

**Purdue University Fort Wayne**  
**School of Music**  
[www.pfw.edu/music](http://www.pfw.edu/music)

**STUDENT HANDBOOK**  
(Revised 2019)

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 *Catalog*, the *Catalog* takes precedence.

**About the School of Music:**

The School of Music awards Purdue University degrees in music, as well as minors in music and jazz. A resident faculty of distinguished musicians and scholars—including outstanding performers from the Fort Wayne Philharmonic, along with more than 40 associate faculty—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 John and Ruth **Rhinehart Music Center** on the north end of the Purdue Fort Wayne campus was completed in 2007. This 110,000 square foot facility houses 25 practice rooms, including a percussion rehearsal room; 24 faculty office/studios; two general classrooms, one music education classroom which simulates an elementary school music classroom, a music technology lab, and a piano lab; rehearsal halls for choral and instrumental music; conference rooms; and offices for departmental administration and community arts organizations. 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.



**Dolnick Hall** is home to the **Purdue Fort Wayne Music Therapy Clinic**, the only on-campus working clinic in a state university in the state of Indiana. In addition to a spacious clinic activity room, the well-equipped facility provides three treatment rooms, video-linked observation stations, faculty offices and a pleasant waiting area.



## Table of Contents

<b>SCHOOL OF MUSIC MISSION, VISION AND VALUES.....</b>	<b>5</b>
Mission.....	5
Vision.....	5
Values.....	5
School Faculty, Staff, and Administration.....	5
<b>DEGREE PROGRAMS .....</b>	<b>6</b>
<b>ADMISSION.....</b>	<b>9</b>
Auditions.....	9
Pre-Music Status.....	9
Transfer Student Procedures.....	10
Non-acceptance.....	10
<b>MUSIC CORE COURSES .....</b>	<b>11</b>
<b>Timeliness of Degree Completion.....</b>	<b>12</b>
<b>PERFORMANCE STUDIES .....</b>	<b>13</b>
Applied Music Study .....	13
Applied Study Co-Requisites .....	13
Performance Class .....	13
Auditioning for Major-Level Study in Performance.....	13
Benchmarks for Performance.....	14
Scheduling Lessons .....	14
Outside Private Study.....	14
Juries.....	15
<b>Upper Division Applied Music Examination (MUSC 29600).....</b>	<b>16</b>
Procedure .....	18
<b>RECITALS.....</b>	<b>19</b>
Concentration Recitals.....	19
Major Recitals .....	19
Recital Scheduling.....	19
Recital Procedures.....	20
Hearing Procedures .....	20
<b>PIANO PROFICIENCY .....</b>	<b>21</b>
<b>ENSEMBLES.....</b>	<b>22</b>
Minimum Ensemble Requirements by Degree Program .....	22
<b>Ensembles as Required by Instrument of Major or Concentration .....</b>	<b>23</b>
<b>PROFESSIONAL STUDIES.....</b>	<b>24</b>
Music Education Upper Division Examination (MUSC 29700) .....	24
Student Teaching.....	24
Music Therapy Upper Division Proficiency Examination (MUSC 29008) .....	25
General Education Requirements .....	25

<b>ACADEMIC POLICIES.....</b>	<b>26</b>
Advising.....	26
Attendance Policies.....	26
Grades.....	26
Final Exams.....	26
Academic Standing.....	27
Academic Probation.....	27
University Policies on Academic Standing.....	27
<i>Dismissal</i> .....	27
<i>Readmission</i> .....	27
Grade Appeals Procedure.....	28
<b>FACILITIES.....</b>	<b>29</b>
Hours.....	29
<b>SCHOOL OF MUSIC SCHOLARSHIPS.....</b>	<b>30</b>
<b>STUDENT ORGANIZATIONS.....</b>	<b>30</b>
<b>STUDENT RECOGNITIONS.....</b>	<b>31</b>
<b>DATES AND DEADLINES.....</b>	<b>32</b>
Application for Graduation.....	32
Upper Divisional Performance Examination.....	32
Withdrawal from a class with full refund.....	32
Withdrawal from a class or classes without grade penalty (partial withdrawal).....	32

## 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*

The School of Music is a fully accredited institutional member of the **National Association of Schools of Music (NASM)** with the next accreditation occurring in 2024. 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 accredited 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/departments/cvpa/depts/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), and Bachelor of Science degrees in Music Therapy (BSMT), Music and an Outside Field (BSM), Music Industry (BSM) and Popular Music (BSM). The school also offers minors in music and jazz.

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 non-western 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.

[http://catalog.pfw.edu/preview\\_program.php?catoid=49&poid=10384&returnto=1454](http://catalog.pfw.edu/preview_program.php?catoid=49&poid=10384&returnto=1454)

### **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.

[http://catalog.pfw.edu/preview\\_program.php?catoid=49&poid=10386&returnto=1454](http://catalog.pfw.edu/preview_program.php?catoid=49&poid=10386&returnto=1454)

### **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 Purdue Fort Wayne music therapy program is the only undergraduate music therapy degree program in a public university in Indiana. 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.

[http://catalog.pfw.edu/preview\\_program.php?catoid=49&poid=10387&returnto=1454](http://catalog.pfw.edu/preview_program.php?catoid=49&poid=10387&returnto=1454)

### **Bachelor of Science in Music and an Outside Field (B.S.M.) (including Music Technology)**

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 music technology, 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.

[http://catalog.pfw.edu/preview\\_program.php?catoid=49&poid=10383&returnto=1454](http://catalog.pfw.edu/preview_program.php?catoid=49&poid=10383&returnto=1454)

### **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. 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.

[http://catalog.pfw.edu/preview\\_program.php?catoid=49&poid=10806&hl=%22music+industry%22&returnto=search&\\_ga=2.169041895.75336404.1568772790-598918041.1563052458](http://catalog.pfw.edu/preview_program.php?catoid=49&poid=10806&hl=%22music+industry%22&returnto=search&_ga=2.169041895.75336404.1568772790-598918041.1563052458)

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

The major in Popular 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). Most classes within the major are held at the Sweetwater Music Center.

[http://catalog.pfw.edu/preview\\_program.php?catoid=49&poid=10807&returnto=1454](http://catalog.pfw.edu/preview_program.php?catoid=49&poid=10807&returnto=1454)

**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. [http://catalog.pfw.edu/preview\\_program.php?catoid=49&poid=10385&returnto=1454](http://catalog.pfw.edu/preview_program.php?catoid=49&poid=10385&returnto=1454)

**Jazz Minor (Instrumental)**

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

[http://catalog.pfw.edu/preview\\_program.php?catoid=49&poid=10509&returnto=1454](http://catalog.pfw.edu/preview_program.php?catoid=49&poid=10509&returnto=1454)



## 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/departments/cvpa/depts/music/future-students/auditions.html>

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 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 20000, 30000, or 40000 level are described in the school's website.

### Pre-Music Status

Students who do not meet all entrance requirements of 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/or MUSC 10900 Rudiments of Music to prepare for another audition or MUSC 11300 Music Theory. Students taking 20000-level lessons are also required to enroll in the 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 coordinator 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 and Popular Music. 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.

Core courses recommended prior to Upper Division status in BM, BME, BSMT and BSM Outside Field degrees:	MUSC 11300-21400 Music Theory I-IV MUSC 11500-21600 Sight-singing/Aural Per I-IV MUSC 20100-20200 Music Literature I-II Minimum 4 semesters applied study at required level	Recommended; required in some degrees: MUSC 11100 – 14100 Class Piano I-IV MUSC 29900 Piano Proficiency MUSC 10900 Comp Skills for Musicians
Core courses recommended prior to Upper Division status in the BSM Popular Music degree.	PHYS 10500 Sound and Music MUSC 18101, 18102, 28201, 28202 Popular Music Theory MUSC-10101 Music for the Listener MUSC 10500 Traditions in World Music 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 MUSC 10300, 20300 Music Recording and Production	
Courses for which Upper Division status is recommended for these degrees:	MUSC 31500 Form & Analysis (required only for BM and BSM degrees) No longer required for Therapy or Education majors MUSC 40300-40400 Music History I-II MUSC 37000 Techniques for Conducting Minimum 3-4 semesters applied study	

Consult the Schedule of Classes (found on the Purdue Fort Wayne home page or [go.pfw](http://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, 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
- Aural Skills/Sightsinging
- Class Piano (non-keyboard concentrations and majors)
- 300 or 400 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 remedial 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 take one 50-minute lesson each week 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.

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 400level 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 in writing of the faculty's decision.

Students pursuing the performance degree in addition to another degree will satisfy all course requirements of both degrees, as well as the post-Upper Division performance study required of the performance major.

### **Benchmarks for Performance**

Benchmarks for Performance 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. It includes examples of pieces that would indicate acceptable performance at each of these levels. The document is housed on the school web page.

### **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 his/her lesson is scheduled, and s/he should contact the applied instructor if that information has not been communicated.

### **Outside Private Study**

Students taking applied music for credit must study only with the music instructor in his or her applied area. Study of the same instrument or voice with another instructor without the express consent of the instructor is considered a breach of professional ethics and may result in dismissal from the affected applied studio in the School of Music. Students who wish to study with another teacher during the summer should do so only with permission of their studio teacher.

## 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 expectations, will determine musical requirements for the jury and communicate these expectations to the student.

One week prior to final examinations week the applied music coordinators will post sign-up sheets for juries on the bulletin boards of the respective areas. Each student is responsible for selecting a time that is appropriate for both the instructor and his/her accompanist, 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 jury determines the semester letter grade, and also the pass/fail indication required for the upper division course (MUSC 29600).

## Upper Division Applied Music Examination (MUSC 29600)

The Upper Division Examination is a mid-degree evaluation of the student's progress in performance and toward degree completion which is required of all students in the 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 full-time faculty must adjudicate the exam. If faculty members outside a student's performance area are needed to meet these requirements, the respective applied coordinator will form an appropriate faculty panel. 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 Divisional, 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 Divisional Exams:

- **Music Education majors:** MUSC 23600/21600, 14100, 10900; all three Foundational Intellectual Skills courses including ENGL 13100 and COM 11400 or THTR 11400 with a grade of C- or better.
- **Music Therapy majors:** MUSC 15300, MUSC 25301, MUSC 35500, PSY 12000 and STAT 12500.



- **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 33701/31700, 33801/31800, 37100, 47000, and 47400
- Music Therapy Majors: Practicum III and IV; Internship Courses

In order to enroll in the following courses, students must successfully complete the Upper Division Examination or receive instructor and advisor consent.

- 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 performance portion of the examination takes place during final examination week. The student's performance is 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 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 and an Outside Field 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.

### 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.

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. Students are also responsible for submitting program notes according to 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.
- Stage set-up: Students are responsible for arranging stage setup and striking after the recital. The School of Music does not provide stage management during student recitals.
- Receptions: Receptions after the recital are optional and are the responsibility of the student. Contact the School of Music secretary 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 coordinator 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 will contact the appropriate applied music coordinator who will schedule the hearing a minimum of two weeks prior to the tentative recital date. The coordinator 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 chosen by them. Two (2) members of the committee must be full-time or half-time faculty. If the applied music coordinator and the applied instructor are the same individual, then additional members will be added.

Students are responsible for providing program notes to the committee at least *one week prior* to the recital hearing. 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.

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 Popular 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. The choice of instrument requires the consent of the degree advisor.

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.

## 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 Science in Music and an Outside Field requires 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 Popular 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.

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.

Music scholarship awards may require participation in one or more ensembles although scholarships for freshman music majors will require participation in only one major ensemble.

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.

## 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	Community 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 Choir, or Community Orchestra, or Jazz Ensemble, contingent upon assignment by advisor and acceptance by director. Piano Performance majors: Piano Accompanying, Piano Chamber Music Ensemble, as required by the degree.

## 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 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, and of C- in the math course
- MUSC 10901 Computer Skills for Musicians
- Successful completion of MUSC 29900 and 29600

Music education courses:

- M23600/21600
- Minimum overall GPA of 3.0

### Student Teaching

Students should consult the School of Education and Public Policy (CEPP) web page for specific requirements for student teaching:

<https://www.pfw.edu/departments/cepp/depts/educational-studies/student-teaching/>

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 teacher candidates is for 16 weeks at two different developmental levels (e.g., elementary/general, middle school, high school). At the conclusion of the successful student teaching semester, students apply for licensure through the PFW licensing officer in the School of Education.



## 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. This examination should be taken concurrently with MUSC 29600 or as advised by the Director of Music Therapy. 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

Specific policies regarding curriculum, course work completion and internship are available in the Music Therapy Student Handbook, distributed to all incoming music therapy students. See specific course syllabi for information regarding applications, letters of recommendation, confidentiality, and use of client materials, and internship requirements.

## General Education Requirements

Purdue Fort Wayne requires a core of 33 credits in general education. These courses follow the state of Indiana's requirements as determined by Senate Enrolled Act 182 (2012) and are organized into six categories with 41 learning outcomes that must be met by all students. Students are advised to take advantage of the wealth of interesting courses offered by the university for general education credit and to incorporate their general education courses throughout their degree programs, completing the Foundational Intellectual Skills courses within their first semesters of enrollment. Consult the catalog for the first year entering the program for a complete list of these requirements. They can also be found easily on My Blueprint.

## ACADEMIC POLICIES

### Advising

Each student is assigned a faculty advisor who functions as a resource and mentor for students as they build their academic schedules and plan their career paths. Students must see 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](http://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 ([mybluepring.pfw.edu](http://mybluepring.pfw.edu)) to determine their status in the degree and academic standing.

The College of Visual and Performing Arts also offers a Student Resource Center to assist music students with study skills and degree counseling.

### 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 a GPA of 3.0 or higher. 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.

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

### Final Exams

Each class (not lessons or ensembles) is assigned a 2-hour final exam time during exam week, which is not the same time as the regular class meeting time. This information should be in the course syllabus and is also available online. All classes are required to meet at this time and can use the time for a regular class, final presentations, or an exam.

## 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 Probation

A student will be placed on academic probation 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 at:

<https://www.pfw.edu/committees/senate/regulations/standing.html>

## 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 department.

## 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/offices/dean/student-resources/grade-appeal.html>

In the case of a grade appeal within the School of Music, if a committee is needed to hear the appeal, the department 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/committees/senate/regulations/honesty.html>

### *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/handbook/>

### *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

Rhinehart Music Center hours are from 7:00 am until 11:00 pm. Students may remain in the building for study and/or practice after hours only with written permission of the 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 secretary in the music office (RC 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 secretary. 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

Since many music scholarships are need-based, all students applying for scholarships must fill out and submit the Free Application for Federal Student Aid, or FAFSA.

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.

### *Phi Mu Alpha Sinfonia, Sigma Epsilon Chapter*

According to the national office of Phi Mu Alpha, "The object of this fraternity shall be for the development of the best and truest fraternal spirit; the mutual welfare and brotherhood of musical students; the advancement of music in America and a loyalty to the Alma Mater." The Sigma Epsilon chapter exemplifies these ideals and provides valuable service to the department and the university.

<http://phimualphasigmaepsilon.weebly.com/>

### *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.

<https://ipfwcnafme.weebly.com/>

### ***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:

- Faculty in each degree program 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 not receive an award more than once.

## **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/offices/registrar/graduation/>

Deadlines for application can be found at:

<https://www.pfw.edu/offices/registrar-office/graduation-diplomas/>

### **Upper Divisional Performance Examination**

Upper Divisional Performance Examination (MUSC 29600) takes place during the final exam period in the fall and spring semesters. Students taking the Upper Divisional Exam should plan their schedules accordingly.

### **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/offices/registrar/faqs/registration.html>



