



**West Chester University**

**School of Music**



## **GUIDE TO GRADUATE STUDIES IN MUSIC**

**An overview of graduate studies in  
music at West Chester University:  
Policies and Procedures**

**WCU Performing Arts Center  
And  
Swope School of Music**

**Revised: March 2008**

**IMPORTANT NOTE: THIS DOCUMENT CONTAINS ONLY AN OVERVIEW OF GRADUATE STUDY IN MUSIC AT WEST CHESTER UNIVERSITY AND COVERS POLICIES AND PROCEDURES. FOR DETAILS ON SPECIFIC ADMISSION PROCESSES, LISTED OF REQUIRED COURSES AND SO ON FOR SPECIFIC PROGRAMS, GO TO WWW.WCUPA.EDU/CVPA AND OPEN THE PAGE FOR INDIVIDUAL DEPARTMENTS.**

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## **FAST FACTS FOR GRADUATE STUDENTS**

**School of Music**

**West Chester University**

### **Degrees offered:**

Master of Arts in Music History  
 Master of Music in Theory and Composition,  
 Master of Music in Music Education (Research Report Option)  
 Master of Music in Music Education (Performance Option)  
 Master of Music in Music Education (Orff-Schulwerk Option)  
 Master of Music in Music Education (Kodaly Option)  
 Master of Music in Music Education (Music Technology Option)  
 Master of Music in Piano Pedagogy  
 Master of Music in Performance (Instrumental)  
 Master of Music in Performance (Vocal)  
 Master of Music in Performance (Piano)  
 Master of Music in Performance (Organ)  
 Master of Music in Performance (Instrumental Conducting)  
 Master of Music in Performance (Choral Conducting)

### **Step-by-Step:**

1. Obtain current Graduate Catalog and Application for Admission to Graduate Study from the Office of Graduate Studies and Extended Education (610) 436-2943 or from the Graduate Office website on [www.wcupa.edu](http://www.wcupa.edu).
2. Register to take School of Music Graduate Admission Test. This examination is offered twice during each semester and twice during the Summer Session. Please e-mail the Graduate Coordinator for the School of Music ([jburton3@wcupa.edu](mailto:jburton3@wcupa.edu)) for dates and information.
3. Complete application and return to Office of Graduate Studies and Extended Education. Include all requested materials including transcripts, essays, and recommendations.
4. Contact Coordinator of Graduate Studies for Music and/or the Chair of the department in which studies will be undertaken to determine need for interviews, auditions or submission of supplemental materials.
5. If all admission criteria are satisfactory and the applicant's scores on the GAT in both Music Theory and Music History are "pass", the applicant will be admitted to graduate study in music in "Fully Matriculated" status. If all admission criteria are satisfactory, but the applicant's score on the GAT in Music Theory is "fail", the applicant may be admitted in "Provisional Status" and must take MTC 591 Advanced Chromatic harmony as a remedial course. If all admission criteria are satisfactory, but the applicant's score on the GAT in Music History is "fail", the applicant may be admitted in "Provisional Status" and must take MHL 501 Style, Form and Genre as a remedial course. Upon successful completion of these remedial courses, apply for a change of admission status to "Fully Matriculated". (Remedial courses are in addition to courses required by the degree curriculum.)
6. A student may also be admitted in "Provisional Status" if all admission criteria are satisfactory and the GAT must be taken at the first available test date following admission in "Provisional" status.
7. After successful completion of twelve to fifteen credits hours (and remedial courses, if needed, have been completed), apply for Admission to Degree Candidacy.
8. Upon completion of coursework and final project such as thesis, recital or research paper, arrange to take comprehensive exit examination.
9. During final semester of study, apply for graduation.

**Special Notes:**

1. All degree requirements must be completed within six years. A single one-year extension may be granted for cause.
2. Six semester hours of graduate credit may be transferred into a degree program upon approval by advisor, department chair, graduate coordinator and Office of Graduate Studies and Extended Education.
3. No more than nine semester hours of workshop credit may be counted toward fulfillment of degree requirements.
4. Continuous enrollment is required to maintain admission status. If a student is NOT actively registered, he/she must apply for a leave of absence and pay a record maintenance fee.
5. If a student needs more than one semester to complete a thesis or research project, he/she must register for GSR 799, which carries a fee equivalent to the cost of one graduate credit and allows the student to use university facilities and resources.
6. A limited number of graduate assistantships are available during the academic year.
7. No student should be admitted unless the department hosting the degree sought expects that applicant to do well enough to graduate and have no serious academic problems.

**Although faculty advisers and the Coordinator of Graduate Studies for the School of Music will assist each student in the successful completion of the degree program, it is the responsibility of the individual student to become thoroughly acquainted with the policies and procedures outlined in the *School of Music Graduate Handbook* and the *Graduate Catalog* and fulfill, in a timely fashion, all university and program requirements.**

**Important telephone numbers:**College of Visual and Performing Arts

Dean, College of Visual and Performing Arts                      610-436-2739

School of Music:

John Villella,	Interim Associate Dean, School of Music	610-436-2495
J. Bryan Burton,	Coordinator of Graduate Studies	610-436-2222
J. Bryan Burton,	Music Education Department	610-436-2222
Robert Maggio,	Theory and Composition Department	610-436-2646
Scott Balthazar,	Music History and Literature Department	610-436-2284
Christopher Hanning,	Applied Music Department	610-436-2831
Jane Wyss,	Co-Chair for Vocal/Choral	610-436-2854
Anita Greenly,	Co-Chair for Keyboard	610-436-0452

West Chester University:

Office of Graduate Studies and Sponsored	610-436-2943
Office of the Bursar	610-436-2552
Office of the Registrar	610-436-3541
Office of Financial Aid	610-436-2627
Office of Certification	610-436-2426
Counseling Center	610-436-2301
Career Development Office	610-436-2501
Office of Public Safety	610-436-3311

## FOREWORD

This Handbook is provided for music students as a guide in program planning for graduate studies in the West Chester University School of Music. It furnishes a summary of requirements and procedures needed for the successful completion of the degrees of Master of Music and Master of Arts. The document is intended to supplement the current editions of the Graduate Catalog which is the official publication of the West Chester University Office of Graduate Studies. It is recommended that the School of Music Handbook for Graduate Students be retained for the year each candidate is accepted into the program.

This Handbook describes the degree programs and facilities of the West Chester University School of Music (Chapter I) and also serves as a guide to the policies and procedures governing admission to the University (Chapter II), admission to specific degree programs in the School of Music and description of the curricular requirements of those degree programs (Chapters IV-IX), and graduation procedures (Chapter XI). In addition, the most important academic policies and procedures--in part duplicating information found in the Graduate Catalog--are summarized in Chapter III. Graduate Assistantships (requirements, responsibilities, and application procedures) are described in Chapter X. Finally, appendices include samples of the most important forms encountered in the graduate division and the Comprehensive Examinations (in music history, vocal music, and music education).

### How to Use This Handbook

The prospective student should begin by reading Chapters I-II and the chapter dealing with the degree most appropriate to his/her career needs. Descriptions of specific courses required or recommended under the "program of study" within a degree program can be found in the current Graduate Catalog. Follow the instructions for filing application to the University first and then the procedures outlined under specific degree programs. It would be useful to become thoroughly familiar with the academic policies and procedures in Chapter III at this point in the process.

The provisions of this Handbook and the Graduate Catalog are not intended as an irrevocable contract between the student and the University. **West Chester University reserves the right to change any provisions or requirements at any time.**

### **Nondiscrimination/Affirmative Action Policy**

West Chester University is committed to providing leadership in extending equal opportunities to all individuals. Accordingly, the University will continue to make every effort to provide these rights to all persons regardless of race, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability, or veteran status. This policy applies to all members of the University community, including students, staff, and administrators. It also applies to all applicants for admission or employment and all participants in University-sponsored activities.

This policy is in compliance with federal and state laws including Titles VI and IX of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Executive Order of the Governor of Pennsylvania.

Any individual having suggestions, problems, complaints or grievances with regard to equal opportunity or affirmative action is encouraged to contact the Director of Social Equity, 13/15 University Avenue, 610-436-2433.

### **Sexual Harassment Policy**

West Chester University is committed to equality of opportunity and freedom from discrimination for all its students and employees. Based on this commitment and the recognition that sexual harassment is a form of discrimination, which is of a growing concern to the higher education community, the University provides the following policy:

6 Harassment on the basis of sex is a violation of Title VII of the U.S. Civil Rights Act, Title IX of the Educational Amendments of 1972, and of the Pennsylvania Human Relations Act. Because West Chester University is committed to establishing an environment free from discrimination and harassment, sexual harassment will not be tolerated in any form. Upon official filing of a complaint, immediate investigation will be made culminating in appropriate corrective action when warranted which may include termination of the relationship with the University.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature occurring when:

1. submission to such conduct is made either explicitly or implicitly a term of an individual's employment, or of a student's academic status or treatment;
2. submission to or rejection of such conduct by an individual is used as the basis of academic or employment decisions affecting such an individual; or
3. such conduct has the purpose or effect of unreasonable interfering with an individual's extracurricular activities, work, or academic performance or creating an intimidating, hostile, or offensive living, working, or academic environment.

A complete copy of the University's Sexual Harassment Policy document, inclusive of the Sexual Harassment Complaint Procedure, may be obtained from the Office of Social Equity.

Individuals who believe themselves to be victims of sexual harassment, or who have questions about the University's policy on this matter should contact the Director of Social Equity, 13/15 University Avenue, 610-436-2433.

#### **Accreditation**

Graduate degree programs in the West Chester University School of Music are accredited by The Middle States Association of Colleges and Secondary Schools, The National Council for Accreditation of Teacher Education, and the National Association of Schools of Music. West Chester University has been given program approval by the Department of Education of the Commonwealth of Pennsylvania for the certification of teachers.

**IMPORTANT CONTACT INFORMATION**  
(All telephone numbers are in the 610 area code)

Coordinator of Graduate Studies for the School of Music:

Dr. J. Bryan Burton 436-2222

Office of Graduate and Extended Studies:

Dr. Janet Hickman, Interim Dean (McKelvie Hall) 436-2943

College of Visual and Performing Arts:

Dr. Timothy V. Blair, Dean 436-2739

Stacie Kranzley, Office Manager and Special Assistant to the Dean 436-2489

School of Music:

John Villella, Interim Associate Dean 436-2945

John Ravert, Front Desk 436-2739

Departmental Chairpersons:

Applied Music :	Christopher Hanning	436-2495
Vocal/Choral Assistant Chair:	Jane Wyss	436-2854
Keyboard Assistant Chair:	Anita Greenlee	436-0452
Music Education:	J. Bryan Burton	436-2222
Music History:	Scott Balthazar	436-2284
Music Theory:	Robert Maggio	436-2646

Other Offices:

Office of the Registrar, E. O. Bull Center	436-3541
Transcripts (E.O. Bull 156)	436-1028
Office of the Bursar, E. O. Bull Center 114	436-2552
Office of Financial Aid, E. O. Bull Center 138	436-2627
Office of Certification, Recitation 201	436-2426
Counseling Center , Lawrence 129	436-2301
Graduate Student Association, 216 Sykes	436-6987
Career Development Office, Lawrence 106	436-2501
Student Health Center, Ramsey Basement	436-2509
International Studies Office, 101 Old Library	436-3515
Public Safety, Peoples 22	436-3311

**IMPORTANT WEB ADDRESSES****WEST CHESTER UNIVERSITY HOME PAGE**

<http://www.wcupa.edu/>

**COLLEGE OF VISUAL AND PERFORMING ARTS**

<http://www.wcupa.edu/CVPA/>

**SCHOOL OF MUSIC**

<http://www.wcupa.edu/CVPA/indexSOM.asp>

**MUSIC GRADUATE PROGRAM OVERVIEW**

[http://www.wcupa.edu/\\_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/Music.htm](http://www.wcupa.edu/_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/Music.htm)

**APPLIED MUSIC**

[http://www.wcupa.edu/\\_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/MusicApp.htm](http://www.wcupa.edu/_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/MusicApp.htm)

**MUSIC EDUCATION**

[http://www.wcupa.edu/\\_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/MusicEd.htm](http://www.wcupa.edu/_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/MusicEd.htm)

**MUSIC THEORY AND COMPOSITION**

[http://www.wcupa.edu/\\_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/MusicHis.htm](http://www.wcupa.edu/_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/MusicHis.htm)

**MUSIC HISTORY AND LITERATURE**

[http://www.wcupa.edu/\\_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/MusicTnC.htm](http://www.wcupa.edu/_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/MusicTnC.htm)

**OFFICE OF GRADUATE STUDIES AND EXTENDED EDUCATION HOME PAGE**

[http://www.wcupa.edu/\\_ADMISSIONS/SCH\\_DGR/index.html](http://www.wcupa.edu/_ADMISSIONS/SCH_DGR/index.html)

**GRADUATE APPLICATION Materials (application form , general letter of recommendation, etc.)**

[http://www.wcupa.edu/\\_ADMISSIONS/SCH\\_DGR/application.html](http://www.wcupa.edu/_ADMISSIONS/SCH_DGR/application.html)

**FINANCIAL AID**

[http://www.wcupa.edu/\\_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/FinanAid.htm](http://www.wcupa.edu/_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/FinanAid.htm)

**SECTION I:  
WEST CHESTER UNIVERSITY SCHOOL OF MUSIC:  
AN INTRODUCTION**

The University is located in West Chester, a community in southeastern Pennsylvania strategically located at the center of the mid-Atlantic corridor. The seat of Chester County government for almost two centuries, West Chester retains much of its historical charm in its buildings and countryside, but offers the twentieth-century advantages of a town in the heart of an expanding economic area. With a population of about 20,000, the borough is small enough to have the pleasant aspects of a tree-shaded American town, yet large enough to provide essential services and the substance of a vigorous community, and old enough to give the student first-hand contact with America's early history. Today, West Chester is part of the rapidly growing suburban complex surrounding Philadelphia. Philadelphia is 25 miles to the east and Wilmington is 17 miles to the south of the campus. New York is about a two hours' drive to the northeast and Washington D.C. is the same distance to the southwest. The University occupies 338 acres. The main campus is situated on 97 acres within the Borough of West Chester; the south campus is located on a 291 acre tract in adjacent townships.



School of Music Performing Arts Center

The School of Music

West Chester University is organized into a College of Arts and Sciences, College of Visual and Performing Arts and three professional schools (Business and Public Affairs, Education, Health Sciences). The School of Music is under the administrative direction of the Dean of the College of Visual and Performing Arts. Both undergraduate and graduate divisions are contained within the School of Music. The graduate division, a component of both the School of Music and the Office of Graduate Studies, is administered by the Graduate Coordinator. Questions of curriculum, policy, and procedure are considered by the Graduate Coordinator and the Graduate Committee of the School of Music. The Graduate Committee is comprised of a representative from each of the six departments within the School of Music.

The School of Music is housed in a new state-of-the art School of Music and Performing Art Center open in January 2007 featuring a 375-seat Performing Arts theater includes a full stage, back of stage and fly-tower support, 125-seat Recital Hall includes recording features, a full-size chorale studio, plus percussion and instrumental rehearsal areas; a 3,000-square-foot music library and multiple music labs; State-of-the-art music laboratories for the Center for Music Technology, the Music Education Lab and two keyboard labs; secure technology includes swipe cards and digital cameras while "smart" technology includes room lighting and plumbing fixtures controlled with sensors to minimize energy waste; a sculpture garden near the neighboring E.O. Bull Center features works donated by patrons and artists; a courtyard for reflecting, outdoor performances and receptions.

Graduate Degree Programs in the School of Music

The primary objective of the graduate program is to provide intensive investigation into a specialized field of study and to promote independent scholarship and accomplishment through original research projects or compositions and professional-quality performances of advanced repertory. A secondary objective is for balance and diversity in each student's program

The School of Music offers the Master of Arts degree in music history, and the Master of Music degree in any one of five individual areas: composition, music education, music theory, piano pedagogy, and performance. Most degree programs are divided into core requirements, concentration requirements, free electives, and independent project requirements. Most programs require at least two years of full time study to complete. Detailed course requirements for each program are found in the appropriate chapters of this handbook, arranged according to the following degree programs:

- M.A. in Music History (30 credit hours)
- M.M. in Composition (30 credit hours)
- M.M. in Music Education
  - Research Report Option (34 credit hours)
  - Performance Option (34 credit hours)
  - Orff Concentration (34 credit hours)
  - Kodaly Concentration (34 credit hours)
  - Music Technology (35 credit hours)
- M.M. in Performance (30 credit hours)
  - Keyboard
  - Vocal
  - Instrumental
  - Instrumental Conducting
  - Choral Conducting
- M.M. in Piano Pedagogy (35 credit hours)
- M.M. in Music Theory (30 credit hours)

The Graduate Coordinator will assign each student a concentration advisor within the department of his/her degree program who will work directly with the student to individualize an appropriate program of study. All registration forms require the signature of the Graduate Coordinator.

***It should be noted that although faculty advisors and the Graduate Coordinator will assist each student in the successful completion of the degree program, it is the responsibility of the individual student to become thoroughly acquainted with the policies and procedures outlined in this Handbook and in the Graduate Catalog and fulfill, in a timely fashion, all university and program requirements.***

#### Performance Opportunities

Several choral and instrumental organizations are available to the graduate student seeking opportunities to perform. All have late afternoon or evening rehearsals. Performance schedules vary (contact the School of Music Office for the current Concert Calendar) and auditions are generally required.

- Masterworks Chorus (CHO 511)
- Concert Choir (CHO 612)
- Chamber Choir (CHO 611)
- Symphony Orchestra (AEO 541)
- Concert Band (AEB 521)
- Symphonic Band (AEB 531)
- Wind Ensemble (AEB 541)
- Instrumental Ensemble (AES 511)
- Marching Band (AEB 511)
- Collegium Musicum (MHL 510)

The School of Music also offers opportunities to become involved with music-dramatic productions of various sorts. It is possible to earn academic credit for some of these activities by registering for VOC 524 (Musico-Dramatic Production). Rehearsal times include evenings and Sunday afternoons. It is also possible to become involved with productions of the Gilbert and Sullivan Society of Chester County, a blend of talent from students, faculty, and townspeople.

Graduate students are also invited to participate in the series of concerts of New Music sponsored by the Department of Music Theory and Composition: (1) Evenings of New Music, devoted to performances by guest artists, faculty, and student ensembles; (2) New Music at Noon, primarily intended for performances of electronic and computer music; and (3) Premiers of New Music, which features new works by composition majors at West Chester University.

#### Recitals and Concerts

The School of Music offers an abundance of opportunities to hear music in live performance. The full calendar of concerts and recitals is available from the School of Music office early each fall semester. Central to this calendar are faculty recitals and student (graduate and undergraduate) recitals and concerts including solo, chamber, orchestral, band, choral, and musico-dramatic productions. In addition to concerts held on campus, the School of Music also provides the community with twelve Luncheon Recitals held at the Chester County Historical Society located within walking distance of the University.

#### Visiting Artist Series

The School of Music is frequently host to professional performers from outside the University. A special highlight is the Visiting Artist Series which consists of six concerts from September through April. The Visiting Artist Series provides an opportunity for the students of the University and members of the community to experience professional performances of the highest quality in a variety of musical styles and performing media.

#### Study Abroad

The School of Music at West Chester University is involved with several European study programs, which afford opportunities for music study abroad during the summer months. In the past, courses have been offered in Italy (Florence), Austria (Salzburg). The University sponsors a special summer study program at Oxford University in Oxford, England. Opportunities for in-residence study in Oxford are made available each summer under the direction of the West Chester University Institute for British Studies.

#### Academic Sessions

The West Chester University academic year is divided into the Fall Semester (late August to late December), Spring Semester (mid-January to early May) and the summer sessions. Summer school consists of two five-week terms plus a three week post-session. Summer sessions often include a number of special courses and workshops. It is possible to enroll in these offerings without becoming a degree candidate. Non-degree students are limited to six credits of graduate studies. Such special summer admission does not constitute admission to a graduate degree program. Many graduate-level classes throughout the academic year meet in the late afternoons or evenings to accommodate students already encumbered with professional commitments.

## SECTION II: ADMISSION REQUIREMENTS AND PROCEDURES

### Admission to the University Division of Graduate Studies

#### Admission Requirements:

The Division of Graduate Studies admits applicants who produce evidence of having been graduated from a college or university accredited by appropriate national, regional, and professional accrediting agencies. Students applying to degree programs must also show evidence of an overall undergraduate cumulative academic average of at least 2.8 and a cumulative average in their undergraduate major of at least 2.80 (A = 4.0). Non-degree applicants must present an undergraduate cumulative academic average of at least 2.0. Applicants whose native language is not English must have attained a score of at least 550 on the “Test of English as a Foreign Language” (TOEFL Exam).

#### Admission Procedures:

Students seeking to begin work toward a graduate degree in music should initiate the admission procedure at least two months before the beginning of the semester in which they wish to start taking classes. The procedure for being admitted to graduate study at West Chester University consists of the following steps:

1. Obtain an “Application for Admission to the Graduate Curricula of West Chester University” from:  
Office of Graduate and Extended Studies  
McKelvie Hall  
West Chester University  
West Chester, PA 19383  
610-436-2943

2. Submit completed application form to the Office of Graduate and Extended Studies, along with the application fee and two official transcripts of all undergraduate records. (West Chester University students should address transcript requests to the Office of Records.) Three letters of professional reference are required for all programs.

3. Applicants for the MA and all MM degree programs must take the School of Music Graduate Admission Test prior to admission to the graduate program for placement in music history and theory courses. The examination will be administered twice each semester and twice during the summer session to allow the greatest degree of accessibility for students and to facilitate student progress through degree curricula. The GAT must be taken prior to or during the first semester of enrollment in the graduate program. Students who do not take the GAT during the first semester of enrollment in the graduate program will not be allowed to enroll in subsequent coursework until this requirement is met.

**Applicants should notify the Graduate Coordinator in advance of the test that he/she is planning to take the exam on a specific date to guarantee that there are adequate copies of examination materials available. This may be done by sending an e-mail to [jburt3@wcupa.edu](mailto:jburt3@wcupa.edu). Dates may be changed due to WCU events or inclement weather—check ahead of time to verify dates.**

#### **Preparing for the School of Music Graduate Admission Test**

The first portion of the examination will assess student competencies in music history and literature:

History/literature—styles, forms and genres of all major periods of music history, representative composers and their works, philosophical and societal issues relating to music history. This knowledge will be assessed through a combination of written questions and aural listening exam.

**To prepare for this exam, students may find the following materials helpful: a recent edition of *A History of Western Music* By Grout & Palisca, published by W. W. Norton; the study guide for *A History of Western Music*, also published by W.W. Norton. These materials are readily available for academic bookstores and through such internet sites as Amazon.com and barnesandnoble.com. An online review outline and practice tests for each chapter in this text may be found online at [WWW.wwnorton.com](http://WWW.wwnorton.com)**

The second portion of the examination will assess student competencies in music theory:

Theory: harmonic and melodic structures, basic arranging and composition, and aural skills. These skills and knowledge will be assessed through a combination of written questions and aural listening exam.

**To prepare for this exam, students should review such topics in music theory as (1) part writing from a figured bass; (2) part writing from a given melody; (3) structure and resolution of secondary dominant chords and secondary leading tone chords; (4) structure and resolution of German Sixth Chords, French Sixth Chords, Italian Sixth Chords; (5) modulation—identify change of tonality, transition chords, etc.; (6) chordal analysis of chromatic harmony; (6) basic form and genre.** Stefan Kosta's *Tonal Harmony* is a useful text to review in preparation for this portion of the Graduate Admission Test.

The GAT will be administered by the Graduate Coordinator for the School of Music on the dates advertised. Members of the Music History and Literature Department will assess the history/literature component. Members of the Music Theory and Composition Department will assess the theory component. Based upon the results of the examination and other admissions criteria (including, but not limited to, auditions, samples of written work, interviews), the School of Music will recommend one of the following actions:

1. Admission: Full Matriculation
2. Admission: Provisional Status--remedial courses required (MHL 501, MTC 591)
3. Admission: Provisional Status—music history remedial required (MHL 501)

Admission: Provisional Status—music theory remedial required (MTC 591)

4. Do not admit to graduate study.

#### **Satisfying Remedial Requirements**

Each applicant will be notified as to need for remedial courses as identified through this exam.

Students identified as needing remedial coursework must register for and successfully complete such course(s) during the first semester in which the course(s) is/are offered following the examination.

Students identified as needing remedial coursework and attending summer sessions only must register for and successfully complete such course(s) during the first summer session in which the course(s) is/are offered following the examination.

Students identified as needing remedial coursework must register for and complete the required course(s) prior to registering for any other course in the department in which remediation is required.

Remedial course credits will not be counted toward the total number of credit hours required by the student's degree curriculum. Remedial courses must be passed with a grade of C or better.

Students identified as needing remedial coursework who do not register for and successfully complete the required course(s) within the time frame detailed above will not be allowed to register for further graduate study in music until remedial courses are taken.

- Students who otherwise meet admission criteria for a degree curriculum (e.g. degree requirement, grade point average in field, departmental assessment through audition, assessment of writing samples, etc.) may be admitted to graduate study in music as "Provisionally Matriculated".

#### Non-Degree Student Admission:

A special, non-degree student admission procedure is possible for those students not intending to pursue a degree--especially those registering for summer workshops or as certification or professional growth students. This is not an application for admission to graduate study, but rather a procedure designed to enter the student's name into the computer system and thus allow for registration.

Students allowed to register under the non-degree admission procedure are not considered official graduate-degree students of the University. Such a student is allowed to take only nine graduate hours under such a temporary procedure. If the student wishes either to continue as a Certification or Professional Growth student or to enter a degree program, then a full application must be made. If the non-degree student (certification or professional growth) later decides to enter a degree program, only six credits earned as a non-degree student may be applied to the degree program.

The non-degree student admission procedures requires neither transcripts nor interviews, although there is a fee. Students wishing to enroll under this process should apply in person at the Office of Graduate Studies and Extended Education.

#### Admission to Individual Degree Programs in the School of Music:

After the applicant has satisfied the admission requirements of the Office of Graduate Studies, the application is forwarded to the School of Music for further review.

All students entering degree programs within the School of Music must take the Graduate Admission Test--see **SECTION IV: Graduate Admission Test**. In addition, several degree programs have specific admission requirements, which are stipulated in this handbook under specific program descriptions. All performance degree programs require admission auditions. Admission status will be provisional until any required remedial work is completed.

Applicants who have been accepted (with either "full" or "provisional" matriculation) will be notified in writing by both the Dean of Graduate Studies and the Coordinator of Graduate Studies for the School of Music. The applicant will then be assigned a concentration advisor.

#### Status

Students are admitted to the School of Music Division of Graduate Studies for various purposes, including professional growth, certification, and study for the master's degree. Those admitted to degree study should not assume that they are admitted to Degree Candidacy ( See **SECTION III and III-A, ACADEMIC POLICIES AND PROCEDURES**).

Students working toward graduate degrees in the School of Music will be admitted with full matriculation or with provisional matriculation. The latter category may result from a need to complete entrance and/or diagnostic requirements, a deficient undergraduate grade point average, or some other correctable deficiency. *It is the responsibility of the individual student to complete an "Application for Change of Curriculum or Degree Status" form (see Appendix A) when all deficiencies have been addressed.* A student may not be admitted to Degree Candidacy or complete his/her degree under the "provisional" admission status.

Students may register for classes in non-degree status to work toward Certification to teach in Pennsylvania or for professional growth. However, only six credits of graduate study may be completed as a non-degree student.

#### Teacher Certification

For information regarding admission into and completion of the Post Baccalaureate Teacher Certification in Music education, see the section of this booklet on Post-Baccalaureate Teacher Certification or contact the Coordinator of Graduate Studies in Music at 610-436-2222.

15 Professional Growth:

Professional growth credits can be used for certification, but if students in this category decide to apply to a degree program, they must go through the full application procedure (including completion of the GRE Revised Music Test). ***There is no assurance that credits earned previously can be used toward the desired degree.*** Professional growth status may be used by persons who have received a graduate degree, but who desire to continue to enroll for courses.

Inactive and Re-admission:

1. Continuous enrolled is required to maintain admission status. If a student is NOT actively registered, he/she must apply for a leave of absence and pay a \$30 record maintenance fee.
2. If a student needs more than one semester to complete a thesis or research project, he/she must register for GSR 799, which carries a fee equivalent to the cost of one graduate credit and allows the student to use university facilities and resources.
3. In order to regain active admission status and register for classes, the student must apply for re-admission. Years spent as an inactive student are counted within the six-year limit imposed on the degree. (see **CHAPTER III, ACADEMIC POLICIES AND PROCEDURES**).

**Special Note:**

**No application should be admitted unless the department expects that applicant to do well enough to graduate and have no serious academic problems**

***SPECIAL NOTE FOR APPLIED MUSIC, MUSIC HISTORY, MUSIC THEORY, MUSIC EDUCATION (PERFORMANCE OPTION)***

**APPLIED MUSIC:** For an application to be deemed “complete,” in addition to the previously required application form, transcripts, and letters of recommendation, each applicant must provide:

- A list of repertoire performed and studies
- A twenty minute recording of a performance (Contact Dr. John Vilella, [jvilella@wcupa.edu](mailto:jvilella@wcupa.edu)) for a list of specific requirements for performance literature for each instrument or voice)
- A statement certifying that the performer on the recording is the applicant.

A student otherwise qualified may be admitted pending the audition, but the student will not be able to enroll for more than six credits until the audition requirement is successfully completed.

**MUSIC HISTORY:** For an application to be deemed “complete,” in addition to the previously required application form, transcripts, and letters of recommendation, each applicant must provide:

- A sample of written critique, analysis, historical review in the field of music history and literature
- Personal or telephone interview with chair of department

**MUSIC THEORY:** For an application to be deemed “complete,” in addition to the previously required application form, transcripts, and letters of recommendation, each applicant must provide:

- A sample of written critique, analysis, historical review in the field of music theory
- Personal or telephone interview with chair of department

**MUSIC COMPOSITION:** For an application to be deemed “complete,” in addition to the previously required application form, transcripts, and letters of recommendation, each applicant must provide:

- Samples of representative original compositions and arrangements
- Personal or telephone interview with chair of department

**MUSIC EDUCATION (Performance Option):** For an application to be deemed “complete,” in addition to the previously required application form, transcripts, and letters of recommendation, each applicant must provide

Same as Applied must except “pending” status student is limited to twelve credits without completed audition.

### **SECTION III: ACADEMIC POLICIES AND PROCEDURES**

The primary objective of the graduate program in the School of Music is to provide intensive investigation into a specialized field of study and to promote independent scholarship and accomplishment through original research projects or compositions and professional-quality performances of advanced repertory. A secondary objective is to achieve balance and diversity within each student's program.

#### Basic Definitions

1. Graduate courses are defined by a course number of 500 or above.
2. At least one-half (1/2) of the credits in the graduate degree program must be earned in courses open to graduate students only. These courses must have a graduate course number and not be combined with an undergraduate course number.
3. An overall cumulative grade point average (GPA) refers to all graduate courses taken; the cumulative grade point average in the major discipline refers only to those required and elective courses (departmental and non-departmental) taken to fulfill degree requirements.
4. Remedial courses are considered outside the degree program and credit generated by any courses identified as remedial or fulfilling a remedial function can not be applied toward a graduate degree. Students must earn a "B" or better in order to have a course fulfill a remedial requirement.
5. For information on the Graduate Admission Test, see Section IV of this guide.

#### Auditions

Auditions are required for acceptance into all M.M. programs in performance. Auditions should be arranged with the appropriate chairperson and must be completed before admission into the degree program. Information regarding repertory expectations and audition procedures may be obtained from the appropriate departmental chairperson.

#### Advisement and Scheduling

The Coordinator for Graduate Studies in Music serves as the general adviser for all students with provisional admission due to the need for remedial coursework until the remedial work is satisfactorily completed. The Coordinator will work in concert with the concentration adviser--usually the appropriate departmental chairperson--who serves as general adviser and acts as a resource person in the advising procedure. After the student is fully matriculated into a degree program, the concentration adviser assumes responsibility for advising and guiding the student through the completion of the degree program.

Prior to registration for coursework, the student should consult with the appropriate concentration advisor and obtain the signature of the Graduate Coordinator **and** concentration advisor on a course scheduling card.

#### Scheduling Procedure:

1. New students and those students who have registered for courses within the last year will receive a "schedule of classes" (Graduate Course Offerings) in the mail from the Office of Graduate Studies and Extended Education. A scheduling card will be enclosed. These materials are also available directly from the Office of Graduate Study and Extended Education. Online registration is available to active students. Each student must obtain clearance for online registration from his/her advisor.
2. Each student then consults with the concentration advisor to select courses and complete the scheduling card (Obtaining signatures of both the concentration advisor and the Graduate Coordinator).
3. Students taking private lessons must register with the chairperson of the appropriate performance department. Private lessons should not be listed on the scheduling card. Ensembles, however, are considered classes and should be listed on the scheduling card. If the appropriate chairperson is not available, a lesson request form can be obtained from the graduate secretary. This form should be completed and left with the secretary to be for-

warded to the chairperson of the appropriate applied department.

4. The Coordinator for Graduate Studies in Music must sign all scheduling cards.

5. Each student leaves the scheduling card with the Graduate Coordinator prior to the deadline for pre-registration or mail registration.

During the walk-in or late registration periods, the student must hand-deliver scheduling cards to the Office of Graduate Studies and Extended Education and at that time pay tuition and fees at the Office of the Bursar. If the bill is not paid at this time, the student's registration may be canceled before the beginning of classes.

Students who enroll for classes via internet must receive clearance from the appropriate academic adviser and seek advising regarding appropriate course sequence and load.

#### Individual Lessons

Private study is available for piano, harpsichord, voice, guitar, and orchestral instruments. Private study may serve two distinct purposes: (1) to develop capabilities for professional performance in the student's principal performance medium; or (2) to explore secondary instruments (lessons in secondary applied areas may not be readily available). The following course sequences are available:

**501-502MINOR LEVEL.** One thirty-minute lesson weekly for one semester hour of credit; only two semesters of credit at the minor level may be applied toward a graduate degree.

**511-514MAJOR LEVEL.** One thirty-minute lesson weekly for one semester hour of credit; only four semester hours of credit at the major level may be applied toward a graduate degree. These applied music numbers are appropriate for students who are not enrolled in a performance degree program, but wish to continue study of their major performance medium.

**541-543ADVANCED LEVEL.** One sixty-minute lesson weekly for three semester hours of credit; only nine semester hours of credit at the advanced level may be applied toward a graduate degree. These applied numbers are appropriate for students enrolled in performance degree programs.

The following policies apply to private study in the various degree programs, supplementing the curricular requirements published elsewhere in this handbook and in the Graduate Catalog:

1. Students are permitted to register for course numbers at the advanced level (course numbers 541-543) only after they have been admitted to the M.M. applied music program by special audition.
2. Students who receive a grade of "C" or lower must repeat the private study of that semester before advancing to the next higher level.

#### Transfer Credit

All transfer credits must be earned from an accredited graduate school. Application forms for transfer credit may be obtained in the Office of Graduate Studies and Extended Education. No more than six credits (with a minimum grade of "B") may be accepted as transfer credits. Transfer credits are subject to the six-year time limit policy (see below). Graduate credits taken while the student was still an undergraduate and tabulated in the cumulative average of the undergraduate degree cannot be used as transfer credits toward a graduate degree. Transfer credits will be evaluated by the Graduate Coordinator and the Graduate Dean. In order to transfer credits from another university, a student must have completed at least six hours of credit at West Chester University and be in good standing. Courses taken prior to admission, however, may be accepted.

### Degree Candidacy

All degree candidates must file for admission to candidacy after completion of twelve to fifteen credit hours. The official "Application for Admission to Candidacy for the Degree" (see **Appendix**) can be obtained from the Office of Graduate Studies and Extended Education. Students must be admitted to degree candidacy before registering for recital, research report, or thesis.

In order to be considered for candidacy, the student must have satisfied all remedial requirements and achieved an overall cumulative grade point average of at least 2.80 and a cumulative grade point average in the major discipline of at least 3.0. Certain degree programs have additional requirements, including, in some instances, a candidacy jury. These are stipulated in this handbook under the appropriate program descriptions. If a student has provisional acceptance into a degree program, this status must be changed before the application for degree candidacy will be approved.

Upon achieving degree candidacy, the student is informed in writing by the Dean of Graduate Studies and Extended Education

### Inactive Status and Re-Admission

Continuous enrolled is required to maintain admission status. If a student is NOT actively registered, he/she must apply for a leave of absence and pay a record maintenance fee.

In order to register for additional graduate classes, the inactive student must apply for re-admission, pay an application fee, and all academic materials must be reconsidered by the Coordinator of Graduate Studies in Music. Graduate students who do not wish to register for formal coursework, but who desire to maintain continuous enrollment, must register for GSR 799, a non-credit category used to record the fact of continuous enrollment. At present, a fee is not charged for this registration.

Relevant factors in this reconsideration include the lapse of time since the student last registered for classes (there is a six-year time limit for accepting any completed courses; see below), the specific requirements of the program, the proven record of the individual student, and the timeliness of the request.

If a student needs more than one semester to complete a thesis or research project, he/she must register for GSR 799, which carries a fee equivalent to the cost of one graduate credit and allows the student to use university facilities and resources.

### Six-Year Time Limit

The Office of Graduate Studies and Extended has placed a six-year time limit for completion of all graduate degrees. This means that, counting backward from the semester of projected graduation, only those credits (and additional requirements, such as thesis, recital, and comprehensive examinations) earned in the previous six years can be applied toward graduation. Semesters spent as inactive students are considered within the six-year limit.

In certain extenuating circumstances, an exception to this rule can be made if there is *legitimate and compelling reason*. An extension may be granted for a specific time period. This extension can be granted only by the Dean of Graduate and Extended Studies upon the recommendation of the Graduate Coordinator for Music. Requests for extensions should first be discussed with the Coordinator, and, with his/her approval, the request made in writing to the Associate Dean of Graduate and Extended Studies. ***Second extensions will not be granted.***

### Credit by Examination

Credit by examination is not appropriate for graduate level courses and is not permitted.

### Good Standing and Probation

1. A student must maintain a 3.00 overall cumulative grade point average and a 3.00 cumulative grade point average in the major discipline in order to remain in good standing for a graduate degree.
2. Students whose cumulative GPA falls below 3.0 will be placed on academic probation and must raise their GPA by the end of the next semester in which they register or they are subject to dismissal.
3. Students who receive two grades of C+ or below will receive an academic warning. A third C+ or below will result in dismissal, regardless of GPA.
4. A graduate student receiving a D (for 400 level courses) or an F grade will be dismissed.
5. WCU does not recognize a D for graduate study. A grade below C- is considered a failure.
6. Students may repeat up to two courses for which they have received a C+, C, or C-. These grades apply toward the probation and dismissal policy. Repeating a course does not increase the number of C's that may be earned before academic dismissal occurs.
7. Students whose overall cumulative grade point average is as low as 2.00 may be dropped from the degree program without a probationary period. Students dropped from a degree program due to unsatisfactory work will not be permitted to take courses for credit toward a graduate degree in that department beyond the semester in which they were dropped.

### Pass/Fail Option

The pass-fail option is not applicable to graduate level courses, although it is possible for graduate students to register for graduate courses on an audit basis.

### Comprehensive Examination

All degree candidates must pass a comprehensive examination administered by the appropriate department before the degree is conferred. Samples of some departments' comprehensive examinations may be found in the **Appendix**. The appropriate department chairperson should be contacted for current examination information and expectations.

### Second Masters Degree

Students who wish to obtain a second masters degree from West Chester University must meet all academic requirements set by the Office of Graduate and Extended Studies and the department concerned and must earn a minimum of 24 credits **BEYOND** the hours applied toward the first masters degree. All new credits and additional departmental academic requirements are subject to a six-year time limit policy.

### Workshops

Special workshops are offered under a series of numbers (XXX 536-XXX 539) so designated in the Graduate Catalog. Many of these workshops grant academic credit. A limit of six workshop credits may be applied toward any graduate degree in music. Individual departments reserve the right to be selective in determining which workshops may be used in their individual degree programs. Workshops may not be used to fulfill cognate requirements in Music History and Music Theory.

## SECTION III-A: ACADEMIC POLICIES AND PROCEDURES

### Additional Information from Graduate Catalog

#### Student Responsibility

It is the responsibility of students to know and observe all policies and procedures for their programs. The University will not waive a regulation because a student claims unawareness of it. Students should adhere to the dates relating to application for graduation as well as other pertinent deadlines announced by the department or the Office of Graduate Studies and Extended Education.

#### The Application Procedure

Students with a bachelor's degree from an accredited college or university in the United States or with equivalent preparation acquired in another country are eligible to apply for admission to a graduate program.

Self-managed applications are available from the Office of Graduate Studies and Extended Education or through the University's Web site ([www.wcupa.edu](http://www.wcupa.edu)). Students must submit the completed application and supporting documentation directly to the Office of Graduate Studies, including the following:

1. Two official copies of academic records (transcripts) from every college and university attended (except West Chester University). Students should follow the instructions in the application. Note: Applicants to a professional growth program need only submit transcripts from the institution where their highest degree was earned.
2. Three letters of professional recommendation (special form required of M.S.W. applicants).
3. A written statement of professional goals. This statement can be typed or printed on separate paper. Students should include three signed copies. Foreign language candidates must write the statement in the program language.
4. In addition, many programs require a recognized test of scholastic aptitude, e.g., Graduate Record Examination (General and/or Advanced), the Miller Analogies Test (MAT), and/or the Graduate Management Admissions Test (GMAT). Upon the student's request, test scores are sent by the originating source (e.g., Educational Testing Service) directly to West Chester University.
5. Additional requirements may include the following:
  - An audition (music applicants only)
  - Resume
  - Any supplemental information (e.g., forms, writing samples required by department)
  - A few departments may require a personal interview.
6. Applicants should consult with the graduate coordinator of the primary interest area to assure compliance with admission requirements for a particular degree program.

The applicant is responsible for assuring that the Office of Graduate Studies receives all necessary materials by the recommended application deadlines.

All application materials become the property of West Chester University and may not be returned or forwarded to another institution.

## Application Deadline

For most of the graduate programs, recommended deadlines for the submission of completed applications are as follows: April 15 - fall semester, October 15 - spring semester, and April 15 for graduate assistant applicants.

Some programs have established different recommended application deadlines. Please see application information under [individual programs listed in this catalog](#).

The application and all supporting credentials should be submitted to the Office of Graduate Studies by the deadline dates shown above. Late applications will be accepted; however, admission will be on a space-available basis for applicants who meet all other admission requirements. Applicants who have missed the deadline should consult with the graduate coordinator for that program to receive advice regarding the possibility of enrolling as a nondegree student for a maximum of six credits while awaiting action on their application.

Students interested in receiving a graduate assistantship should apply to the Office of Graduate Studies no later than April 15.

## Notification of Admission

All applications are reviewed by both the appropriate department or program and the dean of graduate studies.

The dean will notify applicants of the acceptance or rejection of their applications. If accepted, students must follow all program advising and scheduling policies and procedures. Accepted students should meet immediately with their advisers to outline a program of study.

## Matriculation Fee

At the time of acceptance into a graduate program at West Chester University, the student must submit a nonrefundable fee of \$100 to reserve his/her admission. This sum is applied toward the student's tuition and/or fees but is nonrefundable should the student subsequently decide not to attend West Chester University. The student's admission is canceled if he/she fails to submit the \$100 matriculation fee by the due date.

## Admission Requirements for Degree Students

1. Applicants must have a baccalaureate degree from a college or university accredited in the United States or its equivalent from a school in another country.
2. West Chester University is phasing in new GPA requirements. A minimum 2.80 undergraduate GPA will be required. Some programs may require additional GPA standards. (An "A" equals 4.0.) Provisional acceptance may be possible under some circumstances for applicants who do not meet this standard.
3. Applicants must submit scores from the Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), or the Miller Analogies Test (MAT) if these are required for admission to the program in which the student wishes to enroll. Applicants to a program with any of the above requirements who have an earned, recognized, post-baccalaureate degree from an accredited college or university will have this requirement waived. A student with an earned graduate level certificate from West Chester University (see [page 5 concerning certificates](#)), applying to a graduate program, may have the standardized test waived at the recommendation of the graduate coordinator.

The department offering the desired degree program must recommend acceptance. Before such recommendation is given, an interview with a faculty member may be required. The applicant also must meet any other additional requirements established for the degree program, including grade point averages that exceed the minimum graduate admission requirements.

5. The dean of graduate studies and extended education must give official acceptance. Only written notice from the dean constitutes approval of admission, not correspondence with a department or an individual faculty member.
6. Space must be available in the program.
7. Requirements to resolve academic deficiencies are to be met prior to registering for graduate courses. Individual departments may have more rigorous requirements.

## **Policies and Procedures for Graduate Certificate Programs**

### **Definitions**

A graduate certificate program is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. It is not a degree.

### **Guidelines**

1. Students are awarded a graduate certificate upon completion of a well-defined program of course work within an approved graduate program.
2. The didactic material encompassed within a graduate certificate program may represent a subset or extension of an existing graduate discipline.
3. For a graduate certificate program, the number of graduate credits is expected to range between 12 and 18. The number of credits must be appropriate to the learning objectives and focus of the program.
4. Graduate certificate programs may be at the post-baccalaureate or post-master's level. Post-master's graduate certificate programs must be designated as such.
5. Graduate certificate programs do not include a thesis.
6. All graduate certificate programs will be reviewed within the course of regular graduate program assessment and review.
7. Certificate programs also may be proposed for post-baccalaureate students that consist of undergraduate credit courses, professional credit courses, or noncredit courses; in such cases, the programs will not be considered to have met the standards for graduate certificate programs.
8. With the exception of courses offered in collaboration with another institution or expressly addressed in the certificate program requirements, a majority of credits for the certificate program must be completed at West Chester University. Graduate credits from another accredited institution may be accepted for transfer and are subject to the transfer of credit policy in place with approval of the department and the dean of graduate studies and extended education.
9. Students pursuing a graduate certificate will be required to meet the same admissions and academic requirements as those defined for degree-seeking students (e.g., maintenance of a 3.0 GPA).
10. The title of any graduate certificate program must contain the words "Graduate Certificate Program." Only Pennsylvania Department of Education certification programs may include the word "certification."

11. While the courses in a graduate certificate program may be used as evidence in support of a student's application for admission to a graduate degree program, the certificate itself is not considered a prerequisite, nor is it a guarantee of admission.

## Student Eligibility and Admission Criteria

1. Admission criteria beyond the bachelor's degree from an accredited institution will be determined by the department and explicitly stated. In most instances, the undergraduate degree should be related to the certificate program.
2. Each program may set admissions criteria above those required for general graduate admissions to a certificate program (e.g., higher GPA or TOEFL scores, standardized test scores, whether or not certificate courses may be counted towards a related master's degree program).
3. Graduate certificate students are not eligible for graduate assistantships.

## Undergraduates

An undergraduate who has completed 96 credits of undergraduate course work, is in the final semester of work for the bachelor's degree, and has an overall grade point average of at least 3.0 may, with the permission of the dean of graduate studies and extended education, enroll in up to six credits of graduate-level courses. Credits earned may be applied to a master's degree program subject to the approval of the major department.

## Transfer of Credit

Applicants to a degree program at West Chester who have earned credits through previous graduate study at another college or university may transfer credit under certain circumstances. Application forms for transfer of credit may be obtained in the Office of Graduate Studies. The following conditions are the minimum requirements for acceptance of transfer credit:

1. The credits must have been earned at an accredited graduate school.
2. The courses taken must be approved by the department or program in which the applicant intends to enroll at West Chester and by the graduate dean.
3. The maximum number of credits that may be transferred shall not exceed 20 percent of the total required for completion of the student's degree program, rounded to the next highest three-credit increment.
4. The grade earned for courses to be transferred must be B or better. (An "A" equals 4.0.)
5. An official transcript and a course catalog description or syllabus must be submitted. Transcripts must be sent directly to the Office of Graduate Studies by the institution that granted the credits, and they must clearly indicate that the courses to be transferred are graduate courses for which graduate credit was given.
6. The courses for transfer generally must have been taken recently enough to fall within the six-year time limitation.

Students must maintain a 3.00 cumulative average to remain in good standing.

## **Academic Probation/Dismissal**

Graduate students whose cumulative grade point average falls below 3.00 will be placed on academic probation. Graduate students must raise their GPA to 3.00 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the graduate dean. If a student fails to meet the conditions of academic probation he/she is subject to dismissal. Graduate students earning a cumulative GPA of 2.00 or lower will be dropped from their graduate program without a probationary period.

Students who receive two grades of C+ or below will receive an academic warning, regardless of GPA. Receipt of a third grade of C+ or below will result in academic dismissal, regardless of GPA.

A graduate student earning a D or an F grade in any course will be dismissed from the University. Exceptions may be made for a course outside the student's discipline upon the recommendation of the graduate coordinator and the approval of the graduate dean. A D or an F earned at West Chester University may not be made up at another institution of higher learning for the same course.

Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic status, even if a student changes degree programs. Students dropped from a graduate program due to unsatisfactory work will not be permitted to take courses for credit towards a graduate degree in that department beyond the semester in which they are dropped.

Individual programs may have higher GPA minimums or additional requirements. To be eligible to receive the master's degree, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00.

Students holding graduate assistantships who fail to maintain a 3.00 cumulative GPA will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships.

## **Requirements for Admission to Degree Candidacy**

Application for degree candidacy must be made immediately on completion of the first 12 to 15 semester hours of course work in a degree program.

During the pre-candidacy period the student must do the following:

1. Complete those courses which the department or program specifies as prerequisite to degree candidacy.
2. Perform satisfactorily on examinations which the department or program may require for admission to degree candidacy.
3. Maintain a cumulative average of at least 3.00.
4. Meet specific GPA requirements as stipulated by the individual degree program.

## **Procedure for Application to Degree Candidacy**

1. Every student must file an application for admission to degree candidacy with the dean of graduate studies and extended education. Forms are available in the Office of Graduate Studies and Extended Education.
2. When the application has been evaluated by the department concerned and by the dean of graduate studies and extended education, the graduate dean will send a letter of acceptance or rejection to the student.
3. Upon notice of acceptance, degree candidates must confer with their advisers to continue with their previously established program of study.

Students must be admitted to degree candidacy prior to registering for comprehensive exams and before registering for thesis credits.

## **Reapplication for Degree Candidacy**

Applicants who fail to qualify as degree candidates may reapply. They must maintain a cumulative grade point average of 3.00.

## **Summary of Requirements for the Master's Degree**

1. Admission to degree candidacy.
2. Completion of all requisite courses and credits with a cumulative average of 3.00, compliance with specific GPA requirements as stipulated by the individual degree program, and achievement of satisfactory scores on the Graduate Management Admission Test, Graduate Record Examination, or the Miller Analogies Test, if required. (See program requirements.)
3. Satisfactory performance on a final written and/or oral comprehensive examination conducted by the student's advisory committee in the field of specialization. (It is the candidate's responsibility to determine if this is required by his/her program and to apply for this examination by the prescribed deadlines.)
4. Submission and approval of the thesis or research report in those programs requiring it.
5. Fulfillment of any special examinations, requirements, or competencies that are unique to a department or program.
6. Fulfillment of all financial obligations to the University, including payment of the graduation fee, and of all other obligations, including the return of University property.
7. Compliance with all academic requests from the dean of graduate studies and extended education, including submission of a form letter of intent to graduate by the specified due date.

**SECTION III-B: ACADEMIC POLICIES AND PROCEDURES  
ADMISSION OF INTERNATIONAL STUDENTS**

## **Admission of International Students**

Students from foreign countries may be admitted to the graduate program, provided they meet certain special requirements in addition to the University and program admission requirements. International students, like other out-of-state students, are accepted only when space is available.

Applications and supporting documents must be submitted to the Office of Graduate Studies no later than March 15 for admission the following fall semester, and September 1 for admission the following spring semester.

Applicants whose native language is not English must submit evidence of satisfactory performance on the Test of English as a Foreign Language (TOEFL) to the Office of Graduate Studies and Extended Education before application forms can be processed. A score of 550 is the minimum acceptable score (213 for computer-based exam), although some programs have higher minimum requirements. Information about the TOEFL test, including test dates and locations in foreign countries, can be obtained from the Educational Testing Service, Box 6151, Princeton, NJ 08541-6151, U.S.A. Registration forms must reach Princeton at least five weeks before the test is to be taken.

Applicants who fail to achieve a minimum score of 550 on the TOEFL may be admitted to the English as a Second Language (ESL) program, providing they are otherwise eligible for admission to the graduate degree program to which they have applied. Successful completion of the ESL program will qualify the applicant for subsequent admission to a graduate degree program.

The following information and documents must be filed with the Office of Graduate Studies:

1. A completed application form.
2. An official copy of school certificates and diplomas, showing the date issued for all work done beyond the elementary level.
3. Official record of the TOEFL score sent directly to the Office of Graduate Studies by the Educational Testing Service.

After the application and supporting documents have been reviewed, the Office of Graduate Studies will notify the applicant of its action. If accepted, students must file the following information and documents with the Center for International Programs Office.

4. A proof of financial support form must be completed and returned to the Office of Graduate Studies. Current costs are approximately \$16,250 for the academic year. (Summer and holidays are not figured into these costs.)
5. A medical history form and an immunization record must be completed by a physician and returned to the Office of Graduate Studies.
6. If a student is admitted to a degree program, the University will supply a U.S. Immigration (I-20) Form.

After the application and supporting documents have been reviewed, the Office of Graduate Studies will notify the applicant of its action. International students are urged to remain in their own countries until they receive notice of acceptance. The University cannot assume responsibility for the housing or welfare of international students.

## **Proof of Financial Support**

International students must demonstrate proof of financial support in the amount of \$16,250 for their first academic year in the United States at West Chester University. That support can be demonstrated through a variety of sources, as long as the total from all sources of support equals at least \$16,250. The sources of funds can include scholarships, grants, loans, sponsorship by a U.S. citizen or permanent resident, personal or family funds, and acceptance deposits. All sources of funds must be verified. Acceptance deposits may be required to verify personal or family funds. For students who have previously studied in the United States, verification that all financial obligations were met at prior academic institutions may be all that is required to demonstrate proof of financial support.

## **Insurance Requirements for International Students**

International students at West Chester University are required to carry adequate health and accident insurance. Insurance must be effective for all periods of time the student has been authorized to be in the United States by an immigration document issued by the University.

Health and accident insurance policies must be purchased through a company that sells insurance in the United States. West Chester University has set minimum coverage standards which must be met by all insurance policies. Information about the minimum standards is available at the Center for International Programs Office, 610-436-3515.

To assure compliance with the insurance requirement, all international students must come to the center by August 31 of each academic year (January 31 for students entering spring semester). There students may obtain information as to the amount of insurance required and the means of obtaining coverage to meet the insurance requirement.

**International students seeking admission to programs within the School of Music may obtain a PDF version of the current School of Music Graduate Handbook by contacting:**

**J. Bryan Burton, Coordinator of Graduate Studies in Music  
Swope School of Music 116  
College of Visual and Performing Arts  
West Chester University  
West Chester, PA 19383  
Telephone (610) 436-2222  
E-mail [jburlton3@wcupa.edu](mailto:jburlton3@wcupa.edu)**

**SECTION IV**  
**West Chester University**  
**School of Music**  
**Graduate Admission Test**

Applicants for the MA and all MM degree programs must take the School of Music Graduate Admission Test prior to admission to the graduate program for placement in music history and theory courses. The examination will be administered twice each semester and twice during the summer session to allow the greatest degree of accessibility for students and to facilitate student progress through degree curricula. The GAT must be taken prior to or during the first semester of enrollment in the graduate program. Students who do not take the GAT during the first semester of enrollment in the graduate program will not be allowed to enroll in subsequent coursework until this requirement is met.

**Applicants should notify the Graduate Coordinator in advance of the test that he/she is planning to take the exam on a specific date to guarantee that there are adequate copies of examination materials available. This may be done by sending an e-mail to [jburlton3@wcupa.edu](mailto:jburlton3@wcupa.edu). Dates may be changed due to WCU events or inclement weather—check ahead of time to verify dates.**

The	<b>Preparing for the School of Music Graduate Admission Test</b>
	The first portion of the examination will assess student competencies in music history and literature:
	History/literature—styles, forms and genres of all major periods of music history, representative composers and their works, philosophical and societal issues relating to music history. This knowledge will be assessed through a combination of written questions and aural listening exam.
	<b>To prepare for this exam, students may find the following materials helpful: the most edition of <i>A History of Western Music</i> By Grout &amp; Palisca, published by W. W. Norton; the study guide for <i>A History of Western Music</i>, also published by W.W. Norton. These materials are readily available for academic bookstores and through such internet sites as Amazon.com and barnesandnoble.com. An online review outline and practice tests for each chapter in this text may be found online at <a href="http://WWW.wwnorton.com">WWW.wwnorton.com</a></b>
	The second portion of the examination will assess student competencies in music theory:
	Theory: harmonic and melodic structures, basic arranging and composition, and aural skills. These skills and knowledge will be assessed through a combination of written questions and aural listening exam.
	<b>To prepare for this exam, students should review such topics in music theory as (1) part writing from a figured bass; (2) part writing from a given melody; (3) structure and resolution of secondary dominant chords and secondary leading tone chords; (4) structure and resolution of German Sixth Chords, French Sixth Chords, Italian Sixth Chords; (5) modulation—identify change of tonality, transition chords, etc.; (6) chordal analysis of chromatic harmony; (6) basic form and genre. Stefan Kosta's <i>Tonal Harmony</i> is a useful text to review in preparation for this portion of the Graduate Admission Test.</b>

GAT will be administered by the Graduate Coordinator for the School of Music on the dates advertised. Members of the Music History and Literature Department will assess the history/literature component. Members of the Music Theory and Composition Department will assess the theory component. Based upon the results of the examination and other admissions criteria (including, but not limited to, auditions, samples of written work, interviews), the School of Music will recommend one of the following actions:

1. Admission: Full Matriculation
  2. Admission: Provisional Status--remedial courses required (MHL 501, MTC 591)
  3. Admission: Provisional Status—music history remedial required (MHL 501)
- Admission: Provisional Status—music theory remedial required (MTC 591)
4. Do not admit to graduate study.

### **Satisfying Remedial Requirements**

Each applicant will be notified as to need for remedial courses as identified through this exam.

- Students identified as needing remedial coursework must register for and successfully complete such course(s) during the first semester in which the course(s) is/are offered following the examination.
- Students identified as needing remedial coursework and attending summer sessions only must register for and successfully complete such course(s) during the first summer session in which the course(s) is/are offered following the examination.
- Students identified as needing remedial coursework must register for and complete the required course(s) prior to registering for any other course in the department in which remediation is required.
- Remedial course credits will not be counted toward the total number of credit hours required by the student's degree curriculum. Remedial courses must be passed with a grade of C or better.
- Students identified as needing remedial coursework who do not register for and successfully complete the required course(s) within the time frame detailed above will not be allowed to register for further graduate study in music until remedial courses are taken.
- Students who otherwise meet admission criteria for a degree curriculum (e.g. degree requirement, grade point average in field, departmental assessment through audition, assessment of writing samples, etc.) may be admitted to graduate study in music as "Provisionally Matriculated".



## **SAMUEL BARBER INSTITUTE FOR MUSIC EDUCATORS**

**The Samuel Barber Institute for Music Educators offers an innovative combination of academic courses and special subjects seminars featuring nationally renowned leaders in 21st century music education. These courses may be applied to NASM-accredited master's degrees in music education, applied music, piano pedagogy, music history and literature, and music theory as well as meeting requirements for teacher certification renewal and professional growth programs. Master's degrees in the WCU School of Music may be earned through an intensive four summer program or a combination of regular semester and summer session studies. Further information regarding graduate study at West Chester University may be requested from Kristen A. Albert, Institute Director, School of Music, College of Visual and Performing Arts, West Chester University, West Chester, PA 19383, 610-738-0495 or [kalbert@wcupa.edu](mailto:kalbert@wcupa.edu) or from J. Bryan Burton, Coordinator of Graduate Studies, School of Music, College of Visual and Performing Arts, West Chester University, West Chester, PA 19383, 610-436-2222 or [jburton3@wcupa.edu](mailto:jburton3@wcupa.edu).**

**The Samuel Barber Institute for Music Educators is named in honor of West Chester-born composer Samuel Barber (1910-1981) noted for his wide range of symphonic, choral, and operatic works including the well-known *Adagio for Strings*.**