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III
ACADEMIC INFORMATION

A. ADMISSION POLICY

Admission to the Department of Music as an undergraduate music major or minor is by audition. Candidates must also complete the music theory diagnostic test, and those wishing to major in music will be evaluated by the piano faculty for placement. Students who fail to complete these requirements by the end of their first semester of enrollment as music majors will be informed in writing by the Department Chair that they may not continue as music majors until they have done so.

B. APPLIED MUSIC (PRIVATE LESSONS)

1. Applied lessons are scheduled on an individual basis. **Students enrolled in applied music must contact their applied instructors during the first week of classes to schedule their lessons.**
2. There is no extra fee for applied music study.
3. Most music majors, including all freshmen, register for 2 credits of applied music (one ½ -hour lesson per week) each semester for each instrument studied. Beginning in the sophomore year applied majors register for 4 credits (one 1-hour lesson per week) per semester on their major instrument. If they desire to do so non-applied majors may elect to take 4 credits of applied music on their major instrument with the consent of the instructor and the approval of the Department Chair.
4. Non-music majors may enroll in applied music if the instructor's schedule permits.
5. Every student enrolled in applied music must also enroll in a major ensemble (wind band, orchestra or choir).

C. PERFORMANCE ASSESSMENTS

1. Performance Assessments are performance examinations performed for a jury of faculty members. Normally, the performance assessment consists of all faculty from the appropriate applied area, for example, all of the woodwind faculty or all of the piano faculty.
2. Performance Assessments occur at the end of each semester. Requirements for these performance assessments vary according to the applied area. Further details are available from the applied teachers.
3. The purposes of performance assessments are:
 - To evaluate the student's progress as a musician and instrumentalist or vocalist, and
 - To determine whether or not the student has achieved the minimum proficiency level required for his/her year in school
4. The required proficiency levels for each year of applied study, listed on page 10 under **Satisfactory Progress in Applied Music**, represent the minimum skills a student must achieve in order to continue as a music major. **The proficiency level given at the performance assessment is not intended as a measure of the student's total musical achievement. It indicates only whether or not the student has met the minimum requirements for their year in school.** Thus, a wind player who is an instrumental music education major and who demonstrates at least the minimum requirements for the 100 Level at the end of their freshman year will pass 100 Level Proficiency, regardless of how much they may have progressed beyond the minimum requirements.
5. A student who has achieved the proficiency level required for graduation on their degree is no longer required by the department to take performance assessments; however, individual applied teachers may require them at their discretion.

D. ENSEMBLE PARTICIPATION AND REQUIREMENTS

1. Every music major must enroll, participate and receive a passing grade in a major ensemble every semester except the student teaching semester.
2. Major Ensemble Requirements must be satisfied in the following ways:
 - a. A student in any instrumental music degree program whose major instrument is a woodwind, brass, or percussion instrument must register for Music 343 (wind bands) and/or Music 342 (orchestra) as assigned by the Director of Bands, the Director of Orchestral Activities and the applied teacher, based on auditions.
 - b. A student in any instrumental music degree program whose major instrument is an orchestral stringed instrument must register for Music 342.*A student in any vocal/choral/general music degree program must register for Music 341 (choir) as assigned by the Director of Choral Activities, based on auditions.
 - c. Pianists or guitarists in instrumental music degree programs or the Music Literature degree program normally enroll in Music 341 (choir) to fulfill the ensemble requirement. If they play a wind band or orchestra instrument they may audition for one of those ensembles. Jazz Studies majors whose major instrument is piano or guitar may substitute Music 123 or 130.
 - d. In the Music Education Degree Program for woodwinds, brass and percussion, participation in the Pointer Marching Band (Music 143) is required during all four years of residency. Students may register one time with 1 credit of Wellness and 1 credit of Marching Band. {The Marching Band requirement is currently suspended.}
 - e. Orchestral string majors in all degree programs except jazz studies will participate in Chamber Music (Music 131) a minimum of 4 semesters.
3. Restrictions on ensemble participation based on poor academic performance:
 - a. All first semester freshmen and students with a 2.00 average or below are limited to 12 clock hours of ensemble rehearsal per week.
 - b. A student with a 2.5 average is limited to 14 clock hours of ensemble rehearsal per week.
4. All interested students will be organized into chamber music ensembles such as string quartets, woodwind quintets, brass quintets, jazz combos, etc. Participants in these ensembles are required to enroll in the appropriate 1 credit course.
5. Exceptions to these policies will be made only with the approval of the student's applied teacher, his/her advisor, the Department Chair and the appropriate ensemble director.

E. RECITAL – CONCERT - COLLOQUIUM ATTENDANCE POLICY

1. **Recitals and other performance events:** Attendance at 15 recitals/performances each semester will be expected for each student studying applied music during their undergraduate study in the Music Department. Administration and enforcement of this policy will be through the applied studio instructors.
2. It is the basic philosophy of this policy that the expected 15 recitals/performances will include experiences outside of the performance medium of each student. Administration of this policy will be through the applied teachers. Students failing to fulfill this requirement will receive an Incomplete for their applied grade until the requirement is fulfilled.
3. **Department Colloquium:** Additionally, all students will be expected to attend the 4:00 Colloquium hour each Wednesday afternoon. Administration of this policy will be through the applied studio instructors.

F. SATISFACTORY PROGRESS

1. **Satisfactory Progress in Applied Music:** Each student's performance ability is assessed at the end of each semester of applied study. This performance assessment, traditionally referred to as a jury, is presented during exam week to each student's applied teacher and respective faculty. Twenty five (25%) percent of the semester grade for the applied study is determined by the performance assessment for all music majors. If a student is placed on probation, the highest grade they may receive that semester for applied study is a "C". Exceptions can only be granted through consultation with the area coordinator and the department chair.
 - A student may be put on probation twice in the course of their applied study, but not in two consecutive semesters. Exceptions may be made by the applied area faculty in consultation with the department chair. This applies to students put on probation based on their performance assessment.
 - Students who must miss a performance assessment based on health or personal reasons (which must be approved by their applied teacher and applied area coordinator) must complete the performance assessment during the first week of classes during the next semester.
 - Incoming students will not be accepted into the department on probation, but may reapply the following semester.
 - Students should be given the opportunity for a post-performance assessment consultation with their studio teacher before the end of each semester.
 - Applied teachers should give each student an area-approved document detailing the technical requirements and expectations for each level.
 - Any distinction between requirements for the Applied, Music Education and BA degrees will be at the discretion of the applied faculty.

100 Level – Entry Level for all first year music majors who have been accepted into the degree program. This level is typically completed at the end of the second semester of study, pending a successful performance assessment.

200 Level – This level is typically completed at the end of the fourth semester of study, pending a successful performance assessment.

300 Level – This level is typically completed at the end of the sixth semester of study, pending a successful performance assessment or degree fulfilling performance.

400 Level – This level is typically completed at the end of the eighth semester of study, pending a successful performance assessment or degree fulfilling performance.

Any student failing to achieve the required level on schedule will be placed on probation for one semester. The required level must be achieved by the end of the probationary semester to continue as a music major. Students on probation will be eligible to participate only in the required ensemble for their degree program. Exceptions can be made only with the approval of the applied teacher and the department chair.

Fulfillment of Applied Studies

To schedule a public recital, music students must receive recital permission from area faculty at their semester performance assessment.

Requirements for fulfillment of applied study will be as follows:

Applied Degrees: A juried half recital will be presented in the 3rd year of study. A recital hearing is required at least 28 days before the recital. A juried full recital will be presented in the 4th year of study. A recital preview is required at least 28 days before the recital. Each area has the option of conducting live or recorded previews.

Music Education Degrees: A juried performance is required before the student teaching semester, either in a Colloquium, half recital, or full recital. If a student wishes to perform a half or full recital to fulfill this

requirement, a recital preview is required at least 28 days before the recital. Each area has the option of conducting live or recorded previews.

Music Literature Degree: A juried performance is required before graduation, either in a Colloquium, half recital, or full recital. If a student wishes to perform a half or full recital to fulfill this requirement, a recital preview is required at least 28 days before the recital. Each area has the option of conducting live or recorded previews.

Bachelor of Arts Degree: A juried performance is required before graduation, either in a Colloquium, half recital, or full recital. This performance may be performed as early as the second semester of 200 level study. If a student wishes to perform a half or full recital to fulfill this requirement, a recital preview is required at least 28 days before the recital. Each area has the option of conducting live or recorded previews.

2. **Satisfactory Academic Progress** must be demonstrated by maintaining the following minimum grade averages:
 - a. By the end of the freshman year:
 1. 2.00 overall.
 2. 2.25 in major.
 - b. During the sophomore year:
 1. 2.00 overall (2.50 for Music Education Majors).
 2. 2.50 in major.
 - c. Music Education majors are reminded that a 2.75 average in the major is required to student teach.
 - d. A grade of B- or better is required in each instrumental methods and conducting course to continue as a Music Education major.

Any student who does not maintain the above GPAs will be placed on probation for one semester. While on probation, a student will be eligible to enroll only in the ensemble required for their degree program. Exceptions can be made only with the approval of the applied teacher and the Department Chair. If the student has not attained the required grade average at the end of the probationary semester, they will be refused permission to continue as a music major.

3. **Probation and expulsion:** In cases of probation or expulsion from the music major, the student will be informed in writing by the Department Chair. A signed copy of the notification letter is to be returned by the student and will be placed in the student's Music Department file.
4. In exceptional circumstances, the department chair, in consultation with the faculty, may waive these requirements for determining satisfactory progress.

G. CREDITS TO DEGREE

The minimum number of credits required for graduation with a bachelor's degree in music ranges from 128-137, depending on the specific degree being pursued. At least 40 credits must be earned in courses numbered 300 or above. In exceptional circumstances the Dean of Fine Arts may authorize graduation with fewer credits. For a variety of reasons many music majors accumulate more than the minimum number of credits required for graduation.

H. MUSIC EDUCATION PROGRAM

1. All music majors, except Bachelor of Arts majors, are on probation until they have been admitted to a degree program. Students pursuing degrees in music education must apply to the Music Education Admissions Committee for admission to the Music Education Program. Students should plan to apply in their sophomore year, following completion of Music Education 201.
2. Requirements for admission to the Music Education Program are:

- a. Completion of 45 credits with an overall GPA of 2.5 or higher.
 - b. Completion of Music Education 201 with a grade of B or better.
 - c. Completion of Level 100 piano requirements or Music 246.
 - d. An acceptable level of proficiency on the major instrument as demonstrated at the jury examinations.
 - e. Submission of a 250 word essay on an assigned topic related to music education. The essay must be judged acceptable by the Music Education Admissions Committee.
 - f. A satisfactory interview with the Music Education Admissions Committee.
3. Students who do not meet minimum standards in musical performance and oral and written communication skills will be denied admission. Enrollment caps imposed by the School of Education may preclude admission even for some students who do meet the minimum standards. If there are more applicants who meet the minimum standards than may be admitted under the enrollment caps, the Music Education Admissions Committee will rank the applicants based on the above criteria. Students denied admission may reapply once. They may also appeal to the Department Chair for provisional status.
 4. To continue in the program a student must earn a minimum grade of B- in each of the required music education methods, instrumental methods and conducting courses and must participate in a large ensemble on their major instrument.
 5. All students must be admitted to the Music Education Program before they will be permitted to register for upper level methods courses.
 6. The application procedure for transfer students and those holding undergraduate degrees from UWSP or another accredited institution may include a performance audition to determine their proficiency level. In exceptional circumstances, a student already holding an undergraduate degree may be granted a waiver of the ensemble requirement.
 7. In addition to applying for admission to the Music Education Program students seeking teacher certification must apply for admission to the Professional Education Program in the School of Education. Admission to the Music Education Program is prerequisite for admission to the Professional Education Program.

I. DECLARING INTENT TO TEACH

Students seeking teacher certification in music should declare their intent to teach as soon as possible in their first semester on campus. This is done by appointment in the School of Education Advising Center, room 470 in the College of Professional Studies (COPS). The student will then be on the School of Education mailing list and will receive notice of important informational meetings for future teachers, schedules for speech, hearing and listening tests, deadlines for applications, etc.

J. PROFESSIONAL EDUCATION PROGRAM

1. Students seeking teacher certification in music must apply for admission to the Professional Education Program. They should do this after completing 45 credits, although 54 Credits must be earned before admission is granted. Application forms are available from the School of Education Advising Center, room 470 in the College of Professional Studies (COPS).
2. Application deadlines are September 22 for admission the following January and February 22 for admission the following September. If either of these dates falls on a weekend, the applications will be due the Friday prior to the 22nd. No applications will be accepted during the advising period. Ideally, the completed application form should be submitted during the second semester of the sophomore year or first semester of the junior year.
3. In order to enroll in the education courses required for teacher certification a student must have completed 54 credits and be admitted to the Professional Education Program.

4. Requirements for admission to the Professional Education Program:
 - a. Overall grade point average of 2.5
 - b. 2.5 average in English 101 & 102, or a C in English 150. Students not meeting this requirement should consult with the Education Advising Office or see pg. 13 of the School of Education Undergraduate Handbook.
 - c. Speech and hearing tests completed.
 - d. Listening competency test.
 - e. Receive passing scores on the Pre-Professional Skills Test (PPST).
 - f. Completion of official admission forms
 - g. Basic skills competency exams as prescribed.
 - h. Prior acceptance into the Music Education Program.

Contact the Education Advising Center, x2040, for more information about these requirements.

5. Due to enrollment caps imposed by the School of Education, you may be denied admission to the Professional Education Program if you meet **only the minimum** requirements. **Enrollment caps** may be implemented or adjusted **at any time** prior to your admission to the program.
6. Students will be notified of admission or denial by letter.
7. Students who are denied admission to the Professional Education Program may appeal to the Associate Dean of the School of Education. Provisional admission may be granted in special cases.

K. STUDENT TEACHING AND INTERNING

1. Student Teaching or Interning (Music Education 398 or 498) is the final step in the sequence leading to teacher certification. These programs are administered through the Office of Field Experiences in the School of Education. Music faculty conduct the field supervision of student teachers and interns.
2. Student Teaching and Interning are full semester programs (16 credits). Students completing certification in more than one area must complete a minimum of 5 credits in each area.
3. Student and Intern Teachers are assigned to many different schools that cooperate with the university in this important phase of teacher education. Assignments are made by the Office of Field Experiences based on the availability of qualified cooperating teachers, the type of curriculum used, the type of school organization, the number of student and/or intern teachers in the area, distance from the university, and preferences indicated by prospective student or intern teachers. Students should not request student or intern teaching assignment in a school district in which a conflict of interest might occur, such as the school district where they attended school.
4. Transfer students must complete nine credits at UWSP before the semester in which they do their student or intern teaching.
5. The prerequisites for student teaching include:
 - a. Completion of application forms by the deadline.
 - b. Admission to the Music Education Program.
 - c. Admission to the Professional Education Program.
 - d. 2.75 GPA in courses in your major and minor fields and in the Professional Education Program, or standing in the upper 50% of the "year in school cohort."
 - e. Recommendation from the Music Department Chair.
 - f. Completion of all course requirements, **including all proficiency levels**.
 - g. A statement from a health professional indicating that the student is free from tuberculosis based on an examination within the last year.
6. Interning: A cumulative GPA of 3.00 is required for interns. Students may consult with the Office of Field Experiences as to the availability of Internships. An intern is a paid member of a public school staff who spends one or more semesters in a Teaching Team system. The number of internships available depends on requests from school districts.

L. HUMAN RELATIONS REQUIREMENT

1. The Wisconsin Department of Public Instruction requires that all persons seeking initial teacher certification after July 1, 1973 meet the Human Relations requirement established in the administrative code.
2. If a person does not meet the Human Relations requirement approved by the UWSP faculty, their application for teacher certification in Wisconsin cannot be processed.
3. Several other states have similar Human Relations requirements, and graduates seeking certification in those states must also provide proof that they have completed a program in Human Relations.
4. Human Relations Checklist: The human relations checklist below is taken from the School of Education K-12 Education Program Requirements checklist.

II. HUMAN RELATIONS REQUIREMENT

- ___ Education 205 - Education in a Pluralistic Society -2 credits
- ___ History 212 - United States Since 1865 - 3 credits
- ___ One additional history course - (History 211) - 3 credits
- ___ Political Science 201 - American Government for Teachers - 3 credits
- OR -
- ___ Political Science 101 and Political Science 242 (if either of these courses has been previously completed)

(The Human Relations form must be completed and filed with the Director of Student Teaching.)