



# Graduate Handbook

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Master of Music

Revised 2012

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## INTRODUCTION

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

### Student responsibilities

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

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

### Official communication

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

### Who is your advisor?

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

### Degree checklist - track your progress

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

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

## ENROLLMENT

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

### Full-time status

In order to carry full-time status, you must be enrolled in a minimum of nine (9) credits during the fall and spring semesters and six (6) credits in the summer session. Full-time status might be required by the rules and regulations governing student loan deferments, fellowships, and foreign student visas (F-1 and J-1). If you have veteran’s benefits you must be enrolled in 12 credits during the

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

**Maximum/Minimum number of credits**

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

**Late enrollment**

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

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

**International Student enrollment**

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

**Leave of absence**

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

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

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

**Re-admission for returning grad students**

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

**Five-year absence**

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

**GRADES**

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

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

**Incomplete grade policy**

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

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

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

Extensions to the time limit may be granted by the dean’s representative upon submission of a petition from the student containing the endorsement of the course instructor who assigned the “I” grade, or the division director if the instructor is unavailable. After the “I” grade is converted to a grade of “F” or “U,”

the grade may only be changed in accordance with USRR Article II, Section 3.

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

**Credit/No credit**

*New Spring, 2012*

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

**GPA and probation**

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

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

**Transfer credits**

At the Master's level, up to six (6) graduate credits taken at an NASM accredited program may be transferred. The work must be a B or higher and the 6 credits cannot be the final credits of the degree.

**TUITION AND FEES**

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

You will also pay required campus fees. Lawrence campus fees are assessed per credit hour if you are enrolled in fewer than 6 credits. If you are enrolled in 6 or more credit hours, you will pay the flat rate. The campus fee is not paid for School of Music students with a GTA.

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

**Refunds for dropped classes**

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



## FINANCIAL SUPPORT

### Graduate Studies funding opportunities

The KU Office of Graduate Studies offers a limited number of awards to assist academically superior students. Only summer fellowships are available to currently enrolled Master's students. Only one or two students may be nominated for each award. The nominations are made by the divisions that submit the nomination packet to the Associate Dean for Academic Affairs. You should let your division know if you are interested in being nominated. The application forms are available on the Graduate Studies website in late December or early January. Information on the application and nomination process is also on that site: [www.graduate.ku.edu/awardsandfunding.shtml](http://www.graduate.ku.edu/awardsandfunding.shtml).

### Graduate Teaching Assistantships (GTAs)

Graduate teaching assistantships (GTAs) are offered in ensembles, musicology, music theory and composition, music technology, music education and therapy, and in many areas of performance. Normally, you can hold a GTA for a maximum of 2 years while working in a Master's degree program.

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

### Graduate Teaching Assistantship (GTA) tuition waivers

GTA tuition waivers are as follows:

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

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

### Scholarships

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

### School of Music Student Opportunity funds

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

## DEGREE REQUIREMENTS

YOU are responsible for knowing your degree requirements. The faculty and staff of the School of Music are here to assist you in any way they can, but the timely

completion of your degree depends on **you**. You are strongly encouraged to begin the planning of your graduation at the **start** of your degree. Know your time frames, time limits, exam requirements, and course requirements.

### **Your degree program and course of study**

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

Masters of Music (MM) degrees at KU require a minimum of 30 approved graduate hours. Individual programs of study, however, may exceed this minimum. You should discuss your course of study with your major advisor each semester.

### **Master's Degree program time constraint**

We expect that most master's degrees should be completed in two years of full-time study. However, master's degree students are allowed 7 years from the time of enrollment in the master's program. If compelling circumstances require a one-year extension, your first request is usually granted automatically. Further requests for extensions must go to the Committee on Graduate Studies in Music (COGSIM). You can find the Graduate Student Petition at [www.music.ku.edu/resources/](http://www.music.ku.edu/resources/).

### **Graduate diagnostic examinations**

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

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

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

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



- IIb. Post-tonal Theory
- III. Form and Analysis
- IV. 18<sup>th</sup>-century counterpoint

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

Textbooks appropriate for review include:

**I. Aural Skills**

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

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

**IIa. Tonal Theory**

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

**IIb. Post-tonal Theory**

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

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

**III. Form and Analysis**

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

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

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

Courses that satisfy deficiencies include:

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

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

### **Piano literature diagnostic exam**

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

### **Language requirements for opera and voice students**

**Opera performance** students are required to have taken one year each of French, German, and Italian during their college career. **MM-Voice performance** students must take one year each of two of the following languages: French, German, and Italian. They can be courses taken at any time during your college career, but are required to complete the master's degree. In consultation with your advisor, any of the following may be used to fulfill the language requirement:

- Completion of a two-semester undergraduate level sequence of the language
- Completion of a two-semester undergraduate level accelerated sequence of the language.
- Completion of a one-semester graduate level reading course in the language.
- Completion of an approved 2-semester on-line undergraduate course.
- Completion of a KU or other approved test in the language.

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

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

### **Studio/Applied lessons in your major area**

Instrumental Master's degree students must audition for and play as assigned in a major instrumental ensemble for a minimum of 2 semesters. Major ensembles are KU Symphony (KUSO), Wind Ensemble, Symphonic Band, Marching Band, and Jazz Ensemble I. Stringed instrumentalists, if on scholarship, are required to be in the KUSO every semester they are on scholarship. Exceptions to this policy are allowed on a case-by-case basis and only by the ensemble conductor in consultation with the faculty member in the studio area.

### **Electives**

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

**MUSC 801-Research and Bibliography**

MUSC 801 – Music Bibliography and Research, is a required course for all graduate students in music.

**Waiver for MUSC 801**

If you have taken a comparable course at another university, you may be entitled to a waiver of MUSC 801. To request a waiver, provide the musicology division director a syllabus or course description of the course you wish to use in place of MUSC 801. If the waiver is approved and if the comparable course taken at another university carries graduate credits, these credits may be used to fulfill the 30 credit minimum for the Master’s degree.

**Jury examinations**

All MM performance majors are required to take a jury examination each semester. Additionally, any student enrolled in studio instruction will be expected to take a jury on that instrument.

**Graduate advisory committee****3 members required**

You must choose your advisory committee members and complete a Graduate Student Advisory Committee Request Form ([www.music.ku.edu/resources/](http://www.music.ku.edu/resources/)) at least four weeks in advance of your degree recital. You are encouraged to discuss the membership of your committee with your advisor and personally ask each faculty member to serve. For the Master’s Degree advisory committee you must have 3 faculty members as follows: 2 members from the major division and one from musicology **or** music theory. NOTE: The selected musicology/music theory professor will examine you on both areas. The advisory committee attends and grades the recital and will administer the final examination.

**DEGREE RECITALS**

A solo recital is required of all MM degree students in performance and conducting. Recital previews are at the discretion of the division; some divisions require them, others do not. The option to have a recital preview is available to all students and instructors, regardless of the division requirement. The division must approve recital content no less than 3 weeks prior to the recital date.

**Recital grading and additional requirements**

**Piano:** Students majoring in piano are expected to perform a chamber music recital or a concerto in addition to the solo recital.

**Opera:** Students majoring in opera performance must perform a significant role in at least one fully staged production with orchestra.

**Conducting:** Master’s conducting recitals must include approximately 50 to 60 minutes of music performed with an official university ensemble or one approved by the Committee on Graduate Studies in Music (COGSIM). Regularly scheduled ensembles listed in the Schedule of Classes are already approved.

**Composition:** Students must present a public program of original compositions, approximately 45 minutes in length and participate in at least one work as either a performer or conductor.

All recitals will be graded by your advisory committee and faculty members in the major division. The student must receive at least a composite grade of B on the recital for satisfactory completion of this degree requirement. The recital grade is

recorded as part of the applied lesson grade for that semester.

### **Scheduling your recital**

**All** degree recitals are scheduled in the School of Music Communications and Events Center, 460 Murphy Hall. The recital scheduling packet is available there as well as online at [www.music.ku.edu/resources/recitalscheduling.shtml](http://www.music.ku.edu/resources/recitalscheduling.shtml). Before you can schedule your recital, you will need to have your advisor's signature and the signature of the Administrative Professional for Graduate Studies confirming you have a graduate advisory committee.

### **Priority scheduling**

Recital scheduling for each semester begins with the priority scheduling week. Only graduate students are permitted to schedule during the first two days of the priority week. Non degree recitals will be scheduled on the fifth day of that week. After the priority scheduling week, all recitals are scheduled on a first-come, first-served basis. Priority scheduling week for the fall semester happens in late August or early September. Priority scheduling week for spring happens in late October or early November. Watch for posters in Murphy Hall as well as email notification of priority scheduling dates.

### **Recital dates and times**

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

Standard recital times are:

- Saturday & Sunday – 2:30, 5:00, & 7:30 PM
- Monday thru Friday – 5:00 & 7:30 PM

### **Recital fees**

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

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

### **Recital programs**

It is your responsibility to provide a properly formatted recital program. See the School of Music Student Recital Program Style Guide, in the scheduling packet, for specific program formatting information. The recital programs are due in 460 Murphy two (2) weeks in advance of the recital. Both an emailed program and a



paper copy signed by the instructor must be submitted at least 2 weeks before the recital. **Failure to meet this deadline will result in cancellation of the recital with no refund of the recital fee.**

### Recital recordings

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

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

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

## GETTING READY TO GRADUATE

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

### Graduate Progress to Degree Form

The Graduate Progress to Degree (GPtD) form at [www.music.ku.edu/resources/](http://www.music.ku.edu/resources/) must be completed by you and submitted to the Administrative Professional in the Student Services office, 450 Murphy, *no later than 2 weeks* before your scheduled oral final exam.

### Master's Final Exam

The Master's Final Exam is the final step to obtaining your Master of Music degree. This is a comprehensive exam of everything you have studied during your degree program. Before you schedule your Master's Exam, you must have no diagnostic deficiencies, no incompletes on your transcript, be in good academic standing and all other requirements must be completed, including your degree recital. When you are ready to schedule your Final Exam with the members of your Graduate Advisory Committee, you must:

- Find a date and time that all committee members can meet with you.
- Find and reserve a location, generally a room in Murphy Hall unoccupied at that time on that date.
- Complete the GPtD form (see above), following the directions at the top of that form. The GPtD form must be turned in to the School of Music Graduate Studies office **AT LEAST 2 WEEKS** in advance of the exam date.
- The form will be used as a pre-approval for your final exam as well as a reporting mechanism for your committee when you complete the exam.



**Prospectus for the thesis: Musicology, Music Theory and Composition majors**

If you are pursuing a Master of Music degree in Musicology, Music Theory or Composition, you must submit a prospectus for a thesis after you have successfully satisfied all deficiencies and completed the majority of your coursework. The prospectus is distributed to and approved by the faculty in the major division and your graduate advisory committee. For Musicology and Theory, the prospectus must include an outline of the content and a preliminary bibliography. For students in composition, the prospectus should outline a large-scale work. The prospectus must be approved by the major professor before it is distributed to the remainder of the advisory committee.

**Master's Thesis (Musicology, Music Theory and Composition majors)**

Once you have written and defended your Master's Thesis (Musicology, Music Theory or Composition), you must deliver a title page and acceptance page with original signatures to the School of Music Graduate Studies office for your file and degree certification. In addition, as a requirement of graduation, you must arrange for publication of the thesis and payment of all associated fees through the electronic submission process found at [www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml).

**Enrollment during your final semester**

University policy states that you must be enrolled in at least 1 credit hour during the semester you are graduating.

**Enrollment grace period**

There is, however, an enrollment "grace period." If you meet all degree requirements, which includes passing your final exam and submitting any required written documents, by the end of the first two weeks of the Fall or Spring semester (or the end of the first week of the Summer semester), you do not have to enroll, but will graduate that semester. You have to be enrolled in at least 1 credit the previous semester.

**Application for graduation**

You are urged to complete an application for graduation at the beginning of the semester you plan to graduate. This is done on Enroll and Pay. You must have submitted your application to graduate by the Graduate Studies completion deadline. If you do not graduate the semester you apply, you need to *reapply* during the semester you plan to graduate.

**Are you finished?**

You are strongly encouraged to meet with the Administrative Professional for Graduate Studies well before you plan to graduate to make certain you are meeting all requirements, that you know what remains, and that you will be approved to graduate.

**Graduation information**

Degrees are awarded three times a year to graduate students who have met the requirements specified by the Graduate School as found in the Graduate Catalog.

Graduation ceremonies are held at the University and School levels only at the end of the Spring semester. The School of Music graduation ceremony is held on the Saturday following finals week. Candidates who have met requirements during the Spring semester or have graduated at the end of the previous Summer and Fall semesters will be sent, in late March, information on the graduation

ceremony.

Information on the University commencement can be found at [www.commencement.ku.edu](http://www.commencement.ku.edu).

To order your diploma, refer to [www.registrar.ku.edu/~registr/former/diplomas.shtml](http://www.registrar.ku.edu/~registr/former/diplomas.shtml)

## **COGSIM** **(Committee on Graduate** **Studies in Music)**

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

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

### **Graduate Student Appeals**

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

## **KU** **INFORMATION**

### **KU Website/School of Music Website**

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

These two websites contain a wealth of information. You can find information on the KU website about parking, student health services, recreation services, KU ID cards, email, enrollment – everything to get you started.

### **Grievance Procedure**

Any graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter should present a grievance to his or her Division Director. Should the student be unsatisfied with the decision at the Divisional level, he/she may present an appeal to the Associate Dean for Academic Affairs.

If the student is not satisfied with the decision of the Associate Dean for Academic Affairs, an appeal may be made to the Judicial Board.

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

**Legal services for students**

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

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

**University Ombuds Office**

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

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

**International Student and Scholar Services**

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

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

SCHOOL OF MUSIC GRADUATE CALENDAR

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

GRADUATE INFORMATION – MUSIC

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

GRADUATE STUDIES CATALOG

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

KU GRADUATE STUDIES OFFICE

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

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

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

FAMILY RESOURCES/HOUSING

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

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

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

GRADUATION

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

## ATTACHMENT II – SCHOOL OF MUSIC DIRECTORY

### Office of the Dean – 446 Murphy 785-864-3421

Robert Walzel, Dean [robert.walzel@ku.edu](mailto:robert.walzel@ku.edu)  
Janet Corwin, Administrative Associate [jcpiano@ku.edu](mailto:jcpiano@ku.edu)  
Kathy Horton, Asst. to Business Manager [khorton@ku.edu](mailto:khorton@ku.edu)  
Lisa Shaw, Business Manager [lshaw@ku.edu](mailto:lshaw@ku.edu)

### Associate Dean for Academic Affairs – 400 Murphy 785-864-9746

Martin Bergee, Associate Dean [mbergee@ku.edu](mailto:mbergee@ku.edu)

### Associate Dean for Infrastructure – 314 Murphy 785-864-4525

Paul Stevens, Associate Dean [pstevens@ku.edu](mailto:pstevens@ku.edu)

### Assistant Dean for Student Opportunity-452 Murphy 785-864-4466

Dina Evans, Assistant Dean [dpevans@ku.edu](mailto:dpevans@ku.edu)

### Band Office – 124 Murphy 785-864-3024

Leslie O’Neil, Administrative Assoc. Sr. [loneil@ku.edu](mailto:loneil@ku.edu)

### Music Education/Music Therapy – 448 Murphy 785-864-4787

Lois Elmer, Administrative Assistant [elmer@ku.edu](mailto:elmer@ku.edu)

### Student Services – 450 Murphy 785-864-2958

Rita Riley, Director/Undergrad [rriley@ku.edu](mailto:rriley@ku.edu) 785-864-2954  
Jane Gnojek, Admin Professional/Grad [jgnojek@ku.edu](mailto:jgnojek@ku.edu) 785-864-2862

### Communications and Events Center – 460 Murphy 785-864-3436

Erin Curtis-Dierks, [edierks@ku.edu](mailto:edierks@ku.edu) 785-864-9742  
Communication Director  
Leslie Jabara, [ljabara@ku.edu](mailto:ljabara@ku.edu) 785-864-9751  
Coordinator/Recruitment/Midwestern Music Academy  
Colin Mahoney [recording@ku.edu](mailto:recording@ku.edu) 785-864-4335  
Recording Technician  
Laura McCorkill [lmccorki@ku.edu](mailto:lmccorki@ku.edu) 785-864-9864  
Recital Coordinator

**Division Directors:**

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

**Graduate Directors**

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