in music must pass the Piano Proficiency Examination. A form of completion showing that the Piano Proficiency Examination has been passed by an individual must be turned in to the student's academic advisor by the Piano Area Coordinator. The form will be kept in the student's file.

MUS 181, 182, and 281 (class piano courses) are designed to help students prepare for the piano proficiency test. Students who wish to immediately take the Piano Proficiency Exam, or students who wish to be placed in a piano course other than 181 their first semester, must contact the piano faculty for placement. Students pursuing the Bachelor of Music degree must complete the Piano Proficiency Requirement to pass the Second-Year Assessment while students pursuing the Bachelor of Arts degree must pass MUS 182 with a grade of C or higher or pass the proficiency exam.

Additional questions concerning the Piano Proficiency Examination should be addressed to the Piano Area Coordinator, Dr. Fabio Menchetti at fabio.menchetti@wsu.edu.

COURSE RETAKE POLICY

Students may repeat a course in which they have received a grade of C- or below, or a withdrawal (W), or when a course may be repeated for additional credit. The following criteria apply to repeat courses:

- a. Repeating courses graded C- or below. To attempt to improve the cumulative grade point average, a student may repeat courses in which a C- or below was received. When such a course is repeated, only the last grade contributes to the grade point average and total hours earned. **Students may repeat a course graded C- or below one time at WSU.** Additional repeats are allowed at WSU by special permission of the academic unit offering the course.
- b. Repeats are allowed as transfer credit from another institution. However, the series of repeats and grades is retained on the student's academic record.
 1. Only courses identified as acceptable equivalents according to the appropriate department, the Transfer Guide, or the Admissions Office are treated as repeats. If courses deemed equivalent in content differ in credit hours, the credit hours of the repeat course supersede the credit hours of the original course.
 2. For courses repeated at other institutions, credit is awarded following the WSU repeat policy.
- c. Repeating for additional credit.
 1. Some courses have been approved for repeat credit, i.e., the student may re-enroll in the course during a subsequent term and credit may be accumulated. Such courses are designated in the WSU catalog as "May be repeated for credit" and will list the maximum credit limitation.
 2. Courses which have been approved for repeat credit, such as topics, may offer multiple sections of a course during any one term. Students may enroll in more than one section of these courses in any one term provided that the specified particular topics and titles differ.

TEACHER PREPARATION DEGREES IN MUSIC

The Music Program cooperates with the College of Education in offering degrees leading to certification to teach in the public schools. **CHOICE OF ONE OF THESE OPTIONS REQUIRES ADMISSION TO THE MUSIC MAJOR AND THE SECONDARY TEACHER PREPARATION PROGRAM IN THE COLLEGE OF EDUCATION.**

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

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

JURY EXAMINATIONS

Students enrolled in 200 and 300 level performance studies will perform for a jury at the end of each semester; those in 400 and 500 performance studies will do the same except when they have given a major recital performance in the last five weeks of that semester. **Jury examinations will only be scheduled during University Finals week** and may not interfere with regularly scheduled examinations. Jury examination times will be posted each semester in advance by the area coordinator.

All faculty in each area will attend juries for their area and contribute a jury sheet and assessment sheet with a grade, comments, and suggestions for the student's benefit.

A composite jury grade will be determined. The composite jury grade will be a significant factor in the determination in the final semester grade.

The student is to bring a completed and signed Repertoire Sheet to the jury, listing all materials studied during the semester. The repertoire sheet is retained in the student's file.

PERFORMANCE STUDY LEVELS

Music Majors may only take lessons on their major instruments and a maximum of one section of secondary lessons, MUS 319/519, per semester. Students may not enroll in 200-level lessons as secondary lessons to get around this requirement

200-Level Performance Study

1. Available for 2 credits to a limited number of advanced non-majors by audition and permission of area coordinator and School of Music Director. Study will be either in small classes or privately at the discretion of area coordinator, after consultation with the Director.
2. Convocation attendance required.
3. Participation in approved Music ensemble required.
4. Jury examination required.
5. University practice facilities and instruments may be reserved after students enrolled in the 300-500 performance and academic study level needs have been met.
6. May be used to satisfy major performance requirement for a music minor.
7. Recital attendance required.

300-Level Performance Study

1. For music majors only.
2. Audition prior to enrollment required.
3. First-year or higher standing required.
4. Convocation attendance required.
5. Recital attendance required.

6. Participation in an approved Music Program ensemble required.
7. Concurrent enrollment in the appropriate Music Theory or Music History courses required.
8. Jury examination required.
9. Entitled to sign up for practice facilities.
10. Non-music majors may enroll by special permission of the Director of The School of Music provided they meet all requirements listed in this section for 300-level study.

400-Level Performance Study

1. Normally taken by junior and senior Music Majors.
2. Must have passed piano proficiency requirement.
3. Upper division standing is a prerequisite to enrollment. Must have passed Second-Year Assessment prior to enrollment.
4. Convocation attendance required.
5. Recital attendance required.
6. Participation in an approved Music Program ensemble required.
7. Enrollment represents area and school approval to perform a recital.
8. Jury examination required except in semester when a recital is performed in the last five weeks of the semester.
9. Non-music majors may enroll by special permission of the Director of the School of Music provided they meet all requirements listed in this section for 400-level study.

500-Level Performance Study

1. Graduate standing required.
2. Admission to enrollment is through audition with major professor and/or division faculty.
3. Recital attendance at discretion of major professor.
4. Jury required except when recital has been presented in same semester.
5. Ensemble requirement determined by advisor/committee.

Two credits are granted for each half-hour lesson per week. Students enrolled at the 200-level, 319 or 519 are limited to 2 credits. A student registered for four credits may receive two half-hour lessons or one 1- hour lesson per week. Only performance majors should be offered 4-credit lessons. Exception requests must be submitted to the Director.

319/519 LESSONS

1. Lessons on a secondary instrument/voice for music majors only.
2. Priority will be given to students taking 319 or 519 to fulfill a degree requirement.
3. Students taking 319 or 519 lessons on an elective basis will be approved to enroll on a case-by-case basis in line with the policy listed above.
4. First-year or higher standing required.
5. Convocation, recital attendance, and ensemble participation will be evaluated as part of the student's 300-500 level lessons, not as part of 319/519
6. Jury examination required.
7. Entitled to sign up for practice facilities.

Private studio lessons through WSU offer superior, individualized instruction to develop strong technical, expressive and performance skills with each student. Access to lessons is based on teaching load availability of the studio teacher, a successful audition, and the discretion of the director of the School of Music. The understood priority for assignment to a studio is as follows, dependent on the individual student's academic program of study:

1. music majors with the instrument/voice as their primary focus
2. secondary lessons for music majors required by degree (319, 519)
3. minors
4. secondary lessons for music majors not required by degree (319, 519)
5. non-majors

Music majors whose main instrument is not piano may only request applied piano lessons after they have successfully completed the academic requirements in this area as per their degree program. (i.e. BM requires the piano proficiency exam; BA requires a C or better in MUS 182.) After successfully completing these requirements, a music major may request and audition to continue piano study as a secondary instrument (MUS 319, 519) dependent on availability of space in the studios. Music majors are not allowed to register for more than 2 individual lessons per semester (i.e. Their main instrument/voice and a secondary instrument/voice.)

200 AND 400-LEVEL COMPOSITION LESSONS

Students may only move into 400-level composition lessons after completing 8 credits of 200-level composition lessons and passing their SYA. Students must complete 24 credits of composition lessons, with a minimum of 12 credits at the 400-level. The student also must have completed the piano proficiency exam and have been admitted to the composition major to move to 400-level composition lessons.

SECOND-YEAR ASSESSMENT (SYA)

Every music major will take the Second-Year Assessment at the end of their fourth semester of 300-level lessons. This includes music majors who started in 200-level lessons; for these students, their 4-semester countdown will start when they audition into 300-level lessons. Students must be enrolled in 300-level lessons to take the SYA. The SYA will be administered by the performance area faculty and one outside evaluator and will take place during the time when that area gives juries. Areas will make 30-minute time-slots available for students to sign up for to take their SYA. Students must pass their SYA in order to schedule a degree-required Junior or Senior recital. If a student must schedule a degree-required Junior recital before the outcome of the SYA is known, that recital will be scheduled pending the result of the SYA, and the recital will be cancelled if the student does not pass the SYA.

Transfer students will typically complete their SYA at the end of their fourth semester of 300-level lessons at WSU and may not schedule a junior or senior degree-required recital until they pass their SYA. However, if the student has taken studio lessons at their previous institution, they may seek approval to take their SYA early. This request must be submitted in writing and must be approved by the studio teacher and area coordinator. Transfer courses from a degree-granting School of Music may be considered to meet the SYA academic requirements on a case-by-case basis.

Students switching from another music major into a music major at WSU will still be required to complete their SYA at the end of their fourth semester of 300-level lessons at WSU and may not schedule a junior or senior

degree-required recital until they pass their SYA. However, if the student was already studying their instrument/voice at the 200-level at WSU before changing to a music major, they may seek approval to take their SYA early. This request must be submitted in writing and must be approved by the studio teacher and area coordinator.

General Information

The SYA will have four parts, each of which must be passed for the student to pass the SYA. If the student fails their first attempt, they will be given one additional attempt, administered at the end of the following semester. If the student fails the second attempt, they will be decertified from the music major. The student will be required to meet with their studio teacher and academic advisor to discuss plans for academic improvement in their major if they fail their first SYA attempt. The second attempt of the SYA must be taken in the semester immediately following the first attempt.

Three weeks prior to the SYA, the studio teacher will contact the student's academic advisor and ask them to prepare the SYA form and return it to the performance area coordinator. This form will give the evaluators information on the student's academic performance and will allow the evaluators to indicate whether the student has passed parts 1-3. The four parts of the SYA:

1. Solo performance (see below for details for your performance area)
2. Technique performance (see below for details for your performance area)
3. Interview on the following topics
 - a. Composers and musical style of the solo music performed in the SA.
 - b. The student's academic performance up until this point in their degree.
 - c. The student's career plans.
 - d. Students majoring in composition will submit a portfolio of completed works for the composition faculty to review 3 weeks before the SYA. The composition faculty will inform the performance area faculty before the SYA if the student is approved to move to 400-level composition lessons.
 - e. A faculty representative from the student's degree area (education, composition, business, etc.) is encouraged but not required to attend.
4. Students must have achieved the following academic benchmarks to pass their SYA:
 - a. Passed MUS 251-254 with the grade of C or better in each course
 - b. Have a cumulative gpa of 2.0
 - c. Pass the Piano Proficiency Examination (PPE).*

*Students may provisionally pass the SA without passing their Piano Proficiency Examination (PPE). In this case, students will have one semester to pass their PPE or they will be decertified from the music major.

**BA students are required to either pass MUS 181 and 182 with a C or better OR pass the PPE. BA students doing the first option must have passed MUS 182 in order to pass their SYA.

Students will attempt to pass their SYA at the end of their fourth semester of lessons regardless of academic status. After the completion of the SYA, the form will be returned to the student's academic advisor. Once grades are posted for the semester, the academic advisor will verify that the student has met the academic benchmarks of the SYA. The advisor will then inform the student, the student's major instrument/voice studio professor, and the area coordinator. If the student does not meet the academic requirements by the end of the semester, the student has failed the SYA and will be allowed to take it one more time before being decertified from the major.

Once the student has successfully completed the SYA, they will enroll in 400-level lessons for the remainder of their degree.

Performance Area Requirements

Each performance area has its own specific guidelines for requirements number 1 and 2 of the SYA. They are listed below:

Brass

1. Solo Performance: Brass majors will be required to perform approximately 10 minutes of solo repertoire that showcases both lyrical/slow and technical/fast styles. At least one piece must be performed with piano accompaniment. Appropriate repertoire will be designated by the studio teacher.
2. Technique: Brass majors will be required to play selected major and all three forms of the minor scales and arpeggios at their SYA

Percussion

1. Solo Performance: appropriate proficiency on:
 - a. Snare Drum
 - b. Mallet Keyboards
 - c. Timpani
2. Technical Performance: execution of:
 - a. Rudiments
 - b. Major and natural minor scales

Jazz

1. Solo performance

- 3 selections from the WSU Jazz Standards List (assigned/approved by applied instructor) played in the following format:
 - Head in (memorized)
 - "Solo" section
 - Duration (exact!)
 - Medium to "Up"
 - 3 choruses for blues forms
 - 2 choruses for other forms of 16+ bars
 - Ballads
 - 1 chorus
 - Must include a transcribed element as assigned by applied instructor
 - Must include an improvised element as assigned by applied instructor
 - Solos by accompanying ensemble members (see below) should
 - be in service to the lead player presenting for the SYA (e.g. trading 4's or to demonstrate comping for rhythm section instruments)
 - not occupy more than 2 choruses (*total* for the entire group)
 - Head out (for ballads, ok to enter on the bridge)

- Student is expected to organize live accompaniment. Exceptions must be requested in advance and will only be granted in the most extreme circumstances.
2. Technical performance
- Student should be prepared to demonstrate isolated proficiencies appropriate for the instrument and in support of repertoire played for the solo performance section, including but not limited to:
 - Transposed melody (as assigned by applied instructor).
 - Scales appropriate for the harmonic structure of repertoire
 - Arpeggios based on those scales
 - Comping patterns
 - Rhythm/groove components
 - Specifics will be determined by the applied instructor

Piano

BM Performance

1. Solo Performance: 30 minutes of memorized music (at least 20 from the second year), with 3 or more pieces in different styles (individual movements from sonatas are acceptable; prelude and fugues must be performed as one piece; 3 or more consecutive dances from a suite are acceptable)
2. Technical Performance All major and minor scales (natural, harmonic and melodic) 4 octaves (quarter note=80) Major, minor, dominant and diminished arpeggios - 4 octaves

BM Ed. And BM Business

1. Solo Performance: 15 minutes of memorized music (at least 10 minutes from the second year), with 2 or more pieces in different styles
2. Technical Performance: All major and minor scales (natural, harmonic and melodic) 2 octaves (quarter note=80) Major, minor, dominant and diminished arpeggios - 2 octaves

BA—General and Pre-Law

1. Solo Performance: 15 minutes of memorized music (at least 10 minutes from the second year), with 2 or more pieces in different styles
2. Technical Performance: All major and minor scales (natural, harmonic and melodic) 4 octaves (quarter note=80) Major, minor, dominant and diminished arpeggios - 4 octaves

BM Composition (Piano as primary instrument)

1. Solo Performance: 15 minutes of memorized music (at least 10 minutes from the second year), with 2 or more pieces in different styles
2. Technical Performance: All major and minor scales (natural, harmonic and melodic) 4 octaves (quarter note=80) Major, minor, dominant and diminished arpeggios - 4 octaves.

String

1. Solo Performance:
 - a. Two contrasting selections from the standard literature of the candidate's instrument.
 - b. Repertoire to be determined by the applied instructor and should reflect the candidate's level of performance for their intended major.
 - c. Memorization of solo selections is strongly recommended but not required.

2. Technique:
 - a. Scales, Arpeggios, Etudes, and other appropriate technical material.
 - b. Technical elements to be determined by the applied instructor as appropriate to each individual instrument.
 - c. Performance of technique elements must be memorized.

Woodwind

1. Solo Performance: Woodwind majors will be required to perform approximately 10 minutes of solo repertoire that showcases both lyrical/slow and technical/fast styles. At least one piece must be performed with piano accompaniment. Appropriate repertoire will be designated by the studio teacher.
2. Technique: Woodwind majors will be required to show technical proficiency. This may be showcased by scales or scale-based etudes, as designated by the studio teacher.

Voice

1. Solo Performance: Minimum of 15 minutes of memorized repertoire, representing 3 languages and 3 periods of classical repertoire from second year of study; may include musical theatre to complete the 15 minutes beyond the 3 language and period requirements.
2. Technique performance:
 - a. Ability to spell and sing major and minor scales (natural, harmonic and melodic).
 - b. Ability to sing major and minor arpeggios.
 - c. Ability to identify key signatures.

Composition

All students enrolled in their **fourth semester** (or 8th credit) of **MUS 256** are required to submit a portfolio. Students must submit a portfolio consisting of **three small-scale compositions**. These compositions will be considered as part of every composition student's SYA.

- Each piece should have a minimum duration of five minutes, excluding repeats and open improvisation sections.
- For Jazz and Commercial Composition students, the portfolio should showcase diverse musical styles, such as swing, funk, Latin, Afro-Cuban, and classical. At least one of the three pieces must include a written improvisation section that lasts a minimum of two minutes, excluding repeats.
- The works should reflect a variety of instrumentations. Students are encouraged to explore different ensemble types (e.g., solo, duo, trio, mixed chamber ensembles) across the portfolio.
- Collectively, the portfolio must demonstrate the student's understanding and application of various compositional techniques, such as motivic development, orchestration, harmony, texture, and form.
- All scores must be fully notated using music notation software. For Jazz/commercial pieces, chord symbols must be included.
- Formatting should be professional and performance-ready, including clear layout, proper notation practices, and appropriate instrument transpositions.

Submission Format:

- Portfolios must be submitted as **PDF files** of each score.
- Audio realizations (MIDI mockups or live recordings, if available) are encouraged but not required.
- Submission method and deadline will be communicated by the instructor.

Appeal Process

If a student believes that they have a compelling reason why they should be given an additional attempt to pass the SYA or need an exception to the required timing of the SYA, they must submit a written request for an exception to their studio professor, academic advisor, and performance area coordinator. Those faculty members will evaluate the proposal and make a recommendation to the Director of the School of Music. The final decision on the appeal request will be made by the Director.

The appeal letter should include the reason the exception request is being made, any extenuating circumstances that lead to the exception request, and the student's concrete plans to improve their academic performance to take advantage of this additional opportunity.

Appeals will be considered on a case-by-case basis, and the decision of the Director will be final.

Recital Scheduling and Pre-Recital Hearings

Students must pass their SYA in order to schedule a degree-required Junior or Senior recital. 2 to 4 weeks before their recital, the student must give a pre-recital hearing (PRH). The PRH will range from 15 minutes of excerpts from the student's recital repertoire to a full run through of the recital. This decision will be made by the studio teacher, and will be communicated to the student in advance. The studio teacher and any collaborating musicians must be present for the PRH. Pieces must be performed in the same format as they will be in the recital (live piano, live jazz combo, etc.)

The PRH must be evaluated by 3 faculty, and it will be evaluated on a pass/fail basis. If the PRH is ruled to have passed, the student may continue to their recital. If the PRH is not passed, the recital will be rescheduled and another PRH must be passed before the recital. The studio teacher must attend the PRH live, but the other two faculty members may evaluate the PRH by video recording that the studio teacher provides.

EXAMINATION AND RECITAL INFORMATION FOR STUDENTS WHO STARTED BEFORE FALL 2025:

JUNIOR QUALIFYING EXAMINATION

This examination is for those students pursuing the Bachelor of Music degree in Performance. In the semester preceding the half recital, a student registers their intention to take the Junior Qualifying Examination. This examination takes the place of a regular jury for that semester.

Policies:

1. Passing the Piano Proficiency Requirement is required in order to take the Junior Qualifying Examination.

2. Junior Qualifying Examinations will only be given to students who have achieved a grade of "C" or higher in MUS 251, 252, 253, 254 and one semester of Music History (MUS 359).
3. Successful completion of the Junior Qualifying Examination is a prerequisite for the scheduling of a half Recital.
4. The Junior Qualifying Examination may be taken only twice. If not passed after the second attempt, the student will be decertified as a Performance major in the music program.
5. Students must be enrolled in lessons to take the Junior Qualifying Examination.

Procedures:

1. A student wishing to take a Junior Qualifying Exam must complete a Junior Qualifying Exam Form (a blank form is included in this handbook and may be easily duplicated). Once the student has completed the form and obtained the signature of their studio teacher, the student must turn it in to the Music Advisor as soon as possible, but no later than 5:00 pm on Monday of the Closed Week of the semester in which the exam is to be given. The Piano Proficiency Exam must be passed before the student will be allowed to take the Junior Qualifying Exam.
2. The student appears before a representative committee of the area faculty and an outside representative for a period of 30 minutes. Approximately half of the time is devoted to performance; the remaining time to oral review of the student's academic and personal qualifications for successful completion of the program.
3. The student must hand in a draft of their recital program with any notes to their studio teacher in order to successfully complete the Junior Qualifying Examination.
4. A recommendation is made to the coordinator of the student's major field, which is determined by simple majority vote of the committee.
5. The student is assigned to the 400 level or retained at the 300 level of applied study, based upon all factors reviewed.
6. Comment sheets from all members of the committee are returned to the student via their major professor with suggestions and recommendations. Area coordinators will inform the student upon completion of the Junior Qualifying Exam of the results. Area coordinators are responsible for completing and filing the necessary paperwork associated with Qualifying Exams.

SENIOR QUALIFYING EXAMINATION

Near the end of their program or the semester before a full recital, and after consultation with the major professor, performance, music education, music business, and BA music majors register their intention to take the Senior Qualifying Examination. This examination takes the place of a regular jury for that semester if taken during finals week.

Policies:

1. The Piano Proficiency Requirement must be met as a precondition to Upper Division Standing. Senior Qualifying Examinations will only be given to students who have passed the Music Piano Proficiency Examination and performance majors who have previously passed the Junior Qualifying Exam.
2. Senior Qualifying Examinations will only be given to students who have achieved a grade of "C" or higher in MUS 251, 252, 253, 254, 351, 352 and two semesters of Music History (MUS 359, 360, 461).

3. Successful completion of the Senior Qualifying Examination is a prerequisite for the presentation of a final degree recital.
4. The Senior Qualifying Examination may be taken only twice. If not passed after the second attempt, the student will be decertified as a major in the music program.
5. Students must be enrolled in lessons to take the Senior Qualifying Examination.

Procedures:

1. A student wishing to take a Senior Qualifying Exam must complete a Senior Qualifying Form (a blank form is included in this handbook and may be easily duplicated). Once the student has completed the form and obtained the signature of their studio teacher, the student must turn it in to the Music Advisor as soon as possible, but no later than 5:00 p.m. on Monday of the Closed Week of the semester in which the exam is to be given. The Piano Proficiency Exam must be passed before the student will be allowed to take the Senior Qualifying Exam.
2. The student appears before a representative committee of the area faculty and an outside representative for a period of 30 minutes. Approximately half of the time is devoted to performance; the remaining time to oral review of the student's academic and personal qualifications for successful completion of the program.
3. The student must hand in a draft of their recital program, including notes, to the studio teacher in order to successfully complete the Exam.
4. A recommendation is made to the coordinator of the student's major field, which is determined by simple majority vote of the committee.
5. The student is assigned to the 400 level or retained at the 300 level, based upon all factors reviewed.
6. Comment sheets from all members of the committee are returned to the student via their major professor with suggestions and recommendations. Area coordinators will inform the student upon completion of the upper division examination of the results. Area coordinators are responsible for completing and filing the necessary paperwork associated with Qualifying Exams.

REQUIRED DEGREE RECITALS

Successful completion of a Half Recital is prerequisite to a Full Recital. To schedule a Required Recital, see **POLICY FOR RESERVING KIMBROUGH CONCERT HALL AND BRYAN HALL THEATRE**. All required degree recitals must be given in Bryan Hall Theatre or Kimbrough Concert Hall and scheduled through this process.

Students pursuing a BM, non-performance degree option who successfully pass the Qualifying Examination are approved for a degree recital of the repertoire presented at the Qualifying Examination. The Half Recital shall contain a minimum of 20 minutes and a maximum of 25 minutes of music as these recitals are intended to be

shared recitals. Joint recitals shall be limited to a maximum of 50 minutes of performance time according to performance venue-availability.

The Full Recital for Performance Option students shall consist of a minimum of 45 minutes of music. Any undergraduate recital may not exceed 50 minutes of music. Students who require a longer recital time are encouraged to schedule an evening performance or a 4:10 pm Friday performance to avoid other concerts conflicts.

Students must complete a Pre-Recital Hearing (PRH) to give a required degree recital. Please see the guidelines for the PRH above for the exact requirements.

A panel of three faculty members will evaluate the student's recital performance and decide if it receives a passing grade.

Students must be enrolled in lessons to give a required degree recital.

Non-degree recitals may be given, but they may not be scheduled in Bryan Hall Theatre or Kimbrough Concert Hall and will not be supported by Concert Services. Students are encouraged to look at Kimbrough 101, an Atrium Recital, or an off-campus location as potential venues for non-degree recitals.

COMPOSITION SENIOR QUALIFYING EXAMINATION

The SQE in composition will be held near the end of the student's program, timed one semester before the senior composition recital. This is a comprehensive evaluation of a student's original scores for the purpose of examining the student's understanding of salient issues in contemporary composition including but not limited to aesthetics, style, and technique. Also included is an assessment of the student's knowledge in music theory and history, especially in post-1945 repertoire and the techniques used.

Policies:

1. Students must be enrolled in upper division (400-level) lessons in order to take the composition SQE.
2. A student wishing to take a SQE must approach their academic advisor at least 3 weeks before the examination to have their composition SQE form completed. The advisor will verify that the student has completed the academic requirements of the exam and will then complete the form and then pass the form to their composition professor.
3. The requirements for the composition SQE to be administered are as follows:
 - a. Pass MUS 251-254 and 351-354 with a C or better
 - b. Pass 359 and 360 with a C or better
 - c. Be enrolled in MUS 456
 - d. Pass the Piano Proficiency Exam
 - e. Have a music core GPA of 2.5 or better
4. Students must submit their final portfolio containing 40 minutes of music to the composition faculty by the week before their SQE. The portfolio should include every piece that will be on their recital – all should be professionally formatted and notated under the guidance of their studio teacher.

5. The student appears before a representative committee of the area faculty. Approximately half of the time is devoted to examination of the composition portfolio; the remaining time is devoted to oral review of the student's academic and personal qualifications for successful completion of the program.
6. If the student is choosing the performance recital option (see below), half of the SQE must be devoted to performance on their major instrument and their major instrument professor must be present. The remainder of the time will be devoted to examination of the portfolio and oral examination of the student's academic and personal qualifications for successful completion of the program.
7. Successful completion of the SQE is a prerequisite for the presentation of a final degree recital.
8. The SQE may be taken only twice. If not passed after the second attempt, the student will be decertified as a major in the music program.
9. Students must be enrolled in 400-level lessons the semester they take the SQE.

COMPOSITION REQUIRED DEGREE RECITAL

Students pursuing a BM in Composition who successfully pass the SQE are approved for a degree recital of the repertoire presented at the SQE. Students have two options for the structure of their degree recital:

Option 1: The recital shall contain a minimum of 30 minutes and a maximum of 40 minutes of their original compositions.

Option 2: Students may choose the option of a half composition and half performance recital (if approved by composition and major instrument studio professor). The recital shall consist of 20 minutes of their original compositions and 20 minutes of performance on their instrument. The repertoire must be approved by both composition and major instrument studio faculty at the SQE. Students presenting an Option 2 recital must still submit 40 minutes of original compositions in their SQE but will only have 20 minutes of this music performed on their required degree recital.

Three faculty members grade compositions recitals: two composition faculty and one outside evaluator. If the student is choosing Option 2, the panel should be two composition faculty and the student's studio professor. The panel will evaluate the student's recital performance and decide if it receives a passing grade.

Composition students are responsible for finding performers for their pieces. The composition student should start the process of finding performers well in advance, present the potential performers with fully edited parts, and include the performer's studio teacher in these conversations.

DEFERMENT/LEAVE OF ABSENCE

Any student who is required to participate in off-campus, university-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc. should obtain an official Class Absence Request Form from the faculty or staff member supervising the off-campus activity. The form must contain specific information concerning the activity and date, be signed by the supervising faculty or staff member, and be submitted by the student, at least one week in advance, to the individual instructors of the student's classes. It is requested that students not be penalized for absence from class provided a properly signed Class Absence Request Form has been filed with the instructor prior to the absence. In all instances, it is the students' responsibility to make up all work missed. Problem cases should follow the Academic Complaint Procedures,

Rule 104.

Please see the WSU Catalog for Course Attendance Policies:

<https://www.catalog.wsu.edu/General/AcademicRegulations/Search/both/Absences>

PART III – STUDENT RESOURCES

WSU offers a considerable number of support groups for academics, financial, computing and technology, administrative, organizations, diversity, health, safety, conflict resolution, marketing and production, and copying, publishing, and mailing. The vast majority of these support services can be accessed here: <https://wsu.edu/about/services/>. The more frequently used support services can be also be found below, containing the following links and descriptions:

- **Health**
 - **Cougar Health Services:** <https://cougarhealth.wsu.edu/>. This support service offers counseling and psychological services, as well as health promotion, a medical clinic, pharmacy and vision clinic
- **Safety**
 - **Emergencies:** <https://alert.wsu.edu/>. This service offers the ability to sign up for emergency notifications to be sent to your phone, such as inclement weather, fires, gas leaks, etc.
 - **Environmental Health and Safety:** <https://ehs.wsu.edu/>. EH&S is a non-academic service department dedicated to promoting and supporting the university's efforts to protect human health, safety and the environment. EH&S, with the administration, faculty, staff, and students, develops and implements WSU's safety policies and procedures to establish and maintain a safe and healthy university community. EH&S provides consultation and services in the areas of public health, air and water quality, worker health and safety, and chemical waste disposal and cleanup.
 - **Police:** <https://police.wsu.edu/>. The Mission of the Washington State University Police Department, in partnership with the campus community, is to cultivate an atmosphere which supports the educational process and promotes academic and personal achievement, and community prosperity.
 - **Safety Policy and Procedures Manual:** <https://policies.wsu.edu/prf/index/manuals/>. The WSU Safety Policies and Procedures Manual (SPPM) is the primary publication used by the University administration to distribute safety and health information, directives, policies, and regulations to the University community. The manual includes subject areas that roughly correspond to University safety and health functions, i.e., accident prevention, accident reporting, accident follow-up, protective equipment, motor vehicle safety, fire safety, environmental health, occupational health, and radiation safety.
 - **Cougar Safe Ride:** <https://www.cougarsaferides.wsu.edu/>. Cougar Safe Rides is a volunteer-run program that offers free rides home at night to the WSU community. To qualify for a ride, passengers must be going to a non-commercial location and must be able to enter cars without assistance*. Additionally, Cougar Safe Rides only operates within Pullman city limits. For more information on our rules and regulations, please contact us via email: cougar.safe.rides@wsu.edu.
- **Conflict Resolution**
 - **Ombudsman--investigation and mediation:** <https://ombudsman.wsu.edu/>. The primary purpose of the office is to protect the interests, rights, and privileges of students, staff, and faculty at all levels of university operations and programs. The ombudsman is

designated by the university to function as an impartial and neutral resource to assist all members of the university community. The ombudsman provides information relating to university policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation. The office does not replace or supersede other university grievances, complaints, or appeal procedures.

- **Discrimination, violence, and harassment policies:** <https://oeo.wsu.edu/>. The Office for Equal Opportunity (OEO) integrates the principles of equal employment, affirmative action, fairness and equality into all academic and employment activities and practices throughout Washington State University (WSU).
- **Student Conduct and Accountability:** <https://communitystandards.wsu.edu/>. This support service is committed to providing experiences for Cougs that help them succeed. All students are expected to contribute to a safe, healthy, and inclusive campus. It is here to help guide and correct behaviors which may not align with WSU values. This support group challenges students to make better choices with opportunities for educational and personal development and accountability.

PART IV – GENERAL POLICIES

COMMUNITY STANDARDS

WSU is committed to fostering a respectful environment that promotes the well-being and dignity of all members of the University community. Faculty and students are expected to treat each other, staff, faculty, students, and members of the public in a professional manner at all times while on campus or representing WSU.

School of Music students are expected to:

- Communicate in a respectful manner
- Work cooperatively with others
- Hold oneself accountable for one's behaviors and actions
- Avoid all forms of abusive conduct, harassment, illegal discrimination, and workplace violence. Abusive conduct may include physical action, verbal or non-verbal behavior or electronic or written communication
- Students whose behaviors violate these expectations will be reported to the University Conduct Board.

FACILITIES

Program activities are housed in Kimbrough Music Building and Bryan Hall. Historic Bryan Hall was completed in 1909 and remodeled in 1974. Bryan Hall Theatre seats 780 people and houses a 40-rank Schantz pipe organ and a Steinway concert grand piano. The School of Music also has a workshop area and offices located in Bryan Hall.

Kimbrough Music Building was originally constructed in 1965 and has undergone remodeling and expansion in the late 1990s. Kimbrough Concert Hall seats 385 people and houses a Fazioli 10'2" grand piano and a Steinway concert grand piano. 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 Music Building.

CONTACT INFORMATION

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Washington State University
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Pullman, WA 99164-5300

Phone: (509) 335-3898

Fax: (509) 335-4245

Email: music@wsu.edu

BUILDING HOURS - Kimbrough Music Building

MONDAY-FRIDAY	7:00 a.m. - 11:00 p.m.
SATURDAY	8:00 a.m. - 10:30 p.m.
SUNDAY	9:00 a.m. - 10:00 p.m.
HOLIDAYS	CLOSED, unless posted otherwise

Students in the building at other times are in violation of campus security.

KEY POLICY

The School of Music makes keys for Kimbrough Hall and Bryan Hall available to faculty, staff, and students on a permanent or temporary basis as required. Faculty and staff are issued keys for offices and other Kimbrough and Bryan Hall spaces they use on a consistent basis. Graduate students are considered to be faculty in regard to key policy. A key form is filled out and kept on file in the School of Music AirTable Database. This record is updated as keys are returned, or keys added to the list as necessary. Students may be issued keys with permission from a faculty member. Keys can be checked out for the duration of the school year or by semester. Students may check out keys for temporary use by requesting a key from the office staff in the Music Office and filling out the required information on the digital key check-out form. Keys for Bryan Hall are authorized by Stage Manager. All persons issued keys are fully responsible for the use of those keys. Keys should not be loaned to others. Irregularities regarding building keys or equipment security should be reported to the Director. Improper use of keys may result in the loss of privilege. A charge will be assessed for lost or non-returned keys that will cover the cost of replacing and/or rekeying the lock (BPPM Manual 50.25).

POLICY FOR RESERVING CLASSROOMS, KIMBROUGH CONCERT HALL, AND BRYAN HALL THEATRE

All scheduling of Kimbrough Concert Hall and Bryan Hall Theatre is handled by the Performing Arts Program Specialist through Airtable and the shared outlook calendar. To request a performance, please complete the 'Performance Request Form' on the School of Music website, or email Blaine Ross at blaine.ross@wsu.edu.

Rooms are not to be scheduled to conflict with scheduled classes, rehearsals, or concerts.

Weekend use of classrooms in Kimbrough should be scheduled prior to the weekend to provide adequate time to obtain key access to the rooms. Keys will not be distributed unless the room has been successfully scheduled.

The person reserving the space is responsible for returning all chairs and equipment to their original place, turning off lights, and securing the doors.

REQUIRED STUDENT RECITALS

Required Student Recitals are scheduled in Kimbrough Concert Hall and Bryan Hall Theatre during the Spring Semester prior to the next academic year. All required degree recitals must be scheduled through this process and be given in one of these two venues. Students are encouraged to schedule early to assure their preferred date and location. Every effort is made to accommodate students who cannot schedule their required recitals at that time. Please contact the Performing Arts Program Specialist directly if you miss the spring semester scheduling. Non-Required recitals are scheduled in the spaces after all other performance requests are confirmed.

Students and faculty will receive a list of available dates in the spring semester prior to scheduling being open. Students and faculty will receive an email with the link to the performance request form when scheduling is open.

Non-degree recitals may be given, but they may not be scheduled in Bryan Hall Theatre or Kimbrough Concert Hall and will not be supported by Concert Services. Students are encouraged to look at Kimbrough 101 or an Atrium Recital as potential venues for non-degree recitals.

PRACTICE ROOMS

Those using practice facilities are expected to treat equipment properly and report to the Music Office any equipment needing repair and/or receiving abuse. Students in violation of the following regulations relinquish their right to continued use.

Regulations

- 1. Smoking, drinking, or eating is prohibited in practice rooms.**
2. Windows on doors are not to be covered.
3. First floor Kimbrough has 5 piano major practice rooms reserved for piano majors.
4. The Piano Lab, Kimbrough 452, is reserved for classes, lab projects, and piano practice.
5. Open practice rooms are available for all students no matter their major.
6. Students should follow the policy of "leave it as you found it" and chairs or stands should not be taken from these rooms.
7. Students must remove all personal belongings from the practice rooms upon departure.

PRIVATE TEACHING IN PRACTICE ROOMS

Private teaching is not permitted in WSU practice rooms, studios, or classrooms without written permission of the Director of the School of Music. Students officially teaching through the Piano Pedagogy Lab School are assumed to be approved via assignment by the Lab School Coordinator.

PIANO LAB, KIMBROUGH 452

The electronic music lab is available primarily for classroom training and student work in sound engineering and production, digital synthesis, MIDI sequencing, computer music notation, computer set analysis, and theory drills in dictation (rhythmic, melodic, and harmonic). The lab also is used for class piano instruction and is available to class piano students for practice during open hours. In addition, currently enrolled music students may use the lab for general computing (word processing, e-mail, etc.) when workstations are not otherwise in use. The piano lab serves all music students who have received proper instruction in operation of the computers and software to be used; this generally includes students currently and previously enrolled in Music 164 or other Music Technology courses, or Music Theory 251-254 and 351-354.

The lab will be open during posted hours, supervised by a lab monitor.

GUIDELINES FOR ELECTRONIC LAB

1. All synthesis, computer, and recording equipment is to be used exclusively in the electronic lab, and not removed for any purpose without express permission from the faculty lab supervisor or the Director of the School of Music.
2. The lab will be monitored by personnel assigned by the Director. All questions concerning eligibility to use the facility will be directed to the Director.
3. No food is allowed in the lab. Drinks are allowed in covered containers only.
4. STUDENTS MAY NOT ADMIT UNAUTHORIZED PERSONNEL.
5. Grounds for revocation of use privileges: non-compliance with the regulations, overdriving the speakers, admitting unauthorized personnel, and any generally unreasonable behavior as determined by the designated facility monitor.
6. Further regulations may be instituted as necessary by the Director of the School of Music.

SCHEDULING - GENERAL

The following procedures are to be followed in scheduling events involving music student groups, faculty, and guest artists.

1. To be assigned a date, time, and place, the event must first be recorded with the Performing Arts Facilities Coordinator, using the Recital Date Selection Form.
2. **Confirmation for Use** and Information forms are mailed or given to the individual who scheduled the event prior to their event date. These forms must be submitted to the Performing Arts Program Specialist at least three weeks before the concert date with appropriate signatures.
3. When the performance is scheduled in a space other than those scheduled by the PAFC (Performing Arts Facilities Coordinator), students, faculty and others in the Program must schedule performances through the PAFC to ensure coordination.
4. Completed forms must be submitted by the deadline in order to confirm and ensure availability of staff, space and equipment, purchase order initiation, distribution of publicity material and printing of the program.

POSTING MATERIALS

Students are welcome to post posters and fliers for School of Music events on bulletin boards in the Kimbrough Music Building lobby, in the student lounge, and in the basement. If you want to post materials on a bulletin board that belongs to a faculty member or an organization, you must get approval from that faculty member or organization. Posters may NOT be posted on walls or doors in Kimbrough; they may only be posted on bulletin boards. Administrative Assistant determines which posters are placed in the marquee sign outside Kimbrough.

If you would like your poster to be considered for placement in this location, please give your poster to them. School of Music faculty and staff reserve the right to remove any inappropriate posters or signs at any time.

FACULTY DIRECTORY

Name	Specialization	Office	Phone #	Email
Troy Bennefield	Undergraduate Advisor	KMB 344	509-335-4545	troy.bennefield@wsu.edu
Ruth Boden	Cello, Bass, Theory	KMB 444	509-335-8702	rboden@wsu.edu
Chris Dickey	Tuba/Euphonium, Film Music	KMB 454	509-335-8844	chris.dickey@wsu.edu
César Haas	Jazz and Classical Guitar	KMB 342	509-335-2338	cesar.haas@wsu.edu
Aaron Hill	Saxophone, Jazz Big Band I & II	KMB 142	509-335-6271	aaron.hill@wsu.edu
Christian Kim	Music Business, Jazz Composition, Commercial Composition	KMB 341	509-335-4244	christian.kim@wsu.edu
Jihyun Kim	Music Theory, Composition	KMB 241	509-335-8587	jihyun.kim1@wsu.edu
Martin King	Horn, Music Education Advisor	KMB 466	509-335-8046	martin.king@wsu.edu
Dean Luethi	Voice, Choral Music Methods, Choral Conducting	KMB 441	509-335-4813	dean.luethi@wsu.edu
Keri McCarthy	Oboe, Director	KMB 260C	509-335-3898	kmccarthy@wsu.edu
Jonathan Melcher	Audio Engineering	KMB 443	509-335-8782	jonathan.melcher@wsu.edu
Fabio Menchetti	Piano	KMB 460	509-335-7804	fabio.menchetti@wsu.edu
A.J. Miller	Assistant Director for Marching Band	KMB 144	509-335-7934	albert.e.miller@wsu.edu
Sarah Miller	Assistant Director for Marching Band, Trombone	KMB 156	509-335-5878	s.miller@wsu.edu
Matthew Myers	Voice, Choral Music Education	KMB 343	509-335-3973	matthew.myers1@wsu.edu
Elena Panchenko	Vocal Ensemble Coaching	KMB 178		elena.panchenko@wsu.edu
Melissa Parkhurst	Ethnomusicology	KMH 260F	509-335-6481	melissa.parkhurst@wsu.edu
Danh Pham	Director of Bands, Coordinator of Instrumental Music Education	KMB 468	509-335-3972	danh.pham@wsu.edu
Katie Rice	Clarinet	KMB 464	509-335-5342	kathryn.e.rice@wsu.edu
Christiano Rodrigues	Violin, Viola	KMB 258	509-335-5647	c.rodrigues1@wsu.edu
Yuna Roh	Piano	KMB 470	509-335-3991	yoona-wha.roh@wsu.edu
Darryl Singleton	Jazz Percussion, Black Music/Social Justice	KMB 143	509-335-3962	darryl.singleton@wsu.edu
Jake Svendsen	Jazz Piano	KMB 242	509-335-3971	jacob.svendsen@wsu.edu
Jon Sweet	Athletic Bands, Symphonic Band	KMB 145	509-335-3961	jonathan.sweet@wsu.edu
Sophia Tegart	Flute	KMB 243	509-335-3970	sophiat@wsu.edu
Alisa Toy	Voice	KMB 141		alisa.toy@wsu.edu
David Turnbull	Trumpet	KMB 465	509-335-4243	bull@wsu.edu
Aaron Wacker	Music Education	KMB 257	509-335-3239	aaron.wacker@wsu.edu
Julie Anne Wieck	Voice, Opera Workshop	KMB 447	509-335-4331	jwieck@wsu.edu
Christopher Wilson	Classical Percussion	KMB 154	509-335-3929	christopher.wilson1@wsu.edu
Jacqueline Wilson	Bassoon, Theory	KMB 155	509-335-4909	jacqueline.wilson1@wsu.edu

STAFF DIRECTORY

Name	Title	Office	Phone #	Email
Sam Exline	Administrative Assistant II	KMB 260	509-335-3898	samuel.exline@wsu.edu
Jonathan Melcher	Sound Support, Audio Engineering	KMB 443	509-335-8782	jonathan.melcher@wsu.edu
Blaine Ross	Performing Arts Program Specialist II	BH 222	509-335-4148	blaine.ross@wsu.edu
Shaun Sorensen	Stage Manager	BH 224	509-335-7543	shaun.sorensen@wsu.edu
Sean Taylor	Kemble Stout Librarian	KMB 360	509-335-3305	smtaylor@wsu.edu
Kristine Tims	Business Services Manager	KMB 260D	509-335-7122	kristine.tims@wsu.edu
Michelle White	Program Coordinator	KMB 260E	509-335-7696	michellew@wsu.edu
Tim Wirth	Piano Technician	BH 226A	509-335-4898	timothy.wirth@wsu.edu
Matt Zook	Fiscal Tech	KMB 260G	509-335-3963	matthew.zook@wsu.edu

*Kimbrough Music Building – KMB, *Bryan Hall – BH

SCHOOL OF MUSIC STUDENT EMPLOYMENT

Several opportunities for part-time employment exist within the program. Persons qualifying under the "Work Study" program are especially urged to seek employment within the program.

WSU AND SCHOOL OF MUSIC FINANCIAL AWARDS

Information on University need-based financial assistance is available from the Office of Financial Aid, Lighty Building room 380 (509-335-9711). 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. It is strongly recommended that in addition to scholarship processes outlined below, School of Music applicants and students complete WSU's General Scholarship Application annually prior to January 31.

Phase I

Music financial awards for continuing students are awarded on a competitive basis by the School of Music Scholarship Committee. Area coordinators nominate students after fall semester juries, and qualified students perform for the scholarship committee in January. 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 core music courses (music theory, music history, and class piano) to be eligible. The scholarship committee cannot guarantee that all nominees for Phase I will receive scholarships. If a student nominated for a Phase I scholarship is denied, they may apply for a Phase II award.

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 core music courses (music history, music theory, and class piano) to be eligible. The Scholarship Committee cannot guarantee that all applicants will receive a Phase II scholarship.

Phase III

Financial awards are granted to incoming first-year 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.

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.

STUDENT ADVISORY BOARD

The WSU School of Music values collective student insight and response to school-wide initiatives. The Student Advisory Board is an authorized advisory board of the School of Music with the following purpose, composition and responsibilities.

Purpose:

The Student Advisory Board (SAB) is a representative body of students within the School who are convened on a regular basis to provide student suggestions, reactions, insights, organizational structures, and opinions concerning school-wide initiatives.

Composition:

The Student Advisory Board will have seven members:

1. Chairperson (any area, grad/undergrad)
2. Administrator (any area, grad/undergrad)
3. Composition (any area)
4. Graduate student (any area)
5. Vocalist (grad/undergrad)
6. Instrumentalist (grad/undergrad)
7. Jazz (grad/undergrad)

No more than two of these positions will be filled by graduate students

Responsibility: The Board has the responsibility to: 1) Make suggestions about new initiatives that should be considered by administration, faculty, and students of the School. 2) Provide student perspectives on issues and activities under consideration by the School. 3) Review and comment on the student impact of current or proposed policy and procedures forwarded to the Board. 4) Gather wider student response when requested by the administration, faculty, or students of the School. 5) Serve as student representatives on relevant program advisory councils, if established. 6) Organize students for SoM initiatives, 7) Provide service to the SoM through SAB initiatives.

STUDENT ORGANIZATIONS

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

Allegro - Allegro is an umbrella organization which supports music RSOs at WSU, brings guest artists to campus, and provides travel funds and other support for WSU students.

Arts Without Borders - This is a group that supports collaborative performances across disciplines on campus.

Choral Company - It is an organization that raises funds in support of WSU's premiere auditioned choral ensemble, Concert Choir.

CNAfME - This organization gives support to music education students at WSU.

Cougar Celli - A weekly gathering of WSU cello students. This group uses these meetings to rehearse ensemble music for concerts and tours.

Cougar Marching Band RSO - This group gives support to the Cougar Marching Band.

Crimson Flutes - This RSO organizes visiting guest artist performances and events for the flute studio and flute choir.

Double Reed Corp - This group promotes the study and performance of the oboe and bassoon.

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.

Jazz Society at WSU - This RSO support jazz and jazz related activities at WSU by encouraging participation in the WSU Jazz Festival and Bill Bolick Jazz Night, sponsoring WSU Jazz Forums and helping to bring guest artists to WSU.

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

Low Brass Collective - This group supports the trombone, euphonium, and tuba studios by regularly inviting guest artists to campus.

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.

MTNA - The Music Teachers National Association works to raise the standards of studio teaching through educational workshops, performance opportunities and outreach.

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.

Organ Club - This club supports student and community interest in organ performances.

SNATS - Student National Association of Teachers of Singing works to advance knowledge about the Association and the professions of teaching and singing.

Society of Composers, Inc. - This group seeks to represent the interests of student composers by organizing concerts, events and discussions.

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

WSU Horn Society - This group supports the study and performance of horn music.

CONVOCATION

Music Program convocation held every Tuesday from 11:00 a.m. to 11:50 a.m. provides an opportunity for students to share performance achievements and to gain valuable experience before an audience of peers. It is intended to be a learning experience for both listener and performer. Applications to perform on a full convocation are available on the website FACILITIES/CONCERT PROGRAM INFORMATION/FORMS AND RESOURCES/APPLICATION to PERFORM on FULL CONVOCATION - <https://music.wsu.edu/convocation-2/>

Attendance is required of all students in the 200, 300 or 400-level of performance studies and is recorded on cards issued to each student at the first full convocation. To receive attendance credit, students must stay until 11:50 unless convocation is dismissed at an earlier time. The student is responsible for downloading the “Modern Campus Involve” app by Modern Campus (Presence) to track their convocation and performance attendance. The app is available for Apple iOS, Android, and Google Play. The student is responsible for using the app to check in. Event staff will be at the door prior to the performance to scan student QR codes. Students may also be responsible for recital programs, concert reviews, or other criteria specified by the studio teacher in the applied lesson syllabus.

A maximum of 3 absences is permitted each semester. If a student fails to meet the minimum attendance requirement, the performance studies grade may be lowered by the teacher in accordance with the number of absences.

Students enrolled in conflicting classes meeting from 11:00 a.m. to 11:50 a.m. on Tuesday may be excused ONLY as follows:

- The course is required by their degree program.
- It is not offered any other time.
- The request is made in writing to the studio teacher and the School of Music Director for approval during the first week of the semester.

The approved excuse form is then given to the respective Applied Area Coordinator. Excuse forms are available in the Music Office.

PERFORMANCE REQUIREMENT

Students will perform in their area convocation as assigned by the faculty of their area. If a student does not perform at area convocation at least once a semester the performance studio grade will be lowered by the teacher.

Applications to perform on a full convocation are available on the website FACILITIES/CONCERT PROGRAM INFORMATION/FORMS AND RESOURCES/APPLICATION to PERFORM on FULL CONVOCATION - <https://music.wsu.edu/convocation-2/>
<https://music.wsu.edu/schedule-a-performance/>

*Upon completing the online form, students should “Save and submit to studio teacher for approval”, you will be prompted to enter your studio teacher’s email address – then choose “Send” and your application will be submitted for approval. The studio teacher will actually “Submit” the form.

RECITAL ATTENDANCE

In addition to the Tuesday Convocation which serves primarily as a laboratory for the performance studies program, students are expected to enrich their musical experience through attendance at campus musical events. A wide variety of solo, chamber, and ensemble concerts is presented by faculty, guests, and students. The School of Music is committed to a high-quality music experience for all music students. Accordingly, all students enrolled in lessons at the undergraduate and graduate level are required to attend 10 concerts per semester approved by the studio teacher. Failure to meet the recital attendance requirement will result in the lowering of the performance studies grade by the teacher. The student is responsible for submitting proof of attendance via recital programs, concert reviews, or other criteria specified by the studio teacher in the applied lesson syllabus. Attendance at WSU School of Music concerts will be recorded using the Involve App.

ENSEMBLE PARTICIPATION

Each ensemble is granted credit in accordance with the university-approved ensemble credit ratio of 1 credit for 4 hours of class time except for chamber ensembles which have a credit ratio of 1 to 3. Any student enrolled for applied music is required to simultaneously enroll in an ensemble, such ensemble being related to the student’s major instrument and degree objective, as approved by the studio instructor in consultation with the ensemble director.

Information on ensemble auditions/participation can be found by visiting: <https://music.wsu.edu/ensemble-auditions/>

Extra Rehearsals

1. Ensembles may hold extra rehearsals one week prior to a concert. Generally, these extra rehearsals will occur on the weekend and should not exceed a total of three hours. For every 75 minutes of rehearsal time, the students must receive 15 minutes of consecutive break time.

2. Ensemble directors should endeavor to give compensatory time following a concert when extra rehearsals have taken place.
3. The schedule for extra rehearsals should be presented to the full ensemble as part of the course syllabus in writing, at the beginning of the semester.
4. When extra rehearsals are required for an event, the schedule of extra rehearsals must be clearly communicated in writing to the applied studio teachers and other ensemble directors in the School of Music. This policy is in place to avoid overuse of student time and physical fatigue that can damage a student's playing technique.
5. If a student is in multiple ensembles and extra rehearsals occur for more than one ensemble in any given week, the applied studio teacher may elect to withdraw a student from extra rehearsals, without penalty to the student's grade, to ensure the student does not injure themselves from overuse.
6. Required sectionals outside of class time should be considered extra rehearsals and adhere to the policies above.

Exceptions

Marching Band

Extra rehearsals may be scheduled preceding the beginning of fall semester classes and during weeks in which a performance at a game is scheduled. In no instance should weekly rehearsal time exceed nine hours plus game day, once classes begin.

Opera Workshop

Extra rehearsals may be scheduled preceding and during performance week due to the nature of preparing for theatrical performances. The instructor will ensure that the extra time is given back to the students following the performances. There may be more than one extra rehearsal during performance week.

COLLABORATIVE PIANISTS

Matters concerning recital, studio, or class collaborative piano are handled by the Coordinator of Collaborative Piano. Piano majors work with the coordinator to fulfill their collaborative requirement and must enroll in MUS 441 Collaborative Piano for a total of 6 credits over their course of study. All people needing collaborative piano services should work through the coordinator. The School of Music does not guarantee availability of a pianist for any student performance. Collaborative pianists from the community are also available and may be used for convocation, jury, and recital performances. Students can talk to their studio teachers for more information. If a student uses a collaborative pianist who is not a WSU student, that student is responsible to pay their pianist at a rate agreed upon by both parties.

ENSEMBLE AND COLLABORATIVE PIANO REQUIREMENTS FOR PIANISTS

Pianists must complete a minimum of 8 ensemble credits. This requirement includes a minimum of 6 credits of 441 (collaborative piano), 1 credit of 435 (chamber music), and 1 credit of large ensemble (4xx). Piano majors are required to give at least one collaborative half recital.

INSTRUMENT AND LOCKER CHECK-OUT PROCEDURES

To check out an instrument, students should scan the QR code to request an instrument rental. The Administrative Assistant in the main music office 260 will coordinate the contract agreement and checking out/in of the instrument. Instruments are issued on a semester basis only. Re-issuing of instruments for spring semester (or for the summer) must happen by renewing one's contract at the end of the semester. The rental fee per semester or summer session is \$40. The payment will be charged to the student's account. At the time the student receives the instrument, they will also be assigned a locker and lock or storage room with key code access as determined by the Administrative Assistant. Students must store their rented instrument in this locker with this lock (or storage room) when not in use. Failure to secure the instrument in this manner can result in the loss of the privilege of renting an instrument. While using a School of Music assigned locker, individuals are responsible for damage to their personal items, including but not limited to, instruments, phones, computers, and tablets. Additionally, students renting School of Music owned instruments housed in shared storage spaces must ensure the safety and proper storage of the rented instrument for the duration of use per the rental agreement and also must promptly report any issues to the Administrative Assistant. Fee structure for state-owned instruments is covered in the next section.

Students may rent a locker to store their personal instruments, books, etc. To rent a locker, students should scan the QR code to request a locker rental. The Administrative Assistant in the main music office 260 will coordinate the contract agreement and assign the locker. The fee to rent a locker is \$40, which will be charged to the student's account. Locks for each locker or a key code for a shared storage space will be provided by the School of Music. Students may NOT use their own locks on any locker in Kimbrough Hall. The only locks permitted are the locks provided by the School of Music. Students may NOT use their own locks on any locker in Kimbrough Hall. The only locks permitted are the locks provided by the School of Music. Any other locks will be cut off the locker. Students should note that while they are renting the space within a locker, the School of Music may need to access the locker and has master keys for each lock. Renting a locker gives the renter a secure place to store their personal effects, but it does not guarantee privacy from university representatives. On the rare occasion that a student's locker needs to be opened, staff will aim to give the student 12-hours warning via the student's university email account.

Students given the option to store their personal instruments/belongings in a shared locker storage spaces (such as, but not limited to, room 41A (cello/bass storage) and room 105 (guitar room storage), should note that WSU will not be held liable for any damages or theft of non-school owned equipment. It is the responsibility of the student to ensure that their personal instruments/belongings be well marked and to promptly report any safety concerns to the Administrative Assistant. Codes for each shared storage space are changed semesterly.

DAMAGE TO PERSONAL ITEMS/DEVICES

Individuals are responsible for damage to their personal items, including but not limited to, instruments, phones, computers, and tablets. Student, faculty, and guest performers should provide their own device-specific gear, including stands for music-reading tablets, in any rehearsals and performances given on behalf of the School of Music.

STATE-OWNED INSTRUMENTS

Instruments are issued on a semester basis only and are restricted to students enrolled in a performance group or lessons. Students in methods class will not be assessed a rental fee as they will be assessed a course fee to cover maintenance of these instruments. Except for Marching Band and methods class use, or if waived by the Director of the School of Music, a fee is assessed per instrument each semester to cover the costs of routine maintenance. This fee is charged through Student Accounts as follows:

up to 2 weeks use	no fee
for semester use	\$40.00

Time of use each semester is determined on an accumulative basis. The user is fully responsible for reimbursement to the School of Music for additional costs associated with the loss or damage of instruments and cases beyond "normal wear and tear" covered by the above fee.

State law (Business Policies & Procedures Manual, 90.50.1) prohibits the Director of the School of Music from authorizing the loan of State inventory to an individual for private use. Likewise, an individual is prohibited from using university inventory for private use or personal gain, e.g. State owned instruments are not to be used when the performer receives pay.

Harpsichord

The following policies govern the use of the harpsichord.

1. The harpsichords will be located in Kimbrough 348.
2. They are not to be removed from Kimbrough 348 without prior written approval of the Director of the School of Music. This approval must be communicated to the Piano Technician after the Performing Arts Facilities Coordinator approval.
3. Movement of the harpsichord to Kimbrough Concert Hall, Bryan Hall Theatre, or to other locations within Kimbrough Hall must be supervised by the Piano Technician, Performing Arts Facilities Coordinator, or designees of either, qualified to supervise moving the instrument. Return of the harpsichord must be timely and be supervised similarly.
4. User must provide documentation of appropriate preparation for use of the instrument.
5. Any mechanical malfunctions are to be reported to the Piano Technician. Repairs or adjustments are not to be attempted by the user.
6. Any use of the harpsichords in Kimbrough 348 must be approved by the School of Music Director.

Any requests for exceptions as outlined above must be presented to the Director of the School of Music in writing.

Guidelines

All broken strings, sticking of jacks or couplers, failure to sound when key is pressed, or other similar malfunctions of the Harpsichord or Virginal should be reported to the Piano Technician immediately after their discovery. It is recommended that the players' hands be clean and that the keyboards be wiped with a damp, but not wet cloth each time the instrument is used.

WSU MUSIC INSTRUMENT CARE AND STORAGE

1. Instruments, mouthpieces, lyres, etc. must be stored correctly.
2. Music, flip folders, charts, etc. are NOT to be stored between instruments and their cases.
3. Instruments should be maintained in a manner appropriate to the instrument. Students are expected to return instruments in the same condition in which they received it.
4. Instruments must be kept in their assigned lockers and are not to leave the building unless they are being used for class purposes.
5. No food or drink, including water bottles, may be placed on a piano.

INSTRUMENT RETURN PROCEDURES

1. All instruments must be returned no later than WEDNESDAY of finals week each semester. Failure to return instruments by the Wednesday deadline will result in a fine of no less than \$15.00. Further failure to return instruments will result in the notification of the proper authorities.
2. Instruments are to be taken to the Administrative Assistant for inspection during the check-in period at the close of each semester.
3. Instruments must be thoroughly cleaned before submission to the Administrative Assistant for inspection. Some cleaning facilities (a large sink) are available in Kimbrough 52 by request. A charge will be assessed if the instrument has not been cleaned before return. Damages found by the Administrative Assistant during the inspection will be noted and repairs made at the renter's expense.

SEMESTER BREAK AND SUMMER USAGE OF INSTRUMENTS

Music majors who are **taking private lessons** during the academic year may sign out instruments for off-campus use during the summer or during semester breaks or vacations under the following conditions:

1. Written recommendation of the teacher is required.
2. Written agreement by directors of ensembles who might have need for the instrument that it will not be needed for repair or school use during the summer or during semester breaks or vacation.

3. Written agreement by the student to return the instrument prior to the first day of next registration period after break or summer.
4. Presentation by the student of an insurance policy covering damage and loss of the instrument payable to the School of Music, Washington State University. The written policy must include a full description of the instrument complete with serial number and WSU inventory number. Written policy is due one week prior to the instrument leaving the building.

INSTRUMENT INSURANCE

Students are responsible for insuring their own instruments. One way for students to purchase insurance for an instrument is by attaching a floater to their parents' homeowner's or renter's insurance policy. Members of the American Federation of Musicians may purchase insurance through the federation. Students who are not union members should research their local insurance companies and agents to compare available coverage. Students should know that there are differences in coverage and premiums for professional and non-professional musicians. For more information, contact an insurance carrier.

RECORDING STUDIO

Use of the Recording Studio is regulated by the Performing Arts Coordinator. To schedule recording time in the studio, please email Jon Melcher at jonathan.melcher@wsu.edu or Christian Kim at christian.kim@wsu.edu.

Students are allotted 20 hours of free studio use every fiscal year (your time renews each July). These hours must be related to an academic project. You must have a faculty producer present at ALL sessions or have written approval from your faculty advisor to produce your own sessions. Please refer to the recording studio policies for further information regarding eligibility to use the recording studio.

POLICY FOR RESERVING KIMBROUGH 101

Kimbrough 101 is a General University Classroom and is managed by the Registrar during the Fall and Spring semesters from 8am-5pm Monday-Friday. K101 may be reserved 8am-5pm Monday-Friday by using the university scheduling platform located at <https://25live.collegenet.com/wsu>. The School of Music has priority access to Kimbrough 101 after 5pm on weekdays and all weekend.

Requests for the use of Kimbrough 101 outside of 8am-5pm Monday-Friday can be made by email to the Performing Arts Coordinator. Performances will not be scheduled in Kimbrough 101 at the same time as a School of Music performance in Kimbrough Concert Hall or Bryan Hall Theatre.

All performances will automatically receive a 60-minute set up/rehearsal period prior to the concert. Please indicate in your reservation if you need additional time.

Rehearsals, studio classes and meetings may be scheduled at any open time.

Once your room reservation is confirmed, you will gain key access to the room and the piano from the Music School office, Kimbrough room 260. It will be your responsibility to unlock and secure the room during your

reservation. Keys should be returned promptly unless you have scheduled a weekly recurring event.

The piano in Kimbrough 101 will be tuned periodically. If you have a special request for tuning, please contact our piano technician at 335-4898 or email Tim Wirth at timothy.wirth@wsu.edu.

The room is stocked with 8 music stands and 8 chairs. Please store this equipment in the closet located at the back of the stage at the end of your reservation. If you need additional equipment, please note this in your reservation request or contact Blaine Ross (509) 335-4148 or email blaine.ross@wsu.edu

To avoid interruption during the performance, we encourage the use of the back entrance to Kimbrough 101. Signage will be provided that will instruct your audience to use this alternate entrance. Signage should be stored in the booth area at the back of the room.

KEMBLE A. STOUT MUSIC LISTENING LIBRARY

(Sean Taylor, Kemble Stout Librarian; Phone: (509) 335-3305; Email: smtaylor@wsu.edu)

The Kemble A. Stout Music Listening Library (KSMLL) serves as the resource center for scores, audio/visual materials, computer-assisted instruction, and selected reference sources. Its hours of operation are posted at the beginning of each semester and are available on the website via the School of Music web page.

KSMLL Contains...

- 4 stand-alone computers for public use and the perusal of library materials.
- 15 stand-alone computers with music composition resources.
- Reserve Materials (CDs, Scores) set aside for specific courses. These items can be searched for online at <http://libraries.wsu.edu/> via course number (i.e.: "MUS 253").
- CD Archival Recordings of all School of Music performances going back to 18 November 1999 (non-circulating, but exceptions may be allowed).
- Large non-circulating collections of CDs (case-by-case exceptions may be allowed)
- Graduate Student Projects/Theses (non-circulating)
- A large circulating music score collection, as well music composition, history, education, and music reference materials.

Additional music scores, music education materials, music reference materials, and CD collections can be found at WSU Holland & Terrell Libraries.

All Materials can be searched for online at <http://libraries.wsu.edu/>

LIBRARY SERVICES AND RESOURCES AVAILABLE FOR STUDENTS

- *Orbis Cascade Alliance (aka "Summit")*: Washington State University Libraries is a member of the Orbis Cascade Alliance (also known as Summit); a library consortium serving academic libraries in the Northwestern United States. It consists of 39 colleges and universities in Oregon, Washington and Idaho.
- *Interlibrary Loan*: All students have access to Interlibrary Loan resources. They can have physical media/monographs picked up via KSMLL, and can request electronic delivery of books, theses, and articles.

- *Physical Monographs & Media:* All students via have access to...
 - Physical WSU Libraries Items (including KSMML and WSU Branch Campus Libraries)
 - Physical Items belonging to Orbis Cascade Alliance Libraries
 - Physical Items requested via Interlibrary Loan institutions.
 - All these items can be searched and requested online at <http://libraries.wsu.edu/>
- *Electronic Resources...*
 - Libguides – Music: <https://libguides.libraries.wsu.edu/music>

Online Databases – Music: <http://libraries.wsu.edu/database-category/Music>

PART V – LINKS TO FORMS

Forms can be found on the website: <https://music.wsu.edu/academics/handbook/>

PART VI – DEGREE GUIDE

WSU ACADEMIC CALENDAR LINK: <https://registrar.wsu.edu/academic-calendar/>

WSU GRADUATE REQUIREMENT LINK:
<https://gradschool.wsu.edu/degrees/factsheet/master-of-arts-in-music/>

SCHOOL OF MUSIC DEGREES, COURSES AND PREREQUISITE LINK:
<https://catalog.wsu.edu/Pullman/Academics/Info/81>