



Graduate Handbook

Master of Music

Revised 2018

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INTRODUCTION

This handbook is your guide throughout your Master of 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/.

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. 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.

Courses at the 500 level or above are graduate level courses and will count toward your degree.

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/. Music Theory and Musicology majors will be assigned an advisor by the division.

Full-time status

Full-time enrollment for Fall and Spring semesters is:

- Enrollment in 9 credit hours,
- Enrollment in 6 credit hours plus a GTA regardless of percentage of appointment.

Full-time enrollment for Summer semester is:

- Enrollment in 6 credits hours,
- Enrollment in 3 credit hours plus a GTA regardless of percentage of appointment.

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).

Maximum/Minimum number of credits

You may enroll in a maximum of 16 credits in the 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. 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 (\$75 in summer).

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 when 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](#)). Taking a leave of absence is highly encouraged over not enrolling and being discontinued by the University. Students are allowed a maximum of three 1-year Leaves of Absence.

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.

Retroactive withdrawal from courses Degree checklist

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

Degree program check sheets are available online at music.ku.edu/MM/requirements. The check sheet has the minimum required coursework and credits for your degree. Using this 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 in your file 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.

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 an enrollment “grace period.” If you meet all degree requirements, which includes passing your Final Exam and submitting written documents, by the end of the first two weeks of the Fall or Spring semester (or the end of the first week of the Summer semester), you do not have to enroll, but will graduate that semester. You must have been enrolled in at least one credit the previous semester.

GRADES

Graduate Studies uses the “ABCD” system of grading. The School of Music also uses a “+/-” system. For coursework in thesis, dissertation, lecture-recital with document, or document alone, the letter grade “P” (Progress) is used instead of “I” (Incomplete) to indicate acceptable progress until the document has been completed and a final grade of A-F is submitted. “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 to the lapse grade assigned by the course instructor. The grade of F or the lapse grade will be included in the GPA.

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,” 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 degree requirements in School of Music graduate programs.

GPA and academic probation

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

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 coursework and will be dismissed, 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 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 courses graded B (3.0 on a 4.0 scale) or higher may be transferred.

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 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, 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. Summer fellowships are available to currently enrolled Master's students. Only one or two students may be nominated for each award. Nominations are made by the divisions which submit the nomination packet to

the Associate Dean for Academic Affairs. Let your division know if you are interested in being nominated. 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 4 semesters 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/. 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

There is excellent and complete information regarding GTAs and the benefits that come with them at this website: policy.ku.edu/graduate-studies/benefits-for-GRAs-GTAs-GAs. It explains what is covered for each level of appointment.

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/.

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. **Students' enrollment in School of Music coursework will be cancelled if the diagnostic exams are not taken.**

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

Diagnostic exams that are failed can be retaken only once, and only immediately before the second semester of enrollment. Extenuating circumstances will be considered. A score of Deficient on a re-take requires that the student take the review class and pass with a grade of C or better.

Remediation of diagnostic deficiencies

If a student fails one or more of the diagnostic areas on the first administration of the diagnostic exam, the student either (a) passes the diagnostic exam in the failed areas on the second administration, or (b) earns a grade of C or better in the appropriate courses listed below to clear the deficiency.

Deficiencies must be remediated as soon as possible, preferably by the end of the second semester of enrollment and at the latest by the end of the third semester. **If a student has not cleared all deficiencies by the end of the third semester of enrollment, enrollment in subsequent coursework will not be allowed.**

The above is the only avenue for students to clear deficiencies. Independent study is not permissible, nor will diagnostic exams be made available to students outside of the opportunities scheduled before each fall and spring semester.

Musicology diagnostic exam and review courses

Musicology diagnostic exams will cover 6 historical periods:

Medieval	Classical
Renaissance	Romantic
Baroque	20 th -21 st Century

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

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

Fall:

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:

Bonds, Mark Evan, *A History of Music In Western Culture*

Crocker, Richard L., *A History of Musical Style*

Burkholder, J. Peter, Donald J. Grout 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 and review courses

Music Theory diagnostic exams will cover five areas:

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

A practice theory diagnostic exam can be found here: <http://music.ku.edu/grad-music-theory-diagnostic-exam-practice>.

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.

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

- Phillips, Joe, Paul Murphy, 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.
- Free website: www.teoria.com has ear training practice tests

Tonal Theory

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

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*.

Form

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

18th Century Counterpoint

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

Literature diagnostic exam for piano students

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

DEGREE REQUIREMENTS

Pursuing more than one major

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.

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 have a three-member Advisory Committee to oversee your final oral exam for that major. You then have a second committee of three members for your second oral exam in the second major. You receive your Master's Degree in the first major before completing the second major.

You also have the option to complete your Master's degree in both majors at the same time. In this case, you 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 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 Master of Music in Oboe Performance. If you complete the requirements for an additional Musicology Master's degree, you will have a Master of Music with both majors listed on the diploma. If you complete one before the other, a revised 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/MM/requirements. 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. This includes, but is not limited to, changes in required credits, courses, or policies.

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

All Master of Music degrees must be completed by 7 years from the time of enrollment in the graduate program. Students must petition for a one-year extension beyond the 7 year requirement. Petitions for extensions go to the Committee on Graduate Studies in Music (COGSIM). You can find the Graduate Student Petition at music.ku.edu/resources/.

Language requirements for opera and voice students

MM-Opera students are required to have taken one year each of French, German, and Italian during their college career. **MM-Voice** 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 two-semester on-line undergraduate course; or
- Completion of a KU or other approved test in the language.

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

Diction requirements

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.

Ensemble Enrollment Requirement

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. String instrumentalists are required to be in the KUSO every semester they are on scholarship and/or every semester they are enrolled in 811. 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 with 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 at the Master's level (711) may be expected to take a jury at the discretion of the instructor.

Graduate advisory committee
3 members required

You must choose your advisory committee members and complete an Advisory Committee Form (music.ku.edu/resources/) by the 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.

Graduate progress toward degree

Graduate students in the School of Music must maintain an expected level of academic performance throughout their program to maintain good academic standing. Criteria for evaluating satisfactory performance include:

1. a minimum cumulative GPA of 3.0 or higher and a GPA of 3.0 or higher in the major area;
2. academic and scholarly integrity;
3. compliance with academic policies at the University, School, and Division level; and
4. satisfactory progress toward completion of the degree, to be evaluated yearly as determined by the following:
 - a. satisfaction of diagnostic deficiencies in the first 3 semesters of enrollment;
 - b. for DMA students, performance of the DMA qualifying recital by the end of the first year of enrollment; and
 - c. satisfactory completion of at least 1 credit that meets degree requirements each semester of enrollment.

Students who are unable to complete degree requirements during any semester due to injuries, illness, financial difficulties, or family emergencies should submit a request for a [Leave of Absence](#). Failure to request a Leave of Absence will not relieve the student of the requirements to continue to make progress toward the degree as defined above.

Failure to make progress toward the degree as defined above will result in a student not being in good academic standing and the student will be put on probation or dismissed from the program. The School will evaluate graduate students pursuing more than one degree program based on their progress toward meeting the requirements of each program individually.

DEGREE RECITALS

All MM degree students in performance and conducting are required to perform a final solo recital. Students beginning their degree program in *Fall 2016 or after* must enroll in Master's recital 899. You must receive a grade of B or better for satisfactory completion of the degree requirement. 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.*

Additional recital 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.

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 – the “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.**

You must provide a copy of your recital program to the Graduate Services Coordinator for your file.

Recital recordings

All graduate degree recitals must be recorded for inclusion in the School of Music digital archive. If your recital is recorded by School of Music Recording Services 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 recital program to the Graduate Services Coordinator and submit an audio recording to the recording engineer, recording@ku.edu, 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/ 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 re-scheduling 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, have no incompletes on your transcript, be in good academic standing and have completed all other requirements, 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;
- 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 Graduate Services Coordinator **AT LEAST 2 WEEKS** in advance of the exam date. The form is used for pre-approval of your final exam and as a report of your exam results by 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 signed 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.

Formatting your thesis

There are formatting instructions for the Master's Thesis on this webpage: graduate.ku.edu/etd-formatting-and-working-multimedia-files.

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 grace 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 early in the fall semester by the COGSIM faculty members from a list of graduate student volunteers. 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. Any requested change to a faculty approved program of study must come before COGSIM as a student petition

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/ and, once completed, is submitted to the Student Services office, 450 Murphy.

ACADEMIC MISCONDUCT

See [Attachment III: Academic Misconduct](#) for the complete University policy on Academic Misconduct including definitions and examples.

KU INFORMATION

KU Website/School of Music Website

The official KU home page is ku.edu. The official School of Music home page is 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/. 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.

Grievance Policy and Procedures

Grievances arising within the School of Music must be heard under the School's Grievance Procedure, which can be found here: policy.ku.edu/music/grievance-procedure. The School of Music grievance procedure applies to the faculty members, unclassified professional staff, and students.

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		785-864-3421
Robert Walzel, Dean	robert.walzel@ku.edu	
Terri Morris, Assistant to the Dean	tmorris@ku.edu	
Lisa Shaw, Business Manager	lshaw@ku.edu	
Associate Dean for Academic Affairs – 400 Murphy		785-864-9746
Martin Bergee, Associate Dean	mbergee@ku.edu	
Band Office – 124 Murphy		785-864-3024
Leslie O’Neil, Administrative Assoc. Sr.	loneil@ku.edu	
Music Education/Music Therapy – 448 Murphy		785-864-4787
Lois Elmer, Administrative Professional	elmer@ku.edu	
Student Services – 450 Murphy		
Rita Riley, Director/Undergrad Advisor	rriley@ku.edu	785-864-2954
Michael Austin, Graduate Coordinator	michael.austin@ku.edu	785-864-2862
Office of Recruitment – 452 Murphy		
Stacy Ash	sash@ku.edu	785-864-9751
Communications and Events Center – 460 Murphy		785-864-3436
Brock Babcock	recording@ku.edu	785-864-4335
Recording Technician		
Laura McCorkill	lmccorki@ku.edu	785-864-9864
Recital Coordinator		
Christine Metz Howard	cmetzhoward@ku.edu	785-864-9742
Communication Coordinator		

Area Coordinators:

<i>Brass and Percussion</i>			
	Scott Watson	scwatson@ku.edu	120 Murphy
<i>Band</i>			
	Paul Popiel	ppopiel@ku.edu	124B Murphy
<i>Choral</i>			
	Paul Tucker	ptucker@ku.edu	336 Murphy
<i>Orchestra</i>			
	Carolyn Watson	carolyn_watson@ku.edu	126 Murphy
<i>Music Education</i>			
	Debra Hedden	dhedden@ku.edu	448D Murphy
<i>Music Theory and Composition</i>			
	Kip Haaheim	khaaheim@ku.edu	424 Murphy
<i>Music Therapy</i>			
	Cynthia Colwell	ccolwell@ku.edu	432 Murphy
<i>Musicology</i>			
	Paul Laird	plaird@ku.edu	334 Murphy
<i>Organ/Church Music</i>			
	James Higdon	jhigdon@ku.edu	Bales Hall
<i>Piano</i>			
	Michael Kirkendoll	michaelkirkendoll@ku.edu	310 Murphy
<i>Strings</i>			
	Hannah Collins	hannah.collins@ku.edu	316 Murphy
<i>Voice and Opera</i>			
	Julia Broxholm	jbroxhol@ku.edu	332 Murphy
<i>Woodwinds</i>			
	Margaret Marco	mmarco@ku.edu	340 Murphy
<i>Jazz</i>			
	Dan Gailey	dgailey@ku.edu	122 Murphy

ATTACHMENT III – ACADEMIC MISCONDUCT

This information is taken directly from the University of Kansas Policy Library.

Article II. Academic Work and Its Evaluation

Section 6. Academic Misconduct

2.6.1 Academic misconduct by a student shall include, but not be limited to, disruption of classes; threatening an instructor or fellow student in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures; falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

Academic misconduct by an instructor shall include, but not be limited to, grading student work by criteria other than academic performance, willful neglect in the discharge of teaching duties, falsification of research results, plagiarizing of another's work, violation of regulations or ethical codes for the treatment of human and animal subjects, or otherwise acting dishonestly in research.

2.6.2 After consultation with the department chairperson, an instructor may, with due notice to the student, treat as unsatisfactory (1) any student work that is a product of academic misconduct, or (2) a student's performance for a course when there are severe or repeated instances of academic misconduct as defined in Section 2.6.1. If an instructor deems other sanctions for academic misconduct by a student to be advisable, or if a student wishes to protest a grade based upon work judged by an instructor to be a product of academic misconduct, or if a faculty member is charged with academic misconduct in connection with the assignment of a grade or otherwise, the case shall be reported to the Dean of the College or School in which the course is offered and processed in accord with applicable procedures.

2.6.3 If either party to a charge of academic misconduct or to a grade appeal involving a charge of academic misconduct is dissatisfied with the unit level resolution of the charge, he or she may seek review by the Judicial Board in accordance with applicable procedures.

2.6.4 Every instructor shall make clear, at the beginning of each course, his or her rules for the preparation of classroom assignments, collateral reading, notebooks, or other outside work, in order that his or her students may not, through ignorance, subject themselves to the charge of academic misconduct. An instructor has the authority to set reasonable rules for classroom conduct. When an instructor judges that a student's behavior is disruptive or obstructive to learning, the instructor can request that the student leave the classroom. Refusal to comply with a request to leave a classroom can itself be grounds for a charge of academic misconduct.

2.6.5 The following sanctions may be imposed upon a student or an instructor for academic misconduct:

- **Admonition:** An oral statement that his or her present actions constitute academic misconduct.
- **Warning:** An oral or written statement that continuation or repetition, within a stated period, of actions that constitute academic misconduct may be the cause for a more severe disciplinary sanction.
- **Censure:** A written reprimand for actions that constitute academic misconduct. Censure may include a written warning.

Other sanctions that may be imposed upon a student for academic misconduct are:

- **Reduction of Grade for specific work:** Treating as unsatisfactory any work that is a product of academic misconduct. Reduction of grade may include the assignment of an F for that specific work.

- **Reduction of grade for the Course:** Reduction of grade may include the assignment of an F in the course. If the charged student dropped or withdrew from the course prior to the outcome of the adjudication, the course will be reinstated and assigned the grade as determined by the outcome of the hearing.
- **Exclusion from Activities:** Exclusion from participation in specified privileged or extracurricular activities for a period not exceeding one school year.
- **Transcript Citation for Academic Misconduct:** The student's transcript will state that the student has been cited for academic misconduct. This sanction will include a determination of the final grade in the course. This grade may be an "F." The statement will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.
- **Suspension from a specific course:** An instructor may suspend a student from the instructor's section of a course for academic misconduct. In cases involving physical violence or disruptive behavior, the suspension should occur immediately. In cases where a physical threat is made, the suspension should be reported to the KU Police Department. During suspension, a student is not permitted to withdraw, pending decision by the hearing committee. A suspended student may complete work for the course only if reinstated. Conditions for re-instatement to the course shall be stated by the instructor at the time of the suspension. These initial conditions are subject to review by the hearing committee. When suspending a student, the instructor shall, before the next meeting of the course, inform the chairperson of the department in which this course is offered. The department chairperson shall notify the student in person or by certified mail (postmarked on or before the day of the next class meeting) of the opportunity to be heard on the suspension. The department chairperson shall also inform the Vice Provost for Student Affairs and other appropriate offices according to guidelines of the academic unit involved. If the student requests a hearing, the appropriate procedures (See Section 2.6.2) of the School or College, or at the department level where feasible, shall be initiated within five working days. The suspension will remain in effect pending review. Because this sanction places an immediate burden upon the suspended student, the department is obligated to act promptly. Options in such review include: reassignment of the student to another section of the course; reinstatement of the student into the course; upholding the suspension. In case of suspension through the end of the semester, a grade will be assigned by the instructor, subject to review by the hearing committee.
- **Suspension:** Immediate exclusion from all courses and other specified privileges or activities for a definite period not to exceed two years, subject to review by the hearing committee. The student's transcript will state that the student is suspended for academic misconduct. The statement will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.
- **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. The student's transcript will state that the student is expelled for academic misconduct. The statement will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.

2.6.6 All sanctions of Reduction of Grade for Specific Work, Reduction of Grade for the Course, Exclusion from Activities, Transcript Citation for Academic Misconduct, Suspension from a Specific Course, Suspension, and Expulsion that are applied by the College and the Schools or their designated departments will be communicated to the Office of the Provost.

2.6.7 Students who receive a D or F in a course as a result of a sanction of Reduction of Grade for the Course due to a finding of academic misconduct by a unit, school, or Judicial Board hearing body may repeat the course but are not eligible for the grade-replacement provisions of USRR 2.2.8.