



UNIVERSITY OF
NORTHERN COLORADO

School of Music

UNIVERSITY OF NORTHERN COLORADO SCHOOL OF MUSIC

Graduate Handbook



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Introduction

This handbook is a policy and procedure guide for graduate students in UNC's School of Music (SoM). Throughout this handbook are references to relevant passages within the online Graduate Catalog (<https://unco.smartcatalogiq.com/current/>); students should consult the Graduate Catalog for full information about Graduate School policies and their particular program of study.

The Graduate School website (<https://www.unco.edu/graduate-school/>) also contains valuable information. Students should consult the Graduate School Forms page for necessary forms mentioned in this handbook (<https://www.unco.edu/graduate-school/graduate-school-forms/>). Download each form as you need it so that you have the most updated version; the Graduate School will not accept older versions of the forms. Deadlines for the steps toward graduation and other academic policies are found on the Graduate School website (<https://www.unco.edu/graduate-school/academic-policies-deadlines/>).

This handbook contains information on procedures that are specific to the School of Music. Information pertinent to all SoM graduate students appears first, followed by information pertinent to performance certificate students, master's students, and doctoral students. The School of Music also has a student handbook, and some Areas have their own Area-specific handbooks.

Students' questions should be addressed to the SoM Graduate Coordinator first, before consulting the Graduate School.

Advisor Glossary

- **Graduate Coordinator** (all programs): the SoM has one faculty member designated as the Graduate Coordinator; this person coordinates doctoral interviews, comprehensive exams, and dissertation timelines, answers any procedural questions that may arise, and acts as a liaison between SoM graduate students & faculty and the Graduate School.
- **Primary Advisor** (all programs): the faculty member overseeing the student's program (the Primary Emphasis for D.A. students); in most cases (exceptions include music education and Voice D.A. students), the applied lesson teacher is the Primary Advisor.
- **Research Advisor** (D.A. only): the faculty member selected by the student to oversee the comprehensive exam and dissertation process, chosen when the student forms his or her doctoral committee; the research advisor must have Doctoral Research Endorsement (DRE) status from the Graduate School. A student may also choose two co-Research advisors; at least one co-Research advisor must have DRE status.
- **Secondary Advisor** (D.A. only): the faculty member overseeing a D.A. student's Secondary Emphasis.
- **SoM Advisor** (all programs): the Academic Advisor for Music is Jessica Castleberry, who can be contacted through the PVA Advising Center website (<https://www.unco.edu/pva/advising/>). Graduate students are encouraged to meet with the SoM Advisor before registering for classes each semester. Appointments can be

made directly through Jessica Castleberry's webpage
(<https://www.unco.edu/employee-directory/jessica-castleberry/>).

Advisory and Placement Exams

All graduate students (except performance certificate students and students in the Master's in Music Education Program*) must take:

- Any advisory exam in their major area,
- The placement exam in music theory, and
- The placement exam in aural skills.

Major area exams are "advisory" since the results of these exams will help your advisors determine which classes are most beneficial for you to take during your course of study.

All students must pass the placement exams in music theory and aural skills in order to 1) enroll in graduate-level theory (500 level or above) and/or 2) graduate from your program. It is in your interest to complete these exams prior to the start of your coursework. Students who do not pass one or both of the exams may enroll in the appropriate review course immediately or wait and retake the exam(s) before their second semester. Students who do not pass the Music Theory Exam after one retake **must** enroll in MUS 401: Music Theory Review before taking graduate level theory courses or graduating from their program. Students who do not pass the Aural Skills Exam after one retake must enroll in MUS 402: Aural Skills Review before taking graduate level theory courses or graduating from their program. The review classes (MUS 401 and 402) are offered every spring. Students who fail their second attempt at the beginning of the next semester must enroll in the review classes right away.

The music theory and the aural skills placement exams are taken asynchronously online on Canvas. New students will be enrolled by their advisor in these Canvas shells and can then take the timed exams at any time prior to the indicated deadline. Students are given a contiguous three-hour span to complete the Theory Placement Exam and a contiguous two-hour span to complete the Aural-Skills Placement Exam.

- The Theory Placement Exam engages material typically covered in a four-semester undergraduate music-theory sequence:
 - Common-practice harmonic grammar (via phrase/harmonic analysis and identification of cadence types);
 - Common-practice voice-leading conventions (via part-writing exercises), and standard common-practice musical forms;
 - Early-twentieth-century repertoire and standard modes of analysis applied to that repertoire, such as
 - determining post-tonal scalar types used (modes, alternate scales such as whole-tone or octatonic, etc.);
 - set-class theory (testing one's knowledge of broader concepts of prime form, normal order, transposition, and inversion of set classes);

* Students in the Master's in Music Education program must take MUS 520, Music Theory for Educators.

- standard approaches to twelve-tone serial analysis, such as determining a given "prime" twelve-tone row's permutations (inversion, retrograde, or retrograde/inversion).
- The Aural-Skills Placement Exam involves transcription of common-practice-style material:
 - Diatonic and chromatic melodic dictation and error detection;
 - Dictation of soprano and bass, and identifying the Roman numerals, in harmonic progressions in the style of J.S. Bach's four-part chorale harmonizations;
 - Notations of a bass line under a given melody, with Roman numeral analysis and labeling of cadence types;

All master's and doctoral students are required to take the advisory and placement exams. Performance Certificate students may choose to take the placement exams if they wish to enroll in a graduate-level theory class as an elective. Passing the placement exams, or successful completion of MUS 401 and 402, are prerequisites for graduate-level theory classes. Successful completion of MUS 401 and 402 is passing with a C or higher (C-minus is not successful).

New students will receive an email with information on taking the placement exams through Canvas.

Annual Progress Review

Students must complete an annual review each spring if either of the following applies: 1) the student holds a GA or TA and/or 2) the student is a doctoral student who has not yet passed the oral comprehensive exam. A doctoral student who holds a GA or TA and has passed the oral exam must still complete a review. Annual Progress Reviews are completed every spring semester for the previous calendar year; for students entering in the fall, the review during the second semester of study will only cover their first semester. Completion of an Annual Progress Review is mandated by NASM and the Graduate Catalog; it is similar to a faculty review process. You will receive an email from the Graduate Coordinator directing you to fill out an online form to identify faculty with whom you have taken classes or worked for as a TA or GA.

Applying for Graduation

Master's and doctoral students must apply with the Graduate School for graduation. The *Graduate Student Application for Graduation* may be obtained from the Graduate School website (<https://www.unco.edu/graduate-school/graduate-school-forms/>). The application is due at the end of the 2nd week of the semester in which the student wishes to graduate; check the page for Graduate Graduation Deadlines: <https://www.unco.edu/graduate-school/graduate-graduation-deadlines/>.

Continuation Fee

Graduate students are required to maintain continuous registration (except for summers) until graduation. The Graduate Catalog explains the continuous registration policy for graduate students (<https://unco.smartcatalogiq.com/current/>); this information is also found in the UNC

Graduate Student Handbook (check the Graduate School website, “Current Students,” for it to appear). In some cases, the Graduate School may assess a continuous registration fee if students do not register for any credits in a given semester. Students assessed this fee may experience a temporary lapse in their university library privileges; students planning on using the fee instead of registering should contact the music librarian before the semester begins in order to avoid such a lapse.

Directed Study Courses (MUS 622)

Occasionally a faculty member may choose to offer a student a directed (or independent) study course. Courses will not be offered as directed study (MUS 622) when they are offered in regular rotation.

Degree Works

Degree Works is the program that the university uses to keep track of progress toward degree completion. The Registrar’s office populates the Degree Works page with classes and other requirements, such as recitals and comprehensive exams, that must be completed before graduating. Access Degree Works through the Current Students webpage: (<https://www.unco.edu/current-students/>). Students should check Degree Works periodically to make sure it is accurate.

Graduate Assistants and Teaching Assistants

Students who receive a Graduate Assistantship or a Teaching Assistantship will sign a contract and complete hiring paperwork. GAs and TAs are selected during the SoM application process. Instructions for filling out paperwork will be included with the award letter received by the student in the summer. Questions regarding awards should be addressed to the Administrative Assistant in the SoM office.

The Graduate School hosts a mandatory GA and TA orientation the week before classes begin in the fall. Look for emails from the Graduate School with information about the orientation and registration.

Regardless of their degree program, all GAs and TAs must complete an Annual Progress Review every spring semester for the previous calendar year (see section below under “Doctoral Students”).

Grade Requirements

Courses with an earned grade of C or higher will count for credit toward the degree. Students will not receive credit for courses with grades of C-minus or lower. See the Graduate Catalog under “General Information >> Policies and Procedures” for grading policies (<https://unco.smartcatalogiq.com/current/graduate-catalog/general-information/policies-and-procedures/grading>).

Master’s and doctoral students must maintain a cumulative GPA of at least 3.00 in order to continue in their program and to be eligible to take written comprehensive exams. See the Graduate Catalog >> Program Requirements >> Program Information >> Program Termination

(<https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/program-information>).

Recitals

Students should consult their Primary Advisor, program requirements as described in the Graduate Catalog, and their Area handbook (if applicable) for recital requirements.

Check with your instructor for information about scheduling your recital.

Master's students register for MUS 694 Master's Recital in the semester of their recital.

Doctoral students on the Traditional Dissertation Path do not register for recital credits.

Instead, a portion of the 12 credits of MUS 799 Doctoral Dissertation is considered to include recital requirements; students do not have to be enrolled in MUS 799 in the semesters in which they present recitals. Students on the Major Projects Path will register in the appropriate course (MUS 790, MUS 791, MUS 792).

When you have successfully completed a recital, fill out the *Graduate Recital Completion Report* form, get your advisor's signature, and return it to the Graduate Coordinator. The form can be found on the PVA Advising Center website at the bottom of the SoM website >> Course Offerings and Plans of Study >> Music Graduate Students

(<https://www.unco.edu/pva/advising/>), or can be obtained from the Graduate Coordinator.

DEGREE PROGRAMS

Graduate Certificate in Performance Students

Requirements for the Performance Certificate are located in the Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/graduate-programs/graduate-certificate/music-performance-graduate-certificate/>.

[Office of the Registrar >> University Catalogs >> Graduate Catalog >> Contents menu >> Graduate Programs >> Graduate Certificate >> Music Performance Graduate Certificate Program]

While only Master's and Doctoral students are required to take the advisory and placement exams, Performance Certificate students may choose to take the placement exams if they wish to enroll in a graduate-level theory class as an elective. Passing the placement exams (or completion of MUS 401 and 402) are prerequisites for graduate-level theory classes.

To receive recognition of completion for the Performance Certificate, students must complete the *Application for Completion of Graduate Certificate Programs* form, found on the Graduate School website: <https://www.unco.edu/graduate-school/pdf/Graduate-Certificate-Programs.pdf>.

[Graduate School website >> Graduate Students >> Graduate School Forms >> Application for Completion of Graduate Certificate Programs]

Master of Music Degrees

Requirements for the MM degree are found in the UNC Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/college-of-performing-and-visual-arts-pva/school-of-music/>.

[Office of the Registrar >> University Catalogs >> Graduate Catalog >> Contents menu >> College of Performing and Visual Arts >> School of Music >> Master of Music Degrees].

Be sure to download all Graduate School forms directly from the Graduate School Forms page; forms are regularly updated and the Graduate School does not allow the use of old forms. Save the form to your computer and open it from there (not in a browser). Signatures must be Adobe Verified Signatures. Due to incompatibilities between Mac and PC, please convert the FINAL signed form to a PDF before turning it into the Graduate School so that their PCs can “see” all of the signatures.

Language Requirements and Research Tools

Master’s students with emphases in Collaborative Piano, Composition, Music History and Literature, and Music Theory must demonstrate competency in translation into English of at least one other World language (to be agreed upon by the student and the Primary Advisor). Master of Music students in the area of Vocal Performance must demonstrate diction mastery (spoken and International Phonetic Alphabet) in German, French, Italian, and English.

Other research tools are required of students with emphases in Collaborative Piano (diction) and Music Theory (keyboard proficiency).

Early in their program of study, students should discuss all requirements with their Primary Advisor and develop a plan for completion of these requirements. The intent of these requirements is to prepare students for professional research and activity in their chosen field and to aid in completing research for their thesis if one is required. The requirements should be completed before beginning the last semester of study.

Master’s Thesis and Committee

Students with emphases in Music History and Literature, Music Composition, and Music Theory must complete a Master’s Thesis. Students must register for six credits of MUS 699 Thesis before graduating; these six credits may be spread among more than one semester (for example, 3+3 in the last two semesters).

The thesis committee must be comprised of at least two faculty members (Primary Advisor plus one) from within the SoM who hold Graduate Faculty or Doctoral Research Endorsement status. There is no paperwork involved in forming a Master’s thesis committee; the committee members will simply sign the signature page on the completed thesis document. There is no formal proposal required (although your Primary Advisor may request one). A formal defense is not required.

In most cases the style guide for the School of Music is Jonathan D. Bellman and Deborah Kauffman, *A Short Guide to Writing About Music*, 3rd ed. (Waveland Press, 2026) and the *Chicago Manual of Style*.

The Graduate School website contains a *Master's Thesis or Creative Project Format Manual*: <https://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/Thesis-Manual.pdf>. [Graduate School website >> Graduate Students >> Graduate School Forms >> Thesis, Doctoral Scholarly Project and Dissertation Resources >> Master's Thesis and Creative Project Format].

The end of this document has sample copyright, title, signature, and abstract pages. This document also contains useful information on margins, page numbering, and so forth (it is recommended that you set the correct margins/spacing/fonts *before* you start writing the document, to avoid problems with sizing musical examples and the like). Also see the Graduate School website for information on how to submit your thesis, and the final forms that are required.

If your research includes human subjects (such as interviewing people or administering a survey), you must obtain IRB (Institutional Review Board) approval *before* conducting any research/conducting the interview. Information about IRB is available on the Research and Sponsored Programs Office website:

<https://www.unco.edu/research/office-of-sponsored-programs/>.

[Research and Sponsored Programs Office >> Research Integrity and Compliance >> Human Subjects Research (IRB)].

If the research does not require IRB approval, you will need to get a letter from the IRB certifying that the research is exempt. To obtain that letter, the student should prepare a document or email that explains the research process being used and demonstrates the lack of human subject involvement; this should be sent to Laura Martin, the Director of Research Compliance (Laura.Martin@unco.edu).

For assistance in editing the thesis, contact the Graduate Coordinator or the SoM Advisor, who may recommend editors familiar with writing about music. The editors recommended by the Graduate School may not be familiar with writing styles in our discipline.

Master's Comprehensive Exam

Master's students (except those in Music History and Literature, Music Composition, and Music Theory) will take a written comprehensive exam. See the Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/masters-degree-requirements/>.

[Graduate Catalog >> Contents menu >> Program Requirements >> Master's Degree Requirements ("Written Comprehensive Exams")]

Students are eligible to take the exam if they meet the following criteria:

- Been granted regular (not provisional) enrollment to the program,
- Completed (or are currently enrolled in) all specified course requirements,
- Maintained a GPA of at least 3.0 in the program,
- Received approval from their Primary Advisor.

Typically, students take the exam during their last semester of study. Students should check with their Primary Advisor for information about the scope of the exam and how best to prepare for it. Unless otherwise specified by the Primary Advisor, the exam lasts for eight

sequestered hours. All students seeking to take the exam must fill out the *Master's Comprehensive Exam Permit* form located on the PVA Advising website:
<https://arts.unco.edu/pdf/college/advising-center/masters-comprehensive-exam-permit.pdf>.
[College of Visual and Performing Arts website >> PVA Academic Advising >> Course Offerings and Plans of Study >> Music Graduate Students]

The form is due 2 weeks before the date of the exam. Students should check with the Graduate Coordinator for the date of the exam.

In consultation with their Primary Advisor, students may either take the exam on the day scheduled by the Graduate Coordinator, or schedule the exam directly with their primary advisor. Exams may be taken online through a Canvas shell. The Graduate School sets a hard deadline for exam results; see the Graduate School website: <https://www.unco.edu/graduate-school/graduate-school-forms/>.

A Primary Advisor may choose to give a stipulation before passing the student's exam, but the final results must still be reported by the Graduate School's deadline. According to the Graduate Catalog, "if a student fails the exam, a retake may not be scheduled during the same semester in which the original examination was completed. Failure of the retake of the examination or its equivalent will result in the termination of the student's degree program."

MM Student Checklist

(based on a four-semester course of study, begun in a fall semester)

First Semester

- Take the placement exams in music theory and aural skills before classes begin.
- Meet with the Primary Advisor and SoM Advisor to determine which courses to take, and in what semester.
- Discuss recital timeline with Primary Advisor.
- Discuss timeline for completion of any language requirements or research tools, if applicable to your emphasis, with your Primary Advisor.
- Begin coursework.

Second Semester

- Retake the placement exams, if necessary, before classes begin.
 - If you do not pass the exams, enroll in MUS 401 and/or MUS 402 this semester.
- Continue coursework.
- Complete recitals, language requirements, and/or research tools as appropriate.
- GA/TAs only: complete Annual Progress Review.

Third Semester

- Continue coursework.
- Complete recitals, language requirements, and/or research tools as appropriate.
- If a thesis is required, select a committee.
 - Begin IRB process if needed.
 - Begin research.

Fourth (final) Semester

- Apply for graduation.
- Turn in *Master's Comprehensive Exam Permit* form.
- GA/TA's only: complete Annual Progress Review.
- Complete recital requirements as appropriate.
- Pass the Comprehensive Exam.
- Turn in thesis, if required.
- Complete coursework.
- Graduate!

Doctor of Arts Degrees

Requirements for the DA degree are found in the UNC Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/college-of-performing-and-visual-arts-pva/school-of-music/>

[Office of the Registrar >> University Catalogs >> Graduate Catalog >> Contents menu >> Graduate Programs >> Doctoral degrees].

Be sure to download all Graduate School forms directly from the Graduate School Forms page; forms are regularly updated and the Graduate School does not allow the use of old forms. Save the form to your computer and open it from there (not in a browser). Signatures must be Adobe Verified Signatures. Due to incompatibilities between Mac and PC, please convert the FINAL signed form to a PDF before turning it into the Graduate School so that their PCs can “see” all of the signatures.

Course Program of Study (CPOS)

For federal aid to pay for a course in your major, it must be part of your Course Program of Study (CPOS) or be necessary to help you earn the total hours required to complete your degree. For those depending upon federal aid to attend UNC, not paying attention to this rule could affect your full-time enrollment status and ultimately your financial aid awards. Information about CPOS is found on the website for the Office of Financial Aid:

<https://www.unco.edu/financial-aid/cpos.aspx>

[Office of Financial Aid >> How Financial Aid Works >> What is Course Program of Study]

The Office of Financial Aid will run a computer program to check every students’ registration to verify that the courses you are registered for are part of your Course Program of Study. The courses in your Course Program of Study will be determined through the Graduate Catalog, which will be loaded into Degree Works. If your Degree Works does not reflect the courses required for your particular degree, contact the SoM Graduate Advisor or the Graduate Coordinator to see what course adjustments may be needed.

Dissertation Paths

Students in performance-related degree emphases may choose one of two paths to complete their Dissertation Credits:

1. Traditional Dissertation Path
2. Major Project Path

Make sure to consult the Graduate Catalog (see web address at the top of this page) for the official requirements for each path. More information about the requirements for each path can be found in this Handbook in the sections on “Traditional Dissertation Path” and “Major Project Path.”

Students in the D.A. programs in Music History and Wind Conducting must follow the Traditional Research Path toward the dissertation.

Students must decide which path they wish to pursue during their first semester of study. Different forms for the plan of study are used for the two paths. These are found in the

Resources section of the College of Visual and Performing Arts webpage:

<https://www.unco.edu/pva/advising/>

[College of Visual and Performing Arts >> Resources >> Course Offerings and Plans of Study >> Music Graduate Students]

Once the plan of study is submitted at the end of the first semester or beginning of the second, a student may change their path by submitting the *Graduate Program Change* form on the Graduate School Forms page: <https://www.unco.edu/graduate-school/graduate-school-forms/> [Graduate School >> Graduate Students >> Graduate School Forms].

The student must also prepare a new plan of study (using the appropriate form) and submit it to the Graduate Coordinator. Course adjustments may be necessary; it may take some time before Degree Works reflects this change.

Plan of Study

All Doctor of Arts (DA) students must select a **degree completion path**, submit a **Plan of Study**, and complete a **doctoral interview** by the end of their first semester in residence. Students will select either the Traditional Dissertation Path or the Major Project Path through advising with their primary advisor.

Students complete their Plan of Study in consultation with their Primary Advisor and their Secondary Advisor during the first semester of study. *Plan of Study* forms are available in the Resources section of the College of Visual and Performing Arts webpage:

<https://www.unco.edu/pva/advising/>

[College of Visual and Performing Arts >> Resources >> Course Offerings and Plans of Study >> Music Graduate Students]

Do NOT use the *Plan of Study* form found on the Graduate School website.

The Plan of Study will list the courses that the student must complete to graduate in accordance with the degree program and dissertation path described in the Graduate Catalog. Every doctoral student needs to fill out a Plan of Study to be used to track student progress. The Plan of Study is approved by a panel of faculty members at the doctoral interview (see “Doctoral Interview” below).

All sections of the form must be completed before it is signed by the Primary Advisor, the Secondary Advisor, and the Graduate Coordinator. The Academic Advisor for the School of Music is also available for assistance.

Some courses on your Plan of Study may be “double counted” in more than one category. For example, if Music History and Literature is a student’s Secondary Emphasis, MUS 646 (Seminar: The Classic Period) will fulfill a requirement for the Secondary Emphasis category *and* for the Research Core. However, MUS 646 can only count as 3 credits in the total number of credits applied toward the degree.

The courses on your Plan of Study must be reflected in your Degree Works so that they are covered by financial aid and count toward your graduation. It is common for **course adjustments** to be made to the Plan of Study, such as substituting one theory course for

another. These can be made through the *Course Adjustment* form on the Graduate School website (under “Graduate School Forms”): <https://www.unco.edu/graduate-school/graduate-school-forms/>

[Graduate School >> Graduate Students >> Graduate School Forms]

Course adjustments must be made in consultation with the appropriate faculty member. Changes to the Primary Emphasis and/or Electives must be approved by the Primary Advisor; changes to the Secondary Emphasis must be approved by the Secondary Advisor; changes to the Research Core must be approved by the head of the Academic Area. The course substituted for the listed course must have a similar focus. For instance, it is not permissible to substitute performance classes for academic classes. The completed form is signed and submitted by the Graduate Coordinator or the PVA Graduate Student Advisor.

The Graduate Coordinator will retain your Plan of Study after completion of the doctoral interview (see “Doctoral Interview” below). Students should keep a copy for themselves and give copies to their Primary and Secondary Advisors.

Advisor Contracts

Primary, Secondary, and/or Research Advisors may require a contract with the student. Such a contract might include more specific details regarding the doctoral timeline, quality of proposal and dissertation drafts, turn-around time for reading drafts, details surrounding Secondary projects, or other appropriate agreements.

Research Tools/Language Requirements

Students whose Primary Emphasis is listed below must complete the research tools/language requirements specified in the Graduate Catalog. Students should discuss the logistics of completing these requirements with their Primary Advisor early in their program. Completion of the research tools and language requirements indicates that students are ready for 1) conducting research related to their dissertation topic and 2) professional life in their chosen field. The tools and languages chosen for the requirements should reflect those purposes. The research tools and language requirements must be completed before the dissertation proposal is submitted.

The Research Core courses for the DA consist of a total of 5 courses:

- MUS 700: Introduction to Doctoral Research
- Two Music History seminars chosen from the following:
 - MUS 643, MUS 644, MUS 645, MUS 646, MUS 646, MUS 651, MUS 652, MUS 695, MUS 507 (Note: MUS 653 and MUS 657 do **not** fulfill the research core requirement)
- Two Music Theory courses chosen from the following:
 - MUS 502, MUS 503, MUS 505, MUS 595, MUS 603, MUS 604

Students in areas that do not require competence in translating written material into English from another World language may still be asked complete such a requirement if it is appropriate for the student’s chosen dissertation topic. Faculty members may opt out of

service on a Phase 2 doctoral committee (see “Doctoral Committees” below) if they believe a student should have translational competence for his or her topic and the student refuses the requirement.

- **Choral Conducting:** translation into English of vocal literature in either French, German, or Italian, as well as diction mastery of all three.
- **Collaborative Piano:** pronunciation proficiency in French, German, Italian, and the International Phonetic Alphabet (IPA); reading proficiency in French, German, and Italian.
- **Composition:** reading knowledge of another World language (typically French, German, or Italian); a different or additional language may be required after advisement.
- **History & Literature:** reading knowledge of another World language (typically French, German, or Italian); a different or additional language may be required after advisement.
- **Instrumental Conducting:** reading knowledge of another World language (typically French, German, or Italian).
- **Piano:** reading knowledge of another World language (typically French, German, or Italian).
- **Strings:** reading knowledge of another World language (typically French, German, or Italian).
- **Vocal Performance:** skills in translation of vocal literature in another World language (French, German, Italian, or other language if deemed appropriate by the Primary Advisor). In addition to the language translation research tool described above, DA students with a primary emphasis in Vocal Performance must demonstrate diction mastery (spoken and International Phonetic Alphabet) in German, French, Italian, and English.

Secondary Emphasis

All D.A. students must have a Secondary Emphasis. At the end of this Handbook you will find a list of possible Secondary Emphases and courses that may be taken to fulfill the secondary emphasis requirement. Students may choose one of these emphases, or they may—working with an appropriate Secondary Advisor—craft their own, as long as there is enough graduate course work to support it. Students may also choose a Secondary Emphasis and Advisor from a program within UNC that is outside the School of Music.

The Secondary Emphasis culminates in a final project to be agreed upon by the student and the Secondary Advisor; this may take the form of a recital, a research paper, or some other project agreed upon by the Secondary Advisor and the student. The Secondary Emphasis project is to be completed by the time the dissertation proposal is submitted. Students may also take a 4-hour written comprehensive exam in their Secondary Emphasis, as agreed upon with the advisor.

Doctoral Interview

All doctoral students complete a doctoral interview at the end of their first semester of study; interviews typically take place during finals week. Students sign up for a 15-minute time slot either on a sign-up sheet posted on the office door of the Graduate Coordinator (Dr. Deborah Kauffman, Frasier 122B) or online, as directed by the Graduate Coordinator. The Primary Advisor must also attend the doctoral interview. Other SoM graduate faculty are also encouraged to attend. The Plan of Study should be completed with signatures from the Primary Advisor, Secondary Advisor, and Graduate Coordinator *before* the interview; students should bring three copies of the Plan of Study for the faculty to consult during the interview.

The doctoral interview is important for keeping students focused on completing all the requirements for the degree. The purposes of the interview are to

- Review and amend, if necessary, the classes listed on the Plan of Study as appropriate for successful completion of comprehensive exams;
- Review and amend, if necessary, the classes listed on the Plan of Study as appropriate for preparing the student for possible dissertation or major project topics;
- Discuss preliminary topics for the dissertation or major project;
- Approve the Plan of Study;
- Meet graduate faculty members who may serve on the doctoral committee. Faculty present at the interview will recommend whether the student should continue in the doctoral program. On the recommendation of the faculty present, students may make revisions to their Plan of Study after the interview. Once any needed revisions are complete, the student should have their primary and secondary area advisors sign the form, which should be forwarded to the Graduate Coordinator. Students should keep a copy for themselves and give copies to the Primary and Secondary Advisors. Plans of study **MUST** be submitted to the Graduate Coordinator by the end of the second week of the second semester of study.

Doctoral Committees

General information about Doctoral Committees can be found in the Doctoral Degree Requirements section of the Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/doctoral-degree-requirements/>.

[Graduate Catalog >> Contents menu >> Program Requirements >> Doctoral Degree Requirements]

Students in all areas **other than Music Education** (see below for Music Education students) will select members of their doctoral committee in consultation with their Primary Advisor. Doctoral committees in the School of Music occur in two phases: 1) written and oral comprehensive exams and 2) dissertation proposal and defense.

Phase 1: Comprehensive exams

Students must form their phase 1 committee *before* they begin taking their written comprehensive exams. The committee in this phase consists of the faculty members who give the written comprehensive exams, plus a faculty representative:

- Primary Advisor
- Secondary Advisor
- Music history faculty member (or jazz history for Jazz Studies D.A.)
- Music theory faculty member (or jazz theory for Jazz Studies D.A.)
- Faculty Representative from outside the SoM.

Sometimes one person can fulfill more than one of these roles. For example, if the Secondary Emphasis is music history, one professor can serve as both the Secondary Advisor and the music history faculty member. All doctoral committees must have at least 4 members, including the Faculty Representative.

The *Request to Appoint a Doctoral Committee* form is on the Graduate School website:

<https://www.unco.edu/graduate-school/graduate-school-forms/>

[Graduate School >> Graduate Students >> Graduate School Forms >> Request to Appoint a Doctoral Committee].

More information about committee members:

- The person designated as the Research Advisor on this form must have DRE (doctoral research endorsement) status;
- All other members must have at least GF (graduate faculty) or GFE (graduate faculty endorsement) status.
- Students may choose co-Research Advisors; at least one of the co-Advisors must have DRE status.

ALL members of the committee must be present at the oral comprehensive exam. Oral comprehensive exams may be held virtually.

Phase 2: Post-Exam Committee

Once the oral exams are passed, students no longer need faculty in theory and music history on their committee, unless their dissertation topic or major project would benefit from a committee member from either of those disciplines and that faculty member agrees to continue on the committee.

The *Request to Change a Doctoral Committee* form is on the Graduate School website:

<https://www.unco.edu/graduate-school/graduate-school-forms/>

[Graduate School >> Graduate Students >> Graduate School Forms >> Request to change a Doctoral Committee].

1. The post-exam Doctoral Committee for students on the Traditional Dissertation Path should consist of a minimum of 4 members:
 - Research Advisor (or co-Research Advisor) with DRE status from within the SoM.
 - Committee member from within the SoM (could be designated co-Research advisor).

- Another committee member from within a related discipline or area of inquiry (from the SoM or outside if appropriate to your topic; could be designated co-Research Advisor).
 - Faculty Representative from outside the SoM; except in circumstances in which the Faculty Representative cannot serve (such as leave, sabbatical, or retirement), the Faculty Representative should be the same person as in Phase 1.
2. The post-exam Doctoral Committee for the Major Project Path will also have 4 members, constituted as for the Traditional Dissertation Path, with the chair of the committee holding Doctoral Research Endorsement and all members of the committee holding Graduate Faculty status.

Additionally, the following must be observed:

- The committee must be formed before the first doctoral project may be completed.
- For MUS 792 and 793, the student will select one member of the faculty in their primary area to serve as the main advisor (not necessarily the doctoral committee chair), who will guide the student in preparing a written prospectus, which is then submitted to the doctoral committee for suggestions and approval. Deadlines for submission will be detailed in the syllabus for MUS 792 or 793. The written form of the project must be in its final form before any public presentation.
- For MUS 792, a second dissertation committee member must be assigned as reader.
- For MUS 793, the entire DA committee must evaluate the written form of the project, according to a method appropriate to the chosen project. When the project has been completed and approved by the committee, the student should fill out the *Doctoral Scholarly Project Completion Report* form, have it signed by the committee members, and submit it to the Graduate Coordinator. The form is found on the PVA Advising Center webpage:
<https://www.unco.edu/pva/advising/>
 [College of Visual and Performing Arts >> PVA Advising Center >> Course Offerings and Plans of Study >> Music Grad Students]

Doctoral Committees for Music Education DA Students

DA students whose primary area is Music Education have only one doctoral committee, formed at the time of written comprehensive exams. It mirrors the Phase 2 committee of other SoM DA students, consisting of the following:

- Research Advisor (or co-Research Advisor) with DRE status from within the SoM
- Committee member from within the SoM (could be designated co-Research advisor)
- Another committee member from within a related discipline or area of inquiry (from the SoM or outside if appropriate to your topic; could be designated co-Research Advisor)
- Faculty Representative from outside the SoM

- The Secondary Advisor must be one of the above, whether inside or outside the SoM.

This Committee will serve through Written Comprehensive Exams, the Oral Comprehensive Exam, and the Dissertation.

Written Comprehensive Exams

General information about Written Comprehensive Exams can be found in the Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/doctoral-degree-requirements/>.

[Graduate Catalog >> Contents menu >> Program Requirements >> Doctoral Degree Requirements].

Students are eligible to begin written comps after they have

- filed their Plan of Study with the Graduate Coordinator,
- completed at least 36 credits applicable towards the degree,
- maintained at least a 3.00 GPA,
- formed their Doctoral Committee (phase 1; see the section “Doctoral Committees”).

Students must fill out a *Doctoral Written Comprehensive Exams Permit/Results* form, which is found on the PVA Advising Center webpage: <https://www.unco.edu/pva/advising/>

[College of Visual and Performing Arts >> PVA Advising Center >> Course Offerings and Plans of Study >> Music Grad Students]

Music Education DA students use a different Permit/Results Form, which is found in the same place on the PVA Advising Center webpage. Submit the appropriate form to the Graduate Coordinator.

It is strongly recommended that you begin taking your written comprehensive exams during the 5th semester of study. Written exams must be completed before you can take your oral exam and submit your dissertation proposal, both of which need to be completed for you to advance to candidacy. Once you have advanced to candidacy, you are able to be considered as a full-time student by registering for only 3 credits. This is particularly important for international students, who must be registered as full-time students in order to comply with their visas.

All doctoral students (**other than Music Education students, who should see below**) take written comprehensive exams in

- their Primary Emphasis,
- Secondary Emphasis,
- music history (or jazz history for the D.A. in Jazz Studies),
- and music theory (or jazz theory for the D.A. in Jazz Studies).

Some areas require multiple comprehensive exams for their Primary or Secondary emphasis; check with the Primary Advisor and the Area handbook. The doctoral committee should be set up *before* the written comprehensive exams begin. The committee members provide and evaluate the applicable section of the written comprehensive exam (for example, the music

history faculty member on the committee provides and evaluates the music history written comprehensive exam). Students should consult with their committee members regarding exam preparation. Don't assume that the scope of each exam is limited to material covered in classes that you have taken: for example, music history and theory exams may include questions that cover all the important eras of Western music.

Exams in the Primary Emphasis, music/jazz history, and music/jazz theory are eight hours. Exams in the secondary emphasis are four hours. Students arrange the date of each exam in consultation with the appropriate committee member and the Graduate Coordinator.

In most cases, written exams are taken through a Canvas shell; students are expected to adhere to the University's Honor Code and refrain from consulting any sources while taking the exam beyond material provided by the instructor.

Students may pass, pass with stipulation, or fail. Stipulations are given at the discretion of the committee member. Students who fail a written comprehensive exam must wait until the next semester to retake the exam. Failure of the retake results in the termination of the student's degree program.

When a student has passed all written comprehensive exams (including stipulations), the Graduate Coordinator files paperwork to the Graduate School indicating the pass, and the student can schedule the oral comprehensive exam.

Written Comprehensive Exams for Music Education DA Students

DA students in Music Education will take written comprehensive exams in their Primary and Secondary Areas. The Primary exam (Music Education) will include multiple parts. Four parts will be administered, chosen through consultation with the student and music education faculty to best prepare the student for their likely career path. Possible parts include (but are not limited to) the bulleted items below.

Possible Part: Informed heavily by **MUS 519 Foundations in Music Education**:

- Prepare a presentation and/or report on a period of time and the marginalized voices that are missing from the common music education narrative about that time.
- Prepare a presentation and/or report on specific philosophies within music education, comparing, contrasting, and connecting to the most recent philosophical discussions.

Possible Part: Informed heavily by **MUS 533 Curriculum Trends in Music Education**:

- Prepare a syllabus, including detailed course calendar and assignment descriptions, for an undergraduate music education course.
- Evaluate an undergraduate music education curriculum and propose changes, with clear evidence and reasoning.

Possible Part: Informed heavily by **MUS 610 Research in Music Education**:

- Prepare an article for submission. The article can be research- or practitioner-focused and will be submitted with the chosen journal guidelines to ensure

submission guidelines have been followed and students are prepared for this aspect of higher education.

Possible Part: Informed heavily by **MUS 612 Psychology of Music Teaching and Learning**:

- Prepare a presentation and/or report on music cognition and learning: how students learn music. The audience will be defined and may be an undergraduate pedagogy course or practitioners at a music education conference.
- Prepare a presentation and/or report on music and the brain, designed to help K-12 music teachers better support their students (including trauma-informed practices). The audience could also be an undergraduate pedagogy course, working to understand best teaching practices, grounded in brain science.

Possible Part: Informed by **entire degree and experience in the field**:

- Prepare a conference presentation (e.g. CMEA). The presentation may be research- or practitioner-focused, as directed by the music education faculty.
- Prepare a significant professional development event for K-12 teachers.
- Plan an honor ensemble event (All City Orchestra, All County Band, Singers in the Middle, etc.), including repertoire selection and analysis.
- Prepare a class-period presentation or unit plan for a master's-level music education course.
- Write a chapter as if it could be included in a music education text published in the past five years (e.g. *Marginalized Voices in Music Education*; *Musicianship-Focused Curriculum and Assessment*; *Teaching Music Through Performance*; *Critical Issues in Music Education: Contemporary Theory and Practice*; *The Journey from Music Student to Teacher: A Professional Approach*).

Each of these parts will have detailed requirements for what the student should submit, ensuring robust, comprehensive projects. The exam will be “take-home,” and the student will have two weeks to complete the entire exam.

Oral Comprehensive Exam

For general information about the Oral Comprehensive Exam, see the Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/doctoral-degree-requirements/>.

[Graduate Catalog >> Contents menu >> Program Requirements >> Doctoral Degree Requirements].

When a student has passed all written comprehensive exams (including stipulations) and has established a Doctoral Committee with the Graduate School, the student can schedule the oral comprehensive exam. The *Request to Schedule a Doctoral Examination* form is on the Graduate School website: <https://www.unco.edu/graduate-school/graduate-school-forms/>

[Graduate School >> Graduate Students >> Graduate School Forms >> Request to Schedule a Doctoral Examination].

The Graduate School must receive this form *at least two weeks prior* to the date of the orals.

A student can informally schedule a date for the oral comprehensive exam with the committee before all written comprehensive exams are passed, but the Graduate School will not officially schedule the oral comprehensive exam until they receive the results of the written comprehensive exams. To begin scheduling the oral exam, students should choose a week in consultation with their Primary Advisor and email all faculty members on the committee possible times for the oral exam. To facilitate communication among the student and committee members, it is recommended that “reply all” is used for all scheduling emails, or you can use an application such as a Doodle poll.

The oral exam is scheduled for a two-hour block of time. ALL members of the committee (phase 1) must be present at the oral exam, which may be held in person or virtually on Zoom. The oral exam is a public event announced by the University, so other students, faculty, and guests may attend.

The Graduate School sends the SoM Advisor a results form for the oral exam. Students will either pass, pass with stipulation, or fail the oral exam. In the case of a failure, the committee will indicate whether a retake of the oral exam is permitted in the following semester.

The oral exam cannot be completed in the same semester (Fall, Spring, or Summer) that the dissertation is defended.

Once the oral exam is passed, students can change the personnel of their doctoral committee to phase 2 (see “Doctoral Committees” above).

Traditional Dissertation Pathway

This section of the Handbook provides details of the procedures for completing the Traditional Dissertation Pathway for the Doctor of Arts degree. Make sure you also read the “Degree Programs” section of this Handbook for other requirements of the Doctor of Arts degree. **The same deadlines apply for the MPP and Dissertation pathway requirements; see Graduate Graduation Deadlines:** <https://www.unco.edu/graduate-school/graduate-graduation-deadlines/>

[Graduate School >> Graduate Students >> Preparing for Graduation >> Graduate Graduation Deadlines].

Students who follow the Traditional Dissertation Path will complete 4 credits of Doctoral Proposal Research (MUS 797) and 12 credits for the doctoral dissertation (MUS 799). MUS 797 credits must be completed before registering for MUS 799. A student cannot take more than 6 credits of MUS 799 before becoming a doctoral candidate.

Performance, Conducting, Jazz Studies, and Collaborative Piano emphases will divide the 12 credits of MUS 799 according to the following:

- Recital 1 4 credits
- Recital 2 4 credits
- Dissertation 4 credits

If an additional recital is required, the number of credits of MUS 799 should be adjusted to total 12. Students do not need to be registered for MUS 799 in the semester in which they play a recital; the credits may be taken for the purpose of preparing the recital.

When you have successfully completed a recital, fill out and have your advisor sign the *Graduate Recital Completion Report* form and submit it to the Graduate Coordinator:

<https://www.unco.edu/pva/advising/>

[College of Visual and Performing Arts >> Resources >> Course Offerings and Plans of Study >> Music Graduate Students]

Credits for MUS 797 and MUS 799 can be divided up and taken over more than one semester. The dissertation proposal must be completed and submitted during the semester in which the last MUS 797 credit is taken.

Dissertation Proposal and Proposal Hearing

For general information, see the subsection on “Doctoral Dissertation” in the “Doctoral Degree Requirements” section of the Graduate Catalog:

<https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/doctoral-degree-requirements/>.

[Graduate Catalog >> Contents menu >> Program Requirements >> Doctoral Degree Requirements].

DA students in the **Traditional Dissertation Path** must register for a total of four MUS 797 Doctoral Proposal Research credits during their course of study. All 4 credits must be completed with an “S” (satisfactory—credit granted) grade before the student can advance to candidacy;

in order to receive an “S” in the final MUS 797 credits, the proposal must be completed and submitted.

According to the Graduate Catalog, doctoral students should present their dissertation proposal at a formal proposal hearing, where all committee members are present (including the Faculty Representative); the hearing may be held virtually on Zoom. The proposal hearing is extremely helpful in shaping the direction of dissertation research.

There are no forms to fill out to schedule the proposal hearing or to report the results. Students should arrange a time for the hearing in the same way they arrange their oral examination.

After the hearing is fulfilled, students should submit an electronic copy (MS Word or pdf) of the proposal to the Graduate School along with the following:

- Signed proposal signature page
 - <https://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/Proposal-Title-Signature-Page.pdf>
 - [Graduate School >> Graduate School Forms >> Proposal Title Signature Page]
- *Verification of Research Subject Compliance* form”; this form indicates whether or not IRB approval is necessary.
 - <https://www.unco.edu/graduate-school/pdf/verification-research-subject-compliance.pdf>
 - [Graduate School >> Graduate School Forms >> Verification of Research Subject Compliance]
- IRB Approval or letter from the IRB stating that IRB Approval is not required for the research.

Proposals cannot be submitted in the same semester (Fall, Spring, or Summer) that the dissertation is defended.

Doctoral Candidacy

Doctoral students in Music Education, Music History, and those following the **Traditional Dissertation Path** become doctoral candidates when they have successfully completed the following:

- All coursework, with the exception of MUS 799 (Doctoral Dissertation) credits;
- Written comprehensive exams;
- Oral comprehensive exam;
- Language proficiency (if required);
- Submission of the dissertation proposal.

Once a student achieves doctoral candidacy, a full course load is considered to be 3 credits per semester. A doctoral candidate can be considered as a part-time student when enrolled in 1 credit. Please note that **international students** must be registered as full-time students to fulfill U.S. Visa requirements; once an international student has achieved doctoral candidacy, 3 credits will be considered as full time.

IRB (Institutional Review Board)

If research for the dissertation or doctoral scholarly project includes human subjects (such as interviewing people or administering a survey), the student may need IRB (Institutional Review Board) approval *before* conducting any research/conducting the interview. Information about IRB is available on the Research and Sponsored Programs Office website:

www.unco.edu/research/office-of-sponsored-programs/

[Research and Sponsored Programs >> More in Research & Sponsored Programs >> Research Integrity and Compliance >> Human Subjects Research (IRB)]

If the research requires IRB approval, the IRB approval must be turned in with your proposal.

If the research does not require IRB approval, you will need to get a letter from the IRB certifying that the research is exempt. To obtain that letter, the student should prepare a document or email that explains the research process being used and demonstrates the lack of human subject involvement; this should be sent to Research Compliance in the Office of Research and Sponsored Programs (Research.Compliance@unco.edu).

Dissertation Preparation

After the proposal is submitted, students should work closely with their Research Advisor (or co-Research Advisors) in conducting research and writing the document. Students should send preliminary drafts to the Research Advisor (or co-Research Advisors) before sending drafts to the rest of the committee. The advisor may prefer to see one or more chapters at a time, rather than the entire dissertation all at once.

In most cases the style guide for the School of Music is Jonathan D. Bellman and Deborah Kauffman, *A Short Guide to Writing About Music*, 3rd ed. (Waveland Press, 2026) and the *Chicago Manual of Style*.

The Graduate School website contains a “Doctoral Dissertation and Doctoral Scholarly Project Manual”:

<https://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-resources.aspx>

[Graduate School >> Graduate Students >> Current Students >> Thesis, Doctoral Scholarly Project and Dissertation Resources).

The end of the Manual includes sample copyright, title, signature, and abstract pages. The Manual also contains useful information on margins, page numbering, etc. Students should set the correct margins/spacing/fonts *before* writing the document, to avoid problems with sizing musical examples and the like.

The Graduate School’s Dissertation Manual calls for a traditional format of 5 chapters with specific chapter titles (Introduction, Review of Literature, Methodology, Analysis of Data, Conclusions). This format may be suitable for music education dissertations, but academic faculty have found it inappropriate for most dissertations on music; using this format, the lengths of the first 4 chapters are likely to be far shorter than the last chapter—not to mention that the “data” we work with is not the same as that used in other disciplines. The Graduate Coordinator strongly recommends that doctoral students who write a dissertation create their

own structure, one that best suits the content: for example, a discussion of literature and methodology can be part of the Introduction and subsequent chapters can present the dissertation's information according to whatever categories are best suited to that information. The Graduate School considers any change to the above 5-chapter format to be an "Alternative Format" and requires the research advisor to submit a request for the student to use it. This is done by having your advisor send an email to the Thesis and Dissertation Specialist explaining the alternate style, including a rationale and an outline or pertinent examples (see p. 9 of the *Doctoral Dissertation and Doctoral Scholarly Project Manual*). The outline can take the form of a preliminary table of contents. This request should be submitted at least one semester prior to graduation or at the time of the proposal submission.

Dissertation Defense

Students should consult with their Research Advisor (or co-Research Advisors) to determine an appropriate time to defend their dissertation. When the Research Advisor agrees that a defense can be scheduled, students should choose a week in consultation with their Research Advisor and email all faculty members on the committee possible times for the defense. The deadline for holding a dissertation defense is 5 weeks before the last day of classes for the semester of graduation; check the exact date on the page of Graduate Graduation Deadlines:

<https://www.unco.edu/graduate-school/graduate-graduation-deadlines/>

[Graduate School >> Graduate Students >> Preparing for Graduation >> Graduate Graduation Deadlines].

To facilitate communication among the student and committee members, it is recommended that "reply all" is used for all scheduling emails, or use an application such as Doodle polls. Once a date and time is agreed upon, the student should take the following steps:

- Six weeks before the defense date, the student will provide the Research Advisor (or co-Advisors) with a complete draft of the dissertation, in the best shape the student can achieve. The Research Advisor(s) will continue to work with the student to prepare the finished draft to give to the committee during the next two weeks.
- Four weeks before the defense date, the student will provide all members of the committee with a finished draft of the dissertation (electronic files, preferably Word documents, are fine). A finished draft is complete with all musical examples, all concluding sections, all citations, and all proofreading done.
- At least two weeks before the defense date, the committee will provide the student with feedback on the finished draft. At this time, the committee decides whether the dissertation is ready for a defense. If the committee decides the defense should go forward, then the Research Advisor files the *Request to Schedule a Doctoral Examination* form with the Graduate School. The form is on the Graduate School website under "Graduate School Forms." **The Graduate School must receive the form at least two weeks before the defense date.**

ALL members of the committee must be present at the dissertation defense, which can be held virtually over Zoom. Like the oral exam, the dissertation defense is a public event announced by the University, so other students, faculty, and guests may attend.

The Graduate School will send to the student's Research Advisor a results form for the dissertation defense. Students will either pass, may pass with stipulation, or fail the defense. The committee can choose to pass the student's defense but request additional changes to the document; in this case, they may sign the defense form but withhold signing the signature page until the edits are reviewed. If the committee chooses "may pass with stipulation," the stipulation will be specified in writing, and additional defense meetings may be requested. Once a student passes the defense, he or she is officially titled "Doctor." If a student fails the defense, their program is terminated.

Dissertation Submission

The dissertation should be submitted as a pdf sent by email to the Graduate School's Thesis and Dissertation Specialist. The Graduate School's Dissertation Manual provides information and a checklist for submitting your dissertation. Please be aware that the last day for filing a Master's Thesis or Doctoral Dissertation is quite early in the semester; check the Graduate Graduation Deadlines on the Graduate School's web page:

<https://www.unco.edu/graduate-school/graduate-graduation-deadlines/>

[Graduate School >> Graduate Students >> Preparing for Graduation >> Graduate Graduation Deadlines].

Major Project Pathway

This section of the Handbook provides details of the procedures for completing the Major Project Pathway for the Doctor of Arts degree. Make sure you also read the “Doctor of Arts Degrees” section of this Handbook for other requirements of the Doctor of Arts degree. **The same deadlines apply for the MPP and Dissertation pathway requirements; see Graduate Graduation Deadlines:** <https://www.unco.edu/graduate-school/graduate-graduation-deadlines/>

[Graduate School >> Graduate Students >> Preparing for Graduation >> Graduate Graduation Deadlines].

Students who follow the Major Project Path will complete 16 dissertation credits according to the following:

- | | | |
|-----------|----------------------------|-----------|
| • MUS 790 | Doctoral Recital 1 | 4 credits |
| • MUS 791 | Doctoral Recital 2 | 4 credits |
| • MUS 792 | Doctoral Lecture Recital | 4 credits |
| • MUS 793 | Doctoral Scholarly Project | 4 credits |

Credits for MUS 790–793 can be divided up and taken over more than one semester. No grade will be assigned for a project until 4 credits are amassed for the course number.

Students may earn dissertation credits throughout the entire program, while taking other coursework.

Recital projects (MUS 790–792) may be completed in any order, according to the guidance of the major advisor and the student’s committee.

The student must form a Doctoral Committee before completing any of the projects (see the section on “Doctoral Committees” above). For MUS 792 (Lecture Recital) and MUS 793 (Scholarly Project) the student will select one member of the faculty advisory committee to serve as the main advisor (not necessarily the committee chair), who will guide the student in preparing a written prospectus, which is then submitted to the DA committee for their suggestions and approval. Deadlines for submission depend on the project and are detailed in the syllabi but in all cases, the written portion of the project must be in its final form before any public presentation. A second dissertation committee member must be assigned as reader for MUS 792. The entire DA committee must evaluate MUS 793. The method of that evaluation will depend on the project chosen.

Students may not complete more than 10 credits of MUS 790–793 before being admitted to candidacy.

MUS 793 may not be completed until admission to candidacy.

Doctoral Candidacy

Doctoral students following the **Major Project Path** become doctoral candidates when they have completed the following:

- All coursework, with the exception of one of the 3 recital projects (MUS 790, 791, 792).

- Written comprehensive exams;
- Oral comprehensive exam;
- Language proficiency (if required);
- 2 of the 3 recital projects (MUS 790, 791, 792). MUS 793 may not be completed until the student has been admitted to candidacy.
- A proposal for the final Doctoral Scholarly Project (MUS 793) approved by the doctoral committee

In order to be officially admitted to candidacy, students on the Major Project Path will need to fill out the *Doctoral Scholarly Project Proposal Credit for Doctoral Candidacy* form on the PVA Advising Center webpage: <https://www.unco.edu/pva/advising/> [College of Visual and Performing Arts >> PVA Advising Center >> Course Offerings and Plans of Study >> Music Grad Students]. Along with a file of the Doctoral Scholarly Project proposal, this form will be submitted to Degree Compliance in the Graduate School.

Once a student achieves doctoral candidacy, a full course load is considered to be 3 credits per semester. A doctoral candidate can be considered as a part-time student when enrolled in 1 credit. Please note that **international students** must be registered as full-time students to fulfill U.S. Visa requirements; once an international student has achieved doctoral candidacy, 3 credits will be considered as full time.

IRB (Institutional Review Board)

If research for the dissertation or doctoral scholarly project includes human subjects (such as interviewing people or administering a survey), the student may need IRB (Institutional Review Board) approval *before* conducting any research/conducting the interview. Information about IRB is available on the Research and Sponsored Programs Office website:

www.unco.edu/research/office-of-sponsored-programs/

[Research and Sponsored Programs >> More in Research & Sponsored Programs >> Research Integrity and Compliance >> Human Subjects Research (IRB)]

If the research requires IRB approval, the IRB approval must be turned in with your proposal.

If the research does not require IRB approval, you will need to get a letter from the IRB certifying that the research is exempt. To obtain that letter, the student should prepare a document or email that explains the research process being used and demonstrates the lack of human subject involvement; this should be sent to Research Compliance in the Office of Research and Sponsored Programs (Research.Compliance@unco.edu).

Doctoral Scholarly Project Preparation

For MUS 793 (Doctoral Scholarly Project), the student will select one member of the faculty advisory committee to serve as the main advisor (not necessarily the committee chair), who will guide the student in preparing a written prospectus, which is then submitted to the DA committee for their suggestions and approval. Deadlines for submission depend on the project and will be detailed in the syllabus but in all cases, the written portion of the project must be in

its final form before any public presentation. The entire DA committee must evaluate the Doctoral Scholarly Project. The method of that evaluation will depend on the project chosen.

Students should work closely with their main advisor in conducting research and writing the document. Students should send preliminary drafts to the main advisor before sending drafts to the rest of the committee. The advisor may prefer to see one or more chapters or sections at a time, rather than the entire dissertation all at once. Make sure the final document has been approved by the main advisor and given to the committee with plenty of time for them to read and evaluate it.

Students following the Major Project Pathway must make sure their research has either been approved by the IRB or is exempt from IRB approval (see IRB information above). Students are also responsible for obtaining any copyright permissions.

The end of the *Thesis, Doctoral Dissertation and Scholarly Project Manual* includes sample copyright, title, signature, and abstract pages: <https://www.unco.edu/graduate-school/thesis-doctoral-scholarly-project-dissertation-resources/>

[Graduate School >> Graduate Students >> Current Students >> Thesis, Doctoral Scholarly Project and Dissertation Resources >> Doctoral Dissertation and Doctoral Scholarly Project Manual].

The Manual also contains useful information on margins, page numbering, etc. Students should set the correct margins/spacing/fonts *before* writing the document, to avoid problems with sizing musical examples and the like.

Doctoral Scholarly Project Defense

The student and Research Advisor must file the *Request to Schedule a Doctoral Examination* form with the Graduate School (check the bubble for “Defense of Scholarly Project”). The form is on the Graduate School website under “Graduate School Forms.” **The Graduate School must receive the form at least two weeks before the defense date.** ALL members of the committee must be present at the scholarly project defense, which can be held virtually over Zoom.

The Graduate School will send to the student’s Research Advisor a results form for the scholarly project defense. Students will either pass, may pass with stipulation, or fail the defense. The committee can choose to pass the student’s defense but request additional changes to the document; in this case, they may sign the defense form but withhold signing the signature page until the edits are reviewed.

After approval of the results form, the Graduate School will send the *Doctoral Scholarly Project Signature Page* to the Student and the RA with a Confirmation of the Project Defense and Final Upload Instructions. [Note: the Dean of the Graduate School does not sign the Doctoral Scholarly Project Signature Page.]

Doctoral Scholarly Project Submission

Doctoral Scholarly Projects should follow the formatting laid out in the Graduate School’s *Doctoral Dissertation and Doctoral Scholarly Project Manual*:

<https://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-resources.aspx>

[Graduate School website >> Graduate School Forms >> Thesis, Doctoral Scholarly Project and Dissertation Resources).

The Graduate School has opted not to review doctoral scholarly projects of applied degrees, including the Doctoral Scholarly Project for the Major Project Pathway. Instead of submitting the Doctoral Scholarly Project to the Graduate School, the student must submit the final Doctoral Scholarly Project directly to the library's UNCOpen repository: <https://digscholarship.unco.edu/> [University Libraries >> UNC Library Facts & Community Resources >> UNCOpen]

Once the Doctoral Scholarly Project has been uploaded to UNCOpen, the student must send the completed Doctoral Scholarly Project signature page and a confirmation of the UNCOpen upload to **Degree.Compliance@unco.edu** in order for the degree to be awarded.

Doctoral Student Checklist

First Semester

- Take the advisory and placement exams (during the summer before classes begin).
- Meet with Primary Advisor and SoM Advisor to determine which courses to take in the first year.
- Select a Secondary Emphasis and Advisor.
- Decide on a dissertation pathway.
- Fill out the *Plan of Study* form with your Primary and Secondary Advisors:
<https://www.unco.edu/pva/advising/>
 - College of Performing and Visual Arts website >> PVA Advising Center >> Course Offerings & Plans of Study >> Music Graduate Students
- Begin course work.
- Discuss recital timeline with Primary Advisor.
- Discuss timeline for completion of any language requirements or research tools, if applicable to your emphasis, with your Primary Advisor.
- Complete the Doctoral Interview (finals week), and amend Plan of Study if necessary.

Second Semester

- Retake placement exams if necessary before classes begin.
 - Enroll in MUS 401: Music Theory Review and/or MUS 402: Aural Skills Review if you do not pass one or both of the exams.
- Complete an Annual Progress Review (in the spring semester).
- Continue course work.
- Complete recital, language requirement, and/or research tools as appropriate.
- Discuss possible dissertation or doctoral scholarly project topics with your Primary Advisor.
- Complete Annual Progress Review every spring semester until oral exam is passed; if you are a GA/TA, you will continue completing the Annual Progress review until you are no longer a GA/TA or you graduate.

Third through Penultimate Semesters

- Continue/finish coursework.
- Finish language requirements and/or research tools; must be complete before the dissertation proposal is submitted.
- Continue or finish recital requirements; enroll in MUS 790, MUS 791, MUS 792, or MUS 793 as necessary.
- For the Traditional Dissertation Path, enroll for credits in MUS 797 and MUS 799 as necessary. For the Major Projects Path, enroll for MUS 790, MUS 791, MUS 792 and/or MUS 793 as necessary.
- Complete Secondary Emphasis project (as appropriate); must be complete before the dissertation proposal is submitted.
- Select doctoral committee for Phase 1: comprehensive exams (see “Doctoral Committees” above).

- Begin your written comprehensive exams in the 4th semester, if possible; the exams must all be taken within one calendar year and must be completed before the oral comprehensive exam (see “Written Comprehensive Exams” above).
- Begin IRB process.
- Schedule and pass the oral comprehensive exam in the 4th or 5th semester; note that the oral exam must be completed and the dissertation proposal submitted at least one semester—fall, spring, or summer—prior to the dissertation defense or the defense of the Doctoral Scholarly Project (see “Oral Comprehensive Exam” above).
- If you are not a Music Education student, tailor your doctoral committee for Phase 2: dissertation once you have completed the oral comprehensive exam.
 - Committee members who represent music theory and history are no longer needed on the committee for the dissertation and will likely be on too many other committees. If one or the other will provide some specific expertise that you would be particularly helpful for your dissertation, you may ask one or both to stay on your committee.
 - The *Request to Change Doctoral Committee* form is found on the Graduate School website: <https://www.unco.edu/graduate-school/graduate-school-forms/>
 - Graduate School website >> Graduate Students >> Graduate School Forms
- Complete the dissertation or Doctoral Scholarly Project proposal and hold the proposal hearing in the 4th or 5th semester.
- Turn in dissertation or Doctoral Scholarly Project proposal to the Graduate School (note that the proposal must be submitted to the Graduate School at least one semester—fall, spring, or summer—prior to the dissertation or Doctoral Scholarly Project defense).
- Complete Annual Progress Review every spring semester until oral exam is passed; if you are a GA/TA, you will continue completing the Annual Progress review until you are no longer a GA/TA or you graduate.

Final Semester

- Apply for graduation: <https://www.unco.edu/graduate-school/graduate-school-forms/>
 - Graduate School website >> Graduate Students >> Graduate School Forms >> Graduate Student Application for Graduation.
 - The last day for filing the application is the end of the 2nd week of the semester.
- Finish recital requirements, if necessary.
- Complete credits for MUS 799 (Dissertation) or MUS 793 (Doctoral Scholarly Project).
- Schedule and pass dissertation or final Doctoral Scholarly Project defense; both the oral comprehensive exam and the dissertation proposal must be completed at least one semester (fall, spring, summer) before the dissertation defense.
 - The last day for the dissertation or final Doctoral Scholarly Project defense is the end of week 11 of the semester.
 - Check dates on the Graduate School website: <https://www.unco.edu/graduate-school/graduate-graduation-deadlines/> [Graduate School website >> Graduate Students >> Preparing for Graduation >> Graduate Graduation Deadlines].

- Submit *Request to Schedule a Doctoral Examination* form to Graduate School at least **2 weeks before the defense**.
- Submit dissertation to the Graduate School by the end of week 12 of the semester and finish any requested edits.
 - Information about how to submit the dissertation is found in the UNC Graduate Student Handbook.
- Or, Submit final Doctoral Scholarly Projects directly to the UNCOpen Repository: <https://digscholarship.unco.edu/> .
 - University Libraries website >> UNC Library Facts & Community Resources >> UNCOpen.
- Submit final dissertation to the Graduate School.
- Or, submit the *DA MUS 793 Doctoral Scholarly Project Completion Report* form: <https://www.unco.edu/pva/advising/>
 - College of Visual and Performing Arts >> PVA Advising Center >> Course Offerings & Plans of Study >> Music Graduate Students
- Graduate!

Secondary Areas

Below is a list of possible Secondary Emphases and courses that may be taken to fulfill the secondary emphasis requirement. Students may choose one of these emphases, or they may—working with an appropriate Secondary Advisor—craft their own, as long as there is enough graduate course work to support it. Students may choose a Secondary Emphasis and Advisor from a program within UNC that is outside the School of Music. Course requirements for a particular emphasis may be adjusted as agreed upon between the secondary advisor and student.

The Secondary Emphasis culminates in a final doctoral scholarly project to be agreed upon by the student and the Secondary Advisor; this may take the form of a recital, a research paper, or some other project agreed upon by the Secondary Advisor and the student. The Secondary Emphasis project is to be completed by the time the dissertation proposal is submitted. Students may also take a 4-hour written comprehensive exam in their Secondary Emphasis, as agreed upon with the advisor.

Classical Composition (8 credits)

- MUS 632 Individual Instruction in Composition (1 credit, take 2 semesters)
- MUS 501 18th-Century Counterpoint **OR** MUS 505 Sixteenth-Century Counterpoint (3 credits)
- MUS 503 Post-Tonal Music **OR** MUS 509 Electronic Music **OR** MUS 652 Music Since 1945 (3 credits)
- Final project is a 30-minute composition recital or some other project decided upon in consultation with the secondary advisor.

Collaborative Piano (9–10 credits)

- MUS 540 Techniques of Vocal Coaching for Pianists (2 credits)
- MUS 541 Chamber Music Literature for Keyboard (2 credits)
- Two semesters MUS 665 Individual Instruction in Collaborative Piano (2 credits each)
- Choose one of the following courses:
 - MUS 605 English Diction; MUS 606 German Diction; MUS 607 French Diction; or MUS 608 Italian Diction (1 credit each)
 - MUS 550 Opera History and Literature (2 credits)
 - MUS 536 German Art Song; MUS 538 French and Italian Art Song; or MUS 539 British and American Art Song (2 credits each)
- Final project: a 45-minute collaborative recital or some other performance decided upon with the secondary area advisor.

Conducting (Choral) (10 credits)

- MUS 558 Choral Literature and Techniques (2 credits)
- MUS 550 Score Reading and Analysis (1 credit)
- MUS 551 Individual Performance in Conducting (3 credits)
- MUS 650 Seminar in Choral Music (2 credits)

- MUS 666 (Chamber Choir) **OR** MUS 680 (Mixed Concert Choir) (1 credit, take 2 semesters)
- Final project decided upon in consultation with the secondary advisor.

Conducting (Orchestral) (9 credits)

- MUS 551 Individual Instruction in Conducting (1 credit, take 4 semesters)
- MUS 550 Score Reading and Analysis (1 credit)
- MUS 512 Symphonic Literature and Techniques (2 credits)
- MUS 580: String Techniques for the Conductor (2 credits)
- Final project: Prepare an assigned piece to conduct in live performance with UNC Symphony Orchestra.

Conducting (Wind) (8 credits)

- MUS 551 Individual Instruction in Conducting (1 credit, take 4 semesters)
- MUS 511 Wind Literature and Techniques (2 credits)
- MUS 550 Score Reading and Analysis (1 credit, take 2 semesters)
- Final project: Prepare an assigned piece to conduct in live performance with UNC Concert Band

Instrumental Performance (8–9 credits)

- For Piano Performance, see below.
- At least 4 credits in individual instruction chosen from the following:
 - MUS 631 Individual Instruction (1 credit, take 4 semesters)
 - MUS 675 Individual Instruction in Brass (2 credits, take 2 semesters)
 - MUS 673 Individual Instruction in Strings (2 credits, take 2 semesters)
 - MUS 674 Individual Instruction in Woodwinds (2 credits, take 2 semesters)
 - MUS 676 Individual Instruction in Percussion (2 credits, take 2 semesters)
- Choose 2–3 credits from among the following, as advised:
 - MUS 514 String Chamber Music Literature, Styles, and Techniques (2 credits)
 - MUS 517 Comprehensive String Pedagogy for String Players (3 credits)
 - MUS 541 Chamber Music Literature for Keyboard (2 credits)
 - MUS 626 Orchestral Excerpts (1 credits)
 - MUS 658 Brass Pedagogy (3 credits)
 - MUS 661 Percussion Pedagogy (2 credits)
 - MUS 662 Woodwind Pedagogy (2 credits)
 - MUS 663 Trumpet Literature and Pedagogy (2 credits)
- Performing ensemble or chamber music (1 credit, take 2 semesters)
- Final project: a 45-minute recital or some other performance decided upon with the secondary advisor.

Jazz Composition (8 credits)

- MUS 547 Advanced Arranging (2 credits)
- MUS 555 Seminar in Jazz Composition (2 credits)
- MUS 632 Music Composition Instruction (1 credit, take 2 semesters)
- MUS 637 Individual Instruction in Jazz Arranging (2 credits)

- Final project decided upon in consultation with the secondary advisor.

Jazz History (8–9 credits)

- Take 6–9 credits from the following:
 - MUS 695 Special Topics in Music “New Orleans: Then and Now” (3 credits)
 - MUS 695 Special Topics in Music “First Decades of Jazz” (3 credits)
 - MUS 695 Special Topics in Music “Post Bop Practices”) (3 credits)
- Select 2–3 credits from the following if only 6 credits are taken from above:
 - MUS 526 Rhythm Section Workshop (1 credit)
 - MUS 641 Standard Jazz and Latin Repertoire (1 credit)
 - MUS 651 Seminar in Music History: Late Romanticism to 1945 (3 credits)
 - MUS 652 Seminar in Music History: 1945 to the Present (3 credits)
- Final project decided upon in consultation with the secondary advisor.

Jazz Instrumental Performance (8–9 credits)

- At least four credits MUS 636 Individual Instruction in Jazz (2 credits, take 2 semesters)
- At least two credits from the following:
 - MUS 621 Small Jazz Ensemble (1 credit, repeatable)
 - MUS 625 Large Jazz Ensembles (1 credit, repeatable)
- Select 2–3 credits from the following:
 - MUS 526 Rhythm Section Workshop (1 credit)
 - MUS 527 Advanced Jazz Theory (2 credits)
 - MUS 542 Jazz Pedagogy (2 credits)
 - MUS 542 Jazz Program Planning and Administration (2 credits)
 - MUS 544 Seminar in Jazz History (3 credits)
 - MUS 546 Arranging (2 credits)
 - MUS 547 Advanced Arranging (2 credits)
 - MUS 555 Seminar in Jazz Composition (2 credits)
 - MUS 585 Advanced Jazz Improvisation (2 credits)
 - MUS 619 Latin Jazz Ensemble (1 credit)
 - MUS 620 Jazz Guitar Ensemble (1 credit)
 - MUS 624 Vocal Jazz Ensemble (1 credit)
 - MUS 637 Individual Instruction in Jazz Composition (2 credits)
 - MUS 695 Special Topics in Music “New Orleans: Then and Now”
 - MUS 695 Special Topics in Music “First Decades of Jazz”
 - MUS 695 Special Topics in Music “Post Bop Practices”) (3 credits)
- Final project decided upon in consultation with the secondary advisor.

Jazz Pedagogy (8–9 credits)

- Students MUST take the following two courses:
 - MUS 542 Jazz Pedagogy (2 credits)
 - MUS 543 Jazz Program Planning and Administration (2 credits)
- Select from the following courses:
 - MUS 526 Rhythm Section Workshop (1 credit)

- MUS 527 Advanced Jazz Theory (2 credits)
- MUS 544 Seminar in Jazz History (3 credits)
- MUS 546 Arranging (2 credits)
- MUS 547 Advanced Arranging (2 credits credits)
- MUS 555 Seminar in Jazz Composition (2)
- MUS 585 Advanced Jazz Improvisation (2 credits)
- MUS 619 Latin Jazz Ensemble (1 credits)
- MUS 620 Jazz Guitar Ensemble (1 credits)
- MUS 621 Small Jazz Ensembles (1 credits)
- MUS 624 Vocal Jazz Ensemble (1 credits)
- MUS 625 Large Jazz Ensembles (1) credits
- MUS 631 Applied Music Instruction (jazz topic only) (1 credits)
- MUS 636 Individual Instruction in Jazz (2 credits)
- MUS 637 Individual Instruction in Jazz Composition (2 credits)
- Final project decided upon in consultation with the secondary advisor.

Jazz Studies (8–10 credits)

- Choose 2–3 credits from the following:
 - MUS 631 Music Instruction (jazz only) (1 credit)
 - MUS 636 Individual Instruction in Jazz (2 credits)
 - MUS 637 Individual Instruction in Jazz Composition (2 credits)
 - MUS 526 Rhythm Section Workshop (1 credit)
- Choose 4–5 credits from the following:
 - MUS 527 Advanced Jazz Theory (2 credits)
 - MUS 542 Jazz Pedagogy (2 credits)
 - MUS 542 Jazz Program Planning and Administration (2 credits)
 - MUS 544 Seminar in Jazz History (3 credits)
 - MUS 546 Arranging (2 credits)
 - MUS 547 Advanced Arranging (2 credits)
 - MUS 555 Seminar in Jazz Composition (2 credits)
 - MUS 585 Advanced Jazz Improvisation (2 credits)
 - MUS 695 Special Topics in Music “New Orleans: Then and Now” (3 credits)
 - MUS 695 Special Topics in Music “First Decades of Jazz” (3 credits)
 - MUS 695 Special Topics in Music “Post Bop Practices” (3 credits)
- Choose 2 credits from the following:
 - MUS 619 Latin Jazz Ensemble (1 credit)
 - MUS 620 Jazz Guitar Ensemble (1 credit)
 - MUS 621 Small Jazz Ensembles (1 credit)
 - MUS 624 Vocal Jazz Ensemble (1 credit)
 - MUS 625 Large Jazz Ensembles (1 credit)
- Final project decided upon in consultation with the secondary advisor.

Jazz Vocal Performance (8–9 credits)

- Take at least four credits MUS 636 Individual Instruction in Jazz (2 credits, take 2 semesters)

- Take at least two credits MUS 624 Vocal Jazz Ensembles (1 credit, take 2 semesters)
- Select 2–3 credits from these if only 6 credits of MUS 636 and MUS 624 are taken:
 - MUS 526 Rhythm Section Workshop (1 credit)
 - MUS 527 Advanced Jazz Theory (2 credits)
 - MUS 542 Jazz Pedagogy (2 credits)
 - MUS 542 Jazz Program Planning and Administration (2 credits)
 - MUS 544 Seminar in Jazz History (3 credits)
 - MUS 546 Arranging (2 credits)
 - MUS 547 Advanced Arranging (2 credits)
 - MUS 555 Seminar in Jazz Composition (2 credits)
 - MUS 585 Advanced Jazz Improvisation (2 credits)
 - MUS 619 Latin Jazz Ensemble (1 credit)
 - MUS 620 Jazz Guitar Ensemble (1 credit)
 - MUS 621 Small Jazz Ensembles (1 credit)
 - MUS 625 Large Jazz Ensembles (1 credit)
 - MUS 631 Music Instruction (vocal jazz only) (1 credit)
 - MUS 637 Individual Instruction in Jazz Composition (2 credits)
 - MUS 695 Special Topics in Music “New Orleans: Then and Now”
 - MUS 695 Special Topics in Music “First Decades of Jazz”
 - MUS 695 Special Topics in Music “Post Bop Practices” (3 credits)
- Final project decided upon in consultation with the secondary advisor.

Music Education (9 credits)

- MUS 519: Foundations of Music Education (3 credits)
- MUS 612: Psychology of Music Teaching and Learning (3 credits)
- MUS 533: Curriculum Trends in Music Education (3 credits)
- Final project decided upon in consultation with the secondary advisor.

Music History (9 credits)

- MUS 649: Music History Pedagogy (3 credits)
- Take 6 credits from among the following:
 - MUS 643 Seminar: Medieval Music (3 credits)
 - MUS 644 Seminar: Renaissance Music (3 credits)
 - MUS 645 Seminar: Baroque Music (3 credits)
 - MUS 646 Seminar: Classical Music (3 credits)
 - MUS 647 Seminar: Romantic Music (3 credits)
 - MUS 651 Seminar in Music History: Late Romanticism to 1945 (3 credits)
 - MUS 652 Seminar in Music History: 1945 to the Present (3 credits)
- Final project is typically a research paper.

Music Industry/Business (8–9 credits)

- Take one of the following courses:
 - MUS 535 Music Business: Industry Studies (2 credits)
 - MUS 537 Music Business for the 21st century (2 credits)
- Choose an additional 6–7 credits from among the following:

- MUS 535 Music Business: Industry Studies (2 credits)
- MUS 537 Music Business for the 21st century (2 credits)
- MUS 556 Recording Techniques (2 credits)
- MUS 622 Directed Studies in Music (2 credits)
- PVA 520 Arts Entrepreneurship II (3 credits)
- Final project decided upon in consultation with the secondary advisor.

Music Theory (9 credits)

- MUS 504: Music Theory Pedagogy (3 credits)
- Take 6 credits from among the following:
 - MUS 501 18th-Century Counterpoint (3 credits)
 - MUS 502 Harmony and Form (3 credits)
 - MUS 503 Post-Tonal Music (3 credits)
 - MUS 505 16th-Century Counterpoint (3 credits)
 - MUS 595 Music Theory Seminar (3 credits)
 - MUS 603 Analytical Studies in Music (3 credits)
 - MUS 604 Linear Analysis (3 credits)
- Final project decided upon in consultation with the secondary advisor.

Opera Studies (8–10 credits)

- MUS 534 Acting for Singers (2 credits)
- MUS 559 Opera History & Literature (2 credits)
- MUS 560 Seminar in Opera Directing (2–4 credits, repeatable); the credits assigned to different activities are listed below:
 - Produce full Opera Scenes Program (2 credits)
 - Serve as assistant conductor for an opera (1 credit, repeatable)
 - Serve as chorusmaster for an opera (1 credit, repeatable)
 - Serve as assistant Coach for a mainstage opera (1 credit, repeatable)
 - Serve as coach for a chamber opera (1 credit, repeatable)
- MUS 622 Directed Study (required, 2 credits)
- Final Project: direct or conduct a chamber opera, with a correlative paper

Piano Performance (10 credits)

- MUS 515 Keyboard Literature I (2 credits)
- MUS 516 Keyboard Literature II (2 credits)
- Take 4 credits from the following:
 - MUS 671 Individual Instruction in Piano (2 credits, take 2 semesters)
 - MUS 631 Individual Instruction (1 credit, take 4 semesters)
- Take 2 credits of MUS 630 Small Ensembles and Chamber Music (1 credit, take 2 semesters)
- Final project is a 45-minute recital or some other project in consultation with the secondary advisor.

Vocal Pedagogy (8 credits)

- MUS 510 Vocal Pedagogy (2 credits)
- MUS 564 Problems in Teaching Voice (2 credits)

- Choose 4 credits from the following:
 - MUS 622 Directed Study (2 credits, repeatable)
 - MUS 623 Individual Studies in Effective Teaching (1–3 credits, repeatable)
 - It is possible to transfer credits in pedagogy from other institutions, such as the Shenandoah Conservatory or National Center for Voice and Speech
- Final project decided upon in consultation with the secondary advisor.

Vocal Performance (9–10 credits)

- Take 4 credits of MUS 631 Applied Music Instruction (1 credit, take 4 semesters)
- MUS 510 Vocal Pedagogy (2 credits)
- Take one of the following courses:
 - MUS 536 German Art Song (2 credits)
 - MUS 538 French/Italian Art Song (2 credits)
 - MUS 539 British/American Art Song (2 credits)
- Take one of the following courses:
 - MUS 605 English Diction (1 credit)
 - MUS 606 German Diction (1 credit)
 - MUS 607 French Diction (1 credit)
 - MUS 608 Italian Diction (1 credit)
- Take an additional 1–2 credits from the following courses:
 - MUS 534 Acting for Singers (2 credits)
 - MUS 536 German Art Song (2 credits)
 - MUS 538 French/Italian Art Song (2 credits)
 - MUS 539 British/American Art Song (2 credits)
 - MUS 605 English Diction (1 credit)
 - MUS 606 German Diction (1 credit)
 - MUS 607 French Diction (1 credit)
 - MUS 608 Italian Diction (1 credit)
 - MUS 685 Performance in Opera Theatre (1 credit, repeatable)
 - MUS 686 Scene Studies in Opera (1 credit, repeatable)
- Final project: 45-minute recital