

Purdue University Fort Wayne
School of Music
www.pfw.edu/music

STUDENT HANDBOOK
(Revised Spring 2026)

This handbook sets forth the policies and procedures currently in place for the Purdue Fort Wayne School of Music. The handbook's contents supplement but do not supersede any university policies or procedures. If any policy inadvertently contradicts official university policy as set forth in the *University Catalog*, the *University Catalog* takes precedence.

About the School of Music:

The School of Music awards Purdue University degrees, certificates, and minors in music. A resident faculty of distinguished musicians and scholars provide the finest in musical instruction and guidance. Unique degree offerings, superb ensembles, and a spirit of excitement combine to provide an excellent environment for musical and professional growth. Private instruction in all instruments and voice is provided by artist faculty. Small classes foster a friendly environment with opportunities for considerable interaction between faculty and students throughout the curriculum. This personal attention is also true of academic and career advising.



FACILITIES

The **Purdue University Fort Wayne Music Center** on the north end of the PFW campus was completed in 2007. This 110,000 square foot facility houses practice rooms, including a percussion rehearsal room, faculty office/studios, general classrooms, a piano lab, rehearsal halls for choral and instrumental music and conference room. The facility boasts two spectacular performing spaces: the 1500-seat Auer Concert Hall, and the 250-seat Rhinehart Recital Hall, both acoustically outstanding. A recording studio is linked to both performance spaces, both rehearsal halls, and to four practice rooms. The building is both beautiful and functional and serves as a great resource for the School of Music, the university, and the community.

The **Sweetwater Music Center** opened in 2018 on the campus of this music industry leader in the northwest corner of Fort Wayne. It includes an excellent music recording facility as well as collaborative learning spaces for performance, editing and working with recorded audio and video.



Modular Building Classrooms are home to many of our experiential classrooms for the **Purdue Fort Wayne Music Therapy** and **Music Education** degrees.

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SCHOOL OF MUSIC MISSION, VISION AND VALUES

The Purdue Fort Wayne School of Music operates under the guidance of this Mission Statement, which was adopted in 2014:

Mission

The School of Music prepares students for careers as professional musicians and serves the university, the Greater Fort Wayne area, and the communities of northeastern Indiana as a musical center and cultural resource.

Vision

The School of Music will be recognized nationally for the outstanding quality and value of its undergraduate programs in music. Housed in two exceptional facilities for music study and performance and supported by a network of significant community partnerships, the school will be noted for its position as the major musical resource for northeastern Indiana. Faculty in the School of Music will be known for the excellence of their performance and scholarship as well as their contributions to the culture of the university and their professions. Graduates will be respected for their comprehensive preparation to be scholars, performers, and practitioners in their chosen careers.

Values

The Purdue Fort Wayne School of Music values:

- A vibrant academic environment that respects creativity, intellectual inquiry, and scholarly collaboration
- A culture of excellence that upholds the highest academic, artistic, and ethical standards
- Intentional development of each student's potential through interaction with engaged artist teachers and scholars
- Musical enterprises that encourage discovery and appreciation of a diversity of musical styles, genres, traditions, and points of view
- The merit, integrity, and significance of the Purdue University degrees it awards

Accreditations

Purdue University Fort Wayne is a fully accredited institutional member of the **National Association of Schools of Music (NASM)**. Purdue University Fort Wayne is accredited by the **Higher Learning Commission of the North Central Association of Colleges and Schools** and by the **Council for the Accreditation Education Preparation (CAEP)**. The Music Therapy program is approved by the **American Music Therapy Association**.

School Faculty, Staff, and Administration

For a current list of faculty and staff consult the department web page:

<https://www.pfw.edu/visual-performing-arts/music/faculty-staff>

DEGREE PROGRAMS

The School of Music awards Purdue University degrees in music. Degree programs include bachelor's degrees in Music Education (BME), Music Performance (BM), Music Technology (BM), and Bachelor of Science degrees in Music Therapy (BSMT), Music and an Outside Field (BSM), Music Industry (BSM) and Commercial Music (BSM). Post-baccalaureate studies are offered in the form of a performance certificate and a Masters in Music Therapy. The school also offers several minors in music.

The **student learning outcomes** for music degrees may include:

- Students will demonstrate knowledge of music theory sufficient to analyze musical forms, structures, and styles; to create within basic musical structures; and to relate theoretical concepts to sound.
- Students will demonstrate performance ability as ensemble members, as conductors, and as soloists on both a primary instrument and a secondary instrument.
- Students will demonstrate knowledge of the history and literature of western and nonwestern music with an understanding of the social, political and cultural impacts which shaped music history.
- Students will demonstrate proficiency in utilizing appropriate technology to notate and create music, to investigate and report scholarly research, and to support the specific demands of their professional degrees.

Requirements for each degree are listed below, along with links to specific course requirements as listed in the Purdue Fort Wayne Catalog.

Bachelor of Music Education (B.Mus.Ed.) General, Choral or Instrumental

Students in this program will demonstrate their knowledge of music education history, philosophy, methodologies, and repertoire, along with an ability to apply musical and pedagogical knowledge to the PK-12 classroom setting. Upon completion of the course work and student teaching, students are prepared to apply for state licensure in PK-12 Choral/General Music or PK-12 Instrumental/General Music.

Bachelor of Music in Performance (B.Mus.) – Vocal or Instrumental

The Bachelor of Music program provides an opportunity for an advanced performer to earn a performance degree in voice, winds, orchestral strings, piano, guitar, or percussion. Performance majors will demonstrate the ability to perform at a high level of accomplishment as soloists and collaborating musicians in settings appropriate to their instrument of expertise.

Bachelor of Science in Music Therapy (B.S.M.T.)

Music therapists use music experiences to promote health and rehabilitation for individuals of all ages and of all functioning levels in a variety of agencies such as hospitals, schools, rehabilitation centers, and private practice settings. The clinical training portion of the degree program utilizes an on-site clinic as well as providing numerous opportunities for supervised work in health care facilities in and around Fort Wayne. Students must satisfactorily complete a six-month internship at the conclusion of the required course work. Graduates of the B.S.M.T. program are eligible to sit for the national certification exam administered by the Certification Board for Music Therapists.

Bachelor of Science in Music and an Outside Field (B.S.M.)

Students in this program become competent in another field outside music by completing 26-29 credit hours of intensive study in that discipline. Possible outside fields include-business, theatre, or another discipline, with the course sequence determined in collaboration with an advisor in that field. Several of the outside fields offer internship experiences that prepare students with valuable real-world experience.

Bachelor of Science in Music (B.S.M.) – Major in Music Industry

Students in this major investigate all facets of the music industry including copyright, publishing, marketing, management, and legal issues. Students will participate in various real-world opportunities such as concert management, marketing, and running a fully-fledged record label. Many classes within the major are held at the Sweetwater Music Center. The degree does not require an audition for acceptance and includes a minor in business from the Doermer School of Business at Purdue Fort Wayne.

Bachelor of Science in Music (B.S.M.) - Commercial Music with concentration in Songwriting/Performance or Recording/Production

The major in Commercial Music prepares students for intensive study in popular/commercial music genres including applied, ensemble, secondary, music theory, musicological investigation. Two concentrations exist with focus on music creation (Songwriting/Popular Music) production of musical content (Recording/Production). Recording and production focuses on the recording process. Students will demonstrate proficiency in utilizing appropriate technology to notate and create music, to investigate and report scholarly research, and to support the specific demands of their professional degrees. Songwriting focuses on the song creation process. Students will demonstrate competency in commercial songwriting, with focus on composing music and lyrics within various popular music genres. Most classes within the major are held at the Sweetwater Music Center.

Master of Music Therapy (M.M.T.)

The Master of Music Therapy (MMT) program academically and clinically prepares professional music therapists who wish to expand their clinical music therapy skills to an advanced level. In addition, the program will also serve the student without an undergraduate degree in music therapy by academically and clinically preparing them for board certification as a music therapist through the Certification Board for Music Therapists (CBMT) and entry into the healthcare field as a clinical music therapist with advanced level clinical skills.

Bachelor of Science in Music Industry and Master in Business Administration (Dual Degree)

The BSM in Music in Music Industry + MBA combines the undergraduate degree in Music Industry with the Master of Business Administration graduate degree. The Master of Business Administration (MBA) program is designed to prepare qualified students and working professionals for positions of responsibility as managers and leaders who are capable of making effective and ethical business decisions in an ever-changing global environment.

Minor in Music (Vocal or Instrumental)

A minor in music is designed for students who wish to enhance a vocational interest in music while majoring in another area. Eighteen credit hours of approved courses are required for the program.

Jazz Minor (Instrumental)

A minor created for students to explore jazz style and technique including improvisation, ensemble skills, pedagogy, theory and jazz piano.

Music Industry Minor

A minor in music industry will prepare students to take on roles revolving around the business of music including publishing, marketing and promotion, legal issues, finances, and management.

Music Technology Minor

A minor in music technology is designed for students who wish to explore the field of music technology while majoring in another area.

Music Performance Certificate

The Music Performance Certificate program provides students who have already earned an undergraduate music degree with additional training and experiences to deepen and enrich their music performance skills as both soloists and members of musical ensembles. It will also deepen and enrich their ability to communicate musical ideas through written and oral communication. Coursework will focus on applied study, ensembles, literature in their instrument or voice, theory and history, and a culminating recital capstone project. Weekly performance class, studio classes, master classes, and co-curricular experiences with musical organizations will greatly assist in developing student competency.

ADMISSION

Students who choose to major in music in all degrees, except the BSM in Music Industry, must be accepted by both Purdue Fort Wayne University and the School of Music. For information regarding admission to the university, see the Office of Admissions web page:

<https://www.pfw.edu/admissions/areas/welcome/>

Auditions

Information about audition requirements are found on the school web site:

<https://www.pfw.edu/visual-performing-arts/music>

Auditions are heard by a panel of at least two faculty members, and, if the student is accepted, result in placement at the 10000, 20000, 30000, or 40000 level of applied study. The Bachelor of Music Education, Bachelor of Music in Music Technology, Bachelor of Science in Music Therapy, and the Bachelor of Science in Music degrees require acceptance at the 30000, or concentration level (e.g., Flute 31002) with the exception of the BSM in Music Industry.

The Bachelor of Music in Performance degree requires acceptance at the 40000, or major level of study (e.g., Piano MUSC 40003).

The music minor requires acceptance at the 10000 or 20000 level of study.

Expectations for admission at the 10000, 20000, 30000, or 40000 level are described in the school's Performance Benchmarks located under Student Resources.

Pre-Music Status

Students who do not meet all entrance requirements for a bachelor's degree but demonstrate potential to do so in the future are retained in the Pre-Music category. Pre-Music students may take 20000-level applied study and first-year level music core courses (MUSC 10900 Rudiments of Music, Music Theory I and II, Sight singing and Aural Perception I and II, and Piano Class I and II) to prepare for another audition. Students taking 20000-level lessons are also required to enroll in the respective major ensemble and MUSC 09500 Performance Class and may take any university general education courses for which they qualify. The Pre-Music advising category is an option for a maximum of 36 credit hours or two semesters of study, whichever comes first. Upon completion of 36 credit hours or two semesters of study, the student must successfully audition for entrance into 30000- or 40000- level study or pursue a major other than music. Pre-Music students are not eligible for scholarships.

Transfer Student Procedures

Transfer students are required to audition in their performance area for acceptance into the music program. Theory faculty will administer a music theory/aural skills examination to determine

placement into the sequence of courses. If the student has completed all four semesters of theory prior to transfer, enrollment in music theory at Purdue Fort Wayne will not be required. Transfer students may also consult with the coordinator of piano proficiency to determine placement into that program. These students should work closely with the appropriate degree director and central advising to plan their curriculum.

Non-acceptance

The school reserves the right to deny any level of admission to applicants whose audition does not demonstrate the appropriate level of accomplishment to succeed in college-level music study. Those denied admission to the music major may study privately and audition at a later date or may take classes in the school as a non-major in open-enrollment courses.

MUSIC CORE COURSES

The School of Music requires a core of music courses for all of its degrees except those in Music Industry. This core provides essential musicianship skills and music literacy necessary for advanced study and professional endeavor. These core courses are taught by School of Music faculty members. A grade of C- or better must be earned in each core music course.

Music courses required for music degrees may be repeated only one time if a minimum grade of C- is not earned on the first attempt. Failure to earn a C- or higher the second attempt will result in dismissal from the music degree program.

<p>Core courses recommended prior to Upper Division status in BM, BME, BSMT and BSM Outside Field degrees:</p> <p>Core courses recommended prior to Upper Division status in the BSM Commercial Music degree.</p>	<p>MUSC 11300-21400 Music Theory I-IV MUSC 11500-21601 Sight singing/Aural Per I-IV</p> <p>Minimum 4 semesters applied study at required level</p> <p>PHYS 10500 Sound and Music MUSC-10101 Music for the Listener MUSC 10500 Soundscapes MUSC 18203 Survey of the Music Industry MUSC 28211 Perspectives in Music Primary Applied Area (6-8 credits) Secondary Applied Area (2 credits) MUSC 20700, 20800 Electronic Music I & II MUSC 10300, 20300 Music Recording and Production I & II</p>	<p>Recommended; required in some degrees: MUSC 11100 – 14100 Class Piano I-IV MUSC 29900 Piano Proficiency MUSC 10900 Comp Skills for Musicians</p>
<p>Courses for which Upper Division status is recommended for these degrees:</p>	<p>MUSC 31500 Form & Analysis <i>or</i> Music Theory IV (required only for BM and BSM degrees). No longer required for Therapy or Education majors</p> <p>MUSC 40501-40503 History of Music I, II, & III MUSC 37000 Techniques for Conducting Minimum 3-4 semesters applied study</p>	

Consult the Schedule of Classes (found on the Purdue Fort Wayne home page or go.pfw) to verify the prerequisites for any course you are planning to take. Click on the 5-digit CRN for this information.

Timeliness of Degree Completion

The BM in Performance, BM in Music Technology, BSM in Music Industry, BSM in Popular Music and the Bachelor of Science in Music and an Outside Field degrees consist of 120 credit hours. Due to their substantial professional as well as musical requirements, the BSMT in Music Therapy and BME in Music Education degrees consist of more than 120 credit hours.

Completing the degrees in a timely manner is the goal of all programs, and degree advisors will provide all incoming students with a plan for doing so. The State of Indiana's "15 to Finish" initiative stresses the importance of planning one's course load and taking a full load of required classes whenever possible.

In general, each of the first four semesters in these programs, a music major should take:

- Music Theory
- Sight Singing and Aural Perception
- Class Piano (non-keyboard concentrations and majors)
- 30000 or 40000 level applied lessons
- Performance Class
- Major Ensemble
- A required course in the professional or major area
- At least one general education class: the Foundations block of Written Communication (English), Speaking & Listening (Communications), and Quantitative Reasoning (Math) must be completed within the first two years.

Students should realize that developmental classes in the School of Music (MUSC 10900) or general education will add time to the degree. Likewise, failure to attain the grade of C- in a required course and having to repeat it can postpone the Upper Division exam and entry to upper level classes. Finally, taking additional ensembles or other courses not required for the degree, while they will broaden the student's ability and enrich his or her musical experience, will also extend the time spent on the degree unless the student is able to successfully complete a very full load of courses or take general education classes during the summer.

PERFORMANCE STUDIES

Applied Music Study

Performance study (applied music) is required of all music majors except for those students enrolled in Music Industry and is available for the study of voice, piano and organ, winds, brass, orchestral strings, guitar, and percussion. Students are required to take between 7 and 8 semesters of applied study, depending on the specific requirements of their major. Students take one 50-minute lesson each week, for a total of 15 lessons per semester, and perform a jury for the faculty in that area at the end of each semester. Students also need to pass an Upper Division Applied Music Exam at the midpoint of the degree (usually after four semesters), and a recital at the end of the degree (a concentration recital for students at the 30000 level, and both Junior and Senior recitals for performance majors).

Applied Study Co-Requisites

All music or pre-music majors studying applied music at the 20000, 30000 or 40000 level must enroll in the appropriate major ensemble for their declared applied music area for every semester of enrollment in applied music. These students must also enroll in MUSC 09500, Performance Class.

Performance Class

Performance Class (MUSC 09500) provides opportunities for music students to perform publicly, to understand stagecraft and audience behavior, and to be exposed to a wide variety of musical styles through required concert attendance. MUSC 09500 meets twice weekly and serves as a performance laboratory and a time for master classes, workshops, and special events. Important announcements may be made at this time. One of these meetings is a weekly convocation of all students on Thursdays at 3PM, while the other is an area/studio meeting.

Students must be enrolled in applied music study with a School of Music faculty member in order to perform in Performance Class. General requirements for each semester include regular class attendance and attendance at a minimum of ten approved performances.

Transfer students should check with the Performance Class coordinator to see if credit can be given for similar prior experience at other colleges and universities. If no course number appears on the transcript, a letter from a professor at the institution documenting the student's recital class participation will suffice.

Auditioning for Major-Level Study in Performance

Students who are currently studying at the concentration (30000) level of applied study and wish to be accepted into the major (40000) level of applied study should discuss this possibility with their applied instructor, current advisor, and the coordinator of the intended performance area. They must audition for acceptance into 40000 level study. Auditions to add the performance

major will normally be heard at end-of-semester juries, but must be accomplished by the end of the first week of the semester in which 40000-level study is to begin.

The faculty panel hearing the audition will determine the student's acceptance into the 40000 level of study and, if accepted, the panel will determine the student's pre-Upper Divisional placement in 40000 level study. Students should realize that expectations differ from the 30000 to 40000 levels of study, and it is likely that they will need additional study before qualifying for Upper Division status. Even if Upper Division status in the concentration has been granted, the student must also successfully pass the Upper Division performance examination in the major area. The student will be notified of the faculty's decision.

Students pursuing two music degrees must satisfy all course requirements of both. Double majors in music may use general education and music core courses to count for both degrees, but applied lessons and ensembles can only count for both degrees when the instrument matches the requirements of both degrees. An example of such an outlier might be a vocal performance major who is also majoring in instrumental education. In this case the student would be required to take both vocal lessons and be in a vocal ensemble, as well as be in the appropriate applied instrument and instrumental ensemble.

Benchmarks for Performance

Benchmarks for Applied Study is a School of Music document that lists minimum requirements for admission, Upper Division, and recitals for 20000, 30000, and 40000 levels of study on each instrument and voice, as well as performance requirements for the Performance Certificate. It includes examples of pieces that would indicate acceptable performance at each of these levels.

Scheduling Lessons

The Applied Music coordinators supervise the scheduling of lessons and assign students to applied music teachers on the basis of instructor availability and suitability. Applied instructors communicate with the students and post schedules by the end of the first week of classes. Lessons begin no later than the second week. It is the student's responsibility to know when their lesson is scheduled, and they should contact the applied instructor if that information has not been communicated. Regardless of the date of the first lesson, the student will receive 15 lessons throughout the semester.

Juries

During the final examination week of each semester, all students enrolled in applied music at the 20000, 30000 or 40000 level will perform a jury examination for an applied music panel. Final semester grades are determined by the average of grades given by the panel and the applied music instructor's evaluation of the semester's progress. The applied music instructor, in accordance with School of Music benchmarks, will determine musical requirements for the jury and communicate these expectations to the student.

Prior to final examinations a jury sign up will be distributed by applied music coordinators. Each student is responsible for selecting a time that is appropriate for both the instructor and their collaborative pianist, as applicable, and which avoids conflicts with scheduled examinations. Every student must bring an approved repertoire sheet and at least one copy of music to be performed on the jury. Failure to perform a scheduled jury will result in a failing grade in the applied music course.

In the semester of the Upper Division Applied Music Exam, students will perform an extended jury for at least three music faculty members. The faculty panel determines the jury letter grade, and also the pass/fail indication required for the upper division course (MUSC 29600) as based upon meeting benchmark requirements.

Upper Division Applied Music Examination (MUSC 29600)

The Upper Division Examination is a mid-degree evaluation of the student's progress in applied music and toward degree completion which is required of all students in all music degree programs except the BSM in Music Industry.

During the fourth semester of applied music at the 30000 or 40000 level on the same instrument, students are expected to enroll in the Upper Division Applied Music Examination (MUSC 29600). At least one full-time faculty in the student's performance area and a minimum of three faculty must adjudicate the exam. This exam provides a mechanism for the faculty to conduct a mid-degree assessment of student progress and prospect of degree completion. The exam takes place during the finals week and is part of the jury assessment process.

If, in the opinion of the applied instructor, the student has not progressed to the point of being ready to perform the Upper Division exam after four semesters on the primary instrument, the performance examination may be postponed, but the student must be ready to take the examination by the end of the sixth semester of applied study. No extensions will be given beyond the sixth semester except in the case of extreme extenuating circumstances and will require the recommendation of the applied instructor, the advisor, and approval by the director of the school. Postponing the Upper Division will delay progress toward completion of the degree.

If they have reached the sixth semester maximum and have not yet taken the Upper Division, they should study privately through the Community Arts Academy.

Students who take the Upper Division Performance Examination and do not pass must re-enroll in the next semester. Two unsuccessful attempts at this exam will result in dismissal from the School of Music. It is highly recommended that students in the degrees specified below satisfy the following prerequisites before taking the Upper Division Exams:

- **Music Education majors:** MUSC 23600/21600, 14100, 10900; two Foundational Intellectual Skills courses ENG 13100 or COM 11400/THTR 11400. with a grade of C- or better.
- **Music Therapy majors:** MUSC 15300, MUSC 15400, MUSC 25301, MUSC 35500, PSY 12000 and STAT 12500, Music Therapy Methods I&II.
- **Music/Outside Field Majors:** ENGL 13100, general education math course, six additional general education credits and six credits in the Outside Field.
- **Performance Majors:** ENGL 13100, general education math course and six additional general education credits.

Successful completion of Upper Division Examination is a prerequisite for enrolling in these courses:

- Junior, senior and concentration recitals
- Music Education Majors: MUSC 25600, 35700, 37100, 33701/31700, 33702, 37300, 33801/31800, 33802, 33900/31900, 37100, 45500, 46600, 47000, and 47400

To enroll in the following courses, students must successfully complete the Upper Division Examination in Applied Music or receive instructor and advisor consent.

- Junior/Senior Recitals and Concentration Recitals
- MUSC 37000 (Techniques for Conducting)
- MUSC 43100 Song Literature
- MUSC 49400 Vocal Pedagogy
- MUSC 44500 Instrumental Literature
- MUSC 45900 Instrumental Pedagogy
- MUSC 41900 Guitar Literature
- MUSC 45900 Guitar Pedagogy
- MUSC 45200 Piano Ensemble/Piano Chamber Ensemble
- MUSC 44300 Keyboard Literature I
- MUSC 44600 Keyboard Literature II
- MUSC 49300 Piano Pedagogy

Procedure

The Upper Division Performance Examination takes place during final examination week. The student's performance to include literature and technical exercises selected by the applied music instructor and appropriate to the expected level of achievement. Students must bring to the examination three copies of the repertoire sheet and three copies of music to be performed for the faculty. A majority vote by the faculty will determine one of the following recommendations:

- Concentration or major approved. The student is approved to complete the upper-level course work in the chosen degree program and to begin preparing recital repertoire.
- Concentration or major denied. The faculty concurs that sufficient progress is not exhibited to continue work toward the chosen music degree program. The student is eligible for one additional enrollment in MUSC 29600.

In addition to the upper division exam in performance, music education students must also take the Music Education Upper Division Skills Examination (MUSC 29700). Music therapy majors must take the Music Therapy Upper Division Skills Examination (MUSC 29800). For more information on these exams, refer to the Professional Studies section.

RECITALS

Concentration Recitals

All music majors in the Music Education, Music Technology, Music and an Outside Field, and Music Therapy degree programs enroll in the concentration level recital (MUSC 30100). Concentration level recitals include 25-30 minutes of assigned literature with a minimum of 25 minutes being music assigned post-Upper Division Examination.

To perform the concentration level recital, Music Education, Music Technology, and Music and an Outside Field majors must have completed a minimum of two (2) semesters of post-Upper Division applied music study, with concurrent enrollment in the third semester of post-Upper Division applied music study. Music Therapy majors must have completed a minimum of one (1) semester of post-Upper Division study with concurrent enrollment in the second semester of post-Upper Division study. Exceptions will be provided through consultation with the director of the school of music, applied instructor, and degree director.

Major Recitals

A junior recital (MUSC 40100) and a senior recital (MUSC 40200) are required of all students majoring in music performance. Junior level recitals will include 30-50 minutes of assigned literature, with a minimum of 20 minutes of music being post-Upper Division. Senior level recitals will include 40-60 minutes of assigned literature prepared after the junior recital.

Junior Recital prerequisite: MUSC 29600; co-requisite: 40000 level applied study on the major instrument. Senior Recital prerequisite: MUSC 40100 and a minimum of one (1) completed semester of applied study after the junior recital on the major instrument with concurrent enrollment in the second semester of post MUSC 40100 study. In some cases, the senior recital may be scheduled in the semester following the junior recital; however, these exceptions will be provided through consultation with the school director, applied instructor, and degree director.

The literature for both concentration and major recitals will include works from at least three different style periods and will be assigned by the applied music instructor in accordance with performance area guidelines. All degree recitals are performed publicly.

Students who do not perform the recitals within the minimum number of semesters of applied study must continue to enroll in applied study until the recital requirements are passed. If the recital is postponed and the student takes a grade of Incomplete (I) in the recital course, the student must continue to enroll in applied study until the recital is performed.

Recital Scheduling

The applied music instructor will schedule the student's recital in consultation with the student, the appropriate applied music coordinator, and the recital hearing committee by the end of the semester prior to that in which the recital will be performed. Once a tentative recital date is determined, the Recital Request form should be completed with all required signatures. After the recital hearing is approved, the recital date is then confirmed with the music office.

Students may perform degree recitals during the week preceding final exam week even though student ensemble performances are not scheduled during that time.

Recital Procedures

- Failure to comply with the procedures and deadlines established for the hearing and recital may result in postponement of the recital.
- Programs: A recital program copy must be submitted to the music office for processing at least 2 weeks prior to the recital date. If students are required by their applied instructor to provide program notes, these should be in accordance with the guidelines provided by their instructor. Notes serve to help the audience to understand and appreciate the works performed and should reflect the student's understanding of the historical, cultural, and musical context of each piece. Program notes should be professional; long personal tributes should not be included.
- Rehearsal time: Students performing degree recitals are limited to a maximum of two (2) hours rehearsal time in Rhinehart Recital Hall.
- Receptions: Receptions after the recital are optional and are the responsibility of the student. Contact the School of Music administrative assistant to request a table. Receptions must be confined to the hallways to the north and east of the recital hall entrance.
- Grading: At the conclusion of the recital, the applied music instructor consults with the committee to determine the final grade and enters it on the Recital Report form, which the committee signs. The report is countersigned by the Director of the School of Music and placed in the student's file along with the comment sheets. The student will have access to these materials through the degree coordinator or applied music instructor.

Hearing Procedures

All recitals require approval of a faculty committee at least 14 days prior to the scheduled recital date at a pre-recital hearing. To schedule a recital hearing, the applied music instructor or appropriate applied music coordinator will schedule the hearing a minimum of two weeks prior to the tentative recital date. The coordinator or the instructor will notify the hearing committee and the applied music instructor of the date and time of the hearing. The applied music instructor will notify the student.

A three-member committee will be present at both the hearing and the recital. The committee will be comprised of the applied music instructor, applied music coordinator, and a faculty member agreed upon between the applied teacher and the student. Two (2) members of the committee must be full-time faculty. If the applied music coordinator and the applied instructor are the same individual, then additional members will be added. The applied music coordinator may also appoint a designee to serve on the recital committee in their place.

The student will bring three (3) copies of the recital program to the hearing. The hearing committee will hear all or part of the recital at its discretion. Students with program notes are responsible for providing them to the committee at least *one week prior* to the recital hearing.

A pass/fail grade is given at the hearing. Comments and suggestions are given to the applied music instructor to share with the student. The applied music coordinator has the hearing form signed by all members of the hearing committee, countersigned by the Director of the School of Music, and placed in the student's file. This process is necessary whether or not the student's hearing is successful.

At the hearing, the committee may approve the recital for performance, make suggestions regarding the program, and/or suggest a later date for the recital. If the hearing is not approved, it is recommended that another hearing be postponed until the next semester of study. The faculty committee also has the option of grading the hearing in place of the applied music jury for that semester or recommending that a jury be performed at the end of the semester. The applied music coordinator will notify the music office of an unsuccessful hearing so that the tentative recital date can be released.

PIANO PROFICIENCY

All music majors except BSM Commercial Music and BSM Music Industry must pass the Piano Proficiency Examination (MUSC 29900). Students for whom keyboard is not the primary applied area must enroll in Class Piano (MUSC 11100, 12100, 13100, 14100) until the examination is completed. If students complete the proficiency in fewer than four (4) semesters, they will normally complete the credits with further applied study at the 10000 or 20000 level in piano. Study of another instrument or voice is possible, contingent upon the consent of the degree advisor and the appropriate applied instructor.

Students whose primary instrument is keyboard will take one semester of Keyboard Skills (MUSC 21100), and complete three credits of applied study of another instrument or voice.

Entering students who are prepared to complete the proficiency without further study should contact the coordinator of class piano to schedule an assessment of their proficiency. Students who can pass the proficiency requirement without taking class piano, will be required to substitute the credits with an equal number of credits in a secondary applied area, which is further explained in the PFW catalog.

ENSEMBLES

As noted above, music degree-seeking students studying applied music at the 20000, 30000, or 40000 level must be concurrently enrolled in an ensemble for their declared applied music area (instrument/voice) for every semester of enrollment in applied music subject to guidelines described below, and must fulfill the following minimums for major ensemble enrollment as a condition for graduation.

Minimum Ensemble Requirements by Degree Program

The Bachelor of Music in Performance requires a minimum of eight (8) semesters of applied study and ensemble participation. The Bachelor of Music Education and Bachelor of Science in Music Therapy require a minimum of seven (7) semesters. The Bachelor of Music in Music Technology and Bachelor of Science in Music and an Outside Field require a minimum of eight (8) semesters, except when an extensive internship would prevent the student from being on campus regularly; in that case, applied study, MUSC 09500, and ensemble are not required during that semester.

Both concentrations within the Bachelor of Science in Music in Commercial Music require (7) semesters of applied study and ensemble participation.

Students must audition for the ensemble director before or during the first week of classes.

Major Ensembles Include:

MUSC 04300 Orchestra, 04000 Campus Symphonic Band, 04100 Symphonic Wind Ensemble, 07100 University Singers, 07200 Chamber Singers as well as 00200 Piano Accompanying for piano performance majors only, MUSC 34100 Guitar Ensemble for guitar majors only. MUSC 04200 Jazz Ensemble may serve as a major ensemble for guitar and string bass students for a maximum of four semesters. An ensemble director cannot require a student to be in an ensemble for which they are not receiving credit.

Chamber ensembles (Brass Ensemble, Opera Ensemble, Percussion Ensemble, Saxophone Quartet, String Quartet, Flute Ensemble, Woodwind Quintet and others) are required for the BM degree and optional for others.

Small ensemble experience is valuable to the training of musicians in that it develops personal expression, flexibility and more responsibility for the individual part than large ensembles. Music students who have passed the Upper Division may enroll in Chamber Singers, Opera Ensemble, or Jazz Ensemble as their major ensemble for a maximum of one semester with the permission of their advisor and the Director of the School of Music.

Guitar Ensemble (MUSC 34100) is required as the major ensemble for five semesters for music education and music therapy students whose major concentration is guitar, with remaining ensemble requirements determined in consultation with advisors. For students majoring in guitar performance or students in Music and an Outside Field whose concentration is guitar, Guitar Ensemble will also be accepted as the major ensemble for seven semesters.

Pep Band is not a curricular ensemble, does not award credit, and cannot be applied toward any music degree.

*The catalog requires that all students take an ensemble for at least 7-8 semesters, or when signed up for applied lessons.

Ensembles as Required by Instrument of Major or Concentration

INSTRUMENT	ENSEMBLE REQUIRED
Woodwinds, Brass, Percussion	Symphonic Band, Symphonic Wind Ensemble; music students who have passed the Upper Division may enroll in Jazz Ensemble as their major ensemble for a maximum of one semester, with the permission of their advisor and the School of Music Director.
Strings	Orchestra; music education majors may substitute Symphonic Band or Wind Ensemble or University Singers for a total of two semesters.
Voice	University Singers; music students who have passed the Upper Division may enroll in Chamber Singers, Opera Ensemble as their major ensemble for a maximum of one semester, with the permission of their advisor and the School of Music Director.
Guitar	Until accepted into guitar ensemble, guitar concentrations will participate in an alternate major ensemble, contingent upon assignment by advisor and acceptance by director. Five (5) semesters of guitar ensemble are required for music education and music therapy majors; for outside field majors, up to seven (7) may be accepted.
Piano, Organ	Symphonic Band, Symphonic Wind Ensemble, University Singers, Choral Union, Chamber Singers, Orchestra, or Jazz Ensemble, contingent upon assignment by faculty advisor in consultation with the Director of Keyboard Studies and acceptance by ensemble director. Piano Performance majors: Piano Accompanying, Piano Chamber Music Ensemble, as required by the degree.

BSM in Commercial Music, BM in Music Technology, and Music Industry	As required in the major or as electives: Pop Ensembles, Symphonic Band, Symphonic Wind Ensemble, University Singers, Choral Union, Chamber Singers, or Community Orchestra, or Jazz Ensemble, contingent upon assignment by advisor and acceptance by director.
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PROFESSIONAL STUDIES

Music Education Upper Division Examination (MUSC 29700)

Students normally register for and take the music education Upper Division Exam during the semester of the Upper Division Applied Music Exam. Passing all portions of this exam is a prerequisite for upper division music education courses and accompanying lab courses (MUSC 33700/M31700, 33800/31800, 33900/31900, 33900/31900, 33702, 37300, 45500, 46600, 33801//31800, 37100, 33802, 25600, 35700 and 35500). Prerequisite to the exam are:

General education courses:

- Completion of the three Foundations of Intellectual Skill courses; minimum grade of C- in ENGL 13100 and the Speaking & Listening course.

Music education courses:

- Successful completion of MUSC 29900 and 29600
- M23600/21600
- MUSC 10901 Computer Skills for Musicians
- Minimum overall GPA of 3.0 in Music Courses and 2.7 overall

Student Teaching

Students should consult the School of Education and Public Policy (SEPP) web page for specific requirements for student teaching: <https://sites.pfw.edu/education/>

Application is made one year before the semester of placement. Candidates should meet with the Director of Music Education to discuss their placement before submitting their applications to the School of Education and Public Policy.

Music education graduates who apply for licensure in the state of Indiana will be licensed to teach PK-12 Instrumental/General Music or PK-12 Vocal/General Music. The SEPP site also directs music education students to the state requirements for licensure.

The student teaching assignment for music education candidates is divided into two placements: a 6-week and a 10-week placement at different developmental levels (e.g., elementary/general, middle school, high

school). All music education students must complete a minimum of 6 weeks in an elementary general music classroom, with the remaining 10 weeks in a secondary (grades 6-12) instrumental or ensemble setting. However, students wishing to specialize in elementary general music may opt for a 10-week placement in the elementary classroom instead. Upon successful completion of the student teaching semester, candidates apply for licensure through the PFW licensing officer in the School of Education and Public Policy.

Music Therapy Upper Division Proficiency Examination (MUSC 29008)

All music therapy students must pass the Upper Division Exam (MUSC 29800) prior to enrolling in professional music therapy courses. Equivalency students are expected to pass MUSC 29008 and should schedule the examination after two semesters of study or as advised by the Director of Music Therapy.

Skills to be demonstrated:

- Clinical vocal skills
- Functional clinical piano and guitar skills
- Written and oral communication skills
- Clinical skills
- Professional dispositions

Additional Prerequisites (see Upper Division requirements and prerequisites):

- Overall GPA of 2.5 and no individual course grade below 2.0 in the pre-required prerequisite music therapy courses

ACADEMIC POLICIES

Advising

Each student is initially assigned a freshman advisor and a faculty advisor. The freshman advisor helps students organize their initial schedule, while their faculty advisor functions as a resource and mentor for students to navigate the intricacies of their academic sequencing and plan their career paths. In their second year, students will be assigned a primary advisor from the College of Visual and Performing Arts, and will continue with their initial faculty advisor. Students must see both their assigned advisors during the early registration periods in the middle of each semester to review progress and plan the following semester's courses. Some music classes require school permission, and the advisor or school secretary can enter the registration permission in Banner. Students can register themselves for most courses using GoPFW (go.pfw.edu).

Students must proactively plan their degree, in consultation with their advisor including a four or five year degree plan as mandated by the Indiana legislature. Students should regularly visit their academic record on My Blueprint (myblueprint.pfw.edu) to determine their status in the degree and academic standing.

Attendance Policies

Because class attendance is crucial to the learning process, it is expected that students will attend every class meeting. The School of Music attendance policies for classroom courses should be clearly outlined in the syllabus and are determined by the instructor for the course.

Grades

Music majors must complete each required music course with a grade of C- or better and with an overall GPA of 2.5 or higher for all required music courses. *Music education majors* are required to have an overall GPA of 2.7 with an overall 3.0 GPA in music courses. Two unsuccessful attempts to attain a grade of C- or better in the same required music course will result in dismissal from the School of Music. See individual degree programs for possible additional GPA requirements.

Exceptions to academic policies require a written request to the music faculty in consultation with the student's advisor.

Final Exams

All classes (except applied lessons, performance class, and ensembles) are scheduled for a two-hour meeting during final exam week. Exams will be in the regular meeting classroom at the times specified in the semester final exam. Weekend College final exams are on the last day of class. Each instructor may use this period for a final examination, a last, non-comprehensive examination, or a regular class meeting. No exams may be scheduled during the week prior to final exam week except in laboratory courses. Final grades are due at noon on the Monday following final exam week.

Academic Standing

A regularly admitted student, with a cumulative grade point average of 2.0 or above, and whose academic average for the last semester's work has not fallen below 2.0, is considered to be in good standing.

Academic Notice

A student will be placed on academic notice and may lose scholarship and related financial assistance for any one of the following causes:

- When the last semester's grade point average is below 2.0
- When the cumulative grade point average is below 2.0
- When the semester's grade point average for required music courses is below 2.5
- When a grade lower than a C- is earned in any of the music core curriculum courses, including applied studies, or in professional courses required for the degrees.

Students who are on academic probation will be monitored throughout the semester by the student's academic advisor as well as appropriate faculty. Students on probation lose eligibility for scholarships and financial aid and risk dismissal from the program.

University Policies on Academic Standing

University policies on academic standing can be found in the university handbook:

<https://www.pfw.edu/enrollment-management-and-student-experience/student-resources>

Dismissal

Students will be dismissed from the School of Music when they:

1. Have been placed on School of Music probation due to grade point deficiency and do not correct the deficiency in the next semester of enrollment
2. Have been placed on School of Music probation for failure to earn a C- or better in a music course required for the degree (with the exception of MUSC 09500, Performance Class) and do not earn a C- or better in the second attempt in the same course
3. Fail to earn a C- or better in two consecutive semesters of the same ensemble.

Readmission

Students who have been dismissed from the School of Music may petition for readmission one semester from the date of dismissal. Students returning from dismissal will automatically be on probation. Failure to maintain a 2.5 GPA for the first semester of reentry or to make a C- or better in a required music course will result in permanent dismissal from the School of Music.

Grade Appeals Procedure

If a student believes that a grade was assigned as a result of prejudice, caprice, or other improper condition such as mechanical error, the student may file a grade appeal following the university process in place.

<https://www.pfw.edu/enrollment-management-and-student-experience/student-resources>

In the case of a grade appeal within the School of Music, if a committee is needed to hear the appeal, the School of Music Student Affairs Committee will oversee formation of an ad hoc committee to hear the appeal.

Academic Honesty

The School of Music will not tolerate any level of academic dishonesty, including plagiarism, cheating, or falsifying work in any way, and will follow the university guidelines for dealing with academic honesty:

<https://www.pfw.edu/enrollment-management-and-student-experience/student-resources>

University Policies

The Purdue Fort Wayne Catalog is the authoritative source for current university policies and should be consulted if there are questions about any policy or procedure.

<https://www.pfw.edu/enrollment-management-and-student-experience/student-resources>

Health and Safety for Musicians

The School of Music is concerned about our students maintaining a level of good health that supports their artistry. The very act of music making—singing, conducting, playing instruments—can be very

demanding and cause stress on the voice, the body's joints and muscles, and on the hearing mechanism. The school has prepared a document that addresses these issues and gives the student guidelines for prevention as well as strategies for ongoing care. The document is housed on the school web page.

Student Evaluation of Instruction

Students are given the opportunity every semester to evaluate the instructor for each course, lesson, and ensemble in which they are enrolled. Such evaluations are very important to the faculty as one means of determining the effectiveness of instructional methods and maintaining a high level of quality teaching in the School of Music. All evaluations will be submitted electronically, further ensuring the confidentiality of responses.

The faculty member and the director of the school will receive a copy of the responses after semester grades have been submitted to the Registrar. Care and honesty in completing the survey are very important to the School of Music's ongoing endeavor to deliver instruction of the highest caliber.

FACILITIES

Hours

PFW Music Center hours are from 7:00 am until 11:00 pm. Students may remain in the building for study and/or practice outside of building hours only with written permission of the School of Music Director. Those who receive such permission must keep a copy of the permission slip with them when in the building after hours to present to university security officers when required.

Sweetwater Music Center hours may vary according to available staffing; however, the building is typically open from 8am until 8pm, Monday through Friday.

Smoking

Purdue Fort Wayne is a smoke-free campus. Smoking is not permitted anywhere on the campus.

Food and Drink

Food or drink are not permitted in the piano lab, critical music technology areas, practice rooms, or performance halls. On special occasions food and drink are allowed in certain areas of the building, but all liquids should be kept away from pianos, other instruments, and electronic equipment.

Lockers

Music majors may request use of lockers, with full-time students having first priority. Lockers are assigned by the administrative assistant in the music office (MC 144). Lockers may be reserved at the beginning of each school year and kept through the academic year so long as full-time status is maintained. There is no charge for the use of a locker.

The School of Music assumes no responsibility or liability for personal possessions stored in lockers. Students are cautioned to secure their lockers, preferably with a combination lock. Those who do so must provide the music office the combination; those who use keyed locks must provide the music office with a key.

Those wishing to keep a locker through the summer must make a request to the school administrative assistant. Lockers which are not reserved through the summer and which are not emptied within two weeks after commencement will have the locks cut off and will be emptied. The School of Music will not reimburse the owner of any lock which must be destroyed in order for the department to reclaim possession of the locker.

The School of Music reserves the right to open and inspect any locker at any time.

SCHOOL OF MUSIC SCHOLARSHIPS

All students applying for scholarships must fill out and submit the Free Application for Federal Student Aid, or FAFSA. This is a requirement of both need-based and non-need-based music scholarships.

Scholarship awards to incoming students are made on the basis of the performance auditions, interview, placement tests, and academic history. To be considered for scholarships, new students must first be accepted into the university in good standing.

Returning students will be reviewed to have their scholarships renewed. Unless otherwise noted, returning students must have a minimum overall Grade Point Average (GPA) of 2.5 and a music GPA of 3.0. All scholarship renewals are subject to availability of funds.

STUDENT ORGANIZATIONS

Sigma Alpha Iota (SAI)

SAI is an International Music Honor Fraternity for women which recognizes outstanding musical ability and productive musical work among women students in the college, university and conservatory music programs. SAI is committed to the task of upholding the highest ideals of a musical education and the further promotion of the development of music in America.

Collegiate Chapter for the National Association for Music Education

NAfME is the professional organization serving the advancement of all aspects of music education from early childhood through university levels. The Purdue Fort Wayne collegiate chapter is open to all students interested in entering the field of music education and includes membership in both state and national organizations. Activities have included sponsoring panel discussions and workshops on various aspects of music education and attending the annual IMEA convention.

Music Therapy Club

The Student Chapter of the American Music Therapy Association Students (AMTAS) is an organization for those interested in music therapy. Chapter activities include educational programs, attendance at music therapy conferences, fund raising activities, social gatherings, and service projects.

<https://www.musictherapy.org/>

Pi Kappa Lambda Music Honorary Society (currently inactive)

Induction into Pi Kappa Lambda is at the invitation of the music faculty in recognition of superior academic and musical achievement and is open only to juniors and seniors.

American Choral Directors Association (ACDA)

ACDA is a music education organization whose central purpose is to promote excellence in choral music through performance, composition, publication, research, and teaching. ACDA strives through arts advocacy to elevate choral music's position in American society. The collegiate chapter is open to all students interested in improving choral music and the profession of choral conducting. <https://acda.org/>

STUDENT RECOGNITIONS

Outstanding Senior Awards

The outstanding Senior Awards are presented to seniors who demonstrate excellence in and significant contributions to their music degree program, exceptional musicianship through outstanding performance, superior academic achievement (minimum overall and music GPAs of 3.0), and exemplification of superior personality and character traits in his or her campus conduct. The candidate must have senior status (a minimum of 90 credit hours) in one of the six music degree programs, and have completed, or be about to complete, a minimum of two (2) semesters post-Upper Divisional.

Selection Process:

- The School of Music Student Affairs Committee will collect nominations from faculty in each degree program, who will nominate two eligible candidates.
- Full-time faculty will discuss and vote on one recipient for each award. In the event of a tie, the Director of the School of Music will cast the tie-breaking vote.
- Each award will be given only if worthy recipients are identified.
- Candidates may be nominated multiple times, but they may not receive more than one award.

DATES AND DEADLINES

Application for Graduation

Students should work closely with their academic advisors about completion of degree requirements. It is the student's responsibility to apply for graduation in a timely manner. Application for graduation should be done online: <https://www.pfw.edu/registrar/graduation>

Deadlines for application can be found at:

<https://www.pfw.edu/registrar/graduation>

Withdrawal from a class with full refund

The last day to withdraw from a class and receive a full refund is the Friday of the first week of classes of each semester. Students who withdraw after this date will receive only a partial refund of tuition paid according to the fee schedule printed in each semester's Schedule of Classes.

Withdrawal from a class or classes without grade penalty (partial withdrawal)

The last day to withdraw from a class or classes without grade penalty is usually the Friday of the ninth week of the semester. After this date students may withdraw from classes without grade penalty only in the case of extreme extenuating circumstances and only upon the recommendation of the academic advisor, the director of the School of Music and approval of the registrar.

Students are encouraged to carefully assess their status in each class by the end of the ninth week to determine the appropriate course of action.

This is also the last day to withdraw from school (full withdrawal) without grade penalty.

For current policy and each semester's dates related to registration, including dropping and adding classes, and withdrawing from school, see the FAQs on the Registrar's web page:

<https://www.pfw.edu/registrar/policies-and-regulation>

