West Virginia University

College of Creative Arts and Media

School of Music

Music Education Undergraduate Handbook

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Degree Process Overview

The following information will give you an overview of the degree process. The overview is based on the assumption that all classes are taken and passed on schedule. If you are off schedule for your coursework, this overview may not reflect your path.

Click on the links for more information about a particular process.

Freshman Year

- Complete background check
- Enroll in and pass courses as discussed with your academic advisor, and pass all attempted proficiencies
- Complete peer teaching experience in MUSC 180
    - Keep a copy of the reflection you submit for this assignment. You will need it for admission to candidacy
- Take and pass PRAXIS Core examinations or submit exemption scores (ACT and SAT) to your advisor
- Complete field experience hours

Sophomore Year

- Enroll in and pass courses as discussed with your academic advisor, and pass all attempted proficiencies
- Take and pass PRAXIS Core examinations or submit exemption scores (ACT and SAT) to your advisor if you have not already done so
- Complete candidacy interviews (spring semester) required for admission to teacher candidacy
- Complete field experience hours

Junior Year

- Enroll in and pass courses as discussed with your academic advisor, and pass all attempted proficiencies
- Take and pass PRAXIS Content examinations (After you complete MUSC 271)
- Complete field experience hours
- Complete final recital (Spring semester)

Senior Year

- Enroll in and pass courses as discussed with your academic advisor, and pass all attempted proficiencies
- Complete final recital if you have not already done so
- Complete and pass EdTPA teacher performance assessment (during student teaching)

Degree-required Coursework (Class of 2027 and 2028)

Subj & No.	CR	GRD	SEM
General Education Foundations (GEF)			
F1 Composition and Rhetoric (3 or 6 CR)			
ENG 101 or 103	3		
ENG 102	3		
F2A/B Science & Technology (4-6 CR)			
F2A (6 CR)			
	3		
	3		
OR			
F2B (4 CR)			
	4		
F3 Math and Quantitative Skills (3-4 CR)			
	3		
F4 Society and Connections (3 CR)			
	3		
F5 Human Inquiry and the Past (3 CR)			
	3		
F6 The Arts and Creativity (3 CR)			
	3		
F7 Global Studies and Diversity (3 CR)			
	3		
F8 Focus (9 CR)			
	3		
	3		
	3		
Applied Music			
Major Lessons 14 CR MUSC 119-427D Major Ins. (Lvl 7 Req'd)			
	2		
	2		
	2		
	2		
	2		
	2		
	2		
Class Piano MUSC 130-133 or passed proficiency			
MUSC 130S	1		
MUSC 131S	1		
MUSC 132S	1		
MUSC 133S	1		

Subj & No.	CR	GRD	SEM
Music Coursework			
MUSC 191 Frshm Sem	2		
MUSC 161 Arl Th 1	2		
MUSC 162 Wr Th 1	3		
MUSC 163 Arl Th 2	2		
MUSC 164 Wr Th 2	3		
MUSC 261 Arl Th 3	2		
MUSC 262 Wr Th 3	3		
MUSC 263 Arl Th 4	2		
MUSC 264 Wr Th 4	3		
MUSC 200 Cond 1	2		
MUSC 201 Cond 2	2		
MUSC 138 Vc Class	2		
MUSC 1XX Intro Mu Hist (GEF6)	3		
MUSC 270 M Hist 1 (GEF8)	3		
MUSC 271 M Hist 2 (GEF8)	3		
MUSC 280 WW Ped	2		
MUSC 281 Brs Ped	2		
MUSC 282 Strg Ped	2		
MUSC 283 Perc Ped	2		
MUSC 284 Voc Ped	2		
MUSC 380 Inst Mthd	3		
MUSC 381 Ch Mthd	3		
MUSC 382 Gn Mthd	3		
MUSC 487 St Tch Sem	2		
MUSC 484 Residency 1	4		
MUSC 491 Prof Fld Exp	14		
Ensembles (Type course no.)			
4 Sem:			
3 Sem:			
Convocation (Type semester)			
MUSC 189			
Education Classes			
EDP 301 Lng Educ Set	3		
SPED 460 Spcl Needs	3		
RDNG 422 Content Area	3		
SPED 404	3		

Sample Semester-by-Semester Plan (Class of 2027 and 2028)

FIRST YEAR - FALL		
MUSC**	Ensemble	1
MUSC 119-127D	Applied Music (Lessons)	2
MUSC 130-133	Class Piano	1
MUSC 138	Voice Class	2
MUSC 161	Aural Theory I	2
MUSC 162	Written Theory I	3
GEF 1 (ENGL 101)*	Comp. & Rhet.	3
MUSC 191	First Year Seminar	2
MUSC 1xx (GEF 6)	appr 100-level music history course	3
	TOTAL	19

FIRST YEAR - SPRING		
MUSC**	Ensemble	1
MUSC 119-127D	Applied Music (Lessons)	2
MUSC 130-133	Class Piano	1
MUSC 163	Aural Theory II	2
MUSC 164	Written Theory II	3
MUSC 180	Intro. Music Education	1
MUSC 189	Music Convocation	0
MUSC 280 or 281	WW or Brass Ped.	2
MUSC***	Chamber Ensemble	1
GEF 2		4
GEF 3		3
	TOTAL	20

SECOND YEAR - FALL		
MUSC**	Ensemble	1
MUSC 219-227D	Applied Music (Lessons)	2
MUSC 130-133	Class Piano	1
MUSC 189	Music Convocation	0
MUSC 200	Fundamentals of Conducting	2
MUSC 261	Aural Theory III	2
MUSC 262	Written Theory III	3
MUSC 270 (GEF 8)	Music History I	3
MUSC 280, 281, or 284	WW, Brass, or Vocal Ped.	2
GEF 1 (ENGL 102)*	Comp. & Rhet.	3
	TOTAL	19

SECOND YEAR - SPRING		
MUSC**	Ensemble	1
MUSC 219-227D	Applied Music (Lessons)	2
MUSC 130-133	Class Piano	1
MUSC 189	Music Convocation	0
MUSC 201	Conducting and Score Interp.	2
MUSC 263	Aural Theory IV	2
MUSC 264	Written Theory IV	3
MUSC 271**** (GEF 8)	Music History II	3
MUSC 280, 281, or 284	WW, Brass, or Vocal Ped.	2
GEF 4		3
	Candidaacy Interview	
	TOTAL	19

THIRD YEAR - FALL		
MUSC**	Ensemble	1
MUSC 319-327D	Applied Music (Lessons)	2
MUSC 189	Music Convocation	0
GEF 5		2
MUSC 282 or 283	String or Perc. Ped.	2
MUSC 380, 381, or 382	Inst., Chrl, or Gen. Meths.	3
EDP 301	Learning-Education Setting	3
GEF 2 (if needed)		3
	TOTAL	19

THIRD YEAR - SPRING		
MUSC**	Ensemble	1
MUSC 319-327D	Applied Music (Lessons)	2
MUSC 189	Music Convocation	0
MUSC 282 or 283	String or Perc. Ped.	2
MUSC 380, 381, or 382	Inst., Chrl, or Gen. Meths.	3
GEF 7		3
GEF 8		3
SPED 460	Diff. Instr. Spec. Needs	3
	TOTAL	17

FOURTH YEAR - FALL		
MUSC**	Ensemble	1
MUSC 419-427D	Applied Music (Lessons)	2
MUSC 380, 381, or 382	Inst., Chrl, or Gen. Meths.	3
SPED 404	SPED in Cont. Society	3
RDNG 422	Rdng in the Cont. Areas	3
GEF 3		3
MUSC 484	Residency 1	4
	TOTAL	19

FOURTH YEAR - SPRING		
MUSC 491	Prof. Field Exp (Extended Learning)	14
MUSC 487	Student Teaching Sem-Capstone	2
	TOTAL	16

Degree-required Coursework (Class of 2029 and 2030)

Subj & No.	CR	GRD	SEM
General Education Foundations (GEF)			
F1 Composition and Rhetoric (3 or 6 CR)			
ENG 101 or 103	3		
ENG 102	3		
F2A/B Science & Technology (4-6 CR)			
F2A (6 CR)			
	3		
	3		
OR			
F2B (4 CR)			
	4		
F3 Math and Quantitative Skills (3-4 CR)			
	3		
F4 Society and Connections (3 CR)			
	3		
F5 Human Inquiry and the Past (3 CR)			
	3		
F6 The Arts and Creativity (3 CR)			
	3		
F7 Global Studies and Diversity (3 CR)			
	3		
F8 Focus (9 CR)			
	3		
	3		
	3		
Applied Music			
Major Lessons 14 CR MUSC 119-427D Major Ins. (Lvl 7 Req'd)			
	2		
	2		
	2		
	2		
	2		
	2		
	2		
Class Piano MUSC 130-133 or passed proficiency			
MUSC 130S	1		
MUSC 131S	1		
MUSC 132S	1		

Subj & No.	CR	GRD	SEM
Music Coursework			
MUSC 191 Frshm Sem	2		
MUSC 161 Arl Th 1	2		
MUSC 162 Wr Th 1	3		
MUSC 163 Arl Th 2	2		
MUSC 164 Wr Th 2	3		
MUSC 261 Arl Th 3	2		
MUSC 262 Wr Th 3	3		
MUSC 200 Cond 1	2		
MUSC 201 Cond 2	2		
MUSC 1XX Intro Mu Hist (GEF6)	3		
MUSC 270 M Hist 1 (GEF8)	3		
MUSC 271 M Hist 2 (GEF8)	3		
Choose one of the following sequences			
MUSC 280 WW Ped	2		
MUSC 281 Brs Ped	2		
OR	2		
MUSC 285 Wind Ped	2		
MUSC 269A or 269B	2		
MUSC 283 Perc Ped	2		
MUSC 284 Voc Ped	2		
MUSC 282 Strg Ped	2		
MUSC 289 Clssrm Inst	1		
MUSC 290 Mus T & L	2		
MUSC 320 Tech in Mus	2		
MUSC 380 Inst Mthd	3		
MUSC 381 Ch Mthd	3		
MUSC 382 Gn Mthd	3		
MUSC 487 St Tch Sem	2		
MUSC 484 Residency 1	4		
MUSC 491 Prof Fld Exp	14		
Ensembles (Type course no.)			
4 Sem:			
3 Sem:			
Convocation (Type semester)			
MUSC 189			
Education Classes			
EDP 301 Lng Educ Set	3		
SPED 460 Spcl Needs	3		
RDNG 422 Content Area	3		
SPED 404 (GEF4)	3		

Sample Semester-by-Semester Plan (Class of 2029 and 2030)

FIRST YEAR - FALL				FIRST YEAR - SPRING			
MUSC**	Ensemble	1		MUSC**	Ensemble	1	
MUSC 119-127D	Applied Music (Lessons)	2		MUSC 119-127D	Applied Music (Lessons)	2	
MUSC 130-133	Class Piano	1		MUSC 130-133	Class Piano	1	
MUSC 284	Vocal Pedagogy	2		MUSC 163	Aural Theory II	2	
MUSC 161	Aural Theory I	2		MUSC 164	Written Theory II	3	
MUSC 162	Written Theory I	3		MUSC 180	Intro. Music Education	1	
GEF 1 (ENGL 101)*	Comp. & Rhet.	3		MUSC 189	Music Convocation	0	
MUSC 191	First Year Seminar	2		MUSC 28X	Inst Ped Course	2	
				MUSC 113-118 (Choos	Intro Mus Hist	3	
	TOTAL	16		SPED 404	Sped in Cont. Society	3	
					TOTAL		18

SECOND YEAR - FALL				SECOND YEAR - SPRING			
MUSC**	Ensemble	1		MUSC**	Ensemble	1	
MUSC 219-227D	Applied Music (Lessons)	2		MUSC 219-227D	Applied Music (Lessons)	2	
MUSC 130-133	Class Piano	1		MUSC 130-133	Class Piano	1	
MUSC 189	Music Convocation	0		MUSC 189	Music Convocation	0	
MUSC 200	Fundamentals of Conduc	2		MUSC 201	Conducting and Score Int	2	
MUSC 261	Aural Theory III	2		MUSC 290	Music Tch and Lrn	2	
MUSC 262	Written Theory III	3		MUSC 271**** (GEF 8)	Music History II	3	
MUSC 270 (GEF 8)	Music History I	3		MUSC 28X	Inst Ped Course	2	
MUSC 28X	Inst Ped Course	2		GEF 4		3	
GEF 1 (ENGL 102)*	Comp. & Rhet.	3		MUSC 289	Classroom Instruments	1	
	TOTAL	19			TOTAL		17

THIRD YEAR - FALL				THIRD YEAR - SPRING			
MUSC**	Ensemble	1		MUSC**	Ensemble	1	
MUSC 319-327D	Applied Music (Lessons)	2		MUSC 319-327D	Applied Music (Lessons)	2	
MUSC 189	Music Convocation	0		MUSC 189	Music Convocation	0	
MUSC 202	Conducting & Rehearsin	2		MUSC 320	Music Tech	2	
MUSC 282 or 283	String or Perc. Ped.	2		MUSC 380, 381, or 382	Inst., Choral, or Gen. Mus	3	
MUSC 380, 381, or 382	Inst., Choral, or Gen. Mu	3		GEF 5		3	
RDNG 422	Reading in Cont. Area	3		GEF 3		3	
GEF 7		3		GEF 2		3	
	TOTAL	16			TOTAL		17

FOURTH YEAR - FALL				FOURTH YEAR - SPRING			
MUSC**	Ensemble	1		MUSC 491	Prof. Field Exp (Extendec	14	
MUSC 419-427D	Applied Music (Lessons)	2		MUSC 487	Student Teaching Sem-C	2	
MUSC 380, 381, or 382	Inst., Choral, or Gen. Mu	3			TOTAL		16
SPED 460	Diff. of Inst.	3					
GEF 8		3					
MUSC 484	Residency 1	4					
	TOTAL	16					

** Three semesters required: MUSC 101, 101A, 300B, 302, 304 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 349A, 349B, 349C, 349D, 3
Four semesters required: MUSC 300, 300A, 303, 305, 353, 353A
At least one semester/ensemble must be vocal (M302, M305, M305A, M345)
All students: At least one semester/ensemble must be 353, 353A-I (jazz), 354-359 (world), or 361, 363 (non-classical).
Jazz emphasis students: At least two semesters/ensembles must be 300, 300A, 303, or 305.
Total credits = minimum of 7; Total semesters of ensemble participation = minimum of 7

**** M271W may be taken in the spring of either the second or third year.

General Comments:

* Prior to student teaching, Music Content Knowledge Exam must be passed (in third year).
* Passing EdTPA is required during student teaching.
* Total hours for the Bachelor of Music in Music Education degree is 130
* The above Four-Year Plan is based upon students entering the Music Education program with a Level 0 on Piano.
* SPED 404 is a required course in the Music Education curriculum and fulfills GEF 4.
* Students should consult the WVU Undergraduate Catalogue, the Semester Schedule of Courses, and their advisor for requirements in the G

Examinations

Summary: The state, and for that matter, all states, require demonstration of professional competencies in Pre-Professional Skills (PRAXIS Core, ACT/SAT, or academic classes), content knowledge (PRAXIS Content Knowledge), and teaching (EdTPA). For all tests, be sure to have scores reported to WVU. Please see the attached directions for registering for PRAXIS Exams:
https://docs.google.com/document/d/18uQsN-UrJI7QRU19jOsgmRTJl3XqNNVAM-ctMwD6IcA/edit?usp=sharing

Satisfying Pre-Professional Skills Requirements

The requirements for Pre-Professional Skills can be satisfied by any combination of methods listed in this table:

	PRAXIS Core Scores (test number)	ACT	SAT	Coursework
Reading	156 (5713) Have scores reported to WVU: code 5904 and WVDE: code 8480	Combined 34 (English no lower than 17)	New SAT score 480 (Using combined Evidence-Based Reading and Writing Scores)	A "B" or better in ENG 101 or 103*
Writing	162 (5723) Have scores reported to WVU: code 5904 and WVDE: code 8480	Combined 34 (Writing no lower than 17)	New SAT score 480 (Using combined Evidence-Based Reading and Writing Scores)	A "B" or better in ENG 102 or 103*
Mathematics	150 (5733) Have scores reported to WVU: code 5904 and WVDE: code 8480	19 on Mathematics if taken before June 30, 2023: 21 on Mathematics if taken after July 1, 2023	New SAT score 530	A "B" or better in a course designated at GEF 3.

*ENG 103 can be counted toward Reading OR Writing, but not for both.

Other possible exemptions:
AP Scores, so long as it is accepted by WVU for related GEF credit, can count as satisfying Pre-Professional Skills.
In some instances, GEF 4, 5, 6, or 7 may satisfy the Reading requirement. This is determined on a case-by-case basis.

NOTE: There is a 28-day wait period before you can retake any portion of the PRAXIS Core exam.

Content Knowledge

This requirement is satisfied by taking and passing the PRAXIS II Music - Content Knowledge (5113).

1. Passing score: 155

Teaching

This requirement is satisfied by completing the EdTPA portfolio during student teaching. Information on this portfolio will be discussed in Student-Teaching Seminar.

Field Experience Requirements

Summary: You must complete 125 hours of clinical experience (field observation or teaching) prior to student teaching.

Field Hours

The West Virginia Department of Education requires candidates to complete 125 hours of clinical experience in the field. 34 of these hours are completed through coursework as follows:

- MUSC 191/180: 4 hours (beginning Fall 2024)
- MUSC 380: 6 hours
- MUSC 381: 6 hours
- MUSC 382: 14 hours
- SPED 460: 4 hours

Students are required to complete the remaining 95 hours on their own time. 62.5 of these hours can be virtual/asynchronous. All hours must be completed with a teacher certified to teach in the state in which the observation occurs.

Reporting Field Hours

Students are required to keep track of their own field hours. All hours (in and out of coursework) must be logged here: https://www.cognitoforms.com/WestVirginiaUniversity2/MUEDSchoolOfMusicMusicEducationClinicalHours

Background Check

All students with field-based or pre-student teaching experience must have evidence of a criminal background check with digital fingerprinting before entering a school/daycare center/preschool/etc. The school systems/centers require that you always have the background check results with you and can provide them when asked.
You will need the West Virginia Personal Record Check:

New OEPPS Background Check Directions

- The new background check process is to be completed through Complio: www.wvucompliance.com
- There are two sets of directions below. The first set is condensed into 1 page. The second set is for candidates who are wanting more detailed directions (with screenshots). You only need to complete the process once.
    - **OEPPS Background Check Directions**
    - **OEPPS Background Check Directions (with screenshots)**
- This background check includes a national sex offender check, a criminal record check, and a Social Security number check. *It does NOT require fingerprinting.* The total cost (after fees) is $43.46, and

results take 48-72 hours. You will be emailed and texted when your results are in. You do not need to do anything to share these results with OEPPS - they automatically come into a portal on our end.

- This background check will last you through the remainder of your field experiences at WVU (barring any significant delays or time off). You will be required to complete a separate background check (required by WVDE) prior to your clinical experience (student teaching/residency).

All field observation teacher candidates must have background check results on file with OEPPS at least one week prior to starting any field observation experience.

Candidacy

Summary: Candidacy is required to enroll in methods courses. There is prerequisite coursework as well as an interview that must be completed to achieve candidacy.

Prerequisites for Candidacy

GPA Requirement

Overall: 2.75 Music Core 2.75 Professional Education: 2.75

Additionally, you can have no D's or F's in the following courses:

MUSC 138, MUSC 180, MUSC 200, MUSC 201, MUSC 280, MUSC 281, MUSC 282, MUSC 283, MUSC 284, MUSC 384, EDUC 301, SPED 404, SPED 460, or RDNG 422.

Praxis Requirement:

Must be exempt or pass Praxis Core

Field Experience

Document 90-100 field experience hours

Music Theory Course Requirements

Aural Theory I	MUSC 161
Written Theory I	MUSC 162
Aural Theory II	MUSC 163
Written Theory II	MUSC 164
Aural Theory III	MUSC 261
Written Theory III	MUSC 262

Piano Requirement

Piano Class MUSC 133 (Level 4)

- or -

Functional Keyboard Proficiency in Sightreading and Harmonization
(only for piano principals or if exempt from MUSC 130-133)

Other Music Course Requirements

Appr. 100-level musicology course	MUSC 1xx
Intro. to Music Education	MUSC 180
Voice Class and Lab (or exemption)	MUSC 138

Fundamentals of Conducting	MUSC 200
Conducting & Score Interpretation	MUSC 201
History of Western Musical Traditions I	MUSC 270 or 271
Music Teaching and Learning	MUSC 289
Classroom Instruments (Includes passing proficiencies)	MUSC 290

Pedagogy Course Requirements (passed with a C or better)

Vocal Pedagogy (includes passing the Voice Proficiency)	MUSC 284
Woodwind Pedagogy (includes passing 2 of 3 Woodwind Proficiencies)	MUSC 280
Brass Pedagogy (includes passing 2 of 3 Brass Proficiencies)	MUSC 281

Candidacy Application and Interview

Completing the Music Education Area Candidacy Application and Interview. The interview has two components: a demonstration of musicianship and a question-and-answer session. For the music demonstration, students will do the following:

- Record themselves…
    - Performing 2 children's songs:
        - 1 in a minor key
        - 1 in either dorian or mixolydian.
        - Go here to see the song choices.
        - One of the above song choices must be accompanied on either guitar or piano (using broken chord accompaniment)
    - Singing a major and minor (natural or harmonic – student choice) scale and arpeggio.
    - All recordings should be done in "one take"

At the interview, students will perform a 2-minute excerpt from their jury (unaccompanied) on their primary instruments and answer questions.

More information, including song choices and sheet music can be found here.

Candidacy Timeline

Late Oct/Late March – Complete and submit candidacy application. Follow the instructions on the application.

- On the application, be sure to note proficiencies not yet taken

Mid Nov/Mid April – Schedule interview

Finals week – complete interview

Candidacy Decisions

One of four decisions will be made regarding the student's admission to candidacy.

1. Admitted – Student has been admitted to candidacy and may register for methods coursework.
2. Admitted Pending – Student has been admitted to candidacy pending the completion of current coursework. All other requirements must be met for students to be Admitted.
    a. Pending unmet requirements (e.g completing a proficiency for a class in which you are currently enrolled)
    b. Pending meeting with advisor
3. Denied – Student has been denied admittance and must wait a semester to re-apply and interview.
    a. Examples of reasons for denial
        i. Multiple failed proficiency results
        ii. Unmet GPA requirement (overall, core music, and professional education)
        iii. Prerequisite course(s) missing and/or not scheduled
4. Deferred – Student has an unmet requirement that must be resolved by noon the Friday before classes begin in order to enroll in methods coursework. In cases of deferral, it is the student's responsibility to address the deficiencies by the deadline stated.
    a. Examples include:
        i. Outstanding proficiency exam from previous semesters
        ii. Coursework scheduled, but not yet taken and passed

WVU Music Education Area Attendance Policy

An important component of a teacher's disposition is regular attendance at their job. As such, all music education students are expected and required to attend all lecture and lab sessions, bring relevant equipment and materials, and fully participate in their own learning. Just as a teacher reports absences to their building supervisors in order to secure substitute teachers, WVU music education students will be expected to communicate all absences with the course instructor, in advance when possible.

Absences

The instructor has sole discretion to either excuse or not excuse an absence. Students must communicate with the instructor regarding ALL absences.
Excused absences: An excused absence allows students to make up quizzes, tests, time-sensitive assignments, or other course material covered on the day(s) of absence. They typically consist of: religious observances, physical or mental health issues (standard physicians or therapists note needed), SoM Sanctioned Functions, and military service.
Unexcused absence: An unexcused absence may, at the discretion of the instructor, result in students not being allowed to make up quizzes, tests, time-sensitive assignments, or other course material. They typically consist of physical or mental health issues without a standard physician's or therapist's note, traffic-related tardiness, oversleeping, and skipping.

Sanctioned functions and absences

Students who participate in official functions sanctioned by the School of Music may **request to be excused** from class for such official functions by following these guidelines:

- Request, in-person or via email, to be excused on the dates of the sanctioned function at least two weeks before the sanctioned function
- Requests will only be considered after instructors receive the official approval of the sanctioned event from the Director of the School of Music or their designee.
- Follow the instructions of the course instructor regarding make-up work/quizzes/exams/etc,
- **The instructor maintains sole discretion when excusing (or not) an absence for sanctioned function.** Such decisions will be made on a student-by-student basis.

Inclement weather and other emergencies

In the event of inclement weather or other emergency the university may implement a university-wide closure. In instances where this does not occur, the decision regarding class cancellation is left to the course instructor. Check your MIX email and eCampus for information directly from the instructor. In all circumstances, assume class will occur as scheduled unless otherwise notified by the course instructor.

Never assume an absence is excused. Sending an email informing the instructor of an absence does not constitute a request to be excused. Requests are typically presented in the form of a question.

Effect of Attendance on Course Grade

Number of Absences	Grade Effect
6% or fewer of class meetings	No effect
7%	1 full letter deduction in final grade
9%	2 full letter deduction in final grade
11%	Automatic F

Lab attendance

If a student receives an F in a lab based on the attendance policy above, the pedagogy or methods course grade will be reduced by one full letter grade.

Other Attendance Policies

- The overwhelming majority of course content must be experienced in class and cannot simply be “made-up” when a student is absent, regardless of whether the absence is excused or unexcused. As such, any absences (excused or unexcused) totaling 11% will result in failure of the course.
- Students who attend class unprepared (i.e., lacking books/materials or without having completed homework or assigned reading) will be considered absent (unexcused).

School of Music Undergraduate Academic Progress

Approved by the Music Faculty - April 2, 1992
Reconfirmed by the Academic Standards Committee - April 6, 2001
Revised – August 24, 2012

The Music Faculty has adopted this statement on academic progress in music courses so that students complete a degree program in a reasonable period of time. Full-time undergraduate music students are expected to complete in a timely fashion the "core" music classes, as follows:

Year 1
- MUSC 191 or equivalent (First Year Seminar)
- MUSC 189 (Music Convocation) – 1 semester
- MUSC 161 (Aural Theory I)
- MUSC 162 (Written Theory I)
- MUSC 163 (Aural Theory II)
- MUSC 164 (Written Theory II)
- MUSC 1xx (approved 100-level musicology course; prerequisite to MUSC 270)

Year 2
- MUSC 189 (Music Convocation) – 2 semesters
- MUSC 200 (Fundamentals of Conducting)
- MUSC 261 (Aural Theory III)
- MUSC 262 (Written Theory III)
- MUSC 263 (Aural Theory IV)
- MUSC 270 (History of Western Musical Traditions I)
- Piano level 4 (as a secondary instrument)

- and -

- MUSC 264 (Fourth semester Theory Course)

- or -

- MUSC 271 (History of Western Musical Traditions II) –

Note: English 102 must precede enrollment in MUSC 271

Students who do not meet these expectations will receive a letter of warning at the end of the relevant semester. Students who fail or withdraw from any one of these courses must pass it the next time it is offered. Any student who does not complete these courses with passing grades within one year of schedule will be dismissed (suspended) from the music program, unless there are compelling extenuating circumstances.

Music Education GPA

Overall GPA (min. 2.75)

All coursework

Professional Education GPA (min. 2.75)

MUSC 180
MUSC 280
MUSC 281
MUSC 282
MUSC 283
MUSC 284
MUSC 380
MUSC 381
MUSC 382
EDP 301
SPED 404
SPED 460
RDNG 422
MUSC 487
MUSC 491

MUSC 130
MUSC 131
MUSC 132
MUSC 133
MUSC 138
MUSC 189
MUSC 191
MUSC 161
MUSC 162
MUSC 163
MUSC 164
MUSC 261
MUSC 262
MUSC 263
MUSC 264
MUSC 200
MUSC 201
MUSC 1xx (approved 100-level musicology course)
MUSC 270
MUSC 271
Applied Study
Ensembles (1 ens each semester)

Core Music GPA (min. 2.75)

Students must earn and maintain a grade point averages of 2.75 each semester. If any of the three GPAs (overall, Professional Education, or Core Music) fall below 2.75, the student will receive a warning. If the GPA is below 2.75 a second consecutive semester, the student will be not be permitted to continue in the Music Education. Major

Principal Instrument Requirements

- Each student is required to register for applied lessons on his or her principal instrument every semester he or she is enrolled as a music student (excluding the semester he or she student teaches).
- Each student is required to participate in a music ensemble every semester he or she is enrolled as a music student (excluding the semester he or she student teaches).
- Each student is required (at minimum) to present either a half recital or two separate solo performances on his or her major instrument on two upper-level Music Convocation's prior to student teaching. Applications to perform on an upper-level recital may be obtained from the School of Music office. Upon a successful performance, a copy of the upper-level recital program will be placed by the Instructor of Music Convocation in the student's permanent file in the CCA Records office.

Secondary Instrument Proficiencies

Summary: Students take proficiency exams on secondary instruments during pedagogy classes. All instruments must be passed before students can student teach. Some proficiencies are required before entering candidacy.

- Students enrolled in a pedagogy class (MUSC 280, 281, 282, 283, and 284) must take and pass proficiencies on their assigned instruments.
- Proficiencies are graded as part of the Pedagogy Course.
- The first attempt at the proficiency will be the grade of record regardless of the number of subsequent attempts.

Proficiencies (By course)

MUSC 280 - Woodwind	MUSC 281 - Brass	MUSC 282 - String	MUSC 283 - Percussion	MUSC 284 - Vocal	MUSC 289 - Classroom Instruments
Flute, SIngle Reed, Double Reed	Brass 1, Brass 2, Brass 3	Upper string, Lower String	Snare, Auxiliary Instruments, Mallet Instruments, Timpani	Voice	Recorder, Guitar, World Percussion

Proficiency re-takes

1. First re-takes must occur during the semester in which the proficiency was failed.
    a. Exception: Any proficiency administered during the last week of class.
    b. You only perform the items which were deemed deficient
    c. Does not affect the grade in the pedagogy course.
2. Second re-takes must be completed by the end of the semester following the failed proficiency.
3. Proficiency re-takes occurring longer than one semester following the failed initial proficiency:
    a. You must perform the entire proficiency regardless of pass/failed section
    b. Do not affect the grade in the pedagogy course.
4. To schedule a retake you must contact the current instructor for the course/module.

Music Education Area Double Major and Double Emphasis Policy

It may be possible for a student to pursue an additional (second) major or emphasis. Approval to add a second major or emphasis is by written consent of the Coordinator of Music Education after the student has completed a minimum of two semesters in the first major or emphasis. An optional program can be arranged for outstanding students who desire to meet the requirements of majors in both performance and music education. Admission to this rigorous program is by written consent of the coordinator of the appropriate performance area and the coordinator of music education after the student has completed two semesters.

School of Music Secondary Applied Study Policy

In rare cases in which a student is proficient in two different performance media, it is possible to pursue applied study on the second medium. The student must audition and be accepted on the principal medium and must also audition on the secondary medium. If the audition on the secondary medium is acceptable, the student will be permitted to study both principal and secondary media (pending studio availability) with the understanding that the initial designation of the principal medium and the secondary medium is permanent.

In extraordinary circumstances in which a student is highly proficient on both performance media, the student may petition to the Director of the School of Music to declare a “double principal.” This petition may be made only after a minimum of two successful semesters of applied study on both performance media. Approval of this declaration requires the unanimous support of both applied instructors and the coordinator of the student’s degree program. If the student’s degree program is the BA in Music or the BM in Performance, the Director will designate a Coordinator in addition to the applied instructors to participate in the review of the petition.

Appeals Process

In the event a student wishes to appeal a decision (e.g. GPA dismissal or candidacy decision) they must submit, via letter (emailed as an attachment) a formal request to the Coordinator of Music Education.

- The letter should include:
    - A statement formally requesting an appeal of the decision.
    - A brief explanation of the reason for the concern noted in the dismissal/denial and any unique circumstances that may warrant an appeal.
    - Specific steps that will be taken to address the concerns stated in the dismissal/decision letter.

The music education coordinator will next present the appeal to the music education faculty. The faculty will consider the request and reach a decision. The student will receive the decision within a week of submitting the letter of appeal. Should the decision be upheld, the student may submit an appeal to the Director of the School of Music within two days using the same process outlined above.

Student Teaching in Music Policies and Procedures

The role of a teacher is that of a professional and carries with it immeasurable responsibility, liability, and reward. The role of a student teacher is that of an intern, one who is practicing and being guided through the many facets of professional teaching. The importance of either role cannot be overstated.
In such a role, student teachers can expect:

- to devote full-time efforts to student teaching, including participation in after-school, evening, and weekend events. Student teaching responsibilities take precedence over all other commitments;
- to gradually assume teaching responsibility, ultimately carrying out the workload that is required of the cooperating teacher to whom he or she is assigned;
- to receive instruction and critiques on his or her performance for professional growth and development, and to improve his or her professional performance accordingly;
- to receive no compensation for his or her work since student teachers are receiving invaluable opportunities, mentoring, and training;
- to meet the challenge of his or her role with the professionalism and maturity expected of anyone deserving certification within the music education profession.

Requirements To Qualify for a Student Teaching Placement

- an overall GPA of 2.75 in all courses taken at WVU and any other institution (including courses taken at other institutions that are not accepted by WVU)
- a GPA of 2.75 in all music courses, with no Ds or Fs in MUSC 200 or MUSC 201,
- a GPA of 2.75 in all professional education courses, with no Ds or Fs in MUSC 180, MUSC 280, MUSC 281, MUSC 282, MUSC 283, MUSC 284, MUSC 285 MUSC 380, MUSC 381, MUSC 382, EDUC 301, SPED 304, SPED 360, or RDNG 422
- Students must have passed all sections of the Praxis II: Music - Content Knowledge Exam.
- Students must be on track regarding their curriculum/studio recital requirement on their principal instrument.
- Students must have passed all required proficiency exams.
- Students must meet all of the above requirements by week 3 of the semester prior to the semester in which they intend to student teach (fall semester for spring student teachers, spring semester for fall student teachers). Students who fail to meet any of the above requirements by the mid-term deadline will not be given a student teaching placement and will be delayed in their student teaching by a minimum of one semester (not including summer). Students for whom student teaching will be delayed will have the opportunity to consult with Music Education faculty to develop a plan for addressing remaining requirements and any other relevant issues in order to attempt to qualify for student teaching in a future semester.
- Failure to meet any student teaching qualifying requirement between submission of the student teaching application and the beginning of the intended student teaching semester will result in immediate removal from student teaching. Full audits for all student teachers will occur at the end of the fall semester for spring placements and at the end of the spring semester for fall placements.

Student Teaching Application Process

Students who plan to student teach must submit two student teaching applications in the academic year prior to the one in which they intend to student teach. The first application is submitted to Dr. Munroe; the second application includes

the permit application and is submitted to CAHS and WVDE. Both applications are available from Dr. Munroe. Students failing to submit either application on time cannot be guaranteed a teaching placement.
Students' preferences for either a fall or spring placement will normally be accommodated; however, a student may be advised to change semesters.

Student Teaching Placement Process

Once a prospective student teacher has completed all requirements, the coordinator of student teaching in music initiates the process for securing a student teaching placement. Preliminary requests are made to cooperating teachers and administrators on behalf of each prospective student teacher in an effort to secure a placement that will satisfy the required levels (K-5; 6 -12).
Information about student teaching placements will be available to students through the coordinator of student teaching in music (normally in March for fall placements and in October for spring placements). Final confirmation of student teaching placements will be available in the Office of Field Experiences during finals week of the semester prior to student teaching.

Placement Considerations

Several factors are taken into consideration when identifying appropriate student teaching placements:

- the student's goals and interests (as expressed on the music student teaching application)
- the student's demonstrated strengths and areas of concern
- the characteristics of the placement; e.g. size and type of program
- the expertise and expectations of the cooperating teacher
- the availability of the placement

Geographic location is not a consideration when securing teaching placements for students. Due to the limited number of music placements in the Morgantown area, students should be prepared to relocate or commute during the semester in which they student teach. (All teaching placements are generally within a 100-mile radius of Morgantown.) Students' requests for specific regions, school districts, or cooperating teachers will not be taken into consideration unless the student can demonstrate severe personal constraints. (Such constraints do not include lack of desire to leave Morgantown or inability to break a lease in Morgantown.)
Virtually all teaching placements require that students travel to two or more schools. Students must provide their own transportation.

Registering for Courses During Student Teaching

Students will register for these 16 credits during the semester they student teach:

- MUSC 487 - Student Teaching Seminar-Capstone (2 credits)
- MUSC 491 - Professional Field Experience (Extended Learning course) (14 credits)

Students may not register for or participate in university ensembles, lessons, recitals, or courses during the semester in which they student teach.

Withdrawal/Removal from Music Education Degree

If you withdraw from the music education program, you may apply for re-entry back into the program. If a calendar year has elapsed since your withdrawal, you will need to re-audition into the School of Music. Coursework previously taken will count towards degree completion if re-entry into the program occurs within 2 years.