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1. Credit and Time Requirements

1. The institution's definition of a semester-or quarter-hour of credit, including calculations for determining credit hours in lecture, studio, independent study, and other types of courses.

The above definitions and calculations can be found in [MDP I E. Faculty and Staff section 1 A.](#)

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2. The institution’s policies concerning granting course credit to transfer students at undergraduate and graduate levels.

The university policy regarding transfer credits can be found in several places: The admissions website under transfer students found at: <http://www.cwu.edu/admissions/transfer-admission-criteria>; The online catalog under transfer credit found at: <http://catalog.acalog.cwu.edu/content.php?catoid=35&navoid=1226>

The department policy reflects the institutional policy and can be found on the department website under “Future Students” admissions information and in the undergraduate Handbook at: <http://www.cwu.edu/music/undergraduate-handbook>

Undergraduate:

- According to State policy, an earned AA degree from an accredited Washington State Community College automatically satisfies the General Education requirement for a Bachelor's degree.
- For the BA degree a student MUST satisfy the foreign language requirement--either two years in H.S. or one year of college-level foreign language
- Courses in the major field at a Community College can be used to satisfy lower division course requirements in the major with the approval of the department chair.
- Theory credits earned at accredited colleges and universities with a grade of C or better will be honored by the CWU music department, provided they reflect courses that have been deemed as equivalent in scope to those in the CWU curriculum. All students transferring into the department with theory credits from another institution must take a diagnostic exam in theory at the beginning of their first quarter in residence. Students may be required to take one or more quarters of theory based on their performance on this exam. Date, time and place of the exam will be posted on the web site.

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The Graduate handbook can be found at: <http://www.cwu.edu/music/graduate-student-handbook>

Graduate:

The department administers a diagnostic test in Theory and History as well as an audition where the student must demonstrate the appropriate level of performance in order to be admitted into a program of study. If the student has course work to transfer, it will be determined what courses will be allowed to transfer after the student takes the diagnostic exams. This will take place when the student meets with his/her advisor to plan a course of study that satisfies the requirements of the chosen degree.

Transferring Credit To CWU Graduate Degree Programs. Courses taken prior to formal admission to a CWU master's degree program may be considered for transfer to a CWU master's degree program provided that the criteria below are met.

A total of fifteen (15) graduate quarter credits may be applied to a CWU master's degree, of which no more than nine (9) quarter credits (six (6) semester credits) may be from accredited institutions offering graduate degrees other than CWU.

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Credits accepted in transfer are those that are part of an accredited institution's regular graduate degree programs. In cases where courses sought for transfer generate both undergraduate and graduate credit, students receiving transfer credit are expected to have elected the course(s) at the graduate level and thus have completed more qualitatively and quantitatively than those who have taken the course(s) for undergraduate credit. Credit sought for transfer must be graded "B" or better and must have been completed no more than six years before the date of the student's master's degree program completion.

All credits intended for transfer must be recommended for approval by the departmental/program chair or graduate coordinator as a part of the official course of study filed with the Office of Graduate Studies and Research. Before credit can be considered part of a graduate student's program, an official transcript from the registrar of the institution from which the credit is to be transferred must be received by the graduate office.

Credits used to fulfill requirements for another degree, either at CWU or elsewhere, will not be transferred. Credit for short courses, attendance at conferences, brokered courses, workshops, and pass-fail courses are normally not accepted in transfer. Credit from any non-accredited institution or accredited institution not approved for graduate study will not be accepted for transfer. Credit obtained within the state of Washington from an accredited institution whose main campus is outside of the state will be considered for

transfer only by special petition to the dean of Graduate Studies and Research. The University reserves the right to determine the acceptability of transfer credit from any institution.

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B. Evaluation of Students

Student evaluation policies and procedures such as juries, recitals, comprehensive examinations, the screening process for admission to upper division or degree candidacy, etc.

As found in the undergraduate student handbook found at:

<http://www.cwu.edu/music/undergraduate-handbook>

First - Year Confirmation

All students, including transfer students, will be admitted as music majors with probational areas of specialization, based on their performances on the entrance audition and required theory exam. All students will be subject to a First-Year Confirmation process (described below) that will be used to validate the areas of specialization. This evaluation will normally occur during the jury exam at the end of the first academic year. Area Coordinators will keep track of the status of students in their areas, and communicate the results of the First-Year Confirmation to the involved student, applied instructor, music education coordinators (for music education majors), dept. advisors, and the Music Office.

First-Year Confirmation of Major will review the following:

1. Academic Progress (examining applicable progress in theory, ensembles, applied study, piano class, music ed., composition, as well as convocation and recital attendance; students must also earn 2.0 GPA or higher to be "confirmed").
2. Applied Progress (at the first jury advancement for performance majors, examining the potential for success in making it to the required applied level by the time the student is a senior).
3. Music Education Potential (only for students who are pursuing a degree in music education). A member of the Music Education Committee will interview music education students during their first year of study. If students are approved to continue pursuing a music education degree, they will receive a signature from a music education coordinator on their declaration of major form).

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Students with any identified areas of concern will be required to undergo the same confirmation process at the beginning of the 6th quarter of study at CWU. If areas of concern remain at the end of the 6th quarter of study at CWU, students will be advised to pursue another major in or out of the Music Department.

Piano Proficiency

A Piano Proficiency exam must be passed by all music majors as a graduation requirement. For Music Education Majors, this exam is part of the department's endorsement for student teaching. Student teaching placement cannot be scheduled without this endorsement. For all other majors, the Piano Proficiency Exam is a graduation requirement, and graduation will not be granted if the Registrar's Office does not receive notification that the exam has been passed.

Piano Proficiency Policy: (As found in the undergraduate student handbook found at: <http://www.cwu.edu/music/undergraduate-handbook>)

In order to graduate from any music degree program, all music students are required to demonstrate a minimum level of piano proficiency. Students with piano skills can take the proficiency test, if they pass the proficiency test, then they will not be required to take the piano class sequence. All other music students must complete the piano class sequence (3 quarters) in order to complete the piano proficiency requirement. Only students who are demonstrating adequate progress toward acquiring the skills necessary to pass the piano proficiency will receive the grade of "S" and be allowed to progress through the piano class sequence. Students who are not progressing in the sequence will receive the grade of "U", these students will not be allowed to continue in the sequence, and will have to enroll into a trailer piano class the next quarter. Students in piano 3 will take the piano proficiency jury at the end of the quarter. If they pass the piano proficiency jury, then they have completed the piano proficiency requirement and will receive the grade of "S" for piano 3. If they do not pass the piano proficiency jury, then they will receive the grade of "U" and must repeat piano 3 until they pass the proficiency jury and receive the grade of "S" for piano 3.

All students enrolled in the first year, three-quarter theory sequence (MUS 144) must be also be concurrently enrolled in the three-quarter Class Piano sequence (MUS 154). This requirement can be waived by demonstrating sufficient keyboard skills to a member of the piano faculty. Students should be aware that while a particular class may be waived upon demonstration of the appropriate skill, the credits are not waived. Taking an appropriate elective class and submitting a "Course Substitution" form will fulfill these credit requirements

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Applied Requirements (Jury, recitals, etc.)

- Music major students pursuing study in a Secondary applied area will enroll in "Secondary Performance Area" (MUS 171, 271, 371) applied instruction.
- All students enrolled in secondary lessons must take a performance examination, normally held at the conclusion of each quarter. If a level change is not involved, the form and venue of the applied final is at the discretion of the performance area faculty. All applied finals that result in a level change must be in a jury format, with all performance area faculty normally present. Sign-up sheets for jury exams are posted during the last week of classes.
- Entering 1st year students must complete 3 quarters of study at the 164 level, and use the jury for their 3rd quarter of 164 study to jury up to the 264 level.
- Students who fail to advance to the 264 level after 3 quarters of 164 study will be placed on probation and their study load limited to 18 credits. Students who fail to advance to the 264 level after the probationary 4th quarter of study may be granted one more quarter of study at the 164 level by the department chair at the written request of the student, and with the support of the applied faculty member. Students who fail to advance to the 264 level after the 5th quarter of 164 study will be denied music major status.
- An entering music major admitted with deficiencies in the major applied area may study for one quarter at the 171 level. If the 164 level is not reached after one quarter, music major status will be denied.
- Transfer music majors will enroll at the 164 level, but may jury up in successive quarters until the appropriate level is reached. A student may request enrollment at a higher level immediately, but must perform a jury to demonstrate appropriate skills and repertoire.
- All Juries are recorded.
- Rubrics have been developed and are utilized in all jury forms.
- Completed jury forms are filed in the student folders located in the music office.
- Student repertory forms must be completed and submitted to the applied instructor prior to the performance examination or jury examination each quarter. Forms may be obtained from the private applied instructor or in the Music Office. Jury examinations will be scheduled each quarter. Students performing a junior recital or a senior recital may be exempted from the jury examination at the end of the quarter in which the recital participation occurred. Performance majors will be expected to perform an extended jury exam at the conclusion of the 3rd quarter of study at the 264 level. Permission to continue as a performance major in upper division studies will be made at this time.

Recital Requirements

- Students pursuing all degrees requiring applied study at the 364 level will be required to present at least a 1/2 recital or its equivalent. This requirement is not associated with a particular quarter of 364 study. The recital will be evaluated as Outstanding, Satisfactory or Unsatisfactory; recitals evaluated as Unsatisfactory will not fulfill this degree requirement.
- All bachelor of music performance majors must successfully complete eight credits at the 464 level, present a joint or half recital at the 364 level, and a full recital at the 464 level.

Music Education Majors

Requirements to be accepted into the professional sequence of courses: can be found at the following web site: <https://www.cwu.edu/teacher-certification/> or as follows:

Admission Requirements are as follows:

- A 3.0 Grade Point Average (GPA) for the last 45 graded quarter credits (the total may exceed 45 if an entire quarter is needed to achieve the minimum 45) or overall CWU/transfer cumulative. Acceptance can be granted to individuals with a 2.8 GPA, with the provision those individuals meet the 3.0 GPA and are fully admitted prior to enrolling in EFC courses and making application for student teaching and certification. If your GPA does not meet the required 2.8 for conditional admittance or 3.0 for full admittance, it is your responsibility to contact the CWU Certification Office, once you have completed additional course work, to have your GPA recalculated. Please give the CWU Certification Office enough notice so that your GPA can be recalculated in time for preregistration as the recalculation of your GPA takes time.
- Completed Application for Admission to Teacher Education.
- Completed Character and Fitness Supplement.
- Official or unofficial transcripts from each college/university attended, except CWU (these transcripts are independent of transcripts sent for university application purposes) showing a grade of C or higher in each of ENG 101, ENG 102, and one of either MATH 101, 153, 154, 164, 170, or 172.
- Pass all portions of the WEST-B examination
Register for the WEST-B
- Submission of the Dispositional Survey. Once you activate your LiveText account, you are automatically sent the Admissions Dispositional Survey. The survey is located in your Forms box which is under the Tools section of LiveText. Once you have completed the

survey, click the submit button. The Teacher Certification Office verifies recent survey submissions every Friday. Please call (509) 963-2660 if you have any questions.

- No grade lower than a C in major or minor, and professional education sequence course-work, and no grade lower than a C- in basic and breadth course-work.

Completion of the Piano Proficiency Jury.



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C. Teacher Preparation (Music Education) Program

1. **Information concerning the intern teaching program with specific reference to credit allotment, and the process for selecting supervising teachers and sites.**

See [MDP II B](#) for Requirements to be accepted into the professional sequence of courses:

can be found at the following web site: <https://www.cwu.edu/teacher-certification/>

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2. Any special requirements for certification mandated by your state as these affect the teacher training program in music education.

To obtain a teaching certificate, the State of Washington requires that a student complete a state-approved program at a university. The Professional Education Program of study is as follows (from the catalog):

The purpose of the Professional Education Program is to prepare prospective teachers to become facilitators of learning within the school and community. The Professional Education Program curriculum provides opportunities to acquire the pedagogical knowledge and skills that allow students to demonstrate a positive impact on P-12 student learning. To this end, the program offers information about and experience in integrating research and “best practice” based pedagogical constructs, for a spectrum of diverse learning situations.

Students should enroll for EFC 330 prior to their junior year. Student teaching is completed at one of the approved off-campus locations.

Check the University catalog for course descriptions and pre-requisites information. Some courses must be taken in sequence. Consult your education advisor for assistance in developing an academic plan.

Required Courses:

- [EDBL 401 - Principles and Practices for Educating Linguistically Diverse Students](#) **Credits: (3)**
- OR [EDBL 430 - Sheltering Instruction for Linguistically Diverse Students](#) **Credits: (3)**
- [EDSE 302 - Introduction to Students with Exceptionalities](#) **Credits: (3)**
- [EFC 210 - Seminar](#) **Credits: (1)**
- [EFC 310 - Orientation to Teaching](#) **Credits: (3)**
- [EFC 315 - Educational Assessment](#) **Credits: (3)**
- [EFC 320 - Multicultural Education](#) **Credits: (3)**
- [EFC 330 - Field Experience](#) **Credits: (2)**

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- [EFC 340 - Methods of Instruction](#) **Credits:** (3)
- [EFC 350 - Classroom Management](#) **Credits:** (3)
- [EFC 416 - Educational Technology](#) **Credits:** (3)
- [EFC 440 - Education Law](#) **Credits:** (3)
- [EFC 480 - Student Teaching](#) **Credits:** (16)
- [PSY 314 - Human Development and the Learner](#) **Credits:** (4)

Total Credits: 51

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Embedded in these programs are several elements specific to teacher certification as required by state law. These include:
Performance Pedagogy Assessment (PPA) or, after 2012, Teacher Performance Assessment (TPAC) completed during student teaching internship. The TPA is evaluated by outside (non-CWU) evaluators.
Proof of fitness and good moral character
Fingerprints and background check
WEST-B (basic skills) examination
WEST-E (endorsement area) examination in each area of endorsement (General, Instrumental, Vocal)

The application for certification is available at:
<http://www.k12.wa.us/certification/certapp/4031.pdf>



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D. Graduate Program

1. Rules concerning the curricular percentage or number of credits in courses intended for graduate students only that are required for each graduate degree program.

From the CWU 2010-11 catalog, M. M. degree requirements:

At least one-third of the total credit requirements must be in the major field, including six credits of thesis; one-third in other music courses, including three credits of ensemble and three credits of MUS 521 (Methods of Musical Research); and one-third may be elective courses in supportive areas from any discipline. At least 25 credits applied toward the degree must be at the 500 level or above. Students are expected to plan their program with a graduate advisor and committee.

Further, at least half of all required credits must be in courses meant only for graduate students.

From the CWU 2010-11 catalog, general master's degree requirements:

Credits Required. A graduate student must complete at least 45 quarter credits in the 400, 500, and above credit level groups. At least 25 credits of the total credits required for the degree must be at the 501 level or above.

Percentage of courses within a student's Course of Study numbered 501 or above: 56%

2. Rules concerning independent study applicable to graduate degrees in music.

There are no rules regarding independent study courses and music master's degrees; it is left to the student's Committee Chair to determine the number of

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Individual Studies courses included in the Course of Study. However, that number is usually quite small.

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E. Music Studies for the General Public

- 1. A list of all music courses offered specifically for students for majoring in music, with figures or other descriptive information that provide a picture of overall enrollment patterns.**

From Fall Quarter 2012:

Subject	Catalog	Section	Title	Enroll
MUS	144	001	Theory 1	23
MUS	144	002	Theory 1	25
MUS	144	003	Theory 1	19
MUS	144	004	Theory 1	17
MUS	144A	001	Aural Skills 1	23
MUS	144A	002	Aural Skills 1	25
MUS	144A	003	Aural Skills 1	21
MUS	144A	004	Aural Skills 1	18
MUS	152A	001	Class Piano I	11
MUS	152A	003	Class Piano I	14
MUS	152A	004	Class Piano I	16
MUS	152A	005	Class Piano I	15
MUS	152A	006	Class Piano I	13
MUS	152A	007	Class Piano I	15
MUS	154B	001	Class Voice for the Non-Major	12
MUS	164A	001	Maj Appl Piano (Ind Instr)	2
MUS	164A	002	Maj Appl Piano (Ind Instr)	2
MUS	164A	003	Maj Appl Piano (Ind Instr)	1
MUS	164B	001	Maj Appl Voice (ind instruct)	5
MUS	164B	002	Maj Appl Voice (ind instruct)	1
MUS	164B	003	Maj Appl Voice (ind instruct)	4
MUS	164B	005	Maj Appl Voice (ind instruct)	1
MUS	164B	007	Maj Appl Voice (ind instruct)	4
MUS	164B	008	Maj Appl Voice (ind instruct)	2
MUS	164B	009	Maj Appl Voice (ind instruct)	4
MUS	164B	010	Maj Appl Voice (ind instruct)	1
MUS	164B	011	Maj Appl Voice (ind instruct)	4
MUS	164B	012	Maj Appl Voice (ind instruct)	1
MUS	164C	001	Maj Appl Strings (ind instr)	3
MUS	164C	002	Maj Appl Strings (ind instr)	1
MUS	164C	005	Maj Appl Strings (ind instr)	1
MUS	164C	011	Maj Appl Strings (ind instr)	1
MUS	164D	001	Maj Appl Woodwinds (ind)	1
MUS	164D	002	Maj Appl Woodwinds (ind)	2
MUS	164D	003	Maj Appl Woodwinds (ind)	14
MUS	164D	004	Maj Appl Woodwinds (ind)	2
MUS	164D	005	Maj Appl Woodwinds (ind)	1

MUS	164D	007	Maj Appl Woodwinds (ind)	3
MUS	164D	009	Maj Appl Woodwinds (ind)	1
MUS	164E	001	Maj Appl Brass (ind instr)	8
MUS	164E	002	Maj Appl Brass (ind instr)	1
MUS	164E	003	Maj Appl Brass (ind instr)	8
MUS	164E	005	Maj Appl Brass (ind instr)	7
MUS	164E	006	Maj Appl Brass (ind instr)	2
MUS	164E	007	Maj Appl Brass (ind instr)	7
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MUS	164G	002	Maj Appl Percussion (ind inst)	1
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MUS	171A	002	Secondary Applied Area Piano	3
MUS	171B	001	Sec App Area Voice	1
MUS	171B	006	Sec App Area Voice	1
MUS	171C	004	Sec App Area Strings	1
MUS	171C	006	Sec App Area Strings	1
MUS	171D	001	Sec Appl Area Woodwind	2
MUS	171D	002	Sec Appl Area Woodwind	1
MUS	171G	002	Sec App Area Perc	1
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MUS	210	003	Vocal Jazz Choir	9
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MUS	264B	002	Maj Appl Voice (ind instr)	1
MUS	264B	003	Maj Appl Voice (ind instr)	7
MUS	264B	004	Maj Appl Voice (ind instr)	2
MUS	264B	005	Maj Appl Voice (ind instr)	1
MUS	264B	008	Maj Appl Voice (ind instr)	2
MUS	264B	009	Maj Appl Voice (ind instr)	3
MUS	264B	010	Maj Appl Voice (ind instr)	3
MUS	264B	011	Maj Appl Voice (ind instr)	1
MUS	264B	012	Maj Appl Voice (ind instr)	3
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MUS	264C	005	Maj Appl Strings (ind instr)	2
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MUS	264C	008	Maj Appl Strings (ind instr)	1
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MUS	264D	003	Maj Appl Woodwinds (ind instr)	2
MUS	264D	004	Maj Appl Woodwinds (ind instr)	4
MUS	264D	005	Maj Appl Woodwinds (ind instr)	1
MUS	264D	006	Maj Appl Woodwinds (ind instr)	2
MUS	264D	008	Maj Appl Woodwinds (ind instr)	1
MUS	264D	009	Maj Appl Woodwinds (ind instr)	2
MUS	264D	010	Maj Appl Woodwinds (ind instr)	3
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MUS	364E	003	Maj Appl Brass (ind instr)	3
MUS	364E	005	Maj Appl Brass (ind instr)	1
MUS	364E	006	Maj Appl Brass (ind instr)	2
MUS	364E	007	Maj Appl Brass (ind instr)	1
MUS	364E	008	Maj Appl Brass (ind instr)	1
MUS	364G	001	Maj Appl Percussion (ind inst)	1
MUS	364G	002	Maj Appl Percussion (ind inst)	2
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2. The institution's practices for assigning teachers to general studies courses in music.

The institution has no published rules for assigning teacher to general studies course; it is left to each department chair to assign instructors for such course. The music department offers two music courses each quarter that satisfy the fine arts option in the general education curriculum requirements for the university. These courses are Introduction to Music (MUS 102) and Jazz History (MUS 101. These courses usually are taught by lecturers in the department and have enrollments from 40-120 in each section.

Occasionally highly qualified graduate students are given this assignment as part of a GTA load. However, graduate students are more often assigned as assistants to the lecturers, especially when the class enrollment is 60 or more.

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3. The institution's policies with respect to enrollment of non-majors in (a) private studio instruction, (b) ensembles, and (c) courses intended primarily for music majors.

The institution does not have any policies with respect to the enrollment of non-majors in courses intended for music majors. However, the department practices the following general policies:

1. Given the current ratio of music majors to music department faculty, and the extraordinarily inefficient production of student credits relative to faculty workload, non-majors, as a rule, are not permitted to enroll in private studio instruction taught by full time faculty or lecturers. However, non-majors may enroll in secondary lessons taught by graduate teaching assistants if space permits in the GTA assigned load.
2. Non-majors are welcome to participate in any of the department's performing groups. Some groups have an open enrollment policy and some require an audition. However, no ensemble is reserved exclusively for music majors.
3. Non-majors may enroll in course intended primarily for music majors provided that the following conditions are met:
 1. Course prerequisites are satisfied
 2. Enrollment is permitted only after all music majors seeking enrollment are enrolled.
 3. Enrollment does not exceed class enrollment maximum number.
 4. Students receive permission to enroll from the course instructor.

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