

Graduate Handbook

SCHOOL OF MUSIC

2006-2007 Edition

This handbook is intended to supplement The University of Arizona Graduate College Catalog found at <http://grad.arizona.edu/catalog/>.

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Introduction

In its 2005-2006 handbook, the National Association of Schools of Music characterizes the functions of graduate education in music as continuing development of:

1. Individual talents, interests, and philosophies which can be used creatively both to preserve and extend our cultural heritage;
2. Professional competence in such disciplines as composition and performance interpretation, and evaluation of knowledge;
3. Professional competence in the communication and dissemination of knowledge; and
4. Individuals with the potential to solve contemporary problems in various aspects of music.

The University of Arizona, ranked among that nation's most distinguished research universities, is a particularly invigorating environment in which to pursue such development. The graduate student body within the School of Music is of sufficient size and diversity to permit formal and informal exchange of experience, ideas, and knowledge. The internationally recognized music faculty includes scholars, composers, and performers available to students in small seminars and tutorials, in informal studio and coaching sessions, and in intensive consultations relating to the preparation of theses, dissertations, and performance projects. Not only are the resources within the School of Music and College of Fine Arts abundant and apt, but also the wealth of intellectual strength throughout the campus invites fertile engagement in interdisciplinary inquiry and achievement.

This handbook exists to help each graduate student meet individual objectives and goals by outlining essential policies and procedures relevant to successful progress toward the degree. Policies and procedures ensure that institutional standards and expectations apply with equity and that the distinction and meaning of the degrees granted adhere over time. Following and maintaining integrity of process and standards will ensure that students' investment in graduate education yields enriching personal and professional dividends.

General Requirements and Procedures

Graduate education provides opportunities to increase knowledge, to broaden understanding and to develop creative and research capabilities. Academic achievements are one indicator of personal commitment to the chosen discipline and to the highest possible standards of scholarly and creative performance. A minimum grade point average, therefore, of 3.00 is required for regular admission to graduate programs in music.

Applicants for master's degrees must have a bachelor's degree in music. Applicants for doctoral degrees must have a master's degree in music.

Transcripts

As noted in the Graduate College Admission Instructions, applicants must submit one official set of transcripts, with degree/s posted, to the School of Music from all institutions attended, including institutions where the applicant may have attended only a summer institute or workshop. These must be submitted no later than 30 days after the beginning of the first semester in residence. Failure to do so may jeopardize future registration.

Time Limits

All requirements for the master's degree must be completed within six years
<<http://grad.Arizona.edu/catalog/masters/timelimit.php>>.

Doctoral students must complete their degree within 5 years of passing the Comprehensive Examinations. Should a student not finish within that time period, he or she may be allowed to re-take the Comprehensive Examination with permission of the program,
<http://grad.Arizona.edu/catalog/doctoral/time.php>.

Deadlines

Domestic Applicants

The deadlines for domestic applications are as follows:

Fall Semester	June 1
Spring Semester	October 1
Summer Session	March 1

International Applicants

The University of Arizona School of Music welcomes applications from international students. Applicants who submit paperwork well in advance of the proposed starting date are most likely to avoid disappointment caused by unexpected delays in the receipt and acceptance of required documents.

The Graduate College will not issue a certificate of admission or visa until all required documents have been submitted and approved. Official transcripts or yearly mark sheets, including confirmation of degrees awarded, are required for each institution previously attended. If the records are not in English, applicants must provide the official original language document with a certified English translation. International students must also demonstrate proficiency in English as one of the conditions for admission. Submission of a minimum score of 550 (or a computer-based score of 213) on the Test of English as a Foreign Language (TOEFL) is required of all applicants whose native language is not English.

Applicants transferring to the University of Arizona after completing two years of full-time, upper division, academic study in the United States or who, in the semester prior to matriculation at The University of Arizona, received a bachelor's or graduate degree from an institution in the United States, the United Kingdom, Australia, Canada or New Zealand are exempt from submitting TOEFL scores. However, applicants who have resided outside these countries since completion of studies and bestowal of degrees will be required to submit current TOEFL scores as part of the admissions process.

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 English Assessment Kit (SPEAK). Exceptions will not be made for the TOEFL and TSE/SPEAK requirement.

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

The deadlines for international applications are as follows:

Fall semester:	December 1
Spring semester:	June 1
Summer session:	December 1

Readmission to the University

Students must maintain continuous enrollment until the completion of all degree requirements otherwise they will be placed on inactive status and must apply for readmission. Information about application for readmission is available at http://grad.arizona.edu/Catalog/Application_Procedures/Readmission_Requirements.php.

Financial Aid

Graduate students in music may apply for various types of financial assistance. Some examples of financial aid are described below.

Fellowships

A limited number of Graduate Fellowships are available annually. Exceptionally gifted students win these prestigious awards (\$2,500-10,000 plus tuition waiver) each year. Awards are for one year only, after which students must plan to obtain other sources of support. Nominations come from the School of Music faculty and are reviewed by the School of Music Scholarship Committee, which selects the recipients.

Assistantships

The School of Music annually awards approximately fifty graduate teaching assistantships (GTAs). Most of these are quarter-time appointments requiring a commitment of approximately ten hours per week. Successful applicants for teaching assistantships will demonstrate aptitude for teaching or documented effectiveness as teachers. Applicants submit three recent letters of recommendation affirming such accomplishment or potential.

GTA stipends are adjusted annually. Current stipend levels are available from The Office of Academic Student Services. Graduate Teaching Assistants receive a waiver of out-of-state tuition, and a remission of a portion of in-state registration fees. Other benefits include individual health insurance, a discount at the ASUA Bookstore, and an automatic payroll deduction option.

Applications will receive most favorable consideration if completed before February 15th.

The Arizona State Board of Regents requires compulsory training for all newly appointed graduate teaching assistants. If the recipient of an assistantship is unable to complete the required training procedures, he/she will forfeit the assistantship.

Graduate students who hold assistantships must register for a minimum of six (6) units of graduate credit. Audit courses do not qualify for these minimum registration requirements.

All graduate teaching assistants receive evaluations each semester, both by their students as well as their supervising professors. Continuation of the assistantship is dependent upon satisfactory evaluation from the supervising professor. Students will invite their faculty mentors to observe and evaluate their work each semester to ensure continuation of their appointments.

Assistantships may be held for up to four semesters, contingent upon favorable evaluations from the faculty supervisor, recommendation of the area coordinator, and continued availability of funding. Master's degree students who continue into a doctoral program may be eligible to continue as GTAs. In such cases, the reckoning of years of service as a graduate teaching assistant begins again during the first semester of the new degree program.

Tuition/Registration Fee Awards

A limited number of tuition and registration fee awards are available annually. The University requires a minimum grade point average of 3.0. All recommendations for awards originate with the appropriate area faculty. The School of Music Scholarship Committee makes awards. For specific questions about these waivers please speak with your major professor.

Scholarships

The School of Music Scholarship Committee awards a variety of need-based and merit cash scholarships annually. All recommendations for scholarships originate with area faculties. Recipients often have the opportunity of corresponding or interacting with the donors (or their heirs) of named cash scholarships and awards.

Loans

All student loans are handled through the Office of Student Financial Aid, 203 Administration Building. An applicant must be admitted to a degree program before submitting an application to the Office of Student Financial Aid. The total processing time at 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 may also be found in the UA Graduate Catalog at <http://grad.arizona.edu/catalog/index.php>.

Continuous Enrollment

Students must be in compliance with the Graduate College Continuous Enrollment Policy at all times <http://grad.arizona.edu/catalog/policies/contenrol.php>. A student admitted to a master's degree program must register each fall and spring for a minimum of three graduate units from original matriculation until all degree requirements are met. If the degree program requirements are to be completed in the summer, the student must register for a minimum of one unit of graduate credit during that term. If students plan to make use of University facilities and faculty in the summer, they must enroll for one unit of graduate credit. A student admitted to a doctoral program must register each fall and spring for a minimum of three graduate units from original matriculation until the completion of all course requirements, written and oral comprehensive exams, and 18 dissertation units. When these requirements are met, doctoral students must register for a minimum of one unit each semester until final copies of the document/dissertation are submitted to the Graduate Degree Certification Office. However, students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements.

Unless excused by an official Leave of Absence (which in no case may exceed one year throughout the student's degree program), all graduate students are subject to the Continuous Enrollment Policy and must pay in-state and out-of-state tuition and fees in order to remain in the program. If the student fails to obtain a Leave of Absence, or fails to maintain continuous enrollment, he or she will be required to apply for re-admission to the program, pay the Graduate College application fee, and pay all overdue tuition and fees, including cumulative late penalties. No tuition or registration waivers will be applied retroactively.

Degree students whose registration has been inactive for two or more consecutive semesters must follow the School of Music Graduate Handbook degree requirements in effect during the semester of their readmission. They do not follow the School of Music Graduate Handbook degree requirements in effect at the time of their earlier admission.

Classroom Behavior: The Student Code of Conduct

“The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals.

<<http://web.Arizona.edu/~studpubs/policies/studcofc.htm>>

Code of Academic Integrity

“Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student’s submitted work must be the student’s own. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 – 5-403, all provision of which apply to all University of Arizona students.”

<<http://web.Arizona.edu/~studpubs/policies/cacaint.htm>>

Master's Degree Programs

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

Composition		Units	Music Education		Units
MUS 640	Advance Composition lessons	9	MUS 550 or MUSI 585Q	Adv. Studies in Music Teaching or lessons	3 or 4
MUS 696D	Composition Seminar	4	MUS 551	Behavioral Research in the Arts	3
MUS 534	Music Since 1950	3	MUSI 580 or higher	Graduate Instrument/Voice/Cond	4
MUS 910	Thesis (an original composition)	3	MUS 500	Large Conducted Ensemble	2
MUSI	Graduate Instrument or Voice	4	MUS 909 or MUS 910**	Master's Project or Thesis	3
MUS	Music Theory	6	MUS	Music Theory	3
MUS	Musicology	3	MUS	Music History	3
	Total	32	MUS	Music Education Electives	9
				Total	30 or 31
			Courses which count as Music Education Electives: MUS 525, MUS 550, MUS 570, MUS 597, MUS 635, MUS 652, MUS 654, MUS 696A*, and MUS 696C		
			* Maximum of 6 credits allowed toward graduation		
			** Recommended for students who plan on entering a doctoral program		

Musicology		Units	Music Theory		Units
MUS 600	Introduction to Graduate Studies	3	MUS	Music Theory Courses	12
MUS	Music History	9	MUSI 580 or higher	Graduate Instrument or Voice	4
MUS	Music Theory Courses	6	MUS 500	Large Conducted Ensemble	2
MUSI 580 or higher	Graduate Instrument or Voice	4	MUS	Musicology courses	6
MUS 500Q	Collegium Musicum	2	MUS 910	Thesis	3
MUS 910	Thesis	3	MUS	Music electives	3
MUS	Music Electives	3		Total	30
	Total	30			
A reading knowledge of French or German is required. Competency will be measured by an examination to be completed before final orals are scheduled.			A reading knowledge of French or German is required. Competency will be measured by an examination to be completed before final orals are scheduled.		

Performance (Choral Conducting)		Units	Performance (Instrumental Conducting)		Units
MUS 635	Choral Seminar	9	MUSI 685Q	Graduate Conducting Lessons	8
MUSI 685Q	Graduate Conducting Lessons	4	MUSI 580 or higher	Graduate Instrument Lessons	4
MUS 500	Large Choir	4	MUS 500	Large Conducted Ensemble	4
MUS	Music Theory	3	MUS 525	History and Literature of the Wind Band	3
MUS	Music History	3	MUS	Music History	3
MUS 915	Master's Recitals	2	MUS	Music Theory	3
MUS	Music Electives	5	MUS 915	Master's Recitals	2
	Total	30	MUS	Music electives	3
				Total	30
Performance (Instrumental)		Units	Performance (Vocal)		Units
MUSI 685	Graduate Instrument Lessons	8	MUSI 685V	Graduate Voice Lessons	8
MUS 500	Large Conducted Ensemble	4	MUS 500	Large Choir	2
MUS 510	Pedagogy	2	MUS 510	Pedagogy	2
MUS	Music Theory *	3/6	MUS 605L	Opera Theatre	2
MUS	Music History *	3/6	MUS 522 A/B	Art Song	4
MUS	Music Electives	6	MUS 523 A/B	History of the Opera	6
MUS	Master's Recital	1	MUS 915	Master's Recital	1
	Total	30	MUS	Music Theory	3
			MUS	Music electives	2
				Total	30
* Either two history courses and one theory course or two theory courses and one history course are needed to fulfill these requirements.			A minimum of one year of grammar study of French, German and Italian is required or competency can be measured by a written examination. These requirements must be completed before scheduling the Master's Oral Examination. (Can be satisfied if already completed at the undergraduate level.)		
Bowed string majors must pass an aural examination testing their knowledge of standard string repertoire before scheduling the Master's Oral Examination.					

Performance (Piano)		Units	Performance (Piano Accompanying)		Units
MUSI 685P	Graduate Piano Lessons	8	MUSI 685W	Accompanying Lessons	8
MUS 500	Large Conducted Ensemble	4	MUSI 685P	Graduate Piano Lessons	4
MUS 501	Chamber Music Ensembles	3	MUS 500	Large Conducted Ensemble	1
MUS 526A	Piano Literature	3	MUS 693	Internship	2
MUS 510	Pedagogy	2	MUS 510 A/B	Pedagogy	4
MUS	Music Theory *	3/6	MUS 522 A/B	Art Song	4
MUS	Music History *	3/6	MUS	Music Theory	3
MUS 915	Master's Recital	1	MUS	Music History	3
MUS	Music Electives	3	MUS 915	Master's Recital	1
				Total	30
	Total	30			
* Either two history courses and one theory course or two theory courses and one history course are needed to fulfill these requirements.					
Performance (Dance - Piano Accompanying)		Units			
MUSI 685W/2	Dance	6			
MUSI 685P	Graduate Piano Lessons	4			
MUS 500	Large Conducted Ensemble	1			
MUS 693	Internship	2			
MUS	Music Theory	3			
MUS	Music History	3			
MUS 915	Master's Recital	2			
MUS 596E	Seminar in Music/Dance	2			
DNC 595A	Teaching Methods in DNC	3			
DNC 599	Independent Study in Dance	4			
	Total	30			

ENSEMBLE POLICY

All Master of Music degrees require large conducted ensemble participation, as delineated in each degree grid. The appropriate large conducted ensemble varies by degree plan. The required large conducted ensemble must be chosen from the following list, designed to support applied and academic study in each respective degree plan:

- MM Bowed Strings: MUS 500O (Section 1), Arizona Symphony
- MM Musicology: MUS 500Q Collegium Musicum
- MM Music Education: MUS500L Arizona Choir, MUS 500E Wind Ensemble, MUS 500D Wind Symphony, MUS 500O Orchestra, or MUS 500R Jazz Band A
- MM Piano (Accompanying): MUS 500D, E, L, I, J, S, or O
- MM Piano (Dance Accompanying): MUS 500D, E, L, I, J, S, or O
- MM Piano (Performance)*: MUS 500E, L, I, J, S, or O
*only one semester of large conducted ensemble required--the other three semester to be elective chamber music experiences
- MM Theory: MUS 500(A-Z)
- MM Voice: MUS 500L Arizona Choir
- MM Wind/Percussion: MUS 500D, E, O, or R

An audition process designed and administered by the ensemble directors in consultation with the applied faculty and approved by the Director of the School of Music will determine participation in the appropriate large conducted ensemble. Students, whose degree grids specify a large conducted ensemble requirement of two or more credits, must participate in a large conducted ensemble in a two-semester sequence.

Doctoral degree students do not have a conducted large ensemble requirement, but are encouraged to participate in an ensemble as the student and appropriate conductor agree.

THE JOURNEY TO THE MASTER OF MUSIC DEGREE

Introduction

Students are responsible for knowing and completing the course requirements for their particular program. Entering students are urged to keep a copy of the School of Music Graduate Handbook from the year of their matriculation to serve as a personal checklist of requirements. Academic and other institutional policies are subject to periodic review and revision. Such revisions become effective at the time of their announced implementation, unless otherwise indicated. Students should, therefore, acquaint themselves with current academic regulations found in the most recent edition of the School of Music Graduate Handbook and in the UA Graduate Catalog.

Satisfactory Academic Progress

ALL GRADUATE MUSIC STUDENTS: During the first semester in residence, students must take Diagnostic Examinations in Music Theory, Music History and English Composition. Courses required by the examiners to satisfy deficiencies must be taken the first time they are offered following the examination. Students are expected to enroll in at least one core class per semester until all core courses are completed.

A 3.0 semester and cumulative GPA must be maintained. If the GPA falls below this requirement in any semester, the consequence may be loss of financial aid and/or dismissal. Appeals may be made directly to the Vice Director.

MASTER OF MUSIC

WHEN

During the first semester

WHAT

- Diagnostic Examinations in Music Theory, Music History and English Composition (Courses identified as deficiencies must be taken the first time offered following the exam)
- 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: complete thesis successfully, submit thesis for microfilm or to department
- Non-Thesis Option: perform Master's Recital, take final comprehensive examination
- Mus Ed Project: complete project successfully, submit for microfilm or to department, take final comprehensive examination

Diagnostic Examinations

All entering graduate students are required to take diagnostic examinations in music history and music theory. These examinations are administered prior to the beginning of classes in both fall and spring semesters. Each is a three-hour examination. In addition, a short essay is written in order for the faculty to evaluate formal writing skills. 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 must take MUS 521.

Students may receive recommendations for course work, and students with severe weaknesses may be required to take designated course work. Students should register for such course work at the first opportunity. Partial courses may not fulfill deficiencies. Those courses required as a result of the diagnostic examinations must be completed with a grade of "B" or higher.

All required or recommended graduate-level courses in music history and music theory may be used to fulfill master's degree requirements. 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 are exempt from additional diagnostic examinations.

Academic Advising

The Office of Academic Student Services is the principal location for advising for all graduate music students. The Vice Director and Assistant to the Vice Director provide academic advising for all graduate students. The Office encourages student to visit the office no less than once a semester to ensure that 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 of specialization. When students seek appropriate advising on a regular basis, they reduce the likelihood of receiving misinformation and making errors of process.

The School of Music Graduate Committee

With representatives from the various fields of emphasis in the School of Music, 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. Current members and their areas are Professor Rex Woods, Chair; Dr. John Brobeck, Musicology; Dr. Neil Tatman, Wind and Percussion; Dr. Timothy Kolosick, Theory; Dr. Shelly Cooper, Music Education; Professor Charles Roe, Voice; Professor Tannis Gibson, Piano, Dr. Bruce Chamberlain, Conducting, and Dr. Carrol McLaughlin, Strings.

Your Advisory Committee

Advisory committees, made up of the major professor as well as two other professors from the same area of study, administer master's orals, evaluate recitals, and supervise the preparation of theses. Your Advisory Committee attends degree recitals, and, in general, follows your academic and musical progress. Committee membership is limited to tenured or tenure-track faculty members. A listing of Faculty by area is available on-line at <http://web.cfa.arizona.edu/music>. Committees are established through discussion between the student, the major professor, and the Vice Director. The School of Music Graduate Committee resolves questions regarding committee membership. Submit the Committee Membership form to the Office of Academic Student Services no later than the end of the first semester.

Faculty who agree to attend a recital or oral examination may occasionally have a conflict at the last moment. If so, the student must notify the Office of Academic Student Services immediately. The Office will appoint another faculty member in the student's area, or a member of the School of Music Graduate Committee, to attend and evaluate the recital.

Most faculty members are appointed for the academic year, and their schedule follows the calendar of the academic year rather than the fiscal year. Please be aware of these dates when asking faculty to attend recitals, orals, or in any other way devote time to your journey toward the degree.

Master of Music Study Plan

Master's degree students develop a formal study plan during the first semester of study. This is an essential document. **Paperwork for the Master's Thesis Recital will not receive approval until the study plan has been submitted and the student's advisory committee has been selected and approved.** The Master's Study Plan is reviewed and approved by The Office of Academic Student Services and then forwarded to the Graduate College. Forms are available online at <http://grad.arizona.edu>.

Master's Recitals

Master of Music candidates in conducting present a series of recitals. Master of Music candidates in performance present one recital, the overall length of which must be between 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 performance standards have been met. Discuss details of the hearing with your major professor.

To schedule a required degree recital, students complete the required forms within the stated timelines:

1) School of Music Recital/Special Events Forms

The postcard secures a date on the master calendar. The event form notifies the facilities coordinator of special needs (pianos, chairs, stands, etc.) and establishes arrangements for recording. These forms are available on-line at <http://web.cfa.arizona.edu/music/students/forms.php>.

2) Recital Proposal Form

This form lists the program, has faculty approval signatures for any assisting performers, and has the signatures of the three members of student's Advisory Committee who agree to attend and evaluate the recital. This form must be returned to the Office of Academic Student Services no less than **thirty days** prior to the scheduled recital. Failure to submit this form prior to the deadline may result in postponement of the recital.

Students must be registered for lessons during the semester that a recital is given. Students are encouraged to write program notes.

Recitals are evaluated on a pass/fail basis. As with graduate oral examinations, two negative votes constitute failure. In such cases, the Vice Director will consult the student's recital evaluators and area faculty for a recommendation. In no case will a student be given more than two opportunities to pass a given recital.

Master's Theses

Master's degree students in musicology, music theory, and music education write a thesis in partial fulfillment of degree requirements, or a project in lieu of a thesis. Composition students compose an 8 to 15 -minute work. The Graduate College rules and regulations governing the writing and submission of theses are found in the [Manual for Theses and Dissertations](#). This publication may be found at <http://grad.arizona.edu/degrecert/thesismanual/front.htm>.

Formal Proposals for Thesis

Graduate students who must write a thesis will submit a formal proposal to the School of Music Committee. Proposals average from six to twelve pages in length and must include musical examples.

When the major professor and the student's advisory committee have signed the proposal indicating that it is ready for review, the student will submit the proposal to Office of Academic Student Services. After review by the Vice Director, the proposal is forwarded to the Graduate Committee. At the appropriate time, the student and major professor will be invited to appear before the Committee to discuss the proposal and answer any questions committee members may have. The Committee then approves, rejects, or requires revisions and resubmission of the proposal.

If the Graduate Committee requires a resubmission, all revisions and recommendations made by the Graduate Committee must be incorporated into the revision. The student's Advisory Committee must again review the revised proposal and sign and date it, before it may be resubmitted to the Graduate Committee. A proposal can only be submitted to the Graduate Committee three times. If after the third presentation, the proposal is not approved, the candidate will have to present an entirely new proposal and topic.

The Office of Academic Student Services has examples of model proposals available for perusal.

**Guidelines for proposals:
(on the cover)**

Date _____
Draft # _____

1. Name, address, telephone number, and e-mail address
 - Degree sought, with major and minor areas
 - Type of study: Thesis
 - 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	print name	Date
Committee Member signature	print name	Date
Committee Member signature	print name	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.

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 or the Chicago (Turabian) style manuals.

9. Please paginate your proposal.

Turn in ten copies of your proposal to the Office of Academic Student Services and discuss a date for your meeting 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 the agenda has not changed.

Master's Final Oral Examination

The three members of the student's Advisory Committee must sign the "Request to Schedule MM Oral Examination" form before the exam will be scheduled. This signed form must be submitted to the Office of Academic Student Services no less than three weeks prior to the scheduled examination. Forms are available at <<http://grad.arizona.edu>>.

This examination is a minimum of one (1) hour, up to a maximum of two hours, with a five-minute break after the first hour. It is not a *pro forma* examination. Master's candidates are expected to have and demonstrate a firm understanding of music history, music theory and pedagogy, as well as of their major subject. The questioning will not be limited solely to material covered in classes the student has taken or in recitals the students has given. Questions will test the application of a student's knowledge as well as the recall of facts and theory.

In order for the student to pass the examination, at least two passing votes are needed. Voting is done by secret ballot, and the student will be informed that he/she passed or failed, not of the actual tally. A candidate who fails the examination may, upon the recommendation of the committee, and approval by the Vice Director, be granted a second examination after a lapse of at least four months. The Vice Director will serve as the liaison to oversee the second attempt. The results of the second oral examination are final and, if failed, the student is asked to withdraw from the program.

Leave of Absence Policy

Graduate Students in degree programs may be granted a Leave of Absence for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. Written recommendations from the student's advisor and department head must accompany the petition. Students granted Leave of Absence would be readmitted without reapplying to the department and to the Graduate College.

Grade Appeal

A student who believes that a grade has been unfairly awarded may file a grade appeal. Before a student begins the appeal process, he/she will attempt to resolve the problem by discussing the concerns with the course instructor.

Complete instructions for the grade appeal process may be found at <http://grad.arizona.edu/catalog/policies/appeal.php>.

Grievance Procedures

Various grievance procedures exist for graduate students who believe that a member of the faculty has treated them unfairly. Students may consult with the Vice Director on relevant procedures and policies.

Doctoral Degree Programs

Doctoral degrees are awarded to candidates who display deep understanding of the subject matter of their disciplines, as well as 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 concentrations in the fields of composition, conducting, and performance, and the Doctor of Philosophy degree with a concentration in music education or music theory. **The School of Music does not permit double use of courses in a major and a minor or a second minor.**

Core Academic Courses: Composition, Conducting, and Performance students must select fifteen units of course work from the following three categories of core courses:

Category A – Music Education (min. 3 units): 550, 650, 654, 672, 696a

Category B - Music Theory (min. 3 units): 520A, 520B, 534, 541 OR 542, 620A, 620B, 621A, 621B, 622, 623, 696c

Category C – Music History (min. 3 units): 530, 531, 532, 533, 535, 536, 696b

COMPOSITION		Units	CONDUCTING		Units
Master's Degree		30	Master's Degree		30
MUS 640	Composition Lessons	12	MUSIQ	Advanced Conducting Lessons	18
MUS 696D Adv.	Composition Seminar	8	MUS 600	Introduction to Graduate Studies	3
MUS 600	Introduction to Graduate Study	3	MUS	Core Courses	15
MUS	Core Courses	15	MUS	Minor	12
MUS	Minor	12	MUS 925	Doctoral Recitals	18
MUS 920	Dissertation	18		Total:	96
	Total:	98	The recital requirement is fulfilled by conducting performances of major university ensembles. The number of conducting performances is determined by the major professor. The final recital is a lecture-recital with accompanying document.		
Composition majors are required to present a recital of their compositions.					
The doctoral composition (Dissertation) is an extended work of approximately 15-30 minutes in duration.			Wind Conducting majors take MUS 525 (History and Literature of the Wind Band), 3 units, as part of the major.		
			Choral Conducting majors must take MUS 635 for 9 units and MUSIQ for 8 units; once the Graduate Committee has approved the lecture-recital, students elect to take additional semesters of MUSIQ privately in preparation for Lecture-recital and Document.		

Performance: Registration for lessons is at the 685 level until both the Written and Performance Qualifying Examinations have been successfully completed. Performance majors present four public recitals as part of the document: 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 solo recital and the lecture-recital are interchangeable.

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

VOICE		Units	INSTRUMENTAL		Units
Master's Degree		30	Master's Degree		30
MUSI 785 V	Individual Lessons	18	MUSI 785	Individual Lessons	18
MUS 600	Introduction	3	MUS 600	Introduction	3
MUS	Core Courses	15	MUS	Core Courses	15
MUS	Minor	12	MUS	Minor	12
MUS 925 Recitals		18	MUS 925 Recitals		18
		Total: 96			Total: 96
A minimum of 1 year of grammar study of French, German, and Italian is required or competency can be measured by examination. These requirements must be completed prior to scheduling the Comprehensive Examinations.			A reading knowledge of French or German is required for bowed string majors. Competency will be measured by a written examination to be completed 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.		
PIANO		UNITS			
Master's Degree		30			
MUSI 785	Individual Lessons	18			
MUS 600	Introduction	3			
Core Courses		15			
Minor		12			
MUS 925 Recitals		18			
		Total: 96			
A reading knowledge of French or German is required for bowed string majors. Competency will be measured by a written examination to be completed 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).					

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

Category A – Music Education (min. 3 units): 550, 650, 654, 672, 696a

Category B - Music Theory (min. 3 units): 520A, 520B, 534, 541 OR 542, 620A, 620B, 621A, 621B, 622, 623, 696c

Category C – Music History (min. 3 units): 530, 531, 532, 533, 535, 536, 696b

MUSIC EDUCATION		Units	MUSIC THEORY		Units
Master's Degree		30	Master's Degree		30
MUS	Major Field	36	MUS 600	Introduction to Graduate Studies	3
MUS	Minor	9-12	MUS	Major Field	30
MUS 920	Dissertation	18	MUS	Grad Music History	3
	Total:	93	MUS	Double Minor	18
			MUS 920	Dissertation	18
				Total:	102
Major field:	9 credits selected from research from mus ed, 12 credits from MUS 696a, and 6 credits selected from graduate course in musicology, theory, literature, pedagogy, applied lessons and ensembles.		PhD 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 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.		

THE JOURNEY TO THE DOCTORAL DEGREE

Introduction

Students are responsible for knowing and completing the course requirements for their particular program. Entering students are urged to keep a copy of the School of Music Graduate Handbook from the year of their matriculation to serve as a personal checklist of requirements. Academic and other institutional policies are subject to periodic review and revision. Such revisions become effective at the time of their announced implementation, unless otherwise indicated. Students should, therefore, acquaint themselves with current academic regulations found in the most recent edition of the School of Music Graduate Handbook and in the UA Graduate Catalog.

Satisfactory Academic Progress

ALL GRADUATE MUSIC STUDENTS: During the first semester in residence, students must take Diagnostic Examinations in Music Theory, Music History and English Composition. Courses required by the examiners to satisfy deficiencies must be taken the first time they are offered following the examination. Students are expected to enroll in at least one core class per semester until all core courses are completed.

A 3.0 semester and cumulative GPA must be maintained. If the GPA falls below this requirement in any semester, the consequence may be loss of financial aid and/or dismissal. Appeals may be made directly to the Vice Director.

DOCTOR OF MUSICAL ARTS (assuming acceptable MM)

WHEN

WHAT

During the first semester

- Take Diagnostic Examinations in Music Theory, Music History and English Composition.
- 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: Qualifying Recital will be performed.

During second semester

- Submit Study Plan to Graduate Committee
- Take course work

During third semester

- Ensemble recital performed
- Take course work
- Bowed string students take listening exam

During fourth semester

- Solo recital performed
- document proposal submitted to SOMAD Graduate Committee
- Complete foreign language requirement
- Take written Comprehensive examination
- Take course work

During fifth semester

- Take Oral Comprehensive Examination
- Submit Advancement to Candidacy form to The Office of Academic Student Services
- Lecture-Recital performed

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

WHAT

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 required must be taken the first time they are offered.)
- Take course work

During second semester

- Submit Study Plan to The Office of Academic Student Services
- Take course work

During third semester

- Take course work

During fourth semester

- Prepare dissertation proposal
- Take Written and Oral Comprehensive examination
- Take course work*
- Satisfy language requirement if applicable

During fifth semester

- Submit dissertation proposal to SOMAD Graduate Committee
- Submit Advancement to Candidacy form to the Office of Academic Student Services

During sixth semester

- Submit penultimate copy of [dissertation](#) to committee members and take Final Oral Examination
- Submit [dissertation](#) online to the Graduate College

Diagnostic and Qualifying Examinations

All entering graduate students must take diagnostic examinations in music history and music theory. These examinations take place prior to the beginning of classes in both fall and spring semesters. Each is a three-hour examination. In addition, a short essay is written in order for the faculty to evaluate formal writing skills. 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. This course does not count for credit in the doctoral degree program. Students with music history deficiencies may be required to take Music 537. This course does not count for credit in doctoral degree programs.

Students may receive recommendations for course work, and students with severe weaknesses may be required to take designated course work. Students should register for such course work at the first opportunity. Partial courses may not fulfill deficiencies. Those courses required as a result of the diagnostic examinations must be completed with a grade of "B" or higher. All required or recommended graduate-level courses in music history and music theory may be used to fulfill degree requirements with two exceptions, MUS 521 and MUS 537.

Graduate diagnostic examinations in music history and music theory may be taken only once. (The only exception is the aural portion of the Theory Diagnostics. A student may retake only that portion at the direction of the Theory Area Coordinator.) Students who proceed directly from master's degrees into doctoral degrees at The University of Arizona are exempt from taking diagnostic examinations.

In addition to the diagnostic examinations in music history and music theory, all doctoral students should take qualifying examinations in the major field of study in the fifth week of the first semester in residence. DMA and Ph.D. Qualifying exams are administered in September and February of each year. Qualifying exams in the minor may be taken in the second semester. The results guide the direction of study in the major and minor field of study with required or recommended courses. For some areas there may be a performance examination as well. All students whose degree is from another university must take these examinations.

The major field of study qualifying examination may be waived only when a candidate has completed a master's degree in the same field 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 Office of Academic Student Services is the principal location for advising for all graduate music students. The Vice Director and Assistant to the Vice Director are the academic advisors for all graduate students. Students should visit the office no less than once a semester to ensure that 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 of specialization. When students seek appropriate advising on a regular basis, they reduce opportunities for misinformation, errors, and frustration.

The School of Music 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 compositions, dissertations, and lecture-recital documents, and as a body annually reviews the policies and procedures for graduate study in the School of Music. Current members and their areas are Professor Rex Woods, Chair; Dr. John Brobeck, Musicology; Dr. Neil Tatman, Wind and Percussion; Dr. Timothy Kolosic, Theory; Dr. Shelly Cooper, Music Education; Professor Charles Roe, Voice; Professor Tannis Gibson, Piano, Dr. Bruce Chamberlain, Conducting and Dr. Carrol McLaughlin, Strings.

Your Advisory Committee

Advisory committees are established to administer doctoral written and/or oral examinations, evaluate recitals, and supervise the preparation of compositions, dissertations, and lecture-recital documents. Doctoral degree advisory committees consist of three faculty members from the major field of study and two from the minor field of study. Committee membership is limited to tenured or tenure-track faculty members. Any exceptions to this policy must be made by petition to the Graduate College endorsed by the Vice Director of the School of Music. A listing of Faculty by area is available on-line at <<http://web.cfa.arizona.edu/music>>. Committees are established following discussion between the student, the major professor, and the Vice Director. A "Committee Member form" must be submitted to the Office of Academic Student Services prior to the end of the second semester of doctoral work. Your Advisory Committee attends all of your recitals, and follows your academic and musical progress. The School of Music Graduate Committee resolves questions regarding committee membership.

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

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

Doctoral Minor: A Secondary Concentration

To allow for greater flexibility and to develop another specific concentration to a higher level, each doctoral student selects at least one minor area of study. The professional needs and objectives of the individual student are kept in mind when the appropriate area coordinator approves the course work.

Minors may be chosen from complementary disciplines within music (i.e., composition, conducting, music education, musicology, music theory or performance), or from outside of music with the approval of the Graduate Committee. The minor may not be in the same music emphasis area as the major. For example, violin performance majors may not minor in piano performance and conducting majors may not minor in conducting.

Discuss your proposed minor with The Office of Academic Student Services before contacting the area in which you hope to minor.

1. **Minor in Music Theory**

The doctoral minor in Music Theory is agreed upon after discussion with the Graduate Advisor in Theory, Dr. Timothy Kolosick.

2. **Minor in Choral Conducting**

MUS 635 Choral Literature and Techniques	6
MUS 905 Recitals	2
MUSI 585Q (concurrent with MUS 502)	4
Mus 502	1

3. **Minor in Instrumental Conducting**

Students must already have the following in order to qualify for this minor:

- Two semesters of undergraduate conducting courses;
- Conducting experience in front of an ensemble as part of a course, in rehearsal, or in performance;
- An interview with members of the instrumental conducting faculty, to include:
 - sight-conducting of selected excerpts, demonstrating a variety of musical styles
 - singing of the score while conducting
 - demonstrating patterns at specific tempi and styles
- 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**
Coursework for the doctoral minor in music education is chosen in consultation with the Music Education Coordinator. Typically, the student will complete Music 672 (Teaching Music in Higher Education), MUS 650 (Foundations and Principles of Music Education), and three units of Music 696A (Seminar in Music Education). In addition, the student will select one of the following courses: Music 550 (Advanced Studies in Music Teaching), Music 654 (Psychology of Music), an additional three units of Music 696A (Seminar in Music Education), Music 551 (Behavioral Research in the Arts).

6. **Minor in Composition**

MUS 533	Music of the Twentieth Century	3
MUS 623	Analysis of contemporary music	3
MUS 640	Advanced Composition	4
MUS 534	Music Since 1950	3

7. **Minor in Strings**

MUSI 585	3 semesters (2 credits) of applied lessons	6
MUS 500	2 semesters of orchestra	2
MUS 501	2 semesters of chamber music	2
MUS 510A	Pedagogy	2

8. **Minor in Historical Musicology**
Course requirements in the minor area will be established on the basis of the candidate's diagnostic entrance examination and the qualifying examination in the minor area, in consultation with the Coordinator for Musicology, Dr. John T. Brobeck. Courses in the minor area will be selected from the following: 530, 531, 532, 533, 534, 535, 536, 620a, 620b, 696-B (may be repeated in different topics), and up to 3 hours in 699 or 599; including one unit of 500Q (Collegium).

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).

MUSI 585V	Studio instruction in Voice	4
MUS 510	Pedagogy	2
MUS 522A or B	Art Song Repertory	2
MUS 523A or B	History of Opera	3
MUS 905	Recital	1

10. **Minor in Wind and Percussion Performance**

MUSI 585 (or higher)	individual lessons	8
MUS 510A	Pedagogy	2
MUS 905	Solo Recital: Part of the last semester's private study	1
	electives to be chosen from:	3
MUS 501	Chamber Music	
	Chamber Winds	
	Arizona Contemporary Ensemble	
MUS 500	Large Conducted Ensemble	
MUS 599/699	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).

Students are required to complete a minimum of 12 units, one course from each of the following categories:

- A) Higher Education: (Recommended courses include: MUS 672 – Teaching Music in Higher Education, UNVR 697A – Learner Centered Teaching, UVR 697B – Technology in Teaching, UNVR 697C – Workshop on Teaching at the College Level) 3
- B) (any graduate level course in Music Education, Music Literature or Music History, Theory) 3
- C) Ethnomusicology (MUS 696F) 3
- D) Internship (MUS 693) 3

12. Minor in Piano Performance

MUS 510A and 510B	Pedagogy	4
MUS 526A and 526B	Piano Literature	6
MUSI 585P	Individual Lessons	4
MUS 699	Independent study	1

13. Individualized Minor

The student must submit a proposal to the Graduate Committee detailing the requirements for the minor. This proposal must include the signatures of the two minor professors. Examples include technology, ethnomusicology, etc.

Doctoral Study Plan

A formal Doctoral Study Plan, must be submitted upon successful completion of the qualifying examinations, in consultation with the Office of Academic Student Services, the major professor, and the minor field of study. All coursework and other requirements leading to the completion of the degree are included. (Preferably during the first semester and no later than the second.) The paperwork for a recital will not be approved until the study plan has been submitted. The only exception is the Qualifying Recital.

This is very important documentation for the student. The Doctoral Study Plan is reviewed and approved, and then forwarded to the Graduate College. Forms are available on-line or in The Office of Academic Student Services.

Doctoral Recitals

Doctoral candidates in conducting or performance present a series of recitals (including a lecture recital and accompanying document) equivalent to the dissertation in other doctoral degrees. Music performed on these recitals may not be selected from repertoire used to satisfy previous degree recitals (senior or masters recitals). No portion of one recital may be repeated on another of the recitals within the series.

Candidates in conducting present a series of partial recitals as follows:

Choral Conducting	<i>A capella</i> motet--any style period (Latin or German) Secular madrigal and/or chanson (Italian and/or French) Mass movement World Music selection (not in English) Selection with instrumental complement
Orchestral Conducting	Two symphonies, different composers A Concert Piece Orchestra Overture, concert-opener or suitable substitution Three concerto movements, song/arias, or operatic selection
Wind Conducting	Traditional concert band march Traditional British military band work Chamber work for winds Wind accompaniment with Soloist Major contemporary Wind Ensemble work

Candidates in performance present a series of four recitals--the Qualifying, Ensemble, Solo, and Lecture-Recitals. The order of the Solo Recital and the Lecture-Recital is interchangeable. The Final Oral Examination cannot be scheduled until all four recitals have been completed. Each should be 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.

Paperwork for a recital subsequent to the Qualifying Recital will not be approved until the doctoral study plan has been submitted. To schedule a required degree recital, students complete the required forms in the stated timelines:

School of Music Recital/Special Events Forms

The postcard secures a date on the master calendar. The event form notifies the facilities coordinator of special needs (pianos, chairs, stands, etc.) and establishes arrangements for recording. These forms are available at <http://web.cfa.arizona.edu/music/students/forms.php>.

Recital Proposal Form

This form lists the program, has faculty approval signatures for any assisting performers, and has the signatures of the three members from the major field of study on student's Advisory Committee who agree to attend and evaluate the recital. This form must be returned to the Office of Academic Student Services no less than thirty days prior to the scheduled recital. Failure to submit this form prior to the deadline may result in the rescheduling of the recital.

Students must be registered for lessons during the semester that a recital is given. Students are encouraged to write program notes.

Recitals are evaluated on a pass/fail basis. As with graduate oral examinations, two negative votes constitute failure. In such cases, the Vice Director will consult the student's recital evaluators and area faculty for a recommendation. In no case will a student be given more than two opportunities to pass a given recital.

The Qualifying Recital

The first in a series of four recitals.

The Ensemble Recital

Doctoral students, through the Ensemble recital, will demonstrate excellence in a chamber music environment. This performance, as with all degree recitals, must be executed at the highest professional level. The recital must involve musicians from more than two areas. Students will research the body of available chamber literature and develop collaborative skills in working with students of other disciplines. Elements of organizational planning and networking will be instrumental in the success of this concert. Faculty members may participate in student degree recitals only when there are extenuating circumstances and only with the permission of the Vice Director. Only one student may receive credit for the recital and only one selection may be performed on another student degree recital.

The Doctoral Lecture-Recital

The Doctoral Lecture-Recital should consist of a minimum of 40 minutes of *lecture* and a minimum of 20 minutes of performance. This recital, required of all students in the conducting and performance emphases, 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 addresses the selections conducted or performed, and conduct or perform selections that illuminate the formal document as given in the *viva voce* portion. Committee members must receive the lecture-recital portion a minimum of three weeks before the recital. Music performed in another degree recital is not permitted.

The Doctoral Solo Recital

The Doctoral Solo Recital is the summation of the student's doctoral study. The student must demonstrate a broad mastery of the techniques of his/her particular instrument and a comprehensive understanding of periods and styles. This performance must be executed at the highest level of an artist-scholar.

The Doctoral Comprehensive Written Examination (except Music Education)

Before admission to candidacy, doctoral students must pass a general examination in the chosen fields of study. This examination is intended to test the student's comprehensive knowledge of the major and minor areas. This is the occasion when committee members have both the opportunity and obligation to require the student to display a **broad knowledge** of the chosen field of study (i.e. music) and sufficient **depth of understanding** in the areas of specialization (major area and minor area). The exam is comprehensive and integrative in relation to the field and specialization.

The written comprehensive examination is held when essentially all course work has been completed, and no later than three months prior to the date of the final oral examination. The written comprehensive exams are administered in September and February of each year. Piano, Strings, Music Theory and Voice majors must have satisfied their Foreign Language Requirements before scheduling these examinations.

The Written Comprehensive Examinations are not “take home”. The five members of student's Advisory Committee must each prepare a two-hour written examination that will be given on campus (a six-hour test in the major area and a four-hour test in the minor area). Two negative votes constitute a failure of the written comprehensive examinations. At the discretion of the committee, and with the approval of the Vice Director, the student may re-take the written test only once.

No later than six months after successful completion of the written examinations, an oral examination shall be conducted before a committee of the faculty (See Advising/Committees above) approved by the Dean of the Graduate College upon consultation with the major and minor department.

Comprehensive Written Examination for Ph.D. Students in Music Education

The written comprehensive exams are administered in September and February of each year. Along with the guidelines and requirements for "Doctoral Comprehensive Written Examination," the portfolio is due at this time as well.

- A) The student will take a written exam consisting of approximately 3-4 broad based questions chosen from a list of 10 to 12 questions that the student has seen 24 hours in advance. The answers for these questions will be written during the specified examination time. It is not a “take home” exam.
- 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 which will 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 textbooks that were considered for use, stating 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.

By Graduate College rule, 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.

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. 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 Comprehensive Examination will last two hours but not more than three. This examination 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 (major and minor fields). As a test of a successful performance, the student should demonstrate a professional level of knowledge expected of a junior faculty member. For Music Education students, 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 to the portfolio.

Each member of the examination committee is expected to evaluate the student's performance on the basis of the examination as a whole, not just on his/her own field of specialization. Voting is conducted by secret ballot. Because there is only one official vote, full discussion of the candidate's performance is important prior to casting ballots.

All committee members must vote pass or fail. All votes are equivalent; there is no distinction between major and minor fields. An abstention, whether or not it is recorded on a ballot, is counted as a vote for failure. Two adverse votes are required for failure no matter how large the committee.

The Committee Reporter, who informs the committee and the candidate of the vote, but not of the exact tally, tallies the ballots. All committee members must sign the examination report form reporting the results of the examination. Examiners who disagree with the committee's decision may note objections to the report next to their signature on the form. In the event of failure, the examining committee's recommendations regarding a second examination must be noted on the report.

A candidate who fails the examination may, upon the recommendation of the committee with the approval of the Vice Director, the Dean of the Graduate College, be granted a second examination after a lapse of at least four months. The original committee members must conduct the second examination. The results of the second oral examination are final, and if failed the student is asked to withdraw from the program.

Students who have successfully passed the Comprehensive Examinations file the Advancement to Candidacy form.

Doctoral Application to Candidacy

The student must have an approved Doctoral Plan of Study on file, completed all departmental requirements, all coursework, language and residency requirements and passed the written and oral portions of the Comprehensive Examination before submitting an Advancement to Candidacy form that lists all course work being counted toward the degree. Forms are at http://grad.arizona.edu/Current_Students/Forms/GC_Forms.php.

Please allow time for this paperwork to be approved by The Office of Academic Student Services so that it can be forwarded in a timely manner to meet the published deadline of the Graduate College. Failure to submit the application by the deadline may postpone your completion.

Dissertations and Documents

Doctoral degree candidates in Ph.D. programs (music education and music theory) write a dissertation. Doctoral degree candidates in conducting and performance write a lecture-recital document, and candidates in composition compose an original work.

The Graduate College rules and regulations governing the writing and submission of dissertations and documents are found in the Manual for Theses and Dissertations. This manual may be found at <http://grad.arizona.edu/gcforms> under graduate college policies and publications.

The School of Music requires the use of APA for Music Education, Chicago (Turabian) for all other documents. Endnotes are not acceptable. The writing of the 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 dissertation or doctoral document to members of the committee. After the final examination, students make any necessary corrections and submit a copy to the Office of Academic Student Services for approval and format review. An electronic copy must then be submitted to the Degree Certification Office at the Graduate College.

Formal Proposals for Dissertations 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 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.

When the major professor and the student's advisory committee have affirmed by their signatures that the proposal is ready, the student should submit the proposal to Office of Academic Student Services. After review, the proposal is forwarded to the Graduate Committee. At the appropriate time, the student and major professor will be invited to appear before the Committee to present the proposal and answer any questions committee members may have. The Committee then renders a decision that proposal is approved, denied, or is to be resubmitted.

If the Graduate Committee requires a second presentation of the proposal, all revisions and recommendations made by the Graduate Committee must be incorporated into the newest revision. The student's Advisory Committee must again review the revised proposal, sign and date it, before it can be resubmitted to the Graduate Committee. A proposal can only be submitted to the Graduate Committee three times. If after the third presentation, the proposal is not approved, the candidate will have to present an entirely new proposal and topic.

The Office of Academic Student Services has examples of proposals available for perusal.

**Guidelines for proposals:
(on the cover)**

Date _____

Draft # _____

1. Name, address, telephone number, and e-mail address
Degree sought, with major and minor areas
Type of study (Lecture-Recital Document or 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	print name	Date
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Committee Member signature	print name	Date
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Committee Member signature	print name	Date
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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 or the Turabian style manuals.
9. Please paginate your proposal.

Please turn in ten copies of your proposal to the Office of Academic Student Services by Wednesdays at noon 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 Doctoral Oral Examinations

This final examination is an oral defense of the entire dissertation (in the DMA, the “dissertation” comprises four (4) recitals and the lecture-recital document) and the student is expected to be able to defend all elements of the dissertation. The student, therefore, will submit to the examining committee not only their lecture-recital documents, but also programs and CD recordings of their four dissertation recitals. The examination also may appropriately include any further general questioning related to the field(s) of study encompassed within the scope of the dissertation. Committee members should have the penultimate copy of the document three (3) weeks before the examination and will have critically read it before the examination.

Follow all Graduate College format requirements as well as any required by the School of Music. Endnotes are not acceptable.

Doctoral students submit the “Announcement of Final Oral Examination” no less than three weeks prior to the scheduled examination. The form is found on-line at <<http://grad.arizona.edu/gcforms>>. After passing the oral defense, the student makes any corrections or revisions specified by the committee. Next, the candidate brings the final copy of the document to the Office of Academic Student Services for approval.

The major professor who places his/her signature on the “Notice of Completion of Final Examination and Dissertation Requirements” Form then approves the final copy of the document. After approval of the final copy, please consult with the Office of Academic Student Services to ensure that all required documents are completed and forwarded to the Graduate College. The student must make any corrections requested by the Graduate College.

Leave of Absence Policy

Graduate Students in degree programs may be granted a Leave of Absence for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College, upon the written recommendation of the student’s advisor and department head. Students will be readmitted without reapplying to the department and to the Graduate College. Only when Leave Absence is approved, prior to the beginning of the semester for which the Leave of Absence is being sought, will students be exempted from fees for that semester.

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 an every effort to resolve the problem by consulting with the course instructor.

Please see the Vice Director for complete details.

Grievance Procedures

There are grievance procedures for graduate students who believe that a member of the faculty has treated them unfairly. Please see the Vice Director for information about these procedures.

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Graduate Music Courses

510 A/B	Pedagogy (2-2)
520 A/B	Counterpoint (3-3)
521	Intro to graduate theory (3) (Master's degree credit only)
522 A/B	Art song repertory (2-2)
523 A/B	History of the opera (3-3)
524	History and literature of guitar (3)
525	History and literature of the wind band (3)
530	Music in the renaissance (3)
531	Music in the baroque (3)
532	Music in the classical period (3)
533	Music of the 20th century (3)
534	Music since 1950 (3)
535	Music in the middle ages (3)
536	Music in the romantic period
537	Survey of early music (3) (Master's degree credit only)
541	Electro-acoustic music (3)
542	Electro-acoustic studio resources (3)
550	Advanced studies in music teaching (3)
551	Behavioral research in the arts (3)
560	Aesthetics of music (3)
599	Independent study (credit varies)
600	Intro to graduate study in music (3) (not Musicology credit for doctoral students)
620 A/B	History of speculative theory (3-3)
621 A/B	Analysis of music of the 18th (3-3)
622	Theory pedagogy (3)
623	Analysis of contemporary music (3)
635	Choral literature and technique (3) Rpt/5
640	Advanced composition (3) Rpt/5
650	Foundations and principles of music education (3)
651	Curriculum development in music (3)
652	Management techniques in music (3)
654	Psychology of music (3)
672	Teaching music in higher education (3)
695	Special topics
696 A	Seminar in music education (3) Rpt/3
696 B	Seminar in musicology (3) Rpt/3
696 C	Seminar in music theory (3) Rpt/3
696 D	Seminar in composition (3) Rpt/4
696 E	Seminar in piano (3)
696 F	Seminar in ethnomusicology (3)
699	Independent study (credit varies)
909	Master's report (3)
905	Doctoral Minor Recital
910	Thesis (3)
915	Master's recital (1-2)
920	Dissertation (1-9)
925	Doctoral recitals (1-9)
930	Supplemental registration

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