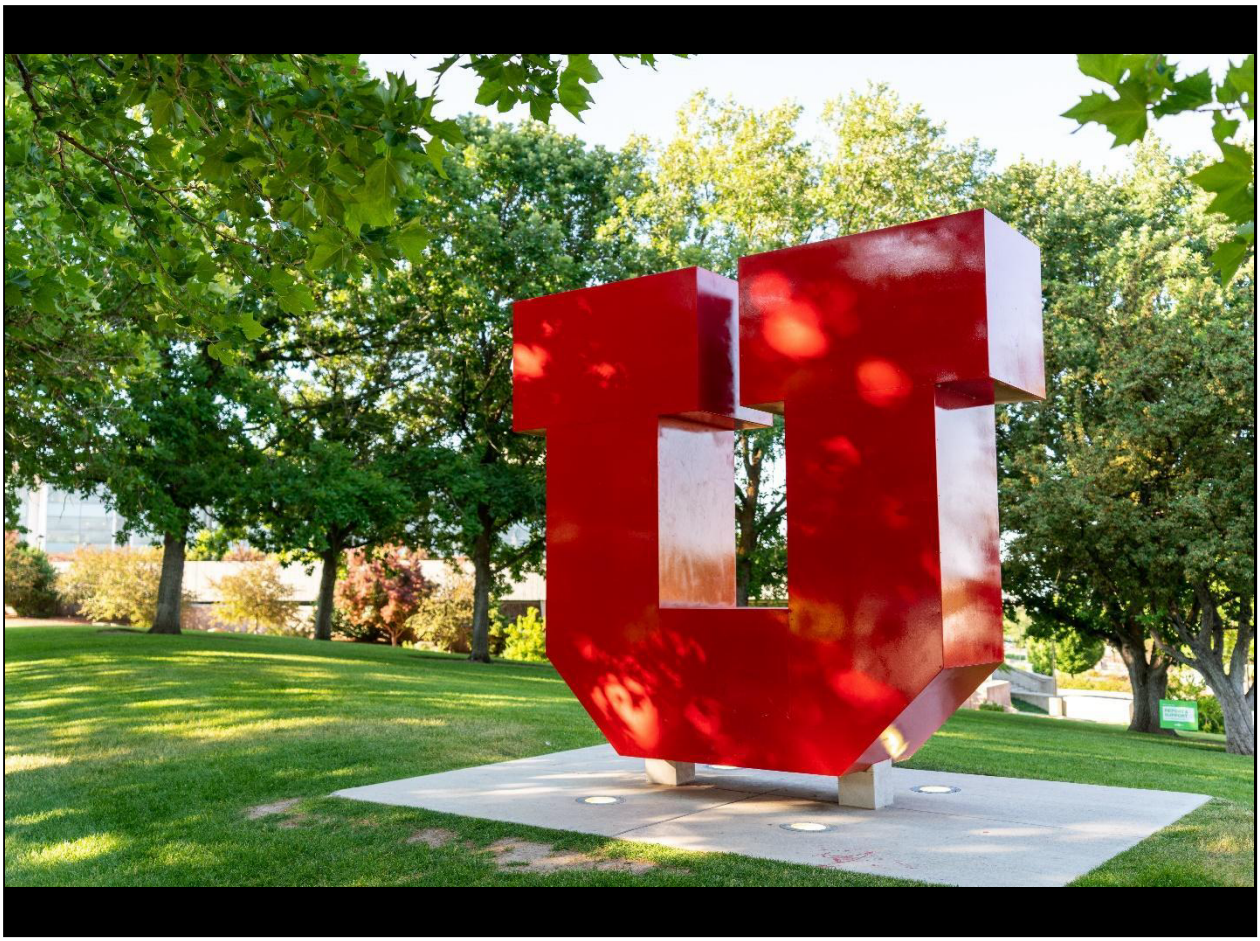

University of Utah School of Music

Graduate Program Handbook

Last Revised: August 1, 2026

For updates and feedback, please email Dr. Hasse Borup, School of Music Assistant Director of Graduate Studies, at hasse.borup@music.utah.edu

SCHOOL OF MUSIC
COLLEGE OF FINE ARTS | THE UNIVERSITY OF UTAH

Welcome to the School of Music

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!

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Contact Information

Director of Graduate Studies (Dr. Hasse Borup): 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 (David Fox): 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.

Administrative Staff

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Conducting
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Jazz
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262 DGH

Music Education
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256 DGH

Music Theory
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Musicology
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308 DGH

Organ
Dr. Kenneth Udy
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Percussion
Dr. Mike Sammons
mike.sammons@utah.edu
268 DGH

Piano
Dr. Steven Vanhauwaert
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224 DGH

Strings, Harp, and Classical Guitar
Dr. Hasse Borup
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258 DGH

Voice
Dr. Seth Keeton
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426 DGH

Woodwinds
Dr. Laura Grantier
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156 DGH

Student Contacts

Student Advisory Committee
umusac@gmail.com

The University does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator, to the Department of Education, Office for Civil Rights, or both.

If you or someone you know has experienced sexual misconduct including sexual harassment, we encourage you to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action:

Sherrie Hayashi
Title IX Coordinator/Director
Office of Equal Opportunity and Affirmative Action (OEO/AA)
135 Park Building
Salt Lake City, UT 84112
801-581-8365
oeo@utah.edu

Online reports may be submitted at oeo.utah.edu.

For further information, please see:
https://www.utah.edu/nondiscrimination/
regulations.utah.edu/general/1-012.php

regulations.utah.edu/general/1-011.php

Important Deadlines

Departmental Deadlines

Private lesson deadlines
- https://music.utah.edu/students/forms-applications.php

College Deadlines
- https://www.finearts.utah.edu/

University Deadlines

Academic calendar deadlines
- https://registrar.utah.edu/academic-calendars

International Teaching Program deadlines
- https://gradschool.utah.edu/ita/important-dates-and-deadlines.php

Thesis Office manuscript submission deadlines
- https://gradschool.utah.edu/thesis/calendar

University Fellowship deadlines, including Teaching Assistantship & Research Assistantship deadlines
- https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities

Graduation deadlines
- https://registrar.utah.edu/graduation

Program Requirements

Graduate Programs in School of Music

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 a minimum of 59-60 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).

Expected Learning Outcomes

The University of Utah Catalog 2025-2026

Admission Requirements & Procedures

An applicant for admission to the School of Music must meet the following minimum requirements:

- Hold a Bachelor's degree in music from an accredited institution.
- Have an accumulative grade point average of 3.0 in all previous collegiate work.
- Have a score of 85 or higher on the TOEFL iBT, 6.5 or higher on the IELTS, or 115 or higher on Duolingo
- Attain, at a minimum, the following scores in each subcategory:
    1. TOEFL: 20 in Speaking, Reading, Writing, and Listening, respectively
    2. IELTS: 6.5 in Speaking, Reading, Writing, and Listening, respectively
    3. Duolingo: 110 in Comprehension, Conversation, Literacy, and Production, respectively

The School of Music will waive the English proficiency exam requirement for international applicants who have received a qualifying degree from an accredited U.S. institution (or accredited institutions from other native English-speaking countries) within the last two years.

Transfer Credits

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 apply up to 6 credits of work taken during their master's residency to count toward their doctorate, with the approval of their doctoral Supervisory Committee. These credits must be additional credits, beyond those required toward fulfilling the student's master's degree.

International Students

The School of Music values diversity in the arts, and we welcome students from all countries. We recognize that there are unique challenges to being an international student, especially as you adjust to your studies alongside a new country and new culture. We encourage all our international students to make use of the resources available to them and to seek involvement in departmental, campus, and civic communities.

International students should stay in close contact with International Student and Scholar Services to be aware and follow all policies and procedures. International students are required to be registered full-time every semester. International students 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.

Program Coursework

School of Music Programs and Degrees
Program of Study Worksheets

Language Requirements

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

- MA in Musicology

- MM in Collaborative Piano
- MM in Vocal Performance
- MM in Vocal Performance and Pedagogy

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.

Ph.D. Composition Language Requirement

Before the commencement of the thesis, students must demonstrate "Standard proficiency" in any of the modern languages offered by the Department of World Languages and Cultures at the University of Utah. The language must be chosen in consultation with the advisory committee and utilized in the research. Standard Proficiency assumes a reading-comprehension level expected of a student who has completed one year of college foreign-language instruction (1020) or the equivalent. Students may verify standard Proficiency through language Classes or a language test. The Graduate Language Requirement is waived if a student speaks English as a second language.

For detailed information on how to fulfill the Ph.D. language requirement, visit: https://languages.utah.edu/language-requirements/graduate-language-requirements.php.

Ensemble Participation Requirements

Concurrent enrollment in large and small ensembles is required as outlined in the degree program guidelines, and/or financial aid policies. Exceptions to these policies MAY be made only after consulting with Supervisory Committee Chair, Area Head Advisors, private applied instructor(s), and ensemble directors.

Enrollment in most ensembles is available for variable credit from one (1) to three (3) semester hours. Students may choose to register for three (3) credits but are not required to register for more than one (1) credit. Performing ensemble requirements are defined by the number of semesters of participation and not by the number of credit hours earned. When registering for two (or more) ensembles in a given semester, only one ensemble credit will count toward the degree requirement, unless otherwise approved by the Supervisory Committee (through a petition for Exception to Policy).

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 and thesis/project/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. Until the student formally creates a supervisory committee, their area head is the primary advisor.

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, they 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.

Supervisory Committee Member: Definition or Roles

Committee Chair: The Chair is the ranking tenure line faculty member of the committee within the student's area of study. The Chair is responsible for advising the student on degree related matters, overseeing their progress, coordinating recitals/exams/defense, and supervising the dissertation/dissertation essay process (DMA/PhD) and working with the Graduate Coordinator to ensure that the student is on track for graduation.

Committee Member: Other committee members can be either tenure line or non-tenure line faculty members, selected in consultation with the Committee Chair and the student. The role of the Committee Member is to provide feedback on degree required activities such as recitals/exams/defense and dissertation/dissertation essay. Per Graduate School policies, graduate supervisory committees must have a majority of tenure-line faculty.

Director of Recitals: The Director of Recitals is the student's primary instructor, in cases where a non-tenure line faculty member fills that role. The role of the Director of Recitals is primarily preparing the student for their degree required performances, as well as working with the Committee Chair on format and content of exams and defense. The Director of Recitals can also provide feedback on dissertation/dissertation essay where appropriate.

External Committee Member: An External Committee Member is a faculty member from an academic unit other than the School of Music. These members are typically from another department at the University of Utah but can also – in rare cases – include faculty members from another institution. The role of the External Committee Member is primarily to provide feedback and advise in his/her area of specialty (DMA/PhD).

DMA Related Field

During the first year of study, DMA students must apply for admission to their chosen Related Field. Specific application and course requirements for each approved Related Field 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 the chair of their supervisory committee should present their proposal at a Graduate Studies meeting for approval. The proposal must:

- contain a detailed Narrative, List of Classes and Expected Outcomes. It is encouraged that the student consults current job postings and demonstrate that the body of knowledge acquired will increase the marketability of the student.
- contain a minimum of 12 graduate credits offered at the University of Utah. If the proposal includes more than six credits from an outside department, a supervisory committee member from that department must be added, and a statement of support be submitted with the proposal. Independent Study credits will only be approved in exceptional circumstances and with permission of the instructor.

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. A Graduate Degree Recital is generally 60 minutes of performed repertoire (no shorter than 50 minutes or longer than 75 minutes). Factors that can affect the duration of the recital include: difficulty of repertoire, thematic/cyclic nature of presented works and other factors as negotiated between the Supervisory Committee and the student. A Lecture Recital is covered by the same duration and approval requirements listed above. The time must be approximately evenly split between the lecture and recital portions of the presentation (if the Lecture Recital is 60 minutes in total duration, the lecture portion should be around 30 minutes and the performance around 30 minutes).
7. Master of Music students are required to schedule a recital preview with their Supervisory Committee at least two weeks prior to the recital. Doctor of Musical Arts students may be required to complete a recital preview if recommended by a majority of the Supervisory Committee. 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.
   For the final recital, Master's students are required to submit their detailed program notes or lecture outline no less than two weeks prior to their recital preview. See page 18 for more details.
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 prior to scheduling or performing the recital. 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 (programs@music.utah.edu) at least two weeks prior to the recital date.

    - For guidelines on what information to provide, please go to https://music.utah.edu/students/forms-applications.php#recitals and click the link for "Recital Program Guidelines."

Juries

Juries are final playing examinations for music majors who are enrolled in private lessons. They provide each student with an opportunity to demonstrate the technical and musical growth that has been achieved throughout the semester to area faculty. Graduate students enrolled in private lessons are required to perform a jury each semester; however, students who have performed a recital during a semester and students taking lessons on secondary instruments may be exempt from juries at the discretion of their private instructors and supervisory committee. Juries are typically held during the final examination week.

Jury performance requirements vary among Applied Areas and instructors. Each performance area maintains a set of guidelines and criteria upon which the jury adjudication is based. These guidelines and criteria may include:

1. Information on what is to be performed (e.g., scales/arpeggios; etudes; solos)
2. Extra-musical considerations (e.g., concert deportment)
3. Expectations for overall musicianship. Students should check course syllabi and consult with their private instructors for more precise requirements.

Each faculty member attending the jury will complete an evaluation form, providing feedback and offering suggestions for improvement. All the evaluation forms become a permanent part of a student's academic record. Students are given copies of the evaluation forms for their records.

Missed Juries
A student who fails to sign up for a jury appearance or who does not appear at a scheduled jury will be given a failing grade for the semester in the absence of a valid excuse presented to the instructor concerned prior to the jury day. In extreme cases where prior notice is not possible, exceptions will be determined by the instructor and the Supervisory Committee.

Standings Policy
Following each jury performance, faculty evaluating the jury performance will discuss the student's standing as a music major. This standing will be based on 1) the jury performance, 2) information provided by the student's private instructor, and 3) information provided by the student's Supervisory Committee. Students will be evaluated as follows:

- Good Standing – A student's jury performance must be deemed appropriate for the level of instruction by evaluating faculty. In addition, a student's private lesson grade and jury evaluation must be a B- or above to be considered in "good standing."

- Probation – A student may be placed on probation if the evaluating faculty members believe that the jury performance is not appropriate for the level of instruction. A student who receives a grade for private lessons lower than a B- will be placed on probation. A probationary student is required to meet with the private instructor to draft a written contract outlining a course of action to regain good standing status. After meeting with

the private instructor, probationary students should meet with their Supervisory Committee. Students may not appeal probationary status. For a student to return to good standing, the evaluating faculty members must deem the jury performance to be appropriate for the level of instruction and the student must receive a private lesson grade of B- or higher. If a student receives a grade lower than a B- for a second time, then that student will be dismissed from the degree program. A student may appeal this action.

- Dismissal – If the evaluating faculty members believe that a student's jury performance is not appropriate for the level of instruction, and if a student receives a grade for private lessons lower than a B- in two consecutive semesters of study, then that student will be dismissed from the degree program. Students who are dismissed from the degree program can meet with the Director of Graduate Studies to discuss options. Students may also choose and have every right to audition for another degree program or emphasis.

Student seeking to appeal their standing, see University Policy 6-400: Code of Student Rights and Responsibilities.

Qualifying and Comprehensive Examinations

Written qualifying examinations are required of PhD and DMA students, and a written comprehensive examination is required of MA and MM Theory students. Before registering for thesis or dissertation hours, students must complete all core classes of their degree program and pass their qualifying exam. Exceptions to this rule can be made through the regular *Exception to Policy* process.

Successfully passing the qualifying exam(s) is a pre-requisite for achieving candidate status. Passing the exam(s) is a major milestone in the degree and should demonstrate the student's mastery of knowledge in his/her field of study.

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 questions are compiled by the Committee Chair with questions submitted by all members of the Supervisory Committee; the topics are taken from the student's course work and major-specific materials that a DMA candidate is expected to 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). Each major area is encouraged to have sample exam questions available for the student to peruse, as part of their preparations. Clear expectations of mastery of the subject matter (length, content, broader principles, how to prepare, etc.) must also be clearly communicated by each area with the information readily available to the student.
The student must apply for permission to take the Qualifying Exams from Supervisory Committee Chair no later than the last day of classes the semester prior to intending to take the exams.

- A student wishing to take qualifying exams at the end of Fall semester must apply *by the end of the previous* Spring semester.
    - This includes students wishing to take exams the week before Spring semester starts rather than the end of Fall semester.
- A student wishing to take qualifying exams at the end of Spring semester must apply *by the end of the previous* Fall Semester.
    - This includes students wishing to take exams the week before Fall semester starts rather than the end of Spring semester.

The Chair of the student's Supervisory Committee Chair must verify that the student has fulfilled all the requirements and is eligible to take the Qualifying Exams. The student must contact the School of Music Academic Coordinator to schedule the exam dates, location, proctoring format, other academic integrity measures and verification of general eligibility. The completed exam and the Qualifying Examination Form must be submitted to the Academic Coordinator no later than seven days after the scheduled exam-dates.

An examination, or parts of an examination, may be repeated only once and only at the discretion of the Supervisory Committee.

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 Master's Recital

MM Candidates (with the exception of MM: Music Education, MM Theory, and MA Musicology) in preparation for the final MM recital will submit a formal, research-based presentation of the recital repertoire in written (program notes) or oral (concert lecture) form. The detailed program notes/lecture outline should be submitted to the committee no less than two weeks prior to the recital preview. Candidates must include or all of the following considerations:

- a description of the rationale behind the programming of repertoire for both required MM performances (repertoire building/expansion, particular research interests, etc.).
- a discussion of the importance of each work in a broader music historical context.
- a brief biographical information of each composer and the significance of the works in their total body of works.
- a discussion/description of key moments, where in-depth theoretical analysis of a work informed/changed or enhanced the performance.

- a description/discussion on how the combination of course-work (all) and performances required (solo, chamber music, orchestra) in the degree has influenced, informed and broadened the candidates view on performance and teaching.

Length and format to be agreed upon by candidate in consultation with the committee.

Thesis/Dissertation/Project Requirements

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

Before significant work can begin 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 https://gradschool.utah.edu/thesis/handbook/.

The thesis/dissertation essay defense must take place before the last day of classes in the semester of graduation. The deadline for submitting the final version of thesis/dissertation essay to the Supervisory Committee is three weeks prior to the defense date. PhD and MA in Musicology candidates must refer to the Graduate School Dissertation deadlines https://gradschool.utah.edu/thesis/calendar.php.

Composition students registered for thesis or project hours must be simultaneously enrolled for private composition lessons during the semester in which the project 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.

Final copy of DMA Documents for McKay Music Library

Dissertations for PhD students use a university process ensuring that the final archival copy of the dissertation is held in a campus library. DMA students, on the other hand, work with the Academic Coordinator and the McKay Music Library to ensure an archival copy is held by the library.

DMA Document Guidelines:

1. Once students have received approval for their DMA dissertation essay from their Supervisory Committee, they can make an appointment with the McKay Library music librarian (lisa.chaufty@utah.edu) to provide copies of the relevant writing style guides and other resources to support the complete essay-writing process. **Please use Microsoft**

Word as other word processor software (such as Google Docs) are difficult to format the document correctly.

2. As they are writing their essay, students should consult frequently with their Committee Chair. Proofreading suggestions and citation assistance with music content knowledge are available from the music librarian. The University Writing Center can provide revision and proofreading suggestions and support related to general writing mechanics as well. Graduate students also have access to Grammarly. While it is not a substitute for tutoring, Grammarly can help students catch sentence-level errors. To learn more about Grammarly and to re/activate your premier account, go to https://gradschool.utah.edu/resources-hub/grammarly/index.php.
3. DMA students must submit their dissertation essay to their Supervisory Committee no less than three weeks prior to their defense (which must occur before the last day of classes). If the committee asks for revisions to the document, the committee shall set a date by which the student must edit it. The student will then submit the final version as a PDF to their Committee Chair for final approval. The Committee Chair will then send then final version to the Academic Coordinator. This electronic copy will be archived on a server and will be available for the McKay Music Library to print, bind, and catalogue, allowing for a hard copy to be accessible in the library and on WorldCat (searchable database of global library holdings). The Committee Chair and Academic Coordinator will not sign the Defense Supervisory Approval form until the final copy is submitted. Failure to submit the final copy by the date imposed by the Supervisory Committee may delay or otherwise jeopardize successful graduation.
4. If DMA students are interested in having their dissertation essay uploaded to ProQuest (the world's most comprehensive collection of dissertations and theses from around the world) or USpace (The University of Utah repository of thesis, dissertations, open access faculty works, and other works of digital scholarship) or having a professionally bound copy of the document, they should contact the McKay Music Librarian for more information (lisa.chaufty@utah.edu).

Applying for Graduation

Graduate candidates for graduation must complete an *Application for Graduate Degree* through the CIS portal. Deadlines can be found on the Graduation page of the Office of the Registrar's website. Applications will not be accepted more than one year in advance.

Graduate candidates re-applying for graduation must complete a Re-application/Late application for Graduate Degree with the Registrar's Office, Graduation Division.

Academic Requirements and Policies

Minimum GPA

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.

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 to qualify for deferment of student loan repayments or to receive student loan funds.

Leave of Absence

Students who wish to discontinue their studies for one or more semesters (other than summer term) must complete a Request for Leave of Absence Form. The form must be approved and signed by the student's Supervisory Committee Chair and the Director of Graduate Studies or Director of the School of Music and then forwarded to the Registrar's Office for processing.

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 that the student's department believes is in the best interests of both the student and the University.

The form requesting a leave of absence for a current semester must be completed and received in The Office of the Registrar by the last day of classes of that semester. Leaves of absence are not granted retroactively. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes. The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one year at a time and

may be renewed by submitting a new form to The Office of the Registrar. A leave of absence is a short-term interruption to a student's progress to graduation. Leave of absences may be renewed for a maximum of 3 consecutive years, or 6 consecutive semesters. An appeal for an extension beyond this time-limit may be submitted to the Graduate Studies Committee no later than one month before the end of the semester prior to the intended leave. Having a current and functioning Supervisory Committee is a pre-requisite for all requests and petitions in this matter. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

Time Limit to Degree

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. 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.

All Graduate Students, who have left their studies, (without applying for – or receiving – a Leave of Absence) will need to complete the following steps:

1) Re-apply to the University of Utah and the School of Music
2) Audition/submit other relevant application materials
3) Complete the current music theory and music history placement exams
4) Submit a transcript of previously completed classes

A committee consisting of Applied Area Head, Supervisory Committee Chair (if applicable), Director of Graduate Studies and Heads of Theory Area and Musicology Area will review the materials listed above and make a recommendation as to which classes will count toward degree requirements and which classes will need to be repeated. The factors that determine this outcome include: time elapsed since the student was last enrolled, performance ability, scholarly ability and current relevance of classes already completed. If the student as a result needs to add one or more semesters to their degree a Petition for Extension of Time Limit can be submitted (see below).

Petition for Extension of Time Limit

A petition for an extension of a Graduate student career beyond the established time limits will consist of a formal letter of request to the Graduate Dean. The letter will demonstrate that the student is in good standing. Good standing requires that the student has a satisfactory GPA for graduation, formed a supervisory committee, that a program of study has been completed and approved by the faculty and directors of graduate studies/department chair, and that the student has taken all required qualifying exams required by the School of Music. The letter must demonstrate a firm commitment by the department, the supervisory chair, and the student to complete the agreement, including any commitments for financial support, and must provide a demonstration that the proposed path to graduation is feasible. The letter will be accompanied by a written completion plan that is signed by the student, the supervisory chair, and the Director of Graduate Studies or Director of the School of Music.

Graduate Academic Standing, Performance, and Probation

The School of Music follows Academic Standing, Performance, and Probation Policy & Guidelines enacted by the Graduate School.

Important Forms

Important forms pertinent to the School of Music can be found on the School of Music website at: https://music.utah.edu/students/forms-applications.php

Financial Support

Teaching Assistant Responsibilities & Policies

Graduate Teaching Assistant (TA): A graduate student with instructional responsibilities as instructor of record, assistant to the instructor of record or tutor. Duties may include lecturing, holding discussion or problem sessions, teaching private lessons, conducting studio or performance work, online instruction, grading, tutoring, and holding office hours. International students must be cleared through the International Teaching Assistant Program before officially becoming a TA.

Teaching assistantship appointments are for one academic year at a time and are normally limited to two years for master's students and three years for doctoral students, with a fourth year sometimes available to students in PhD programs. The expectation is that—if the student is in good academic standing (see definition on page 20), receives positive supervisor evaluation, and otherwise fulfills the duties of the position in a satisfactory manner—the teaching assistantship will be renewed for the duration of the degree (see time limits above). All students who wish to renew their Assistantship must reapply on the School of Music website by February 15th of each year.

Tuition Waivers

Half Teaching Assistantships

Students receiving a half TA will receive a half waiver of tuition each semester, plus a taxable stipend that is distributed twice monthly over the academic year.

- All students on the Tuition Benefit Program receive the benefit of resident tuition.
- The tuition waiver is applicable for a maximum of 12 credit hours per semester.
- The tuition waiver covers general tuition and mandatory fees. It does not include special fees, including the School of Music fee and fees for private applied study.

Full Teaching Assistantships

Students receiving a full TA will receive a full waiver of tuition each semester plus a taxable stipend that is distributed twice monthly over the academic year.

- All students on the Tuition Benefit Program receive the benefit of resident tuition.
- The tuition waiver is applicable for a maximum of 12 credit hours per semester.
- The tuition waiver covers general tuition and mandatory fees. It does not include special fees, including the School of Music fee and fees for private applied study

For stipend amounts, please see the School of Music website.

Student Health Insurance

Fully subsidized insurance is available to TAs who are receiving a full 100% tuition benefit. The insurance is the same Student Health Insurance policy offered to all U of U students, as well as dental and vision insurance provided through Educators Mutual Insurance. Coverage for dependents is not subsidized. The University pays 100% of the insurance premium.

For information about the Graduate Student Health Insurance Program, please visit the Graduate School's website.

Residency

Non-resident graduate students who receive a tuition benefit must apply for Utah residency upon fulfilling 40 hours of graduate coursework at a regionally accredited Utah institution of higher education.

For details on how to qualify and how to apply for residency, please visit:
https://admissions.utah.edu/apply/residency/

Financial Resources

Personal Money Management Center
- https://personal-money-management.utah.edu

Pivot
- https://osp.utah.edu/news/pivot.php

Feed-U Pantry
- https://www.union.utah.edu/resources-spaces/feed-u-pantry/about-us/

Student & Faculty Code/Dismissal Policies & Procedures

Code of Conduct

The School of Music is committed to fostering excellence in our community of scholars and leaders. We recognize that diverse and inclusive teams are most likely to produce creative and impactful scholarship and are eager to ensure that each member of our academic community is respected and valued for their unique contributions. This Code of Conduct upholds the School of Music's commitment to conduct graduate education according to the highest ethical and professional standard in compliance with all applicable University, state, and federal regulations.

The School of Music is committed to providing a safe, harassment-free and discrimination-free environment for everyone. Harassment includes offensive comments or denigrating jokes related to nationality, gender, sexual orientation, disability, age, physical appearance, body size, race, religion, or veterans status, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, inappropriate physical contact, unwelcome sexual attention, and harassment through social media.

All university faculty, staff, and students are expected to comply with the applicable anti-harassment, anti-discrimination, and scientific and professional ethics laws and policies in effect at the University of Utah and at the institutions where they may be visiting.

Members of the University of Utah community who wish to report a violation of this Code of Conduct are encouraged to speak to or contact the appropriate administrator or Dean, including the Director of the School of Music or Director of Graduate Studies, the Dean of the Graduate School (David Kieda) and/or Associate/Assistant Deans of the Graduate School (Katie Ullman, Amy Barrios, Araceli Frias), or the University's Title IX coordinator (Sherrie Hayashi).

Visitors, including participants at any university or graduate school sponsored events, are expected to comply with these same standards, as well as to policies at their place of employment. In addition to any applicable reporting requirements at their home site, visitors are encouraged to report violations here as above.

Informal Dispute Resolution

Students are encouraged to go to the Director of Graduate Studies for conflict resolution, if appropriate. Students are also welcome to make an appointment with one of the Graduate School deans to voice complaints or concerns (can be requested through info@gradschool.utah.edu or by calling 801.585.5529).

Students can also contact the University Ombudsman's Office, which provides dispute resolution, resources, and the potential for mediation. More information: https://academic-affairs.utah.edu/office-for-faculty/facultyombuds/

Formal Dispute Resolution

Please see Policy 6-400: Code of Student Rights and Responsibilities (“Student Code”)

Academic Action

Academic action is the recording of a final grade (including credit/no credit and pass/fail) in a course, on a comprehensive or qualifying examination, on a culminating project, or on a dissertation or thesis. It also includes a decision by the appropriate department or college committee to place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. The term “academic action” does not include the decision by a department or program to refuse admission of a student into an academic program. Academic action also does not include academic sanctions imposed for academic misconduct or for professional misconduct.

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.

Academic Sanction

Academic sanction is a sanction imposed on a student for engaging in academic or professional misconduct. It may include, but is not limited to, requiring a student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension or dismissal from a program or the University, or revocation of a student's degree or certificate. It may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

Title IX

Title IX of the Education Amendments Act of 1972 is the comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or

activity. Complaints of sexual misconduct should be made directly to the Office of Equal Opportunity and Affirmative Action. More information can be found at: https://oeo.utah.edu/

Student Safety

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). 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.

Safety Resources

University Police: https://dps.utah.edu
Phone: 911 or 801.585.2677
Emergency services

Crisis Line (24/7): https://healthcare.utah.edu/uni/programs/crisis-diversion.php
Phone: 801.587.300
For crisis intervention, emotional support, and mental health needs

Suicide Prevention Hotline – Utah: http://www.suicide.org/hotlines/utah-suicide-hotlines.html

Crisis Prevention – SafeUT Smartphone App: https://www.uofuhealth.org/safeut
Free 24/7 access to counselors for crisis prevention and emotional support
University Counseling Center: https://counselingcenter.utah.edu
Room 246, Student Services Building (SSB)
Phone: 801.581.6826

Sexual Assault Victim Advocacy: https://advocate.wellness.utah.edu
Room 328, Student Services Building (SSB)
Phone: 801.581.7779

Student Health Center: https://studenthealth.utah.edu/services
Madsen Health Center, 555 Foothill Drive
Phone: 801.581.6431

Women's Resource Center: https://womenscenter.utah.edu
Room 411, Olpin Union Building

The Office of the Dean of Students: http://deanofstudents.utah.edu
Room 270, Olpin Union Building

Student Access to Physical Resources

Departmental Resources

McKay Library
Mckay Library information: https://music.utah.edu/mckay-music-library/index.php

University Resources

University ID Card
University card information: https://ucard.utah.edu

TRAX Pass
UTA University pass: https://commuterservices.utah.edu/mass-transit
TRAX Schedules & Maps: https://www.rideuta.com/Rider-Tools/Schedules-and-Maps

Wireless Connections
Onboard to Utah wireless: https://onboard.utah.edu/enroll/uofu/prod_3/process

Software
Grammarly Access: https://gradschool.utah.edu/grammarly
New Student Guide to Digital Resources:
https://it.utah.edu/help/it_guides/new_student_guide.php

Hardware
University Bookstore: https://www.campusstore.utah.edu/utah/home
Surplus & Salvage: https://fbs.admin.utah.edu/surplus/

Paychecks & Direct Deposit
HR Paycheck Information: https://www.hr.utah.edu/payroll/paycheck.php

Housing
Graduate Student Housing Resources & Options: https://housingoptions.utah.edu/graduate-housing/

Meals & Food
Utah Meal Plans: https://housing.utah.edu/dining

Arts & Entertainment
Arts Pass: https://www.finearts.utah.edu/arts-pass

Student Awards

College/University Fellowships and Awards

A list of the College of Fine Arts awards can be found at https://www.finearts.utah.edu/students/current-graduates/funding-resources. Students can also check Union Scholarships/Awards, as many of these are applicable to graduate students. https://union.utah.edu/union-scholarships.

External Fellowship & Award Opportunities

A list of external fellowships is available at https://gradschool.utah.edu/tbp/external-opportunities. Students also have access to Pivot, a new tool for finding foundation funding. https://osp.utah.edu/news/pivot.php]]

Student Travel Assistance

Students can find information on Student Travel Assistance on the College of Fine Arts website: https://www.finearts.utah.edu/students/current-undergraduates/resources. The School of Music provides matching funds for student travel opportunities to University funding sources. Please visit the School of Music website for more information: https://music.utah.edu/students/Opportunities.php

There are also awards offered through the Graduate School - the Graduate Student Travel Assistance Award (GSTAA) and the Early Career Professional Development Program (ECPDP). More information on these awards is here: https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award.

Student Resources

Graduate School Resources

Events
Event & Workshop Calendar: https://gradschool.utah.edu/events-calendar
Events & Workshops Description: https://gradschool.utah.edu/upcoming-events

Administrative & Records
Graduate Records Office: https://gradschool.utah.edu/graduate-catalog/graduate-records-office
Electronic Graduate Record File: https://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial

Awards & Fellowships
Graduate Fellowship Opportunities: https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities
Thesis & Dissertation Awards: https://gradschool.utah.edu/current-students/awards

Advocacy
Graduate School Diversity Office: https://gradschool.utah.edu/diversity
Graduate School Dean: dean@gradschool.utah.edu

Training & Workshop Programs
International Teaching Assistant Program (ITAP): https://gradschool.utah.edu/ita
Three Minute Thesis Training & Competition: https://gradschool.utah.edu/3MT
Past Workshops & Trainings: https://gradschool.utah.edu/resource-library/workshops-videos
Research Communication: https://gradschool.utah.edu/science-communication

Writing & Manuscript Editing
Thesis Office: https://gradschool.utah.edu/thesis
Grammarly: https://gradschool.utah.edu/grammarly

University Resources

Graduate Writing Center & Graduate Student Reading Room
More information: https://writingcenter.utah.edu/grad-student-services.php. The Graduate Writing Center is located in the Marriott Library in the Graduate Student Reading Room. To access the Reading Room, students must fill out a Graduate Resources Access Form, found at https://lib.utah.edu/services/education/gradstudents.php. eTutoring for Graduate Writing is also available. Students can sign up for this service at https://writingcenter.utah.edu/graduate-services/e-tutoring.php

University Libraries
In addition to the research offerings, the Marriott Library has events and programs specifically for graduate students. Check https://lib.utah.edu/services/education/gradstudents.php for schedules and more information.

Professional Development
Career & Professional Development Center Graduate Student Career Coaching: https://utah.craniumcafe.com/group/graduate-student-career-coaching
Graduate Student Teaching Training from Center for Teaching & Learning Excellence: https://ctle.utah.edu/events/ctle_events.php
Higher Education Teaching Specialist Program: https://ctle.utah.edu/hets

Student Health, Wellness, & Recreation
Student Health Center: https://studenthealth.utah.edu
University Counseling Center (including Mindfulness Center): https://counselingcenter.utah.edu
Center for Student Wellness: https://wellness.utah.edu
Campus Recreation Services: https://campusrec.utah.edu

Leadership & Dispute Resources
Dean of Students Office: https://deanofstudents.utah.edu
Faculty Ombudsman: https://academic-affairs.utah.edu/office-for-faculty/facultyombudsman
Graduate School: https://gradschool.utah.edu/contact-us

Support Groups & Services
Center for Disability & Access: https://disability.utah.edu
Office of Equal Opportunity, Affirmative Action, and Title IX: https://oeo.utah.edu
Office for Equity & Diversity: https://diversity.utah.edu
International Student & Scholar Services: https://ic.utah.edu
LGBT Resource Center: https://lgbt.utah.edu
Veteran's Support Center: https://veteranscenter.utah.edu
Women's Resource Center: https://womenscenter.utah.edu