



# Graduate Handbook

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## Doctor of Musical Arts

Church Music, Composition, Conducting, Performance

## Doctor of Philosophy

Musicology, Music Theory

Revised 2012

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## INTRODUCTION

This handbook is your guide to your Doctoral program in Music. The answers to many of your questions will be here as well as in the School of Music online catalog (<http://www2.ku.edu/~distinction/cgi-bin/2150>) and on the School of Music Student Resources webpage (<http://music.ku.edu/resources/>).

### Student responsibilities

You are expected to know the requirements of your program as found in this handbook and the online Graduate Catalog for the year you begin your studies. You are responsible for knowing the policies and procedures that govern your advancement through the program. Not knowing about a requirement does not excuse you from meeting that requirement.

Your advisor, the Director of Graduate Studies for your area, and the Administrative Professional for Graduate Studies will do everything possible to provide you with the information and guidance you need. You must ask the questions.

### Official communication

Your KU email address is the official means of communication for all KU students. You need to check your “spam” or “junk” folder regularly because many of our emails are sent as batch emails. For more email information, go to [technology.ku.edu/email](http://technology.ku.edu/email).

### Who is your advisor?

**Your major professor is the primary advisor for your degree program.** The advising schedule, academic calendar, enrollment deadlines, fees, and additional information to assist you and your advisor can be found at [www.registrar.ku.edu/forms/forms.shtml](http://www.registrar.ku.edu/forms/forms.shtml) and [www.music.ku.edu/resources/](http://www.music.ku.edu/resources/).

### Degree checklist - track your progress

*NEW 2012: KYou Portal – online access to your degree information*

Degree program checklists are available online at [music.ku.edu/resources/checksheets.shtml](http://music.ku.edu/resources/checksheets.shtml) or in the Student Services office, 450 Murphy. These checklists are used to track progress toward meeting degree requirements. The checklist has the required course work and credits for your degree. You and your advisor should use this checklist during your advising sessions. By using the checklist for your specific degree program, you can plan your entire program from beginning (Diagnostic Exams) to end (Final Doctoral Oral Exam). You are welcome to obtain an updated copy of the checklist kept in your folder from the Student Services office, 450 Murphy. Checklists in the office are updated each semester using the advising report found on the Kyou Portal.

## ENROLLMENT

Course enrollment is accomplished online. Complete enrollment instructions are found at [www.registrar.ku.edu/enrollment/](http://www.registrar.ku.edu/enrollment/). Check your Enroll and Pay Student Information Center for exact dates and times. They are posted in March for Summer and Fall continuing student enrollment and in October for Spring continuing student enrollment. Use the link above if you are a new student enrolling for the first time.

### Full-time status

In order to carry full-time status, you must be enrolled in a minimum of nine (9) credits during the fall and spring semesters and six (6) credits in the summer session. Full-time status might be required by the rules and regulations governing student loan deferments, fellowships, and foreign student visas (F-1 and J-1). If you

have veteran's benefits you must be enrolled in 12 credits during the academic year (fall and spring semesters combined). Graduate Teaching Assistants (GTAs) at any level of appointment must be enrolled in six (6) credits to have full-time status.

**Maximum/Minimum number of credits**

You may enroll in a maximum of 16 credits fall and spring semesters and 8 credits during the summer session. If you must enroll in more than the maximum number of credits, a schedule change form is required. It is found online at [www.registrar.ku.edu/pdf/change.pdf](http://www.registrar.ku.edu/pdf/change.pdf) or in the Student Services office, 450 Murphy. If you are NOT required to have full-time status there is no required minimum number of credits.

See [page 13](#) for information regarding the post-comprehensive continuous enrollment credit requirement that goes into effect after you pass your Oral Comprehensive Exam.

**Late enrollment**

To avoid late enrollment charges, you MUST enroll before the first day of classes. Enrollment information, including the enrollment schedule, is found on the registrar's website, [www.registrar.ku.edu/enrollment/](http://www.registrar.ku.edu/enrollment/). Late enrollment begins at 12:00 a.m. on the first instructional day of the Fall, Spring and Summer semesters. The current fee for late enrollment is \$150.

If you enroll AFTER the first week of classes, you must obtain a Petition to Late Enroll form from the Student Services office, 450 Murphy, complete it with appropriate signatures and submit it to the Registrar's office. Enrollment after the 20<sup>th</sup> day of classes is only permitted by exception in rare cases.

**International Student enrollment**

International students must be particularly aware of the rules and regulations regarding their visa status. International students should contact the International Student and Scholar Services (ISSS) office before enrolling, dropping or adding classes, changing their degree program, taking a leave of absence, or withdrawing from the university. U.S. (Federal) laws govern your student visa status, and you must be fully aware of them as you proceed through your degree program.

**Leave of absence**

You may request a leave of absence in cases of illness, emergency, to pursue family responsibilities, or to pursue activities related to long-range professional goals. The time taken for a leave of absence does not count against your degree program time constraints ([see page 8](#)). You are encouraged to take a leave of absence rather than simply not enrolling in classes for a period of time.

A leave of absence is granted for no more than 1 year at a time. To begin a leave of absence, two emails to the Administrative Professional for Graduate Studies are necessary. You must send an email stating the request, the reason for the leave, and for which semesters. Your advisor (Major Professor) must send an email approving your request. The first request for a leave of absence is automatically granted. Subsequent requests must be submitted to the Committee on Graduate Studies in Music (COGSIM) for approval. Progress toward your degree will be a consideration in granting further Leaves of Absence.

If you are an international student, you must work with an ISSS counselor if you are planning to request a leave of absence. Depending on your situation, there may be additional documents you must submit.

**Re-admission for returning grad students**

Individuals who have previously been active in a KU graduate program and have been discontinued for a period of up to 5 years may be eligible for readmission into the same graduate program. If you were not enrolled during the Spring or Fall semester preceding your return, you must be readmitted in order to enroll. You must complete the Permit to Enroll form available from the Student Services office, 450 Murphy, to be re-admitted.

**Five-year absence**

If you are absent from your program for 5 years or more, your place in the program is lost. To resume your degree program, you must reapply to the School of Music. If admitted, additional requirements may be in effect.

**GRADES**

Graduate Studies uses the “ABCDF” system of grading. The School of Music also uses a “+/-” system. For course work in thesis, dissertation, and lecture-recital with document, the letter grade “P” (Progress) is used to indicate acceptable progress until the document has been completed and a final grade of A-F is submitted. The letter grade “I” is not the appropriate grade for continuing work. “P” grades are not included in the computation of your grade point average.

A grade of B- or below in your major area is not acceptable and will not meet degree requirements. For all other courses, a grade of C- or below is not considered a passing grade and will not carry graduate credit or fulfill a degree requirement.

**Incomplete grade policy**

The letters “W” and “I” may be given. The letter “I” indicates incomplete work that may be completed without re-enrollment in the course. The letter “W” indicates withdrawal for which no credit or grade point is assigned. “WG” is used when no grade has been given by the class instructor and means waiting for grade.

The letter “I” should not be used when a definite grade can be assigned for the work done. It is not given for any course except to indicate that some part of the work has, for reasons beyond the student’s control, not been done, while the rest has been satisfactorily completed. At the time an “I” is reported on the electronic roster, the character and amount of work needed, as well as the date required for completion and lapse grade if further work is not completed by this date, should be indicated.

A student who has an “I” posted for a course must make up the work by the date determined by the instructor, in consultation with the student, which may not exceed 1 calendar year, or the last day of the term of graduation, whichever comes first. An “I” not removed according to this rule is automatically converted to a grade of “F” or “U”, or the lapse grade assigned by the course instructor, and appears on the student’s record.

Extensions to the time limit may be granted by the dean’s representative upon

submission of a petition from the student containing the endorsement of the course instructor who assigned the “I” grade, or the department chair if the instructor is unavailable. After the “I” grade is converted to a grade of “F” or “U,” the grade may only be changed in accordance with USRR Article II, Section 3.

*It is your responsibility to make certain that all Incompletes have been replaced with a letter grade. You may not take your oral comprehensive exam with any incompletes on your academic record.*

**Credit/No credit**

*New Spring, 2012*

As of Spring 2012, you may elect to be graded with Credit (CR) or No Credit (NC) instead of ABCDF under certain circumstances. For graduate students, the grade of CR will be recorded for a grade of C or above, a grade of NC for a grade of C- or below. Courses graded CR/NC *will not satisfy degree requirements in School of Music graduate programs.*

**GPA and probation**

You must maintain at least a 3.00 Grade Point Average (GPA) in all course work in your major area and you must maintain a cumulative GPA of 3.00. If your cumulative GPA falls below 3.00, you will be placed on academic probation. You will be returned to regular status if you raise your GPA to 3.00 or above by the end of the following semester.

If you have not raised your GPA to 3.00 by the end of the semester of probation, you will not be allowed to re-enroll in course work unless the Associate Dean for Academic Affairs acts favorably on a recommendation from the faculty members in your division that you continue in graduate study.

**Transfer credits**

At the doctoral level, credits do not transfer per se. Prior course work may be taken into consideration in developing a course of study, however.

**TUITION AND FEES**

Graduate students are assessed the standard resident or non-resident graduate tuition rate for every credit in which they are enrolled, including undergraduate credits. Music classes carry an additional course fee which, like tuition, is assessed per credit hour. If you have a Graduate Teaching Assistantship (GTA), the tuition and course fees are waived at the percentage stated in your GTA contract.

All graduate students pay required campus fees. Lawrence campus fees are assessed per credit hour if you are enrolled in fewer than 6 credits. If you are enrolled in 6 or more credit hours, you will pay the flat rate.

Tuition and fee information, including the current rates, can be found at [affordability.ku.edu/cs/index.shtml](http://affordability.ku.edu/cs/index.shtml).

**Refunds for dropped classes**

The longer you remain enrolled in a course, the lower your refund will be if you decide to drop the course. Check the Registrar’s Office website, [www.registrar.ku.edu](http://www.registrar.ku.edu), for the academic calendar that provides deadlines for dropping classes and the refund rate. You may drop courses online up to the last day to drop.



## FINANCIAL SUPPORT

### Graduate Studies funding opportunities

A few funding opportunities, including fellowships, travel funds, and scholarships, are available through Graduate Studies. Information can be found at [www.graduate.ku.edu/awardsandfunding.shtml](http://www.graduate.ku.edu/awardsandfunding.shtml). Available fellowships are awarded from nominations made by the student's academic division. The completed application with supporting materials is submitted by the division to the Associate Dean for Academic Affairs, who forwards it to Graduate Studies. Please notify your major professor if you are interested in being nominated.

### Graduate Teaching Assistantships (GTAs)

Graduate teaching assistantships (GTAs) are offered in ensembles, musicology, music theory and composition, music technology, music education and therapy, and in many areas of performance. Normally, you hold a GTA for a maximum of 3 years while working in a Doctoral degree program.

To be considered for a graduate teaching assistantship, complete a GTA application, available on the Student Resources page, [www.music.ku.edu/resources](http://www.music.ku.edu/resources). Applications are due in the Student Services office, 450 Murphy, by March 1. Speak with your advisor or division director about available GTAs or about seeking reappointment for your current GTA.

### Graduate Teaching Assistantship (GTA) tuition waivers

GTA tuition waivers are as follows:

- 40% appointment is 100% tuition and course fee waiver
- 30% appointment is 75% tuition and course fee waiver
- 20% appointment is 50% tuition and course fee waiver
- 10% appointment is 25% tuition and course fee waiver

Currently, all graduate teaching assistants in the School of Music must pay campus fees and health insurance. For out-of-state GTAs, tuition is based on out-of-state rates; for Kansas residents, tuition is based on in-state rates.

### Scholarships

A small number of music scholarships are available for graduate students. Please speak with your division director about what is available to you.

### School of Music Student Opportunity Funds

The School of Music provides funds to support the professional development of students and to increase the visibility of its academic programs. These grants are for students participating in national and regional conferences in which they perform, present papers, or hold workshops. The funds also support students invited to perform or present at other regional, national, or international venues. To request School of Music opportunity funds, begin with the Student Opportunity Fund request form on the Student Resources page, [www.music.ku.edu/resources/](http://www.music.ku.edu/resources/).

## DEGREE REQUIREMENTS

YOU are responsible for knowing your degree requirements. The faculty and staff of the School of Music are here to assist you in any way they can, but the timely completion of your degree depends on **you**. You are strongly encouraged to begin the planning of your graduation at the **start** of your degree. Know your time frames, time limits, exam requirements, and course requirements.

**Your degree program and course of study**

According to Graduate Studies policy, doctoral students must spend three full academic years, or the bona fide equivalent thereof, in resident study at KU or some other approved university, including the time spent in attaining the master's degree. A minimum number of hours for doctoral degrees is not prescribed. The various programs of study for the School's doctoral degrees prescribe course work and other degree requirements. Relevant prior graduate course work may be taken into consideration when developing programs of study.

The course of study in each major field is found in the online catalog at [www2.ku.edu/~distinction/cgi-bin/2150](http://www2.ku.edu/~distinction/cgi-bin/2150). A checklist for your degree program can be found on the Student Resources webpage, [www.music.ku.edu/resources/](http://www.music.ku.edu/resources/). Use this checklist to track your degree progress.

**Doctoral degree program time constraint**

We expect that most doctoral degrees will be completed in three years of full-time study. However, all PhD and DMA programs must be completed by 8 years from the time of enrollment in doctoral course work. If compelling circumstances require a one-year extension, your first request is usually granted automatically. Further requests for extensions must go to the Committee on Graduate Studies in Music (COGSIM). You can find the Graduate Student Petition at [music.ku.edu/resources/](http://music.ku.edu/resources/).

**Doctoral residency requirement**

Two consecutive semesters, one of which may include a summer session, must be spent in resident study at KU. During this period, you must be involved full time in academic pursuits. Enrollment in approved online and distance-learning courses offered through KU cannot be used to meet the doctoral residency requirement.

**Graduate diagnostic examinations**

All new graduate music students, except those in music education, music therapy, and the Master of Music in opera performance, are required to take written diagnostic examinations in musicology and music theory at the beginning of their graduate program. *A student is exempt from this requirement if he or she has completed a music degree at KU within the last 4 years.* Diagnostic exams are given in the fall and spring semesters during the week before classes. Specific dates can be found on the [School of Music Graduate Calendar](#).

Graduate students entering programs in piano must also take an exam in piano literature. *A student is exempt if he or she received a bachelor's or master's degree in piano from KU within the last 4 years.*

The diagnostic exams determine whether a need exists for remedial work so that an appropriate program of academics can be developed. Students are advised to complete the diagnostic exams in the first semester of their graduate program, but are *required* to complete them by the end of the first year. Students who have not taken the exams by the end of the first year will not be allowed to enroll in further MUSC or MTHC courses.

A student who wishes to opt out of taking the diagnostic exams must inform the Administrative Professional for Graduate Studies *in writing* ([jgnojek@ku.edu](mailto:jgnojek@ku.edu)) within the first year. For these students, a Deficient (D) will be recorded for all



**Music Theory diagnostic exam**

This examination assesses strengths and weaknesses in various areas of music theory. The examination is organized into four major sections:

- I. Aural Skills
- IIa. Tonal Theory
- IIb. Post-tonal Theory
- III. Form and Analysis
- IV. 18<sup>th</sup>-century counterpoint

Parts I, II (a & b), and III are required for all students. Part IV is required only for graduate students in composition, organ, piano, musicology, and music theory.

Textbooks appropriate for review include:

**I. Aural Skills**

Phillips, Joel, Jane Piper Clendinning, and Elizabeth West Marvin. 2012. *The Musician's Guide to Aural Skills, Second Edition. Volumes 1&2*. New York: W.W. Norton.

Programs such as EarMaster or MacGamut, or free websites such as [www.teoria.com](http://www.teoria.com) can also be useful resources.

**IIa. Tonal Theory**

Clendinning, Jane Piper and Elizabeth West Marvin. 2010. *The Musician's Guide to Theory and Analysis, Second Edition*. New York: W.W. Norton.

**IIb. Post-tonal Theory**

Kostka, Stefan. 2005. *Materials and Techniques of Twentieth-Century Music, Third Edition*. Englewood Cliffs, NJ: Prentice-Hall.

Straus, Joseph. 2004. *Introduction to Post-Tonal Theory, Third Edition*. Upper Saddle River, NJ: Pearson/Prentice Hall.

**III. Form and Analysis**

Caplin, William. 1998. *Classical Form: A Theory of Formal Functions for the Instrumental Music of Haydn, Mozart, and Beethoven*. Oxford: Oxford University Press.

**IV. 18<sup>th</sup> Century Counterpoint**

Gauldin, Robert. 1990. *A Practical Approach to 18<sup>th</sup> Century Counterpoint*. Englewood Cliffs, NJ: Prentice-Hall. Reprinted by Waveland Press.

Courses that satisfy deficiencies include:

- |                        |   |
|------------------------|---|
| I. Aural skills        | MTHC 402 Graduate Theory Review: Aural skills   |
| IIa. Tonal Theory      | MTHC 400 Graduate Theory Review: Writing Skills                                       |
| IIb. Post-Tonal Theory | MTHC 732 OR Selected MTHC 789 if content is appropriate                               |
| III. Form & Analysis   | MTHC 610 Form and Analysis OR MTHC 810 OR Selected MTHC 789 if content is appropriate |
| V. Counterpoint        | MTHC 541 Eighteenth-Century Counterpoint  |

**Theory deficiencies may *not* be satisfied by taking individual readings courses with members of the Music Theory faculty.**

## **Piano literature diagnostic exam**

All new piano graduate students must take a piano literature diagnostic exam assessing knowledge of keyboard literature from 1300 to the present day. *A student who received a bachelor's or master's degree in piano from KU within the last 4 years is exempt from this requirement.* Students who do not pass this exam are required to satisfy the deficiency by enrolling in PIAN 643 and/or PIAN 644, Piano Literature I and II, as recommended by the faculty of the Piano Division. These deficiencies must be satisfied before you can enroll in PIAN 921 seminars. If you have questions regarding this diagnostic exam or want further information, contact the director of the piano division.

## **Language requirements**

Although graduate students who began their degree studies on or after Fall 2011 are no longer required to fulfill a research skills or language requirement, some music degree programs still have a language requirement. Check your degree check list for the specific language requirements.

**Voice performance** students must have taken one year each of the following languages: French, German, and Italian. They can be courses taken at any time during your college career, but are required to complete the DMA degree. In consultation with your advisor, any of the following ways of meeting that requirement are acceptable:

- Completion of a two-semester undergraduate level sequence of the language,
- Completion of a two-semester undergraduate level accelerated sequence of the language,
- Completion of a one-semester graduate level reading course,
- Completion of an approved two-semester on-line undergraduate language course, or
- Completion of a KU or other approved test in the language.

If you are coming to KU with one semester of a language which is not a graduate level reading course, you must take a second semester course in the language, a graduate reading course, or pass a KU or other approved test.

The DMA-Voice program requires proficiency in French, German, Italian and English diction before graduating. Proficiency is determined by an examination of your college transcripts and during your audition. If you have a diction deficiency, you will be required to take a diction class in the deficient language. Any undergraduate classes taken to fulfill the language requirements will not count toward your required credit hours for graduation.

## **Electives**

Elective hours can be selected from any music or non-music courses. Elective courses must be at the graduate level (500 or above) to count toward the degree.

## **MUSC 801-Research and Bibliography** **Research skills and responsible scholarship**

MUSC 801, Music Bibliography and Research, is required for all graduate students in music and satisfies the Graduate Studies "Research Skills and Responsible Scholarship" (RSRS) requirement for doctoral students. All doctoral students must meet the RSRS requirement before proceeding to the oral comprehensive exam.

No FLORS research requirement beginning Fall, 2011

Doctoral students who began their program of study before Fall 2011 may opt to complete a Foreign Language and/or Research Skills (FLORS) requirement in lieu of the RSRS requirement. If a student so chooses, information on that requirement can be obtained from the Administrative Professional for Graduate Studies.

#### **Waiver for MUSC 801**

If you have taken a comparable graduate course at another university, you may be entitled to a waiver of MUSC 801. To request a waiver, provide the musicology division director a syllabus or course description of the course you wish to use in place of MUSC 801.

#### **Jury examinations**

All DMA students in performance areas are required to take a jury examination each semester until the semester in which the first degree recital is presented, after which juries are no longer required. Juries will include the faculty members in your major division. Check with your major advisor for jury requirements. (Additionally, any student enrolled in studio instruction on a non-major instrument will be expected to take a jury on that instrument.)

#### **Graduate advisory committee**

The Graduate Advisory Committee administers the student's comprehensive oral examination and the final oral examination/defense. Along with all faculty members in your division, all committee members except for the outside member are expected to attend and grade each degree recital and the lecture-recital. *All committee members must be in place before the first degree recital will be scheduled.*

#### **5 members required**

You must choose your advisory committee members and complete a Graduate Student Advisory Committee Request Form ([www.music.ku.edu/resources/](http://www.music.ku.edu/resources/)) at least four weeks in advance of your first degree recital. All committee members must be a member of the Graduate Faculty. Discuss the membership of your committee with your advisor and personally ask each faculty member to serve. For the DMA advisory committee you must have **5** faculty members as follows: two members from your division, one from musicology **or** music theory, one from outside the School of Music (the "outside member"), and one additional member from the School of Music graduate faculty.

For the PhD in Musicology, your committee will be two members from the Musicology division, one from the Theory division, one outside member, and a fifth member from the School of Music graduate faculty. The committee for the PhD in Theory and DMA in Composition will have two members from the Theory and Composition division, one from the Musicology division, one outside member, and a fifth member from the School of Music graduate faculty.

#### **Outside member**

The outside member must be physically present at the oral comprehensive exam and the final oral exam, but is **not** required to attend your degree recitals or to grade them. The outside committee member represents Graduate Studies and must be a member of the Graduate Faculty. As the Graduate Studies representative, he or she is a voting member of the committee and may or may not participate in questioning you during your oral comprehensive and final exams. The outside committee member is expected to report any unsatisfactory or

unusual aspects of the examination to the Chair of your advisory committee, the Director of Graduate Studies your major area, the School of Music Associate Dean for Academic Affairs, and the Dean of Graduate Studies.

## DEGREE RECITALS

All students in performance and conducting must perform a total of three recitals. This **does not** include the DMA lecture-recital if you select that as your final project. Composition students must present a public program of original compositions approximately 45 minutes in length and participate in at least one work as either a performer or conductor.

Each recital program must be approved by all faculty members in your division before the recital is to be performed. All three recitals may be given before your oral comprehensive examination.

### Recital requirements and grading

Options for the types of recitals that will fulfill the recital requirement can be found on the degree checklist for your major. They can include a full solo recital, concerto performance, chamber music program or a second lecture-recital.

**Piano:** Students majoring in piano must perform a chamber music or concerto recital as one of the three required degree recitals.

**Conducting:** Doctoral conducting students must perform three recitals, each consisting of 50-60 minutes of programmed music. Up to two of those recitals may consist of the combination of works conducted with various official university ensembles over the course of multiple semesters. The third recital must be a single program with a major ensemble assigned as part of course work or teaching duties and presented as a regular program in that ensemble's performance schedule. This third recital may include a complete performance of an opera, ballet/dance or musical. A student who wishes to use an ensemble other than an official university ensemble must obtain permission to do so from the directors of ensembles.

All recitals will be graded by your advisory committee (except the outside member) and faculty members in your division. You must receive at least a composite grade of B on the recital or lecture-recital for satisfactory completion of this degree requirement.

### Scheduling your recital

**All** degree recitals, regardless of where they are held, are scheduled in the School of Music Communications and Events Center, 460 Murphy Hall. The recital scheduling packet is available in 460 Murphy as well as online at [www.music.ku.edu/resources/recitalscheduling.shtml](http://www.music.ku.edu/resources/recitalscheduling.shtml). You will need two signatures on the Graduate Degree Recital Request Form before you can schedule your recital. Your advisor will sign to approve the recital and the Administrative Professional for Graduate Studies will sign to confirm you have a completed graduate advisory committee form on file.

### Priority scheduling

Recital scheduling for each semester begins with the priority scheduling week. Only graduate students are permitted to schedule during the first two days of the priority week. Non degree recitals will be scheduled on the fifth day of that week.

After the priority scheduling week, all recitals are scheduled on a first-come, first-served basis. Priority scheduling week for the fall semester happens in late August or early September. Priority scheduling week for spring happens in late October or early November. Watch for posters in Murphy Hall as well as email notification of priority scheduling dates.

### Recital dates and times

Students are welcome to check the School of Music master calendar – the “Swarthout Book” – any time in 460 Murphy. Before scheduling a recital, confirm available dates with your committee to avoid conflicts. When ready to schedule, be prepared by having a primary date/time and 4 alternative dates/times.

Standard recital times are:

- Saturday and Sunday – 2:30, 5:00, & 7:30 p.m.
- Monday through Friday – 5:00 & 7:30 p.m.

### Recital fees

Recital fees are in the recital packet found at [www.music.ku.edu/resources/recitalscheduling.shtml](http://www.music.ku.edu/resources/recitalscheduling.shtml). They include:

- Murphy Hall Recital
  - Includes hall rental, marketing, piano tuning, programs, student monitor, audio recording & 1 CD
- Bales Recital Hall
  - Includes hall rental, marketing, & programs.
  - Recording is done by Bales staff.
- Off-campus Recital
  - Includes marketing, programs, & student monitor
  - Recording is NOT included
  - **Note: Off-campus recitals may incur extra costs such as venue rental, piano tuning, and recording**
- Conducting Recital
  - Includes marketing, programs, student monitor, audio recording & 1 CD

### Recital programs

It is your responsibility to provide a properly formatted recital program. See the School of Music Student Recital Program Style Guide, in the scheduling packet, for specific program formatting information. The recital programs are due in 460 Murphy 2 weeks in advance of the recital. Both an emailed program and a paper copy signed by the instructor must be submitted at least 2 weeks before the recital. **Failure to meet this deadline will result in cancellation of the recital with no refund of the recital fee.**

### Recital recordings

Graduate students in performance, conducting, and composition whose recital takes place *outside* of Murphy Hall must submit a copy of the program and CD recording of the degree recital to 450 Murphy within one week of the recital. Directions for labeling the CD are in the recital packet found at [www.music.ku.edu/resources/recitalscheduling.shtml](http://www.music.ku.edu/resources/recitalscheduling.shtml). CDs are the current, standard format for performance and composition recitals and should include a printed program that fits within the container (can be included as the back label).



Video recordings of conducting should include a copy of the program reduced in size to fit (or can be included as the back label).

The submitted copy is kept on file in the Thomas Gorton Music Library in Murphy Hall; therefore, the labeling must be consistent with library requirements.

Currently, 2 copies of the recital recording are made of recitals held in Swarthout Recital Hall. The labeling is done for you. One copy is yours; the other copy is submitted to the Student Services office, 450 Murphy. If your recital is in any other venue, you must submit a properly labeled copy of the recital to the Student Services office within one week of the recital.

### **Lecture-recital**

The lecture-recital is the final recital for the DMA in performance areas. It includes the lecture document, which is approved as outlined on [page 18](#). The defense of the written document generally takes place immediately after the lecture-recital, but can be done at any time after the event. The final lecture-recital defense must be scheduled at least 3 months after successfully passing the oral comprehensive exam.

The lecture-recital should be between 70 and 80 minutes in length, including the intermission, normally with a minimum of 30 minutes' performance time. The music should be new to the student and should include at least one major work. The candidate should be the principal performer and lecturer.

The candidate may present the lecture as a formal reading of the paper or in a less formal, paraphrased manner. The style of the presentation will be determined by the student and the major advisor.

## **GETTING READY TO GRADUATE**

At some point you will have completed most, if not all, of your degree requirements and will be preparing to graduate. Timing the final tasks and understanding the accompanying policies will ensure that you graduate when you want to graduate.

### **Graduate Progress to Degree Form**

The Graduate Progress to Degree (GPtD) form at [www.music.ku.edu/resources/](http://www.music.ku.edu/resources/) must be completed by you and submitted to the Administrative Professional for Graduate Studies, 450 Murphy, *no later than 2 weeks* before your scheduled oral comprehensive exam and your scheduled final exam. The form is submitted before the oral comprehensive exam to verify that you have completed the RSRS requirement (see [page 12](#)), are in good academic standing, have completed the residency requirement, and that you have successfully passed all written comprehensive exams. The same form is used before the final examination to submit the topic of your final document or dissertation to the KU Office of Graduate Studies.

### **Written comprehensive examinations in Musicology and Music Theory**

All students enrolled in the DMA and PhD programs must successfully pass the written examinations in Musicology and Music Theory before scheduling the oral comprehensive examination. You must have satisfied all diagnostic examination deficiencies before you can take the written comprehensive exams. The written comprehensive exams are given once during each semester; the dates are on the

[School of Music Graduate calendar](#). When you are ready to take the examinations, notify the Musicology and Music Theory division directors that you intend to participate in the next scheduled exams.

There are notebooks in the Music Library of previous exams that you can peruse to prepare for the written comprehensive exams. Guidelines for the written comprehensive exams can be found in [Appendix III](#) and [Appendix IV](#).

### **Oral Comprehensive Examination**

You may schedule your oral comprehensive exams

- when you have passed your written comprehensive exams;
- when you have given at least two of your required degree recitals;
- when you have no incompletes on your transcript in any classes; and
- if you are in good academic standing.

Under no circumstances will you be allowed to schedule and take the oral examination until all of these criteria have been met.

The comprehensive oral examination will cover all aspects of your major field of study and serves as a synthesis of your academic training as a whole. Questions will be asked by each member of your committee to assess the professional level and depth of your knowledge of theory, musicology, pedagogy, repertoire, and any other specific questions deemed pertinent to your major area. Doctoral students are expected to have developed the capacity for individual study and inquiry; therefore, the subject matter of the examination is not necessarily limited to courses in which the student has enrolled.

For every scheduled examination, the committee reports a grade of Honors, Satisfactory, or Unsatisfactory. If you receive a grade of Unsatisfactory on the exam, you may repeat it on the recommendation of your graduate advisory committee, but under no circumstances will you be allowed to take it more than three times. You may not retake the oral examination until at least 90 days have elapsed since the previous attempt.

### **Post-oral comprehensive enrollment (continuous enrollment)**

Beginning with the semester *after* passing the comprehensive oral exam, until all requirements for your degree are completed or until 18 post-comprehensive hours have been completed, you must enroll in a minimum of 6 credits during the fall and spring semesters. PhD candidates must also be enrolled in 3 hours during the summer session. The credits taken during the semester you pass your oral comprehensive exam will count toward the 18 post-comprehensive credit requirement.

If you have reached the 18 credit maximum and still have not completed your degree requirements, you must continue to be enrolled every semester until you graduate. It can be an enrollment of no more than 1 credit, however.

### **Timing of oral exam, document proposal, final exam and graduation**

For DMA students, according to Graduate Studies policy, **at least three months** must elapse between the successful completion of the comprehensive oral examination and the date of the final examination. For PhD students, **at least five months** must elapse.

The Graduate Studies Office has deadlines each semester for when all degree requirements must be met to graduate that semester. All degree requirements must be completed, exams passed, and your dissertation or document and application to graduate in Enroll & Pay must be submitted by that deadline. Those dates are on the Graduate Studies Graduate Calendar, [www.graduate.ku.edu/](http://www.graduate.ku.edu/), under Current Students. Extensions cannot be granted.

You are strongly advised to meet with either the Director of Graduate Studies in your major area or the Administrative Professional for Graduate Studies in the Student Services office to plan the timing of the oral exam, document proposal, final exam, and graduation. Incorrectly determining when each of these events will be scheduled can cost you a semester or even two. Do **not** leave this planning until the semester you intend to graduate.

### **Scheduling your Oral Comprehensive Examination and your Final Doctoral Examination**

When you are ready to schedule your Oral Comprehensive Exam or Final Doctoral Exam with the members of your Graduate Advisory Committee, you must

- find a date and time that all committee members can meet with you.
- find and reserve a location. The Music Library Seminar Room is a popular site.
- complete the GPtD form ([www.music.ku.edu/resources/](http://www.music.ku.edu/resources/)), following the directions at the top of that form. The GPtD form must be turned in to the Student Services office, 450 Murphy, **AT LEAST 3 WEEKS** in advance of the exam date. The form will be used as a pre-approval for your exam as well as a reporting mechanism for your committee when you complete the exam.

## **WRITTEN FINAL DOCUMENTS**

All doctoral students in the School of Music have a written document that they will defend at their final doctoral examination. PhD students in Musicology and Music Theory, and DMA students in Composition, will defend a dissertation. DMA students in Composition will write a major composition and a substantive analysis. DMA students in Performance will present either a lecture-recital with an accompanying document, or will write a more extensive DMA document in lieu of the lecture-recital.

### **Dissertation proposal: Musicology, Music Theory and Composition majors**

After successfully completing the oral comprehensive examination and no later than the end of the semester in which the oral examination was completed, you must submit a proposal for a PhD or DMA (composition majors) dissertation. The proposal normally includes

- a completed Research Proposal Form ([music.ku.edu/resources/](http://music.ku.edu/resources/));
- a narrative description that defines the topic, lists and comments on the existing writings and editions related to the topic, explains what the proposed work will contribute, and closes with a statement about possible conclusions that the research might establish;
- a tentative outline or table of contents that indicates how the paper will be organized;
- a preliminary bibliography that lists all available materials concerning the

topic and possibly organizing the bibliographic entries by category, such as articles, books, and scores, if the list is lengthy;

- and for composition majors, the outline for a large-scale work for orchestra with or without soloists, a work for chorus and orchestra, or an opera, including a preliminary analysis.

Confer with your advisory committee chair and other committee members until the proposal is ready to distribute to the entire committee.

The proposal must be submitted to the advisory committee for approval **at least** 6 weeks in advance of the scheduled final defense.

### **DMA Lecture-Recital proposal schedule**

The lecture-recital document proposal should include a preliminary outline and bibliography.

- **Six weeks prior** to the lecture-recital: draft of document delivered to the advisor
- **Four weeks prior**: comments returned to student
- **Three weeks prior**: revised document delivered to the committee
- Scheduled lecture-recital given and final examination passed
- **Document submitted** to the Administrative Professional for Graduate Studies in 450 Murphy Hall

### **Lecture-Recital Document or Final DMA document submission**

*NEW Spring 2013: All DMA documents will be submitted electronically.*

Beginning Spring 2013, all final doctoral documents, including the DMA lecture-recital document, will be submitted electronically. Information regarding the Electronic Thesis and Dissertation process, including formatting, submission instructions, and support workshops can be found at [www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml).

Submission of the final document **must** occur by the Graduate Studies deadline for completion of degree requirements if you plan to graduate the semester you are presenting your final defense. The Graduate Studies calendar is found at [www.graduate.ku.edu](http://www.graduate.ku.edu).

### **PhD Dissertation and DMA in Composition publishing (ETD or Electronic Thesis/Dissertation)**

If you are a PhD student in Musicology or Music Theory, you must submit the final draft of your dissertation to UMI publishing. The instructions for submission can be found at the Graduate Studies website, [www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml). Submitting your dissertation to UMI for publication is a requirement for receiving your degree. The final document must be submitted for school approval no later than the semester deadline for meeting degree requirements for graduation. The deadline can be found on the Graduate Studies calendar, [www.graduate.ku.edu/](http://www.graduate.ku.edu/).

DMA students in Composition submit their final composition project online as well, [www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml). According to UMI publishers your submission will be published in an 8.5 x 11 format regardless of the size of the document you submit. If you have questions about the submission of large-format scores, please contact UMI.

<b>Signed title page, signed approval page, and abstract for your file</b>	To complete requirements for graduation, <b>all</b> doctoral students, PhD and DMA, who have written a final document must submit a signed title page, signed approval page, and an abstract to the Student Services office, 450 Murphy. You are advised to take the signature pages with you to the Final Exam/Defense to get the necessary signatures while your committee is convened.
<b>Final Oral Examination</b>	For doctoral candidates in Composition, Musicology, and Music Theory, the final examination is devoted primarily to a defense of the dissertation. For candidates in conducting and performance, the examination will deal primarily with the research reported in the DMA document or lecture-recital.
<b>Enrollment during your final semester</b>	University policy states that you must be enrolled in at least 1 credit during the semester you are graduating.
<b>Enrollment grace period</b>	There is, however, an enrollment “grace period.” If you meet all degree requirements, which includes passing your final exam and submitting written documents, by the end of the first two weeks of the Fall or Spring semester (or the end of the first week of the Summer semester), you do not have to enroll, but will graduate that semester. You have to have been enrolled in at least one credit the previous semester.
<b>Application for graduation</b>	You are urged to complete an application for graduation at the beginning of the semester you plan to graduate. This is done on Enroll and Pay. You must have submitted your application to graduate by the Graduate Studies completion deadline. If you do not graduate the semester you apply, you need to <i>reapply</i> during the semester you plan to graduate.
<b>Are you finished?</b>	Doctoral students must be especially focused on the timing of the final semesters of their degree program. You are strongly encouraged to meet with the Administrative Professional for Graduate Studies well before you plan to graduate to make certain you are meeting all requirements, that you know what remains, and that you will be approved to graduate.
<b>Graduation information</b>	<p>Degrees are awarded three times a year to graduate students who have met the requirements specified by the Graduate School as found in the Graduate Catalog.</p> <p>Graduation ceremonies are held at the University and School levels once each year at the end of the Spring semester. The School of Music graduation ceremony is held on the Saturday following finals week. Candidates who have met requirements during the Spring semester or have graduated at the end of the previous Summer and Fall semesters will be sent, in late March, information on the graduation ceremony.</p> <p>Information on the University commencement can be found at <a href="http://www.commencement.ku.edu">www.commencement.ku.edu</a>.</p> <p>To order your diploma, refer to <a href="http://www.registrar.ku.edu/~registr/former/diplomas.shtml">www.registrar.ku.edu/~registr/former/diplomas.shtml</a></p>

## Doctoral Hooding Ceremonies

**IMPORTANT NOTE:** There are two graduation events that occur in the Spring for graduate students. One is the School of Music convocation. This is an informal event to which ALL music graduate students, even those who may not be graduating until the next Summer or Fall semester, are invited to attend and be hooded. It offers Masters and Doctoral students the opportunity to participate in the ceremony if they do not plan to be participating in the ceremony during the Spring after they graduate.

The other event is the official University of Kansas doctoral hooding that usually takes place in the Lied Center. You must register to take part in that event and it is open **ONLY** to those doctoral students who **HAVE** graduated or are graduating that Spring semester. If you have not yet graduated, you may not participate in the official doctoral hooding until the next Spring ceremony.

## COGSIM (Committee on Graduate Studies in Music)

The Committee on Graduate Studies in Music consists of 5 faculty members elected by the School of Music faculty and 2 graduate student representatives selected from among members of the Student Advisory Committee early in the fall semester. The committee shall:

- monitor artistic and academic requirements and standards of graduate programs in cooperation with the divisions;
- consider requests for curricular changes and changes in degree requirements from the divisions and make recommendations to the faculty;
- act on petitions from graduate students;
- advise the Associate Dean for Academic Affairs on matters pertaining to the admission and retention of graduate students, the maintaining of student files, the appointment of advisory and examining committees, appointments to the graduate faculty, the certification of candidates for degrees, and liaising with Graduate Studies;
- act as a grievance committee for graduate students when necessary, referring any unresolved grievances to the Dean of Graduate Studies or to the University Judicial Board (see *Rules and Regulations of the University Senate* [USSR] 2.6.2 and 2.6.3).

## Graduate Student Appeals

For exceptions to degree requirements or other policies and regulations within each degree program, students must submit a petition to COGSIM. The petition form is found at [www.music.ku.edu/resources/](http://www.music.ku.edu/resources/) and, once completed, is submitted to the Student Services office, 450 Murphy.

## KU INFORMATION KU Website/School of Music Website

The official KU home page is [www.ku.edu](http://www.ku.edu)  
The official School of Music home page is [www.music.ku.edu](http://www.music.ku.edu)

These two websites contain a wealth of information. You can find information on

## Grievance Procedure

the KU website about parking, student health services, recreation services, KU ID cards, email, enrollment – everything to get you started.

Any graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter should present a grievance to his or her Division Director. Should the student be unsatisfied with the decision at the Divisional level, he or she may present an appeal to the Associate Dean for Academic Affairs. If the student is not satisfied with the decision of the Associate Dean of Academic Affairs, an appeal may be made to the Judicial Board.

Except as provided in *USRR 6.5.4*, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure.

## Legal services for students

The University of Kansas Student Senate is committed to providing students enrolled at the Lawrence campus with assistance on commonly occurring legal issues. Through a portion of the campus fees, Student Senate funds a law office on campus, Legal Services for Students. The purpose is to encourage students to seek the advice of an attorney in order to prevent legal difficulties and to provide assistance when students anticipate or encounter legal problems.

Legal Services for Students attorneys (or law students working under the supervision of an attorney) interview and advise students regarding legal matters. The office provides three major services: advice, representation, and educational programs. For more information, see [www.legalservices.ku.edu/](http://www.legalservices.ku.edu/).

## University Ombuds Office

The role of the University Ombuds Office is to ensure that staff, students, and faculty receive fair, equitable, and just treatment within the university system. An Ombuds considers all sides in an impartial and objective way in order to resolve problems and concerns raised by members of the university community.

The name of the person requesting help can only be used in the investigation of the matter with the visitor's permission. Contact and communication with the office are confidential. The Ombuds Office does not keep records on behalf of the university. If you have a reason for not wanting to go through official channels, a talk with an Ombuds may help to identify alternative courses of action. For many problems, a normal procedure or route of appeal is set out in university policies and procedures. Academic advisors, department chairpersons, deans, and directors are all, by virtue of their office, experts at handling specific types of problems, and should normally be consulted first. If you don't know whether there is a procedure that fits your situation, refer to [www2.ku.edu/~ombuds/](http://www2.ku.edu/~ombuds/) for information.

## International Student and Scholar Services

If you are an International Student, please become familiar with the International Student and Scholar Services (ISSS), [www.iss.ku.edu/](http://www.iss.ku.edu/). There are often variations in each situation; the ISSS advisors can best advise you on how academic decisions, such as taking a leave of absence, dropping below full-time status, or changing majors, can affect your visa status.





## **ATTACHMENT I – WEB-BASED RESOURCES**

SCHOOL OF MUSIC GRADUATE CALENDAR

[www.music.ku.edu/resources/docs/graduate/gradcalendar.pdf](http://www.music.ku.edu/resources/docs/graduate/gradcalendar.pdf)

GRADUATE INFORMATION – MUSIC

[www.music.ku.edu/resources](http://www.music.ku.edu/resources)

GRADUATE STUDIES CATALOG

[www.catalogs.ku.edu/graduate/](http://www.catalogs.ku.edu/graduate/)

KU GRADUATE STUDIES OFFICE

[www.graduate.ku.edu](http://www.graduate.ku.edu)

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

[www.iss.ku.edu](http://www.iss.ku.edu)

FAMILY RESOURCES/HOUSING

[www.housing.ku.edu/apartment\\_living.shtml](http://www.housing.ku.edu/apartment_living.shtml)

FINAL DOCUMENT INFORMATION (Thesis, PhD Dissertation, DMA Lecture-Recital Document, and DMA Document)

[www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml)

GRADUATION

<http://www.registrar.ku.edu/current/graduation.shtml>

## ATTACHMENT II – SCHOOL OF MUSIC DIRECTORY

<b>Office of the Dean – 446 Murphy</b>		<b>785-864-3421</b>
Robert Walzel, Dean	<a href="mailto:robert.walzel@ku.edu">robert.walzel@ku.edu</a>	
Janet Corwin, Administrative Associate	<a href="mailto:jcpiano@ku.edu">jcpiano@ku.edu</a>	
Kathy Horton, Asst. to Business Manager	<a href="mailto:khorton@ku.edu">khorton@ku.edu</a>	
Lisa Shaw, Business Manager	<a href="mailto:lshaw@ku.edu">lshaw@ku.edu</a>	
<b>Associate Dean for Academic Affairs – 400 Murphy</b>		<b>785-864-9746</b>
Martin Bergee, Associate Dean	<a href="mailto:mbergee@ku.edu">mbergee@ku.edu</a>	
<b>Associate Dean for Infrastructure – 314 Murphy</b>		<b>785-864-4525</b>
Paul Stevens, Associate Dean	<a href="mailto:pstevens@ku.edu">pstevens@ku.edu</a>	
<b>Assistant Dean for Student Opportunity-452 Murphy</b>		<b>785-864-4466</b>
Dina Evans, Assistant Dean	<a href="mailto:dpevans@ku.edu">dpevans@ku.edu</a>	
<b>Band Office – 124 Murphy</b>		<b>785-864-3024</b>
Leslie O’Neil, Administrative Assoc. Sr.	<a href="mailto:loneil@ku.edu">loneil@ku.edu</a>	
<b>Music Education/Music Therapy – 448 Murphy</b>		<b>785-864-4787</b>
Lois Elmer, Administrative Assistant	<a href="mailto:elmer@ku.edu">elmer@ku.edu</a>	
<b>Student Services – 450 Murphy</b>		<b>785-864-2958</b>
Rita Riley, Director/Undergrad	<a href="mailto:rriley@ku.edu">rriley@ku.edu</a>	785-864-2954
Jane Gnojek, Admin Professional/Grad	<a href="mailto:jgnojek@ku.edu">jgnojek@ku.edu</a>	785-864-2862
<b>Communications and Events Center – 460 Murphy</b>		<b>785-864-3436</b>
Erin Curtis-Dierks, Communication Director	<a href="mailto:edierks@ku.edu">edierks@ku.edu</a>	785-864-9742
Leslie Jabara, Coordinator/Recruitment/Midwestern Music Academy	<a href="mailto:ljabara@ku.edu">ljabara@ku.edu</a>	785-864-9751
Colin Mahoney Recording Technician	<a href="mailto:recording@ku.edu">recording@ku.edu</a>	785-864-4335
Laura McCorkill Recital Coordinator	<a href="mailto:lmccorki@ku.edu">lmccorki@ku.edu</a>	785-864-9864

**Division Directors:**

<i>Brass and Percussion</i>			
	Steve Leisring	<a href="mailto:leisring@ku.edu">leisring@ku.edu</a>	128 Murphy
<i>Band</i>			
	Paul Popiel	<a href="mailto:ppopiel@ku.edu">ppopiel@ku.edu</a>	124B Murphy
<i>Choral</i>			
	Paul Tucker	<a href="mailto:ptucker@ku.edu">ptucker@ku.edu</a>	336 Murphy
<i>Orchestra</i>			
	David Neely	<a href="mailto:dneely@ku.edu">dneely@ku.edu</a>	126 Murphy
<i>Music Education and Music Therapy</i>			
	Alicia Clair	<a href="mailto:aclair@ku.edu">aclair@ku.edu</a>	448 Murphy
<i>Music Theory and Composition</i>			
	James Barnes	<a href="mailto:jbarnes@ku.edu">jbarnes@ku.edu</a>	222 Murphy
<i>Musicology</i>			
	Roberta Schwartz	<a href="mailto:rfschwar@ku.edu">rfschwar@ku.edu</a>	434 Murphy
<i>Organ/Church Music</i>			
	Michael Bauer	<a href="mailto:mbauer@ku.edu">mbauer@ku.edu</a>	346 Murphy
<i>Piano</i>			
	Scott McBride Smith	<a href="mailto:smcbsmith@ku.edu">smcbsmith@ku.edu</a>	304 Murphy
<i>Strings</i>			
	Edward Laut	<a href="mailto:elaut@ku.edu">elaut@ku.edu</a>	316 Murphy
<i>Voice and Opera</i>			
	John Stephens	<a href="mailto:jastephens@ku.edu">jastephens@ku.edu</a>	306 Murphy
<i>Woodwinds</i>			
	Margaret Marco	<a href="mailto:mmarco@ku.edu">mmarco@ku.edu</a>	340 Murphy
<i>Jazz</i>			
	Dan Gailey	<a href="mailto:dgailey@ku.edu">dgailey@ku.edu</a>	122 Murphy

**Graduate Directors**

<i>Musicology/Music Theory/Composition</i>			
	TBD		
<i>Music Education and Music Therapy</i>			
	James Daugherty	<a href="mailto:jdaugherty@ku.edu">jdaugherty@ku.edu</a>	432 Murphy
<i>Music Performance and Conducting</i>			
	Margaret Marco	<a href="mailto:mmarco@ku.edu">mmarco@ku.edu</a>	340 Murphy

## ATTACHMENT III – WRITTEN COMPREHENSIVE AND ORAL EXAMINATIONS IN MUSICOLOGY

1. For all students, a general knowledge of the history of music, including the ability to discuss representative examples of music. Suggested topics:
  - a. Developments in the periods of musicology and how music changed between the periods
  - b. Regional or national developments in music
  - c. Developments of musical forms, compositional procedures, and genres
  - d. Performance practices, performance media, and musical instruments
  - e. Important composers, theorists, and treatises
2. For all students, a knowledge of general bibliography in music, especially as it relates to the student's particular field. Suggested topics:
  - a. Reference sources, such as *The New Grove Dictionaries*, *MGG*, *Baker's Biographical Dictionary*, *RILM*, *RISM*, etc.
  - b. Knowledge of online and software resources of information, e.g., *WorldCat*, *ArticleFirst*, *Music Index*, *RILM*, etc.
  - c. Historical sets and monuments of music
  - d. Collected editions of individual composers and thematic catalogs
  - e. Standard works on eras, genres, biography, and theory
3. For students in music theory and composition, a knowledge of the history of music theory and composition from ancient Greece to the present. The student should know specific theorists and treatises, important developments in music theory, how theorists at different times described certain techniques and stylistic aspects of their time, and how theory related to actual music. Suggested topics:
  - a. The history and theories of counterpoint, harmony, modes, forms, tonality, rhythm, and tunings and techniques
  - b. Twentieth-century notation and techniques
4. For students in performance, a specialized knowledge of:
  - a. The history of music written for the performer's medium, with an understanding of important stylistic changes within and between the various historical periods, major composers, and their most significant compositions in the performer's medium.
  - b. Knowledge of the history of the instrument and related instruments and performing groups.
  - c. The performance practices of the various historical periods, with knowledge of primary and secondary sources that describe these practices.

## ATTACHMENT IV – COMPREHENSIVE EXAMINATIONS IN MUSIC THEORY

1. All music DMA and PhD candidates entering the graduate program after 1/1/08 are required to take the written comprehensive theory examination. Students who entered the doctoral programs *prior* to 1/1/08 have the option to take either the written comprehensive theory examination or complete two extensive theory analysis projects – one tonal and one post-tonal.
2. One general examination will be given to all students. Requirements and expectations for theory and composition students on this examination will be more stringent than for students in other disciplines. Additional analysis required for PhD theory students will be prescribed by the Theory and Composition faculty.
3. Examinations will consist of an analysis of a tonal work using Schenkerian procedures, and a separate analysis of a post-tonal work.
4. Students must successfully complete both portions of the examination. Students who fail all or a portion of the examination will be allowed to re-take all or a specific portion on scheduled make-up dates.
5. An extensive rubric, demonstrating the format of the test, plus examples of a successful analysis compared to a less satisfactory attempt, will be available in the music library well in advance of the date of the examination.
6. Students will be allowed three opportunities to pass both portions of the written comprehensive theory exam.
7. In order to successfully complete this examination, the Theory and Composition faculty *strongly recommend* that all entering DMA and PhD students take a course in Schenkerian Analysis if they have not already taken it.