



# 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 consult the Graduate Catalog for full information about Graduate School policies and their particular program of study.

The Graduate School website ([www.unco.edu/graduate-school/](http://www.unco.edu/graduate-school/)) also contains valuable information. Students should consult the "Forms >> Academic Policies and Deadlines >> Graduation Deadlines" page 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; the research advisor 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 Academic Advisor for Music (listed on the SoM website >> Who We Are >> Faculty and Staff); graduate students are encouraged to meet with the SoM Advisor before registering for classes each semester. Appointments can be made through the School of music website (Forms & Info >> For Students >> Advising >> Graduate Students).

## Advisory and Placement Exams

All graduate students (except performance certificate students and students in the Master's in Music Education Program\*) must take:

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

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.

All students must pass the placement exams in music theory and aural skills in order to 1) enroll in graduate-level theory (500 level or above) and/or 2) graduate from your program. It is in your interest to complete these exams prior to the start of your coursework. 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) before their second semester. Students who do not pass the Music Theory Exam after one retake 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 one retake must enroll in MUS 402: Aural Skills Review before taking graduate level theory courses or graduating from their program. The review classes (MUS 401 and 402) are offered every spring. Students who fail their second attempt at the beginning of the next semester must enroll in the review classes right away.

The music theory and the aural skills placement exams are taken asynchronously online on Canvas. New students will be enrolled by their advisor in these Canvas shells and can then take the timed exams at any time prior to the indicated deadline. Students are given a contiguous three-hour span to complete the Theory Placement Exam and a contiguous two-hour span to complete the Aural-Skills Placement Exam.

- The Theory Placement Exam engages material typically covered in a four-semester undergraduate music-theory sequence:
  - Common-practice harmonic grammar (via phrase/harmonic analysis and identification of cadence types);
  - Common-practice voice-leading conventions (via part-writing exercises), and standard common-practice musical forms;
  - Early-twentieth-century repertoire and standard modes of analysis applied to that repertoire, such as
    - determining post-tonal scalar types used (modes, alternate scales such as whole-tone or octatonic, etc.);
    - set-class theory (testing one's knowledge of broader concepts of prime form, normal order, transposition, and inversion of set classes);
    - standard approaches to twelve-tone serial analysis, such as determining a given "prime" twelve-tone row's permutations (inversion, retrograde, or retrograde/inversion).

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\* Students in the Master's in Music Education program must take MUS 520, Music Theory for Educators.

- The Aural-Skills Placement Exam involves transcription of common-practice-style material:
  - Diatonic and chromatic melodic dictation and error detection;
  - Dictation of soprano and bass, and identifying the Roman numerals, in harmonic progressions in the style of J.S. Bach's four-part chorale harmonizations;
  - Notations of a bass line under a given melody, with Roman numeral analysis and labeling of cadence types;

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).

New students will receive an email with information on taking the placement exams through Canvas.

## 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. You will receive an email from the Graduate Coordinator directing you to fill out an online form to identify faculty with whom you have taken classes or worked for as a TA or GA.

## 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 (Forms). The application is due at the end of the 2<sup>nd</sup> week of the semester in which the student wishes to graduate; check Graduate Graduation Deadlines on the Graduate School website >> Forms >> Academic Policies and Deadlines for specific dates. The Graduate Student Application for Graduation form is found on the Graduate School website >> Forms.

## Continuation Fee

Graduate students are required to maintain continuous registration (except for summers) until graduation. The Graduate Catalog explains the continuous registration policy for graduate students (Office of the Registrar >> Catalogs and Calendars >> Graduate Catalog >> General

Information >> Registration >> Continuous Registration for Graduate Students); this information is also found in the UNC Graduate Student Handbook (pp. 29–30). 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. GAs and TAs 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. Look for emails from the Graduate School with information about the orientation and registration.

Regardless of their degree program, all GAs and TAs 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.

Information about scheduling recitals is found on the School of Music website >> Forms & Info >> For Students >> 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.

When you have successfully completed a recital, fill out the “Graduate Recital Completion Report,” get your advisor’s signature, and return it to the Graduate Coordinator. The form can be found on the SoM website >>Forms & Info >> For Students >> Advising >> Graduate Students, or can be obtained from the Graduate Coordinator.

## Degree Programs

### Graduate Certificate in Performance Students

Requirements for the Performance Certificate are located in the Graduate Catalog:  
<https://unco.smartcatalogiq.com/en/current/graduate-catalog/graduate-programs/graduate-certificate/music-performance-graduate-certificate/>  
[Office of the Registrar >> Catalogs and Calendars >> Graduate Catalog >> Contents menu >> Graduate Programs >> Graduate Certificate >> Music Performance Graduate Certificate Program]

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:  
<https://www.unco.edu/graduate-school/pdf/Graduate-Certificate-Programs.pdf>.  
[Graduate School website >> Forms >> Application for Completion of Graduate Certificate Programs]



## Master of Music Degrees

Requirements for the MM degree are found in the UNC Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/college-of-performing-and-visual-arts-pva/school-of-music/>

[Office of the Registrar >> Catalogs and Calendars >> Catalogs >> Graduate Catalog >> Contents menu >> College of Performing and Visual Arts >> School of Music >> Master of Music Degrees]

### 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).

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 be comprised of 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*, 2<sup>nd</sup> ed. (New York: Pearson Longman, 2007) and the Chicago/Turabian guide.

The Graduate School website contains a "Master's Thesis or Creative Project Format Manual": <https://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/Thesis-Manual.pdf>

[Graduate School website >> Students >> Current Students >> Thesis, Doctoral Scholarly Project and Dissertation Resources and Dissertation Resources >> Master's Thesis and Creative Project Format].

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:

<https://www.unco.edu/research/office-of-sponsored-programs/>.

[Office of Research and Sponsored Programs >> Compliance >> Human Subjects Research (IRB)].

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:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/masters-degree-requirements/>.

[Graduate Catalog >> Contents menu >> 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 information about 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 Permit" located on the SoM website:

<https://arts.unco.edu/pdf/college/advising-center/masters-comprehensive-exam-permit.pdf>.

[Forms & Info >> For Students >> Advising >> Graduate Students]

The form is due 2 weeks before the date of the exam. Students should check with the Graduate Coordinator for the date of the exam.

In consultation with their Primary Advisor, students may either take the exam on the day scheduled by the Graduate Coordinator, or schedule the exam directly with their primary advisor. Exams may be taken online through a Canvas shell. The Graduate School sets a hard deadline for exam results; see the Graduate School website >> Forms >> Academic Policies and Deadlines >> Graduation 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."

## MM Student Checklist

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

### First Semester

- Take the placement exams in music theory and aural skills 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, before classes begin.
  - If you do not pass the exams, enroll in MUS 401 and/or MUS 402.
- Continue coursework.
- Complete recitals, language requirements, and/or research tools as appropriate.
- GA/TAs 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.
  - Begin research.

### 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!

## Doctor of Arts Degrees

Requirements for the DA degree are found in the UNC Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/college-of-performing-and-visual-arts-pva/school-of-music/>

[Office of the Registrar >> Catalogs and Calendars >> Catalogs >> Graduate Catalog >> Contents menu >> College of Performing and Visual Arts >> School of Music >> Doctoral degrees]

### Course Program of Study (CPOS)

For federal aid to pay for a course in your major, it must be part of your Course Program of Study (CPOS) or be necessary to help you earn the total hours required to complete your degree. For those depending upon federal aid to attend UNC, not paying attention to this rule could affect your full-time enrollment status and ultimately your financial aid awards. Information about CPOS is found on the website for the Office of Financial Aid:

<https://www.unco.edu/financial-aid/cpos.aspx>

[Office of Financial Aid >> How Aid Works >> Course Program of Study (CPOS)]

The Office of Financial Aid will run a computer program to check every students' registration to verify that the courses you are registered for are part of your Course Program of Study. The courses in your Course Program of Study will be determined through the Graduate Catalog, which will be loaded into Degree Works. Unfortunately, for the academic year 2024–2025 the catalog does not yet include all the necessary information because officials and staff in the School of Music were not given sufficient time to make necessary changes to the Graduate Catalog. We are working to have these changes in place for the academic year 2025–2026.

**Current DA students:** If you have a Plan of Study submitted to the Graduate School, you should not be affected by this; your Plan of Study has been loaded into your Degree Works. If you make any changes to your plan, you need to have the SoM Graduate Advisor or the Graduate Coordinator submit a Course Adjustment form before the semester starts so that your Degree Works reflects that change when the CPOS check is run.

If you do not have a Plan of Study, you will probably need to have Course Adjustment forms submitted for all your courses in both Fall and Spring to make sure the courses you are registered for are listed in your Degree Works.

**New DA students:** At this time, not all of the courses you register for during the academic year 2024–2025 will be listed in your Degree Works. You will probably need to have Course Adjustment forms submitted for all your courses in both Fall and Spring to make sure the courses you are registered for are listed in your Degree Works. Check your Degree Works and work with your Primary Advisor to see which of your courses will need to have a Course Adjustment form submitted to the Graduate School. Then contact the SoM Graduate Advisor or the Graduate Coordinator with a list of course numbers and titles that need Course Adjustment forms.

## Plan of Study

Compiled by the student and their 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. Although the Plan of Study will no longer be used by the Graduate School as a checklist for the completion of required courses and other requirements, you will still need to complete one for use by the SoM to track student progress. 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 semester of study. Plan of Study forms are available on the School of Music website:

<https://arts.unco.edu/advising-center/graduate-students/>

[Forms & Info >> For Students >> Advising >> Graduate Students]

Do NOT use the Plan of Study form found on the Graduate School website. All sections of the form must be completed before it is signed by the Primary Advisor, the Secondary Advisor, and the Graduate Coordinator. The Academic Advisor for the School of Music is also available for assistance.

Some courses on your 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 courses on your Plan of Study must be reflected in your Degree Works so that they are covered by financial aid and count toward your graduation. It is common for adjustments to be made to the Plan of Study, such as substituting one theory course for another. These can be made through the Course Adjustment Form on the Graduate School website (under “Forms”). Course adjustments 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; changes to the Secondary Emphasis must be signed by the Secondary Advisor; changes to the Research Core must be signed by the head of the Academic Area. The course substituted for the listed course must have a similar focus. For instance, it is not permissible to substitute performance classes for academic classes.

The Graduate Coordinator will retain your Plan of Study 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.

## 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

All D.A. students must have a Secondary Emphasis. Below is a list of possible Secondary Emphases and courses that may be taken to fulfill the secondary emphasis requirement. Students may choose one of these emphases, or they may—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 may take a 4-hour written comprehensive exam in their Secondary Emphasis, as agreed upon with the advisor.

### 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)
- Optional courses:
  - MUS 605 English Diction; MUS 606 German Diction; MUS 607 French Diction; MUS 608 Italian Diction (1 credit each)
  - MUS 550 Opera History and Literature (2 credits)
  - MUS 536 German Art Song; MUS 538 French and Italian Art Song; MUS 539 British and American Art Song (2 credits each)
- Final project is generally a collaborative recital

### Composition

- MUS 677 Individual Instruction in Composition (1 credit x 2 semesters)
- MUS 501 18th-Century Counterpoint **OR** MUS 505 Sixteenth-Century Counterpoint (3 credits)
- MUS 503 Post-Tonal Music **OR** MUS 509 Electronic Music **OR** MUS 652 Music Since 1945 (3 credits)

### Conducting (Choral)

- MUS 558 Choral Literature and Techniques (2 credits)
- MUS 550 Score Reading and Analysis (1 credit)
- MUS 551 Individual Performance in Conducting (3 credits)
- MUS 650 Seminar in Choral Music (2 credits)
- MUS 666 (Chamber Choir) **OR** MUS 680 (Mixed Concert Choir) (1 credit x 2 semesters)

### Conducting (Orchestral)

- MUS 551 Individual Instruction in Conducting (1 credit x 4 semesters)
- MUS 550 Score Reading and Analysis (1 credit)
- MUS 512 Symphonic Literature and Techniques (2 credits)
- MUS 580: String Techniques for the Conductor (2 credits)



- Final project: Prepare an assigned piece to conduct in live performance with UNC Symphony Orchestra.

### **Conducting (Wind)**

- MUS 551 Individual Instruction in Conducting (1 credit x 4 semesters)
- MUS 511 Wind Literature and Techniques
- MUS 550 Score Reading and Analysis (1 credit x 2 semesters)
- Final project: Prepare an assigned piece to conduct in live performance with UNC Concert Band

### **Instrumental Performance** (minimum of 8 credits)

- For Piano Performance, see below.
- At least 4 credits in individual instruction chosen from the following:
  - MUS 631 Individual Instruction (4 credits—4 semesters of half-hour lessons)
  - MUS 675 Individual Instruction in Brass (2 credits x 2 semesters)
  - MUS 673 Individual Instruction in Strings (2 credits x 2 semesters)
  - MUS 674 Individual Instruction in Woodwinds (2 credits x 2 semesters)
  - MUS 676 Individual Instruction in Percussion (2 credits x 2 semesters)
- Choose from among the following, as advised:
  - MUS 514 String Chamber Music Literature, Styles, and Techniques (2 credits)
  - MUS 517 Comprehensive String Pedagogy for String Players (3 credits)
  - MUS 541 Chamber Music Literature for Keyboard (2 credits)
  - MUS 626 Orchestral Excerpts (1 credits)
  - MUS 658 Brass Pedagogy (3 credits)
  - MUS 661 Percussion Pedagogy (2 credits)
  - MUS 662 Woodwind Pedagogy (2 credits)
  - MUS 663 Trumpet Literature and Pedagogy (2 credits)
- Performing ensemble or chamber music (1 credit x 2 semesters)

### **Jazz Composition**

- MUS 547 Advanced Arranging (2 credits)
- MUS 555 Seminar in Jazz Composition (2 credits)
- MUS 631 Music Composition Instruction (1 credit x 2 semesters)
- MUS 637 Individual Instruction in Jazz Arranging (2 credits)

### **Jazz History**

- Students **MUST** take at least two of the following:
  - MUS 695 Special Topics in Music (Jazz Titles Only: “New Orleans: Then and Now,” “First Decades of Jazz,” and “Post Bop Practices”) (3 credits)
- Choose from the following if only two of above are taken:
  - MUS 526 Rhythm Section Workshop (1 credit)
  - MUS 641 Standard Jazz and Latin Repertoire (1 credit)
  - MUS 651 Seminar in Music History: Late Romanticism to 1945 (3 credits)
  - MUS 652 Seminar in Music History: 1945 to the Present (3 credits)

### **Jazz Instrumental Performance**

- At least four credits MUS 636 Individual Instruction in Jazz (2 credits x 2 semesters)

- At least two credits MUS 621 Small Jazz Ensemble or MUS 625 Large Jazz Ensembles (1 credit x 2 semesters)
- Choose from the following if only two of above are taken:
  - MUS 526 Rhythm Section Workshop (1 credit)
  - MUS 527 Advanced Jazz Theory (2 credits)
  - MUS 542 Jazz Pedagogy (2 credits)
  - MUS 542 Jazz Program Planning and Administration (2 credits)
  - MUS 544 Seminar in Jazz History (3 credits)
  - MUS 546 Arranging (2 credits)
  - MUS 547 Advanced Arranging (2 credits)
  - MUS 555 Seminar in Jazz Composition (2 credits)
  - MUS 585 Advanced Jazz Improvisation (2 credits)
  - MUS 619 Latin Jazz Ensemble (1 credit)
  - MUS 620 Jazz Guitar Ensemble (1 credit)
  - MUS 624 Vocal Jazz Ensemble (1 credit)
  - MUS 631 Music Instruction (jazz topic only) (1 credit)
  - MUS 636 Individual Instruction in Jazz (2 credits)
  - MUS 637 Individual Instruction in Jazz Composition (2 credits)
  - MUS 695 Special Topics in Music (Jazz Titles Only: “New Orleans: Then and Now,” “First Decades of Jazz,” and “Post Bop Practices”) (3 credits)

#### **Jazz Pedagogy**

- Students MUST take the following two courses:
  - MUS 542 Jazz Pedagogy (2 credits)
  - MUS 543 Jazz Program Planning and Administration (2 credits)
- Choose from the following courses:
  - MUS 526 Rhythm Section Workshop (1 credit)
  - MUS 527 Advanced Jazz Theory (2 credits)
  - MUS 544 Seminar in Jazz History (3 credits)
  - MUS 546 Arranging (2 credits)
  - MUS 547 Advanced Arranging (2 credits credits)
  - MUS 555 Seminar in Jazz Composition (2)
  - MUS 585 Advanced Jazz Improvisation (2 credits)
  - MUS 619 Latin Jazz Ensemble (1 credits)
  - MUS 620 Jazz Guitar Ensemble (1 credits)
  - MUS 621 Small Jazz Ensembles (1 credits)
  - MUS 624 Vocal Jazz Ensemble (1 credits)
  - MUS 625 Large Jazz Ensembles (1) credits
  - MUS 631 Music Instruction (jazz topic only) (1 credits)
  - MUS 636 Individual Instruction in Jazz (2 credits)
  - MUS 637 Individual Instruction in Jazz Composition (2 credits)

#### **Jazz Studies**

- Choose from the following courses:
  - MUS 526 Rhythm Section Workshop (1 credit)

- MUS 527 Advanced Jazz Theory (2 credits)
- MUS 542 Jazz Pedagogy (2 credits)
- MUS 542 Jazz Program Planning and Administration (2 credits)
- MUS 544 Seminar in Jazz History (3 credits)
- MUS 546 Arranging (2 credits)
- MUS 547 Advanced Arranging (2 credits)
- MUS 555 Seminar in Jazz Composition (2 credits)
- MUS 585 Advanced Jazz Improvisation (2 credits)
- MUS 619 Latin Jazz Ensemble (1 credit)
- MUS 620 Jazz Guitar Ensemble (1 credit)
- MUS 621 Small Jazz Ensembles (1 credit)
- MUS 624 Vocal Jazz Ensemble (1 credit)
- MUS 625 Large Jazz Ensembles (1 credit)
- MUS 631 Music Instruction (jazz only) (1 credit)
- MUS 636 Individual Instruction in Jazz (2 credits)
- MUS 637 Individual Instruction in Jazz Composition (2 credits)
- MUS 695 Special Topics in Music (Jazz Titles Only: “New Orleans: Then and Now,” “First Decades of Jazz,” and “Post Bop Practices”) (3 credits)

#### **Jazz Vocal Performance**

- At least four credits MUS 636 Individual Instruction in Jazz (2 credits x 2 semesters)
- At least two credits MUS 624 Vocal Jazz Ensembles (1 credit x 2 semesters)
- Choose from these if only 6 credits of above are taken:
  - MUS 526 Rhythm Section Workshop (1 credit)
  - MUS 527 Advanced Jazz Theory (2 credits)
  - MUS 542 Jazz Pedagogy (2 credits)
  - MUS 542 Jazz Program Planning and Administration (2 credits)
  - MUS 544 Seminar in Jazz History (3 credits)
  - MUS 546 Arranging (2 credits)
  - MUS 547 Advanced Arranging (2 credits)
  - MUS 555 Seminar in Jazz Composition (2 credits)
  - MUS 585 Advanced Jazz Improvisation (2 credits)
  - MUS 619 Latin Jazz Ensemble (1 credit)
  - MUS 620 Jazz Guitar Ensemble (1 credit)
  - MUS 621 Small Jazz Ensembles (1 credit)
  - MUS 625 Large Jazz Ensembles (1 credit)
  - MUS 631 Music Instruction (vocal jazz only) (1 credit)
  - MUS 637 Individual Instruction in Jazz Composition (2 credits)
  - MUS 695 Special Topics in Music (Jazz Titles Only: “New Orleans: Then and Now,” “First Decades of Jazz,” and “Post Bop Practices”) (3 credits)

#### **Music Composition**

- MUS 632 Individual Instruction in Composition (1 credit x 2 semesters)
- MUS 501 18<sup>th</sup>-Century Counterpoint **OR** MUS 505 Sixteenth-Century Counterpoint (3 credits)

- MUS 503 Post-Tonal Music **OR** MUS 509 Electronic Music (3 credits)
- Composition project

### **Music Education**

- MUS 519: Foundations of Music Education (3 credits)
- MUS 612: Psychology of Music Teaching and Learning (3 credits)
- MUS 533: Curriculum Trends in Music Education (3 credits)

### **Music History**

- MUS 649: Music History Pedagogy (3 credits)
- Take 9 credits from among the following:
  - MUS 643 Seminar: Medieval Music (3 credits)
  - MUS 644 Seminar: Renaissance Music (3 credits)
  - MUS 645 Seminar: Baroque Music (3 credits)
  - MUS 646 Seminar: Classical Music (3 credits)
  - MUS 647 Seminar: Romantic Music (3 credits)
  - MUS 651 Seminar in Music History: Late Romanticism to 1945 (3 credits)
  - MUS 652 Seminar in Music History: 1945 to the Present (3 credits)

### **Music Industry/Business**

- MUS 535 Music Business: Industry Studies (2 credits) **OR** MUS 537 Music Business for the 21<sup>st</sup> century (2 credits)
- Choose 6–7 credits from among the following:
  - MUS 535 Music Business: Industry Studies (2 credits)
  - MUS 537 Music Business for the 21<sup>st</sup> century (2 credits)
  - MUS 556 Recording Techniques (2 credits)
  - MUS 622 Directed Studies in Music (2 credits)
  - PVA 520 Arts Entrepreneurship II (3 credits)

### **Music Theory**

- MUS 504: Music Theory Pedagogy (3 credits)
- 9 credits from among the following:
  - MUS 501 18<sup>th</sup>-Century Counterpoint (3 credits)
  - MUS 502 Harmony and Form (3 credits)
  - MUS 503 Post-Tonal Music (3 credits)
  - MUS 505 16<sup>th</sup>-Century Counterpoint (3 credits)
  - MUS 595 Music Theory Seminar (3 credits)
  - MUS 603 Analytical Studies in Music (3 credits)
  - MUS 604 Linear Analysis (3 credits)

### **Opera Studies**

- MUS 534 Acting for Singers (2 credits)
- MUS 559 Opera History & Literature (2 credits)
- MUS 560 Seminar in Opera Directing (2–4 credits, repeatable):
  - Produce full Opera Scenes Program (2 credits)
  - Assistant conduct an opera (1 credit, repeatable)
  - Chorusmaster an opera (1 credit, repeatable)

- Assistant Coach for a mainstage opera (1 credit, repeatable)
- Coach for a chamber opera (1 credit, repeatable)
- MUS 622 Directed Study (required, 2 credits)
  - Final Project: direct or conduct a chamber opera, with a correlative paper

#### **Piano Performance**

- MUS 515 Keyboard Literature I (2 credits)
- MUS 516 Keyboard Literature II (2 credits)
- MUS 671 Individual Instruction in Piano (2 credits x 2 semesters) **OR** MUS 631 Individual Instruction (1 credit x 4 semesters)
- Performing ensemble or chamber music (1 credit x 2 semesters)

#### **Vocal Pedagogy**

- MUS 510 Vocal Pedagogy (2 credits)
- MUS 564 Problems in Teaching Voice (2 credits)
- Transfer from Shenandoah Conservatory or MUS 622 Directed Study (2 credits)
- Transfer from National Center for Voice and Speech or MUS 622 Directed Study (2 credits)

#### **Vocal Performance**

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

## **Doctoral Interview**

All doctoral students complete a doctoral interview at the end of their first semester of study; interviews typically take place during finals week. Students sign up for a 15-minute time slot on a sign-up sheet posted on the office door of the Graduate Coordinator (Dr. Deborah Kauffman, Frasier 122B). 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 important for keeping 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

General information about Doctoral Committees can be found in the Graduate Catalog: <https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/doctoral-degree-requirements/>.

[Graduate Catalog >> Contents menu >> Program Requirements >> Doctoral Degree Requirements]

Students in all areas **other than Music Education** (see below for Music Education students) will select members of their doctoral committee in consultation with their Primary Advisor. Doctoral committees in the School of Music occur in two phases: 1) written and oral comprehensive exams and 2) dissertation proposal and defense.

### Phase 1: Comprehensive exams

Students must 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 (Forms >> Request to appoint a Doctoral Committee).

- 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. Oral comprehensive exams may be held virtually.

### **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 in which 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 (Forms >> Request to change a Doctoral Committee).

### **Doctoral Committees for Music Education DA Students**

DA students whose primary area is Music Education have only one doctoral committee, formed at the time of written comprehensive exams. It mirrors the Phase 2 committee of other SoM DA students, consisting of the following:

- 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
  - The Secondary Advisor must be one of the above, whether inside or outside the SoM.

This Committee will serve through Written Comprehensive Exams, the Oral Comprehensive Exam, and the Dissertation.

### **Written Comprehensive Exams**

General information about Written Comprehensive Exams can be found in the Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/doctoral-degree-requirements/>.

[Graduate Catalog >> Contents menu >> Program Requirements >> Doctoral Degree Requirements]

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,
- formed their Doctoral Committee (phase 1; see the section “Doctoral Committees”).

The “Doctoral Written Comprehensive Exams Permit/Results Form” can be found on the School of Music website: School of Music website >> Forms & Info >> For Students >> Advising >> Graduate Students.

**Music Education DA students use a different Permit/Results Form**, which is found in the same place on the School of Music website.

It is strongly recommended that you begin taking your written comprehensive exams during the 4<sup>rd</sup> semester of study. Written exams must be completed before you can take your oral exam and submit your dissertation proposal, both of which need to be completed for you to advance to candidacy. Once you have advanced to candidacy, you are able to be considered as a full-time student by registering for only 3 credits. This is particularly important for international students, who must be registered as full-time students in order to comply with their visas.

All doctoral students (**other than Music Education students, who should see below**) take written comprehensive exams in

- their Primary Emphasis,
- Secondary Emphasis,
- music history (or jazz history for the D.A. in Jazz Studies),
- and music theory (or jazz theory for the D.A. in Jazz Studies).

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. Don’t assume that the scope of each exam is limited to material covered in classes that you have taken: for example, music history and theory exams may include questions that cover all the important eras of Western music.

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.



In most cases, written exams are taken through a Canvas shell; students are expected to adhere to the University's Honor Code and refrain from consulting any sources while taking the exam beyond material provided by the instructor.

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.

### Written Comprehensive Exams for Music Education DA Students

DA students in Music Education will take written comprehensive exams in their Primary and Secondary Areas. The Primary exam (Music Education) will include multiple parts. Four parts will be administered, chosen through consultation with the student and music education faculty to best prepare the student for their likely career path. Possible parts include (but are not limited to) the bulleted items below.

Possible Part: Informed heavily by **MUS 519 Foundations in Music Education:**

- Prepare a presentation and/or report on a period of time and the marginalized voices that are missing from the common music education narrative about that time.
- Prepare a presentation and/or report on specific philosophies within music education, comparing, contrasting, and connecting to the most recent philosophical discussions.

Possible Part: Informed heavily by **MUS 533 Curriculum Trends in Music Education:**

- Prepare a syllabus, including detailed course calendar and assignment descriptions, for an undergraduate music education course.
- Evaluate an undergraduate music education curriculum and propose changes, with clear evidence and reasoning.

Possible Part: Informed heavily by **MUS 610 Research in Music Education:**

- Prepare an article for submission. The article can be research- or practitioner-focused and will be submitted with the chosen journal guidelines to ensure submission guidelines have been followed and students are prepared for this aspect of higher education.

Possible Part: Informed heavily by **MUS 612 Psychology of Music Teaching and Learning:**

- Prepare a presentation and/or report on music cognition and learning: how students learn music. The audience will be defined and may be an undergraduate pedagogy course or practitioners at a music education conference.
- Prepare a presentation and/or report on music and the brain, designed to help K-12 music teachers better support their students (including trauma-informed practices).

The audience could also be an undergraduate pedagogy course, working to understand best teaching practices, grounded in brain science.

Possible Part: Informed by **entire degree and experience in the field**:

- Prepare a conference presentation (e.g. CMEA). The presentation may be research- or practitioner-focused, as directed by the music education faculty.
- Prepare a significant professional development event for K-12 teachers.
- Plan an honor ensemble event (All City Orchestra, All County Band, Singers in the Middle, etc.), including repertoire selection and analysis.
- Prepare a class-period presentation or unit plan for a master’s-level music education course.
- Write a chapter as if it could be included in a music education text published in the past five years (e.g. *Marginalized Voices in Music Education*; *Musicianship-Focused Curriculum and Assessment*; *Teaching Music Through Performance*; *Critical Issues in Music Education: Contemporary Theory and Practice*; *The Journey from Music Student to Teacher: A Professional Approach*).

Each of these parts will have detailed requirements for what the student should submit, ensuring robust, comprehensive projects. The exam will be “take-home,” and the student will have two weeks to complete the entire exam.

## Oral Comprehensive Exam

For general information about the Oral Comprehensive Exam, see the Graduate Catalog: <https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/doctoral-degree-requirements/>.

[Graduate Catalog Program Requirements >> Contents menu >> Program Requirements >> Doctoral Degree Requirements, “Comprehensive Examinations: Oral” and pp. 48–49 of the UNC Graduate Handbook]

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 (Forms >> Request to Schedule a Doctoral Examination). **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, which may be held in person or virtually on Zoom. 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

For general information, see the Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/doctoral-degree-requirements/>.

[Graduate Catalog >> Program Requirements >> Doctoral Degree Requirements, “Dissertation Proposal” and pp. 56–57 of the UNC Graduate Student Handbook.]

D.A. students must register for a total of four MUS 797 Doctoral Proposal Research credits during their course of study. **All 4 credits must be completed with an “S” (satisfactory—credit granted) grade before the student can advance to candidacy; in order to receive an “S” in the final MUS 797 credits, the proposal must be completed and submitted.**

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); the hearing may be held virtually on Zoom. The proposal hearing is extremely helpful in shaping the direction of dissertation research.

There are no forms to fill out to schedule the proposal hearing or to report the results. Students should arrange a time for the hearing in the same way they arrange their oral examination. After the hearing is fulfilled, students should submit an electronic copy (MS Word or pdf) of the proposal to the Graduate School along with the following:

- Signed proposal signature page
  - <https://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/Proposal-Title-Signature-Page.pdf>
  - [Graduate School website >> Forms >> Proposal Title Signature Page]
- Verification of Research Subject Compliance form”; this form indicates whether or not IRB approval is necessary.
  - <https://www.unco.edu/graduate-school/pdf/verification-research-subject-compliance.pdf>
  - [Graduate School website >> Forms >> Verification of Research Subject Compliance]

- IRB Approval (if applicable)
- 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.

## Doctoral Candidacy

Doctoral students become doctoral candidates when they have completed the following:

- All coursework, with the exception of MUS 799 (Doctoral Dissertation) credits;
- Written comprehensive exams;
- Oral comprehensive exam;
- Submission of the dissertation proposal.

Once a student achieves doctoral candidacy, a full course load is considered to be 3 credits per semester. A doctoral candidate can be considered as a part-time student when enrolled in 1 credit. Please note that international students must be registered as full-time students to fulfill U.S. Visa requirements; once an international student has achieved doctoral candidacy, 3 credits will be considered as full time.

## 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/research/office-of-sponsored-programs/](http://www.unco.edu/research/office-of-sponsored-programs/)

[Office of Sponsored Programs >> Compliance >> Human Subjects Research (IRB)]

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.

If the research does not require IRB approval, you will need to get a letter from the board certifying that the research is exempt. Follow the procedures at the IRB website to submit a protocol.

## 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, but not before the credits for MUS 797 (Doctoral Proposal) have been completed. 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) before sending drafts to the rest of the committee. The advisor may prefer to see one or more chapters at a time, rather than the entire dissertation all at once.

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

The Graduate School website contains a “Doctoral Dissertation and Doctoral Scholarly Project Manual”:

<https://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-resources.aspx>

[Graduate School website >> Forms >> Thesis, Doctoral Scholarly Project and Dissertation Resources).

The end of the Manual includes sample copyright, title, signature, and abstract pages. The Manual also contains useful information on margins, page numbering, etc. Students should set the correct margins/spacing/fonts *before* writing the document, to avoid problems with sizing musical examples and the like.

The Graduate School’s Dissertation Manual calls for a traditional format of 5 chapters with specific chapter titles (Introduction, Review of Literature, Methodology, Analysis of Data, Conclusions). This format may be suitable for music education dissertations, but academic faculty have found it inappropriate for most dissertations on music; using this format, the lengths of the first 4 chapters are likely to be far shorter than the last chapter—not to mention that the “data” we work with is not the same as that used in other disciplines. The Graduate Coordinator strongly recommends that doctoral students create their own structure, one that best suits the content: for example, a discussion of literature and methodology can be part of the Introduction and subsequent chapters can present the dissertation’s information according to whatever categories are best suited to that information. The Graduate School considers any change to the above 5-chapter format to be an “Alternative Format” and requires the research advisor to submit a request for the student to use it. This is done by sending an email to the Thesis and Dissertation Specialist explaining the alternate style, including a rationale and an outline or pertinent examples (see p. 9 of the UNC Dissertation Manual). The outline can take the form of a preliminary table of contents. This request should be submitted at least one semester prior to graduation or at the time of the proposal submission.

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 take the following steps:

- 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 of the dissertation (electronic files, preferably Word documents, are fine). 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 “Request to Schedule a Doctoral Examination” form with the Graduate School. The form is on the Graduate School website under “Forms.” **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, which can be held virtually over Zoom. 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 will send to the student’s Research 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, their program is terminated.

## Dissertation Submission

The dissertation should be submitted as a pdf sent by email to the Graduate School’s Thesis and Dissertation Specialist. The Graduate School’s Dissertation Manual provides information and a checklist for submitting your dissertation. Please be aware that the last day for filing a Master’s

Thesis or Doctoral Dissertation is quite early in the semester; check the Graduate Graduation Deadlines on the Grad School's web page:

<https://www.unco.edu/graduate-school/student-resources/preparing-for-graduation/graduation-deadlines.aspx>

Graduate School >> Forms >> Academic Policies and Deadlines >> Graduation Deadlines

## Doctoral Student Checklist

### First Semester

- Take the advisory and placement exams (during the summer before classes begin).
- Meet with Primary Advisor and SoM Advisor to determine which courses to take in the first year.
- Select a Secondary Emphasis and Advisor.
- Fill out the Plan of Study form with your Primary and Secondary Advisors:  
<https://arts.unco.edu/advising-center/graduate-students/>
  - School of Music website >> Forms & Info >> For Students >> Advising >> Graduate Students
- Begin course work.
- 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.
- Complete the Doctoral Interview (finals week), and amend Plan of Study if necessary.

### Second Semester

- Retake placement exams if necessary before classes begin.
  - Enroll in MUS 401: Music Theory Review and/or MUS 402: Aural Skills Review if you do not pass one or both of the exams.
- Complete an Annual Progress Review (if spring semester).
- Continue course work.
- Complete recital, language requirement, and/or research tools as appropriate.
- Discuss possible dissertation topics with your Primary Advisor.
- Complete Annual Progress Review every spring semester until oral exam is passed.

### Third through 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 doctoral committee for Phase 1: comprehensive exams (see “Doctoral Committees” below).
- Begin your written comprehensive exams in the 4<sup>th</sup> semester; must all be taken within one calendar year and must be complete before the oral comprehensive exam (see “Written Comprehensive Exams” above).
- Begin IRB process.
- Schedule and pass the oral comprehensive exam in the 4<sup>th</sup> or 5<sup>th</sup> semester; note that the oral exam must be complete at least one semester—fall, spring, or summer—prior to the dissertation defense (see “Oral Comprehensive Exam” above).
- Tailor the doctoral committee for Phase 2: dissertation.



- Committee members who represent music theory and history are no longer needed on the committee for the dissertation and will likely be on too many other committees. If one or the other will provide some specific expertise that you would be particularly helpful for your dissertation, you may ask one or both to stay on your committee.
- The form to make changes to your committee is found on the Graduate School website under “Forms.”
- Complete the dissertation proposal and hold the proposal hearing in the 4<sup>th</sup> or 5<sup>th</sup> semester.
- 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:
  - Graduate School website >> Forms >> Graduate Student Graduation Application. The last day for filing the application is the end of the 2<sup>nd</sup> week of the semester.
- 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.
  - The last day for the dissertation defense is the end of week 11 of the semester.
  - Check dates on the Graduate School website: <https://www.unco.edu/graduate-school/student-resources/preparing-for-graduation/graduation-deadlines.aspx>
  - Graduate School website >> Forms >> Academic Policies and Deadlines >> Graduation Deadlines
- Submit dissertation to the Graduate School by the end of week 12 of the semester and finish any requested edits.
  - Information about how to submit the dissertation is found on pp. 61–63 of the UNC Graduate Student Handbook.
- Submit final dissertation to the Graduate School.
- Graduate!