



UNIVERSITY OF NORTHERN COLORADO SCHOOL OF MUSIC

Graduate Handbook



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Introduction

This handbook is a policy and procedure guide for graduate students in UNC's School of Music (SoM). Throughout this handbook are references to relevant passages within the online Graduate Catalog (<http://unco.smartcatalogiq.com/>); students should peruse the Graduate Catalog for full information about Graduate School policies and their particular program of study.

The Graduate School website (www.unco.edu/grad) also contains valuable information. Students should consult the "Deadlines and Forms>>Deadlines" chart for due dates of important forms and documents in relationship to the desired graduation date.

This handbook contains information on procedures that are specific to the School of Music. Information pertinent to all SoM graduate students appears first, followed by information pertinent to performance certificate students, master's students, and doctoral students. The School of Music also has a student handbook, and some Areas have their own Area-specific handbooks.

Students' questions should be addressed to the SoM Graduate Coordinator first, before consulting the Graduate School.

Advisor Glossary

- Graduate Coordinator (all programs): the SoM has one faculty member designated as the Graduate Coordinator; this person coordinates doctoral interviews, comprehensive exams, and dissertation timelines, answers any procedural questions that may arise, and acts as a liaison between SoM graduate students & faculty and the Graduate School.
- Primary Advisor (all programs): the faculty member overseeing the student's program (the Primary Emphasis for D.A. students); in most cases (exceptions include music education and Voice D.A. students), the applied lesson teacher is the Primary Advisor.
- Research Advisor (D.A. only): the faculty member selected by the student to oversee the comprehensive exam and dissertation process, chosen when the student forms his or her doctoral committee; must have Doctoral Research Endorsement (DRE) status from the Graduate School. A student may also choose two co-Research advisors; at least one co-Research advisor must have DRE status.
- Secondary Advisor (D.A. only): the faculty member overseeing a D.A. student's Secondary Emphasis.
- SoM Advisor (all programs): the Music Retention Coordinator in the SoM office; graduate students are encouraged to meet with the SoM Advisor before registering for classes each semester.

Advisory and Placement Exams

Specific information on exam scheduling and preparation may be found on the School of Music website>>Who We Are>>Forms and Information>>New and Transfer Students>>Placement Information>>Graduate Advisory Exams.

All graduate students (except performance certificate students) must take:

- The advisory exam in music history
- The advisory exam in their major area
- The placement exam in music theory, and
- The placement exam in aural skills.

The music history and major area exams are “advisory” since the results of these exams will help your advisors determine which classes are most beneficial for you to take during your course of study. These exams are offered the week before classes begin in the fall (see specific times on the website).

The music theory and the aural skills exams are “placement” since you must pass them in order to 1) enroll in graduate-level theory (500 level or above), and/or 2) graduate from your program. These exams are offered the week before classes begin in the fall (see specific times on the website) and the week before classes begin in the spring (contact the music office or the Graduate Coordinator for details). Students who do not pass one or both of the exams may enroll in the appropriate review course immediately or wait and retake the exam(s) one time. Students who do not pass the Music Theory Exam after two attempts must enroll in MUS 401: Music Theory Review before taking graduate level theory courses or graduating from their program. Students who do not pass the Aural Skills Exam after two attempts must enroll in MUS 402: Aural Skills Review before taking graduate level theory courses or graduating from their program. While the review courses are offered every semester, students are encouraged to enroll in the appropriate review course as soon as possible in order to avoid delaying progress toward their degree, and since the course can be cancelled due to low enrollment.

All master’s and doctoral students are required to take the advisory and placement exams. Performance Certificate students may choose to take the placement exams if they wish to enroll in a graduate-level theory class as an elective. Passing the placement exams, or successful completion of MUS 401 and 402, are prerequisites for graduate-level theory classes. Successful completion of MUS 401 and 402 is passing with a C or higher (C-minus is not successful).

Annual Progress Review

Students must complete an annual review each spring if either of the following applies: 1) the student holds a GA or TA and/or 2) the student is a doctoral student who has not yet passed the oral comprehensive exam. A doctoral student who holds a GA or TA and has passed the oral exam must still complete a review. Annual Progress Reviews are completed every spring semester for the previous calendar year; for students entering in the fall, the review during the second semester of study will only cover their first semester. Completion of an Annual Progress Review is mandated by NASM and the Graduate Catalog; it is similar to a faculty review process.

Specific instructions on how to complete the Annual Progress Review can be found on the SoM website>>Who We Are>>Forms & Information>>Current Students>>Graduate Forms.

Applying for Graduation

Master's and doctoral students must apply with the Graduate School for graduation. The application may be obtained from the Graduate School website (Deadlines & Forms). The application is due near the beginning of the semester the student wishes to graduate; see the Graduate School website>>Deadlines & Forms>>Deadlines for specific due dates.

The Graduate School website has checklists for graduation; see the Graduate School website>>New & Current Students>>Graduation Information>>Graduation Checklist.

Continuation Fee

The Graduate Catalog explains the continuous registration policy for graduate students (see the Graduate Catalog>>General Information>>Policies and Procedures>>Continuous Registration for Graduate Students). In some cases, the Graduate School may assess a continuous registration fee if students do not register for any credits in a given semester. Students assessed this fee may experience a temporary lapse in their university library privileges; students planning on using the fee instead of registering should contact the music librarian before the semester begins in order to avoid such a lapse.

Curricular Practical Training

UNC School of Music students routinely participate in paid and unpaid teaching and performance opportunities both on and off campus to develop as performers and educators during their degree programs. Although the expectation is not explicit in the catalog requirements, practical application and participation is an expected and necessary part of the curriculum for all School of Music students. Students are expected to work with their applied teacher and area faculty to evaluate the applicability of teaching or performance opportunities to their program of study.

Directed Study Courses (MUS 622)

Occasionally a faculty member may choose to offer a student a directed (or independent) study course. Courses will not be offered as directed study (MUS 622) when they are offered in regular rotation.

Degree Works

Degree Works is the program that the university uses to keep track of progress toward degree completion. The Graduate School populates the Degree Works page with the classes and other requirements, such as recitals and comprehensive exams, that must be completed before graduating. Access the Degree Works page through URSA. Students should check Degree Works periodically to make sure it is accurate.

Graduate Assistants and Teaching Assistants

Students who receive a Graduate Assistantship or a Teaching Assistantship will sign a contract and complete hiring paperwork. GA's and TA's are selected during the SoM application process. Instructions for filling out paperwork will be included with the award letter received by the student in the summer. Questions regarding awards should be addressed to the Administrative Assistant in the SoM office.

The Graduate School hosts a mandatory GA and TA orientation the week before classes begin in the fall. See the Graduate School website>>New & Current Students>>Getting Started>>Graduate Teaching Assistant Conference for orientation details and registration.

Regardless of their degree program, all GA's and TA's must complete an Annual Progress Review every spring semester for the previous calendar year (see section below under "Doctoral Students").

Grade Requirements

Courses with an earned grade of C or higher will count for credit toward the degree. Students will not receive credit for courses with grades of C-minus or lower. See the Graduate Catalog>>General Information>>Policies and Procedures>>Grading.

Master's and doctoral students must maintain a cumulative GPA of at least 3.00 in order to continue in their program and to be eligible to take written comprehensive exams. See the Graduate Catalog>>Program Requirements>>Program Information>>Program Termination.

Recitals

Students should consult their Primary Advisor, their program requirements as described in the Graduate Catalog, and their Area handbook (if applicable) for recital requirements. Consult the Administrative Assistant in the SoM office for procedures regarding scheduling recitals.

Master's students register for MUS 694 Master's Recital in the semester of their recital. Doctoral students do not register for recital credits; rather, a portion of the 12 credits of MUS 799 Doctoral Dissertation is considered to include recital requirements. Doctoral students do not need to be registered for MUS 799 in the semester they play a recital in order to receive credit for the recital.

Graduate Certificate in Performance Students

Requirements for the Performance Certificate are located in the Graduate Catalog>>Graduate Programs>>Music Performance Graduate Certificate Program (Non-degree).

While only Master's and Doctoral students are required to take the advisory and placement exams, Performance Certificate students may choose to take the placement exams if they wish to enroll in a graduate-level theory class as an elective. Passing the placement exams (or completion of MUS 401 and 402) are prerequisites for graduate-level theory classes.

To receive recognition of completion for the Performance Certificate, students must complete the "Graduate Certificate Program" form on the Graduate School website>>Deadlines & Forms.

Master's Students

Checklist (based on a four-semester course of study, begun in a fall semester)

First Semester

- Take the advisory and placement exams (the week before classes begin)
- Meet with the Primary Advisor and SoM Advisor to determine which courses to take, and in what semester
- Discuss recital timeline with Primary Advisor
- Discuss timeline for completion of any language requirements or research tools, if applicable to your emphasis, with your Primary Advisor
- Begin coursework

Second Semester

- Retake the placement exams if necessary (the week before classes begin)
- Continue coursework
- Complete recitals, language requirements, and/or research tools as appropriate
- GA/TA's only: complete Annual Progress Review

Third Semester

- Continue coursework
- Complete recitals, language requirements, and/or research tools as appropriate
- If a thesis is required, select a committee; begin IRB process if needed

Fourth (final) Semester

- Apply for graduation
- Turn in Master's Comprehensive Exam Permission/Results Form
- GA/TA's only: complete Annual Progress Review
- Complete recital requirements as appropriate
- Pass the Comprehensive Exam
- Turn in thesis, if required
- Complete coursework
- Graduate!

Language Requirements and Research Tools

Master's students with emphases in Collaborative Piano, Composition, Music History and Literature, and Music Theory must demonstrate competency in translation of at least one foreign language to be agreed upon by the student and the Primary Advisor. Master of Music students in the area of Vocal Performance must demonstrate diction mastery (spoken and International Phonetic Alphabet) in German, French, Italian, and English.

Other research tools are required of students with emphases in Collaborative Piano (diction) and Music Theory (keyboard proficiency).

See the Graduate Catalog>>Graduate Programs>>Master's Degrees>>Music M.M. [emphasis] for specific requirements for your emphasis.

Early in their program of study, students should discuss all requirements with their Primary Advisor and develop a plan for completion of these requirements. The intent of these requirements is to prepare students for professional research and activity in their chosen field and to aid in completing research for their thesis if one is required. The requirements should be completed before beginning the last semester of study.

Master's Thesis and Committee

Students with emphases in Music History and Literature, Music Composition, and Music Theory must complete a Master's Thesis. Students must register for six credits of MUS 699 Thesis before graduating; these six credits may be spread among more than one semester (for example, 3+3 in the last two semesters).

The thesis committee must comprise at least two faculty members (Primary Advisor plus one) from within the SoM who hold Graduate Faculty or Doctoral Research Endorsement status. There is no paperwork involved in forming a Master's thesis committee; the committee members will simply sign the signature page on the completed thesis document. There is no formal proposal required (although your Primary Advisor may request one). A formal defense is not required.

In most cases the style guide for the School of Music is Jonathan D. Bellman, *A Short Guide to Writing About Music*, 2nd ed. (New York: Pearson Longman, 2007) and the Chicago/Turabian guide.

The Graduate School website contains a "Masters Thesis or Creative Project Manual" (New & Current Students>>Thesis & Dissertation Resources). The end of this document has sample copyright, title, signature, and abstract pages. This document also contains useful information on margins, page numbering, and so forth (it is recommended that you set the correct margins/spacing/fonts *before* you start writing the document, to avoid problems with sizing musical examples and the like). Also see the Graduate School website for information on how to submit your thesis, and the final forms that are required.

If your research includes human subjects (such as interviewing people or administering a survey), you must obtain IRB (Institutional Review Board) approval *before* conducting any research/conducting the interview. Information about IRB is available on the OSP (Office of Sponsored Programs) website: www.unco.edu/osp, "IRB/Human Subjects" (under "Quicklinks" to the right).

For assistance in editing the thesis, contact the Graduate Coordinator or the SoM Advisor, who can recommend editors familiar with writing about music. The editors recommended by the Graduate School may not be familiar with writing styles in our discipline.

Master's Comprehensive Exam

Master's students in all emphases will take a written comprehensive exam. See the Graduate Catalog>>Program Requirements>>Master's Degree Requirements, "Written Comprehensive Exams." Students are eligible to take the exam if they meet the following criteria:

- Been granted regular (not provisional) enrollment to the program,
- Completed (or are currently enrolled in) all specified course requirements,
- Maintained a GPA of at least 3.0 in the program,
- Received approval from their Primary Advisor.

Typically, students take the exam during their last semester of study. Students should check with their Primary Advisor for the scope of the exam and how best to prepare for it. Unless otherwise specified by the Primary Advisor, the exam lasts for eight sequestered hours. All students seeking to take the exam must fill out the "Master's Comprehensive Exam Permission/Results Form" located on the SoM website>>Who We Are>>Forms and Information>>Current Students>>Graduate Forms. Students should check with the Graduate Coordinator for the date this form is due.

In consultation with their Primary Advisor, students may either take the exam on the day it is proctored by the Graduate Coordinator, or have an alternative proctor on a different day. The Graduate School sets a hard deadline for exam results; see the Graduate School website>>Deadlines & Forms>>Deadlines.

A Primary Advisor may choose to give a stipulation before passing the student's exam, but the final results must still be reported by the Graduate School's deadline. According to the Graduate Catalog, "if a student fails the exam, a retake may not be scheduled during the same semester in which the original examination was completed. Failure of the retake of the examination or its equivalent will result in the termination of the student's degree program."

Doctoral Students

Checklist

First Semester

- Take the advisory and placement exams (the week before classes begin)
- Meet with Primary Advisor and SoM Advisor to determine which courses to take in the first year
- Begin coursework
- Discuss recital timeline with Primary Advisor
- Discuss timeline for completion of any language requirements or research tools, if applicable to your emphasis, with your Primary Advisor
- Begin selecting a Secondary Emphasis

Second Semester

- Retake placement exams if necessary (the week before classes begin)
- Complete an Annual Progress Review (if spring semester)
- Select Secondary Advisor
- Continue coursework
- Complete recital, language requirement, and/or research tools as appropriate
- Discuss possible dissertation topics with your Primary Advisor
- Fill out Plan of Study form with Primary Advisor and Secondary Advisor
- Complete the Doctoral Interview (finals week), and amend Plan of Study if necessary

Third–Penultimate Semesters

- Continue/finish coursework
- Complete Annual Progress Review every spring semester until oral exam is passed
- Finish language requirements and/or research tools; must be complete before the dissertation proposal is submitted
- Continue or finish recital requirements
- Complete Secondary Emphasis project (as appropriate); must be complete before the dissertation proposal is submitted
- Select Phase 1 doctoral committee for comprehensive exams (see “Doctoral Committees” below)
- Complete written comprehensive exams; must all be taken within one calendar year, must be complete before the oral comprehensive exam
- Begin IRB process if necessary
- Schedule and pass the oral comprehensive exam (note that the oral exam must be complete at least one semester—fall, spring, or summer—prior to the dissertation defense)
- Tailor the doctoral committee for Phase 2: dissertation
- Complete the dissertation proposal hearing

- Turn in dissertation proposal to the Graduate School (note that the proposal must be submitted to the Graduate School at least one semester—fall, spring, or summer—prior to the dissertation defense)

Final Semester

- Apply for graduation
- Finish recital requirements, if necessary
- Schedule and pass dissertation defense; both the oral comprehensive exam and the dissertation proposal must be complete at least one semester (fall, spring, summer) before the dissertation defense
- Turn in dissertation to the Graduate School and finish any requested edits
- Submit final copies of dissertation to the Graduate School
- Graduate!

Advisor Contracts

Primary, Secondary, and/or Research Advisors may require a contract with the student. Such a contract might include more specific details regarding the doctoral timeline, quality of proposal and dissertation drafts, turn-around time for reading drafts, details surrounding Secondary projects, or other appropriate agreements.

Research Tools/Language Requirements

Students whose Primary Emphasis is listed below must complete the research tools/language requirements specified. Students should discuss the logistics of completing these requirements with their Primary Advisor early in their program. Completion of the research tools and language requirements indicates that students are ready for 1) conducting research related to their dissertation topic, and 2) professional life in their chosen field. The tools and languages chosen for the requirements should reflect those purposes. The research tools and language requirements must be complete before the dissertation proposal is submitted.

Students in areas that do not require translational competence in a foreign language may still be asked complete such a requirement if it is appropriate for the student's chosen dissertation topic. Faculty members may opt out of service on a Phase 2 doctoral committee (see "Doctoral Committees" below) if they believe a student should have translational competence for his or her topic and the student refuses the requirement.

Choral Conducting: translation of vocal literature in one foreign language (French, German, or Italian), as well as diction mastery of all three

Collaborative Piano: pronunciation proficiency in French, German, Italian, and the International Phonetic Alphabet (IPA); reading proficiency in French, German, and Italian

Composition: reading knowledge of one foreign language (typically French, German, or Italian); a different or additional language may be required after advisement

History & Literature: reading knowledge of one foreign language (typically French, German, or Italian); a different or additional language may be required after advisement.

Instrumental Conducting: reading knowledge of one foreign language (typically French, German, or Italian)

Piano: reading knowledge of one foreign language (typically French, German, or Italian)

Strings: reading knowledge of one foreign language (typically French, German, or Italian)

Vocal Performance: skills in translation of vocal literature in one foreign language (French, German, Italian, or other language if deemed appropriate by the Primary Advisor). In addition to the language translation research tool described above, DA students with a primary emphasis in Vocal Performance must demonstrate diction mastery (spoken and International Phonetic Alphabet) in German, French, Italian, and English.

Secondary Emphasis

Below is a list of possible Secondary Emphases for the D.A. Students may either choose from the list below, or, working with an appropriate Secondary Advisor, craft their own, as long as there is enough graduate course work to support it. Students may choose a Secondary Emphasis and Advisor from a program within UNC that is outside the School of Music.

The Secondary Emphasis culminates in a capstone project to be agreed upon by the student and the Secondary Advisor. The Secondary Emphasis project is to be completed by the time the dissertation proposal is submitted. Students take a 4-hour written comprehensive exam in their Secondary Emphasis.

Collaborative Piano

- MUS 540 Techniques of Vocal Coaching for Pianists (2 credits)
- MUS 541 Chamber Music Literature for Keyboard (2 credits)
- Two semesters MUS 665 Individual Instruction in Collaborative Piano (2 credits each)
- Final project is generally a collaborative recital

Conducting

Jazz Composition

- Some advisors may accept a project in lieu of a written comprehensive exam.

Jazz Pedagogy

Jazz Studies

Music Composition

- courses must include either 16th-C or 18th-C Counterpoint
- Some advisors may accept a project in lieu of a written comprehensive exam.

Music Education

Music History and Literature

- take 12 credits, must include MUS 649 Music History Pedagogy (3 credits)

Music Industry/Business

Music Performance: brass area (bass trombone, euphonium, horn, trombone, trumpet, tuba); keyboard area (harpsichord, jazz piano, piano); percussion; string area (bass, cello, guitar, harp, viola, violin); voice (see specific requirements listed separately); woodwind area (bassoon, clarinet, flute, oboe)

Music Theory

- take 12 credits, must include MUS 504 Music Theory Pedagogy (3 credits)
- Students will present their project publicly in a 20 minute conference style presentation.

Opera Stage Direction

- MUS 622 Directed Study (Assistant Directing Mainstage; 1 credit)
- MUS 622 Directed Study (Produce Opera Scenes; 2 credits)
- MUS 559 Opera History & Literature (2 credits)
- MUS 560 Seminar in Opera Directing (5 credits total): DA candidates with a Secondary Emphasis in Opera Directing are expected to enroll in Seminar in Opera Directing for four semesters. The final semester will culminate in a Final Project: Directing a One-Act/Chamber Opera, for which the candidate will take two credit hours and write a correlative paper.

Piano Pedagogy

- Final project is a public workshop/presentation appropriate for a professional conference or similar forum

Vocal Pedagogy—include the following:

- MUS 510 Vocal Pedagogy (2 credits)
- MUS 564 Problems in Teaching Voice (2 credits)
- Three 2-credit independent study projects, which can include extra hours of Individual Studies in Effective Teaching MUS 623
- Final project: Supervised teaching of a student for a semester

Vocal Performance Emphasis—include the following:

- MUS 631 Individual Instruction (4 credits—4 semesters of half-hour lessons)
- MUS 510 Vocal Pedagogy (2 credits)
- Choose remaining 4 credits from MUS 534 (Acting for Singers), MUS 536, 538, 539 (German, French/Italian, British/American Art Song), MUS 605, 606, 607, 608 (English, German, French, Italian Diction), MUS 685 (Performance in Opera Theatre) and MUS 686 (Scene Studies in Opera)
- Final project: 45-minute recital

Plan of Study

The Graduate School uses the Plan of Study to complete a student's graduation check. Compiled by the student and his or her Primary and Secondary Advisors, the Plan of Study lists the courses that the student must complete to graduate in accordance with the degree program described in the Graduate Catalog. The Graduate School uses the Plan of Study to populate the student's Degree Works page. The Plan of Study also serves as a checklist for completion of research tools, recitals, comprehensive exams, and other requirements. Preliminary recital timeline and dissertation topics are also included. The Plan of Study is

approved by a panel of faculty members at the doctoral interview (see “Doctoral Interview” below).

Students complete their Plan of Study in consultation with their Primary Advisor and their Secondary Advisor during the first year of study. Plan of Study forms are available on the School of Music website, “Who We Are>>Forms & Information>>Current Students>>Graduate Forms.” (Do NOT use the Plan of Study form found on the Graduate School website.) All sections of the form must be completed before the interview. The Plan of Study must be signed by the Primary Advisor, the Secondary Advisor, and the Graduate Coordinator *before* the interview. The SoM Advisor in the School of Music office is also available for assistance.

Some courses on the Plan of Study may be “double counted” in more than one category. For example, if Music History and Literature is a student’s Secondary Emphasis, MUS 646 Seminar: The Classic Period will fulfill 3 credits in the Secondary Emphasis category *and* 3 credits in the Research Core. However, MUS 646 can only count as 3 credits in the total number of credits applied toward the degree.

The Graduate School uses the *courses* listed on the Plan of Study as a binding contract; the specific courses listed must be completed to fulfill degree requirements. As the student progresses through coursework, adjustments to the Plan of Study may be necessary. Small adjustments (such as substituting one theory course for another) may be completed with the “Course Adjustment Form” available on the Graduate School website (“Deadlines & Forms”). Larger adjustments (such as changing the Secondary Emphasis) may require filling out a new Plan of Study form. Note that the Graduate School only uses the course list as binding; the preliminary Secondary Emphasis project, recital timeline, and dissertation topics are not binding at this stage.

Course adjustments in the Plan of Study must be made in consultation with the appropriate faculty member. Changes to the Primary Emphasis and/or Electives must be signed by the Primary Advisor, to the Secondary Emphasis must be signed by the Secondary Advisor, and to the Research Core must be signed by the head of the Academic Area. Any course substitution must be made in advance of when the course in question would normally occur in the program. The course substituted for the listed course must have similar content. For instance, it is not permissible to substitute performance classes for academic classes.

The Plan of Study will be turned in by the Graduate Coordinator after completion of the doctoral interview (see “Doctoral Interview” below). Students should keep a copy for themselves and give copies to the Primary and Secondary Advisors.

Doctoral Interview

All doctoral students complete a doctoral interview at the end of their second semester of study. Interviews typically take place during finals week of Fall and Spring semesters.

Students sign up for a 15-minute time slot on a sign-up sheet posted on the Graduate Student bulletin board. The Primary Advisor must also attend the doctoral interview. All SoM graduate faculty are encouraged to attend the doctoral interviews. The Plan of Study should be completed with signatures from the Primary Advisor, Secondary Advisor, and Graduate Coordinator *before* the interview; students should bring at least five copies of the Plan of Study for the faculty to peruse during the interview.

The doctoral interview is crucial to keep students focused on completing all the requirements for the degree. The purposes of the interview are to:

- Discuss preliminary topics for the dissertation
- Review and amend, if necessary, the classes listed on the Plan of Study as appropriate for successful completion of comprehensive exams
- Review and amend, if necessary, the classes listed on the Plan of Study as appropriate for preparing the student for possible dissertation topics
- Approve the Plan of Study
- Meet graduate faculty members who may serve on the doctoral committee

Faculty present at the interview will recommend whether the student should continue in the doctoral program. Students may make revisions to their Plan of Study after the interview on the recommendation of the faculty present at the interview. Once any needed revisions are complete, the Graduate Coordinator will turn in the Plan of Study to the Graduate School. Students should keep a copy for themselves and give copies to the Primary and Secondary Advisors.

Doctoral Committees

(Also see the Graduate Catalog>>Program Requirements>>Doctoral Degree Requirements)

Students select members of their doctoral committee in consultation with their Primary Advisor. Doctoral committees in the SoM occur in two phases: 1) written and oral comprehensive exams, and 2) dissertation proposal and defense.

Phase 1: Comprehensive exams

Students should form their phase 1 committee *before* they begin taking their written comprehensive exams. The committee in this phase consists of the faculty members who give the written comprehensive exams, plus a faculty representative:

- Primary Advisor
- Secondary Advisor
- Music history faculty member (or jazz history for Jazz Studies D.A.)
- Music theory faculty member (or jazz theory for Jazz Studies D.A.)
- Faculty Representative from outside the SoM

Sometimes one person can fulfill more than one of these roles. For example, if the Secondary Emphasis is music history, one professor can serve as both the Secondary Advisor and the music history faculty member.

The form to set up a doctoral committee is on the Graduate School website (Deadlines and Forms>>Appointment of a Doctoral Committee Request Form). The person designated as the Research Advisor on this form must have DRE (doctoral research endorsement) status; all other members must have at least GF (graduate faculty) or GFE (graduate faculty endorsement) status. Students may choose co-Research Advisors; at least one of the co-Advisors must have DRE status.

ALL members of the committee must be present at the oral comprehensive exam. Up to two persons (two committee members or one committee member plus student) may attend the oral exam virtually (such as via Skype).

Phase 2: Dissertation

When the oral exams are passed, students should tailor their doctoral committee toward their specific dissertation topic. The committee in this phase consists of:

- Research Advisor (or co-Research Advisor) with DRE status from within the SoM
- Committee member from within the SoM (could be designated co-Research advisor)
- Another committee member from within a related discipline or area of inquiry (from the SoM or outside if appropriate to your topic; could be designated co-Research Advisor)
- Faculty Representative from outside the SoM; except in circumstances where the faculty member cannot serve (such as leave, sabbatical, or retirement), the Faculty Representative should be the same person as in Phase 1

The form to change a doctoral committee is on the Graduate School website (“Change a Committee Member Request Form”). The Research Advisor or at least one co-Research Advisor must have DRE status; all other committee members must have at least GF or GFE status.

Written Comprehensive Exams

(Also see the Graduate Catalog>>Program Requirements>>Doctoral Degree Requirements, “Comprehensive Examinations: Written”)

Students are eligible to begin written comps after they have filed their Plan of Study, completed at least 36 credits applicable towards the degree, have at least a 3.00 GPA, and formed their Doctoral Committee (phase 1; see the section “Doctoral Committees”). Students can obtain the written comprehensive exams permit form from the Graduate Coordinator.

All doctoral students take written comprehensive exams in their Primary Emphasis, Secondary Emphasis, music history (or jazz history for the Jazz Studies D.A.), and music theory (or jazz theory for the Jazz Studies D.A.). Some areas require multiple comprehensive exams for their Primary or Secondary emphasis; check with the Primary Advisor and the Area handbook. The doctoral committee should be set up *before* the written comprehensive exams begin. The committee members provide and evaluate the applicable section of the written comprehensive exam (for example, the music history

faculty member on the committee provides and evaluates the music history written comprehensive exam). Students should consult with their committee members regarding exam preparation.

Exams in the Primary Emphasis, music/jazz history, and music/jazz theory are eight hours. Exams in the secondary emphasis are four hours. Students arrange the date of each exam in consultation with the appropriate committee member and the Graduate Coordinator. All written comprehensive exams must be completed within one calendar year.

Exams take place in the music library, proctored by the Graduate Coordinator. Students are provided a flash drive and a desktop computer with no internet access; students should bring any other needed items such as pencils, lunch, water, coffee, and painkillers. Committee members may specify other materials that students may use during the exam. Other proctors and locations are possible, if needed, with the approval of the appropriate committee member and the Graduate Coordinator. Students are strongly encouraged to complete their written exams before moving out of the area. Only in cases with extenuating circumstances and with the permission of the appropriate committee member may students take their written comprehensive exams off campus; in such cases, the student must arrange for a proctor that is approved by the Graduate Coordinator.

Students may pass, pass with stipulation, or fail. Stipulations are given at the discretion of the committee member. Students who fail a written comprehensive exam must wait until the next semester to retake the exam. Failure of the retake results in the termination of the student's degree program.

When a student has passed all written comprehensive exams (including stipulations), the Graduate Coordinator files paperwork to the Graduate School indicating the pass, and the student can schedule the oral comprehensive exam.

Oral Comprehensive Exam

(Also see the Graduate Catalog>>Program Requirements>>Doctoral Degree Requirements, "Comprehensive Examinations: Oral.")

When a student has passed all written comprehensive exams (including stipulations), the student can schedule the oral comprehensive exam. The form for scheduling the oral exam is on the Graduate School website ("Schedule a Doctoral Exam, Oral Comps & Dissertation Defense"). **The Graduate School must receive this form *at least two weeks prior to the date of the orals.***

A student can informally schedule a date for the oral comprehensive exam with the committee before all written comprehensive exams are passed, but the Graduate School will not officially schedule the oral comprehensive exam until they receive the results of the written comprehensive exams. To begin scheduling the oral exam, students should choose a week in consultation with their Primary Advisor and email all faculty members on the committee possible times for the oral exam. To facilitate communication among the student

and committee members, it is recommended that “reply all” is used for all scheduling emails, or use an application such as a Doodle poll.

The oral exam is scheduled for a two-hour block of time. ALL members of the committee (phase 1) must be present at the oral exam. Up to two people (two committee members or one committee member plus student) may attend the oral exam virtually (such as via Skype). The oral exam is a public event announced by the University, so other students, faculty, and guests may attend.

The Graduate School sends the SoM Advisor a results form for the oral exam. Students will either pass, pass with stipulation, or fail the oral exam. In the case of a failure, the committee will indicate whether a retake of the oral exam is permitted in the following semester.

The oral exam cannot be completed in the same semester (Fall, Spring, or Summer) that the dissertation is defended.

Once the oral exam is passed, students can change the personnel of their doctoral committee to phase 2 (see “Doctoral Committees” above).

Dissertation Proposals and Proposal Hearings

(Also see the Graduate Catalog>>Program Requirements>>Doctoral Degree Requirements, “Research Proposal and Dissertation.”)

D.A. students must register for a total of four MUS 797 Doctoral Proposal Research credits during their course of study. It is not required that students be enrolled in MUS 797 credits during the semester they submit their proposal to the Graduate School. Students are not required to register for all four credits before they submit their proposal, but they must register for at least 4 credits before they graduate.

According to the Graduate Catalog, doctoral students should present their dissertation proposal at a formal proposal hearing, where all committee members are present (including the Faculty Representative). Up to two people (two committee members or one committee member plus student) may attend the proposal hearing virtually (such as via Skype). The proposal hearing is extremely helpful in shaping the direction of dissertation research.

After the hearing is fulfilled, students should submit an electronic copy (MS Word or pdf) of the proposal to the Graduate School along with:

- Verification of Research Subject Compliance form (on Grad School website; this form indicates whether or not IRB approval is necessary)
- IRB Approval (if applicable)
- Non-Plagiarism Affirmation (on Grad School website)
- Signed signature page (examples on Grad School website)

Proposals cannot be submitted in the same semester (Fall, Spring, or Summer) that the dissertation is defended.

Once the proposal is accepted and the oral exams are complete, the student is officially a Doctoral Candidate, and all MUS 797 grades will be changed to “S” (satisfactory—credit granted).

IRB (Institutional Review Board)

If the dissertation research includes human subjects (such as interviewing people or administering a survey), the student must obtain IRB (Institutional Review Board) approval *before* conducting any research/conducting the interview. Information about IRB is available on the OSP (Office of Sponsored Programs) website: www.unco.edu/osp, “IRB/Human Subjects” (under “Quicklinks” to the right). If the research requires IRB approval, the IRB approval must be turned in with your proposal. The College of Performing and Visual Arts, like all colleges at UNC, has a representative on the IRB. This person is available to answer questions about the IRB approval process.

Dissertation Credits

Students must register for a total of 12 credits of MUS 799 Doctoral Dissertation during their course of study. These can be taken whenever it is convenient for the student. For emphases requiring recitals, a portion of these 12 credits is considered to include the recitals, but students do not need to be registered for MUS 799 in the semester they play a recital.

Dissertation Preparation

After the proposal is submitted, students should work closely with their Research Advisor (or co-Research Advisors) in conducting research and writing the document. Students should send preliminary drafts to the Research Advisor (or co-Research Advisors) first, before sending drafts to the rest of the committee.

In most cases the style guide for the School of Music is Jonathan D. Bellman, *A Short Guide to Writing About Music*, 2nd ed. (New York: Pearson Longman, 2007) and the Chicago/Turabian guide.

The Graduate School website contains a “Doctoral Dissertation Format Manual” (New & Current Students>>Thesis & Dissertation Resources). The end of this document has sample copyright, title, signature, and abstract pages. This document also contains useful information on margins, page numbering, and so forth (students should set the correct margins/spacing/fonts *before* writing the document, to avoid problems with sizing musical examples and the like).

For assistance in editing the proposal or dissertation, contact the Graduate Coordinator or the SoM Advisor, who can recommend editors familiar with writing about music. The editors recommended by the Graduate School may not be familiar with writing styles in our discipline.

Dissertation Defense

Students should consult with their Research Advisor (or co-Research Advisors) to determine an appropriate time to defend their dissertation. When the Research Advisor agrees that a defense can be scheduled, students should choose a week in consultation with their Research Advisor and email all faculty members on the committee possible times for the defense. To facilitate communication among the student and committee members, it is recommended that “reply all” is used for all scheduling emails, or use an application such as Doodle polls.

Once a date and time is agreed upon, the student should notify the Graduate Coordinator. The Graduate Coordinator will send out a “Dissertation Defense Timeline Contract” to the student, the Research Advisor(s), and all members of the committee. The timeline is as follows:

- Six weeks before the defense date, the student will provide the Research Advisor (or co-Advisors) with a complete draft of the dissertation, in the best shape the student can achieve. The Research Advisor(s) will continue to work with the student to prepare the finished draft to give to the committee during the next two weeks.
- Four weeks before the defense date, the student will provide all members of the committee with a finished draft (electronic files, preferably Word documents, are fine) of the dissertation. A finished draft is complete with all musical examples, all concluding sections, all citations, and all proofreading done.
- Two weeks before the defense date, the committee will provide the student with feedback on the finished draft. At this time, the committee decides whether the dissertation is ready for a defense. If the committee decides the defense should go forward, then the Research Advisor files the “Schedule a Doctoral Exam, Oral Comps & Dissertation Defense” form with the Graduate School. **The Graduate School must receive the form at least two weeks before the defense date.**

ALL members of the committee must be present at the dissertation defense. Up to two committee members may attend the defense virtually (such as via Skype), but the student must attend the defense in person. Students should bring six copies of the dissertation signature page for the committee to sign. Like the oral exam, the dissertation defense is a public event announced by the University, so other students, faculty, and guests may attend.

The Graduate School sends the SoM Advisor a results form for the dissertation defense. Students will either pass, may pass with stipulation, or fail the defense. The committee can choose to pass the student’s defense but request additional changes to the document; in this case, they may sign the defense form but withhold signing the signature page until the

edits are reviewed. If the committee chooses “may pass with stipulation,” the stipulation will be specified in writing, and additional defense meetings may be requested. Once a student passes the defense, he or she is officially titled “Doctor.” If a student fails the defense, his or her program is terminated.