Graduate Handbook
School of Music
2000-2001 Edition

This handbook is intended to supplement The University of Arizona Graduate College Graduate Catalog and A Handbook for Completing the Steps to Your Degree, both of which may be obtained from:

The University of Arizona Graduate College
Administration Building Room 322
Tucson, AZ 85721
(520) 621-1655
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Introduction

The University of Arizona has offered instruction in music since the late 1800's. Today, its School of Music and Dance ranks among the country's foremost institutions of higher education in music. A nationally and internationally recognized faculty of sixty-one artists and scholars provides instruction, inspiration, and guidance to the School's approximately 485 music majors. School of Music and Dance graduates hold significant teaching, performing, and administrative positions throughout the country and abroad. In the years ahead, The University of Arizona School of Music and Dance will continue to play an important role in the training of performing artists, teachers, and scholars.

The School offers a wide variety of degree programs and musical experiences, and presents over three hundred concerts and recitals each year. Performing ensembles tour both within and outside the state. Internationally known artists, scholars, and clinicians are brought to the campus for concerts, workshops, lectures, clinics, and master classes.

General Requirements and Procedures

Graduate education provides an opportunity to increase knowledge, to broaden understanding and to develop creative and research capabilities. Students' academic achievements should reflect a personal commitment to the chosen discipline and to the highest possible standards of scholarly and creative performance. A minimum grade point average of 3.00 is required for admission to graduate programs in music.

It is expected that applicants for master's degrees will have completed a bachelor's degree in music. If an applicant has earned a bachelor's degree in a field other music, enrollment in the appropriate undergraduate major in order to make up deficiencies prior to beginning the graduate degree program is required.

Applicants seeking admission to one of the doctoral degree programs are expected to hold a master's degree in music. When this is not the case, applicants must demonstrate competencies equivalent to the corresponding master's degree.

The Application Packet

Upon receipt of application materials, applicants must read all instructions carefully. Certain items should be sent to the Graduate College, while other items should be sent directly to Mrs. Szabo at the office of Academic Student Services in the School of Music and Dance. Failure to observe this may result in a delay in processing your application. We are unable to process incomplete application packets.

At any time during the application process, you may directly consult Mrs. Szabo via e-mail.

rszabo@u.arizona.edu

Transcripts

As noted in the Admission Instructions, applicants must submit one official set of transcripts from all institutions attended, including institutions where the applicant may have attended only a summer institute or workshop. Applications will not be processed until all official transcripts are received.
The Application Essay

The application essay must be included in the application packet and returned to the School of Music and Dance. For information on the application essay, see On Writing the College Application Essay by Harry Bauld, or Graduate Admissions Essays: What Works, What Doesn't, and Why by Donald Asher. For general information about applying for and succeeding in graduate programs, see Getting What You Came For: The Smart Student's Guide to Earning a Master's or Ph.D. by Robert L. Peters.

Time Limits

At the time of completion of a master's degree, no coursework may be older than 6 years. All doctoral degrees must be completed within 10 years of the onset of doctoral work.
To Apply for Master of Music Programs

<table>
<thead>
<tr>
<th>Performance (instrumental, vocal, conducting, accompanying)</th>
<th>University Application</th>
<th>Transcripts</th>
<th>Application Essay</th>
<th>Audition</th>
<th>3 Letters of Recommendation</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>see next page</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

| Conducting (choral, orchestral, wind)                        | X                      | X           | X                 | see next page | X                           |       |

| Composition                                                 | X                      | X           | X                 | X         |                             | *     |

| Music Theory                                                | X                      | X           | X                 | X         |                             | **    |

| Music Education                                             | X                      | X           | X                 | X         | **                          | ##    |

| Musicology                                                  | X                      | X           | X                 | X         |                             | **    |

* Applicants in Composition must submit a maximum of three reproduced manuscript scores which are a representative cross-section of reasonably current work in various genres. Submitted scores must be legible copies clearly identified as to title, composer, date of completion, etc. In the case of ensemble works include only the full score. At least one work should be a minimum of ten minutes in duration. If possible, a tape recording of the submitted scores should be included. Programs, reviews, articles, etc. may be included. If you wish your materials returned to you please enclose return postage.

** Applicants in Music Theory, Music Education and Musicology must demonstrate satisfactory writing skills and must submit examples of writing (term paper or articles) about topics in their area.

## Curriculum vitae listing teaching and related experience. Applicants must have certification.
To Apply for Doctoral Programs

<table>
<thead>
<tr>
<th>DMA - Performance (instrumental and vocal)</th>
<th>University Application</th>
<th>Transcripts</th>
<th>Application Essay</th>
<th>Audition</th>
<th>3 Letters of Recommendation</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA - Conducting (choral, orchestral, wind)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>see next page</td>
<td>X</td>
<td>Copy of recital program</td>
</tr>
<tr>
<td>DMA - Composition (Daniel Asia: 7020)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>Ph.D. - Music Theory (Edward Murphy: 621-7013)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>Ph.D. - Music Education (Stephen Paul: 621-5869)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>**</td>
<td></td>
</tr>
</tbody>
</table>

** Applicants in Composition must submit a maximum of three reproduced manuscript scores which are a representative cross-section of reasonably current work in various genres. Submitted scores must be legible copies clearly identified as to title, composer, date of completion, etc. In the case of ensemble works include only the full score. At least one work should be a minimum of ten minutes in duration. If possible, a tape recording of the submitted scores should be included. Programs, reviews, articles, etc. may be included. If you wish your materials returned to you please enclose return postage.

** Applicants in Music Theory and Music Education must demonstrate satisfactory writing skills and must submit examples of writing (term paper, articles, or Master's Thesis) about topics in their area.

### - Curriculum vitae listing 3 years teaching and related experience, and Teaching Certification.
- A 30-minute video-tape of applicant's teaching for anyone applying for a Graduate Teaching Assistantship.
- Applicants to the Ph.D. program in music education should hold a master's degree in music education with a minimum grade point average of 3.20 on the graduate courses in music.
Auditions

Auditions are required of all applicants for degrees in Performance and Conducting. Auditions should take place early in the Spring semester for students applying for financial aid; the Scholarship Committee begins allocating awards in March. Contact the faculty member listed within each field of study to arrange an audition in person. Telephone numbers are given for each.

If a personal audition cannot be arranged, a taped audition is often acceptable. Tapes should be clearly labeled with the applicant’s name and the pieces performed. To facilitate evaluation, your tape should be sent directly to the Office of Academic Student Services along with your application materials. The School of Music and Dance will not return audition tapes unless applicant furnishes return postage.

Specific requirements for the various performing areas follow:

Wind Conducting: Applicants must submit a video tape as a preliminary audition. The video should include a complete performance of a piece as well as a 30-minute rehearsal. An audio tape should include a recording of a public performance. If the preliminary audition is acceptable, the applicant will be invited to visit the campus for a personal audition and to conduct one of the university ensembles. Prof. Gregg Hanson, 621-1683.

Choral Conducting: Applicants must submit a video tape as a preliminary audition. The video should include a recent performance, preferably filmed from the front. An audio tape should contain samples of the applicant’s singing and include vocalization at the extreme ends of the vocal range. If the preliminary audition is acceptable, the applicant will be invited to the campus for a personal audition to conduct one of the university ensembles. Dr. Bruce Chamberlain, 621-9929.

Orchestral Conducting: Applicants must submit a video tape as a preliminary audition. If the preliminary audition is acceptable, the applicant will be invited to visit the campus for a personal audition to conduct one of the University ensembles. Dr. Thomas Cockrell, 621-7028.

Guitar: The audition tape should include a minimum of two solos of contrasting styles that demonstrate the performer’s command of the instrument. Prof. Thomas Patterson, 621-1157.

Harp: The audition tape should include a minimum of two solos of contrasting styles that demonstrate the performer’s command of the instrument. Dr. Carrol McLaughlin, 621-1592.

Keyboard: (Harpsichord, Organ, Piano) Audition tapes should contain several works of varying styles from contrasting periods or schools. At least one selection should be technically challenging and brilliant, i.e., an étude or toccata. Dr. Paula Fan, 621-9881.

Percussion: The candidate should demonstrate proficiency in all areas and styles of percussion performance where he/she is competent. See the Percussion Handbook for further details. Prof.. Gary Cook, 626-9227.

Strings: (Violin, Viola, Cello, Bass) The audition tape should contain three examples that exhibit suitable contrast in style and tempo. These should include a slow piece (for evaluating quality of tone, intonation, phrasing) and a fast piece (for evaluating left-hand dexterity, bow-arm fluency, and coordination between the two). The tape should demonstrate applicant’s command of the compass and color possibilities of his/her instrument. Tape should not exceed thirty minutes. Violin - Prof. Mark Rush, 621-5942. Viola - Dr. Hong-Mei Xiao, 621-1410. Cello - Prof. Nancy Green, 621-7012. Bass - Prof. Patrick Neher, 621-5822.
Voice: The audition tape should include selections representing the following four categories: opera or oratorio, German Lied, French mélodie, and art song in English. The selections should be recorded in the order listed above. Prof. Robert Swensen, 621-7017.

DEADLINES

**Domestic Applicants**
The deadlines for domestic applicants documents are as follows:

- for the Fall semester by May 1
- for the Spring semester by October 1

**International Applicants**
The deadlines for international applicants documents are as follows:

- for the Fall semester by February 1
- for the Spring semester by August 1

Applications should be submitted well in advance of the proposed starting date there may be delays in the receipt and acceptance of required documents.

The Graduate College cannot issue a certificate of admission, or visa, until all required documents have been submitted and approved. This includes: 1) official transcripts, 2) official translations when transcripts are not in the English language, 3) the financial guarantee form, and 4) a TOEFL score of 550 or higher. Even if the Graduate College does not require a current TOEFL because of a U.S. degree, the School of Music and Dance requires a current TOEFL score of 550 or higher of all international students.

International students seeking graduate teaching assistantships, whose native language is not English, must obtain an acceptable score on the Test of Spoken English (TSE) or the Speaking Proficiency Assessment Kit (SPEAK).

Exceptions will not be made for the TOEFL and/or TSE/SPEAK requirement.

The School of Music and Dance cannot and will not request exemptions from standard Graduate College and U.S. Immigration procedures and policies.

**Re-admission to the University**

Students who do not register for three (3) units per semester are placed on “inactive” status. Application for Re-admission may be requested from the Office of Academic Student Services in Music.

**FINANCIAL AID**

Various types of financial assistance are available to graduate students in music. Application forms are included with the admissions materials. Types of financial aid are described below.
Fellowships

A small number of Graduate Fellowships is available annually. These prestigious awards ($10,000 plus tuition waiver) are granted to exceptionally gifted students. Awards are for one year only, after which other sources of support are necessary. Nominations are made by School of Music and Dance faculty members and are reviewed by a faculty committee which selects recipients.

Graduate Teaching Assistantships

The School of Music and Dance awards approximately fifty graduate teaching assistantships each year, usually to begin in the Fall semester. Most of these are quarter-time positions which require a commitment of ten hours per week. Applicants for teaching assistantships are expected to demonstrate a positive and proven ability to teach. They must submit three recent letters of recommendation that affirm the above.

Stipends are adjusted annually, current stipend levels are available from the Office of Academic Student Services. Assistantships waive the substantial out-of-state tuition surcharge, but do not waive in-state registration fees.

Application deadline for Graduate Teaching Assistantships is February 1st. Applications must include the appropriate materials as required by each area. (see pages 4 and 5)

The Arizona State Board of Regents mandates compulsory training for all newly appointed graduate teaching assistants. If the recipient of an assistantship is unable to complete the required training, the assistantship is revoked.

Graduate students who hold assistantships are required to register for a minimum of six (6) units of graduate credit each semester of appointment. GTAs must enroll in a core course each semester until core requirements are fulfilled. The maximum number of units that may be taken varies, depending upon the total hours of employment as follows: 25%, 16 units; 33%, 14 units; 50%, 12 units; 66%, 11 units; 75%, 10 units. Audit courses are included in the unit total, not in the minimum six required. In the final semester, a registration of three (3) units of graduate credit is allowed. Each semester all graduate teaching assistants are evaluated by their students and their supervising professors. Continuation of the assistantship is dependent upon satisfactory evaluation from the supervising professor. Students must be certain their faculty mentors evaluate them each semester to ensure continuation of their appointments.

Assistantships are generally renewed for a second year, given favorable evaluations from the faculty supervisor. Appointment for a third year is granted only after review and approval by the Director of the School of Music and Dance.

Master's degree students who continue into a doctoral program might be allowed to retain their assistantships. In such cases, the reckoning of years of service as a graduate teaching assistant begins anew with year one.

Tuition/Registration Fee Waivers

A limited number of tuition waivers and registration fee waivers are available annually. The University requires a minimum grade point average of 3.20 for tuition waivers, and 3.5 for registration fee waivers. All recommendations for waivers originate with the appropriate area faculty. Awards are made by the School of Music and Dance Scholarship Committee. For specific questions about these waivers contact Dr. Josef Knott at josefkn@u.arizona.edu.
Cash Awards

A variety of cash awards are awarded annually. Some of these are need-based; others are granted solely for outstanding performance. As with waivers, recommendations for these cash awards originate with area faculties. Awards are made by the School of Music and Dance Scholarship Committee.

Loans

All loans are handled through the Office of Student Aid, 203 Administration Building. Applicants must be admitted to a degree program before submitting an application to the Office of Student Financial Aid. Processing an application through the University, bank, and guaranty agency can take up to four months. Therefore, early application is advised.

DEGREE PROGRAMS / CURRICULA

Detailed information on degree programs and the degree journey may be found in two publications: the University's Graduate Catalog, and A Handbook for Completing the Steps to Your Degree.

Degree students whose registration has been inactive for two or more consecutive semesters follow the School of Music and Dance Graduate Handbook degree requirements in effect during the semester of Re-admission, and not the School of Music and Dance Graduate Handbook degree requirements in effect at the time of their earlier admission.

Ensemble Requirement
All students enrolled in performance studies are required to participate in an appropriate large conducted ensemble unless excused by the Director of the School of Music.

Master's Degrees

The University of Arizona School of Music and Dance offers the Master of Music degree with a major in composition, music education, musicology, music theory, or performance (accompanying, conducting, instrumental performance, vocal performance).

<table>
<thead>
<tr>
<th>Composition</th>
<th>Units</th>
<th>Music Education</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced composition</td>
<td>9</td>
<td>MUS 550 or MUS 585q</td>
<td>3</td>
</tr>
<tr>
<td>Composition seminar</td>
<td>4</td>
<td>MUS 551</td>
<td>3</td>
</tr>
<tr>
<td>MUS 534</td>
<td>3</td>
<td>Music education electives</td>
<td>9</td>
</tr>
<tr>
<td>Musicology</td>
<td>3</td>
<td>Ensemble</td>
<td>2</td>
</tr>
<tr>
<td>(an original composition)</td>
<td></td>
<td>Private lessons (Voice.Instr/Cond)</td>
<td></td>
</tr>
<tr>
<td>Major instrument or voice</td>
<td>4</td>
<td>(MUS 580 or higher)</td>
<td>4</td>
</tr>
<tr>
<td>Music theory</td>
<td>6</td>
<td>Music theory</td>
<td>3</td>
</tr>
<tr>
<td>Thesis</td>
<td>3</td>
<td>Musicology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MUS 909 or MUS 910 **</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total: 32</strong></td>
<td></td>
<td><strong>Total: 30</strong></td>
<td></td>
</tr>
</tbody>
</table>

Courses which count as Music Education Electives:
MUS 525, MUS 550, MUS 570, MUS 597,
MUS 635, MUS 652, MUS 654, MUS 696a*,
MUS 696c
* Maximum of 6 credits allowed toward graduation
** Recommended for students who plan on entering a doctoral program
Master's Degrees (cont.)

<table>
<thead>
<tr>
<th>Musicology*</th>
<th>Music Theory</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 600 Intro to Grad Studies</td>
<td>Music theory courses</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Musicology courses</td>
<td>Musicology</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Major instrument or voice</td>
</tr>
<tr>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Major instrument or voice</td>
<td>Ensemble</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Collegium Musicum</td>
<td>Music electives</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Music electives</td>
<td>Thesis</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Thesis</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total: 30</strong></td>
<td><strong>Total: 30</strong></td>
</tr>
</tbody>
</table>

* A reading knowledge of French or German is required

<table>
<thead>
<tr>
<th>Performance (Accompanying)</th>
<th>Performance (Conducting)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanying</td>
<td>Conducting (Mus 635 for choral)</td>
</tr>
<tr>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Piano</td>
<td>Major instrument or voice</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Ensemble</td>
<td>Ensemble</td>
</tr>
<tr>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Music Electives</td>
<td>Music Electives</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Music theory</td>
<td>Music theory</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Musicology</td>
<td>Musicology</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Internship</td>
<td>Recitals</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Pedagogy</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Art song repertory</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Recitals</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total: 30</strong></td>
<td><strong>Total: 30</strong></td>
</tr>
</tbody>
</table>

* Wind Conducting majors take MUS 525 (History and Literature of the Wind Band), 3 units, as part of the music electives.

* Choral Conducting majors take 585Q/685Q (2 units) in conjunction with Choral Literature and Technique 635.

<table>
<thead>
<tr>
<th>Performance (Instrumental)*</th>
<th>Performance (Vocal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major instrument</td>
<td>Voice</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Ensemble</td>
<td>Ensemble</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Pedagogy</td>
<td>Pedagogy</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Musicology</td>
<td>Opera Theatre</td>
</tr>
<tr>
<td>3-6</td>
<td>2</td>
</tr>
<tr>
<td>Music theory</td>
<td>Music theory</td>
</tr>
<tr>
<td>3-6</td>
<td>3</td>
</tr>
<tr>
<td>Music electives</td>
<td>Art song repertory</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Recital</td>
<td>Opera history</td>
</tr>
<tr>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total: 30</strong></td>
<td><strong>Total: 30</strong></td>
</tr>
</tbody>
</table>

* String majors must pass an aural examination testing their knowledge of standard string repertory prior to scheduling the final oral.

* A minimum of 1 year of grammar study of French, German and Italian is required before graduation. (Can be satisfied if already completed at the undergraduate level.)
Doctoral Degrees

Doctoral degrees are awarded to candidates who have displayed an in-depth understanding of the subject matter of their disciplines, and the ability to make original contributions to knowledge in their fields. The University of Arizona School of Music and Dance offers the Doctor of Musical Arts degree with a major in composition, conducting, or performance, and the Doctor of Philosophy degree in music education or music theory.

**Composition**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's degree</td>
<td>30</td>
</tr>
<tr>
<td>Adv. composition/seminar</td>
<td>15</td>
</tr>
<tr>
<td>MUS 600</td>
<td>3</td>
</tr>
<tr>
<td>MUS 534</td>
<td>3</td>
</tr>
<tr>
<td>Core courses *</td>
<td>15</td>
</tr>
<tr>
<td>Minor</td>
<td>12</td>
</tr>
<tr>
<td>Dissertation (MUS 920)</td>
<td>18</td>
</tr>
</tbody>
</table>

Total: 96

Composition majors are required to present a recital of their own compositions.

The doctoral composition (Dissertation) is an extended work of approximately twenty minutes' duration.

**Conducting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's degree</td>
<td>30</td>
</tr>
<tr>
<td>Advanced conducting+</td>
<td>18</td>
</tr>
<tr>
<td>MUS 600</td>
<td>3</td>
</tr>
<tr>
<td>Core courses*</td>
<td>15</td>
</tr>
<tr>
<td>Minor</td>
<td>12</td>
</tr>
<tr>
<td>Recitals</td>
<td>18</td>
</tr>
</tbody>
</table>

Total: 96

Students may major in wind, choral, or orchestral conducting. The recital requirement is fulfilled by conducting performances of major university ensembles. The number of conducting performances varies according to area. The final recital is a lecture-recital with accompanying document.

+ Wind Conducting majors take MUS 525 (History and Literature of the Wind Band), 3 units, as part of these 18 units.

* Choral Conducting majors take 9 units of MUS 635, 6 units of 785Q, and 3 units of 635 the semester of their lecture-recital (or 3 units of 785Q).

**Performance**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's degree</td>
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</tr>
<tr>
<td>Studio lessons (785)</td>
<td>18</td>
</tr>
<tr>
<td>MUS 600</td>
<td>3</td>
</tr>
<tr>
<td>Core courses*</td>
<td>15</td>
</tr>
<tr>
<td>Minor</td>
<td>12</td>
</tr>
<tr>
<td>Recitals</td>
<td>18</td>
</tr>
</tbody>
</table>

Total: 96

Registration for lessons is at 685 level until both the Written and the Performance Qualifying Examinations have been successfully completed. Performance majors present four public recitals as a dissertation: a qualifying recital (3 units), an ensemble recital (4 units), a solo recital (5 units), and a lecture-recital with document (6 units). No more than one recital may be performed per semester without Graduate Committee permission. The order of the solo and lecture-recitals is interchangeable, but must be pre-approved by the Graduate Committee.

* The language requirement for the Master's Degree in Voice applies equally for admission into the doctoral program. (A minimum of 1 year of grammar study of French, German and Italian is required before graduation.) Graduate Seminars in the following are required: Operatic Literature (3) units and Instrumentally accompanied Vocal Repertoire (3) units.

13
- Piano and bowed string majors must pass a test of reading knowledge in French or German prior to scheduling Comprehensive Examinations.

- Bowed string majors also must pass an aural examination testing their knowledge of standard string repertory prior to scheduling Comprehensive Examinations. A list of the required orchestral and chamber music selections is available from Dr. Carrol McLaughlin.

- A reading proficiency examination in either German, French or Italian is required for the DMA degree in Voice Performance prior to scheduling Comprehensive Examinations.

- Piano majors may elect an ensemble emphasis in which the series of recitals is as follows: qualifying recital (3 units), ensemble/vocal recital (4 units), ensemble/instrumental recital (5 units), and the lecture-recital (6 units).

- Pedagogy requirements vary. Consult your major professor for requirements for your instrument/voice.

*Academic core: Composition, Conducting, and Performance students must select fifteen units of coursework from the following three categories of core courses:

Category A (3-6 units): 560, 654, 672, 696a  
Category B (3-9 units): 520 (a or b), 620 (a or b), 621 (a or b), 622, 623, 696c  
Category C (3-9 units): 530, 531, 532, 533, 534, 535, 536, 630, 631, 696b

Music Education

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Master’s degree</td>
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<tr>
<td>Major Field*</td>
<td>36</td>
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<td>Minor</td>
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<td>Dissertation</td>
<td>18</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>93</strong></td>
</tr>
</tbody>
</table>

* 9 credits selected from research, 9 credits selected from music education, 12 credits of MUS 696a, and 6 credits selected from graduate courses in musicology, theory, literature, pedagogy, applied lessons and ensembles.

Music Theory

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Master’s degree</td>
<td>30</td>
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<tr>
<td>MUS 600</td>
<td>3</td>
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<tr>
<td>Major field</td>
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<td>Grad Music History</td>
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<td>Double Minor</td>
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<tr>
<td>Dissertation</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>102</strong></td>
</tr>
</tbody>
</table>

Ph.D. students in music theory are required to pass language examinations in German and French prior to scheduling Comprehensive Examinations. In the event a candidate works in a field of specialization that warrants it, another language such as Greek, Latin, Russian, etc. can be substituted for French with the permission of the School of Music and Dance Dance Graduate Committee. If the research specialization lies within a computer-assisted field, expertise in that technology can be substituted for French.

Ph.D. students in Music Theory are required to complete two minors of nine units each. The first minor must be in music. The second minor should be chosen from one of the following fields: art history, computer technology, philosophy, or psychology. Requests to minor in another field are subject to approval by the Graduate Committee.
Doctoral Minor: A Secondary Concentration

In order to allow for greater flexibility and to develop another specific concentration to a higher level, each doctoral student must select a minor area of study. The professional needs and objectives of the individual student are kept in mind when the coursework is determined by the appropriate area coordinator.

Minors may be chosen from complementary disciplines within music (e.g., composition, conducting, music education, musicology, music theory or performance), or from areas outside music with the approval of the Graduate Committee. Performance majors may not minor in another performance area.

Students must discuss their proposed minor with the Office of Academic Student Services before directly contacting the area.

1. **Minor in Music Theory**
The doctoral minor in Music Theory is agreed upon after discussion with the Graduate Advisor in Theory, Dr. Edward Murphy.

2. **Minor in Choral Conducting**
635 Choral Literature and Techniques (concurrent with 502G and 502B) 6
925 Recitals 3
630 The music of Bach, 631 The music of Mozart, or similar 3
courses after consultation with the Director of Choral Activities
699 *(two public performances with major University ensembles)*

3. **Minor in Instrumental Conducting**
Students must already have the following in order to qualify for this minor:
a) Two semesters of undergraduate conducting courses;
b) Conducting experience in front of an ensemble as part of a course, in rehearsal, or in performance;
c) An interview with members of the instrumental conducting faculty, to include:
   1) sight-conducting of selected excerpts, demonstrating a variety of musical styles
   2) singing of the score while conducting
   3) demonstrating patterns at specific tempi and styles
d) A written qualifying exam, including transposition, terminology, score analysis and repertory.
Course work for the minor is developed in consultation with the student.

4. **Minor in Orchestral Conducting**
Study of major works of the Classic, Romantic and 20th-century orchestral literature. Study of two operas, at least one of which will be by Mozart. Acquisition of sufficient skill to solve any technical problems.

5. **Minor in Music Education** *(only students with certification are eligible)*
Coursework for the doctoral minor in music education is chosen in consultation with the Music Education Coordinator. Typically, the student will complete Music 551 (Behavioral Research in the Arts), Music 650 (Foundations and Principles of Music Education), and three units of Music 696A (Seminar). In addition, the student will select one of the following courses: Music 550 (Advance Studies in Music Teaching), Music 651 (Curriculum Development in Music), Music 652 (Management Techniques in Music), or Music 654 (Psychology of Music).
Doctoral Minors (cont.)

6. **Minor in Composition**
   - 533 Music of the Twentieth Century 3
   - 623 Analysis of contemporary music 3
   - 640 Advanced Composition 3
   - 534 Music Since 1950 3

7. **Minor in Strings**
   - 2 semesters (4 credits) of applied lessons 8
   - 2 semesters of orchestra 2
   - 2 semesters of chamber music 2
   - 510A Pedagogy 2
   - Recital 1

8. **Minor in Historical Musicology**
The doctoral minor in Musicology is agreed upon after discussion with the Graduate Advisor in History, Dr. John Brobeck.

9. **Minor in Voice**
Students considering a doctoral minor in Voice will be auditioned by the Voice faculty and given written qualifying examinations in relevant areas. Deficiencies in these areas will be satisfied by completion of the appropriate course(s).

   - Graduate level studio instruction in Voice 6
   - Pedagogy 2
   - Art Song (one semester) 2
   - History of Opera (one semester) 3
   - Recital 1

10. **Minor in Wind and Percussion Performance**
    - applied study at 585 level or higher 8
    - 510A Pedagogy 2
    - Solo Recital: Part of the last semester’s private study 0
    - 4 units of electives to be chosen from
      - Chamber Music
      - Chamber Winds
      - Arizona Contemporary Ensemble
      - Large Conducted Ensemble
      - Independent Study

11. **Minor in Music in General Education**
The Music in General Education minor has been designed to prepare graduates to teach music to the general university student. Coursework emphasizes development of practical skills as well as an informed philosophy regarding the ever-evolving role of music courses in the general liberal arts and science curriculum.

    This specialization requires developing a broad understanding of music in all styles, a battery of teaching strategies, including exposure to recent technological support, as well as developing a comfortable demeanor addressing students in and out of the classroom.
Doctoral Minors (cont.)

Students are required to complete a minimum of 12 units from four different categories:

A) Higher Education 3
B) Music (Education, Literature, Philosophy, and Musicology) 3
C) Ethnomusicology (MUS 696G) 3
D) Internship 3

A concentration in technology is also available under the umbrella of this minor.

THE DEGREE JOURNEY

Introduction

Students are responsible for knowing and completing all course requirements for their particular program, and for acquainting themselves with the current academic regulations found in this handbook and in the GRADUATE CATALOG. Entering students are strongly encouraged to keep a copy of the School of Music and Dance GRADUATE HANDBOOK of the year of their matriculation to serve as a personal checklist of their requirements.

Academic and other institutional policies are subject to periodic review and revision. Such revision becomes effective at the time of its announced implementation, unless otherwise indicated, so you should also periodically check the on-line handbook at www.arts.arizona.edu/music/grad/

A time-line for your degree is conveniently described in A HANDBOOK FOR COMPLETING THE STEPS FOR YOUR DEGREE, which is available in two formats—one for master’s degree students, and the other for doctoral students. In addition to useful information about the proper chronology of your degree, this “steps” handbook contains the forms needed to be submit for various stages of completion.

Satisfactory Academic Progress

ALL SOMAD GRADUATE STUDENTS: Students must take Diagnostic Examinations in Music Theory, Music History and Writing before their first semester classes begin. Courses identified as deficiencies or required must be taken the first time they are offered. To maintain Graduate status in good standing, students must enroll in one core class each semester until all core requirements are fulfilled.

A semester and overall cumulative GPA of 3.0 must be maintained. Any semester GPA that falls below this requirement is grounds for loss of financial aid and/or dismissal. Appeals may be made directly to the Director of Student Academic Services.
MASTER OF MUSIC

WHEN

During the first semester

- Diagnostic Examinations in Music Theory, Music History and Writing (if applicable (Courses identified as deficiencies or required must be taken the first time they are offered)
- submit Study Plan
- take course work*

During second semester

- take course work*

During third semester

- take course work*
- Thesis option: submit proposal to Graduate Committee for approval
- Mus Ed Project: submit project proposal request to committee for approval
- Non-Thesis Option: String players must pass listening examination

During fourth (or final) semester

- take course work*
- Thesis Option: final defense of thesis submit thesis for microfilm or to department
- Non-Thesis Option: perform Master’s Recital take final comprehensive examination
- Mus Ed Project: complete project successfully, take final comprehensive examination

DMA (assuming acceptable MM)

WHEN

During the first semester

- take Diagnostic Examinations in Music Theory, Music History and Writing.
- take written Qualifying examinations in the Major and minor areas. (Courses identified as deficiencies or required must be taken the first time they are offered.)
- take course work*
- For performance students: First Solo Recital will be performed.

During second semester

- submit Study Plan to Graduate Committee
- take course work*

During third semester

- recital
- take course work*
Satisfactory Academic Progress (cont.)

During fourth semester
- recital
- document proposal submitted to SOMAD Graduate Committee
- complete foreign language requirement
- take written Preliminary examination
- take course work*

During fifth semester
- take Oral Preliminary Examination
- submit Advancement to Candidacy form to SOMAD Student Academic Services
- recital

During sixth semester
- submit penultimate copy of document to committee members and take Final Oral Examination
- submit document to the Graduate College

Ph.D. (assuming acceptable MM)

WHEN

During the first semester
- take Diagnostic Examinations in Music Theory, Music History and Writing Examinations.
- take written Qualifying examinations in the Major and minor areas.
  (Courses identified as deficiencies or required must be taken the first time they are offered.)
- take course work*

During second semester
- submit Study Plan to SOMAD Student Academic Services
- take course work*

During third semester
- take course work*

During fourth semester
- prepare dissertation proposal
- take Written and Oral Preliminary examination
- take course work*

During fifth semester
- submit dissertation proposal to SOMAD Graduate Committee
- submit Advancement to Candidacy form to SOMAD Student Academic Services

During sixth semester
- submit penultimate copy of document to committee members and take Final Oral Examination
- submit document to the Graduate College
Diagnostic and Qualifying Examinations

All entering graduate students are required to take diagnostic examinations in music history, music theory, and writing to evaluate handwriting skills.) These examinations are administered prior to the beginning of classes in both Fall and Spring semesters. Graduate diagnostic examinations in music history and music theory may be taken only once. Students who proceed directly from master’s degrees into doctoral degrees at The University of Arizona will not repeat the diagnostic examinations.

Each is a three-hour examination. The music theory examination includes an ear training component and both melodic and harmonic dictation. Students who fail the ear training portion of the graduate music theory examination will be required to take MUS 521.

Students may receive recommendations for coursework, and students with severe weaknesses may be required to take designated coursework. Students must register for such coursework at the first opportunity. Failure to do so may result in delay of “time to degree”. Partial courses may not fulfill deficiencies, and such designated coursework must be completed with a grade of “B” or higher.

In addition to the diagnostic examinations in music history and music theory, doctoral students must take qualifying examinations in the major area of study during the first semester in residence. Qualifying exams in the minor may be taken then no later than the second semester in residence. For piano performance majors, the exam will include a 20-minute performance.

The major area qualifying examination may be waived only when a candidate has completed a master’s degree at The University of Arizona, and only upon the recommendation of the major area. The minor field examination may be waived at the option of the minor area.

Academic Advising

The Academic Student Services office is the principal location for academic advising for all graduate music students. Students should visit the office once a semester to ensure they are following established guidelines and procedures. Each student also has a major professor who gives counsel and direction in the student’s major area. When students seek appropriate advising on a regular basis, they reduce opportunities for misinformation, errors, and frustration.

The School of Music and Dance Graduate Committee

With representatives from the various fields of emphasis in the School of Music and Dance, the Graduate Committee is the oversight committee for the degree progress of all graduate students. Students may feel free to contact its members at any time. The Graduate Committee, in preparation for its weekly meeting, reads all proposals for doctoral dissertations, lecture-recital documents, and master’s theses, and as a body annually reviews the policies and procedures for graduate study in the School of Music and Dance. Current members and their areas are Dr. Josef Knott, Chair; Dr. John Brobeck, Musicology; Dr. Edward Murphy, Theory; Dr. Stephen Paul, Music Education; Prof. Charles Roe, Voice; Dr. Janet Sturman, General Studies; Dr. Carrol McLaughlin, Strings; Dr. Neil Tatman, Wind and Percussion; and Prof. Nicholas Zumbro, Piano.

Your Advisory Committee

Advisory committees are established to administer masters and doctoral oral and/or written examinations, evaluate recitals, and to supervise the preparation of theses, dissertations, and lecture-recital documents. Your Advisory Committee should be invited to all of your recitals, and, in general, encouraged to follow your academic and musical progress. Committee membership is limited to tenured or tenure-track faculty members only. Master’s degree committees consists of three faculty members from the major or related disciplines. Doctoral degree committees consist of three faculty
members from the major area and two from the minor. Committees are established through discussion between student, major professor, and the Director of Graduate Studies. However, any changes in the make-up of the committee must be approved by the Director of Graduate Studies. Questions regarding committee membership are resolved by the School of Music and Dance Graduate Committee.

Most faculty members are appointed for the academic year; their schedule follows the academic calendar (August - May). Please be aware of these dates when asking faculty to attend recitals, edit documents, or in any other way devote time to your degree.

Master of Music Study Plan

Master's degree students develop a formal study plan during the first semester of study. The Master's Study Plan is reviewed and approved by the Director of Graduate Studies and forwarded to the Graduate College for final approval. Forms are available in the Office of Academic Student Services as well as on-line.

Doctoral Study Plan

During the first semester of study, immediately upon completion of the qualifying examinations, doctoral students submit a formal Doctoral Study Plan, in consultation with Academic Student Services Office and the major professor. All coursework and other requirements leading to the completion of the degree are included.

The Doctoral Study Plan is reviewed and approved by the Director of Graduate Studies and forwarded to the Graduate College for final approval. Forms are available in the Office of Academic Student Services as well as on-line.

Doctoral Application to Candidacy

Approximately nine months before completion of the degree, each student must submit an Application to Candidacy, listing all coursework being counted toward the degree. Forms are available in the Office of Academic Student Services as well as on-line.

Please allow ample time for this paperwork to be approved by the Office of Academic Student Services and to meet Graduate College deadlines. Failure to submit the Application to Candidacy by the published deadline may postpone the completion of your degree.

Recitals

Master of Music candidates in performance present one recital, the overall length of which should be between 50-90 minutes in length. Conducting candidates present a series of partial recitals.

Doctoral candidates in performance present a series of four recitals (qualifying, ensemble, solo and Lecture) as described under Degree Programs/ Curricula in this handbook. Each should be from 50-90 minutes in length.

Doctoral candidates in conducting present a series of partial recitals. They also present a lecture-recital from 50-90 minutes in length.

Prior to the recital, Piano, String and Voice majors may be required to pass a pre-recital hearing to demonstrate that the program is memorized and that the performance level is high. Discuss details of the hearing with your major professor.

Students are encouraged to write program notes.
The Recital Committee

Master's Recital committees consist of the major professor as well as two other professors from the major area of study or a closely-related area.

Doctoral Recital committees are made up of the members of the candidate's Advisory Committee (3 professors in the major area and 2 professors in the minor area).

Faculty who have agreed to attend a recital may occasionally have a conflict at the last moment. In such cases, the student must notify the Academic Student Services immediately. The Office will appoint another faculty member in the student's area or a member of the School of Music and Dance Graduate Committee to attend the recital.

The Doctoral Lecture-Recital

The doctoral lecture-recital (conducting and performance majors) relates scholarship to performance. Candidates demonstrate the ability to select and organize pertinent data, and to communicate effectively about music through the written and spoken word. Candidates prepare a formal written document and a *viva voce* lecture that address the selections conducted or performed. Music performed on another degree recital is not acceptable.

The Doctoral Comprehensive Written Examination (except Music Education)

Prior to being admitted to candidacy, Doctoral students must pass a comprehensive written examination in the chosen fields of study. This examination is intended to test the student's fundamental knowledge of the major and minor areas. The written portions covers the major and minor fields. No later than six months after successful completion of the first of the written portions, an oral examination before a committee of the faculty (See Advising/Committees above) appointed by the Dean of the Graduate College upon consultation with the major and minor department, is administered.

The written comprehensive examination is held when essentially all coursework has been completed, and in any case no later than three months prior to the date of the final oral examination. Piano, Strings, Music Theory and Voice majors must have satisfied their Foreign Language Requirements before scheduling the Comprehensive Examinations.

Comprehensive Written Examination for Doctoral Students in Music Education

The Comprehensive Written Exam will be taken during the final semester of coursework, and no later than the tenth week of the semester. At the time of this exam, the portfolio is due. If the candidate passes the exam, the Oral Comprehensive Exam is scheduled for the final week of the semester. If the written work is unsatisfactory, the Oral Comprehensive Examination is re-scheduled.

A) The written exam will consist of approximately 3-4 broad based questions chosen from a list of 10 to 12 questions the student receives 24 hours in advance of the exam. The answers for these questions will be written, in their entirety, during a two-hour exam period.
B) The student will present each member of the major committee with a Portfolio consisting of the following:

1) A 15-20 page Dissertation Proposal which may or may not be the actual study to be used. This will consist of an abbreviated version of the opening three chapters of a standard dissertation.

2) A review of a dissertation (supplied by committee) as might be found in CRME.

3) A syllabus for a course to be determined by the dissertation committee. This is to include all basic sections of a syllabus. It should also include an annotated bibliography of text books considered for use, and should state the strengths and weaknesses of each.

4) One of the following:

   A 6-10 page manuscript suitable for submission to a professional journal such as Music Educators Journal, The Choral Journal, or The Instrumentalist.
   A 20 page manuscript suitable for submission to a research journal such as The Journal of Research in Music Education, The Bulletin of the Council for Research in Music Education, or the Quarterly.

   Note: If work is published, submit published version.

According to the Graduate College, the entire written examination is either passed or failed. A student must pass all the portions in order to proceed to the oral exam. Failure of any one of the portions constitutes failure of the entire exam.

The Oral Comprehensive Examination will last two hours but not more than three. The portfolio items submitted to the committee may act as a springboard for this exam, but the nature of the examination is comprehensive and is not restricted by the portfolio.

Doctoral Comprehensive Oral Examination

No later than three weeks prior to the proposed date of the examination, the "Application for Comprehensive Oral Examination" form must be filed with the Graduate College by all DMA and Ph.D. candidates. Students should prepare this form well before the three-week deadline, as the form requires the signatures of all five committee members. The Graduate College will not accept a partially completed form.

The oral preliminary exam is the occasion when the faculty committee members have both the opportunity and the obligation to require a student to display a broad knowledge of the chosen field of study (music), and sufficient depth of understanding in areas of specialization. As a test of a successful performance, the student should demonstrate a professional level of knowledge expected of a junior faculty member.

Students who have successfully passed the Comprehensive Examinations file the Doctoral application to Candidacy form, due approximately 9 months prior to completion of degree.
Theses, Dissertations, and Documents

Master's degree students in musicology and music theory write a thesis in partial fulfillment of degree requirements, or a project in lieu of a thesis. Doctoral degree students in Ph.D. programs (music education and music theory) write a dissertation. Doctoral degree students in conducting and performance write a lecture-recital document.

The Graduate College rules and regulations governing the writing and submission of theses, dissertations and documents are found in A Handbook for Completing the Steps to Your Degree and in the Manual for Theses and Dissertations, which is on the internet at www.grad.admin.arizona.edu, under degree certification.

The School of Music requires the use of APA for Music Education and Turabian for all other documents. Endnotes may not be used. The writing of the thesis, dissertation, or document is done under the supervision of the major professor with input from other members of the student's committee. No less than three weeks prior to the final oral examination, students must submit penultimate copies of the thesis, dissertation, or document to members of the committee. Failure to do so will result in a rescheduling of the exam.

After the final examination, students make any necessary corrections and submit a copy to Academic Student Services for approval and format review. Two library copies will then be submitted to the Degree Certification at the Graduate College.

Formal Proposals for Thesis or Doctoral Documents

Graduate students who are required to write a thesis, dissertation, or lecture-recital document must submit a formal proposal to the School of Music and Dance Graduate Committee. Proposals must be approved no less than three months prior to the lecture-recital. Proposals average from six to twelve pages in length and must include musical examples.

The student should submit the proposal to one of the graduate readers, who will review the proposal for clarity and focus. When the major professor and the student's advisory committee have signed off on the proposal, it is ready to be submitted to the Graduate Committee for acceptance. The Office of Academic Student Services has examples of proposals available for perusal.

Guidelines for proposals:

Date __________
Draft # ________

1. Name, address, telephone number, and e-mail address
   Degree sought, with major and minor areas
   Type of study (Lecture-Recital Document, Thesis, Dissertation)

Include this statement and appropriate signatures:

"I have read this proposal and believe it is ready for consideration by the Graduate Committee."

Major Professor
signature _______________________________ Date __________

Committee Member
signature _______________________________ Date __________

Committee Member
signature _______________________________ Date __________
2. Proposed Title

3. Intent and Scope of Study
   Identify the subject you will investigate and delineate the limits of your study. Define technical or special terms, and words not used in their ordinary sense.

4. Statement of Primary Thesis
   A "thesis" is a simple declarative statement that can be discussed and maintained against objections. Your thesis statement should concisely express (one or two sentences) the main point you intend to make concerning your subject. A thesis statement normally begins, "I will attempt to demonstrate that..."

5. Justification for Your Study
   Explain the need for your study, and show how your work relates to the existing literature concerning your subject.

6. Organization
   Outline the main divisions and subdivisions of your work, using standard outline format. If you are preparing a lecture-recital document, show how your *viva-voce* presentation will differ from your written presentation and give the title(s) of the compositions you will perform. Indicate which items of the written document will be omitted or compressed.

7. Methodology
   Exemplify how you will use evidence drawn from your research to support your primary thesis. Include musical examples that illustrate the manner in which you will analyze the music under consideration. Identify and discuss the principal assumptions inherent in your treatment of your subject.

8. Sources
   Provide a selective list of sources dealing directly with your subject. Use a uniform style selected from the APA for Music Education Majors or the Turabian Style Manual.

9. Please paginate your proposal.

Please turn in ten copies of your proposal to the Office of Academic Student Services and discuss a date for your discussion with the Committee. (Committee meetings are on Mondays at 11:00 a.m. and the deadline for submitting any item is noon on the previous Wednesday.)

Occasionally, pressing deadlines prevent all proposals from actually being discussed on the scheduled date. Please check with the Office of Academic Student Services or call 621-5929 on Friday, to make certain that you are still on the agenda.

**Final Oral Examinations**

**MM Final Oral Examination**

Master's degree students must submit a "Request to Schedule MM Oral Examination" form no less than three weeks prior to the scheduled examination. Failure to do so may result in a rescheduling of the exam. Forms are available in the Office of Academic Student Services.
This exam is a minimum of one (1) hour and is not a pro forma examination. Masters’ candidates are expected to demonstrate a broad understanding of music history, music theory and pedagogy, and an in-depth knowledge of their major subject. Questions will not be limited solely to materials covered in classes the student has taken or recitals given. Questions should test the application of a student’s broad knowledge, rather than mere recall of facts.

Doctoral Final Oral Examination

This final examination is an oral defense of the entire dissertation, and the student is expected to be able to defend all elements of the dissertation. The examination also may appropriately include any further general questioning related to the field(s) of study encompassed within the scope of the dissertation. In the DMA, the “dissertation” is the four (4) recitals and the DMA lecture-recital document. Committee members must be given the penultimate copy of the document three (3) weeks before the examination so they can critically read it. Failure to give members the copy three weeks prior to the exam will result in rescheduling of the exam.

After obtaining the signatures of committee members, doctoral students submit the “Announcement of Final Examination” no less than three weeks prior to the scheduled examination. The form is found in A Handbook for Completing the Steps To Your Degree.

After passing the oral defense, the student makes any corrections or revisions specified by the committee. The candidate then brings the corrected copy of the document to the Office of Academic Student Services for approval.

If approved, the final two copies of the document, if the major professor’s signature is on the Dissertation Director line, and all other signed paperwork are submitted to Academic Student Services, the major professor places his/her signature on the Notice of Completion of Final Examination and Dissertation Requirements Form. When this has been done, Academic Student Services will submit the finished documents to the Graduate College. The student must make any corrections requested by the Graduate College. The Office of Academic Student Services forwards the documents to the Graduate College.

The final copies of the document which have been approved by the major professor must be the same as the copies turned in to the Graduate College.

Grade Appeal

A student who feels that a grade has been unfairly awarded may appeal. Before a student begins the appeal process, he/she should make a serious effort to resolve the problem by discussing the concerns with the course instructor, stating the reasons for questioning the grade.

Please see the Director of Academic Student Services for complete details.

Grievance Procedures

There is a grievance procedure for graduate students who feel that they have been treated unfairly by a member of the faculty. Please see the Director of Academic Student Services for complete details.

The Academic Student Services Office is always available to you, please solicit its counsel and assistance.