

***Pittsburg State University Department  
of Music***

**Policy Number**     **001**    

**Adopted** December 2003 (Revised February 2008-January 2010-August 2022)

**Topic: Junior Examination Policy**

The Junior Examination is designed as a developmental landmark in the process of gaining a music degree at Pittsburg State University. It evaluates the candidate in many areas of their educational development and serves as a true benchmark for students in the program. The Junior Examination occurs at the end of the 4<sup>th</sup> semester for zero hour entries and at the end of the 2<sup>nd</sup> semester for transfer students. Exceptions will be dealt with on a case-by-case basis.

*Step 1:*

The candidate will prepare a typed *Statement of Career Goals* in their degree area that must be submitted to the Chair before the Monday of Dead Week. This should outline your career goals, both short-term and long-term. Correct grammar and spelling will be taken into consideration. A copy of your statement should be placed in your official Portfolio (see below).

*Step 2:*

The candidate will work closely with their applied instructor to make sure that all criteria have been met prior to the actual examination.

*Step 3:*

The candidate will create a Portfolio to be **presented at the beginning of Finals Week to the Chair** that includes:

- copies of your transcripts from all completed semesters in the program
- a copy of the *Junior Examination Projected Grade Report* that projects grades for the current semester in progress.
- a copy of your *Statement of Career Goals*
- a *separate listing* of all General Education hours completed, with grades earned.
- copies of all Recital Hour or other solo performances you have appeared in during lower division status.

In addition, a minimum of three (3) forms of recommendation from faculty members in the Department of Music that support their candidacy to upper division status should be processed and submitted by the faculty members to be included in the review process. These forms are included in this packet.

*Step 4:*

The candidate will sign up for two slots on the jury sheets when posted toward the end of the semester.

### UPPER DIVISION STATUS POLICY REQUIREMENTS

To be accepted into full upper division status, the candidate must have completed these academic standards:

- Passed at least up through Theory 2 (a grade of C or better)
- Passed at least up through Class Piano 132 (a grade of C or better)
- Completed both English 101 and English 299 or the equivalent
- Completed all previous jury Examinations successfully

Full admission to upper division status is contingent upon satisfactory completion of all of the above requirements. Students who pass the performance portion of the Junior Qualifying Exam, but who have failed to satisfy one or more of the academic requirements, will be allowed to enroll at the 450 level of Applied Music while continuing to work on the remaining component(s).

In the case that the student does not pass the Performance Jury part of the Junior Examination, they will be given one more semester to prepare and will take the Performance Jury at the end of the next term. **If at that point the student still does not pass the Jury, they will be required to change their major out of the Department of Music.** In rare and extreme circumstances, the student may petition to be granted a third try at passing the Performance Jury, but these will be dealt with on as needed basis.

## Junior Examination Committee

The Committee will consist of one representative from each of the four areas in the Department of Music, as well as a representative from the Music Theory area. The Chair will also sit on the committee. The committee members will be selected at the beginning of the academic year. The committee will meet following the performance aspect of the Junior Examination to evaluate each candidate's file and make the official decision on their placement to upper division status.



*Pittsburg State University*  
*Department of Music*

*Junior Examination Recommendation Form*

Student Name \_\_\_\_\_

Faculty Name \_\_\_\_\_

Please circle 1-5, with 5 being the highest.

	Low.....				High
Musicianship	1	2	3	4	5
Collegiality	1	2	3	4	5
Performance in Coursework	1	2	3	4	5
Ambition	1	2	3	4	5
Leadership	1	2	3	4	5
Potential for Success	1	2	3	4	5
Accountability/Responsibility	1	2	3	4	5
Attitude	1	2	3	4	5
Overall	1	2	3	4	5

**Comments:**

*Pittsburg State University*  
*Department of Music*

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**Comments:**

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*Department of Music*

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**Comments:**