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INTRODUCTION
This handbook is your guide throughout your Masters in Music program. Use this document with the School of Music online catalog, catalog.ku.edu/music/ and the School of Music Student Resources webpage, music.ku.edu/resources/currentstudents#graduate.

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.

Official communication
Your KU email address is the official means of communication for all KU students. Check your “spam” or “junk” folder regularly to ensure you are receiving all important communications. For more email information, go to technology.ku.edu/email.

ENROLLMENT
Course enrollment is accomplished online. Complete enrollment instructions are found at 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. Also use this link if you are a new student enrolling for the first time.

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 registrar.ku.edu/ and music.ku.edu/resources/currentstudents#graduate.

Full-time status
To be considered a full-time student, 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).

Full-time status for Graduate Teaching Assistants (GTAs) at any level of appointment is six (6) credits each fall and spring semester, three (3) credits for the summer term.

If you have veteran’s benefits you must be enrolled in 12 credits during the academic year (fall and spring semesters combined).

Maximum/Minimum number of credits
You may enroll in a maximum of 16 credits in the fall and spring semesters and 10 credits during the summer session. If you must enroll in more than the maximum number of credits, a Schedule Change Form is required. You can pick one up in 450 Murphy as well. If you are NOT required to have full-time status there is no required minimum number of credits.

Late enrollment
To avoid late enrollment fees, you MUST enroll before the first day of classes. Enrollment information, including the enrollment schedule, is found on the registrar’s website, 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 20th day of classes is only permitted 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 Services (ISS) 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 9). 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, you must send an email to the Graduate Services Coordinator requesting a leave of absence, stating 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 completing your degree will be considered in granting further Leaves of Absence.

**International students** must work with an ISS counselor if they are planning to request a leave of absence. Depending on your situation, there may be additional documents you must submit.

**Withdrawal from courses**

The School of Music does not allow, under any circumstances, retroactive withdrawal by graduate students, either for a whole semester or for selected courses.

**Degree checklist**

Degree program check sheets are available online at music.ku.edu/resources/checksheets#graduate or in the Student Services office, 450 Murphy. The check sheet has the required course work and credits for your degree. Using the check sheet with your advisor allows you to plan your entire program and graduate on time. You may obtain an updated copy of the check sheet kept in your folder from the Student Services office, 450 Murphy. Student check sheets are updated each semester using the advising report found at myKU.

**Re-admission for returning graduate students**

A student who has been actively enrolled in a degree-seeking graduate program but who has not been enrolled for one academic year (three consecutive semesters, including summer) or less, may be eligible to use the permit to re-enroll form.
A student who has been actively enrolled in a degree-seeking program and has not enrolled for four or more consecutive semesters without an approved Leave of Absence is not eligible to use the permit to re-enroll form and must re-apply for Graduate admission, including a possible audition. If you are admitted, additional requirements may be in effect.

If you were not enrolled during the Spring or Fall semester preceding your return, you must contact the Graduate Services Coordinator to determine the correct procedure for returning to your degree program. There is no longer a five-year absence policy.

**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 grades “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.”

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 within a year is automatically converted to a grade of “F” or “U,” or to 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 final oral Master’s exam with Incompletes on your academic record.*

**Credit/No credit**

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 your degree requirements.
GPA and probation

You must maintain at least a 3.0 Grade Point Average (GPA) in all course work in your major area and you must maintain a cumulative GPA of 3.0. If your cumulative GPA falls below 3.0, you will be placed on academic probation. You will be returned to regular status if you raise your GPA to 3.0 or above by the end of the following semester.

If you have not raised your GPA to 3.0 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

*New Fall 2015*

At the Master’s level, at the discretion of the Associate Dean for Academic Affairs and the student’s division, up to nine (9) hours of graduate credit taken at a regionally accredited graduate school may be transferred and applied to a KU master’s degree plan if the credits were taken prior to the final semester of enrollment at KU.

Only work graded B (3.0 on a 4.0 scale) or higher may be transferred. Transferred courses must have earned a grade of B or higher.

TUITION AND FEES

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

All graduate students pay required campus fees. Lawrence campus fees are assessed per credit hour if you are enrolled in fewer than 6 credits. If you are enrolled in 6 or more credit hours, you will pay the flat rate. The School of Music GTA does not cover campus fees.

Tuition and fee information, including the current rates, can be found at affordibility.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, 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: graduate.ku.edu/awardsandfunding.shtml.
## Graduate Teaching Assistantships (GTAs)

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

To be considered for a graduate teaching assistantship, complete a GTA application, available on the Student Resources page, [music.ku.edu/resources/currentstudents#graduate](http://music.ku.edu/resources/currentstudents#graduate). 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 travel for the professional development of students and to increase the visibility of its academic programs. These funds 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, [music.ku.edu/resources/currentstudents#graduate](http://music.ku.edu/resources/currentstudents#graduate).

## 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 plan for your graduation at the beginning of your degree. Know your time frames, time limits, exam requirements, and course requirements.

### Pursuing more than one major

If you decide to pursue two or more majors for your Master’s degree, you must follow and complete the requirements as found on the degree check sheets for each major. Courses can overlap (e.g., theory, musicology) and be used to satisfy the requirements of both majors. Courses specific to each plan must be completed for that plan.

You may choose to complete one major and obtain your degree in that area before completing the other. In that case, you would have a three-member Advisory Committee to oversee your final oral exam for that major. You would then have a
second committee of three members for your second oral exam in the second major. You would receive your Master’s Degree in the first major before completing the second.

You also have the option to complete your Master’s degree in both majors at the same time. You would have a committee of four members that satisfies the committee requirements for both majors. That committee presides over a single final oral exam during which you would be asked questions that pertain to both majors. You would complete all requirements for both majors before graduating.

The University of Kansas Registrar’s Office only provides one Master’s degree in either case. The Master’s diploma will be for a Master of Music with the major(s) listed. EXAMPLE: If you majored in Oboe Performance, you will have a MM in Oboe Performance. If you complete the requirements for an additional Musicology Master’s degree, you will have a MM with both majors listed on the diploma. If you complete one before the other, your second diploma will list both majors under the Master of Music degree.

Your degree program and course of study

The course of study in each major field is found in the online catalog at catalog.ku.edu/music/. A check sheet for your degree program can be found on this web page, music.ku.edu/resources/checksheets#graduate. Use this check sheet to track your degree progress.

NOTE: Any requested change to a faculty approved degree program must come before the Committee on Graduate Studies in Music (COGSIM) as a student petition.

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 competed 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 music.ku.edu/resources/currentstudents#graduate.

Graduate diagnostic examinations

First-year students in all MM (except MM-Opera), DMA, PhD-Theory, and PhD-Musicology programs are required to take the School’s graduate diagnostic exams immediately before the first semester of enrollment. A student who received a bachelor’s or master’s degree from KU within the last 4 years is exempt from this requirement.

Diagnostic exam grading

Each section is evaluated as Satisfactory (S), Review (R), or Deficient (D). If Satisfactory (S), no remedial work is required. If you receive a Review (R), you are strongly encouraged to review the material on your own before your oral exams. If Deficient (D), you must remediate the deficiency.
Diagnostic Retakes

*New Fall 2015*

Diagnostic exams that are failed can be retaken only once, and only immediately before the second semester of enrollment. Extenuating circumstances will be considered. **Students’ enrollment in School of Music course work will be cancelled if the diagnostic exams are not taken.**

Musicology diagnostic exam

Musicology diagnostic exams will cover 6 historical periods:

- Medieval
- Classical
- Renaissance
- Romantic
- Baroque
- 20th-21st Century

The examination includes essay questions; identification of terms, titles, and names; and identification of stylistic traits in recorded examples.

Musicology Review Courses

Six independent 400-level review courses will be offered each academic year. These courses do not count toward your degree and are for remediation only.

*Fall:*

- **New Fall 2015**
  - MUSC 474: Graduate Review: Medieval (1 credit; offered 1st third of the semester)
  - MUSC 475: Graduate Review: Renaissance (1 credit; offered 2nd third of the semester)
  - MUSC 476: Graduate Review: Baroque (1 credit; offered 3rd third of the semester)

*Spring:*

- MUSC 477: Graduate Review: Classic (1 credit; offered 1st third of the semester)
- MUSC 478: Graduate Review: Romantic (1 credit; offered 2nd third of the semester)
- MUSC 479: Graduate Review: 20th-21st Century (1 credit; offered 3rd third of the semester)

Textbooks appropriate for review include:

- Bond, Mark Evan, *A History of Music In Western Culture*
- Crocker, Richard L., *A History of Musical Style*
- Grout, Donald J. and Claude V. Palisca, *A History of Western Music*
- Poultney, David, *Studying Music History; Learning, Reasoning, and Writing about Music History and Literature*
- Seaton, Douglass, *Ideas and Styles in the Western Musical Tradition*
- Stolba, K. Marie, *The Development of Western Music: A History*

Music Theory diagnostic exam

Music Theory diagnostic exams will cover four areas:

- Harmony
- Aural Skills
- Form
- 20th Century
- 18th Century Counterpoint (Piano, Organ, Church Music, Theory majors only)

Music Theory Review Courses

Four independent 400-level review courses will be offered each academic year. These courses do not count toward your degree and are for remediation only.

**New Fall 2015**

**Fall:**
- MTHC 400: Graduate Review: Written Theory (1 credit; offered first 8 weeks)
- MTHC 402: Graduate Review: Aural Skills (1 credit; offered second 8 weeks)

**Spring:**
- MTHC 404: Graduate Review: Form (1 credit; offered first 8 weeks)
- MTHC 406: Graduate Review: 20th Century (1 credit; offered second 8 weeks)

Textbooks appropriate for review include:

**Aural Skills**
- Free website: [www.teoria.com](http://www.teoria.com) has ear training practice tests

**Tonal Theory**

**Post-tonal Theory**

**Form**

**18th Century Counterpoint**

**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. 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, take 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

Master’s degree students in orchestral instruments 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 transferred 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 (711) will be expected to take a jury.

Graduate advisory committee

You must choose your advisory committee members and complete an Advisory Committee Form (music.ku.edu/resources/currentstudents#graduate) by the
3 members required beginning of your second year. You are encouraged to discuss the membership of your committee with your advisor and personally ask each faculty member to serve. All committee members must be on the Graduate Faculty. 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 will administer the final Master’s oral 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. All degree recitals must be held in a venue open to the public.

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 a scheduled university ensemble or one approved by the student’s major professor.

**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.

The student must receive at least a 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, including conducting 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 music.ku.edu/recital-scheduling#graduate. Your advisor’s signature must be on the recital form. Recital scheduling is also required for conducting students who are using several performances as one recital.

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 advisor 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 music.ku.edu/recital-scheduling#graduate. They include:
- Murphy Hall Recital
  - Includes hall rental, marketing, piano tuning, programs, student monitor, audio recording
- Bales Recital Hall
  - Includes hall rental, marketing, & programs
- 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

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 no less than 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

All graduate recitals must be recorded for inclusion in the School of Music digital archive. If your recital is recorded by School of Music Recording Services, recording@ku.edu, you will receive a link to the digital file after your recital. You are required to submit a paper copy of your recital program to the Graduate Services Coordinator for your file. Students using other than School of Music Recording Services must submit a copy of the program and an audio recording to the Graduate Services Coordinator by the end of the semester in which the recital is performed for inclusion in the digital archive.

Conducting students using a compilation of performances for a degree recital must contact recording@ku.edu for instructions on how to submit the recordings for the digital archive.

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.
| **Exam Authorization (GPtD) Form** | The Exam Authorization GPtD (Graduate Progress to Degree) form at [music.ku.edu/resources/currentstudents#graduate](http://music.ku.edu/resources/currentstudents#graduate) must be completed by you and submitted to the Graduate Services Coordinator, **no later than 2 weeks** before your scheduled oral final exam. This form is submitted before your final oral exam to verify that you have completed all degree requirements, passed all diagnostic deficiencies and you are in good academic standing. **Failure to submit this form 2 weeks in advance of the exam will result in the rescheduling of your 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 Exam Authorization GPtD form (see above), following the directions at the top of that form. The Exam Authorization 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, acceptance page, and abstract 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 through the electronic submission process found at [graduate.ku.edu/etd/submitting](http://graduate.ku.edu/etd/submitting). |
| **Enrollment during your final semester** | University policy states that you must be enrolled in at least 1 credit 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, your application to graduate will be rescinded and you will need to reapply during the semester you plan to graduate.

Are you finished?

You are strongly encouraged to meet with the Graduate Services Coordinator 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. Commencement events occur only once a year at the end of the Spring semester for Spring graduates and those who graduated in the preceding Summer and Fall.

Hooding ceremony

The School of Music graduation convocation takes place on the Saturday immediately following finals week and includes the hooding of graduating Master’s students. Only those students who have successfully passed the final oral exam or defense are eligible to participate in the hooding ceremony. A student whose exam has been scheduled during the grade period extending to the end of the first week of the summer semester may petition the Associate Dean for Academic Affairs for permission to participate in the hooding ceremony.

Information on the University commencement can be found at commencement.ku.edu. To order your diploma, refer to registrar.ku.edu/diplomas.

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

**Graduate Student Petitions**
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 [music.ku.edu/resources/currentstudents#graduate](music.ku.edu/resources/currentstudents#graduate) 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 [ku.edu](http://ku.edu)
The official School of Music home page is [music.ku.edu](http://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, and enrollment.

**International Student Services**
If you are an International Student, please become familiar with International Student Services (ISS), [iss.ku.edu](http://iss.ku.edu). There are often variations in each situation; the ISS 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

GRADUATE INFORMATION – MUSIC
music.ku.edu/resources/currentstudents#graduate
Includes: Graduate Handbooks
Degree Check Sheets
Forms
Graduate School of Music Calendar
Recital Scheduling Packet

SCHEDULE OF CLASSES
classes.ku.edu/

SCHOOL OF MUSIC CATALOG
catalog.ku.edu/music/

GRADUATE STUDIES CATALOG
catalog.ku.edu/graduate-studies/

KU GRADUATE STUDIES OFFICE
graduate.ku.edu

INTERNATIONAL STUDENT SERVICES
iss.ku.edu/

UNIVERSITY HOUSING
housing.ku.edu/

FINAL DOCUMENT INFORMATION (Master’s Thesis, PhD Dissertation, DMA Lecture-Recital Document, and DMA Document)
graduate.ku.edu/etd
guides.lib.ku.edu/etd (Excellent formatting guidelines here)

GRADUATION
registrar.ku.edu/current/graduation.shtml
# ATTACHMENT II – SCHOOL OF MUSIC DIRECTORY

## Office of the Dean – 446 Murphy
- Robert Walzel, Dean [robert.walzel@ku.edu](mailto:robert.walzel@ku.edu)
- Janet Corwin, Administrative Associate [jcpiano@ku.edu](mailto:jcpiano@ku.edu)
- Lisa Shaw, Business Manager [lshaw@ku.edu](mailto:lshaw@ku.edu)

## Associate Dean for Academic Affairs – 400 Murphy
- Martin Bergee, Associate Dean [mbergee@ku.edu](mailto:mbergee@ku.edu)

## Associate Dean for Infrastructure – 314 Murphy
- Paul Stevens, Associate Dean [pstevens@ku.edu](mailto:pstevens@ku.edu)

## Associate Dean for Performance – 224 Murphy
- Eric Stomberg, Associate Dean [stomberg@ku.edu](mailto:stomberg@ku.edu)

## Assistant Dean for Student Opportunity-446 Murphy
- Dina Evans, Assistant Dean [dpevans@ku.edu](mailto:dpevans@ku.edu)

## Band Office – 124 Murphy
- Leslie O’Neil, Administrative Assoc. Sr. [loneil@ku.edu](mailto:loneil@ku.edu)

## Music Education/Music Therapy – 448 Murphy
- Lois Elmer, Administrative Professional [elmer@ku.edu](mailto:elmer@ku.edu)

## Student Services – 450 Murphy
- Rita Riley, Director/Undergrad [rriley@ku.edu](mailto:rriley@ku.edu)
- Jane Gnojek, Grad Services Coordinator [jgnojek@ku.edu](mailto:jgnojek@ku.edu)

## Communications and Events Center – 460 Murphy
- Emma Casey, [ecasey5@ku.edu](mailto:ecasey5@ku.edu) 785-864-3436
- Brock Babcock, [recording@ku.edu](mailto:recording@ku.edu) 785-864-4335
- Laura McCorkill, [lmccorki@ku.edu](mailto:lmccorki@ku.edu) 785-864-9864
- Meghan Spreer, [meghanspreer@ku.edu](mailto:meghanspreer@ku.edu) 785-864-9742
**Division Directors:**

- **Brass and Percussion**
  - Scott Watson
  - scWatson@ku.edu
  - 120 Murphy

- **Conducting-Band**
  - Paul Popiel
  - ppopiel@ku.edu
  - 124B Murphy

- **Conducting-Choral**
  - Paul Tucker
  - ptucker@ku.edu
  - 336 Murphy

- **Conducting-Orchestral**
  - David Neely
  - dneely@ku.edu
  - 126 Murphy

- **Music Education/Music Therapy**
  - Christopher Johnson
  - cmj@ku.edu
  - 410 Murphy

- **Music Theory and Composition**
  - Scott Murphy
  - smurphy@ku.edu
  - 220 Murphy

- **Musicology**
  - Paul Laird
  - plaird@ku.edu
  - 334 Murphy

- **Organ/Church Music**
  - Michael Bauer
  - mbauer@ku.edu
  - 346 Murphy

- **Piano**
  - Jack Winerock
  - winerock@ku.edu
  - 308 Murphy

- **Strings**
  - Edward Laut
  - elaut@ku.edu
  - 316 Murphy

- **Voice and Opera**
  - Julia Broxholm
  - jbroxhol@ku.edu
  - 332 Murphy

- **Woodwinds**
  - Margaret Marco
  - mmarco@ku.edu
  - 340 Murphy

- **Jazz**
  - Dan Gailey
  - dgailey@ku.edu
  - 122 Murphy