

Procedures & Policies for Music Graduate Students



UNIVERSITY
OF OREGON

School of Music and Dance
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Table of Contents

A. General Procedures and Policies for all Graduate Degrees	1
A1. Sources of Information and Email Communication Policy.....	1
A2. SOMD Graduate Entrance Examinations	1
A3. Grading Policies	2
A4. Academic Advisers	2
A5. Faculty Committees	2
A6. Petitions.....	3
A7. Progress Toward Degree and Retention in Program	3
A8. Individualized Study	4
A9. Performance Studies	4
• End-of-Term Juries	4
A10. Recital Procedures	4
A11. Preliminary Procedures for Theses, Projects, Dissertations, and Lecture-Documents	7
A12. Approval for Use of Human Subjects in Research	8
A13. SOMD Procedures for Complaints and Grievances.....	8
A14. Degree Work and Summer Sessions.....	8
A15. Continuous Enrollment and On-Leave Status	8
A16. Completion of Degrees.....	9
A17. Use of Facilities.....	9
B. Procedures and Policies Specific to Master's Degrees	10
B1. Residence Requirement.....	10
B2. Time Limit	10
B3. Conditional/ Full Admission.....	10
B4. Master's Degree Checklists.....	10
B5. Course Waivers & Transfer of Credit	10
B6. Ensemble Requirements.....	11
B7. Language Requirement for Master of Arts Degrees	11
B8. Changes in Degree Emphasis	12
B9. Concurrent Master's Degrees	12
B10. Theses, Projects, Performances, & Performance Degree Recitals	12
• Recitals	12
• Thesis/Project Proposal	12
• Thesis/Project Completion	12
B11. Final Oral Examinations for All Master's Degrees.....	13
• Final Oral Examinations for Performance Degrees.....	13
• Final Oral Examinations for Degrees in Areas Other Than Performance.....	13
B12. Submission of Thesis/Project	14
B13. Procedures for Graduation	15
• Timeline for Completing Master's Degree.....	16

C. Procedures and Policies Specific to Doctoral Degrees	17
C1. Procedural Timeline for Doctoral Degrees (DMA, PhD).....	17
C2. Doctoral Admission Without the Master’s Degree.....	17
C3. Primary and Supporting Areas of Study	17
C4. Transfer Credits for the Doctoral Program	17
C5. Conditional, Formal, & Full Status.....	17
• Conditional and Full Admission	17
• Formal Admission	18
C6. Time Limit.....	18
C7. Course Waivers.....	18
C8. Year of Residency.....	19
C9. Changes in Primary or Supporting Area	19
C10. Foreign Language Requirement	19
C11. Ensemble Requirement	21
C12. Degree Recitals & Conducted Performances	21
C13. Doctoral Committees.....	21
C14. Comprehensive Examinations	22
• Core Comprehensive Examination.....	22
• Area Comprehensive Examinations.....	23
C15. The Dissertation	25
• Approval of the Formal Dissertation Proposal.....	26
• Advancement to Candidacy	26
• Formal Approval of the Dissertation Committee	27
• Revised Committees	27
• Dissertation Credits	27
• Completing the Dissertation.....	27
• Oral Defense of the Dissertation.....	28
• Overview of Dissertation Schedule.....	30
C16. The Lecture-Documents (Program Option for DMA Students in Performance).....	31
• Nature of the Lecture	31
• Nature of the Document	31
• Lecture-Documents Committee	32
• The Proposal	32
• Advancement to Candidacy	32
• Completion of the Project.....	32
• Oral Defense of the Lecture-Documents.....	33
• Overview of Lecture-Documents Schedule.....	34
C17. Procedures for Completion of the Degree and Graduation.....	35
• Timeline for Completing Doctorate	36

Appendix I: Music Graduate Office Forms and Resources37

Appendix II: UO Graduate School Forms and Resources.....38

A. General Procedures and Policies for all Graduate Degrees

A1. Sources of Information and Email Communication Policy

Students are responsible for informing themselves of all graduate degree requirements, procedures, and policies. In addition to this document, the *University of Oregon Catalog* describes School of Music and Dance (SOMD) requirements in the Music section and Graduate School requirements in the Graduate School section. Further, students should consult the SOMD website (<http://music.uoregon.edu>) and the Graduate School website (<http://gradschool.uoregon.edu>).

Music graduate students must meet the degree requirements specified in the *University of Oregon Catalog* of the year of their admission. If the requirements change during the time they are students, they may meet either all of the original requirements or all of the new requirements. They may not mix requirements from the two.

For procedural matters, students are generally held to the most recently revised *Procedures and Policies* booklet, regardless of their term of matriculation, and are therefore advised to refer to the current edition each year.

All students must regularly and frequently review their official UO email account in the uoregon.edu domain. This is designated as the user's official university e-mail and may not be changed absent university approval. Whenever possible, the university—including the Music Graduate Office—will send official communications by e-mail to this account.

Throughout the year, the Music Graduate Office will e-mail timely and very useful information. Please read these messages and save them for future reference.

A2. SOMD Graduate Entrance Examinations

Graduate entrance examinations in music theory, aural skills, and music history are given during the week prior to the first day of classes fall term, and as needed prior to winter, spring, and summer terms. **All entering graduate students must take these examinations before their first term of graduate studies. Students MAY NOT enroll in review courses without first taking the entrance exams.** Students who fail any of the three exams must enroll in the appropriate review course(s) during the first term the course(s) is offered (usually the first two terms of graduate study). Students may not retake the examinations, nor may they take graduate courses in the deficient areas until the review courses are completed. (Note: Students must pass both the written theory and the aural skills entrance exams before enrolling in graduate theory courses.) **Students who enroll in graduate courses in music history or music theory without first passing the examinations or completing the review course(s) forfeit the use of those courses to meet graduate degree requirements.** Successful completion of the review course(s) fulfills the entrance examination requirement.

Students who passed the Theory Qualifying Exam are exempt from the Theory and Aural Skills Entrance Examinations.

Note for Music Education Master's Students: Students admitted concurrently to the master's in music education program and the 5th-year certification program will begin their licensure studies during the summer and will take the music graduate entrance exams at the beginning of fall term. Any required review courses will be taken when first offered during the regular academic year of the licensure program (e.g., students admitted summer 2013 will take the entrance exams in fall 2013 and any required review courses in fall 2013 and winter 2014).

A3. Grading Policies

Any course used to fulfill a degree requirement must show a grade of *B-* or better. Grades of *C+* or lower are not acceptable for graduate credit but are computed in the grade point average (GPA). A grade of *P* (Pass) is awarded only for the equivalent of a *B-* or better. A grade of *N* (No Pass) is neither acceptable for graduate credit nor computed in the GPA. **The following courses must be taken for a grade rather than P/NP:**

- (a) all courses required by title,
- (b) all courses required by category (e.g., 12 credits in music history),
- (c) all required performance studies including not only those necessary to reach the minimum number of credits stipulated by the degree program but also those credits earned in preparation for recitals, and
- (d) the final term of language courses taken to meet the language requirement.

Exceptions to the above rules include Practicum (609), Research (601), Reading and Conference (605), Thesis (503), Dissertation (603), ensembles, and courses offered only P/NP. The grade option in each of these cases is determined either by University of Oregon policy or by the professor offering the course. Electives, cross-campus courses for the doctorate, and other courses not directly related to the degree program may be taken P/NP.

A4. Academic Advisers

For performance majors, the studio instructor will be the academic adviser. For all other majors, the chair of the area will serve as the initial academic adviser until an adviser is determined. All incoming students are to meet with their advisers early in their first term of study. Students should take a copy of the appropriate degree checklist (available from the Music Graduate Office and the SOMD website) to the appointment to aid in planning an approved course of study. Students must inform the Music Graduate Office if their adviser changes.

A5. Faculty Committees

Most required events in a student's degree program are evaluated by a committee of at least three faculty members. These committees are proposed by the student's major adviser and approved by the Director of Graduate Studies. Normally, at least two members will be from the student's area of study and the third may be from another area in music.

A6. Petitions

Graduate students may petition the SOMD Music Graduate Committee for changes in any aspect of the degree program. Petitions are to be directed to the chair of the Graduate Committee. In the petition, the requested change and the reasons for the variation from standard procedures should be clearly stated, and the appropriate adviser's signature of approval must be included. A general student petition form is available on the SOMD website. There are also specific petition forms for course waivers and ensemble requirements.

A7. Progress Toward Degree and Retention in Program

Evaluating a student's progress toward degree is an ongoing process. The student's adviser, the Director of Graduate Studies, or the Graduate Committee may initiate a review of degree progress at any time.

The action taken may include the following:

- (a) The student may continue in the program, with or without modification.
- (b) The student may be given a warning with sets of conditions to meet by specified times. If the student fails to meet those conditions without adequate explanation, the student may be disqualified at the end of the term.

The criteria for determining whether a student is making satisfactory progress toward the degree are the following. The student must:

- (a) successfully complete the School of Music and Dance entrance examinations and prescribed review course(s) by the end of the first term of study (or, if a course is not offered during the term of matriculation, the first term it is offered);
- (b) complete in a timely fashion the specified courses as noted in the *Catalog* and on the appropriate degree checklist;
- (c) maintain a cumulative and yearly GPA of 3.0 or better with the GPA computed only on course work meeting the requirements for the graduate degree;
- (d) accumulate no more than six (6) credits of *I* (Incomplete) at any one time;
- (e) accumulate no more than two grades of *C+* or lower;
- (f) complete all courses specified by title or category in the appropriate degree program on a graded basis;
- (g) make timely progress on theses, projects, or recitals as determined by the appropriate School of Music and Dance area;
- (h) pass all degree requirements by at most the second attempt, with the exception of doctoral language proficiency examinations (see C10) and doctoral degree comprehensive examinations. If two efforts to pass any degree requirement do not result in a satisfactory grade (*B-* or better) or other appropriate faculty approval, further enrollment as a graduate

music major will be permitted only by a successful petition to the Graduate Committee. Students must pass doctoral degree comprehensive examinations by the third attempt.

- (i) satisfy the Graduate School's seven-year limit for degrees.

**A8.
Individualized
Study**

Individualized study is to be used for the study of topics beyond the standard curriculum. **Courses regularly offered in the curriculum may not be taken as individualized study. Nor may students use individualized study to meet degree requirements described as courses or seminars.** Students who wish to enroll in Individualized Study (e.g., MUS 601 Research or MUS 605 Reading and Conference) must register for the course **and** file a permission form in the Music Graduate Office before the last day to add for that term of study. A new permission form is required for each term of individualized study.

**A9.
Performance
Studies**

To register for private studio instruction, a student must audition and consult in advance with the performance instructor or the chair of the area to determine the appropriate level of study and the number of credits. It is imperative that students verify registration for the correct MUP level and number of credits.

End-of-Term Juries. Students enrolled in studio performance studies will take at least two performance juries or their equivalent each academic year. Juries serve two primary purposes:

- (a) to evaluate performance progress and
- (b) to evaluate the possibility of a change in the student's performance level.

Juries are usually held at the end of each academic quarter. During a jury, the student will perform appropriate repertory and technical studies. Evaluations will be made on the basis of the student's general musicianship, command of technique, demonstration of ability in performing various musical styles, and knowledge of repertory.

**A10. Recital
Procedures**

Students are to enroll in performance studies with the appropriate UO music professor while working on the recital. Permission to give a recital is granted by the student's instructor and by the faculty in that area of performance. Procedures differ, depending on the nature of the recital. There are three kinds of recitals:

- (a) performance degree recitals, (including jazz instrumental performance)
- (b) recitals that fulfill degree requirements in degree programs other than performance (i.e., composition, jazz composition/arranging, music education, and piano pedagogy), and
- (c) optional recitals.

During any term in which a recital is given a student must be enrolled at the UO School of Music and Dance in performance studies on the recital

instrument and, at the discretion of the major professor, in Reading and Conference (MUS 605): Recital.

Performance Degree Recitals and Lectures. Degree recitals will normally include approximately one hour of music. No degree recitals may be given before the student is fully admitted to the program. Permission to give degree recitals off campus must be obtained from the Music Graduate Committee **prior to the scheduling of the event.** Dates for recitals or lectures must be scheduled well in advance through the Music Graduate Office and the Facilities Services Director (see below) and must have the written approval of the student's adviser.

All degree recitals will be evaluated by three Music Faculty members. At least two members will be from the student's performance area, including the student's performance instructor, who serves as the chair. The third member may be from the performance area or another area in music.

To begin the process for presenting a graduate degree recital, the student must obtain the *Graduate Recital Scheduling Form* from the Music Graduate Office or the Graduate Student Resources section of the SOMD website. This form must be signed by the recital evaluation committee and returned to the Music Graduate Secretary at least one week prior to the pre-recital hearing. The pre-recital hearing will be held at least four weeks prior to the planned recital date and will consist of a performance of all, or a representative portion of, the music for the recital. If less than the full recital is performed, the portion performed will be selected by the faculty committee.

After the pre-recital hearing, the committee will decide whether to proceed with, delay, or cancel the recital, and that decision will be recorded on the form titled *Approval to Present a Degree Recital*, which is to be filled out by the student's performance teacher and returned to the Music Graduate Office.

The committee will hear the recital and determine whether the performance meets the standards of the degree with a unanimous affirmative vote needed for approval. The committee's decision will be based on the student's technical proficiency, musicianship, interpretive skills, and knowledge of repertory and will be conveyed to the student within one week of the date of the recital. If the faculty committee does not approve the degree recital, the student may be granted permission to attempt the recital again. The faculty committee will make this decision on the basis of the quality of the recital. In no case will the student be allowed to present a recital more than two times.

Optional Recitals. Students may elect to give non-degree recitals. A faculty sponsor is required for each such recital. If the student wishes to use a room in the music building for the optional recital, the student must make the reservation with the Facilities Services Director. Priority for room reservations is given to degree recitals. No services are provided. The process described below does not apply to optional recitals.

Scheduling Degree Recitals

This is a description of the recital scheduling process for graduate students presenting recitals for composition, intermedia music

technology, jazz studies, music education, performance and piano pedagogy. The student must work closely with the Facilities Services Director, who schedules recitals. Graduate students should initiate scheduling as early as possible for best date selection.

1. Obtain the two-sided *Graduate Recital Scheduling Form* (GRSF) available on the website and in the Music Graduate Office. (Composition and IMT use *Graduate Composition or IMT Recital*)
2. Consult available dates listed outside the Facilities Services Director's office.
3. Determine three or four possible performance dates and times in cooperation with your performance professor, recital committee and other pertinent personnel (accompanist, etc.)
4. List dates on the form in order of preference. The Facilities Services Director must initial each date to confirm availability.
5. If you have electronic/audio equipment needs beyond the recording of your recital, take the GRSF form to the audio engineer for signature before submitting the form.
6. If your recital requires the use of the Ahrend organ or a harpsichord, this form must be signed by the organ/harpsichord professor as well as the keyboard tuner. Without this approval, these instruments will not be available. Practice time with these instruments must also be cleared with the organ/harpsichord professor.
7. On the reverse side of this form, schedule the pre-recital hearing, which must take place at least four weeks prior to the proposed recital date. Have your recital committee members sign where indicated. **Composition and IMT:** The reverse side must be signed by your committee; no pre-recital hearing is required.
8. Submit the GRSF (or Composition/IMT form) with appropriate signatures outlined in steps 4, 5, 6, and 7 to the Music Graduate Office as soon as possible for best recital date selection.
9. You will receive two email confirmations: one from the Graduate Secretary indicating that the Director of Graduate Studies has approved your committee, and another from Calcium (our electronic scheduling system) stating that the recital date is on hold.
10. Pay the \$85 recital fee, which is required upon the placing of a hold for a recital date. The fee covers a CD recording for the student, an archival copy, and the services of a stage manager. The due date is determined by the Facilities Services Director. Fees are paid in the SOMD Finance Office, room 219F. Events in Beall Concert Hall can also be live-streamed and/or recorded to a DVD. The cost for a DVD is \$10; for streaming, \$25. These additional services are scheduled through the Facilities Services Director.

11. **Programs.** You must submit an electronic copy of your recital program, approved by your committee, to the Music Graduate Office after you pass the pre-recital hearing. The approved template is available on the music graduate program website. You are responsible for providing copies of your program for the performance.
12. When the pre-recital hearing is passed, the Music Graduate Office has received an electronic copy of the approval recital program, and the recital fee has been paid, the Facilities Services Director will confirm the recital date. **Composition and IMT:** You will receive confirmation of the date once your committee is approved and you have paid your recital fee.
13. Complete the *Stage Setup Form*, (available outside the Production Manager's office, room 175) and give it to the Production Manager no later than three weeks prior to the proposed recital date.
14. **Dress Rehearsal Time:** If time permits, up to two hours of rehearsal time may be scheduled in Beall or another designated room. Times for dress rehearsals can be arranged with the Facilities Services Director at the beginning of the term of recital date.
15. **Usher:** Finally, don't forget to arrange for an usher for your recital to open and close doors and seat late comers. This should not be overlooked.

A11. Preliminary Procedures for Theses, Projects, Dissertations, and Lecture-Documents

Master's theses and projects and doctoral dissertations and lecture-documents involve several distinct procedures. Among them are the following:

- (a) **Proposal approval.** Formal approval of the research effort by an appropriately appointed faculty committee must be obtained prior to beginning the research. This approval is in the form of a research proposal approved by the committee and submitted to the Graduate Office.
- (b) **Employment of systematic research procedures.** The procedures for graduate research are drawn from the traditions of scholarly inquiry and the scientific process. These procedures vary, depending on the nature of the study, but are embodied in the procedures of historical, experimental, sociological, descriptive, ethnographic, qualitative, philosophical, analytical, or aesthetic research.
- (c) **Reporting results of the investigation.** Theses, projects, dissertations, lecture-documents, and published research articles employ distinctive methods of reporting results. This style involves research-based language, specific methods of organizing and presenting information, and the use of one of the accepted manuals of style. All theses, dissertations, and lecture-documents must follow the Graduate School's *Style and Policy Manual for Theses and Dissertations* available on the Graduate School's website (see Appendix II).

A12. Approval for Use of Human Subjects in Research

If any student is planning to use human subjects (interviews, surveys, etc.) as part of any research activity, prior university permission is required. Permission to use human subjects must be given by Research Compliance Services **prior to** any contact with the proposed subjects. This procedure is spelled out on their website (<http://humansubjects.uoregon.edu>), or on the Graduate School website under “Research Ethics and Compliance.” Research Compliance Services is located at 677 East 12th Avenue, Suite 500.

A13. SOMD Procedures for Complaints and Grievances

Any student who feels that he or she has been wronged by a professor for any reason may seek resolution of the problem as follows. First, the student should approach the professor and attempt to resolve the matter. If that is unsuccessful, or if the student is uncomfortable with that approach, the student may meet with the Director of Graduate Studies, who will obtain relevant information and seek a resolution between the parties. If that effort is likewise unsuccessful the matter may be referred to an appropriate standing or *ad hoc* committee. In the event that the committee is unable to resolve the matter, or at the discretion of the Director of Graduate Studies, it may be referred to the Dean of the School of Music and Dance for further action, including referral to an appropriate university office.

Information about university grievance procedures is available from the ASUO’s Office of Student Advocacy or the Office of Affirmative Action and Equal Opportunity. Information for graduate students is also available at the Graduate School. In some cases, such as sexual harassment, the student may contact the Dean, either of the Associate Deans, the UO Bias Response Team, or the UO Affirmative Action Office. Another valuable resource is Conflict Resolution Services, located in the Office of the Dean of Students.

A14. Degree Work and Summer Sessions

No theses, dissertations, lecture-documents, recitals, lectures, comprehensive examinations, language examinations, final oral examinations, or special projects may be completed during summer session unless appropriate faculty members are employed by the School of Music and Dance during that summer session and arrangements with those faculty members and the Music Graduate Office are made in advance.

A15. Continuous Enrollment and On-Leave Status

Once a graduate student begins a degree program, he or she must maintain continuous enrollment in that program by registering for and satisfactorily completing at least three (3) graduate credits every term except summer session, or by officially receiving on-leave status. Full-time graduate study is nine credits and graduate students may register for a maximum of 16 graduate or undergraduate credits per term without additional cost. Any time a student is using university faculty or facilities in degree-related activities, the student must be registered

for credit with the appropriate faculty member (e.g., orals, comprehensive examinations or language examinations; seeking approval of projects, theses, dissertation, or lecture-documents; giving recitals; or defending dissertations).

To obtain on-leave status, students must submit an on-line Request for On-Leave (available on the Graduate School’s website under “Current Students,” “Academic Forms”) before the last day to register for classes of the term of leave. A student who fails to obtain on-leave status while not enrolled for at least graduate three credits must re-apply for admission. If readmission is granted, the student comes under the most recent degree requirements and may lose approval for previous work that relates to earlier degree requirements. On-leave status is granted for a specified time and may not exceed one calendar year. Students with on-leave status are not required to pay tuition or fees. (For further information, see “Continuous Enrollment” in the Graduate School section of the *University of Oregon Catalog* or on the Graduate School website.)

Graduate students are entitled to a maximum of three terms of leave. In addition, after advancement, doctoral candidates may take up to three terms In Absentia and must submit their request on-line through the Graduate School’s forms website under “In Absentia Status for Post-Advancement Doctoral Students.”

Students living elsewhere while writing theses, dissertations, or lecture-documents and sending chapters to advisers for review must be registered for a minimum of three (3) thesis/dissertation/research credits, as appropriate.

Music Education students pursuing master’s degrees exclusively during summer sessions must obtain on-leave status for each ensuing academic year (fall, winter, and spring terms). In addition, summers-only students are entitled to a maximum of three summer terms of on-leave.

A16. Completion of Degrees

Graduating students must adhere to an important schedule of deadlines during the term prior to graduation, as well as the term in which the degree is awarded. Information regarding these deadlines is available at the Music Graduate Office or at the Graduate School and on its website. During the term in which a student is to receive a degree, he or she must be registered for at least three (3) graduate credits. If the student is completing a master’s degree thesis, registration in the final term must include at least 1 credit of Thesis (503). If a doctoral dissertation is being completed, registration must include no fewer than three (3) credits of Dissertation (603).

A17. Use of Facilities

The facilities of the University of Oregon have been built at taxpayer expense for the use of students and faculty in education, research, and other university-related activities. It is contrary to state policy that offices, practice rooms, or any other university facilities be used for personal monetary gain. This policy prohibits their use for private lessons, practice sessions, or other activities not related directly to the instruction of registered students or legitimate UO faculty activities.

B. Procedures and Policies Specific to Master's Degrees

B1. Residence Requirement

For master's degrees, the Graduate School requires that a minimum of 30 graduate credits (applicable to degree requirements) be taken on the University of Oregon campus during at least two terms of study. In addition, students enrolled in advanced degree programs must attend the university continuously, except for summers, until all of the program requirements have been completed. If continuous enrollment is not possible, students may apply for on-leave status for up to three academic terms (see A15).

B2. Time Limit

Students must complete all work for the master's degree, including transfer credits, theses, projects, recitals, language requirements, and all examinations, within seven years. Any degree-related activities more than seven years old are not applicable to the degree. All credits earned prior to admission, including from the Community Education Program (CEP), that a student wishes to apply toward the degree must be formally transferred (maximum of 15 credits). Information regarding transferred credit is available from the Graduate School.

B3. Conditional/ Full Admission

Any master's student admitted conditionally to the program must pass the SOMD graduate entrance examinations in music theory/aural skills and music history and fulfill all conditions required by the admitting area. When those requirements are met the Music Graduate Office will submit the *Change of Graduate Major/Classification Form* to the Graduate School. After this form is processed, the student's status will be changed to fully admitted.

B4. Master's Degree Checklists

Checklists have been developed for all master's degree programs. They are available in the Music Graduate Office and on the SOMD website. Students must meet with their advisers early in the first year to make a study plan. At the end of the first year, they must meet again with their adviser to review the plan to ensure that all requirements noted on the checklist will be completed by the time of graduation. **Any exceptions to requirements must be approved in advance by petition to the Music Graduate Committee.** The checklist will be reviewed again for final adviser approval and submitted to the Music Graduate Office at the beginning of the expected term of graduation.

B5. Course Waivers & Transfer of Credit

Master's students may petition to waive a course if they have completed a similar graduate-level course at another institution or the same or similar course at the UO prior to beginning the program and if the substituted course was completed no more than seven years before the submission of the waiver. Use the petition for course waiver, available from the SOMD website or the Music Graduate Office.

Any non-UO graduate credits approved by the Graduate Committee, any UO graduate credits taken by Reservation of Graduate Credit as an undergraduate, and any UO credits taken as a Community Education

Program (CEP) student must be formally transferred into a student's master's program. The student must file the *Transfer of Graduate Credit* form found on the Graduate School's website. Review policies concerning transfer credits in the Graduate School's section of the *UO Catalog* or the Master's Degree Policies section of their website.

B6. Ensemble Requirements

Most degrees require a minimum number of terms of ensemble, and some master's degrees require participation in specific ensembles. Students must audition for ensemble placement before classes begin each fall term. Students entering school during winter and spring terms must audition at the time of entrance. Assignments take into account the student's preference, level of ability, major performance medium, educational and musical needs, and the needs of the school's ensembles. **In addition, for each term they are enrolled in studio lessons, master's students in performance degrees must be concurrently enrolled in an appropriate large ensemble.**

B7. Language Requirement for Master of Arts Degrees

Master of Arts degrees require reading proficiency in a foreign language. Languages that typically meet this requirement are German, French, and Italian for the MA in musicology, and German for the MA in music theory. If a language other than those recommended is desired, the faculty of the area in which the student is studying must provide a statement of approval to place in the student's file. All language courses taken at the undergraduate level to meet this requirement must be completed within seven years of the term of graduation and are not included in the 45 required graduate credits. The foreign language requirement may be met in one of the following ways:

- (a) Complete two years of college-level foreign language study with a grade of *B-* or higher in the final term.
- (b) Complete a reading knowledge course in German or French with a grade of *B-* or higher in the final term (German for Reading Knowledge, French for Reading Knowledge). The number of terms required is determined by the department offering the course.
- (c) Satisfactory completion of the CLEP (College Level Examination Program) language exam, administered by the Counseling and Testing Center, showing language proficiency equivalent to that attained at the end of two years of college study (a minimum score of 63 for German and 62 for French). CLEP is a 1.5 hour computer-based exam that has two parts: listening and reading. Testing is available by appointment through the Testing Office for a total fee of \$105 (\$25 to UO and \$80 to CLEP).

Students whose native language is not English may, with approval of the adviser, satisfy the language requirement by providing high school or college transcripts as evidence of formal training in the native language and satisfactorily completing WR 121 and either WR 122 or 123.

B8. Changes in Degree Emphasis

If a master's degree student wishes to change his or her degree emphasis, the student must submit a new statement of intent and the SOMD *Request for Change of Degree Emphasis* form to the Graduate Office. When such a request is made, the student's work in the program to date will be reviewed by the faculty in the new area, and a decision will be made as to whether the student may make the proposed change. In most cases, additional portfolio materials, papers, or an audition will be required. Students who have received approval to change their degree must also submit the UO Graduate School's *Change of Graduate Major/Classification Form*, available on their website. (This does not apply to a change of emphasis within a degree.)

B9. Concurrent Master's Degrees

Students who wish to pursue a second, concurrent master's degree should consult the Music Graduate Office and the Graduate School for information.

B10. Theses, Projects, Performances, & Performance Degree Recitals

Recitals and Conducted Performances. Master's degree programs in performance include degree recitals. Any student presenting a performance degree recital, or a recital to fulfill a requirement for music education, jazz studies, or piano pedagogy, must follow the procedures outlined in Section A10 "Recitals Procedures"—including a **required pre-recital hearing** that is to be scheduled at least one month before the proposed recital—for permission to give the recital. Conducting students are required to complete juried rehearsals and/or juried performances.

Thesis/Project Proposal. Master's degree programs in composition, inter-media music technology, music education, musicology, music theory, and piano pedagogy include theses or projects. The student's proposal for a thesis or project must be approved by a committee consisting of three faculty members, including the adviser, who serves as the chair of the committee. (Copies of proposal forms are available in the Music Graduate Office and on the website.) This committee will also function as the examining committee at the completion of the thesis or project. For a **thesis**, the approved proposal must be deposited in the Music Graduate Office at least two terms before the term of completion (e.g., the end of fall term for spring graduation). For a **project**, the approved proposal must be deposited in the Music Graduate Office at least one term before the term of completion (e.g., the end of winter term for spring graduation). If the nature of the thesis or project changes or if the make-up of the committee changes, a revised proposal form **must** be filed in the Graduate Office.

NOTE: If human subjects are to be used, see A12.

Thesis/Project Completion. After the proposal is approved the student may work with committee members to complete the thesis or project. All committee members are to be present at the final event (oral examination) unless prior arrangements to the contrary are made with the Director of Graduate Studies. Approval requires a unanimous vote of the committee. **A template for the title and approval pages for the master's project is available on the website.** Students writing a thesis should refer to the Graduate School's *Style and Policy Manual for Theses and Dissertations*.

In the term the degree is to be received, the student must register for at least three (3) graduate credits. In the thesis option, the student must satisfactorily complete nine (9) credit hours of MUS or MUE 503: Thesis. The thesis adviser will award the grade of *I* for all thesis credits until the thesis is approved by the examining committee. The credits are changed to *P* by the Graduate School. In the project option, the student must satisfactorily complete the required number of credit hours for their program of MUS or MUE 601: Research; or MUS 609: Terminal Project.

B11. Final Oral Examinations for All Master's Degrees

The culminating event for all master's degrees is a final oral examination. At least one month before the proposed date, the student shall schedule an exam room, complete and submit the *Master's Oral Examination Scheduling Form*, and the membership of the committee must be approved by the Director of Graduate Studies and recorded in the file. The examining committee will consist of three members, two of whom are from the faculty in the student's area of study, and a third who may be chosen from an area in music other than the student's area of focus. **The oral examination covers not only the thesis, project, or recital, but also issues related to all course work taken as part of the degree program.**

Final Oral Examinations for Performance Degrees. Each graduate student seeking a degree in performance (including jazz studies) will schedule the oral examination to take place after completion of the degree recital. **The exam scheduling form must be submitted to the Music Graduate Office no later than Friday of week 5.** The oral examination covers the recital and issues related to all course work taken as part of the degree program.

Final Oral Examinations for Degrees in Areas Other Than Performance. The student completes the thesis or project and when the adviser is satisfied that it is ready, the examining committee will conduct an oral examination at a time scheduled with the Music Graduate Office and convenient for all committee members. **The student must submit the exam scheduling form no later than Friday of week 5.**

A final copy of the thesis or project must be given to each committee member no less than two weeks prior to the scheduled examination.

The examining committee will determine whether the document meets both the specifications of the student's approved proposal and the following criteria:

- (a) It gives evidence of the student's thorough knowledge of the topic.
- (b) It possesses sufficient depth and breadth to serve its intended purpose.
- (c) It demonstrates intelligent organization of material, reporting of information, and conclusions.
- (d) It differentiates between information of central and peripheral importance, and focuses on the former.
- (e) It is written in formal English prose style and follows accepted rules of grammar, punctuation, spelling, and sentence and paragraph structure.
- (f) It employs appropriate procedures for scholarship and research.

- (g) It conforms to one of the standard style manuals for scholarly writing **as designated by the adviser**. Templates for title and approval pages are available to download from the Graduate School's website for theses and from the SOMD website for projects.
- (h) It meets the standards of form and style set forth in the UO Graduate School's *Style and Policy Manual for Theses and Dissertations*, which may be read or downloaded from the Graduate School's website.

The thesis or project is separate from the oral examination. After examining the document and conducting the oral examination, the committee may take separate actions in relation to these two degree requirements. The committee may:

- (a) approve the document and oral examination,
- (b) approve the oral examination but have the student make appropriate revisions in the document and resubmit it to the committee,
- (c) declare the document adequate but the oral examination inadequate and assign the student appropriate remedial work related to his or her degree studies and/or reschedule all or part of the oral,
- (d) declare the document and oral examination inadequate and have the student rewrite the document and retake the oral examination, or
- (e) declare the document inadequate and refer the results to the Graduate Committee with the recommendation that the topic not be pursued further.

B12. Submission of Thesis/Project

Thesis. The completed and approved thesis must be submitted online to the Graduate School by the deadline. After uploading but still prior to the deadline, the signed Submission and Document Approval Forms must be given to the Graduate School (see <http://gradschool.uoregon.edu/etd> for more details).

Project. After the project and final oral exam have been approved, the project must be put into an appropriate digital format, as per the UO Libraries page <http://library.uoregon.edu/datamanagement/fileformats.html>. The digital version of project and the completed Scholars' Bank Submission Form must be sent to the Music Graduate Office by email at gradmus@uoregon.edu prior to the deadline. The Graduate Secretary will add the project to Scholars' Bank.

**B13.
Procedures for
Graduation**

There are several procedures and deadlines to which you must adhere in order to graduate. Some of them are covered in the Graduate School's Degree Deadlines, found online at <http://gradschool.uoregon.edu/deadlines>. The following list includes those procedures but does not list dates, which change each term:

- (a) **Enroll in at least three graduate credits of study related to the degree program during the term of planned completion.** If completing a thesis, at least one credit must be MUS or MUE 503: Thesis. If completing a master's project, enroll in the appropriate MUS or MUE 601: Research, MUS or MUE 605: Reading, or MUS 609: Terminal Project. If a performance major, enroll in performance studies.
- (b) No later than the beginning of the term of graduation, meet with your adviser to review the appropriate master's degree checklist of academic work. The checklist includes all course work taken in the program, including transfer credit, as well as course work being taken during the term of completion (noted as "in progress"). The checklist is to be signed by your adviser to show that the program of study has been completed and approved as listed. **Turn in your checklist to the Music Graduate office by the end of the first week of the term of graduation.** The Graduate Secretary will audit the list and verify completion of degree requirements, making appointments with students if necessary.
- (c) **Before the end of the second week** of the planned term of graduation apply for graduation by completing the *Application for Advanced Degree* process on the Graduate School's website at <http://gradschool.uoregon.edu/getting-ready-graduate>.
- (d) Schedule and complete any unfinished requirements such as recital, written examination, oral examination, defense of thesis, and so forth. **The final oral examination must be the last event held to complete the degree.** The only exception to this timeline may be the reading and recording of a composition thesis. (See B11.) Final and complete copies of written documents (theses or projects) must be given to the members of the examining committee no less than two weeks prior to the date of the examination.
- (e) As each event is completed, the chair of the examining committee will submit to the Music Graduate Office the appropriate document, signed by members of the examining committee, indicating the committee's decision.
- (f) The completed and approved thesis or project must be submitted by the Graduate School's deadline for thesis submission. (See B12 above.)
- (g) Students are strongly encouraged to participate in the UO Graduation Convocation (spring or summer) and the SOMD ceremony that follows (spring only). Information is available on the SOMD website, from the Music Graduate Office, and from and the Office of the Dean of Students (541-346-3216).

Timeline for Completing Master's Degree

Term of Admission/Matriculation

- Take entrance exams; enroll in review courses as needed.
- Seven-year clock starts
- Meet with adviser to plan course of study according to degree checklist

Coursework & Appropriate Recitals

- Must maintain continuous enrollment
- Must earn at least 30 graduate credits at UO over at least two terms
- Updates to checklist, such as grades and completions of recitals, may be done at any time

Performance Degrees

- Seek permission for pre-recital hearing no later than 1 week in advance
- Perform pre-recital hearing (4 weeks in advance of recital)
- Perform degree recital

Non-Performance Degrees

- Seek approval for thesis or project proposal (at least two terms before term of completion of theses and 1 term before term of completion for projects). If human subjects are to be used, permission must be obtained from Research Compliance Services prior to any contact with the proposed subjects. See A12

Term of Completion

- Be enrolled for at least 3 graduate credits (B12 (a))
- Do final review of checklist with adviser and get signature
- Submit checklist to Graduate Secretary. Signed copy goes in student file.

Oral Exam (See B11 for details)

- Schedule oral exam (at least 1 month ahead)
- If applicable, give copies of thesis or project to committee at least 2 weeks prior to exam
- Take oral exam
- Make final changes to thesis or project, if applicable
- Complete any written work required by examiners
- Apply for degree on GradWeb (by end of week 2 of planned term of graduation)
- Deposit thesis with Graduate School online. Submit project via email with Scholars' Bank Submission Form to gradmus@uoregon.edu. (B12)
- **Congratulations!** You're done, except for the Commencement ceremony

C. Procedures and Policies Specific to Doctoral Degrees

C1. Procedural Timeline for Doctoral Degrees (DMA, PhD)

A procedural timeline identifying all events in the program and the dates and deadlines associated with those events is available in the Music Graduate Office. For a complete description of degree requirements see the *University of Oregon Catalog (online)*. **Students in the doctoral program have the responsibility for initiating and following the steps in the program as outlined in the timeline (see p. 36).** The sequence of steps is important for successful completion. Note that there are three major steps in the program:

- (a) formal admission,
- (b) advancement to candidacy, and
- (c) completion of the degree.

C2. Doctoral Admission Without the Master's Degree

A doctoral student admitted directly into doctoral studies without a master's degree may earn a master's degree along the way in the same primary area, provided that all master's degree requirements are met. It is not necessary that the student be admitted to a master's degree at that time; doctoral status will suffice. If applicable, doctoral students who achieve the master's along the way must meet the ensemble requirements for the master's degree in addition to the doctoral ensemble requirement of three consecutive terms in a large ensemble. At the beginning of the term of completion for the master's degree, the student must apply for the degree on GradWeb. After the degree is awarded, the student must file the *Permission to Re-register in the Graduate School* form. This tells DuckWeb to allow the student to continue registering for courses.

C3. Primary and Supporting Areas of Study

Every doctoral student must be admitted in two areas of study: primary and supporting. All graduate study may apply to these two areas, but **a majority of the course work for each area must be taken on this campus.**

C4. Transfer Credits for the Doctoral Program

The University of Oregon does not use formal transfer of credit procedures for the doctorate. However, graduate courses taken at the UO SOMD prior to entering the doctoral program may, with adviser approval, satisfy doctoral requirements. For course waiver information based on graduate courses taken elsewhere, see section C7 below.

C5. Conditional, Formal, & Full Status

There are three levels of status achieved in the doctoral program: conditional, formal and full.

Conditional and Full Admission. All doctoral students are admitted conditionally. Their status is changed to fully admitted when the following steps have been completed:

- (a) Formal admission to the School of Music and Dance (see below).
- (b) Doctoral year of residency (C8)
- (c) Any conditions set by the admitting area.

Formal Admission and Doctoral Checklists. Doctoral students are to be considered for formal admission by the School of Music and Dance during their first year of study. By the end of the second week of the third term (not including summer session), each student must submit two approved doctoral checklists—one each for the primary and supporting area of study—to the Music Graduate Office. Checklists must be filled out on the computer. Handwritten checklists will not be accepted. The checklists serve as an individualized planned course of study and timeline to degree completion and must be fully filled out. Preparation of the checklists (available on SOMD website) is initiated by the student, with the assistance of the two advisers. Doctoral students must meet the following conditions for formal admission:

- (a) be admitted to primary and supporting areas of study by the faculties in those areas,
- (b) take the entrance examinations in music theory/aural skills and music history and either pass the exams or the required review courses,
- (c) submit a *Petition for Course Waiver* form (available in the Music Graduate Office) for each course taken elsewhere that the student wishes to have count towards the degree,
- (d) primary and supporting area checklists (plan of study), approved and signed by the respective advisers, are submitted to the Music Graduate Office by the end of the second week of the third term of study (see C6 below),
- (e) the plan of study has been approved by the Director of Graduate Studies.

The student will be informed in writing concerning formal admission. After formal admission, any subsequent changes to the individualized plan of study must meet the degree requirements and be approved by the respective faculty adviser.

C6. Time Limit

A doctoral student's seven-year completion deadline begins with the term of matriculation. Within that seven-year period the doctoral student must become formally admitted, complete the year of residency, advance to candidacy, complete the dissertation or lecture–document, and graduate. If the time period is exceeded, either a second year of residency or a new set of comprehensive examinations, or both, may be required.

C7. Course Waivers

Although doctoral students may petition the Music Graduate Committee for changes in any aspect of the degree program (see A6), the following guidelines will inform the committee's decisions regarding petitions for course waivers:

- (a) The course under consideration is not part of the doctoral core curriculum, with the exception of Research Methods in Music (MUS 611).

- (b) The substituted course was completed no more than seven years before submission of the waiver and appears on a transcript from an accredited institution.
- (c) The grade earned was B- or above, or Pass. Grades of Pass will be evaluated individually.
- (d) The course must be approved by the Director of Graduate Studies and/or the Graduate Committee of the School of Music and Dance **during the process of formal admission**. A *Petition for Course Waiver* form must be submitted for each course (available in the Music Graduate Office or on the SOMD website).

C8. Year of Residency

For the doctoral degree, the student must complete the equivalent of 81 quarter credits of full-time graduate-level work over the course of three years beyond the bachelor's degree, including three consecutive terms of residency on the University of Oregon campus **during the first year of study**. The year of residency consists of full-time study, with a minimum of nine (9) completed graduate credits of degree-related course work each term. Research (601) credits may be part of the nine (9) credits per term.

A doctoral student may fulfill the residence requirement during the period in which he or she works toward a master's degree on the university campus as long as:

- (a) the student is officially awarded the master's degree,
- (b) the doctoral degree program immediately follows the master's degree program, and
- (c) the master's degree and the doctoral degree are in the same area

C9. Changes in Primary or Supporting Area

To initiate a change in degree emphasis, a student must complete the SOMD *Request for Change of Degree Emphasis* form and submit it to the Music Graduate Office, along with a new statement of intent, any admission requirements from the new area, and, if the student has already been formally admitted, a new, approved checklist. Prior to formal admission, students may change their declared primary and supporting areas of study with the written consent of the newly selected area. After formal admission, students must also obtain the approval of the Director of Graduate Studies and/or the Graduate Committee. When such a request is made, the student's work in the doctoral program to date will be reviewed and, based on the criteria for satisfactory progress toward a degree and the evaluation of the faculty in the newly proposed area, a decision will be made as to whether the student may make the proposed change. If the primary degree program is changed, the student must also submit the Graduate School's *Change of Graduate Major/Classification* form.

C10. Foreign Language Requirement

The purpose of the foreign language requirement is to better prepare students to conduct research in various aspects of the degree program and profession and to facilitate completion of the dissertation or document. Languages that typically meet this requirement are German, French, and Italian. In consultation with their advisers, doctoral students are to select

the most useful language(s) for their research and note the selection on the checklist. **The language requirement must be fulfilled prior to taking area comprehensive exams and advancement to candidacy. For PhD students, courses taken to meet the requirement must be completed within seven years of the term of advancement.** There are three ways to fulfill the foreign language requirement:

- (a) Complete two years of college-level foreign language study with a grade of *B-* or higher in the final term.
- (b) Complete a reading knowledge course in the language with a grade of *B-* or higher in the final term (e.g., German for Reading Knowledge, French for Reading Knowledge). The number of terms required is determined by the department offering the course.
- (c) Pass an SOMD language examination in the approved language. The procedure for the examination is as follows:
 - i. The student submits the *Language Proficiency Exam Scheduling Form* along with three scholarly books on a musical subject, written in the approved language, to the Music Graduate Office.
 - ii. The Director of Graduate Studies appoints two language examiners from the faculty.
 - iii. The first examiner selects a minimum of 100 pages from one of the books and informs the Music Graduate Office and the student of the pages selected.
 - iv. The student prepares for the examination by studying those pages for up to one month, becoming acquainted with the author's vocabulary and writing style.
 - v. The student takes the examination, which will last for one hour. During that time the student translates a passage (usually 4-6 pages) selected by the examiner from the approved 100 pages of text. The student may use an English-foreign language dictionary, but no other reference sources. The assigned text does not have to be translated in full. Depending on the type of text, the length translated may vary: the student should judge how to balance the largest possible amount of text translated with the best possible quality of translation. **It is most important that the student show good understanding of the language through a clear and correct translation into English.** It does not need to be a literal translation, but the examiners need to get a sense of the student's capability of reading and understanding any scholarly text (with the help of a dictionary) in the chosen language. Good translation skills include understanding of syntax (and parts of discourse), basic vocabulary and idioms, and basic grammar (particularly verbs [tenses], conjunctions, and prepositions).

The examination will be graded by the two language examiners; a unanimous vote is required for approval. The criteria for evaluating the examination include the length and difficulty of the passage translated and the number and nature of the errors made.

If a student does not pass the examination it may be taken again following an adequate time for improvement of language skills. If the examination is failed twice, the student will be required to take an additional eight (8) hours of language study before taking the examination a third time.

NOTE: Students whose native language is not English may petition the Graduate Committee to use their native language provided it will be used in the research and writing of the dissertation or lecture-document.

C11. Ensemble Requirement

Students with a primary or supporting area in voice, wind, string, or percussion performance must enroll in three consecutive terms (not including summer) of band, chorus, orchestra, or opera workshop during their first year of study, and they must audition for ensemble placement during the week before fall term classes. Assignments take into account the student's preference, level of ability, major performance medium, educational and musical needs, and the needs of the school's ensembles.

Students with a primary or supporting area in piano performance must enroll in three terms of The Collaborative Pianist (MUS 521, 522, 523).

NOTE: If a DMA student has both the primary and supporting in performance, the ensemble requirement is six terms: three terms for each instrument or voice.

C12. Degree Recitals & Conducted Performances

Doctoral students in performance and composition are required to present recitals. Conducting students are required to complete juried rehearsals and/or juried performances. PhD students in musicology and music theory are required to present lectures (see C15). Degree recitals in a primary area carry expectations that are higher than those in a supporting area. Degree recitals are given only with the prior approval of the appropriate faculty committee, which will hear the student perform all or part of the recital repertory in a pre-recital hearing to be held at least four weeks prior to the proposed recital. Appropriate forms for these events must be filed in advance with the Music Graduate Office. (See section A10.)

Degree recitals must be completed before advancement to candidacy, with the exception of the third recital (not the solo recital) for primary performance majors, which may be given after advancement, but before the final defense.

All doctoral students presenting performance degree recitals must follow the procedures outlined in A10. Degree recitals must be prepared under the direction of the appropriate UO music professor.

C13. Doctoral Committees

Doctoral degrees involve various types of activities (e.g., compositions, conducting performances, degree recitals, and comprehensive examinations) that require faculty examining committees to oversee and ultimately to judge the acceptability of the work embodied in those parts of the degree program. The student does not determine committee membership. **All committees are proposed by the student's adviser and approved by the Director of Graduate Studies** with the exception of the language

proficiency exam committees and the core comprehensive exam committee, which are appointed by the Director of Graduate Studies. The examining committee for each of these events is to be established well before the event takes place, and all committee members are to be present at the event unless prior arrangements are made with the Director of Graduate Studies. After the student has filed the appropriate scheduling form and the committee has been approved, the student may work with committee members to complete the requirement.

C14. Comprehensive Examinations

A doctoral student must pass the core exam and two area comprehensive examinations, one in the primary area and one in the supporting area. After passing the core examination, either area examination may be taken first. Students must pass doctoral comprehensive examinations by the third attempt.

Core Comprehensive Examination. You may take the **core** examination after all of the following conditions are met:

- (a) completion of the year of residency;
- (b) formal admission to the doctoral program;
- (c) satisfactory completion of all core course work;

The core examination will be offered at least once per academic year on a date to be announced. When you are ready to take the core examination, submit the *Permission to Take the Doctoral Core Examination* form to the Graduate Office.

The core examination comprises three written questions in the following areas:

- (a) a repertory question (musical identification, 1 hour),
- (b) a genre question (a genre that covers several periods, 1 and 1/2 hours),
and
- (c) an analysis question (using scores and score identification, 2 hours).

A student with a primary or supporting area in musicology will not be required to answer the genre question; a student with a primary or supporting area in music theory will not be required to answer the analysis question. In such cases the core examination will be reduced to two questions and a maximum of three hours in length.

Students whose primary **and** supporting areas are musicology and music theory (or vice versa) will take only the repertory question and the examination will last one hour.

The examination is prepared and evaluated by a committee of faculty members who teach in the core areas (music history, music theory). A study guide for the core examination is available in the Music Graduate Office and on the SOMD website.

The decision regarding the passing of the core comprehensive examination requires the unanimous vote of the examining committee.

A student who fails any portion of the core exam must re-take that question(s) at one of the next regular offerings of the exam. The permission form to re-take must be filed with the Music Graduate Office.

Area Comprehensive Examinations. Either the primary or supporting area exam may be taken first, provided that the following conditions are met:

- (a) satisfactory completion of the doctoral core exam,
- (b) satisfactory completion of all applicable general degree requirements (language, ensemble, and 8 non-music credits),
- (c) permission to take the examination by the adviser in that area,
- (d) satisfactory completion of all course work and degree requirements in the area to be examined with the exception of:
 - i. the third recital (not the designated solo recital) for primary area exams in performance and
 - ii. the PhD lecture for primary area exams in musicology and music theory.

These events occur after the advancement and prior to the final defense.

Students may take their **second** comprehensive examination only after both of the following conditions are met:

- (a) satisfactory completion of the first area comprehensive examination and
- (b) satisfactory completion of all course work and pre-advancement requirements for the doctoral degree (see exceptions in (d) above).

The area comprehensive examinations are truly comprehensive in that they may include questions about any aspect of the musical specialty the student is working in. **The examinations are not limited to course work taken as part of the degree program.** Examinations in the primary area for the doctorate carry expectations that are higher than those in the supporting area. At least three faculty members with appropriate expertise comprise the examining committee, with one of them, normally the adviser, serving as committee chair. The other faculty members are involved in the entire process: formulating the written examination, reading the written examination, participating in the oral examination, and making the decision regarding the examination's acceptability. The committee membership is proposed by the student's adviser and approved by the Director of Graduate Studies.

Both the time and place of the comprehensive examination are to be scheduled by the student in advance through the Music Graduate Office. Exams may not be scheduled during the first week of classes in any term without permission from the Director of Graduate Studies. **The SOMD Comprehensive Examination Scheduling Form is to be submitted at least one month prior to the date of the comprehensive examination.** All participating faculty members are to sign this form to indicate their willingness to participate. Examinations will be scheduled only when the adviser and appropriate faculty members from the primary or supporting area are officially on the teaching staff and when the School of Music and Dance is in session. Students must be registered for at least three (3) credits during the

term they take comprehensive examinations. Examinations may not be given during summer session without the prior approval of the Director of Graduate Studies. The student has the responsibility for scheduling the examination, but only after obtaining permission from the adviser to take it.

The area comprehensive examinations have written and oral components, with the written component taken first.

Written exam: The written part of the area examination is prepared by the examining committee in that area, under the direction of the student's adviser. The committee chair must give a hard copy of the examination and any associated materials to the Music Graduate Office no later than one week before the examination. On the day of the test the student is to meet the Graduate Secretary in the Music Graduate Office by 8:10 a.m. and turn in the finished exam to the office by 4:45 p.m. Restroom and lunch breaks are permitted. **The student may not seek or obtain any information related to the examination from any outside source during the day.** Students will be provided with a computer that has MS Word loaded on it. The Music Graduate Secretary will make a copy of the Word file at the end of the day.

Additional days: Some areas of study require additional days of examination; others do not. This part of the examination may include components such as a take-home section or a demonstration of skills acquired in the area of specialization, as determined by each area.

The Music Graduate Secretary will print a copy of the exam to provide to the student. The Music Graduate Secretary will send the exam answers as a PDF to the committee members via email by the next business day morning.

Oral examination: Usually two hours in length, this examination covers the written portion and any other portions of the area examination, **as well as other topics related to the specialized area.** The oral component enables the examining committee to explore further the student's knowledge and skills in areas covered in the written examination, to seek clarification where written responses were ambiguous or unsatisfactory, and to evaluate the student's knowledge in other relevant areas. The student's responses will be evaluated on the basis of the following criteria:

- (a) Each response demonstrates thorough knowledge of the topic and is of sufficient depth, breadth, and precision to answer the question fully and correctly.
- (b) Each response distinguishes between information of central importance and peripheral importance and focuses on the former.
- (c) Each response demonstrates the student's ability to organize and report information, analyze and evaluate that information, and draw conclusions intelligently.
- (d) Each response is written in good English prose style and follows accepted rules for grammar, punctuation, spelling, and sentence and paragraph structure. Each oral response is in good conversational English, is rationally organized, and is clearly presented.

Both the written and oral parts of the examination will be evaluated by the committee that prepared them. This committee will make one of the following decisions:

- (a) approve the examination as is (pass);
- (b) require the student to retake any part of the written examination, to retake any part of the oral examination, or both (conditional pass);
- (c) require the student to complete appropriate remedial activities (conditional pass);
- (d) require the student to retake the entire examination (no pass); or
- (e) declare the examination failed and refer the results to the SOMD Graduate Committee with a recommendation to terminate the student's place in the program (no pass).

Decisions regarding passing the area comprehensive examination will be made on the entire examination (i.e., the specialized area written examination, other examination components, and the oral examination). The decision requires the unanimous vote of the committee. **The written and oral portions of the examination and notification of results are to be completed within a period of three weeks.**

Additional information on comprehensive examinations is available from the Director of Graduate Studies and the area chair.

All doctoral students are required to complete dissertations unless the primary area is in performance. Students completing a DMA degree in performance may choose between a dissertation and a lecture–document. If the lecture-document option is selected, the following procedures do not apply. **Lecture-document procedures are described fully in C16. The following information (C15) applies to students writing dissertations.**

C15. The Dissertation

Doctoral Dissertation Committee. It is the intent of the faculty that each doctoral student begin determining his or her dissertation topic reasonably early in the program in consultation with the adviser. Prior to advancement to candidacy the adviser determines the Doctoral Dissertation Committee. This committee consists of four persons: two faculty members from the primary area (one of whom will normally serve as committee chair), one other faculty member from the School of Music and Dance, and one faculty member from outside the School of Music and Dance. This last faculty member serves as the institutional representative.

All members of the committee must be members of the Graduate Faculty (i.e., tenured or tenure-track faculty). The committee chair must be a faculty member of the School of Music and Dance. In some cases, co-chairs may serve. GradWeb has a faculty directory that lists all faculty who are eligible to serve on a doctoral committee and the specific positions for which they are eligible. See the Graduate School website (Dissertation Committee Policy) for information on retired and non-tenure track faculty service.

Approval of the Formal Dissertation Proposal. After the dissertation committee has been determined, the student must obtain the committee's unanimous written approval of the formal dissertation proposal. Under the guidance of a dissertation adviser, the student may take up to six (6) credits of MUS/MUE 601: Research in developing the proposal. These six credits will not apply toward the university requirement of 18 dissertation credits.

The proposal is to be definitive, identifying all essential aspects of the proposed investigation. Among those aspects of the proposal are the statement of problem or purpose; research design, investigative techniques, statistical procedures, research instruments and methods to be used; pertinent research variables; scope and delimitations; hypotheses; working bibliography; and so forth. The proposal will generally follow the traditional format of the first chapter of the dissertation.

The formal dissertation proposal is organized, as below, with all the proposed activities thoroughly documented. The methods and procedures section is illustrative. If any of the following devices are to be used, examples of them should be given as well as a discussion of their validity to the stated purpose and their availability to the researcher: musical repertory to be used, analytical procedures, evaluative criteria, interview schedules, questionnaires, statistical procedures, and/or instructional materials. If such things are to be developed by the researcher, a sample should be included as well as a description of the procedure for demonstrating its validity and reliability. This proposal, as outlined below, is typically of 10–15 or more pages in length plus bibliography.

- A. Title
- B. Statement of Purpose
- C. Justification of the Study
- D. Methods and Procedures
- E. Definitions, Assumptions and Delimitations
- F. Review of Literature
- G. Bibliography

Approval of the formal proposal is obtained by distributing copies of it to members of the dissertation committee no later than one month prior to the requested date of advancement, convening the committee, and acquiring committee members' signatures of approval on the approval page (as found on the SOMD's website) of two copies of the formal proposal. One copy of the proposal, with faculty members' signatures of approval, is for the Music Graduate Office and one is for the student. If human subjects are to be used, the student must contact Research Compliance Services prior to any contact with the subjects (see A11, A12).

Advancement to Candidacy. As soon as the student has successfully passed the core comprehensive examination and the comprehensive examinations in the primary and supporting areas, and the formal dissertation proposal has been approved, the Director of Graduate Studies recommends to the Graduate School that the student be advanced to

candidacy. **It is suggested that students plan to advance to candidacy no later than the end of the fourth year of study in the program.**

Formal Approval of the Dissertation Committee. After the student has been advanced to candidacy and the Director of Graduate Studies has approved the dissertation committee, the Graduate Secretary recommends members of the committee to the Graduate School by entering this information into GradWeb. Once the Graduate School approves, the candidate may then become fully engaged in the research related to the dissertation and may register for dissertation credits. **Note: A doctoral candidate must be enrolled for a minimum of six (6) months between the Graduate School approval of the dissertation committee and the dissertation defense. (For example: students who wish to graduate spring term must be advanced by about November 15 of the preceding fall term.)**

Revised Committees. If the chair of the committee is changed after Graduate School approval, the required six (6) months start again. If the institutional representative is changed, the student must be enrolled for at least three (3) months. The replacement of a core member does not affect the six-month rule.

Dissertation Credits. Except for preparing the dissertation proposal, students may do no work on the dissertation prior to advancement to candidacy. A student may enroll for dissertation credit only after being advanced to candidacy. Even though six (6) hours of MUS/MUE 601: Research may have been taken in developing the formal proposal, they may not be counted as part of the required 18 credit hours in MUS/MUE 603: Dissertation. There is no maximum number of dissertation credits a student may take. Usually, a student registers for all dissertation credits with the designated chair of the dissertation committee. During the term in which the oral defense is held the student must be registered for at least three (3) credits of MUS/MUE 603: Dissertation with the chair of the dissertation committee. The dissertation adviser is to award the grade of *I* for all dissertation credit until the dissertation is completed. If the dissertation is approved by the examining committee, the credits are changed to *P* by the Graduate School.

Completing the Dissertation. After advancement to candidacy the candidate may begin actual work on the dissertation. The dissertation committee, which is normally the same committee that approved the formal proposal, advises the candidate in writing the dissertation and assists with and approves any changes in the nature of the dissertation.

Approval of First Draft of the Dissertation. After advancement to candidacy the candidate completes the research as outlined in the dissertation proposal and writes the dissertation. The completed first draft of the dissertation, in proper form as mandated by the Graduate School, is to be given to the candidate's dissertation committee **at least three months prior to the final oral defense.** No less than one month later (i.e., two months before the final defense of dissertation) the dissertation committee meets for an evaluation of the first draft.

Under extenuating circumstances (e.g., the candidate resides some distance away) he or she may request to meet with the dissertation committee through a telephone/video conference call or to have the committee meet without the candidate and communicate the results by telephone, e-mail, or mail. Such a decision is made by the chair after consulting committee members.

In the meeting, the committee either gives tentative approval to the overall approach and focus of the draft or notes deficiencies and helps the candidate develop a plan for implementing needed corrections. In either case, committee members are to advise the candidate about the quality of both the research and the writing of this draft, addressing any substantive questions that arise, and making appropriate suggestions for refining, rewriting, or restructuring the dissertation.

• **Required Lecture.** PhD candidates in musicology and music theory are required to present one formal public lecture on the UO campus after advancement to candidacy but before the final defense. Guidelines are as follows:

- A committee of three faculty members will attend and evaluate the lecture. The candidate's adviser will serve as chair.
- The candidate will submit the completed PhD Public Lecture Scheduling form to the Music Graduate Office no later than one month before the event. The candidate will send the name, title, location, date, and time of the lecture to the communications staff at zysett@uoregon.edu for inclusion in the SOMD on-line calendar.
- The lecture shall be held in an appropriate public venue.
- The topic of the lecture shall generally be related to the dissertation research.

Oral Defense of the Dissertation

Scheduling the Defense. There must be at least six months between the Graduate School's formal appointment of the doctoral committee and the defense. In addition, at least two months must have elapsed since the dissertation committee's approval of the first draft.

N.B. The defense may not take place during summer session without prior approval of the Director of Graduate Studies.

1. Once the adviser is satisfied that the dissertation is ready for defense, and no fewer than four weeks before the proposed date, the candidate must obtain provisional agreement from doctoral committee members that they will be available on a specified day and time for the oral defense.

2. **Room reservation.** The candidate must reserve a room for the exam. The exam must take place in a public space such as an SOMD classroom or conference room. Exams may not be held in faculty offices.

3. The candidate completes the "Oral Defense" section on GradWeb. This generates an email to each committee member.

4. Committee members log on to GradWeb to confirm their attendance.

5. Once all the committee members have confirmed their attendance, the Graduate Secretary prepares the *Application for Final Oral Defense for Doctoral Degree*. The Director of Graduate Studies signs it. The Graduate Secretary forwards the signed *Application* to the Graduate School no later than three weeks before the oral defense. Once submitted, the Graduate School will officially notify the committee of the date, time, and place of the oral defense.

It is the candidate's responsibility to deliver a complete copy of the final draft of the dissertation at least three weeks before the defense to each member of the dissertation committee.

During the defense, the dissertation committee will examine the dissertation in any way that helps determine whether it meets the specifications of the candidate's approved proposal and whether it meets the following criteria:

- (a) It shows thorough knowledge of the topic.
- (b) It possesses sufficient depth and breadth to serve its intended purpose.
- (c) It demonstrates intelligent organization, analysis and evaluation of material; accurate reporting of information; and sound conclusions.
- (d) It differentiates between information of central importance and information of peripheral importance and focuses on the former.
- (e) It is written in formal English prose style and follows accepted rules of grammar, punctuation, spelling, and sentence and paragraph structure.
- (f) It employs established procedures for scholarship and research as they apply to the topic.
- (g) It contributes in some significant way to knowledge in the field.
- (h) It meets the standards of form and style set forth in the UO Graduate School's *Style and Policy Manual for Theses and Dissertations*, which can be read or downloaded from the Graduate School's website.
- (i) It conforms to one of the standard style manuals for scholarly writing.

After the committee has examined the dissertation and asked the candidate all necessary questions, the members of the committee will make one of the following decisions:

- (a) Approve the dissertation by unanimous vote.
- (b) Approve the dissertation by unanimous vote pending appropriate revisions in the dissertation, to be verified by the adviser.
- (c) Have the candidate make appropriate revisions and resubmit the dissertation to the committee.

Approval of the dissertation requires the unanimous vote of the examining committee. In the event of a split vote the Dean of the Graduate School determines the review procedure after consulting with the candidate, the committee, and the SOMD Director of Graduate Studies.

If any committee member has serious reservations about the acceptability of the finished dissertation, the issue is to be raised with the chair of the committee **prior to** the scheduled dissertation defense. If it is probable that the dissertation will not be approved as stated in one of the options

above [(a), (b), or (c)], the meeting is to be canceled with at least 24 hours notice given to the Music Graduate Office and all participants. (The committee chair informs the Graduate School.) An interim meeting is then to be scheduled in which the concerns of committee addressed and the candidate is given appropriate advice regarding completion of the dissertation.

When the dissertation is approved, the candidate uploads it to UMI/Proquest ETD for the Graduate School prior to the published deposit deadline. The candidate must submit the Submission and Document Approval page to the Graduate School after uploading the dissertation but prior to the deadline. If requested, the candidate will provide one appropriately bound copy for the adviser.

Overview of Dissertation Schedule (See the actual schedule for important details)	
Approval of the first draft of the complete document	
Dissertation committee approves the proposal	Before advancement to candidacy
Dissertation committee receives completed first draft	At least 3 months before final oral defense
Dissertation committee meets with candidate for evaluation of first draft	At least 2 month before final defense
Approval of the final document	
Copies of the final draft given to dissertation committee members	Three weeks before the final oral defense
Final oral defense is held	By the Graduate School deadline
Candidate meets the Graduate School deadline for finishing the degree	

C16. The Lecture-Document
(Program Option for DMA Students in Performance)

DMA candidates with a primary area in performance may choose between two options for the culminating project of their doctoral studies.

Option 1—Dissertation: This option consists of writing a dissertation as currently defined in traditional doctoral programs. The dissertation will be written after advancement to candidacy. Students selecting this option will follow the same procedures as PhD students in other areas of study, as outlined in section C15.

Option 2—Lecture-Document: Instead of a dissertation, a student choosing this option will give a lecture about some aspect of her or his area of performance together with a written document of about 50 pages (plus bibliography) that relates to the lecture. This lecture and document will be presented and written after advancement to candidacy and are in addition to the performances already required in the performance degree.

Performance students are to specify which option is preferred on the doctoral checklist that is submitted as part of formal admission.

Nature of the Lecture. The lecture will be open to the public and should be predominantly a verbal presentation of approximately one hour in length. Live performance, recorded performance, and audio-visual aids are appropriate but not mandatory components of the lecture. Their use will be determined by the candidate in consultation with the candidate's lecture-document committee. The lecture is to exhibit effective scholarly research, topical organization, and verbal communication skills as indicated in the following criteria:

- (a) The lecturer demonstrates thorough knowledge of the topic, and the lecture is of sufficient depth, breadth, and precision to serve its intended purpose.
- (b) The lecturer demonstrates the ability to organize and report information, analyze and evaluate that information, and draw conclusions intelligently.
- (c) The lecture is presented in good English prose style and follows accepted rules for grammar, sentence structure, and organization.

Nature of the Document. The document does not need to be based on original research. It is to exhibit effective scholarly research and writing as indicated by the following criteria:

- (a) It shows thorough knowledge of the topic and possesses sufficient depth and breadth to serve its intended purpose.
- (b) It uses established procedures for scholarship as they apply to the topic.
- (c) It is written in formal English prose style and follows accepted rules of grammar, punctuation, spelling, and sentence and paragraph structure.
- (d) It conforms to the Graduate School's *Style and Policy Manual for Theses and Dissertations*, which can be read or downloaded from the Graduate School's website, and one of the standard style manuals for scholarly writing. (The appropriate style manual is to be determined by the candidate and adviser.)

Lecture-Document Committee. The lecture-document committee is determined by the adviser before advancement to candidacy and then formally appointed by the Graduate School after advancement to candidacy. (This committee, like the dissertation committee, is distinct from the subject area committees that approve recitals and administer comprehensive examinations.) The committee will consist of three SOMD faculty members. Two members of the committee will normally be from the candidate's area of performance (including the major adviser, who serves as committee chair) and one from a different academic area in music who possesses an appropriate background. At least one committee member will have an earned doctorate. GradWeb has a faculty directory that lists all faculty who are eligible to serve on a doctoral committee. It will also let you know for which positions on the committee they are eligible.

This committee will have the responsibility to approve both the student's proposal and the final project, which consists of two related parts: the lecture and the document.

The Proposal. The proposal is to be approved in writing by the student's lecture-document committee before advancement to candidacy. The student must submit the proposal to the committee no later than one month prior to the requested date of advancement. When committee approval of the proposal is granted, a copy of the proposal, with the signatures of the committee members and the date of approval on the approval page (as found on the SOMD website), is to be placed in the student's Music Graduate Office academic file. The proposal will comprise two parts:

Part One—Lecture: A description of the lecture, its title, purpose, and scope. The issue of live performance and audio/visual aids will be addressed.

Part Two—Document: A description of the document to be written. This part of the proposal will specify the document's working title, a statement of its purpose, the scope of the research, a preliminary review of literature, the proposed research procedure, a description of the projected relationship between the document and the lecture, and a working bibliography.

If human subjects are to be used, the student must contact Research Compliance Services prior to any contact with the subjects (see A11, A12).

Advancement to Candidacy. As soon as the student has successfully passed the core comprehensive examination and the comprehensive examinations in the primary and supporting areas, and the formal lecture-document proposal has been approved, the Director of Graduate Studies recommends to the Graduate School that the student be advanced to candidacy. **It is suggested that students plan to advance to candidacy no later than the end of the fourth year of study in the program.**

NOTE: If the third degree recital is not given before advancement to candidacy, it must occur prior to the defense.

Completion of the Project. After advancement to candidacy, the candidate will prepare the lecture and supporting document as specified in the proposal in consultation with her or his adviser and other members of the

lecture-document committee. A minimum of six (6) credits of MUS 601 Research will be taken for this purpose. **The candidate must be registered for a minimum of three graduate credits two consecutive terms after the term of advancement. (For example, a candidate who wishes to graduate spring term must advance by the end of the preceding fall term.)**

The document must be approved in several stages. First, the proposal for the document must be approved by the examining committee before advancement to candidacy. Second, the first draft of the document must be approved by the committee well before the planned final defense, as per the timeline required by the committee. Third, the completed document must be approved by the committee during the final defense.

When all three members of the committee are satisfied that the lecture is ready for public delivery—and the document is well advanced—the candidate will submit the form *Permission to Schedule Lecture-Document Public Lecture* to the Music Graduate Office and schedule the lecture in a public venue that has appropriate recording equipment in the SOMD. All three committee members will attend. Candidates must make arrangements for programs and recordings **in the same manner as for recitals**. The recording will remain with the School of Music and Dance for archival purposes. The candidate has responsibility for any further publicity about the lecture.

Within three weeks after the lecture, the final oral examination (final defense) will be given by the committee on the lecture and completed document.

Oral Defense of the Lecture Document

- **Scheduling the Final Defense.** The defense may not take place during summer session without prior approval of the Director of Graduate Studies.

1. The candidate must obtain provisional agreement from doctoral committee members that they will be available on a specified day and time for the oral defense.
2. **Room reservation.** The candidate must reserve a room for the exam. The exam must take place in a public space such as an SOMD classroom or conference room. Exams may not be held in faculty offices.
3. The candidate completes the “Oral Defense” section on GradWeb. **In the field for “dissertation title” type “Submitting a lecture document”**. If there are problems, call the Graduate Secretary immediately. Completion of this step generates an email to each committee member.
4. Committee members log on to GradWeb to confirm their attendance.
5. Once all the committee members have confirmed their attendance, the Graduate Secretary prepares the *Application for Final Oral Defense for Doctoral Degree*. The Director of Graduate Studies signs it. The Graduate Secretary forwards the signed *Application* to the Graduate School no later than three weeks before the oral defense. Once submitted, the Graduate School will officially notify the committee of the date, time, and place of the oral defense.

It is the candidate’s responsibility to deliver a complete copy of the document to each member of the committee at least three weeks before the examination.

Approval of the lecture and document requires the unanimous vote of the examining committee.

If any committee member has serious reservations about the acceptability of the finished document, the issue is to be raised with the chair of the committee **prior to** the scheduled examination. If it is probable that the document will not be approved, the meeting is to be canceled with at least 24 hours notice given to the Music Graduate Office and all participants. (The committee chair informs the Graduate School.) An interim meeting is then to be scheduled in which the concerns of committee members are addressed and the candidate is given appropriate advice regarding completion of the document.

When the document is approved, the candidate must submit the final version in an accepted digital format (see <http://library.uoregon.edu/datamanagement/fileformats.html>) and the Scholars’ Bank Submission Form by email to gradmus@uoregon.edu. The Graduate Secretary will then add the document to the UO Libraries Scholars’ Bank.

Written approval of the lecture, the document, and the oral examination by the committee is the final requirement for the DMA degree under this option.

Overview of Lecture-Document Schedule (See C16 for important details)	
Approval of the first draft of the complete document	
Committee approves the proposal	Before advancement to candidacy
Examining committee receives completed first draft	At least 2 months before the final defense
Committee meets with candidate for evaluation of the document’s first draft	At least 1 month before final defense
Approval of the final document	
Copies of the finished document given to the committee members	Three weeks before the final defense
Lecture is presented	Prior to final defense
Final oral defense held	No later than the Graduate School deadline
Candidate meets the Graduate School deadline for completing the degree	

**C17.
Procedures for
Completion of
the Degree and
Graduation**

In order to graduate, candidates for the degree are to see that each of the following deadlines and procedures is met. Some of them are covered in the Graduate School's Degree Deadlines, which is available on the Graduate School website and in the Music Graduate Office.

- (a) The Graduate School formally appoints the dissertation or lecture-document committee. Dissertation committees must be appointed at least six months before the oral defense.
- (b) The candidate will be enrolled for at least three (3) graduate credits of study related to the degree program (MUS 603: Dissertation, MUE 603: Dissertation, or MUS 601: Research) during the last term of the program.
- (c) Before the end of the second week of the planned term of graduation the candidate must apply for graduation by completing the *Application for Advanced Degree* found at <http://gradschool.uoregon.edu/getting-ready-graduate>
- (d) The candidate will schedule any unfinished requirements, such as the PhD lecture, the defense of dissertation, or the final lecture and examination of document with the Music Graduate Office.
- (e) Final complete copies of dissertations and lecture-documents must be given to the members of the examining committee no less than three weeks prior to the date of the examination.
- (f) As each event is completed, the chair of the examining committee is to turn in to the Music Graduate Office the appropriate document signed by members of that committee indicating the its decision.
- (g) Within approximately two weeks after the final defense and before the Graduate School's deadline (the last Monday of the term) the adviser must submit the signed *Statement of Completion of Requirements* form to the Music Graduate Secretary for signing by the Director of Graduate Studies.
- (h) Completed dissertations with the signed approval of the adviser must be submitted online to the Graduate School by the Graduate School's deadline. Lecture-documents are submitted to the Music Graduate Office by email with the required Scholars' Bank Submission Form by the Graduate School's dissertation deadline.
- (i) Candidates are encouraged to participate in the UO Graduation Convocation (spring or summer) and the SOMD ceremony that follows (spring only). Information is available from the Music Graduate Office and the Office of the Dean of Students (541-346-3216 or studentlife.uoregon.edu).

Timeline for Completing Doctorate

Term of Matriculation

- Take entrance exams; enroll in review course(s) as needed.
- Seven-year clock starts.
- Begin year of residency.

Formal Admission to Music Doctoral Program

- Pass theory/history exams or review course(s).
- With advisers, complete degree checklists for both primary and supporting areas.
- Submit approved checklists to Graduate Office (2nd week of third term).
- If required, meet with Director of Graduate Studies and area adviser(s).

Establish Doctoral Year of Residency

(3 consecutive terms with at least 9 graduate credits each term in degree-related courses)

Take & Pass the Core Comprehensive Exam

See section for prerequisites and procedures. File *Permission to Take Doctoral Core Comprehensive Examination* with Music Graduate Office.

Primary & Supporting Area Comprehensive Exams

- File *Doctoral Comprehensive Examination Scheduling* form.
- Verify written exam is in the Music Grad Office at least one week prior to the exam date.

Submit Dissertation/Lecture Document Proposal to Music Graduate Office

See C15 for Dissertation and C16 for Lecture-Document.

Advancement to Candidacy

- Must be at least 6 months prior to defense for dissertation or 2 terms for lecture-document.
- Must complete 18 credit hours of Dissertation (603) or 6 credits of Research after advancement.

Completion of Degree

- Approval of first draft of dissertation/lecture document.
- Be enrolled for 3 credits of Dissertation (603) or Research (601) during the term of graduation.
- Schedule room for oral defense.
- On GradWeb start *Confirmation of Agreement to Attend an Oral Defense* procedure.
- Once all the committee members have confirmed attendance, the Graduate Secretary will prepare the *Application for Final Oral Defense for Doctoral Degree* and send it to the Graduate School.
(Prior three items must be completed 3 weeks before the defense)
- Give public lecture (if lecture document or PhD lecture required).
- Hold final defense of dissertation/document and make required changes.
- Submit dissertation online to Graduate School; submit one digital copy of lecture-document to Music Graduate Office by email.
- **Congratulations!** You're done, except for Commencement.

Appendix I: Music Graduate Office Forms and Resources

Available in the Music Graduate Office or on the SOMD Website:

<http://music.uoregon.edu/academics/graduateprograms.htm>

Sources of Information

- SOMD Policies and Procedures, <http://pages.uoregon.edu/gradmus/PnP.pdf>
- UO Course Catalog: Music, <http://uocatalog.uoregon.edu/music/music>
- UO Catalog: Graduate Studies, <http://uocatalog.uoregon.edu/graduatestudies/graduate%20school>
- UO Graduate School website, <http://gradschool.uoregon.edu/>
- SOMD Student Handbook, <http://music.uoregon.edu/downloads/handbook.pdf>
- Graduate Entrance Exam Study Guide, http://pages.uoregon.edu/gradmus/Study_Guide.pdf

General Academic Procedures

- Petitions
 - Petition for Course Waiver
 - General Petition to the Graduate Committee
 - Petition to Waive Ensemble Requirement
- Registration
 - Permission to Register for Individualized Study
 - Registration Override
- Request for Change of Degree Emphasis
- Recitals and Other Degree Performances
 - Graduate Pre-Recital and Recital Scheduling Form
 - Printed Program Template (Master's, Doctoral)
 - Graduate Composition or IMT Recital Scheduling Form
 - Juried Conducted Rehearsal Scheduling Form
 - Graduate Conducting Performance Scheduling Form
- Scholars' Bank Submission Form

Academic Procedures for Master's Degrees

- Master's Checklists
- Proposal Approval for:
 - MA / Musicology or Music Theory / Thesis
 - MM / Music Education /Thesis or Project
 - MM / Composition/Thesis
 - MM / IMT / Project
 - MM / Piano Pedagogy/ Project
- Master's Oral Examination Scheduling Form
- Project Title and Approval Pages Template

Academic Procedures for Doctoral Degrees

- Doctoral Checklists
- Language Proficiency Examination Scheduling Form
- Study Guide: Core Exam
- Permission to take Core Exam
- Permission to "Re-Take" Doctoral Core Exam
- Area Comprehensive Exam Scheduling Form
- Dissertation Proposal Title and Approval Pages Template
- Permission to Schedule PhD Public Lecture
- Lecture-Document Proposal Title and Approval Pages Template
- Permission to Schedule DMA Lecture-Document Public Lecture
- Lecture-Document Title and Approval Pages Template

Appendix II: UO Graduate School Forms and Resources

Available on the Graduate School's Website: <http://gradschool.uoregon.edu/current-students/academic-forms>

Note: Graduate School forms must be completed on screen (Adobe PDF files), printed, signed, and turned in. The Graduate School is no longer accepting handwritten forms. Four “forms” are now part of GradWeb, as indicated below.

General Forms for All Graduate Students

- Change of Graduate Major/Classification Form
- General Petition to the Graduate School
- Permission to Re-Register in the Graduate School
- Petition to Remove an Incomplete
- Post-Baccalaureate Graduate Status Application
- Report on Graduate Applicant (recommendation form)
- Reservation of Graduate Credit
- Thesis/Dissertation Submission Form and Document Approval
- Content and Style Request Form (to include co-authored or previously published material or to use journal style format in the dissertation)

Forms for Doctoral Students Only:

- Doctoral student Application for Graduation (on GradWeb)
- Petition for Extension of Seven-Year Deadline
- Dissertation Committee Service Nomination
- In-Absentia Status for Post-Advancement Doctoral Students (GradWeb)
- On-leave Status for Pre-Advancement Doctoral Students (GradWeb)

Forms for Master's Students Only

- Master's Student Application for Graduation (on GradWeb)
- On-Leave Status for Master's and Pre-Advancement Doctoral Students (on GradWeb)
- Transfer of Graduate Credit

Concurrent and Graduate Certificate Forms

- Declaration of Concurrent Degrees
- Concurrent Degree Program Plan
- Declaration of Graduate Certificate
- Declaration of Specialization