

# **GRADUATE HANDBOOK IN MUSIC 2016-2017**

Sarah & Ernest Butler School of Music

The University of Texas at Austin

<http://www.music.utexas.edu>

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# **I. ADMINISTRATIVE DIRECTORY**

(FOR A COMPLETE LISTING, GO TO [WWW.UTEXAS.EDU/](http://WWW.UTEXAS.EDU/). ALL PHONE NUMBERS ARE WITHIN AREA CODE 512 UNLESS OTHERWISE INDICATED.)

THE GRADUATE SCHOOL - Main Building 101 (in the Tower)  
<http://www.utexas.edu/ogs/>

Graduate Dean (ad interim)	Marvin Hackert	471-4511
Associate Dean	Dean Niekirk	
Assistant Dean	Michelle Broadway	

Graduate Student Services		471-4511
Director, Student Services	Julie Meyer	
Degree Evaluator	Renee Babcock	
Degree Evaluator	Holly Bhasin	
Adds/Drops/Withdrawals/Grade changes	Diana Larkin	
Student Employment Validation/ Asst. to M. Broadway/T. Kahn	Karen Sacratini	
Fellowships	Elizabeth Korves	

COLLEGE OF FINE ARTS  
<http://www.utexas.edu/finearts/>

Dean	Douglas Dempster	DFA 2.4
Reception		DFA 2.4 471-1655
Student Affairs	Rachel Martin	DFA 2.4 471-5011
Fine Arts Career Services	Karen Munnelly	DFA 1.103 232-7333

THE SARAH & ERNEST BUTLER SCHOOL OF MUSIC  
<http://www.music.utexas.edu/>

Director	Mary Ellen Poole	MRH 3.834B
Associate Director	Jeffrey Hellmer	MRH 3.830
Director of Graduate Studies (Graduate Adviser)	David Small	MRH 3.704
Graduate Coordinator	Jeffrey Grimes	MRH 3.706 232-2066
Grad. Admissions Coordinator & Outreach	Daniel Seriff	MRH 3.708 471-5496
Asst. Graduate Adviser	Jim Buhler	MRH 3.722
Graduate Studies Committee Chair	Michael Tusa	MRH 3.734
Minority Liaison Officer	Charles Carson	MRH 3.736
Course Scheduling	Stephen Wray	MRH 3.836C 471-5505
Scholarships/Assistantships	Anne Hall	MRH 3.836 232-2054
Operations Manager & Scheduling	Page Stephens	MRH 3.748 232-6290
Scheduling Assistant	Sonja Larson	MRH 3.744 232-2071

Business Office	Tony Zapata	MRH M3.116 471-1246
HR Coordinator	Aaron Pyle	MRH M3.116 471-3385
Music Services Center/Facilities	Russell Podgorsek	MRH 3.810 471-2725
Undergraduate Office	Sarah Borshard	MRH 3.836A 471-0504
	Rose Yurcina	MRH 3.836F 471-6501
Director of Undergraduate Studies	Martha Hilley	MRH 4.190 471-0751
Reception	(personnel varies)	MRH 3.832 471-7764

#### DIVISION HEADS (Academic Year 2016-2017)

Brass/Woodwinds/Percussion	Patrick Hughes
Chamber/Collaborative Music	Kristin Jensen
Collaborative Piano	Anne Epperson
Conducting/Ensembles	Jerry Junkin
Jazz Studies/Music Industry	Jeffrey Hellmer
Keyboard	Anton Nel
Music & Human Learning	Bob Duke
Musicology/Ethnomusicology	Luisa Nardini
Strings	Bion Tsang
Theory/Composition	Jim Buhler
Vocal Arts	Darlene Wiley

#### GRADUATE STUDIES COMMITTEE (GSC) IN MUSIC

Membership may vary from year to year but always includes actively employed tenured and tenure-track music faculty at UT-Austin, i.e., music faculty with the rank of Professor, Associate Professor, or Assistant Professor. The GSC in Music reviews and approves revisions to departmental policies affecting graduate music students and music faculty who teach graduate music students, as well as reviewing and recommending changes to graduate-level music degree programs.

For a current list of GSC members by department, go to:

<http://www.utexas.edu/ogs/pdn/pdf/gsc-listing.pdf>

#### GRADUATE ACADEMIC AFFAIRS COMMITTEE (GAAC), Academic Year 2016-2017

Michael Tusa, Chair

Donald Grantham

Darlene Wiley

Russell Pinkston

DaXun Zhang

The GAAC is a subcommittee of the GSC in Music and reviews various proposals, academic and degree program issues/changes affecting graduate music students and music faculty, before presentation to the GSC. The GAAC also reviews and recommends nominees for the Continuing University Fellowships and allocates funding for Graduate Student Professional Development Awards (Travel Awards).

## GRADUATE COUNSELORS

Graduate-level Performance (includes MM & DMA except as indicated):

Brass, Wind, Percussion	Thomas Burritt	MRH 6.228
	Patrick Hughes	MRH 5.274
Chamber Music (MM only)	John Largess	MBE 3.508
Collaborative Piano	Anne Epperson	MRH M3.112
Conducting-Choral (& Sacred Mus. MM)	James (Jim) Morrow	MBE 2.116FA
Conducting-Band/Wind Ensemble & Conducting-Orchestral	Jerry Junkin	MBE 2.402B
Jazz & Jazz MHL	Jeff Hellmer	MRH 4.122
Literature/Pedagogy (MM only)	SEE PERFORMANCE COUNSELOR	
Organ & Sacred Music Emph. (MM)	Joonho Park	MRH 4.162
Piano	Gregory Allen	MRH 4.186
	David Renner	MRH 4.158
Strings	Roger Myers	MRH 5.112
	DaXun Zhang	MRH 5.102
Opera/Opera Emphases	Robert DeSimone	PAC 3.604
Voice Pedagogy (DMA only)	David Small	MRH 4.118
& Artist Diploma in Voice Performance (non-degree certificate program)		
MM, PhD in Music Theory	Eric Drott	MRH 3.730
MM, DMA in Music Composition	Russell Pinkston	MRH 4.156
MM, DMA, PhD in Mus. & Human Lrng.	Robert Duke	MBE 2.208
MM, PhD in Musicology	Luisa Nardini	MBE 3.602
MM, PhD in Ethnomusicology	Robin Moore	MBE 3.202

All graduate students in Music with the exception of doctoral candidates must be advised by their specific graduate counselor, obtain that person's signature, and have their advising bars lifted by department staff before being allowed to register for courses. Some students may need to see Prof. David Small Director of Graduate Studies and Graduate Adviser in Music, for registration difficulties and for his additional signature before getting the advising bar lifted. Any special problems, petitions, etc. should be directed to him.

## **II. GENERAL INFORMATION**

The University of Texas at Austin is the major graduate institution in the University of Texas System. It was established in 1883, and it is the only southwestern member of the Association of American Universities.

### **FACILITIES FOR GRADUATE WORK**

The University of Texas at Austin has distinguished libraries, special collections, and other very well-equipped research facilities. The libraries, collectively the ninth largest academic library in the United States, include the General Libraries, the Law Library, and the Humanities Research Center. The General Libraries include the Main Library (the Perry-Castaneda Library), the Undergraduate Library, the Film Library, twelve branch libraries including the Fine Arts Library, the Collections Deposit Library, and five special collections: the Asian Collection, the Eugene C. Barker Texas History Center, the Nettie Lee Benson Latin American Collection, the Lyndon B. Johnson School of Public Affairs Library, and the Middle East Collection. In addition, the Harry Ransom Humanities Research Center provides numerous sources for literary and cultural research. Detailed information about these facilities is available online at <http://www.lib.utexas.edu/>.

### **LIVING ACCOMMODATIONS**

Graduate students are not required to live on campus, and the University maintains no list of approved off-campus privately-owned housing. However, there is a graduate student unit within Jester Center, a residential-academic complex on campus. For married students, the University offers apartments off-campus, furnished or unfurnished, with shuttle bus service available. For further information, contact the Division of Housing and Food Service, (phone: 512-471-3136), or go to <http://www.utexas.edu/student/housing/>.

### **HEALTH AND SAFETY STATEMENT**

Health and safety depend in large part on the personal decisions of informed individuals. Please follow the advice of faculty and BSOM personnel regarding hearing, vocal and musculoskeletal health and injury prevention, and the use, proper handling, and operation of potentially dangerous materials, equipment and technology. Be mindful of the acoustics and health-related conditions in practice, rehearsal, and performance facilities. Please direct any safety concerns to Page Stephens, Scheduling Coordinator at 512-232-6290 and any health concerns to the University Health Services at 512-471-4955.

### **HEALTH SERVICES**

The University Health Center offers currently enrolled graduate students consultation with staff physicians, emergency treatment, hospitalization, minor surgical operations, ambulance or automobile transportation to the Center, and several other health services, including but not limited to a pharmacy, physical therapy, and health promotion resources. The phone number is 471-4955; website <http://www.utexas.edu/student/health/>.

## IMMUNIZATION AND MEDICAL TEST REQUIREMENTS

A number of immunizations are recommended for all students, but there are no medical clearance *requirements* for students who were born in or who are permanent residents of the United States. However, there are medical clearance requirements for all incoming international students. International students cannot register for classes (even during new student orientation sessions) until they have submitted documentation to University Health Services (UHS) that they have met certain immunization and medical test requirements.

For information about recommended immunizations, go to <https://healthyhorns.utexas.edu/requiredvaccine/index.html>. International students should then click “International Students – Immunization Requirements” to find details about required immunizations and medical tests, to download and print the *TB and Vaccination History for International Students* form, and to find instructions for submitting medical clearance information to UHS.

For questions regarding medical clearance requirements and medical bars, international students should call the UHS Immunization Compliance department at (512) 475-8301, or email [imm@uhs.utexas.edu](mailto:imm@uhs.utexas.edu). Provide your UT EID, and be as detailed as possible about your question or circumstances.

## FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that pertains to the release of and access to educational records. Detailed information about FERPA can be found at <http://registrar.utexas.edu/students/records/ferpa/>.

### **III. GRADUATION TIMELINES**

#### MASTER OF MUSIC (MM)

##### **Prior to 1<sup>st</sup> semester**

- All students take the diagnostic examinations in music history and music theory. Additional diagnostic exams are administered for students in composition, jazz and music theory.

##### **3<sup>rd</sup> semester**

- MM Piano Performance students take their group comprehensive exam.
- With the approval of their studio teacher some performance area students may perform their thesis recital.

##### **4<sup>th</sup> semester**

- Students must submit a completed MM degree check form to verify their completion of coursework.
- MM String students take their group comprehensive exam.
- All other students take individual comprehensive exams as arranged by their studio teacher (for performance area students) or their supervising professor (for academic area students).
- Most performance area students perform their thesis recital.
- MM Music & Human Learning – Non-Thesis Track (36 hours) complete their master's project.
- MM Music Theory, MM Music & Human Learning – Thesis Track (30 hours) and MM Composition students complete their master's thesis and submit it to the Graduate School.
- MM Ethnomusicology and MM Musicology students complete their master's report and submit it to the Graduate School.

#### DOCTOR OF MUSICAL ARTS (DMA)

##### **Prior to 1<sup>st</sup> semester**

- All students take the diagnostic examinations in music history and music theory. Additional diagnostic exams are administered for students in composition, jazz and music theory.

##### **1<sup>st</sup> semester**

- For students who completed an MM degree before coming to UT-Austin, course transfer requests must be submitted in the first semester. If they haven't been submitted by at least the advising period for spring classes (i.e. late October), the student's registration will be barred.



### **2<sup>nd</sup> semester**

- All first year DMA students should meet with the Graduate Coordinator for an audit of their coursework during the advising period for summer and fall classes in April. Registration will be barred until this meeting takes place.

### **3<sup>rd</sup> – 4<sup>th</sup> semesters**

- Students typically perform their DMA 1 and Chamber recitals in their second full year. The timing of these two recitals may vary considerably from student to student, however. Please note, both recitals may not be performed in the same semester without approval from the Graduate Adviser.

### **4<sup>th</sup> semester**

- Students must submit a completed DMA course outline to verify their completion of coursework.
- Unless there are mitigating circumstances (for ex., insufficient number of master's level credits that can be transferred or an unusually large number of deficiency courses a student must complete) documented and approved by the Graduate Adviser, all DMA students must attempt the common comprehensive exams.
- Similarly, all DMA students must complete their specialized comps.

### **5<sup>th</sup> semester**

- Unless a particular student has failed one or more sections of the common comprehensive exams, all DMA students must form their committee and apply for candidacy.
- Some students may choose to perform their DMA 2 recital after advancing to candidacy.
- Students already in candidacy may also choose to perform their lecture-recital, defend and graduate.

### **6<sup>th</sup> semester**

- Students who passed their common comprehensive exam retake(s) in their 5<sup>th</sup> semester must form their committee and apply to candidacy prior to the 12<sup>th</sup> class day.
- Most DMA students perform their DMA 2 recital, which must precede their lecture-recital by at least one month. (The DMA 2 may never be performed after the lecture-recital.)
- Most DMA students perform their lecture-recital. The lecture-recital may not take place in the last two weeks of the semester.
- Following the lecture-recital, DMA students schedule and complete their defense. The defense may not take place in the last week of classes.

DOCTOR OF PHILOSOPHY (PHD)

(For a more detailed list of program requirements and timelines, see the Milestones for each PhD degree program here: <https://gradschool.utexas.edu/academics/milestones>).

## MUSICOLOGY/ETHNOMUSICOLOGY

### **Prior to 1<sup>st</sup> semester**

- Take the diagnostic examinations in music history and music theory.

### **1<sup>st</sup> semester**

- Review degree requirements and milestones agreement form with adviser.
- For students who completed an MM degree before coming to UT-Austin, course transfer requests must be submitted in the first semester. If they haven't been submitted by at least the advising period for spring classes (i.e. late October), the student's registration will be barred.

### **4<sup>th</sup> semester**

- Complete all required, formal coursework.
- Successfully complete comprehensive exams (some students may wait until the 5<sup>th</sup> or 6<sup>th</sup> semester).
- Defend dissertation prospectus.
- Successfully complete two foreign language exams (no later than the 4<sup>th</sup> semester).

### **5<sup>th</sup> semester**

- Form doctoral committee and advance to candidacy (may take place later if the comprehensive exams are delayed)

### **10<sup>th</sup> – 12<sup>th</sup> semester**

- Defend and submit dissertation and graduate.

## MUSIC AND HUMAN LEARNING

### **Prior to 1<sup>st</sup> semester**

- Take the diagnostic examinations in music history and music theory.

### **1<sup>st</sup> semester**

- Review degree requirements and milestones agreement form with adviser.
- For students who completed an MM degree before coming to UT-Austin, course transfer requests must be submitted in the first semester. If they haven't been submitted by at least the advising period for spring classes (i.e. late October), the student's registration will be barred.

### **5<sup>th</sup> semester**

- Complete all required, formal coursework.
- Successfully complete comprehensive exams.

- Form doctoral committee and advance to candidacy (may take place later if the comprehensive exams are delayed)

**7<sup>th</sup> – 8<sup>th</sup> semester**

- Defend and submit dissertation and graduate.

**MUSIC THEORY**

**Prior to 1<sup>st</sup> semester**

- Take the diagnostic examinations in music history and music theory.

**1<sup>st</sup> semester**

- Review degree requirements and milestones agreement form with adviser.
- For students who completed an MM degree before coming to UT-Austin, course transfer requests must be submitted in the first semester. If they haven't been submitted by at least the advising period for spring classes (i.e. late October), the student's registration will be barred.

**4<sup>th</sup> (sometimes 5<sup>th</sup>) semester**

- Complete all required, formal coursework.

**6<sup>th</sup> semester**

- Successfully complete comprehensive exams (some students may wait until the 5<sup>th</sup> or 6<sup>th</sup> semester).
- Defend dissertation proposal

**7<sup>th</sup> semester**

- Form doctoral committee and advance to candidacy (may take place later if the comprehensive exams are delayed)

**9<sup>th</sup> – 12<sup>th</sup> semester**

- Defend and submit dissertation and graduate.

## **IV. FINANCIAL AID**

### UNIVERSITY FELLOWSHIPS

Continuing [Student] Fellowships are for students who are currently enrolled or have been enrolled previously in a graduate program at the University of Texas at Austin. [*Note: Recruitment (Preemptive) Fellowships are awarded only to prospective students.*] The Continuing fellowships are awarded to students on the basis of their accomplishments since entering graduate school (rather than on academic promise as measured by GRE scores and undergraduate performance) and provide a stipend for nine months of graduate study. A student who wishes to be considered for a University Fellowship should contact their studio teacher or academic advisor. Nominations for these fellowships are made by the faculty of each division. The GAAC (Graduate Academic Affairs Committee) then submits the names of a limited number of nominees to the College of Fine Arts who select the final recipients.

For information and forms, go to the following webpage for the Office of Graduate Studies: <http://www.utexas.edu/ogs/funding/fellowships/>.

### DEPARTMENTAL AID

Departmental scholarships vary greatly in amounts awarded to students. Multi-year scholarship awards are given to many incoming graduate students, as well as waivers of non-resident tuition for non-Texas residents and international students.

### STUDENT SCHOLARSHIP AWARD GUIDELINES (as of July 2015)

#### I. Minimum Scholastic Requirements

- A. In order to retain a scholarship and to be eligible for scholarship renewal, graduate students must maintain a minimum cumulative GPA of 3.50.
- B. Cumulative grade point average (GPA) for students who are currently on scholarship will be reviewed at the end of each semester.
- C. To be eligible to receive Butler School of Music scholarship assistance, graduate students must enroll in a minimum of 9 semester hours of course work per long semester.
- D. Graduate scholarship award winners in a performance areas must register and participate in designated ensembles or participate in accompanying. Discuss ensemble options with your primary instrument teacher. A list of approved ensembles is posted in the Student Office (MRH 3.836).

## II. Scholarship Renewals

- A. Renewals of continuing scholarships are based on students meeting scholastic requirements listed above and making satisfactory progress toward completion of the degree declared when the scholarship was awarded.
- B. Students are eligible for scholarship assistance during the time periods listed below:
  - 1. Master's Degree - Two Years
  - 2. Doctoral Degree - Three Years (Exceptions: Graduate Piano students who pursue both Masters and Doctoral Degrees at UT will be eligible for financial assistance from the School of Music for a maximum of four years of graduate study. Graduate students in Music Theory are eligible for scholarships at any time during their degree.)

## III. How Scholarships Work With Financial Aid

Butler School of Music scholarships/fellowships are considered financial aid, just as grants, work-study, loans; however, they are “departmental” awards that are made based on your Music application, and on your audition if you are a performance major. Federal and state financial aid programs require that students not receive financial aid in excess of one’s cost of education, which includes living expenses. Need based aid, such as grants and subsidized loans, must remain within a student’s financial need as determined by the FAFSA. Scholarships are factored into financial need assessments. A student’s need-based financial aid may be revised due to the departmental scholarship awards he/she is receiving from the Butler School of Music. This includes tuition exemptions and waivers.

## IV. Tax Liability

Scholarship payments cannot be processed unless students have self-reported their Social Security number or other Taxpayer ID on the \*UTDirect website: <https://utdirect.utexas.edu/acct/tax/taxreport/index.WBX> . Students should consult a reliable source concerning tax liability related to scholarships. International students may be exempt from U.S. taxes on their scholarship payments if their country has a tax treaty with the U.S.; please contact the International Office when you arrive on campus to fill out the necessary paperwork.

## V. Current Address Information

Please notify the music graduate office every time your address or other contact information changes. Updating your address, phone number or email address on the UT website **DOES NOT** update your Butler School of Music records. You may miss important notices if your mail is delayed due to incorrect address or email information.

ASSISTANTSHIPS

One of the primary sources of financial aid for graduate students comes in the form of teaching and research assistantships. These positions vary depending on the division that administers them.

A teaching assistant (TA), assistant instructor (AI), graduate research assistant (GRA), academic assistant (AA) or assistant (graduate) (AG) **must be registered for a minimum of nine semester hours** (full-time) during each semester of assistantship employment. Additionally, all assistants must attend two mandatory meetings prior to the beginning of the fall and spring semesters and sign their contracts for the semester.

In order to receive the contract, the student must meet all of the University's requirements, as listed on the "School of Music Guide to TA/AI Appointments", no later than the date of this meeting. New and returning TAs, AIs and AAs must have registered and paid at least the first installment of tuition, must meet all requirements for appointment, and must sign a contract by the fourth class day of each semester or the assistantship offer may be rescinded. Both new and returning TAs, AIs and AAs will also be expected to complete various payroll forms required for appointment.

**No student instructors will be allowed to meet a class without having signed an official contract. Division heads or other appropriate faculty will have to meet classes/individuals who have been assigned to a student instructor who has not yet signed an official contract.**

Non-resident students who are employed full-time (an at least 20-hour-per-week appointment during a 40-hour work week) by the University as a teaching assistant, assistant instructor, academic assistant, or research assistant are eligible to receive a waiver of the non-resident tuition fee and will be charged in-state tuition fees. Students who are eligible for the waiver must be able to claim that their employment is related to their degree program. A link for the online form Resident Tuition Waiver by Reason of Employment may be found at Student Accounts Receivable's home page <http://www.utexas.edu/business/accounting/sar/index.html>. The online form must be completed and submitted before the beginning of each semester of employment.

In addition, tuition assistance is provided from the Office of Graduate Studies for Teaching Assistants and Assistant Instructors who are appointed for at least 10 hours (0.25) a week for long semesters. More information is available at <http://www.utexas.edu/ogs/employment/tuition/>. **Keep in mind, however, that tuition assistance provided for full-time (0.50 appointment) assistants does not completely cover tuition costs for nine hours or above.** (Nine credit hours of registration is the minimum required for assistants for each semester of employment as an assistant.)

The total number of semesters for which a graduate student may be appointed as an assistant varies among the School of Music divisions; check with the Division Head of your area for more information. The Office of Graduate Studies will not allow students to be appointed

for more than a total of 14 semesters. For more information about assistantships, go to the following webpage: <http://www.utexas.edu/ogs/employment/index.html>.

## SCHOOL OF MUSIC GUIDE TO TA/AI APPOINTMENTS

(GRA, AA, and A(G) appt. guidelines same as TA except where noted)

### TA Appointments

Incoming Students must:

- 1) Be admitted with no conditions imposed by Graduate School (including receipt of GRE and TOEFL scores if applicable);
- 2) Have a GPA of 3.0 or higher;
- 3) Register for at least 9 semester hours that count toward degree;
- 4) **International students** must have English language certification by completing international TA/AI assessment/workshop. See **note** below. (Does not apply to GRA, AA, or A(G) appts.)

Continuing Students must meet the above requirements and:

- 5) Make satisfactory progress toward an advanced degree and maintain a GPA of 3.0 or higher;
- 6) Have no more than two grades of X (temporary incomplete) or one grade of X and one grade of I (permanent incomplete);
- 7) Have held no more than 14 long-session semesters of employment as a TA/AI alone or in combination;
- 8) TAs for Music Theory courses must complete 398T (Pedagogy in Music Theory section) either before or concurrently with their TA appointment.

### AI Appointments

Incoming Students must:

- 1) Be admitted with no conditions imposed by Graduate School;
- 2) Have a GPA of 3.0 or higher;
- 3) Register for at least 9 semester hours that count toward degree;
- 4) Have a Master's degree or equivalent (30 graduate hours including 18 hours in subject being taught) and professional accomplishment;
- 5) Credit for 398T plus one semester as a Teaching Assistant OR one year as "the instructor of record: at an accredited college or school (with verification letter from former employer);
- 6) **International students** must have English language certification by completing international TA/AI assessment/workshop; see **note** below.

Continuing Students must meet the above requirements and:

- 7) Make satisfactory progress toward an advanced degree and maintain a GPA of 3.0 or higher;
- 8) Have no more than two grades of X (temporary incomplete) or one grade of X and one grade of I (permanent incomplete);

- 9) Have held no more than 14 long-session semesters of employment as a TA/AI alone or in combination.

**Note:** English Language Certification is given by the Center for Teaching Effectiveness (CTE) and is **in addition to the English skills screening done by the Graduate School**. We can make no exceptions to this requirement—it's a State regulation, and the Graduate School enforces it strictly.

## GRADUATE STUDENT PROFESSIONAL DEVELOPMENT (TRAVEL) AWARDS

The Butler School of Music is allocated a limited amount of funds that may be awarded to graduate students for the purpose of assisting them in attending major professional meetings or conferences where they are invited to present original papers based on their research, or for performance competitions when students advance beyond preliminary rounds (or for other juried events). Students who are traveling for seminars, training, auditions, job interviews, etc., or those who have already been partially reimbursed by the Butler School of Music or an outside organization for their travel, are usually not awarded funds. Awards are made by the Graduate Academic Affairs Committee in Music (GAAC). Other professional activities that may be awarded are approved at the discretion of the GAAC. The awards may be used to partially reimburse transportation and other costs incurred for the student's travel. Priority is given to doctoral candidates who are nearing graduation and who can therefore use attendance at the meetings to explore career opportunities. Award applications are available in the Music Graduate Office. Application deadlines vary, but typically fall in the first week of November, February, or June (for fall, spring, and summer, respectively).

## NON-UNIVERSITY AID

Private foundations and agencies are an important source of fellowship aid, and we urge students to investigate these sources carefully. Students should keep in mind that most foundations have application deadlines in the fall or winter preceding the academic year for which the award will be made. In many cases Graduate Record Examination (GRE) scores are required for consideration.

The easiest and most efficient way to find the private sources of aid for which a student is eligible is through the reference section of a library, a college dean's office, or college financial aid office. There are several directories of grant and foundation aid. At the University of Texas at Austin, these directories can be found in the Regional Foundation Library of the Hogg Foundation (W.C. Hogg Building, Room 301). A few of the most current directories can also be found in the Office of the Graduate Dean, Room 101 of the Main Building.

A link for externally funded fellowships is available at the Office of Graduate Studies web page <http://www.utexas.edu/ogs/funding/external>.



## LOANS

The University of Texas at Austin administers several long-term loan programs and a short-term program for registration and other emergency needs. Students seeking financial aid should apply early to the Office of Student Financial Aid, The University of Texas at Austin, Austin, Texas 78712 (<http://finaid.utexas.edu>). This is the primary source of such assistance. For more information regarding tuition loans and other financial arrangements available at UT, visit Students Accounts Receivable at <http://www.utexas.edu/business/accounting/sar/>.

## UNIVERSITY FEDERAL CREDIT UNION

University Federal Credit Union checking and saving accounts, as well as financial services such as loans, are available to students of the University. Information can be requested from: University Federal Credit Union by calling (512) 467-8080, or visiting their website at <http://www.ufcu.org/>. The branch located nearest to campus is on Guadalupe St. across the street from the West Mall and the Texas Union.

## **V. PERFORMANCE JURIES**

Master's performance students who are newly admitted must successfully complete two juries before being advanced to Master's Recital, MUS 698RA/RB (NOTE: Conducting students are exempted from juries). Each jury is performed at the end of a semester of performance study; registration in Instrument/VOI 480 for Performance majors (480V for Collaborative Piano majors; Voice 280 for Opera majors with Voice emphasis), or registration in Instr/VOI 380 for Literature/Pedagogy majors is required.

Doctoral performance students who are newly admitted must perform two juries before being allowed to begin performing degree recitals (NOTE: Conducting students are exempted from juries). Each jury is performed at the end of a semester of performance study; registration in Instr/VOI 290/490 for Performance majors (290V/490V for Collaborative Piano majors) is required.

Once juries are successfully completed, the doctoral performance student must register for [Instrument] 290 (290V for Collaborative Piano majors) to perform a doctoral recital, or if advanced to candidacy, MUS 399R/W Dissertation; there is no specific course titled Doctoral Recital.

Before a final grade can be issued, a jury must be taken in any course requiring a jury. The jury may be either short or long ("qualifying jury"). Whether a student sits for a short or long jury will be determined by the studio faculty following guidelines established by the division. Except as outlined below, juries must be taken at the assigned time.

If a student must miss a jury because of illness, injury, exceptional performance opportunity, or other nonacademic imperative reason (a physician's statement or other adequate verification is required), the student with the approval of the Graduate Adviser will be issued an a temporary incomplete (X) and afforded the opportunity to postpone the jury until the next long semester. The postponed jury must be completed before the twelfth class day and with the membership of the originally assigned jury unless approval is obtained from the Graduate Adviser for a new jury membership.

If, however, the student misses the jury because he/she is not prepared, the student will receive an F for the jury and that grade will be averaged with the studio faculty grade.

Graduate students, except in voice or opera, must complete a jury sheet, available to download online or from their performance instructor, and submit it to their performance instructor by the deadlines set forth online, or submit it at the jury. Graduate students must also sign up for a jury time; sign-up times for most performance areas will be made available on the MRH mezzanine level (3M) but only toward the end of the semester. Detailed information about jury sign-ups, jury sheets, and the postponement request deadline is provided via email by the Student Office at the beginning of the semester.

**Brass/Wind/Percussion graduate students have these jury guidelines:**

1. The first semester jury is 10 minutes in length, and students must play material representative of that semester's lesson activity, whether it is repertoire or a demonstration of a fundamental playing adjustment. Exception: The first semester jury for Artist Diploma students in Brass/Wind/Percussion is the qualifying jury and is 10 minutes in length; a second semester jury for Artist Diploma students is typically not required.
2. The second semester jury is the "Qualifying Jury" because it qualifies the student to advance to the first semester of the two semester Master's Recital requirement (MUS 698RA), or for doctoral students, for the DMA 1 or DMA Chamber recital. It is also a 10 minute jury, but the student must prepare a minimum of 20 minutes of music from which the jury will select excerpts for the student to perform. The student must bring copies of his or her repertoire list to the jury.
3. A student may be retained at either of these juries if sufficient progress has not been made.

**Organ graduate students have these jury guidelines:**

1. The first semester jury is the long (qualifying) jury and is 30 minutes in length. Note: For Artist Diploma students, a second semester jury is typically not required.
2. The second semester jury is the short jury and is 10-15 minutes in length. Upon successful completion of both of these juries, the student will be advanced to the first semester of the two semester Master's Recital requirement (MUS 698RA), or for doctoral students, for the DMA 1 or DMA Chamber recital.
3. A student may be retained at either of these juries if sufficient progress has not been made.

**Piano graduate students have these jury guidelines:**

1. The first semester jury is the long (qualifying) jury. The student is to prepare 40 minutes of solo music (no concertos); the jury will choose approximately 25 minutes of the music to be played. Note: For Artist Diploma students, a second semester jury is typically not required.
2. The second semester jury is the short jury. The student prepares a program of 30 minutes (concertos are allowed), and the faculty jury chooses and hears approximately 15 minutes of it. Upon successful completion of both of these juries, the student may begin preparation of the degree recital(s).
3. A student may be retained at either of these juries if sufficient progress has not been made. If the student is unable to pass the long jury within the first year of graduate study, he/she will not be allowed to continue in the program.

**Strings graduate students have the following jury guidelines:**

1. The first semester jury is the short jury and is 10 minutes in length. Exception: The first semester jury for Artist Diploma students in Strings is the long (qualifying) jury and is 20 minutes in length; a second semester jury for Artist Diploma students is typically not required.
2. The second semester jury is the long (qualifying) jury and is 20 minutes in length. Upon successful completion of both of these juries, the student will be advanced to

- the first semester of the two semester Master's Recital requirement (MUS 698RA), or for doctoral students, for the DMA 1 or DMA Chamber recital.
3. A student may be retained at either of these juries if sufficient progress has not been made.

*Information about Pre-Recital Juries for graduate strings students is found under Degree Recitals. Pre-Recital Juries for Strings students are in addition to the required performance juries but occur after the string student completes both performance juries and during the semester of the student's degree recital.*

**Voice or Opera graduate students have the following jury guidelines:**

1. The first semester jury is the long (qualifying) jury and is 10 minutes in length. (Voice/Opera emphasis majors follow the opera jury requirements for the first semester; for the second semester, the voice jury requirements apply.) Note: For Artist Diploma students, a second semester jury is typically not required.
2. The second semester jury is the short jury and is 10 minutes in length. Upon successful completion of both of these juries, the student will be advanced to the first semester of the two semester Master's Recital requirement (MUS 698RA), or for doctoral students, for the DMA 1 or DMA Chamber recital.
3. A student may be retained at either of these juries if sufficient progress has not been made.

Note: Opera Coaching, Opera Conducting, and Opera Directing majors are evaluated not by a voice/opera faculty jury at the end of the semester but by the Director of the Voice/Opera program.

## **VI. STUDENTS CONTINUING FROM MASTER'S TO DOCTORATE (MM to DMA/PhD) AT UT**

Currently enrolled MM students who wish to continue on into a DMA, PhD, or AD program must turn in the paper application for continuing study (found near the graduate admissions office, MRH M3.110). If you will be changing major codes, you must also complete the graduate change of major application (found here: <https://gradschool.utexas.edu/admissions/how-to-apply/change-of-graduate-major>). All materials must be returned to the appropriate office by the regular admissions deadline (1 December for fall applications, 1 October for spring).

You must also fill out the BSoM supplemental application (found here: <https://app.getacceptd.com/utexasgradmusic>). This application will allow you to give us more specific information about your intended degree plan, your instrument/specialization, your preferred instructors (if applicable, not required), and your preferred live audition dates, as well as upload your teaching sample videos and composition portfolios as appropriate.

NOTE: Continuing students in performance are exempt from prescreening requirements. Continuing composition students, however, are required to submit an updated portfolio.

Applicants to the following areas are **NOT** required to complete the BSoM supplemental application: PhD in Musicology/Ethnomusicology & PhD in Music Theory. All other applicants (including DMA/PhD in Music and Human Learning) **MUST** complete the supplemental application.

## **VII. ADVISING AND REGISTRATION**

### ADVISING FOR NEW GRADUATE STUDENTS

Each new graduate student should promptly become acquainted with specific area regulations and requirements and with any conditions set by the Graduate Adviser regarding the student's continuation in the Graduate School. During the advising period set for registration and after receiving registration materials, students should consult with their Graduate Area Counselors about the details of registration, course program, and other academic or performance matters pertaining to their degree programs.

Keep in mind that all new graduate music students and those graduate students new to the Butler School of Music must complete the diagnostic examinations before getting advised. More information about the diagnostic examinations is included in part IX. EXAMINATIONS.

### REGISTRATION

It is recommended that all graduate students become familiar with the online Course Schedule at <http://registrar.utexas.edu/> before meeting with their graduate counselor for advising. The Course Schedule contains valuable information regarding course offerings, registration and add/drop procedures, rank and credit value of courses, etc. Students should make an appointment to see their Graduate Area Counselor during the scheduled advising period. Counselors usually post sign-up sheets on their doors a few days before the start of the advising period. Current lists of the Graduate Area Counselors are available from the Graduate Office.

After being advised, students must return the signed Adviser Signature Sheet to the Graduate Coordinator to have their advising bars lifted. A signed Adviser Signature Sheet **MUST** be on file in the Graduate Office before students can access registration online at <http://registrar.utexas.edu/students/registration/>.

An advising bar will remain on a student's record until a signed Adviser Signature Sheet is submitted for each semester of registration. Advising is **NOT** required for graduate students who have advanced to doctoral candidacy, and no advising bar remains on the student's record. **IMPORTANT:** Students who have been admitted conditionally or who must complete remedial course work may be advised by Graduate Area Counselors, but must also obtain the signature of the Graduate Adviser on the Adviser Signature Sheet during the official advising periods before their advising bar may be lifted.

Students who are registering for performance courses for the first time where there are multiple instructors for a given instrument or voice/opera as well as students taking Individual Instruction courses such as 178\_, 278\_, 378\_, 385J Directed Research, 688 Topic 14, 393 Topic 5, 394/694 Directed Reading, must submit an Online Consent Form for Butler

School of Music Courses ([https://utexas.qualtrics.com/SE/?SID=SV\\_77DcTZH8Xzv4HmR](https://utexas.qualtrics.com/SE/?SID=SV_77DcTZH8Xzv4HmR)) to obtain the permission of instructor for the course in question. This online consent form is also necessary to obtain permission to register in a closed or restricted organized (i.e. “classroom”) course.

An additional long form for the above Individual Instruction courses is required if the student is requesting degree credit for these courses. Forms are available in the Graduate Office or Student Office.

FAILURE TO PAY A TUITION FEE BILL, OR CONFIRM ATTENDANCE IN THE EVENT OF A ZERO FEE BILL, WILL RESULT IN CANCELLATION OF THE STUDENT'S REGISTRATION. Students may pay for their fee bills by various methods; more information on methods of payment and tuition plans is available at <http://www.utexas.edu/business/accounting/sar/>, and at Student Accounts Receivable, Room 4 of the Main Building, 475-7777.

#### LATE REGISTRATION

Registration occurring during the first four class days of fall or spring, or during the first two class days for a summer session incur a \$25 late fee. The late fee increases to \$50 from the fifth through the twelfth class days and again increases after the twelfth class day. From that point forward the late fee is \$200. Registration that must be reinstated due to cancellation for any reason after the twelfth class of a long semester, or after the fifth class day of a summer session, requires a late registration petition available from the Graduate Office or online at <https://utexas.app.box.com/s/t7x1iu0dgr9xjy3qud65rtscxjdv3d6h>. The petition must be signed by the student's instructor(s) as well as the graduate adviser in music (Prof. David Small), and then walked through the various offices in the Main Building before the student can get registered again. Payment or a payment arrangement must be made by 5pm on the same day that the registration is approved, or the registration will be cancelled.

If the student or adviser is unable to complete the registration request, then a proxy may do so. For a student to register by proxy, he/she must give the proxy a letter stating that he/she understands the proxy will be viewing confidential student records. An email from the student needing to be late registered giving explicit permission for their proxy to submit the necessary paperwork is also acceptable. A proxy handling a late registration petition without a release statement from the student needing to be registered will not be accepted by the Graduate School or Registration. If you have any questions, please feel free to contact the Registrar at 512-475-7656 or the graduate coordinator in music at 512-232-2066.

Registration that must be reinstated after the twelfth class day for fall or spring semesters, or after the fourth class day for summer sessions requires a late registration petition as indicated above and a petition letter from the graduate adviser in music (Prof. Small). A \$200 late fee is incurred for registration during the semester class days indicated above. The same procedures mentioned above apply.

## REGISTRATION FOR INTERNATIONAL STUDENTS

All international students must maintain enrollment in a minimum course load of 9 credit hours (full-time) per long semesters except for the final graduation semester (master's students) or until becoming a doctoral candidate (DMA/PhD students).

Those students who are on fellowship, scholarship, or assistantship must maintain full-time enrollment (9-credit hours) regardless of where they are in their degree programs.

International students at the master's level who apply for a doctoral program at UT-Austin or elsewhere should maintain full-time enrollment during the graduation semester to avoid being placed out of status by the International Office.

### Registration for International Students seeking Curricular Practical Training (CPT) and Optional Practical Training (OPT)

Curricular Practical Training (CPT) and Optional Practical Training (OPT) for international students are available after the completion of two semesters of UT course work as a graduate student. Registration requirements vary, but full-time enrollment for one academic year prior to requesting CPT or OPT is required. For CPT, the international student must register for an independent study course with their main instructor to fulfill the registration requirements.

More information can be found at the International Office's webpage: <http://world.utexas.edu/iss>.

NOTE: You may work off-campus ONLY if you have first received authorization from an Immigration Advisor or U.S. Citizenship and Immigration Services (USCIS). On-campus work does not require authorization. You may work up to 20 hours per week during the fall and spring semesters. On-campus employment may be full-time (more than 20 hours per week) during the summer and official school breaks. When you work on-campus, you must maintain your full-time student status or your employment will become illegal.

## STUDY ABROAD

Students participating in study abroad programs offered by organizations and institutions with which the university has an affiliation agreement may register for affiliated studies (A S). Students enrolled in affiliated studies are considered full time students, and thus would be eligible to apply for student health insurance. A fee is assessed to students for registering in affiliated studies. The fee amount is listed in the General Information Catalog under Study Abroad.



Students may also enroll in international study and research (ISR) when they conduct research or study *independently* abroad. Enrollment requires the approval of the student's faculty sponsor, graduate adviser [*not* graduate coordinator] (for graduate students) or department undergraduate adviser (for undergraduates), and the Study Abroad Office. The approval may cover up to four consecutive long-session semesters and contiguous summer sessions. Students enrolled in international study and research pay a fee of \$600 and are considered full-time students by the University. Students who register for ISR are not guaranteed credit for the work completed abroad. Students must consult with the graduate adviser and with the Graduate and International Admissions Center ([GIAC](http://world.utexas.edu/abroad/programs/igrac)) to determine whether credit will be granted. Go to <http://world.utexas.edu/abroad/programs/igrac> for information and application forms.

### UT-AUSTIN COURSE NUMBERING SYSTEM

The first digit of a course number indicates the credit value of the course in semester hours. The second digit indicates whether the course is lower-division undergraduate (0-1), upper-division undergraduate (2-7), or graduate level (8-9). For some courses, but not all courses, the letter A following a course number designates the first half of the course; B, the second half; credit value is halved for courses ending with an A or a B. R and W are paired for dissertation; see the examples below.

Example: MUS 698RA Master's Recital is a three-hour course that must be followed by MUS 698RB Master's Recital.

Example: MUS 399R Dissertation must be followed by MUS 399W Dissertation. But the value for each of these dissertation courses is still three hours.

In the summer, UT adds the lower-case letters f, s, and w before the course number to designate which courses are offered during the first session (1st six weeks), second session (2nd six weeks), or whole session courses (12 weeks). UT also offers nine-week courses, but there no nine-week courses offered in the Butler School of Music.

Example: MUS s278C is indicated as a course that was offered as a six-week during the second session summer course.

Example: MUS w399R Dissertation is indicated as a course offered as a twelve-week whole summer course. Incidentally, in addition to being offered during the fall and spring semesters, dissertation is offered during the summer only as a twelve-week course.

## **VIII. GENERAL REQUIREMENTS FOR THE GRADUATE SCHOOL AND BUTLER SCHOOL OF MUSIC**

The most current Graduate Catalog can be found at <http://registrar.utexas.edu/catalogs/>.

### CONTINUOUS REGISTRATION - LEAVE OF ABSENCE - READMISSION

All master's and doctoral graduate students must be "continuously registered" for all long semesters (i.e. Spring and Fall) until completion of the degree. All graduate students must obtain approval from the Graduate Adviser for a leave of absence by completing a leave of absence request form available from the Graduate Coordinator. Leaves of absence are routinely granted for up to two long semesters for master's students and doctoral students not yet advanced to candidacy. Doctoral students in candidacy must receive approval from the graduate dean, which is done by petition from the graduate adviser and only for rare and unusual circumstances; financial difficulty is not considered rare or unusual.

Information about readmission after the period of leave has finished and the application for readmission is available online at <https://gradschool.utexas.edu/academics/policies>. Contact the Graduate Coordinator for further details.

### COURSE LOAD

The minimum course load considered full-time during a long semester (fall or spring) for a graduate student is nine semester hours. The maximum course load during a long semester for a graduate student is fifteen semester hours, or twelve semester hours in a twelve-week summer session; registration in excess of these maxima must have the recommendation of the Graduate Adviser and approval of the Graduate Dean, and will be permitted only under exceptional circumstances. Students should consult their major professor or supervisor about their combined course and workload if they have any questions. The Graduate School recognizes nine hours as a minimum full load for course work.

To be eligible for fellowships, scholarships, and assistantships, graduate students are required to be enrolled full-time. A full-time program involves a minimum of nine course work hours in fall or spring semesters (three hours during the summer), of which a portion may be courses relating to the student's teaching or research duties. The Registrar's office can only provide full-time status verification for loan deferrals when a student is registered for nine hours in the fall or spring, or three hours in the summer.

International students are also required to be enrolled full-time.

### ADD/DROP PROCEDURES

Students who have registered and paid tuition and fees can add and/or drop courses. Students are advised to refer to the Course Schedule or consult with the Graduate Office or Student Office personnel each semester regarding times for add/drop access periods.

Note: Students are not allowed to drop all courses. To drop all courses, a student must withdraw from the University. Please see the section below on WITHDRAWAL.

When a course is dropped during the first twelve class days of a long session or during the first four class days of a summer session, no record of the course will appear on a student's academic record. A full refund of tuition and applicable fees will be made.

When a course is dropped between the twelfth class day and approximately the end of the fourth class week of a long session, or between the fourth class day and approximately the end of the second class week of a summer session, the course will appear on the student's record with a "Q" (symbol for drop with no academic penalty). COURSES DROPPED DURING THIS TIME WILL BE RECORDED ON THE STUDENT'S ACADEMIC RECORD.

Courses cannot be added after the twelfth class day of a long session or after the fourth class day of a summer session except under unusual circumstances; adding a course after the stated add periods requires the Graduate Adviser's petition to the Graduate Dean. Grade status (letter grade or credit/no credit) may be changed up to approximately mid-semester. Check the current course schedule for the exact date.

After approximately the fourth class week of a long session or after approximately the second week of a summer session, a course may be dropped any time before the last class day with the approval of the instructor of the course, the Graduate Adviser, and the Graduate Dean. The instructor will determine whether a grade of "F" or a symbol of "Q" should be recorded. An add/drop form also needs to be signed by the instructor of the course and signed by the Graduate Adviser before it is delivered to the Office of Graduate Studies, Main Building, Room 101, for final approval by the Graduate Dean. Add/drop forms are available in the Graduate Office. COURSES DROPPED DURING THIS TIME WILL BE RECORDED ON THE STUDENT'S ACADEMIC RECORD AS EITHER "F" OR "Q".

No graduate assistants are allowed to drop below nine hours of registration each semester. This is a Graduate School rule, and there are no exceptions.

INTERNATIONAL STUDENTS must obtain written permission from the International Office, in addition to other required approvals, to drop a course that will place their registration below nine hours.

## WITHDRAWAL

Students may request a withdrawal petition from the graduate academic dean. To drop all courses for which a student is registered, the student must fill out a withdrawal petition in the Office of Graduate Studies (Room 101 of the Main Building).

Graduate students may withdraw through the last day of classes as long as no final examination for the course has been given. No refunds for withdrawing are given after the 12th class day in a long semester.

### CREDIT/NO CREDIT

Check the course schedule for the deadline for students requesting to change courses to and from credit/no credit basis.

It is departmental policy that only non-departmental courses taken for use in the minor (supporting) area of a master's or doctoral program may be taken as credit/no credit.

No more than twenty percent of the hours submitted for any master's degree may be taken on a credit/no credit basis. Twenty percent of a master's required degree courses is usually a maximum of two 3-hour courses. **\*Please note** – all report/recital/thesis/dissertation courses are C/NC and do not count against this maximum total.

### IN ABSENTIA REGISTRATION (I.E., REGISTRATION FOR NO COURSE WORK)

The in absentia registration option is allowed for the fall semesters. Graduate students who are registered for the summer and who planned to graduate by the last class day of the summer semester may be registered in absentia for the fall semester if they complete all degree requirements and submit all required documents to the department and to the Office of Graduate Studies no later than the day before fall classes begin. If the student is able to do this, then the student may submit a nominal fee to the Office of Graduate Studies and be registered in absentia for the fall semester. The student's official graduation date then occurs at the end of the fall semester in December. More information is available at <https://gradschool.utexas.edu/academics/policies/in-absentia-registration>.

### DOCTORAL STUDENTS IN EXCESS OF 99 HOURS

The Texas State Legislature no longer reimburses the University for doctoral graduate students who exceed 99 doctoral hours of course work; therefore, students who exceed 99 hours of course work may be charged non-resident tuition rates for hours in excess of 99. More information concerning the 99-hour rule may be found at <https://gradschool.utexas.edu/academics/policies/99-hour-rule>.

### EXTENSION COURSES

Up to six semester hours of work done in extension courses (through the Division of Continuing Education), upon recommendation of the Graduate Studies Committee and approval by the Dean, may be used for graduate credit, provided that: (1) the courses and instructors were approved by the Graduate School and the department in which the student would have otherwise taken the work on campus; (2) before taking the extension courses, the student was accepted for admission to the Graduate School and approved by the Dean for the courses desired; and (3) the courses were graduate-level courses. Grades earned in extension courses under these conditions will be counted in the calculation of the grade-point average.

## CORRESPONDENCE COURSES

Courses taken by correspondence may not be counted toward graduate degrees.

## TRANSFER CREDIT/COURSE SUBSTITUTION

Master's degree students may transfer up to six hours of graduate level course work from outside the University. A request, along with an official transcript and verification of graduate level status of the course work, must be submitted to the Graduate Adviser for consideration. Only graduate level courses with grades of A or B that have not been used towards any other degree may be transferred.

Doctoral students must contact the graduate coordinator for the course substitution form to initiate a request to have course work completed at other institutions substituted for required UT course work. Courses requested for substitution in the major area of the degree programs are only approved in special circumstances and a copy of the syllabus is required. **The process must be completed during the first semester of enrollment for a doctoral student; students in this situation will be barred from registration for the subsequent semester until their transfer request paperwork is submitted to the music graduate office.**

Course work completed for the master's degree at The University of Texas at Austin may be included in the course work for the doctoral degree but is subject to the approval of the Graduate Studies Committee chair in Music, the candidate's supervising committee, and the Dean of Graduate Studies.

### Reservation of Work by Undergraduates for Graduate Credit

Undergraduates are normally barred from graduate courses; however, under the following conditions, undergraduate students may reserve up to 12 hours of graduate level course work for graduate credit in their last semester. More information may be found at <https://gradschool.utexas.edu/academics/policies/reservation-of-work-for-graduate-credit>.

## COURSES COUNTED TOWARDS ANOTHER DEGREE

No course counted toward another degree may be counted toward a master's degree, either directly or by substitution.

Work done for the master's degree may be included in the work for the doctoral degree, provided it is acceptable to the Graduate Studies Committee, the supervising committee, and the graduate dean and provided it has not already been used toward another doctoral degree.

## GRADES AND GRADE-POINT AVERAGE

Credit is given in the Graduate School for the grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and the symbol CR (credit).

**Only courses in which a student earns a grade of C or better may be included in the Program of Work for a graduate degree.**

Degree candidates are required to present an overall average of B (3.0 GPA) or better at the end of their program of study, as well as averages of B or better in the major and minor areas of study. Therefore, every semester hour of C must be balanced by one of A to maintain at least a 3.0 GPA. Graduate level courses taken in graduate status at the University of Texas at Austin or course work reserved for graduate credit in the last semester prior to undergraduate graduation (except thesis, report, and dissertation courses) are counted in the average; additionally, upper-division undergraduate courses will be computed in the graduate GPA. In computing the major, the minor, and the overall grade-point average, letter grades from other institutions will not be used.

For some courses, only the symbols CR (credit) or NC (no credit) are allowed. Courses taken on a credit/no credit basis are not computed in the grade-point average.

## GRADE CHANGES AND INCOMPLETES

After a final course grade has been reported to the Registrar, it may not be changed except under certain circumstances, such as a grade recording error made by the instructor. A request for a change of a course grade cannot be made because of additional work performed by the student in order to raise the final grade. Students should consult with their instructors if they have questions regarding grade changes. Approval by the Dean of Graduate Studies is required before any grade change can be sent to the Registrar's Office.

The symbol "X" may be reported in cases where a student has not completed all the assignments in a course before its conclusion. While enrolled, graduate students are allowed only one semester to clear the symbol "X" from their records by completing the required course work. The symbol "X" may be converted into a letter grade by the instructor even if course work has not been completed, with the approval of the Office of the

Graduate Dean, if such conversion is made within one semester of the filing of the symbol "X". Otherwise, the symbol "X" will become an "I" and will remain on the student's record permanently. Courses for which the symbol "X" or "I" are recorded may not be included on the course outline presented in fulfillment of degree requirements. Students with more than one permanent incomplete lose their eligibility to be appointed as graduate assistants (TA, AI or GRA).

The rules regarding the number of incompletes allowed for graduate assistants are fairly strict. For detailed information governing graduate assistant appointments, go to <https://gradschool.utexas.edu/finances/student-employment/conditions>.

## CONTINUATION IN THE GRADUATE SCHOOL

Registration as a graduate student in the School of Music beyond the first semester (or summer session) is dependent on the following:

1. Making satisfactory progress in absolving any admission conditions;
2. Making satisfactory progress in completing any and all remedial course work in a timely manner;
3. Maintaining at least a B (3.0) average for all upper-division and graduate courses taken in a given semester; and
4. Making satisfactory progress toward completing the degree.

Graduate students who receive less than a B average in a given semester or summer session will receive letters from the Office of the Graduate Studies warning them that their continuance is in jeopardy and will be subject to scholastic dismissal. During the next semester or summer session in which they are registered, they must be able to maintain at least a B average or they will be subject to dismissal at the end of that semester; during this warning period, they will not be permitted to drop any courses or to withdraw.

Graduate students who have been dismissed may be readmitted for further graduate study only by petition of the Graduate Studies Committee in Music. These petitions are decided upon by the Dean of the Graduate School.

## RESIDENCE

The University of Texas at Austin does not have a residency requirement. However, most courses require attendance, and no courses are offered as online only courses in the Butler School of Music.

## TIME LIMITS

All requirements for a master's degree must be completed within one six-year period. Work over six years old can be reinstated only by special permission of the Graduate Dean, upon recommendation of the Graduate Studies Committee.

All completed course work included in the degree program at the time of admission to candidacy must have been taken within the previous six years (exclusive of a maximum of three years of military service). The doctoral program and the student's progress will be reviewed by the Graduate Studies Committee if the degree has not been completed within three years from the date of admission to candidacy, and yearly thereafter. In addition, all work is subject to review by the Dean of Graduate Studies.

## GRADUATION UNDER A PARTICULAR CATALOG

General and specific requirements for the degree in the Graduate School are sometimes altered in successive catalogues. Students are bound by the requirements of the catalog in force at the time of their admission though, at their discretion, they may choose to fulfill the requirements of a subsequent catalogue. If students do not fulfill the requirements within six years of being admitted to the Graduate School, they are then bound by the requirements of any subsequent catalog in effect in any year in which they were enrolled in the Graduate School, within the six-year limit.

## DEGREE PLANS

Degree plans for the master's and doctoral programs offered by the School of Music are available online at <http://music.utexas.edu/apply/graduate-admissions/graduate-degrees>.

## DEGREE PROGRAM CHANGES

Changes to master's and doctoral music degree programs are made infrequently but typically reflect current trends, practices, and availability of instructors and courses offered. All degree program changes must be reviewed and recommended by the Graduate Studies Committee in Music and approved by the Office of Graduate Studies, MAI 101, before changes can be implemented. Regarding revisions of degree programs, graduate students have the option of remaining in the degree program that was available when they first entered, or they may choose to follow the revised degree program.



## **IX. EXAMINATIONS**

### DIAGNOSTIC EXAMINATIONS

Prior to their first registration, all new graduate students are expected to take diagnostic examinations in music history and music theory. These examinations are designed to determine the levels of competence that students have in these areas at the time of their entrance into the graduate program. Students who received the Bachelor of Music degree from UT-Austin are also expected to take both the music history and music theory examinations.

Graduate students whose undergraduate music degree is from UT-Austin may have theory diagnostic course requirements waived if their grades in undergraduate theory courses are all "A"s.

Any student who is found to be deficient in any of the above areas must remove the deficiency by enrolling, at the earliest opportunity, in the course(s) specified by the Musicology, Theory/Composition, Jazz Studies and/or Voice Divisions, and by passing these courses with a grade of "B-" or better. Required remedial courses may not count towards degree requirements and may add to a student's overall course load.

NOTE: Ethnomusicology majors must demonstrate a theory proficiency level represented by MUS 612B Structure of Tonal Music (2nd semester) in the theory diagnostic exam. Diagnostic results indicating the need for MUS 411A/B Sight-Singing & Ear-Training, MUS 368L Review of Music Theory, etc., are considered "advisory" and are not required.

The diagnostic examinations will be administered according to the following schedule: The music history and music theory examinations are usually given two or three days prior to registration. A second music theory examination for theory or composition (non-Jazz) majors, and a third music theory examination, required for composition (non-Jazz) majors, is usually given within the same time frame. Those students pursuing an MM or DMA degree program with a Jazz Emphasis will take two additional diagnostic exams in Jazz history and jazz theory. Students pursuing an MM or DMA in Voice or Opera Performance will take an additional diagnostic exam in diction and languages. Exam times for all of these exams are set by the Music Graduate Office and sent to incoming students in June .

Questions regarding the clearing of deficiencies should be discussed with the Graduate Adviser.

#### Music History Diagnostic Examination

The examination in music history consists of 133 questions and is divided into three sections. The examination is approximately three hours long (including breaks). Questions are in multiple-choice format.

Section I - Tests general academic knowledge of music history dating from the Middle Ages to the 20th century. Included are general questions, matching definitions with terms, matching musical event/style with city/state with which it is associated, and matching approximate decade of composition or first performance with the musical work listed. This section has 60 questions.

Section II - Tests score identification of works dating from the Middle Ages to the 20th century. This section has nine score excerpts to identify, with a total of 43 questions.

Section III - Tests listening knowledge covering musical styles dating from the Middle Ages to the 20th century. After reading a set of questions pertaining to a musical example, you listen to the example and mark your answers. This section has six listening excerpts, with a total of 30 questions.

Preparation: Students should prepare for this examination and are urged to review a wide range of musical works covering all periods through the study of scores and recordings. They also might find it helpful to review music history texts such as *A History of Western Music*, by Donald J. Grout, and the period histories in the Norton or Prentice-Hall series.

#### Music Theory Examination:

All entering students will be examined on their ability to take harmonic, melodic, and rhythmic dictation and to write standard tonal progressions involving four voices. They also will be required to analyze a composition in a standard musical form. The successful completion of parts of this examination will depend on an understanding of the nature and uses of the various idiomatic features characterizing the music of the most well known composers of the first half of the twentieth century from Debussy through Bartok.

Preparation: Students will find it useful to review undergraduate theory as presented by Kostka, Payne, and Almén in *Tonal Harmony* (Knopf), and the following books on twentieth-century music: Stefan Kostka, *Materials and Techniques of Twentieth-Century Music* (Prentice Hall); Joseph Straus, *Introduction to Post-Tonal Theory* (Prentice Hall).

#### Requirements for specific majors (Theory Tests #2 and #3)

Graduate students in composition (non-Jazz) or theory will take Test #2 and will be tested on knowledge of both sixteenth and eighteenth century counterpoint.

Preparation: Review Robert Gauldin, *A Practical Approach to Sixteenth Century Counterpoint* and *A Practical Approach to Eighteenth Century Counterpoint* (Waveland Press). More detail about Theory #2 is available [here](#).

Graduate students in composition (non-Jazz) will take Test #3 and will be tested on:

- a. Ability to read alto and tenor clefs and orchestral scores.
- b. Ability to orchestrate/notate given passages of music.

Preparation: Review Kent Kennan and Donald Grantham, *Orchestration* (Prentice Hall).

### Jazz Studies Diagnostic Examinations

These specialized exam components in jazz history and jazz theory are required of those students entering the MM or DMA programs with jazz emphasis in addition to the diagnostics already mentioned.

#### *a. Jazz History Examination*

This exam will cover the entire history of jazz and will include listening identification. In this section students will be offered a choice of primary artist and style from which to select. The Smithsonian Classic Collection of Jazz is an ideal way to study for the aural component of this exam. The written component of the exam will consist of a series of questions following the multiple choice, fill-in-the-blank, matching, definitions, and true/false format. You should be familiar with all primary styles and innovators throughout the history of the music as well as major characteristics that define each style. A review of Mark Gridley's text *Jazz Styles* (published by Prentice Hall) would be helpful in preparing for this exam.

#### *b. Jazz Theory Examination:*

This exam will require students to be familiar with chord symbology and construction, standard chord progressions such as blues, rhythm changes and modal styles, chord substitution principals, and scale/mode construction and identification including their relationship to various chord types. An examination of aural skills may also be a component of this exam. A review of any jazz theory text such as *Jazz Theory and Practice* by Richard Lawn and Jeff Hellmer or Dan Hearle's *The Jazz Language* would be helpful in preparation for these exams.

## **MASTER'S EXAMINATIONS**

### *a. Foreign Language Requirement for Master's Students*

All Musicology and Ethnomusicology majors are required to pass a foreign language proficiency examination administered by the Musicology/Ethnomusicology Division before being advanced to candidacy. Use of a translation dictionary is allowed. Musicology students are required to pass a language proficiency examination in one language other than English, normally German, or a Romance language, and approved by petition to the Division. Ethnomusicology students are required to pass a language proficiency examination in one major world language (e.g. Chinese, Hindi, Spanish, Portuguese, Arabic, etc.) relevant to the field of ethnomusicology and/or to the culture area of specialization of the M.M. Report, and approved by petition to the Division. More information can be found at <http://musethno.music.utexas.edu/programs/>.

No other degrees at the Master's level in Music require foreign language proficiency.

### *b. Master's Comprehensive Examination*

A comprehensive examination is required of all master's candidates in the final semester of study, or for opera majors, a term paper on an opera-related topic. Students should contact the Graduate Area Counselor of their major area for specific information concerning the

format of this examination in their field of study. Master's comprehensive examinations must be completed and graded between the first and the last class days of the semester. Comprehensives will not be administered during registration, holidays (including Spring Break), no class days, or final examinations.

Group exams are administered for Master's Piano and String Performance majors; students in these areas should seek instructions from the Head of the division. All other Master's students should follow the instructions described in "Steps for Scheduling/Completing an Individual Comprehensive Exam" later in this section.

## DOCTORAL EXAMINATIONS

Doctoral students must take comprehensive exams upon completion of all coursework and language requirements (NOTE: students may take the comprehensive exams during their last semester of coursework). **Prior to registering for the exams, student must have an approved course outline on file** (see below for instructions for how to do so).

### Foreign Language Proficiency Requirement for Doctoral Students

There is no foreign language proficiency requirement for DMA degree programs.

PhD students in Musicology, Ethnomusicology, and Music Theory must demonstrate proficiency in two foreign languages and must fulfill their foreign language requirements by passing the language examinations administered by the Musicology or Theory Divisions as applicable. More details are listed below.

Ethnomusicology students are required to pass a language proficiency examination in one major world language (e.g. Mandarin, Hindi, Spanish, Portuguese, Arabic) and a second foreign language related to the area of research, both to be approved by petition to the Division. More information can be found at: <http://musethno.music.utexas.edu/programs/>.

Musicology doctoral students are required to pass two proficiency examinations in languages other than English (normally German and a Romance language), chosen by the student and approved by petition to the Division. Additional language study may be necessary, depending on the focus of the student's research. More information can be found at: <http://musethno.music.utexas.edu/programs/>.

For Music Theory students, reading knowledge of French and German must be demonstrated by successfully completing examinations administered by the Theory/Composition Division. German should be completed as early in the student's program as possible, and both languages must be completed before the comprehensive examinations may be taken. With the approval of the Graduate Studies Committee in Music, the student may substitute appropriate courses in computer science or statistics for the French requirement.

## REGISTERING FOR THE DOCTORAL COMPREHENSIVE EXAMS

Once the student has completed the foreign language requirements and course work for the doctoral degree --not including dissertation, treatise, or non-treatise courses-- or is in the last semester of course work --not including dissertation, treatise, or non-treatise courses-- the student must prepare a course outline form and submit it to the graduate coordinator **at least two weeks prior to the comprehensive exam date**. The form is available from the Graduate Coordinator. It can also be found here: <http://music.utexas.edu/perform-study/academics/current-graduate-students>. Upon approval of the course outline by the Graduate Studies Committee chair, students may register to take the comprehensive examinations. *It is best to submit the course outline early in the semester to be able to identify and solve any problems with the course outline two weeks prior to the exam date.* Additionally, Musicology/Ethnomusicology students will need the approval of the Musicology division.

Students must complete the course outline as shown on the degree program for their chosen area of study. UT-Austin courses and any approved course substitutions must appear on the course outline, but only the minimum number of courses required for the degree program should be listed.

The course outline should include all courses being presented for the degree, including work already taken as well as work still in progress. Course work should be divided into major and minor (or supporting) work, as indicated on the degree program. The course designation should be spelled out for each course in its initial listing; abbreviations may be used thereafter.

No lower division undergraduate courses are allowed to count for degree credit on the course outline. At UT-Austin, an example of a lower division undergraduate course is GER 301, or any course number that has as its middle digit a zero (0) or one (1). Additionally, performance courses completed for jury requirements at the master's level, and master's recital numbers 698RA/RB will not count towards degree credit on the course outline. Further instructions may be obtained from the Graduate Coordinator.

The Graduate School requires a minimum of thirty semester hours of advanced coursework, including dissertation or treatise hours, on the doctoral program of work. Please see the information about Transfer Credit/Course Substitutions that may be included on the program of work.

Doctoral students who have an approved course outline may then take their comprehensive examinations. Once approved, the student does not need to submit the course outline again. Performance, composition, or jazz studies majors may begin either the common comprehensive or the specialized comprehensive examination; there is no requirement that one be taken before the other. More information about the comprehensive examinations for all doctoral students is listed below.

## DMA COMPREHENSIVE EXAMINATIONS (for Performance, Composition, or Jazz Studies Majors)

Doctoral students in Performance, Composition, or Jazz Studies are required to complete a comprehensive examination that will include common and specialized portions. The comprehensive examinations must be taken no sooner than the final semester of course work or upon completion of all course work (except dissertation and/or treatise, for which one may not register without having been officially admitted to candidacy). Students must be registered during the semester they plan to take comprehensives and for any additional required or failed portions.

### *a. DMA COMMON COMPREHENSIVE EXAMINATION* (for Performance, Composition, or Jazz Studies Majors)

The DMA common comprehensive examination is scheduled to be offered during the 10th class week for Fall and Spring semesters. It is offered over the course of one week--usually a Monday, Wednesday, and Friday for each section. A sign-up sheet is listed on the bulletin board near the Graduate Coordinator's office, MRH 3.706. Students must have submitted their course outline to the graduate coordinator for approval by the GSC chair **at least two weeks** before the start of the common comprehensives in order to register for the exam.

The common comprehensive examination consists of Score ID, Music History, and Music Theory. (Please note that Jazz Studies majors are required to take the theory portion and only one history question.)

#### Score Identification (not required for Jazz Studies majors)

This is a three-hour exam. The student is given eight excerpts representing various historical periods, media, and genres, and the student must identify six of the excerpts correctly. For each excerpt, the student suggests a likely composer and approximate date of composition and then defends these with a brief, written discussion of the excerpt.

#### Music History (only one question is required for Jazz Studies majors)

This is a three-hour exam; Jazz Studies majors have one & 1/2 hours. The student is provided six essay questions, one from each of the six historical periods covered by MUS 380 courses (Medieval, Renaissance, Baroque, 18th Century, 19th Century, and 20th Century). Students will be expected to answer 2 of the 6 questions (Jazz Emphasis students answer only one question and have only 1 & 1/2 hours to answer that question). The questions will be general enough so that anyone who has successfully completed the corresponding MUS 380 courses and has retained the information should be able to answer the questions.

#### Music Theory

This is a three-hour exam, consisting of a series of questions involving the analysis of tonal music. A lengthy analytical example will be played. The student will be expected to demonstrate proficiency at the level of the MUS 388T Analytical Techniques course.

For more detailed information, go to the section “How to Prepare for the Common Portion of the Doctoral Comprehensive Examinations” listed below.

The common comprehensive examination is graded by members of the musicology and theory faculty. Common comprehensive examination results will also be reported to the Graduate Advisor. The Graduate Office will send the student an official message regarding the results of the common comprehensive examination. **There is a limit of one retake for the music history and score ID portions.** If a student fails the theory portion twice, that student must choose from one of the following two options:

1. Taking remedial courses assessed by the theory faculty, needing to achieve a grade of B or higher in those courses to complete the requirement and officially pass the theory portion
2. Taking the exam a third time, with the caveat that a third failure would result in termination of the student’s degree program

Failure to take all sections required will result in failure of a section not taken. As an example, a student who takes only Score ID and Music Theory will receive a “fail” for Music History if they have not begun or completed the Music History portion when it is offered. No DMA student in performance, composition, or jazz studies will be admitted to doctoral candidacy until the common and specialized portions of the comprehensive examination have been successfully completed.

## HOW TO PREPARE FOR THE COMMON PORTION OF THE DOCTORAL COMPREHENSIVE EXAMINATIONS

### Music History

The music history section of the examination will consist of 7 essay questions. Each question will be related to one of the following periods: Medieval, Renaissance, Baroque, 18th Century, 19th Century, and 20th Century (one question will be trans-historical and allow for examples to be drawn from multiple periods). Students can prepare for this portion of the examination by reviewing lecture notes, assigned readings, and repertory covered in their MUS 380 Advanced Studies in the History of Music courses.

### Score Identification

The score identification section of the examination will consist of 8 excerpts representing various historical periods, media, and genres, and students will select 6 of the excerpts to answer (Jazz Emphasis majors are exempt from taking Score ID; MM Musicology majors must answer at least *seven* excerpts). For each excerpt, analyze the example in terms of its style characteristics and compositional techniques. Your discussion should include (but not be limited to) aspects of form, genre, texture, tonal language, dissonance treatment, cadence points, cleffing, instrumentation, rhythm, and meter.

Then, based on your analysis, suggest a historical period and the names of several possible composers. Finally, narrow your choice of composer to one and state why you believe that composer to be more likely than any of the other composers you suggested.

Naming the composer without providing an analysis of the example will not be sufficient for a passing grade.

A perfect score on any single excerpt is 10 points and will be evaluated as follows:

**Style Features (4-8 points):** The answer must mention at least 4 of the most pertinent style features that relate to the example, its period, genre, and composer. Be as precise as possible—cite measure numbers, beats, etc.—and point out characteristics such as a highly chromatic tonal language, the presence of German sixth chords, 6-8 cadences, Alberti bass patterns, Fuxian counterpoint, use of the clarinet or saxophone within an orchestral texture, cantus firmus technique, prepared piano, serial techniques, isorhythm, etc., etc. Points will be taken off for incorrect analyses, insufficient analyses, answers containing conflicting information, and correct observations of no importance.

**Work, Genre, or Type (maximum 2 points):** In all cases, a correct answer will give the genre and/or formal classification of the work represented in the excerpt. When applicable, include the nationality of the excerpt, as in Burgundian chanson or Aquitanian polyphony. For well-known compositions, such as Monteverdi's "Cruda Amarilli," Berlioz's *Symphonie Fantastique*, Haydn's Symphony #104, the overture to Mozart's *Le Nozze di Figaro*, etc., the title of the work may also be expected.

**Period (maximum 2 points):** Historical period should be identified as closely as possible, by century, and, when practicable, by early, middle, or late part of the century. An answer such as "Baroque" or "Middle Ages" is not acceptable.

**Composer or School of Composition (maximum 2 points):** Identify composers and/or school of composition as closely as possible, as in "Handel," "Bartok," "School of Notre Dame," "composers associated with the Academie de poesie et de musique," "one of Les Six," "the New England School," etc. Points will be taken off for an answer that encompasses a too-broad range of composers, such as, "Dufay, Josquin, Lasso, or Palestrina."

### Music Theory

You will be asked to analyze one or more tonal works and will be given a series of analytical questions about the works to answer. The works will be played for you 3 to 5 times, and scores will be provided. You will have three hours to complete the examination.

How to prepare:

If you need a review of tonal harmony, study the appropriate chapters on diatonic and chromatic harmony in *Tonal Harmony* by Stefan Kostka, Dorothy Payne, and Byron Almén.



Your study should be directed toward analysis, not part-writing. It is especially important that you be able to analyze keys and modulation in larger structures.

1. Study William Caplan's Classical Form. A copy is on permanent reserve in the Fine Arts Library.
2. Review your notes, assignments, and papers from Analytical Techniques. Review any readings about tonal music (including those on specific works) that were assigned.
3. Practice analyzing works from the 18th and 19th centuries. For each piece, analyze at least the following: harmony, tonal structure, phrase structure, form, thematic design, and motivic development.

*b. DMA SPECIALIZED COMPREHENSIVE EXAMINATION* (for Performance, Composition, Conducting, or Jazz Studies Majors)

In addition to completing a common portion of the comprehensive examination, students in performance, composition, conducting, and jazz studies will be required to complete a specialized portion of the comprehensive examination. For performance or composition students, the specialized examination committee will consist of three faculty members from the student's division. For performance and conducting majors, the student's studio professor usually chairs the committee. For composition majors, a faculty member of the student's academic division serves as chair. For jazz studies majors, the specialized examination committee will consist of four faculty members including two members of the jazz studies program (one of whom is the chair), and usually two non-jazz academic members. For students in jazz performance, the student's studio professor may substitute for one of the non-jazz members.

#### SCHEDULING A SPECIALIZED COMPREHENSIVE EXAMINATION

Specialized comprehensive examinations, including orals, can be scheduled before or after the common examination, but must be completed and graded between the first and last class days of the semester. Written specialized comprehensive exams should be completed at least one week before the last class day to allow for a grade to be submitted by the last day of classes. Comprehensives will not be administered during registration, holidays (including Spring Break), final examinations, or between semesters.

Although the content and procedures for the specialized comprehensive exams vary across divisions, the procedures described below apply to all programs. Certain divisions require a take-home exam, others require the submission of papers, and yet others, the completion of a series of timed exams, for example. Consult with the head of your division for additional information about the specialized comprehensive exams.

Students in all programs must form a doctoral comprehensive exam committee normally consisting of three professors in the specialty of the student's field of study. One of the members of the committee will act as the chair and be responsible for the organization of the specialized exam. The chair and/or committee must meet with the student prior to the exam to discuss the content of the exam, and set the time and date for the written and oral portions. It is recommended that this meeting take place at least four weeks before the exam date.

After meeting with the chair and/or committee and setting a date for the completion of the exam(s), the student must complete the specialized comprehensive exam form and submit it to the graduate coordinator **at least two weeks** prior to the date of the exam. The form, which is available from the graduate coordinator, requires the signature of each member of the doctoral comprehensive exam committee. The chair of the doctoral exam committee should submit the examination questions to the graduate coordinator **up to two weeks prior to the examination**. *Students should confirm that the graduate coordinator has received all exam questions two weeks before the exam date.*

For timed-exams proctored by the graduate coordinator, make sure to reserve the Graduate Conference room in advance. This is a quiet room equipped with a computer (you may not use your laptop for the timed exam) where you may take the exam 8am-12pm and 1-5pm. No exams will be scheduled in the conference room between 12 and 1pm. For other types of exams, you may reserve other rooms with the approval of the chair of the comprehensive exam committee. Contact the Scheduling office to reserve a room and inform the committee and the graduate coordinator of the place and time of the exam.

Once the student has completed the written exam, copies are sent to the student's committee for grading. In the case of timed exams, the graduate coordinator will make the copies and distribute them to the committee members; in all other cases, the student is responsible for making and distributing the copies of the exam materials (NOTE: when distributing the exam materials to your committee, also provide a paper copy of your entire exam to the graduate coordinator for filing purposes).

The oral exam (if applicable) lasts one or two hours depending on the division. Any changes to the date and time of the oral reported on the specialized comprehensive exam form need to be submitted to the graduate coordinator and the committee as soon as possible.

The chair of the committee will complete the evaluation section of the specialized comprehensive exam form, collect the signatures of the other committee members, and submit it to the graduate coordinator. In some instances, a student may be required to submit additional work or retake the examination. Any additional work required from the student should be noted in the form. There is a limit of one retake for any portion of the specialized comprehensive exam.

The graduate coordinator will send the student an official message regarding the results of the specialized comprehensive examination. Upon the successful completion of both the common and specialized comprehensive exams, students may apply to candidacy.

## FOR FACULTY

The chair of the student's comprehensive committee must approve all questions and present the questions to the Graduate Coordinator (GC) in one document (or one e-mail) at least two weeks in advance of the exam date. If the student is not using the graduate office conference room, the chair must still send the questions to the GC. Please indicate a time limit for question(s) and if materials/scores are allowed during the exam; for take-home questions, indicate days or weeks. **Questions arriving separately from each committee member will not be accepted by the GC.** It is up to the committee to determine acceptable formats (word-processed documents, spreadsheet, audio files, etc.) for the student to complete the comprehensive exam question(s). Allow at least a four-week interval between researching topics/exam questions with the committee and the student and the actual exam or due date. It is the responsibility of the chair of the committee to evaluate the exam with the other members of the committee and return the exam form to the GC. If a retake or an oral is required, indicate so in the exam form after setting a date with the committee and the student.

All scheduled comprehensive exams, both written and oral, must take place and be graded between the first and last class days of a semester

## PHD COMPREHENSIVE EXAMINATION for Musicology, Ethnomusicology, Music & Human Learning, and Music Theory students

The comprehensive examination is to be taken no sooner than the final semester of course work or upon completion of all course work (except dissertation and/or treatise). Musicology/Ethnomusicology students must have their course work evaluated by the Musicology division before taking comprehensive exams. In addition, doctoral students must have already satisfied the foreign language requirement(s) before taking the comprehensive examination in their major area. Doctoral comprehensive examinations, including orals, must be completed between the first and last class days of the semester. Comprehensives will not be administered during registration, holidays (including Spring Break), or final examinations. Students must be registered during the semester they plan to take comprehensives and for any retakes.

A PhD comprehensive examination committee normally consists of five faculty members. At least two committee members are from the student's major area and the rest of the committee is made up from other areas in which the student has taken course work (for example, a music & human learning student may have three music & human learning faculty, a musicology or theory faculty, and a performance faculty member). A faculty member of the student's academic division serves as chair and approves the student's committee. Musicology/Ethnomusicology students will have their committees approved by the Musicology division.

A preliminary meeting of the committee with the student may be held to set expectations for the examination. It is up to the student to meet with committee members on an individual basis to discuss topic areas. Students should inquire with the Graduate Coordinator

regarding availability of the graduate conference room once the date of the exam has been set. If the graduate conference room is unavailable, the student may check with the scheduling office to find another room - but the **Graduate Coordinator must be informed when and where the exam will be taking place** two weeks prior to the exam.

Suggestions regarding the material on which students in different programs may be examined are given below.

#### Musicology/Ethnomusicology

A student taking the comprehensive examinations should demonstrate a competent knowledge of the general history of music as well as a more extensive knowledge of two specific fields or subjects (usually defined as musical eras or topics of a systematic nature). One of these, which includes within it the student's dissertation topic, will be considered the principal area; the other will be considered the secondary area, and both fields must be approved by the faculty of the Musicology Division at least four months prior to the scheduled examinations. For each of the chosen areas, the student will be expected to show a firm grasp of its music history and literature, bibliography, historiography, methods and problems, and cultural context.

#### Music & Human Learning and Music Theory

A comprehensive examination on matters proper to the student's major, and a general examination on some aspect of the music of the student's area of musical activity. Students in Music and Human Learning are often asked to write four papers: a comprehensive review of literature in their area of expertise, a short-manuscript with clear implications for teaching and publishable in a practitioners' journal, a research article based on an original study completed by the student, and an additional paper on a topic related to the students' future research or professional activities.

## **X. MASTER'S THESES AND REPORTS**

### Master's Thesis

Candidates for the Master of Music degree with majors in music theory, composition, or music & human learning (30 hour/thesis track program) write a thesis under the direction of a supervisory committee made up of two or three members of the Graduate Music Faculty in the student's major area of study. Although the chair of the student's supervisory committee (supervising professor) has the primary responsibility for guiding the research and the writing of the thesis, the student is urged to consult with other members of the committee during the early stages of research. In this respect, it is strongly recommended that the student prepare a formal prospectus of the proposed study as early as possible for the approval of all members of the committee.

The thesis involves six semester hours of credit, and registration for MUS 698A must precede registration for MUS 698B. Regardless of the number of prior registrations, the student must be registered for MUS 698B the semester in which the completed thesis is submitted for the approval of the Graduate Dean.

### Thesis Format

The Graduate School's format guidelines for the master's thesis can be obtained online at <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>.

This will contain important information on typing, duplication, paper, margins, pagination, binding, etc.

All matters pertaining to style and format not covered should be checked with the supervising professor and the degree evaluator in the Graduate School (Office of Graduate Studies, Main Building, Room 101).

### Report for Literature/Pedagogy

The report submitted in partial fulfillment of the requirements for MUS 698R should demonstrate the candidate's ability to carry out a systematic study of some aspect of the literature or pedagogy of the major instrument. One semester of registration in MUS 398M (Master's Report) is required. The following list is intended to suggest the kind of study that would be acceptable.

- Studies in Pedagogy. Historical and comparative studies in the methodology of teaching the major instrument.
- Studies in Performance Practice. Studies in ornamentation, improvisation, interpretation, etc.
- Editorial Studies. Preparation of authentic performance editions with historical documentation; comparative studies of performing editions.
- Psycho-Physiological Studies. Studies of the mechanics of instrumental performance or of the vocal mechanism.
- Historical-Stylistic Studies. Stylistic studies of a particular repertoire; studies of the development of an instrument as related to musical styles.

The student must register for MUS 398M until the report is completed and submitted to the Graduate School. An asterisk symbol (\*) will appear on transcripts for each semester of 398M until the report is complete. The format for the report should be the same as for the master's thesis. An electronic copy of the report must be submitted (uploaded) to the Graduate School website.

#### Report for Musicology and Ethnomusicology

A program with a report in lieu of a thesis, requiring thirty-three semester hours, is also available in the areas of musicology and ethnomusicology. The Master's Report in these areas is expected to be a substantial paper that is produced as a result of a seminar, conference course, or supervised research experience. In contrast to a master's thesis, which is to demonstrate original research, the master's report may consist of the application of research, gathering of data, analyses, and conclusions drawn from a special educational experience.

**IMPORTANT:** For musicology and ethnomusicology majors, all committee members of a master's report must receive a complete draft no later than three weeks before the final submission deadline. In addition, the drafts must be paper copies unless a committee member specifically agrees to receive an electronic file.

The student must register for MUS 398M until the report is completed and submitted to the Graduate School. An asterisk symbol (\*) will appear on transcripts for each semester of 398M until the report is complete. The format for the report should be the same as for the master's thesis. An electronic copy of the report must be submitted (ie uploaded) to the Graduate School website.

#### Musical Examples

Musical examples may appear either in the text of the thesis/report or collected together in one group in an appendix. While the former procedure is preferred, the latter may be used with the approval of the supervising professor. All examples should be accompanied by a caption immediately above or below the illustration. It is a courtesy to the reader to give the composer, title, and measure numbers of a composition from which an excerpt is presented, or an explanatory caption for a musical example intended to illustrate some point in the discussion. Other recommendations pertaining to examples are:

1. Ordinarily the numbering of musical examples should be consecutive (using Arabic numbers) throughout the entire thesis or report.
2. The word "EXAMPLE" in the caption should be typed in all capital letters.
3. The underlining and quoting of titles of compositions in example captions should be consistent with that used in the text of the thesis.
4. Captions should be separated from the text by at least a triple space.

5. When required by the publisher, copyright notices should be placed below each example, and separated from any text that follows, by at least a triple space. Often publishers will require only a statement in the "Acknowledgments" that permission has been obtained. The student is cautioned to secure written permission to reproduce copyrighted material. The University assumes no responsibility for infringements of the Copyright Law. Most publishers willingly grant permission to "quote" short musical excerpts in theses and dissertations. A letter to the publisher or copyright owner specifying titles and measure numbers and the reasons for requesting permission will ordinarily secure the desired approval.
6. Example captions (and copyright notices when required) may be typed beginning at the left margin or in conformity with standard paragraph indentation.

#### Underlining (Italicizing) the Titles of Musical Compositions

It is not possible to state a general rule for the underlining or quoting of titles of musical compositions that will cover every case. Regardless of the procedure followed, it should be characterized by internal consistency. The University of Chicago Press, A Manual of Style, contains the following recommendations:

1. Underline the titles of symphonies, operas, suites, oratorios, passions, masses, song cycles, tone poems, sonatas, and other compositions whose length and scope are comparable to one of these.
2. Use quotation marks for titles of short musical compositions and for subdivisions of larger works.
3. Opus numbers, if used, should not be considered part of the title of a composition and, therefore, should be neither underlined nor enclosed in quotation marks.

## **XI. MASTER'S GRADUATION**

**\*\*\*Important Notice for Students Intending to Graduate\*\*\***

The graduate school sets a deadline very early in the semester for those intending to graduate. Check with the Graduate Coordinator the first day of classes regarding this deadline.

### APPLICATION FOR GRADUATION FOR THE MASTER'S DEGREE

Master's students who intend to complete course work and/or thesis recital requirements and graduate for a particular degree program must be properly registered and complete all departmental requirements, such as remaining course requirements & a comprehensive exam, paperwork, and the graduate school online application by the deadlines provided each semester by the graduate coordinator and the Graduate School.

Information regarding departmental/degree requirements for graduation is available from the graduate coordinator in Music, and Graduate School deadlines and forms are available at <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>. Master's students who do not complete the online form by the Graduate School's deadline will not be allowed to graduate until the following semester. **Official graduation requires that the student be registered for the semester that the graduation is expected.**

Degrees are awarded at the end of the fall semester, the spring semester, and the summer session, with public ceremonies being held approximately two weeks after the last class day of spring semesters. All candidates, including those awarded their degrees in the fall or summer semesters, are urged, though not required, to participate in the convocation ceremony (commencement). Information about the convocation ceremony for graduating graduate students is communicated by the Office of Graduate Studies (graduate school), MAI 101. However, keep in mind that students with some or all of their directory information restricted may not receive this information. Check with the graduate coordinator in music or the graduate school, or check online at <https://gradschool.utexas.edu/academics/graduation/convocation> and click on the link Schedule.

To graduate, a master's student must:

1. Check with the Office of Graduate Studies regarding deadline dates, or check online at <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>, and click on the link Master's Forms Required for Graduation.



2. Submit an online Degree Candidate form to the Office of Graduate Studies by the deadline date set for the semester in which the student plans to graduate.
3. Be properly registered to complete all departmental degree program requirements such as the final semester of course work, comprehensive exam, recital, etc.

Thesis/Report option students also need the following:

- a. Thesis option students: submit your completed and faculty approved thesis by the last class day to the Office of Graduate Studies;
- b. Report option students: submit your completed and faculty approved report by the last class day to the Office of Graduate Studies
- c. Additional forms such as Copyright disclaimer and/or Title page are required for both; go to <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions> for more information.

## **XII. DOCTORAL CANDIDACY**

### APPLICATION FOR CANDIDACY FOR THE DOCTORAL DEGREE

#### General Information

Every student who seeks the degree of Doctor of Philosophy in Music (PhD) or Doctor of Musical Arts (DMA) must be admitted to candidacy on the recommendation of the Graduate Studies Committee in Music. To be eligible for application for admission to candidacy, the doctoral student must have passed the doctoral comprehensive examination(s) and any foreign language requirements as stipulated for the degree program.

#### Dissertation Committee Membership and Applying for Doctoral Candidacy

Normally, this committee consists of five to six UT-Austin faculty members, three of whom must be Graduate Studies Committee faculty in Music, and preferably not more than one non-GSC member. (See p.4 of the handbook for more info. on the GSC.) The Graduate School requires that each committee have at least one member who is not a faculty member in the student's home department.

For performance majors, a dissertation committee usually consists of six members (three members chosen from the candidate's performance area, two from academic areas, and one from outside the department). Co-supervisors are required, with the performance instructor serving as one co-supervisor and an academic faculty member serving as the other co-supervisor. The performance co-supervisor supervises the preparation and completion of the dissertation recitals, while the academic co-supervisor supervises the writing of the treatise or non-treatise lecture-recital document.

The dissertation committee, as approved by the Graduate Adviser, Graduate Studies Committee Chair and the Dean of the Graduate School, assists the student in the pursuit of a chosen problem and supervises the research and writing of the dissertation, treatise, or non-treatise lecture recital document. The supervisor (or co-supervisor) is the main faculty member in charge of the candidate's doctoral dissertation or treatise, who consults with and informs the other members of the committee as the student's work proceeds; however, the entire committee must approve the topic and the principal features of the research design before the candidate proceeds with the study.

An application for candidacy involves completion of the online application, available at [https://utdirect.utexas.edu/ogs/forms/candidacy/stu\\_appsList.WBX](https://utdirect.utexas.edu/ogs/forms/candidacy/stu_appsList.WBX), and the written or verbal agreement of all of the student's committee members. Performance students applying for the Treatise program must have co-supervisors' approval and the Graduate Academic Affairs Committee (GAAC) approval before applying for candidacy (more below). The Treatise program application must be reviewed and approved by the student's supervisor or co-supervisors and the Graduate Adviser. A minimum of five working days is required for this review. Failure to achieve candidacy at the earliest possible date could cost

the student an additional semester of time. Therefore, the following instructions should be followed carefully and completed as soon as possible after passing the comprehensive examinations.

Preparation for the application for candidacy should begin as soon as the student receives notification from the Graduate Adviser indicating successful completion of the comprehensive examination(s).

As soon as these forms are approved and submitted to the Graduate School, registration for the dissertation series, MUS 399R and 399W, (offered for 3, 6, or 9 hours) and for treatise, MUS 399, is permitted.

More detailed information is listed below.

### STEPS FOR COMPLETING THE DOCTORAL CANDIDACY APPLICATION

*Performance Students who would like to write a **Treatise** must apply and be approved for the Treatise Program before completing the other candidacy forms; see next-to-last page for more information.*

You must have successfully completed all comprehensive examination requirements, including any foreign language or statistics requirements before you can be approved for doctoral candidacy. Below are the steps for completing the doctoral candidacy application online. Here is a *suggested* timeline for applying for doctoral candidacy and dissertation registration for fall or spring Semesters.

- a. If you are a doctoral performance student and are applying for the Treatise Program (see next-to-last page), you must get approval for the Treatise Program from the Graduate Academic Affairs Committee (GAAC) in Music BEFORE you apply online. Contact the Graduate Coordinator for an application. (See pp. 57-59 for more info. on the DMA treatise program.)
- b. After your committee agreement form has been approved, apply online for candidacy here: [https://utdirect.utexas.edu/ogs/forms/candidacy/stu\\_appsList.WBX](https://utdirect.utexas.edu/ogs/forms/candidacy/stu_appsList.WBX). If you are still attempting to complete part or all of your comprehensive exams, you must wait until you have passed everything before applying. Also, you may only apply during a semester for which you are registered.
- c. Once your application receives all approvals, including Graduate School approval, add dissertation hours to your schedule. This can be done during the add/drop in the dept. by the 12th class day deadline for Fall or Spring (4<sup>th</sup> class day deadline for Summer I Session) or the Graduate School will allow departments to petition after the 12<sup>th</sup> class day in long semesters to add the first semester of dissertation for new doctoral candidates, but contact the Graduate Coordinator for the latest that this can be done.

1. Register for the semester that you plan to become a doctoral candidate.  
 Note: You can register for any course, but please do not register for a seminar or classroom course that is in high demand. **MUS 394 and/or MUS 694 Directed Reading courses are strongly recommended**; an instructor-signed individual instruction form is required for either of these, presented to the Student Office, 3.836, before you can register for either of them.
2. Contact each proposed member of your doctoral committee and get their approval to serve on your doctoral committee before applying online for doctoral candidacy. Following are listed the basic requirements for the faculty committee membership for the various doctoral music majors.

(For more information on how to form a committee, please contact your major professor, the graduate coordinator, or Prof. David Small, Graduate Adviser in Music.)

<u>Music &amp; Human Learning</u> <u>Music Composition</u> (including Jazz Comp. and MHL) <u>Music Theory</u> <u>Musicology</u>	}	Supervisor (Music faculty) Member (Music faculty) Member (Music faculty) Member (Music faculty) Member (faculty from <u>outside</u> the School of Music)
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<u>Ethnomusicology</u>	}	Supervisor (Music faculty) Member (Music faculty) Member (Music faculty) Member (typically fac. from <u>outside</u> the School of Music) Member (faculty from <u>outside</u> the School of Music)
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<u>Music Performance</u> (Treatise or Non-Treatise) including Jazz Perf., Conducting, Opera	}	Academic Co-Supervisor (non-Performance Music faculty) Perf. Co-Supervisor (usually the student's perf. instructor) Member (Perf. Music faculty from the student's perf. area) Member (Perf. Music faculty from the student's perf. area) Member (non-Performance Music faculty) Member (faculty from <u>outside</u> of the School of Music)
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**Important Note:** Performance students should make their best effort to get the approval of a School of Music Asst. Prof., Assoc. Prof., or Professor to serve as their academic co-supervisor. Consult the graduate adviser if you are unable to find one for your topic.

3. Complete the Application for Doctoral Candidacy online at [https://utdirect.utexas.edu/ogs/forms/candidacy/stu\\_appsList.WBX](https://utdirect.utexas.edu/ogs/forms/candidacy/stu_appsList.WBX). You can save your work on the application if you're not ready to submit it. Doctoral performance students interested in writing a treatise must additionally apply for the Treatise Program and be

approved for it before submitting the online Application for Doctoral Candidacy. Read the next-to-last page and see the Graduate Coordinator in Music for a treatise application.

Only those students writing a dissertation or performance students approved for the treatise program should type in their proposals in the text box Candidate's Dissertation or Treatise proposal. Non-Treatise program students do NOT type in a proposal for the online application. Non-Treatise students should instead type in "Non-treatise program" or "DMA, option 2".

4. For students who have non-Graduate Studies Committee (GSC) members on their committees, the non-GSC member must submit a curriculum vitae (CV) as an e-mail attachment to the doctoral degree evaluator in the Office of Graduate Studies. Non-GSC members who are not employed at UT-Austin must submit a CV and state that they agree to serve without reimbursement from UT-Austin; have them send this information to the doctoral degree evaluator.

5. Once you submit your application online, an e-mail is automatically generated and sent to each proposed member. Your supervisor or co-supervisors will receive an auto-generated e-mail with a link to approve your candidacy application online. Your other members will also receive auto-generated e-mails, and as long as they have agreed to serve on your committee, then no response is needed from them.

6. Approvals for the online application are routed in the following order and are completed by each person below upon clicking on the link in the e-mail which each person receives:

- A. Supervisor (or co-supervisors)
- B. Graduate Adviser in Music & GSC chair in Music
- C. Office of Graduate Studies (OGS) doctoral degree evaluator – MAI 101
- D. Associate Dean in OGS – MAI 101

Once the Associate Dean in OGS has approved your application, you have become officially a doctoral candidate at UT-Austin. You can then add dissertation hours and drop your "dummy" courses, as long as it is on or before the 12<sup>th</sup> class day deadline for Fall or Spring (4<sup>th</sup> class day deadline for Summer I Session). If you are approved after the 12<sup>th</sup> class day (or after the 4<sup>th</sup> class day for Summer I Session), then our office may petition for you. You are strongly urged, however, to complete everything to allow enough time for approvals to be made and for you to complete the add/drop by the deadlines stated above.

## REGISTRATION FOR DOCTORAL CANDIDATES

DISSERTATION STUDENTS: Dissertation students (Music Composition, Music & Human Learning, Music Theory, Musicology/Ethnomusicology) register for MUS 399R

Dissertation and MUS 399W Dissertation sequentially. A typical semester's registration for Treatise students is as follows:

Fall Semester  
MUS 399R Dissertation

Spring Semester  
MUS 399W Dissertation

Students who need more than two semesters of dissertation to complete their dissertation must continue in MUS 399W Dissertation; 399R is only for the first semester of dissertation registration. A 6-hour or 9-hour dissertation course is available for those who need more than three hours per semester (to defer loans, while on scholarship/fellowship, appointed as an assistant, etc.).

**TREATISE STUDENTS:** Performance Students applying for the **Treatise program** must complete the Application for Doctor of Musical Arts with Treatise (The Treatise Program), available from the Graduate Coordinator, submit a UT transcript, and six copies each of 2 writing samples along with it to the Graduate Coordinator, and have the application approved by the Graduate Academic Affairs Committee in Music (GAAC) **before** completing and submitting the other forms for candidacy. The GAAC will make the final decision on your treatise application. **EXCEPTION:** DMA Voice Performance with emphasis in Voice Pedagogy Specialization

Registration in MUS 399R Dissertation, MUS 399W Dissertation, and MUS 399 Treatise is required.

A typical semester's registration for Treatise students is as follows:

Fall Semester  
MUS 399R Dissertation

Spring Semester  
MUS 399W Dissertation  
MUS 399 Treatise

**NON-TREATISE STUDENTS:** No separate application for the non-treatise program is required.

Registration in MUS 399R Dissertation, MUS 399W Dissertation, and MUS 399N NonTreatise Lect/Recital Docum is required. A typical semester's registration for Non-Treatise Students is as follows:

Fall Semester  
MUS 399R Dissertation

Spring Semester  
MUS 399W Dissertation  
MUS 399N NonTreatise Lect/Recital Docum

**\*Please note**, if it is necessary to register for more than three or six hours per semester (for ex., if you are required to be full-time because you are a TA/AI), all dissertation courses can be taken as 3, 6, or 9 hour credits.

So, a typical schedule for a doctoral candidate at nine hours per semester is as follows:

<u>Fall Semester</u>	<u>Spring Semester</u>
MUS 999R Dissertation	MUS 699W Dissertation
	MUS 399N NonTreatise Lect/Recital Docum

### Continuous Registration While in Candidacy

After a student has been officially admitted to candidacy for the doctoral degree, continuous registration is required during the fall and spring semesters of each academic year until the degree is attained.

The student may not receive advice and assistance from a member of the faculty in preparation of the treatise or dissertation without being registered for the appropriate treatise or dissertation course. For doctoral students in performance areas, this means that lessons given in preparation for dissertation recitals may only be given on a regular basis and under an official registration such as MUS 399R or W (or 699R or W, or 999R or W). After a doctoral candidate enrolls in the “R” dissertation course, each subsequent semester will be in a “W” dissertation course. Doctoral students in performance areas who have advanced to candidacy may not register for performance (290 or 490).

The Graduate School will monitor the continuous registration of doctoral students. After students complete their first semester in candidacy, they will be automatically registered for the same course and number of hours each long semester (Fall and Spring) as they were in their previous semester, as long as the student has no bars. It is the student’s responsibility to check to be sure they are registered and pay their fee bill. Under unusual circumstances (such as serious illness), doctoral candidates may petition for a leave of absence; if the petition is granted, the requirement of continuous registration is waived during the time of the leave. Leaves will be granted only because of conditions that require the suspension of graduate study and treatise/dissertation research. Leaves are never granted for financial hardship.

Petitions for leave of absence can be picked up from the Graduate Coordinator and turned into the Graduate Adviser in advance of the semester in which the leave is first sought. If necessary, the petition will be forwarded to the Chair of the Graduate Studies Committee for consideration by that committee. If the Graduate Adviser and/or the Graduate Studies Committee supports the leave of absence request, a petition will be forwarded as soon as possible to the Graduate School. Final leave approval is granted by the Graduate Dean. If the student is granted approval by the Graduate Dean for the leave of absence, a readmission application form must be submitted by the student to the Office of Admissions in order to enroll in the semester after the leave of absence expires. Readmission application deadlines

are: December 1 for spring, May 1 for summer, and July 1 for fall. A leave of absence will not extend a student's candidacy.

#### Time Limits/Extensions

PhD and DMA Dissertation (non-performance) and DMA Treatise Program doctoral candidates who have been admitted to candidacy for a doctoral degree must complete the degree within three years from the date of admission to candidacy. DMA Non-Treatise Program doctoral candidates approved for doctoral candidacy beginning Fall 2008 and beyond will have two years from the date that they were approved by the Graduate School for doctoral candidacy to complete their remaining recitals, including the lecture recital, the lecture recital document, and defend the lecture recital document to graduate.

Doctoral candidates who do not complete the degree within the stated time limits must request an extension. Requests for an extension and all necessary documentation must be submitted to the Graduate Adviser at least one semester prior to the end of the given time limit.

Requests to extend candidacy are not approved automatically. Students must meet the following conditions to receive an extension for candidacy:

Extension 1 (one year) - Candidate must show progress made toward the dissertation/treatise. A letter of support must be submitted by the dissertation chair/co-chairs.

Extension 2 (one year) - Candidate must show evidence that he/she has made considerable progress on the dissertation/treatise during the past 12 months. Copies of all written work must accompany the request. Letters of support must be submitted by each member of the dissertation committee.

Extension 3 (one year) - Candidate must show evidence that he/she has made considerable progress on the dissertation/treatise during the past 12 months. Copies of all written work must accompany the request. Letters of support must be submitted by each member of the dissertation committee. The candidate will be required to retake the comprehensive examination before an additional candidacy extension will be approved.

Extension 4 (one year) - Candidate will have had to successfully complete the comprehensive examinations to qualify for this final extension. No additional extensions will be granted, and the student will be terminated from the degree program should he/she not complete the degree by the time this extension expires.

#### Doctoral Dissertation and Treatise Information

Doctoral students should keep in mind that at least two semesters of registration in the dissertation series is required in all degree programs. The first registration should be in MUS 399R Dissertation (or 699R, 999R); the second and subsequent registration should be



in MUS 399W Dissertation (or 699W, 999W). Students (performance, opera, choral and instrumental conducting) who write a treatise along with the dissertation recitals must register in the above dissertation sequence plus at least one semester's registration in Treatise (MUS 399). Treatise must be taken the semester the student plans to submit the paper to the Graduate School and to graduate. The dissertation and treatise courses are taken on a Credit/No Credit grade basis.

No student may receive advice or assistance from a member of the faculty in the preparation of the treatise or dissertation without being registered (for multiple semesters, if necessary) for the appropriate treatise or dissertation course. Registration for the doctoral dissertation course requires a minimum of two semesters.

Doctor of Philosophy (PhD): No student will be permitted to register for a dissertation course until admitted to candidacy. The dissertation is required of every candidate and must be, as a result of independent investigation in the candidate's major area, an original contribution to scholarship. It must be accepted by the candidate's dissertation committee before submission of it to the Graduate School.

DMA with major in Composition: The dissertation will normally consist of a work of major proportions for orchestra, band, or chorus and orchestra, or an opera. The dissertation must also be accompanied by a document that adequately explains the content of the composition. In addition, a recital must be presented. The recital must be approximately 30 minutes in length, must consist of works approved by the student's composition instructor, and must be given no later than the student's last semester in residence. The student must receive from the jury an average grade of at least "B" for the recital; if the average grade is less than "B", the student, upon approval of the Music Theory and Composition faculty, must present another recital. An analysis of the dissertation, normally expected to be at least 30 pages in length, must be presented to the dissertation committee when the dissertation is presented for evaluation. This document is to be submitted to the Graduate School with the dissertation and must follow the Graduate School format for doctoral dissertations.

DMA with major in Music & Human Learning: The dissertation will be comparable to the Doctor of Philosophy dissertation in proportions and quality.

DMA with major in Performance, including Conducting and Opera areas: A student admitted to a DMA Performance is automatically placed in the Non-Treatise program, or may petition to the Graduate Academic Affairs Committee (GAAC) to do the Treatise program. For further explanation of the Treatise or Non-Treatise programs, please see The Treatise Program, and The Non-Treatise Program (below).

## DMA TREATISE PROGRAM

In the Doctor of Musical Arts Treatise Program, the dissertation consists of:

- 1) Public DMA 1 and DMA 2 solo recitals;
- 2) Public DMA Lecture recital;

- 3) A scholarly treatise (see description below).

The treatise is defended before the doctoral committee. Students with a record of high quality academic work are encouraged to pursue the Doctor of Musical Arts with Treatise. Following the comprehensive examination and prior to submitting materials for advancement to candidacy, the student petitions to the Graduate Academic Affairs Committee of the School of Music to be admitted to the Treatise program via a separate application with co-supervisors' signatures and confidential recommendation letters from each co-supervisor, proposal, writing samples, and UT transcript, and submitted to the Graduate Coordinator. The Committee's decision is based on the quality of the student's performance in academic course work and the comprehensive exam. Applications for the Treatise program will be available from the Graduate Coordinator.

The order of recitals for the Treatise program is as follows:

Pre-candidacy: 1) DMA 1 Solo Recital;

In candidacy: 2) DMA 2 Solo Recital; 3) Lecture Recital

#### Proposal for the Treatise or Dissertation

Following admission to candidacy, the doctoral candidate (except for composition majors), with the guidance of the supervising professor (committee chair), may be required to prepare a written prospectus or proposal for the dissertation or treatise. Doctoral students should check with their Division Head in order to determine if a proposal in their area of study is required. A meeting of the student's committee may be scheduled, at which time the candidate will be expected to demonstrate a thorough understanding of the background and procedures necessary to carry out the proposed study. The proposal, when approved by the committee, should be filed with the Graduate Adviser.

While there is no set form to be followed in writing a prospectus for the treatise or dissertation, the following is a list of what it should contain:

1. A brief introduction leading to a statement of the general problem;
2. Delineation and explanation of specific problems and hypotheses or questions to be answered;
3. Justification of the study;
4. Explanation of any basic assumptions;
5. Definitions of any special terms;
6. Detailed descriptions of procedures for collecting and analyzing data;

7. Bibliography. (This should include all relevant sources to be examined as well as those already examined at the time of writing the proposal.)
8. Signature lines for the committee to sign once they agree that the proposal is an acceptable research topic and that the proposal is clear concerning how the investigation will be carried out. Proposal Approval Signature forms are available from the Graduate Coordinator.

Description of the Treatise. A treatise submitted as one of the requirements for the DMA degree in performance should in some way be related to the theory and practice of musical performance. It should be a work of a scholarly nature dealing with one or more of the problems involved in achieving the artistic and intelligent presentation of significant music. The list that follows is intended to suggest the kinds of projects that would be acceptable:

1. Studies in Performance Practice. Studies in ornamentation, improvisation, thorough-bass, etc.; historical and documentary studies of the nature and size of performing groups.
2. Studies in the Aesthetics of Musical Performance. Problems of performance as related to the aesthetics of musical structure; studies in interpretation.
3. Historical-stylistic Studies. Studies in the stylistic history of a particular performing repertoire; studies of the development of musical instruments as related to musical styles.
4. Editorial Studies. Preparation of authentic performance editions, with historical documentation; comparative studies of performing editions.
5. Studies in Pedagogy. Historical and comparative studies of schools of pedagogy; studies in the methodology of teaching musical performance.
6. Psychological or Physiological Studies. Studies of the mechanics of performance.
7. Acoustical Studies. Studies in the acoustics of musical instruments; studies in architectural acoustics as related to musical performance.

#### DMA NON-TREATISE PROGRAM

In the Doctor of Musical Arts Non-Treatise Program, the dissertation consists of:

- 1) Public DMA 1 and DMA 2 solo recitals;
- 2) Public DMA Chamber music recital;
- 3) Public DMA Lecture recital;
- 4) A lecture recital document, which is defended before the doctoral committee.

Chamber music recital: Prior to entering candidacy, students who elect the Non-Treatise option are required to present a full public chamber music recital. The recital should demonstrate the student's skill in organizing and presenting a high quality collaborative performance. It is recommended that the repertoire for the chamber recital be approved by the student's performance instructor and the Graduate Adviser early in the semester, but no later than six weeks before the date of the recital. The recital is graded by faculty from the student's Division.

The order of recitals is as follows:

Pre-candidacy: 1) DMA 1 Solo Recital; 2) Chamber Music Recital

In candidacy: 3) DMA 2 Solo Recital; 4) Lecture Recital

The DMA lecture recital and defense must occur in the last semester of study, which is the graduation semester. The DMA 2 recital must be performed before the lecture recital.

Lecture recital document: Students in the Non-Treatise program work with their academic co-supervisor register for MUS 399N (Non-Treatise Lecture Recital Document) as well as MUS 399W Dissertation during the semester(s) in which the lecture recital will be written and presented. If, for any reason, the lecture recital is not completed within a single semester, a student will continue to register for MUS 399N and MUS 399W until the recital is successfully performed and defended.

## FORMATTING GUIDELINES

The lecture recital document, while not as comprehensive as a treatise, is nonetheless a scholarly study that must demonstrate original thought, thorough research, and meticulous presentation. The length will vary as appropriate for the topic, but most documents should fall between 15 and 25 pages (30 to 50 minutes when presented as a lecture). Most typically, the lecture recital document will consist in a script of the lecture presented by the candidate at the lecture recital along with the supporting documentation. With the approval of the supervising professor(s), the student may offer a more comprehensive treatment of the subject in the lecture recital document and/or present an oral version of the content based on an outline of the paper. In any event, the lecture itself should be thoroughly prepared and presented, the quality of which should be comparable to that of a professional meeting presentation or job interview, and the lecture recital document should include thorough citations to the scholarly literature as well as a comprehensive bibliography. At least two weeks in advance of the lecture recital, and preferably one month before it, a student must distribute his or her document to the doctoral committee. The defense will then cover both the style of the performance and substance of the paper.

**A template for the lecture recital document is available from the website of the Music Graduate Office.**

## **XIII. DOCTORAL FINAL ORAL EXAMINATION**

## **(DEFENSE) AND GRADUATION**

At the beginning of the semester in which a student plans to graduate, forms for graduation should be obtained online at <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>. The doctoral candidate should fill out and submit the online Doctoral Degree Candidate Form to the graduate school by their deadline. Also, the Request for Final Oral Examination (defense) form must be completed by the doctoral candidate; more information about this form is listed below. This form requires the signatures of all committee members and indicates that all individuals agree to a specific date, time, and place (entered on the form) for the final oral examination. The form must be on pink paper; pink paper is available from the Graduate Coordinator.

A request to hold this examination must be formally scheduled through the Graduate School at least two weeks in advance. This request signifies the acceptance of the doctoral dissertation or treatise for the purpose of giving the final oral examination on the dissertation or treatise (or other parts of the student's program as determined by the committee, such as the lecture-recital document completed by non-treatise program DMA candidates). The decision to examine a dissertation or treatise must be unanimous.

It is the student's responsibility to secure the signatures of all committee members, as well as to set up the date, time, and place for the examination in consultation with the supervising professor. The Graduate Office Conference Room (MRH 3.702) has traditionally been used for the student's defense; contact the Graduate Coordinator to schedule this room. Keep in mind that any other available classroom or other similar space on campus can be used to hold the defense in the event that the Graduate Office Conference Room is unavailable.

### **THE REQUEST FOR FINAL ORAL EXAMINATION (DEFENSE) FORM**

A student should submit the final draft of the dissertation, treatise, or non-treatise lecture recital document which has been reviewed for technical and grammatical correctness by the supervising professor, to each committee member **at least four weeks before** the oral defense. For Musicology or Ethnomusicology majors, the drafts must be paper copies unless a committee member specifically agrees to receive an electronic file. All members of the committee must sign the Request for Final Oral Examination form. By signing, the member acknowledges the receipt of a copy of the dissertation draft and agrees to be present at the defense on the scheduled date. The request must be filed in the Graduate School (with the vita and the abstracts for dissertation or treatise) at least two weeks in advance of the defense. A two-week period is necessary for the Graduate School to process the request. Exceptions to this rule are made only by petition from the Graduate Adviser (David Small) to the Graduate Dean.

The Final Oral Examination is a major component of the doctoral degree requirement. The treatise/dissertation or completion of degree requirements cannot be approved by the Graduate School until the defense is successfully passed and the committee members and

Graduate Studies Committee Chair for the school of music have signed the Report of Defense form and the student has submitted all necessary forms and documents as required to the Graduate School by the deadline. The signed report form is the official recommendation of the committee to the Graduate Dean, who depends upon it to determine eligibility to receive the doctoral degree. A report form certifying that the student has passed signifies that the committee unanimously agrees that the student has completed all assigned work, passed all examinations, and completed a treatise/dissertation (or completed all requirements for the Non-Treatise program). In the event that revisions to the dissertation, treatise, or non-treatise lecture recital document are necessary before the committee members will approve it, the report form should be retained by the supervising professor until all revisions have been completed. *Keep in mind, the non-lecture recital document is NOT submitted to the Graduate School; only students writing a dissertation or treatise submit this document to the Graduate School.*

### COMPLETING THE FINAL ORAL REQUEST FORM

Each committee member must sign the Request for Final Oral form to indicate a willingness to be present at the defense. Please note that all members of the committee must sign the request form before it is submitted to the Graduate School. If a member is unable to attend the defense, the Graduate School will need a signed explanation of the professor's absence on the reverse of the request form, together with an assurance that the professor will read the dissertation, treatise, or non-treatise lecture recital document. Under certain circumstances, the Graduate School will accept a memorandum signed by the departmental Graduate Adviser or the supervising professor regarding the absent member. The student should be sure to consult with the Office of Graduate Studies if there are any questions concerning absences. The committee supervisor (or both co-supervisors) must be present at the defense, and all other (non-supervisory) members must either participate electronically (i.e. via Skype or tele-conferencing) or be physically present. The defense will not be scheduled if more than one committee member cannot participate. If a student is planning a summer defense, the student should arrange the final oral near the beginning of the summer in order to accommodate the travel plans of the committee members.

Requests for Final Oral must be submitted to the Graduate Adviser for approval at least four weeks prior to the date of the final oral. Once the request has been approved by the Graduate Adviser, it will be forwarded to the Graduate School. Format information can be found here: <http://www.utexas.edu/ogs/pdn/pdf/dissformat.pdf>.

Failure to send the Request for Final Oral form on time may result in cancellation of the date of the final oral.

Changes made in the makeup of the committee should be approved by the Graduate Dean as the changes occur. All changes must be approved at least 30 days in advance of the defense.

Below are step-by-step instructions:

The Request for Final Oral Examination (defense form) can be found online at <https://utexas.app.box.com/s/hqye1jgbqvh57cozfr48ysqhbs2ic841>. It is a fill-in pdf, but you'll need Adobe Acrobat Reader to use the fill-in function for typing into the form.

**Note: The Request for Final Oral Examination form is due in OGS no later than two weeks before the date of the defense. Allow at least two additional weeks to collect committee members' signatures on the form before then, as well as the graduate adviser's (Prof. Small's).**

1. Decide with your committee what date and time they can all meet with you to have your Final Oral Examination (defense). Regarding where you and your committee will meet, you must indicate the building abbreviation and exact room number for the "location" field on the form. If you want to use MRH 3.702 Graduate Conference Room, then let the graduate coordinator know to see if it's available for you. If it is not available, then ask your supervisor or co-supervisor to see if MRH 3.834 Director's Conference Room is available; Joanna Kaminski schedules that particular room. If that conference room isn't available, contact the Scheduling Office at [scheduling@mail.music.utexas.edu](mailto:scheduling@mail.music.utexas.edu) to schedule a classroom. **For DMA students, the final oral examination may not be scheduled for the same day as the lecture recital.**

2a. Once you and your committee have decided upon a date, time, and location for your defense, you need to complete the Request for Final Oral Examination form. Oddly enough, it must be printed on pink paper (a graduate school requirement), which is available from the graduate coordinator. Everything except signatures on the form must be TYPED (this is a fill-in Adobe Acrobat form, so use Adobe Acrobat reader to type in before printing), and it **MUST** be on pink paper **BEFORE** procuring your committee signatures.

2b. For the Typed Name field, type in the first and last name of each member. Do not list their faculty titles. Performance majors and anyone else with co-supervisors should list these two members on the first two lines of the form.

2c. For the Graduate Department/Program field, type in "Music" for music faculty. For the outside member or members, type in their department name or "Outside".

3. On the request form, all committee members must sign or have the supervisor, one of the co-supervisors or the graduate adviser sign for them. Also, you must have all committee members (or at a minimum, all but one of them), including the supervisor or one of the co-supervisors, agreeing to participate. If one of your members cannot participate, they must still indicate their non-attendance with a signature on the second page of the form.

4. Non-treatise students do not need to attach an abstract, title page, etc. These additional documents are only for dissertation or treatise students.

5. You must get the graduate adviser's signature after everyone else signs; just drop off your form at the graduate coordinator's office.

6. The graduate coordinator can mail the request form to the Office of Graduate Studies (OGS), MAI 101, on your behalf, or you can take it over yourself. Either way, the graduate coordinator needs a copy of it for your file once it's completed and signed before it is sent to OGS.

**7. The Request for Final Oral Examination form is due in OGS no later than two weeks before the date of the defense, and you'll need to get committee members' signatures on it before then as well as the Graduate Adviser's (Prof. Small's).**

#### WHAT TYPICALLY OCCURS AT THE DEFENSE (FINAL ORAL EXAMINATION)

At the defense time and location, the doctoral candidate and his or her committee meet briefly at the beginning. Then the supervisor or co-supervisors ask the candidate to exit the room briefly to allow the committee to discuss the candidate's document. After brief discussion, the committee asks the candidate to return to the defense room for further discussion. Music & Human Learning candidates require that the candidate hold a public presentation of the document with the committee prior to a private discussion of the document.

#### CONVOCATION

Degrees are awarded at the end of the fall semester, the spring semester, and the summer session, with public ceremony held shortly after the last class day for spring semesters. Since doctoral degrees are conferred individually, it is particularly desirable that doctoral candidates be present for the ceremony of investiture at convocation.

All candidates, including those awarded their degrees in the fall or summer semesters, are urged, though not required, to participate in the convocation ceremony (commencement) held at the end of each spring semester in May. Information about the convocation ceremony for graduating graduate students is communicated by the Office of Graduate Studies (graduate school), MAI 101. However, keep in mind that students with some or all of their directory information restricted may not receive this information. Check with the graduate coordinator in music or the graduate school, or check online at <https://gradschool.utexas.edu/academics/graduation/convocation>.

#### DOCTORAL GRADUATION CHECKLIST

To graduate, a doctoral candidate must:



1. Register for MUS 399W Dissertation, assuming you have already completed the first semester of dissertation, MUS 399R. Since registration varies for Performance students, please contact the Graduate Coordinator. MUS 399N for non-treatise students, and MUS 399 for treatise students, is also required.

2. Turn in the online Doctoral Degree Candidate Form to the Graduate School by the graduate school's deadline listed online.

3. Schedule your Defense/Final Oral Examination. Give your committee a copy of your dissertation (or treatise or non-treatise lecture recital document) at least a month before you plan to defend so each member can examine it. Then fill out the Request for Final Oral (.pdf) form. Secure signatures of your committee on this form indicating each of them agrees to participate in the defense on the date shown.

4. Submit the Request for Final Oral Examination form to the Graduate School at least two weeks in advance of the defense. This is how your Defense/Oral Examination is officially scheduled. However, you must get your Request for Final Oral Examination form to the graduate coordinator in music at least four weeks before your defense date.

**The next steps apply only to students submitting (uploading) a dissertation or treatise for the graduate school. Non-treatise students should submit their Non-Treatise Lecture Recital Document to the graduate office in music after it has been revised and approved by their committee after the student's defense.**

5. At the defense, the Committee Certification of Approved Version (see Format Guidelines) should be signed by all members of your committee (any not attending will need to sign this page before the dissertation is submitted). This applies only to students submitting (uploading) a dissertation or treatise for the graduate school.

6. Make any required/requested revisions to the dissertation, check it carefully for grammar, spelling, punctuation, content and format (see Format Guidelines), then convert the final approved version of the dissertation into one .pdf file.

7. Upload the dissertation to the Texas Digital Libraries (TDL) by 3:00 p.m. of the last class day of the semester in which you plan to graduate. Publication of your dissertation in the exact version that has been approved by your committee is a requirement for the degree. Detailed information on how to submit, formatting, processing fees, and requests to delay publication can be found at <https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement>.

8. Submit all required forms and paperwork to the Graduate School by 3:00 p.m. of the last class day of the semester in which you plan to graduate. For a detailed list of paperwork to be submitted, print the Checklist for Final Submission of Dissertation or Treatise. Due to the large numbers of dissertations to be processed each semester, you are encouraged to upload your dissertation and submit all required paperwork as soon as possible. This paperwork may be submitted in person no later than 3:00 p.m. of the last class day of the

semester in which you plan to graduate by coming to the Graduate School, Main Building 101. **The dissertation or treatise must be uploaded before the accompanying will be accepted by the Office of Graduate Studies.**

All of the forms required above may be obtained online at <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>.

## **XIV. UT POLICY ON PLAGIARISM, COLLUSION, PENALTIES**

### PLAGIARISM

According to the General Information Bulletin of the University of Texas at Austin, "Plagiarism' includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit." You commit plagiarism if you:

1. Fail to acknowledge the source of any information in your paper which is not either common knowledge or personal knowledge. Common knowledge is the basic information within a field or discipline, as well as most historical dates and facts, and many ordinary observations. Even if you used a reference book to discover the dates of George Washington's presidency, for example, you would not have to acknowledge the source since those dates fall into the range of historical common knowledge. If you borrowed material that interpreted or commented on Washington's presidency, you would be expected to cite your source. You can acknowledge a source through in-text citations, attribution lines ("White observes in 'Once More to the Lake' . . ."), footnotes, or other forms of documentation.
2. Fail to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation. Without the quotation marks or indentation, a passage copied directly from a source might be considered plagiarized even if it were followed by an in-text citation or a footnote. The citation or footnote acknowledges that you have a source, but it does not indicate that you have borrowed someone else's exact words. If you use the language of a source, word-for-word, you must use quotation marks or block indentation.
3. Merely paraphrase the original words of your source. Some students think that they can avoid a charge of plagiarism by changing a few words in each sentence they copy, or by rearranging the shape of phrases or the order of sentences in a paragraph. This is not true. When you take notes, you must be careful to put ideas in your own words, or to use direct quotation when you are relying on phrases borrowed directly from a source.
4. Borrow the ideas, examples, or structure of your source without acknowledging it. You can be guilty of plagiarism if you systematically borrow the ideas and organization of a source even if the language of your piece is substantially original. The student who, for example, reports on a major news event by using exactly the same ideas in the same order as they appear in an article in Time or Newsweek might be accused of plagiarism.

5. Take, buy, or receive a paper written by someone else and present it as your own.
6. Use one paper for two different courses, or re-use a paper previously submitted for credit, without the prior approval of the instructor or instructors.

## COLLUSION

According to the General Information Bulletin, "Collusion' includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty." You commit collusion if you:

1. Allow someone else to write your papers.
2. Allow someone else to edit your papers without your instructor's knowledge or permission. In recent years more and more students have resorted to private editing and tutoring services to help them with their writing. While it is appropriate for tutors to counsel students in a general way and to comment on the problems in a specific paper, it is scholastically dishonest for students to employ tutors to correct, edit, or modify their writing in any substantive fashion. The same reservations and restrictions apply, within reason, to any outside assistance you may receive from a parent, friend, roommate, or academic tutor. Any changes, deletions, rearrangements, additions, or corrections made in your writing should represent your own work.

## PENALTIES

The penalties for plagiarism can be severe. In all demonstrable cases of plagiarism, it is recommended that the student be failed for the entire course, not just for the paper; however, the penalty in any given case is at the discretion of the individual instructor. Any charge of scholastic dishonesty must be discussed directly with you and you must be informed of your right to a hearing before a designated University official and of your right to appeal to the Office of the Dean of Students. In most instances, however, plagiarism cases are handled within the School of Music.