

## University of Utah School of Music Graduate Handbook

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### Introduction to the Graduate Program

Welcome to the graduate program at the University of Utah School of Music! This handbook is intended to help you understand the requirements and deadlines that are essential to obtaining your degree. In addition to the information presented in this handbook, we ask that you become familiar with the policies and procedures established by the Graduate School in the University of Utah Graduate Catalog. The Graduate Catalog is the primary source of information regarding curricular and academic matters and is available online at: <http://gradschool.utah.edu/graduate-catalog/>.

If you have any questions, please talk with the Director of Graduate Studies or your Supervisory Committee Chair. We wish you much success in your graduate studies!

### Administration of the Graduate Program

*Director of Graduate Studies (Robert Baldwin):* The Director of Graduate Studies is a tenure-line faculty member at the School of Music who chairs the Graduate Studies Committee and supervises its functions. The Director of Graduate Studies is available to assist students with questions or problems; however, students should always consult their Supervisory Committee Chair for general advice first.

*Graduate Studies Committee:* The Graduate Studies Committee is composed of the Director of Graduate Studies and faculty from each area of the School of Music. It oversees the functioning of the graduate program and advises the faculty

on issues of policy, curriculum, and degree requirements.

*Academic Coordinator:* The Academic Coordinator works with the Director of Graduate Studies and the Graduate Studies Committee in administering the graduate program. The Academic Coordinator processes required graduate paperwork, provides clarification/interpretation of Graduate School and School of Music policies and procedures, manages student records and admission files, facilitates communication with the Graduate School and Graduate Admissions, and acts as the Tuition Benefit Program Coordinator for the School of Music.

## **Overview of Graduate Programs**

*Master of Music and Master of Arts (MM and MA):* Students pursuing a Master's degree in music must devote a minimum of 30 credit hours to graduate courses, thesis/non-thesis project, and recitals. For thesis-based Master's degrees, the Graduate School requires a minimum of six credit hours of thesis research. Consult the Graduate Catalog and your specific degree Program Guidelines for details.

*Doctor of Philosophy (PhD):* Students pursuing the Doctor of Philosophy degree ordinarily must complete no fewer than three full years of approved graduate work. Consult the Graduate Catalog and your specific degree Program Guidelines for details. At least two consecutive semesters (Fall-Spring or Spring-Fall) must be spent in full-time academic work at the University of Utah. Summer semester does not count for this purpose. Doctoral students advance to candidacy after completion of all required course work, qualifying examinations, and foreign language requirement (if applicable).

*Doctor of Musical Arts (DMA):* Students pursuing a Doctor of Musical Arts degree complete between 59-66 credit hours of graduate courses, dissertation essay, and recitals. Consult the Graduate Catalog and your specific degree Program Guidelines for details. At least two consecutive semesters (Fall-Spring or Spring-Fall) must be spent in full-time academic work at the University of Utah. Summer semester does not count for this purpose. Doctoral students advance to candidacy after completion of all required course work, qualifying examinations, and foreign language requirement (if applicable).

## **Academic Misconduct**

Academic honesty is expected from all students in our graduate program. Standards of academic honesty apply to all work including course requirements, final and comprehensive examinations, and independent research. An act of academic dishonesty is a violation of the university's regulations regarding student conduct. As such, an act of academic dishonesty may result in a failing grade for an assignment or a failing grade for a course, or may result in a recommendation to university officials for additional disciplinary action including dismissal from the graduate program. The following definition is from the University's Code of Student Rights and Responsibilities (Policy 6-400): "Academic misconduct' includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information . . . It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct." Definitions of these terms as well as information regarding your rights and responsibilities as a student are available in the University's Student Code: <http://regulations.utah.edu/academics/6-400.php>.

## **Time Limits**

*Master of Music and Master of Arts:* Full-time MM and MA students are expected to complete the degree within two calendar years after admission to the program. The Graduate School requires that all work for the Master's degree must be completed within four consecutive calendar years. On recommendation of the student's Supervisory Committee, the dean of the Graduate School can modify or waive this requirement. Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to complete additional courses, to pass examinations, or otherwise to demonstrate that they are current in their field. If the student exceeds the time limit and is not granted a modification or waiver, the School of Music has the option to discontinue the student.

*Doctor of Philosophy and Doctor of Musical Arts:* PhD and DMA students are expected to complete the degree within five calendar years after admission to the program (three years to complete coursework, two years to complete the dissertation). All work for the Doctoral degree must be completed within seven consecutive calendar years. Requests to

exceed established time limits must be recommended by a student's Supervisory Committee and approved by the Director of Graduate Studies and the Dean of the Graduate School. Students whose studies have been interrupted for long periods and who have been granted extended time to complete their degrees may be required to complete additional courses, to pass examinations, or otherwise to demonstrate that they are current in their field. If the student exceeds the time limit and is not granted a modification or waiver, the School of Music has the option to discontinue the student.

### **Continuous Registration**

Graduate students are considered full-time if they are registered for nine or more credit hours in a semester. All graduate students must maintain minimum registration of at least one credit hour of graduate level course work from the time of formal admission through completion of all requirements for the degree they are seeking unless granted an official leave of absence. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study.

Doctoral Students who do not need additional course work or dissertation hours, and who are not using faculty time or University facilities other than the library, may register for MUSC 7990, Continuing Registration (MUSC 7990 is limited to a maximum of four semesters). Continuing Registration cannot be used for verification of half- or full-time enrollment in order to qualify for deferment of student loan repayments or to receive student loan funds.

### **Minimum Acceptable Grades**

Candidates for graduate music degrees are required to maintain a 3.0 or higher GPA in course work counted toward the degree. Students must achieve a grade of "B-" or higher in all courses on the Program of Study. Grades below "B-" are not accepted for credit toward a graduate music degree.

### **Leaves of Absence**

Students who wish to discontinue their studies for one or more semesters (other than Summer semester) must complete a Request for Leave of Absence Form. The request must be approved by the student's Supervisory Committee Chair and the Director of Graduate Studies or Director of the School of Music.

Requests for leaves of absence may be granted for up to one year for circumstances related to:

- a serious health condition of the student or family member,
- parental leave to care for a newborn or newly adopted child,
- a call to serve in military service, or
- other compelling reasons in the best interests of both the student and the University.

### **International Students**

International students should stay in close contact with International Student and Scholar Services to be aware of all policies and procedures and to be in compliance with those policies and procedures. International students are required to be registered full-time every semester. They are not eligible for Leaves of Absence, but may apply for a Vacation Semester after attending school full-time for two consecutive semesters; international students not taking classes in Summer semester must apply for a vacation semester. The International Student and Scholar services [website](#) has valuable resources for writing and language.

### **Transfer Credit**

Up to six semester hours of transfer credit may be applied toward fulfillment of a graduate degree if they are of a B grade or higher, are recommended by the student's Supervisory Committee, and were taken within four years of admission to the University of Utah for Master's students and within seven years of admission to the University of Utah for Doctoral students. Classes that counted toward another degree (whether at the University of Utah or another institution) cannot be used toward the graduate degree.

Students who earn a Master's degree from the University of Utah may transfer up to 6 credits of work taken during their Master's residency to count towards their doctorate, with the approval of their doctoral committee. These credits must be additional credits, beyond those required towards fulfilling the student's Master's degree.

Students may petition to include additional credits beyond the 6, but credited coursework beyond the 6 credits allowed must be approved by the student's doctoral committee and the Graduate Studies Committee.

## Graduate Placement Exams

Placement examinations in Music History, Music Theory, and Vocal Diction (DMA Vocal Performance only) are taken after the student has been accepted by Graduate Admissions. Preparation materials are available on the School of Music [website](#). Placement examinations must be taken prior to registering for courses.

Results of graduate placement exams determine placement in graduate courses and identify areas in which remedial work may be necessary. Students are encouraged to study diligently for these examinations. Poor performance could result in the student being required to take a considerable number of remedial courses. Students recommended for remedial courses must earn a B- or better in recommended courses before advancing to a higher-level course. Remedial courses cannot be used to count toward the completion of a degree.

*Music History:* The graduate Music History diagnostic examination covers the breadth of Western art music from the medieval period to the present through a variety of questions evaluating the student's knowledge of important composers, works, terms, and concepts.

*Music Theory:* The graduate Music Theory placement examination assesses the student's competence in harmony, voice leading, counterpoint, and form. Composition students will complete an orchestration exam in addition to the theory exam.

*Vocal Diction:* The Graduate Vocal Diction Diagnostic Exam assesses the entering DMA student's familiarity with the use of the IPA in English, French, Italian, and German. The student will be asked to transcribe into IPA vocal texts in each of these languages.

*Exam Exemptions:* University of Utah graduates continuing directly into the PhD or DMA from the School of Music's Master's program (within 12 months of completing the Master's degree) are exempt from the graduate Music Theory placement exam and Music History placement exam.

## Supervisory Committee

Members of the Supervisory Committee consult with the student in planning their degree program, research, and recitals; they also administer the qualifying exams, oral exams, and thesis/dissertation essay defenses. It is the responsibility of the student to approach faculty to request that they serve on the Supervisory Committee. Students should submit the *Request for Supervisory Committee* form to the Academic Coordinator. The Graduate Studies Committee votes on and approves Supervisory Committees.

The student's major performance teacher (if tenure-line) or project/thesis/dissertation supervisor serves as the Chair of the Supervisory Committee. If the performance teacher is not tenure-line he/she will serve as the "Director of Recitals."

*Master of Music and Master of Arts:* MM and MA Supervisory Committees consist of three faculty members, the majority of whom must be tenure-line faculty in the School of Music. The Supervisory Committee is customarily chosen during the first year of study but must be chosen before the student performs any recitals.

*Doctor of Philosophy:* PhD Supervisory Committees consist of five faculty members, the majority of whom must be tenure-line faculty in the School of Music. One member of the Supervisory Committee must be from another department. The Supervisory Committee must be chosen by the end of the second year of study.

*Doctor of Musical Arts:* DMA Supervisory Committees consist of three faculty members, the majority of whom must be tenure-line faculty in the School of Music. One member of the Supervisory Committee must be from the area of the student's Related Field. The Supervisory Committee must be chosen during the first year of study and before the student performs any recitals.

## Language Requirements

Students in the following programs must demonstrate "standard proficiency" in French, German, or Italian:

- MA in Musicology
- MM in History & Literature
- MM in Collaborative Piano
- MM in Vocal Performance
- PhD in Composition

Standard proficiency assumes a reading comprehension level expected of a student who has completed one year of college foreign language instruction or the equivalent. Students may verify standard proficiency in one of the following ways:

1. Complete a second semester language course (1020), or the equivalent at another institution, with at least a "B" grade (3.0).
2. Pass the MLA (Modern Language Assessment) in the Testing Center with a score indicating standard proficiency.

Students pursuing the DMA in Vocal Performance must demonstrate comprehension in any two of the singing languages (French, German, Italian, Russian, or Spanish). Determination of comprehension will be made by written examination.

## DMA Related Field

During the first year, DMA students must apply for admission to their chosen Related Field. Specific application and course requirements for each approved Related Fields are listed in the *DMA Related Field Admission and Course Requirements* document posted on the School of Music website. After taking all required courses for the related field, there will be a qualifying exam in the related field. If a student wishes to create a Related Field outside of the approved Related Fields, they must create a proposal, and a member of their supervisory committee must present their proposal at a graduate Studies meeting for approval. The created related field must be at least 12 credits and be graduate level courses.

## Thesis, Dissertation Essay, and Project Requirements

Students in all graduate music programs must fulfill a thesis, dissertation essay, project, or recital requirement (see specific degree Program Guidelines for details). Thesis and project course numbers are not interchangeable.

Before significant work is begun on the thesis or dissertation essay, the student's Supervisory Committee must approve the topic and qualifying exams must be complete. Students should consult frequently with their Supervisory Chair and other committee members to ensure successful completion of the thesis/dissertation essay. Once the thesis or dissertation essay is complete, approval will be by majority vote of the Supervisory Committee. **Students are required to use the approved formats located in the official Graduate School Handbook for Theses and Dissertations. Detailed instructions, formats, and deadlines are contained in [A Handbook for Theses and Dissertations](#).**

Composition students registered for thesis or project hours must be simultaneously enrolled for private composition lessons during the semester in which the oral exam or thesis defense is scheduled. Exceptions can be made only in certain cases for PhD students, and must be approved by the Composition Area, the Director of Graduate Studies, and the Director of the School of Music.

## Recitals

All recitals must be held before the last day of classes in the Fall and Spring semesters. Recitals are not to be held during Final Exam or Reading Days or during Summer semester. Other regulations regarding recitals are as follows:

1. Students in performance areas must be enrolled in private lessons during the semester in which recitals are scheduled.
2. If recitals are scheduled, during the semester of registration, for a different date than originally agreed upon at time of payment, students will be charged an additional \$150 fee.
3. If recitals are scheduled for a different semester than the semester of registration, students will be charged an additional \$150 fee.
4. All incomplete grades must be made up prior to the first day of the semester in which the final recital is scheduled.
5. Recital programs must be approved by the Supervisory Committee before the student begins preparation for the recital. The Supervisory Committee Chair or Director of Recitals has the final say regarding a student's program, but committee members must be informed and their feedback solicited.
6. Master's students must schedule a recital preview with their Supervisory Committee at least two weeks prior to the recital. Students should be prepared to perform the entire recital. The Supervisory Committee, by majority vote, will have the following options:
  - a. To approve the recital.
  - b. To postpone the recital, in which case the entire recital must again be previewed at least two weeks prior to the new recital date. A recital may be postponed only twice; at the third preview, the recital must either be passed or canceled.
  - c. To cancel the recital, which will result in the termination of the student's candidacy for the degree.
7. Master's students are required to schedule the final oral examination within one week after the final recital (see *Final Oral Examination* below for more information).
8. The Supervisory Committee will grade the recital. Their evaluations will be averaged and the recital passed or failed on that basis. Should the student fail the recital, the Supervisory Committee may require that any portion of the recital be performed again before the Supervisory Committee, either in public or private.
9. Degree recitals should be held in a School of Music performance venue. Exceptions are rare and must be approved through an *Exception to Policy*. The student is responsible for providing to the School of Music a high-quality recording of any off-campus degree recitals.
10. Students must submit program information to the School of Music at least two weeks prior to the recital date.

### **Qualifying and Comprehensive Examinations**

Written qualifying examinations are required of each PhD and DMA student. A written comprehensive examination is required for MA students. An examination, or parts of an examination, may be repeated only once and only at the discretion of the Supervisory Committee. The qualifying exam must be passed before a student can register for the Thesis or Dissertation Essay.

Prior to taking the qualifying or comprehensive examination the student must have completed all course work in the subject area of the exam (including required recitals, with the exception of the lecture recital) and no incompletes may be outstanding. The student must be enrolled in at least one credit hour during the semester of the examination. Summer administration of the examinations is allowed if approved through an *Exception to Policy*.

*Doctor of Philosophy in Composition:* The PhD in Composition qualifying examination will consist of examinations in music theory and music history. The examinations will be compiled by the Music Theory and Musicology Area Heads.

*Doctor of Philosophy in Music Education:* The PhD in Music Education qualifying examination will consist of an intensive written exam in music education and a portfolio of the student's original work, including an annotated bibliography, a publishable manuscript, and a teaching/research philosophy statement. Specific requirements for the portfolio will be determined by music education area faculty in collaboration with the student and in consideration of the student's individual needs and research interests.

*Doctor of Musical Arts:* DMA qualifying examinations will be given in the major area and the Related Field. The major area examination is compiled by the Committee Chair with questions submitted from other members of the Supervisory

Committee; the topics are taken from the student's course work and major-specific materials that a DMA candidate should know. Related Field questions are prepared by the Related Field faculty representative on the committee (other faculty in the Related Field may be consulted as well).

*Master of Arts in Musicology:* A comprehensive examination in musicology, administered by the Musicology Area, will be taken by the student at the completion of the program. The examination will focus on materials covered in the 6600 - level courses.

*Master of Music in Music Theory:* A comprehensive examination in music theory, administered by the Music Theory Area, will be taken by the student at the completion of the program. The examination will focus on materials covered in the Music Theory courses.

### **Final Oral Examination**

MM candidates (with the exception of MM: Music Education, MM Theory, and MM: History & Literature) will take a final comprehensive oral examination conducted by their Supervisory Committee in their final semester. The examination will emphasize substantive issues associated with the final recital/final project and cover additional topics from courses taken during the student's program. Guidelines for the oral examination are as follows:

1. Students must schedule the final oral examination within one week after the final recital.
2. The oral examination must be taken in the final semester of study.
3. Students must be enrolled in at least one credit hour during the semester of the oral examination.
4. All incomplete grades must be made up prior to the first day of the semester in which the oral examination is to be taken.
5. All oral examinations must be held before the last day of classes in the Fall and Spring semesters. Oral examinations are not to be held during Final Exam or Reading Days or during Summer semester.
6. At least three weeks prior to the oral examination, the student should complete the *Request to Schedule Master of Music Oral Examination* form.
7. Oral examinations must be held in a neutral location and are open to the public.
8. The Supervisory Committee will determine by majority vote whether the student has passed the Final Oral Examination.

### **Project/Thesis/Dissertation Essay Defense**

MM: Music Education (project option) and MM: History & Literature candidates will complete a project defense conducted by their Supervisory Committee at the conclusion of their program. Guidelines for the defense are as follows:

1. Students must be enrolled in at least one credit hour during the semester of the defense.
2. A copy of the project must be distributed to the Supervisory Committee at least a month prior to the defense; the Supervisory Chair must approve the document prior to distribution.
3. All incomplete grades must be made up prior to the first day of the semester in which the defense is to be held.
4. All defenses must be held before the last day of classes in the Fall and Spring semesters. Defenses are not to be held during Final Exam or Reading Days or during Summer semester.
5. At least three weeks prior to the defense, the student should complete the *Request to Schedule Project/Thesis/Dissertation Essay Defense* form.
6. Project defenses must be held in a neutral location and are open to the public.
7. Approval of the project and defense will be by majority vote of the Supervisory Committee. Revisions may be required at the discretion of the Supervisory Committee.

MM: Music Education (thesis option), MM: Theory, MA, and PhD candidates will complete a thesis defense conducted by their Supervisory Committee at the conclusion of their program. Guidelines for the defense are as follows:

1. Students must be enrolled in at least one credit hour during the semester of the defense.
2. A copy of the thesis must be distributed to the Supervisory Committee at least a month prior to the defense; the thesis advisor must approve the thesis prior to distribution.

3. All incomplete grades must be made up prior to the first day of the semester in which the defense is to be held.
4. All defenses must be held before the last day of classes in the Fall and Spring semesters. Defenses are not to be held during Final Exam or Reading Days or during Summer semester.
5. At least three weeks prior to the defense, the student should complete the *Request to Schedule Project/Thesis/Dissertation Essay Defense* form.
6. Prior to the defense, the candidate should prepare one copy of the *Supervisory Committee Approval* and *Final Reading Approval* forms.
7. Thesis defenses must be held in a neutral location and are open to the public.
8. Revisions of the thesis may be required at the discretion of the Supervisory Committee.
9. By majority vote the members of the Supervisory Committee certify on the *Supervisory Committee Approval* form that the thesis has been found satisfactory for the degree.
10. After all requested changes have been made and approved, the Supervisory Committee Chair and Director of the School of Music sign the *Final Reading Approval* form. The thesis can then be submitted to the Thesis Office (please see [A Handbook for Theses and Dissertations](#) for more information).

DMA candidates will complete a dissertation essay defense conducted by their Supervisory Committee at the conclusion of their program. Guidelines for the defense are as follows:

1. The defense will take place upon completion of the lecture recital and dissertation essay.
2. Students must be enrolled in at least one credit hour during the semester of the defense.
3. A copy of the dissertation essay must be distributed to the Supervisory Committee at least a month prior to the defense; the dissertation advisor must approve the dissertation essay prior to distribution.
4. All incomplete grades must be made up prior to the first day of the semester in which the defense is to be held.
5. All defenses must be held before the last day of classes in the Fall and Spring semesters. Defenses are not to be held during Final Exam or Reading Days or during Summer semester.
6. At least three weeks prior to the defense, the student should complete the *Request to Schedule Thesis/Dissertation Essay Defense* form.
7. Dissertation essay defenses must be held in a neutral location and are open to the public.
8. Approval of the dissertation essay and defense will be by majority vote of the Supervisory Committee. Revisions of the dissertation essay may be required at the discretion of the Supervisory Committee.
9. After all requested changes have been made and approved by the Supervisory Chair, submit a bound copy of the dissertation essay and an electronic copy of the title page and abstract to the Academic Coordinator.

## Graduation Procedures

Graduate candidates for graduation must complete an *Application for Graduate Degree* with the Registrar's Office, Graduation Division. Deadlines for submission are listed below. Applications will not be accepted more than one year in advance.

Fall Graduation: July 1<sup>st</sup>

Spring Graduation: November 1<sup>st</sup>

Summer Graduation: March 1<sup>st</sup>

## Safety and Wellness

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; [dps.utah.edu](http://dps.utah.edu)). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.