

JAMES MADISON UNIVERSITY

SCHOOL OF MUSIC

GRADUATE STUDIES HANDBOOK

2011-2012

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FOREWORD

This handbook serves as a guide for graduate music faculty and students working on the graduate level in the School of Music at James Madison University. It underlines information included in other university publications, which may be beneficial to graduate students who have selected a Master of Music degree program or a Doctor of Musical Arts Program. The University Graduate Catalog and the Policies and Procedures Handbook for the Graduate School contain the official regulations of the Graduate School (please see <http://www.jmu.edu/grad>) and the University.

Students will generally follow the graduate catalog (please see <http://www.jmu.edu/grad/catalogs.shtml>) from the year of their initial enrollment. The School of Music Graduate Studies Handbook should be consulted regularly for detailed music-unit requirements.

Each student will be assigned a faculty advisor but the student is ultimately responsible for knowing the contents of the appropriate publications and for following all stated requirements and deadlines.

THE GRADUATE MUSIC PROGRAM AT JAMES MADISON UNIVERSITY

MISSION, GOALS, OBJECTIVES AND ASSESSMENT

The James Madison University School of Music is committed to the highest level of music training. It offers graduate degrees in conducting, music education, performance, and composition. Graduate work involves post-baccalaureate focused study to achieve mastery of a specific field of music. The minimum requirement for most masters degree concentrations is 32 semester hours of graduate credit. The minimum requirement for the D.M.A. is 90 hours. For each degree concentration, the graduate program seeks to provide a course of study and environment for excellence.

To fulfill this mission, the James Madison University School of Music strives to:

1. Introduce students to the most advanced knowledge in their specific field;
2. Provide the means for enhanced professional accomplishment and supervised practical experience;
3. Foster the means and ability to carry out scholarly research and creative projects;
4. Prepare students for continuing development and study in doctoral programs.

Master of Music in Performance

The goals and objectives of the Master of Music in performance are to prepare qualified students for professional performance careers, teaching in higher education or specialized public schools, private teaching careers, and for doctoral study. These are achieved by developing technical mastery and musical maturity essential to the art of making music. Extensive applied music study at the 600 level and both chamber and large ensemble requirements meet the goals of preparation for solo and ensemble careers. In addition, a full recital is required and students are encouraged to study pedagogy and literature of their instrument.

Master of Music with a Concentration in Music Education

The goals and objectives of the music education degree concentration on the graduate level are to provide advanced training in the student's area of specialization (vocal/choral or instrumental music education). They also prepare students for expanded responsibilities in such areas as music supervision. Music education students examine the foundation and principles underlying the practices of their profession and develop both scholarly and technical abilities essential to a continuing development as effective teachers and leaders. Achievement of these goals and objectives is assessed through the successful completion of Principles and Practices in Music Education, Research in Music Education, and approved MUED music electives. Students must complete a thesis, an action research study, or a document in music education. Additional requirements in music literature, research methodology, and applied music study prepare students to continue with studies on the doctoral level.

Master of Music in Conducting

The goals and objectives of the conducting major are to provide qualified students advanced study and skills in music literature and ensemble preparation that will enhance their skills and understanding of conducting techniques, knowledge of repertoire, music analysis, and musical

interpretation. To help achieve these goals and objectives, students receive advanced level training in music research, complete the appropriate graduate courses in music literature and analysis, and participate in music ensembles. They gain additional competencies in applied studies with an apprenticeship offered with one of the major ensembles and its director in the School of Music.

Master of Music in Composition

The goals and objectives of the composition degree are to allow students of composition sufficient immersion in scholarly or creative work to enhance their careers and doctoral studies in these areas of the music field. Student composers are provided advanced level training in the techniques and the aesthetics of musical creation and the structure of various music genres and styles, primarily through applied studies and ensembles, music research and analysis, and the study of music literature. They become involved in the examination of music and musical thought of all style periods, especially that of the present and immediate past, culminating in a composition project. Graduate composition majors are required to present a full recital, which should be comprised of at least 50% of music written during the student's graduate level status at JMU. The standard final project for the composition major is a piece for a large ensemble of 8-15 minutes duration. The performance of the final project on the recital is not required.

Assessment of Master of Music students

Students will be assessed at four (4) different stages within the degree program, and must complete all requirements within a six-year period as follows:

**Stage I. Pre-Entrance Requirements (please see the handbook under Admission and the following website for more details:
<http://www.jmu.edu/music/admissions/graduate.html>)**

The School of Music will use the following materials for admission decisions:

3 letters of recommendation
Audition
Official Transcripts
For International Students the TOEFL

Stage II. Post-Admission

After being admitted to the masters program, each student must take the Graduate Diagnostic Examinations. Students are expected to take these diagnostic examinations at the beginning of their first semester. Graduate diagnostic examinations in the areas of Music Theory and Music History (see the Handbook under "Diagnostic Exams" for more information) will be administered in order to assess the level of knowledge and proficiency of the matriculating student in these areas. Upon completion of the diagnostic examinations, the student and his/her advisor in conjunction with the Coordinator of Graduate Studies will design a Plan of Study. The Plan of Study outlines all of the courses planned for inclusion in the degree program and in which semester each course should be taken.

Stage III. Graduate Recital, Lecture Recital, Project or Document

Performance majors will be expected to present a graduate recital or lecture recital. Conducting majors will present a lecture recital and composition majors a composition

recital. The student's performance will be assessed by a jury of School-of-Music faculty. Students earning a concentration in Music Theory or Music Education will present the results of their research in a document and will be evaluated by a committee from the School of Music. Please see "The Graduate Recital or Lecture Recital" and "Requirements for Final Degree Projects: Documents, Projects, Thesis" below for detailed information.

Stage IV. Comprehensive Examination

The comprehensive exam is normally taken in the final semester of study. Students are evaluated by a jury consisting of (at a minimum) the student's advisor, a music history professor and a music theory professor. The exams consist of questions based on courses the student has taken in the masters program at James Madison University. Please see "Comprehensive Exam—Masters Students" below for complete details.

Doctor of Musical Arts in Performance/Conducting, Pedagogy, Literature

The Doctor of Musical Arts degree program is the most advanced course of study offered in the School of Music at James Madison University. The D.M.A. is considered the terminal degree in the areas of Performance and Conducting. Therefore, the JMU program is designed for musicians who have the potential to pursue the highest level of achievement in performance and teaching. Students will develop advanced performance or conducting skills. At the same time, they will greatly expand their knowledge of music literature and will be immersed in pedagogical methods specific to higher education. Students will be admitted to the program upon successful completion of a masters degree in music. The degree will require completion of a minimum of ninety (90) credit hours. All students will be required to complete eighteen to twenty four (18-24) hours of Applied Instruction and six (6) credits of applied area electives; twenty two (22) hours of Literature, Analysis, and Topical Seminars; eighteen (18) hours of Recitals, Document, and Research Methods; six (6) hours of Pedagogy; and twenty (20) hours of area-specific courses.

Every graduate of the D.M.A. degree program will be expected to have and demonstrate the following competencies:

- 1) A working knowledge of the scientific and sociological bases of the various learning styles and teaching methods for group instruction in the classroom and for one-on-one instruction in the studio;
- 2) An ability to teach first year undergraduate music theory, musicianship and ear training, and a knowledge of the essential materials, texts, and pedagogy;
- 3) An ability to teach an undergraduate introductory music history course, and a knowledge of the essential materials, texts, and pedagogy;
- 4) An intimate acquaintance with the pedagogy of their major instrument;
- 5) An ability to teach an introductory music appreciation course for the general university student in the general education core, including a knowledge of the pedagogy, texts, and recordings;
- 6) An ability to conduct significant independent research, including the knowledge of databases, online reference resources, the standard written reference works, and familiarity with the standard formats such as APA;

- 7) Technical and musical mastery of his/her major instrument and its major solo, chamber, and large ensemble literature. In the case of conductors, the appropriate large ensemble literature;
- 8) Knowledge of contemporary issues in higher education in music and its pedagogy, and issues affecting the place of higher education and music in society.

In addition, students will have certain additional competencies related to their major area:

- 1) Strings: A familiarity with and the ability to teach a general survey course in string chamber music or orchestral literature.
- 2) Winds: A familiarity with and the ability to teach a general survey course in wind chamber music.
- 3) Voice: A familiarity with and the ability to teach a general survey course in vocal literature and opera.
- 4) Piano: A familiarity with the pedagogy of class piano instruction and technology, and the ability to teach in this medium.
- 5) Conducting: A familiarity with and the ability to teach the appropriate ensemble literature, and the ability to teach undergraduate conducting.

Assessment of Doctor of Musical Arts students

Students will be assessed at six (6) different stages within the degree program, and must complete all requirements within an eight-year period as follows:

Stage I. Pre-Entrance Requirements

A pre-entrance evaluation/audition will be required to assess the qualifications for admission to the Graduate College and School of Music.

The Graduate Admissions Office requires the following:

1. Official transcripts of all undergraduate and graduate course work;
2. For International students a TOEFL of at least 570 paper-based or 88-89 internet-based.

The School of Music will use the following criteria in making an initial admission decision:

1. a written statement of future goals (professional and educational);
2. a curriculum vita;
3. three current letters of recommendation from professors, employers, and other professionals qualified to judge the applicant's ability to complete doctoral studies;
4. an audio/video recording(s) or a live audition. If auditioning by videotape/DVD:
 - a. Instrumental/Vocal Performance: A high-quality videotape/DVD of the applicant performing music from a variety of stylistic periods, demonstrating his/her skill level, will be required for all applicants. A repertoire list must be included that lists works studied and performed since high school. The list should be divided into two sections: 1) works publicly performed (date and venue), and 2) works studied.
 - b. Conducting: A high-quality videotape/DVD of the applicant in rehearsal and performance, demonstrating conducting ability, rehearsal

methodology, and communication skills, will be required for both choral and instrumental Conducting applicants.

Stage II. Post-Admission

After being admitted to the doctoral program, each student must take the Graduate Diagnostic Examinations. Students are expected to take these diagnostic examinations at the beginning of their first semester. Graduate diagnostic examinations in the areas of Music Theory, Music History, and Music Literature will be administered in order to assess the level of knowledge and proficiency of the matriculating student in these areas. Secondly, these examinations will provide the baseline for the required exit examinations, to determine the student's degree of knowledge and proficiency over the course of the D.M.A. program.

1. The examination in theory will comprise three sections: ear training, harmony, and form.
2. The examinations in Music History and Music Literature will comprise three sections: Medieval/Renaissance, Baroque/Classical, and Romantic/Contemporary and will include a listening identification portion.

Upon completion of the diagnostic examinations, the student and his/her adviser with the Director of Graduate Studies will design a Plan of Study. The Plan of Study outlines all of the courses planned for inclusion in the degree program and in which semester each course should be taken.

Stage III. Competency-Based Credit Examinations

During the degree program, exceptionally qualified students will be afforded the opportunity to demonstrate competence and earn credit for selected courses. Completion of this degree program is envisioned as a demonstration of competencies, rather than as a mere accumulation of credits and courses.

Stage IV. Qualifying Examinations

When the student has completed or tested out of both analytical techniques courses, both pedagogy courses, research methods, 8 credits of applied study, one recital (3 credits) and at least 4 other credits, he/she will take the Qualifying Examinations. These examinations will assess the student's acquired knowledge base. The results of this examination will be used to determine whether or not a student will be allowed to continue coursework towards the D.M.A.

Stage V. Doctoral Candidacy

After the completion of course work and three recitals, all D.M.A. students must pass written and oral comprehensive examinations, which will be administered to assess cumulative knowledge and proficiency as a result of D.M.A. curricular study. The student's adviser in conjunction with the Director of Graduate Studies will be responsible for the formulation and content of these examinations based on the candidate's coursework. The questions will focus on musicological and theoretical concerns, specific literature and repertoire, pedagogical techniques, and integrative concepts relating to the student's plan of study.

After the successful completion of the written comprehensive examinations, the student will take an oral examination based on his/her responses to the written questions and on other related material deemed appropriate by the student's Advisory Committee. Upon successful completion of the written and oral comprehensive examinations, the student will be admitted to candidacy status.

Stage VI. Completion of the Plan of Study

Recitals, a final document demonstrating the integration of competencies (the topic of which is approved by the student's thesis committee consisting of the adviser and at least two additional graduate faculty members), and oral defense examinations will be required to assess the student's scholarly knowledge and performance aptitude.

Non-major Opportunities

The School of Music of James Madison University also includes educational opportunities for the non-degree-seeking special student and certain advanced undergraduate students desiring reserve graduate credit. Graduate students majoring in other areas at JMU also may meet the pre-requisites for graduate level music courses.

Graduate students who major in non-music programs which allow minor study may elect a graduate music minor, earning a minimum of 12 semester hours of graduate credit in courses approved by the School of Music's graduate studies coordinator. Most courses numbered 500-599 are open to anyone holding an undergraduate degree or the necessary prerequisites. For the non-music major, courses on the 600 or 700-level require the permission of the instructor and the Coordinator of Graduate Studies.

APPLICATION AND ADMISSION

All application information is available online at <http://www.jmu.edu/music/admissions/graduate.html>. Applications should be submitted online at this website. Please note that applicants must also submit an application to the Graduate School at: <http://www.jmu.edu/grad/prospective/>. All applicants must submit final transcripts of previous undergraduate and graduate work.

Students may also obtain information about assistantships at <http://www.jmu.edu/GRAD/prospective/>.

Requirements

1) Admission to any of the graduate programs requires the baccalaureate degree, or its equivalent, in an appropriate field. For unconditional admission, the applicant must have a grade-point average of at least 3.0 (based on a 4.0 scale) from a fully accredited institution of higher learning and must be recommended for such status by the respective JMU major area faculty. Applicants showing unusual ability in performance, whose previous record falls short of this standard, or whose study was at an institution not accredited by a regional agency or by a national body such as the National Association of Schools of Music may be admitted conditionally. Qualified students with deficiencies in their preparation are expected to remedy these before or during the early part of their graduate education. As indicated in the previous section, all applicants are required to have an audition/interview.

2) Students whose native language is other than English must demonstrate proficiency in English by submitting scores on the Test of English as a Foreign Language (TOEFL) of at least 570 paper-based or 88-89 internet-based.

3) Students applying for admission to the composition concentration are required to submit a portfolio of original compositions. Acceptance of this portfolio is expected before admission to a music degree program is granted. If the portfolio is deemed inadequate, the faculty of the area may make a recommendation regarding conditional acceptance with remedial study required to remove the stated conditions.

4) If the applicant holds an undergraduate degree that is not in music, or the studies in such degree do not meet JMU School of Music standards, he/she will be required to meet specified equivalencies through completion of undergraduate level competencies in areas such as performance, music history, ear training, and music theory.

5) Students applying for admission to the vocal area will be expected to demonstrate competency in foreign languages.

6) It is the prerogative of the School of Music to make other conditions of admission before or after initial enrollment if successful completion of the degree indicates such a need.

7) For information about what to include in an application, please see the School of Music website at www.jmu.edu/music.

7) **Auditions**

The personal audition for students concentrating in performance and conducting is expected before admission is granted. Applicants who find it impossible to travel to James Madison University for this audition may send a high-quality tape or video recording. Acceptance of a recording will grant only provisional or conditional status until such time as the student completes an acceptable personal audition. This personal audition is required by the end of the first semester of study at James Madison University, and will only be postponed under extenuating circumstances. An unsatisfactory audition will result in the requirement of further preparation and another audition, a change in the area of concentration, or dismissal of the student from the graduate program. Applicants for assistantships in a performance area must complete the personal audition before an assistantship can be granted.

Please consult the audition webpage for specific information about auditions (www.jmu.edu/music/auditions/graduate.html).

Categories of Admission

1) Unconditional—the applicant has met all entry criteria of the School of Music and TGS (The Graduate School).

2) Conditional—the applicant has met all entry criteria of TGS, but the School of Music has identified conditions that must be met before the conditional status can be lifted. Once the student has met the conditions stated in her/her admittance letter, he/she writes a request to her/his advisor, who forwards it to the director of graduate studies and TGS. Unconditional status must be obtained before graduation.

3) Provisional—the applicant has not met all requirements of the graduate program to which she/he is applying. Example: the student has an undergraduate degree in a field other than music. Once the student has met the conditions stated in his/her admittance letter, he/she writes a letter of request to the advisor, who forwards it to the director of graduate studies and TGS.

The primary focus of such students must be removal of the provisional conditions to achieve acceptance into a major. They may register for the appropriate courses as special students.

Only six hours of 500-level workshop courses may be applied to a degree program. Approval of any graduate credits earned during the provisional period must be determined by the graduate school dean upon recommendation of the Director of Graduate Studies. Up to nine hours of graduate credit taken in this status may be requested for transfer to a degree program.

Diagnostic Examinations

All students will complete diagnostic examinations in music history, written theory, and ear training prior to the beginning of their first semester of study. Normally the exam is given on the last two weekdays before classes begin. Unsatisfactory scores on the diagnostics will result in remedial course work, assigned independent review and/or retesting. Removal of the theory and ear-training deficiency must take place in the first semester of the student's program and will involve taking MUS 576 for written theory and independent computer work for ear training or auditing undergraduate ear training. Removal of the music history deficiency should take place in the first year of the student's program and will either involve "sitting in" on undergraduate music history courses or retaking the diagnostic exam. **In no case will a student be allowed to take qualifying examinations or comprehensive examinations without having removed all deficiencies from his or her record.**

1) The Diagnostic Exam in Music History and Literature

The diagnostic examination in music history and literature is required of all new master's and doctoral degree students in music. This examination is divided into three periods (Medieval-c. 1700, c. 1700 to c. 1850, and c.1850- c.2000). The music history portion consists of approximately 100 multiple choice questions and 10 short-answer listening/score identification questions. The recommended preparation is a thorough review of Burkholder, Grout and Palisca's *A History of Western Music* (8th ed.: W. W. Norton).

The listening and score-identification questions will be taken from the *Norton Anthology Of Western Music* (three volumes), 6th ed. (Score and Compact discs). Students will be asked to identify the piece. Partial credit will be given for incorrect identifications if the student gives a logical reason for the answer. If test results fall below 70% on any of the three periods, the student has the choice of either retaking part/all of the diagnostic exams in the Spring, or taking the undergraduate music history sequence for remedial purposes without degree credit. If the student elects to retake the diagnostic exams in the Spring and fails any portion, she/he will be required to take the appropriate course/s in the undergraduate sequence as directed above. Students electing to take the undergraduate course option will be required to pass all exams given in the course with a grade of 80% or better. A score below 80% will result in dismissal from the program.

2) The Diagnostic Exam Music Theory, Analysis, and Aural Skills

The diagnostic examination in music theory and analysis is required of all new master's students and of doctoral students who did not earn the Master of Music degree at JMU.

The written theory test will cover common-practice harmony and standard musical forms. In harmony the student will be required to be familiar with diatonic triads, diatonic seventh chords, secondary dominants, augmented sixth chords, and modulations to closely related keys. Part of the exam will consist of harmonizing a given melody in chorale style and analyzing an excerpt in open score (string quintet). Basic principles of musical form (cadence, phrase, period) and basic characteristics of standard forms (binary, ternary, rondo, sonata, theme and variations) will be included.

The ear training test will cover the following: (1) simple melodic intervals; (2) diatonic melodic dictation (leaps not exceeding a perfect fifth); (3) diatonic and chromatic error detection (single line); (4) chord quality identification (triads and seventh chords); (5) aural analysis of chord progressions (mainly diatonic, a few secondary dominants); and, (6) rhythmic dictation (simple and compound meter).

If a student gets a score below 75% on the graduate diagnostic test in ear training, he/she will be required to "sit in" on MUS 144 in the Spring of his or her first year of study, achieving an average of at least a 75% on the exams. If the student wishes to do so, he or she may retake the exam at the end of the first semester but no later than the first week of classes in the Spring Semester of the first year. If she or he passes the exam the second time with at least a 75% score, the requirement will be satisfied without taking MUS 144. If a student fails the graduate written theory test, he/she is required to take MUS 576 and earn a grade of "B" or higher. The passing grade on these tests is 75%. Any deficiencies in music theory must be addressed in the student's first semester for written theory and the second semester for ear training.

Registration

New graduate students register for classes **after** the diagnostic exams have been taken. In subsequent semesters they will register early. Most students register using the online system—e-campus (<http://ecampus.jmu.edu/>). It is also possible to register by going to Warren Hall.

SPECIAL STATUS POLICIES

Continuous Enrollment

With the exception of students in the Music Education summer program, all students must be enrolled for at least 1 graduate credit per semester. Students may enroll in GRAD 597 and pay a fee of \$50 if they must take a leave of absence. Please see the Graduate Catalog for further information.

Reapplication of Non-Matriculated Students

Students who are accepted but fail to enroll during a one-year period from the semester for which they were initially accepted must make an entirely new application to the Graduate School and pay all fees as stated in the application process.

Change of Degree or Major

Any student wishing to change degree or major must submit a new application to the Graduate School and the School of Music. All fees and materials required of new applicants must be submitted. This does not pertain to students wishing to change or add a concentration within a Master of Music degree at James Madison University. Changes in concentration within the School of Music may be elected at any time upon approval by the appropriate faculty committees. It should be understood that all requirements of the new concentration must be met and that a change in concentration may delay the completion of the degree.

CONTINUING EDUCATION AND EXTERNAL PROGRAMS

Students holding undergraduate degrees and wishing to take courses at James Madison University but not seeking a graduate degree from this institution may enroll through the office of Continuing Education as a post-baccalaureate special student, a post-master's special student, or a transient graduate special student.

Non-degree Seeking Students

Students who have graduated from accredited institutions may enroll as special students. These non-degree-seeking post baccalaureate students may register for courses but are not admitted to a master's program through the Graduate School. They may enroll in either undergraduate or 500-level courses for which pre-requisites have been met. Special students who wish to enroll in 600-level courses must obtain advance approval from the instructors of the courses and from the Coordinator of Graduate Studies.

Students enrolled as special students are advised that graduate-level work completed in this status carries full graduate credit but does not necessarily apply toward a degree at JMU (this credit may be transferred if the student is accepted into the graduate school. See "Transfer Credit" in this handbook). Special student status does not imply preferential consideration when applying to the Graduate School.

Transient Special Students

Students who have completed a baccalaureate degree from an accredited institution and are currently working toward a graduate degree at an accredited institution other than JMU are considered to be transient special students. Such students may take courses for credit at James Madison University. To do so, they must obtain approval on appropriate forms from their home institutions, including verifying of good academic standing. This must be completed prior to registration each semester. Transient students must re-enroll each semester at JMU and may take up to 11 hours of graduate credit per semester. Generally, these courses should not be available at the home institution during that semester.

GENERAL INFORMATION AND REQUIREMENTS

Health

All graduate students are required to complete a health form, which is included with their acceptance letter. The University Health Center will place a hold on the student's records unless this form is completed.

Transfer Credit

Students who have completed graduate courses at another institution can request an evaluation for the transfer of these credits into a JMU degree program. The evaluation of such credits is performed by the Coordinator of Graduate Studies in conjunction with the student's major advisor, and if approved, submitted to the Graduate School. The Approval of Transfer Credit Form is available online at: <http://www.jmu.edu/grad/gradforms.shtml>. A grade of "B" or better must be earned in courses requested for transfer credit.

For the masters degree: a maximum of 9 semester hours of credit may be transferred into a student's degree program, including hours taken as a special student at James Madison University at the approval of the major advisor, minor advisor (if applicable), Director of Graduate Studies, and Dean of the Graduate School. The Transfer of Credit form is available on the website of the graduate school. Approval will not be given for courses taken more than 6 years before the master's degree award date or eight years before the doctoral degree award date. The approved credits will be included in the student's program of study. Please see the graduate catalog for more information. After enrollment in a degree program, a student must secure approval from the Coordinator of Graduate Studies and the Dean of TGS before enrolling in a course at another institution for application toward a degree at James Madison University.

For the D.M.A. credit earned to complete a Master's Degree at another institution cannot be used to complete a Master's Degree at JMU. However, these credits may apply to the D.M.A. Credits earned more than six years before the Master's award date or eight years before the D.M.A. award date cannot be transferred to those programs.

Program of Study

During the first semester of registration as a full-time student, degree-seeking students at James Madison University must consult with their advisor and complete a Program of Study form (see appendix A and B). This will outline all the courses planned for inclusion in the degree program, and will include the semesters when each course should to be taken. After approval by the advisor, the form will be submitted to the graduate coordinator for review and approval. Both the advisor and the Director of Graduate Studies will maintain copies of the form and a copy will be sent to the graduate school. The student will be responsible for keeping an updated copy of this form to assure completion of all requirements in a timely manner.

The Program of Study form should be updated by the advisor, Director of Graduate Studies, and student to include grades earned and any changes agreed upon after the original program was prepared. At the beginning of a student's intended final semester (*see Admission to Candidacy*), the final Program of Study Form will be attached to the Application for a Graduate/Doctoral Degree form (see the Graduate School website) and submitted through the advisor to the Graduate School.

Course Numbering; Course Level Requirement

Courses at James Madison University are numbered 100-499 for undergraduate classes. If taken by graduate students, they will not count toward the degree hours, nor will they be figured in the GPA. Courses numbered 500-700 are graduate courses. Only graduate students may be in courses on the 600-level. Some courses are double-numbered on the 400 and 500-level. Undergraduate and graduate students may take these courses. Special students (those not admitted to a degree program but having earned an undergraduate degree) may take 600-700 level courses with the written permission of the course instructor and the Coordinator of Graduate Studies.

At least half of the minimum hours required for a master's degree must be at the 600-level.

Grading System

Graduate students receive grades of:

A	=	Excellent	4.0
A-	=		3.7
B+	=	Very good	3.3
B	=	Good	3.0
B-	=		2.7
C	=	Poor	2.0
F	=	Failure	0.0
S	=	Satisfactory	N/A
U	=	Unsatisfactory	N/A
I	=	Incomplete	N/A
W	=	Withdrawal	
WP	=	Withdrawal while passing	
WF	=	Withdrawal while failing	
NC	=	No Credit (comprehensive, dissertation or thesis continuance)	

A grade of Incomplete may be given in extenuating circumstances, or for Document 680, Composition Project 697, Project in Music Education 691, Doctor of Musical Arts Document Mus 763, final projects which often require more than one semester for completion. A grade of Incomplete must be removed by the deadline set in that year's academic calendar or the grade will be changed to an "F", resulting in the student's dismissal from the Graduate School. There will not be any exceptions to this policy, including Incompletes given in MUS or MUED 680 or MUS 763.

Grade Requirement

A 3.0 minimum GPA is required of the graduate student at all times to remain in good standing. A student will be placed on academic warning upon receiving a grade of "C" in two graduate courses or if the GPA falls below 3.0. The Graduate School will dismiss the student if he/she receives three grades of "C" or a grade of "F" or "U" in graduate courses.

Appeals

For information about grade appeals, dismissal, or other grievances please consult the *Graduate School Catalog*.

Course Load

A full-time student carries 9 or more hours each semester. Students serving as graduate or teaching assistants must carry no less than 9 credit hours (normally 12 for doctoral students). Please note that graduate and teaching assistants must pay for any graduate credits over 9 hours (over 12 for doctoral students), any courses taken in the summer, or any undergraduate credits. During the summer session a full-time student carries a maximum of 6 hours. Students who wish to enroll in less than the stated maximum hours may seek prior approval from the dean of the Graduate School. Please see the Under-load Request Form on the TGS website. The under-load is permitted only once during a student's graduate career and can be for no less than 6 credit hours.

Accompanying Policy

Students who need an accompanist should consult the *School of Music Undergraduate Student Handbook* for the accompanying policy.
(See <http://www.jmu.edu/music/admissions/undergradhandbook09.pdf>)

Advising and Course Registration

Upon admission, students will be assigned to an advisor who will help the student complete the initial Program of Study form and approve the schedule for the first term of study. Usually this will be the student's applied professor. During the course of the student's enrollment at James Madison University, frequent consultations are expected between student and advisor. Any change from the initial program of study (please see the Program of Study form at the end of this handbook) must be done with the knowledge and consent of the advisor and Director of Graduate Studies. Although the student is ultimately responsible for his/her choice of studies, many potential problems may be avoided through regular advisement sessions with the assigned advisor and the Director of Graduate Studies.

GRADUATE ASSISTANTSHIPS

Graduate assistantships have been created to serve at least three purposes. They provide financial assistance for the graduate student and valuable assistance to the School. They also are designed to be a vital part of the selected student's education. In the School of Music, the assistant is a valued member of the faculty and staff, assuming major responsibilities in the complex operations of the school. Under the close supervision of master teacher-musicians, assistants develop expertise in academic areas including teaching strategies and operating and administering various aspects of the program and facilities. It is often a significant factor in later career attainments to have been a graduate assistant.

Assistants in the School of Music are teaching assistants, graduate assistants or doctoral assistants. Assistantships are confirmed through the Graduate School upon initial approval by the Director of graduate studies in the School of Music. Applications are available from the Graduate School Office and are to be returned to that office. The School of Music makes

recommendations on all music assistantships, and requires at least three letters of recommendation sent to the music office from persons qualified to evaluate the student's potential as an assistant and as a graduate level student.

A graduate assistant is expected to work an average of 18-20 hours per week in the school, including assisting with ensembles and other appropriate duties. For this the assistant receives a stipend and a tuition scholarship for 9 credits of study per semester (12 for doctoral students). For credits in excess of this, if approved, the assistant must pay the applicable fees. Neither assistantships nor scholarships are available for summer study.

Assistants receive a stipend and a tuition scholarship for 9 credits per semester. For credits in excess of this, if approved, the assistant must pay the applicable fees. Neither assistantships nor scholarships are available for summer study. Any student offered a teaching assistantship must have previously earned a minimum of eighteen (18) graduate credits. Syllabi and tests for courses taught by assistants are to be created by the full faculty member, and final grades are to be given by that supervisor. It is the responsibility of the faculty member to render adequate supervision of the teaching assistant.

Each assistant will be assigned one or more supervisors, with one primary supervisor who will establish and monitor his/her workload.

An assistant must meet the conditions listed below as a student and as an assistant to continue in good standing. An assistantship may be revoked for non-performance of duty or other unsatisfactory or unacceptable behavior. Continuation of an assistantship for subsequent year is not automatic.

Specific conditions of assistants:

1. The student must remain in good standing academically. Grades below "B" will endanger an assistantship.
2. The Graduate School, prior to the beginning of the first semester of study, must receive transcripts from undergraduate schools showing completion of the baccalaureate degree.
3. Removal of entrance conditions must proceed at a satisfactory rate.
4. In performing the duties of the assistantship, the student must be carefully supervised and thoroughly evaluated at the end of each term by all students and classes taught and by all supervisors under whom the assistant is working.

MASTER OF MUSIC DEGREE PROGRAMS AND CONCENTRATIONS

Descriptions and Requirements

All Master of Music degree concentrations require a minimum of 32 credits. Curricular requirements include courses in the major area, cognate courses in music, approved electives, and a significant final project. The approved project shall be a recital or lecture recital for candidates pursuing the performance concentration; a lecture-recital for those in conducting; a composition project and recital for those in composition; and a thesis, document, or special experimental project (MUED 700, 680, or 690) for candidates in music education.

All students entering a Master of Music degree program are required to complete a core curriculum, which will serve as a basis for designing their programs of study. This includes MUS 600, Research Methods, at least one Graduate Seminar in Music History, and MUS 701, Analytical Techniques. The individual programs then require specific courses and credit hours in history and literature, theory, applied music, and ensembles. A comprehensive examination serves as the culminating assessment tool for these studies along with the public recital in certain major concentrations. MUS 600 must be taken no later than the first Fall semester of the student's program.

At least one-third of the required credits in a program must be earned in the area of concentration. At least one-half of the required total of credits must be on the 600 level. No more than six credits in workshops (501) may be used to meet minimum requirements for the degree.

PROGRAM REQUIREMENTS IN THE MASTER OF MUSIC DEGREE

The courses of study outlined in this handbook are the minimum requirements for each degree concentration. Additional credits may be elected by the student or required in the program of study based on faculty advisement. The diagnostic examinations will serve as guides for determining the specific curricular requirements for each individual student. Please see Appendix A for a schedule of course offerings and for the Program of Study form which may be found at the end of this handbook.

CONCENTRATION IN CONDUCTING

A student may follow one of three tracks within this concentration: choral, orchestral or wind conducting. Requirements that are differentiated by track are so noted.

	<i>CREDITS</i>
MUS 600 Research Methods	3
MUS 750, 752, 754, and 756 Graduate Seminar in Music History	3
MUS 701 Analytical Techniques.....	3
Music literature courses	6
Choral track:	
MUS 556 and 557, Choral Literature	
Wind track:	
MUS 564 Symphonic Literature	
MUS 548 History and Literature of Wind Performance	
Orchestral Track:	
MUS 707 B and MUS 708 B Score and Literature Survey I and II	
MUAP 610 Applied Conducting*	6
Three credits each term. Six credits minimum must be earned in one of the courses below; any of the other conducting courses may be taken as electives.	
MUAP 610A Choral Conducting	
MUAP 610B Orchestral Conducting	
MUAP 610C Wind Conducting	
MUAP 696 Graduate Lecture Recital.....	2
Approved electives, 500-700 levels.....	9
Total Credits	32

* Admission to the choral conducting concentration requires, in addition to the School of Music requirements in ear training, written theory and music history, successful completion of entrance examinations in conducting, keyboard skills, sight-singing, and French, Latin, German and Italian diction. Undergraduate or graduate credit in a course in vocal pedagogy must be presented for graduation.

Admission to the instrumental concentration requires, in addition to the School of music requirements in ear training, written theory and music history, successful completion of entrance examinations in conducting, keyboard skills and orchestration. Lab in ensemble will be required each semester of enrollment in applied conducting.

MASTERS IN MUSIC CONCENTRATION IN MUSIC EDUCATION

The masters of music degree with a concentration in music education is designed to help students develop advanced skills and understandings related to the teaching of music. As such it assumes applicants have a foundation in the subject including school music education. As evidence, applicants may submit a degree in music education or a music teaching license. Students who lack these credentials but have a degree in music may be admitted provisionally. They will undergo a sequence of courses based on an evaluation of their transcript and experiences. This sequence will prepare them for student teaching and licensure. The coursework itself typically takes three semesters. During this provisional period, up to nine hours of graduate coursework may be taken. When coursework is complete and student teaching has begun, students are eligible to seek conditional status so that they can begin to take additional graduate coursework. Upon the successful completion of student teaching, students are eligible to seek full acceptance and complete the remainder of their coursework. In Virginia, student teaching in one's own classroom is an option. The concentration in music education is suitable for individuals who have a teaching interest other than school music if they have a degree in music education, are licensed in music or are willing to undergo licensure training.

Application Requirements

All applicants must meet the following requirements:

Respond acceptably in writing and verbally to a standard set of interview questions.

Submit three letters of recommendation. At least one should be someone who has formally observed the applicant teach.

Document at least one year of successful teaching experience beyond student teaching. Summers-only and part-time students who do not have a year of experience, but have a position when they begin may be accepted conditionally contingent upon the successful completion of a year of teaching. Full-time students who lack this requirement may be granted conditional acceptance contingent upon completion of an acceptable teaching demonstration or the successful completion of a practicum in their first semester.

Program Requirements

In the first semester of coursework, all students will meet with the coordinator of the program to discuss perceived strengths and areas for growth. The student will create a written list and plan for growth. This plan will be placed in their file. Students will either begin or build on a portfolio which documents their growing competence. The plan and portfolio will be reviewed periodically, including during the comprehensive exam.

In addition to the comprehensive exam, students complete either a thesis or document.

As a part of MUED 670, students will engage in a practical experience involving the application of theory in a real setting. They will video tape themselves and assess their teaching including the extent to which student learning occurred and how that learning might be enhanced.

CONCENTRATION IN MUSIC EDUCATION

	<i>CREDITS</i>
MUS 600 Research Methods	3
MUS 548, 556, 557, 562, 563, 564, 578, 579, 750, 752, 754 or 756 Music Literature	3
Music Courses (MUS) Theory, Arranging, Counterpoint, Analytical Techniques or Music Theory Practices.....	2-3
MUAP Applied study; may include 2 credits of ensembles	4
MUED 670 Principles and Practices in Music Education	3
MUED 671 Research in Music Education.....	2
MUED 700 Thesis (6), or	
MUED 680 Document in Music Education (3) plus 3 credits of MUED electives ¹	6
APPROVED ELECTIVES ^{1,2}	6-7
Total Credits	32

¹MUED 660 and 661 are strongly recommended as electives for students pursuing the degree during the summer.

²A student may choose an option in elementary, secondary or higher education (eight credits) or may select approved courses in music, music education or applied music, and/or courses from the respective education minors.

Applied music may be in the area best designed for the student's needs and objectives. 600-level credit is granted for an instrument (or voice) approved by the applied teacher to receive major credit. Areas of lesser expertise are granted minor credit (500-level). Teacher loads will determine the availability of minor study in a given applied area.

Students approved by audition in a performance area may give a graduate recital for credit.

CONCENTRATION IN PERFORMANCE

	<i>CREDITS</i>
MUS 600 Research Methods	3
MUS 750, 752, 754, 756 Graduate Seminar in Music History.....	3
MUS 701 Analytical Techniques.....	3
MUAP 600-level Applied major*	6-8
MUAP 500-level Ensembles*.....	2-4
MUAP 695 or 696 Graduate Recital or Graduate Lecture Recital*	1-2
MUS electives in theory, pedagogy, or literature	6
Approved electives, 500-700 levels.....	3-6
Total Credits	32 *

*A Minimum of 11 credits is required in the applied major study, ensemble and recital.

Voice majors must exhibit competence in French, German and Italian diction. Eight credits each of two languages (equivalent to the 101-102 level at JMU) are expected. Voice majors are also required to have completed at least one course in vocal pedagogy for graduation; courses taken at the undergraduate level may meet this requirement. The voice faculty will make recommendations concerning acceptance of undergraduate credit in fulfillment of the latter requirement.

CONCENTRATION IN COMPOSITION

	<i>CREDITS</i>
MUS 600 Research Methods	3
MUS 750, 752, 754, 756 Graduate Seminar in Music History.....	3
MUS 701 and 702 Analytical Techniques I and II	6
MUS 551, 552, 651 or 652 Music Composition.....	6
MUAP Applied studies and/or ensemble.....	2
MUS 697 Composition Final Project and Recital	3
Electives in music literature, performance, pedagogy and additional composition **	9
Total Credits	32

** Composition majors are required to have completed two courses in counterpoint for graduation. Courses taken at the undergraduate level may satisfy this requirement.

OTHER REQUIREMENTS FOR THE MASTERS DEGREE

Time Limit for the Degree

Master's degree students must complete all degree requirements within six years. Requests may be granted for extensions. Requests must be received at least one month before the time limit. See the graduate catalog for more information.

Applied Music

Applied study is offered for either major or minor credit with the approval of the instructor. Minor study carries 1 semester hour of credit, while major study earns 1-3 credits (1-4 for doctoral students) at the instructor's discretion. The amount of credit to be earned is to be arranged prior to registration. Summer study may be offered on a space available basis.

In fall or spring terms, students receive a half-hour lesson per week for one-credit and two half-hour lessons or one-hour lesson per week for two or more credits. All lessons must be scheduled with the instructor before the end of the first week of classes.

A jury examination is required every term on a major instrument; none is required for minor study. A special jury for recital approval (see Recital Performance Policy) is required one month prior to the recital.

Performance majors in the Masters degree must complete at least 6 credits in the major performing instrument (600-level). Music education majors must take 2-4 credits of applied music, and composition majors must take 2 credits of applied music and/or ensembles.

Performance majors will be expected to continue major applied study with an applied teacher in the School of Music each term enrolled at James Madison University, and must be studying at the time of application for recital permission. Music education and composition students may study any instrument subject to approval of the instructor and advisor. This study may be at whatever level of study the student has attained. Credit at the 600-level requires that the instructor accept the student as a major student. Performance majors are given priority in registering for applied music. Minor applied study of composition, music education and conducting students will be confirmed after majors have been assured an applied lesson time.

Ensemble Participation

Ensemble participation is a valuable element in the student's musical development. Performance majors are expected to earn at least two ensemble credits in their major area. Other students have an option of ensemble participation or additional applied study at the recommendation of their advisers.

The ensembles listed below earn one graduate credit per semester. There are also various non-credit ensembles related to the requirements of the applied studios.

By participating in JMU ensembles, each student agrees that he or she is waiving any and all rights to ownership of all performances, and assigns any and all such rights to James Madison University.

Instrumental Ensembles

Orchestras

Chamber Orchestra

Symphony Orchestra
Camerata Strings

Bands

Marching Band
Wind Symphony
Symphonic Band

Jazz Ensembles

Jazz Ensemble
Jazz Band

Small Ensembles

String Ensembles
Woodwind Ensembles
Brass Ensembles
Guitar Ensemble
Percussion Ensemble

Vocal Ensembles

Chorale
Madison Singers
Treble Chamber Choir
University Choruses
Opera Theatre
Collegium

Keyboard

Piano Accompanying and Ensemble

Recital Attendance

The School of Music sponsors over 200 events each year. These concerts, recitals, and masterclasses offer a valuable element in the education of musicians. Graduate students are encouraged to take advantage of these performances.

The Graduate Recital or Lecture Recital

Conducting majors are required to present a lecture recital and composition majors a composition recital (MUAP 696). Students concentrating in performance must present either a graduate recital (MUAP 695) or a lecture recital (696), subject to approval by their areas. Other students studying applied music with a member of the James Madison University faculty may also apply for permission to present a graduate recital. Permission for any graduate level recital must be requested through the student's major teacher who will arrange a hearing with the coordinator of the performance area. The hearing will be approximately one month prior to the recital date and will follow the guidelines set forth from the corresponding performance area. The hearing committee will consist of the major teacher and two additional faculty from the performing area. The results of this hearing, including copies of the evaluation sheets, will become a part of the student's file maintained in the music office.

The master's recital normally includes 40-50 minutes of performance time, and will display expertise in at least three periods of classical music composition (Baroque, Classic, Romantic, Twentieth Century) of an appropriate level of difficulty as judged by the hearing and recital juries. In addition to the requirements for the graduate recital, the lecture recital will include at least 15 minutes of lecture by the performer. Performance and lecture should total approximately 60 minutes. Memorization of music by performance majors is to be determined by the major area.

Program materials for recitals and lecture notes for a lecture recital will be presented for approval to the major teacher 4 weeks prior to the recital. The lecture notes will form the abstract accompanying a larger document to be presented to the document committee, which will be chaired and appointed by the major teacher. It is expected that the document will be approximately 20 pages in length, double spaced, typed and prepared as required for master's theses with the exception of the wording of the cover page and signature sheet and the number of copies to be submitted. (Use the Thesis Guide from the Graduate School, which is available online, and the Turabian style guide.) Three unbound professionally reproduced copies are to be presented to the document committee. The final approved document will be provided to the Carrier and School of Music libraries.

A jury of at least three faculty members of the major area must attend each graduate recital and lecture recital to evaluate the performance. The jury will be chaired by the major teacher and chosen by the coordinator of the area. The chairperson of the committee will arrange for the jury time and place and provide jury sheets. Signed copies of the completed jury sheets are to be sent to the student's major advisor (the applied professor) to be included in the student's permanent files. The advisor submits the final grade to the Records Office, representing an average of the grades of the jury and document committees. Two faculty members will be required to evaluate all composition recitals.

Non-degree Recitals

Additional recitals for credit may be given in the same manner as the required recital; however, full or partial recitals without credit may be given only with permission of the major area.

Recital scheduling and arrangements are made through the Office of Concert and Support Services. The Office of Concert and Support Services will help make arrangements for

scheduling a hall for recital and rehearsals, for publicity, for recording, for stage crew, and for program printing. The student in consultation with the staff accompanist, Dr. Gabriel Dobner, arranges securing an accompanist. The accompanist is not arranged by the Office of Concert and Support Services. It is the responsibility of the student to arrange for ushers.

Requirements for Final Degree Requirements: Documents, Projects, and Theses for the Masters Degree

Details on general thesis requirements are found in the *Graduate School Catalog*. The Academic Calendar, found in the catalog and at the end of this handbook, also serves as a source for deadlines.

Documents in Music Theory and Music Education (MUS 680 and MUED 680), and Project in Music Education (MUED 691)

These studies will be conducted under the guidance of a committee consisting of a supervisor and two other faculty members, appointed by the student's advisor. The committee must approve the initial formal outline of the study, guide the work, and approve the final paper. The document must be prepared following the guidelines set forth by the Graduate School of the University. Two unbound copies are to be submitted to the committee, and when finally approved each copy will be bound by the School of Music and placed in the Music Library and the Carrier Library.

If the document is unfinished at the end of the term, a grade of "I" is reported. Students unable to satisfy their requirements during the following semester must receive approval for an extension from the Graduate School or an "F" automatically will be recorded.

Thesis (MUED 700 Thesis in Music Education)

Thesis study is also conducted under the guidance of a committee with the stipulation that it must include at least 3 members of the graduate faculty and must be chaired by a member of that group of faculty. When the formal outline is approved, the committee will attach an approval form with the thesis title and appropriate signatures to the Program of Study form. This form will be forwarded to the Graduate School Office.

Thesis credit may be earned in units of 2, 3 or 6 credits, for a total of 6 credits. After the student has registered for 6 credits and the Thesis is not completed at the end of the respective session, the student will be required to register for Thesis Continuance 699, 2 credits each term including summer session until completed. (Thesis Continuance credits do not count toward the degree.) Faculty will post a grade of "S" (Satisfactory) or "U" (Unsatisfactory) for a thesis, dissertation or research project for each semester in which the student is enrolled. Faculty and students may view this grade on e-campus.

Admission to Candidacy and Application for the Degree

When graduate students have completed all conditions of admission and are enrolled in the final semester of course work, they will apply for Candidacy for the degree. Students must file an Application for a Graduate/Doctoral Degree in the Graduate School Office, which must be signed by the adviser, Academic Unit Head, and Dean of TGS (refer to the Graduate School website for deadlines). If approved, students are admitted to candidacy and may schedule the comprehensive examination. All graduate students must be enrolled in the semester in which

they intend to graduate. GRAD 597 cannot be used during the graduation semester. See the graduate catalog and the website of TGS for more information as well as for the Application for a Graduate Degree.

Oral Comprehensive Examination—Masters Students

For complete details on comprehensive examinations, students are referred to the *Graduate School Catalog* and the academic calendar in this handbook.

Students are responsible for applying to their advisor for the examination. With the aid of their advisor, they select members of the faculty to serve on their committee. The final choice of the committee and the date and time of the examination will be determined with the major advisor after consulting the schedules of members of the committee. The committee must consist of at least 3 members of the graduate faculty (see the listing on p. 36-37 of this handbook), one of which is appointed chair (usually the student's major advisor). The committee must include one music history teacher, one theory teacher and one faculty member from the student's major area (normally the private teacher). Other faculty who are not members of the graduate faculty may be added to the committee after the 3 (or 4 if the private teacher is not a member of the graduate faculty) required members have been appointed. The advisor then will send notices to the Director of Graduate Studies and members of the committee regarding the examination schedule.

The instructor of each class the student has taken will submit as a minimum one written comprehensive question based on that class to the chairperson of the student's committee two weeks prior to the scheduled examination date. Faculty members are not required to give guidance to the student preparing for the examination, and they will not reveal questions to students prior to the examination.

During the examination the candidate will be cautioned not to discuss or reveal the questions of his/her examination to others. Failure to follow these instructions is a violation of the JMU Honor Code. The candidate will be informed of the committee's evaluation immediately following the examination period, and written notification of the results will be sent to the graduate dean.

Failure of Comprehensive Examination

In the event that a candidate fails all or a portion of a comprehensive examination, a student may request one re-examination to be administered within 6 months of the date of the original examination. Since only this one re-examination is allowed, it would be unwise for the candidate to request that the re-examination be conducted before the most thorough preparation can be made. The format of the second examination may be changed from oral to written or the reverse. The student's committee shall inform the student of the points of failure, whether a complete or partial re-examination will be required, and possible methods of preparation for the re-examination.

Comprehensive Continuance

If students do not take the comprehensive examination during a term when registered for classes, they will be required to register for MUS 698, Comprehensive Continuance. Such registration must continue each term including summer session until the comprehensive is completed.

REQUIREMENTS FOR THE D.M.A. IN PERFORMANCE, PEDAGOGY AND LITERATURE

Time Limit for the Degree

All degree requirements must be completed within 8 years from the date of the first enrollment in classes applied toward the graduate degree, including transfer courses. If a student expects to exceed this limit, the student must petition for an extension to the graduate dean who may grant such in the presence of extenuating circumstances. The dean may require that the student drop the earliest courses from the program of study, to be replaced with additional courses if necessary to meet degree requirements.

Residency Requirement for the DMA: Students are required to be full-time students for at least two years.

Minimum Academic Requirement

A student who receives an “F” or a “U” in his/her graduate program or a total of three “C’s” will be dismissed from the program. A student will receive a warning from the graduate school if he/she receives a “C” in two courses or if the academic G.P.A. falls below a 3.0. Please see p. 24 of the graduate catalog for further information.

Foreign Language Requirement

In the D.M.A. in voice, Students will be required to show competency in three languages in addition to English: French, German, and Italian. Transcripts of previous college study must show a minimum of 4 semesters of two of the languages and two semesters of the third language, or in other words, credit through the intermediate level of the languages in two languages, and through the beginning level in the third language. In cases where languages have been learned through means other than traditional college classes, competency equivalents can be shown by taking the JMU Foreign Language Placement tests for French, German and Italian and placing at the 300 level for two of the languages and at the 231 level for the third. If neither option applies, the languages must be taken at JMU as a remedial requirement.

Ensembles

Ensemble participation is a valuable element in the student’s musical development. Please see specific areas below to see requirements for individual D.M.A. areas. The ensembles listed below earn one graduate credit per semester. There are also various non-credit ensembles related to the requirements of the applied studios.

By participating in JMU ensembles, each student agrees that he or she is waiving any and all rights to ownership of all performances, and assigns any and all such rights to James Madison University.

Instrumental Ensembles

Orchestras

Chamber Orchestra

Symphony Orchestra

Camerata Strings

Bands

Marching Band
Wind Symphony
Symphonic Band

Jazz Ensembles

Jazz Ensemble
Jazz Band

Small Ensembles

String Ensembles
Woodwind Ensembles
Brass Ensembles
Guitar Ensemble
Percussion Ensemble

Vocal Ensembles

Chorale
Madison Singers
Treble Chamber Choir
University Choruses
Opera Theatre
Collegium

Keyboard

Piano Accompanying and Ensemble

Please see degree plans for specific requirements.

Recital Attendance

The School of Music sponsors over 200 events each year. These concerts, recitals, and masterclasses offer a valuable element in the education of musicians. Graduate students are encouraged to take advantage of these performances.

Qualifying Examination

When the student has satisfied all deficiencies from conditional admittance and from the diagnostic examinations, has completed or tested out of Analytical Techniques I and II, MUPED 704 and either MUPED 705 OR MUPED 706, Research Methods (MUA 600), 8 credits of applied study, one recital (3 credits) and at least 4 other credits, he/she will take the Qualifying Examination. The results of this examination will be used to determine whether or not a student will be allowed to continue coursework towards the D.M.A. All doctoral students are required to take a qualifying examination in pedagogy of higher education, theory and in the literature of the major area. The examination will last approximately four hours. All examinations will be administered early in the Spring semester of the academic year. The questions will be devised by the faculty who teach the courses and will be submitted to the Coordinator of Graduate Studies.

The examinations will be graded by a committee consisting of the professors who have devised the questions. Grades are Pass/Fail. A doctoral student is subject to dismissal from the program upon unsuccessfully attempting these examinations.

Comprehensive Examinations and Candidacy

After the completion of course work and three recitals, all D.M.A. students must pass written and oral comprehensive examinations, which will be administered to assess cumulative knowledge and proficiency as a result of D.M.A. curricular study. The members of the student's comprehensive examination committee will be responsible for the formulation and content of these examinations based on the course content taken by the student. The questions will focus on musicological and theoretical concerns, specific literature and repertoire, pedagogical techniques, and integrative concepts relating to the student's plan of study.

The exam will be taken over the course of two days, with six hours of time allotted per day (in 3-hour time segments), and will be comprised of 10-15 essay questions pertinent to the student's study at JMU. For example, the student might be asked to write a one-hour essay on the topic "Explain the many changes of meaning of the term 'sonata' from its inception in c. 1600 to the year 1900." Graders of this question would expect not only a historical understanding of the different types of sonatas written in these years, but also discussion of composers and specific pieces. The best answer would demonstrate that the student will be comfortable teaching this topic in the classroom and will also have in-depth knowledge of repertoire to teach in his or her own studio.

The written portion of the comprehensive examination is graded by the student's comprehensive examination committee with the aid of faculty who have written questions from specific courses. If a majority of the readers feel the results are successful, the student is allowed to take the oral examination based on his/her responses to the written questions and on other related material deemed appropriate by the student's Advisory Committee. Upon successful completion of the written and oral comprehensive examinations, the student will be admitted to candidacy status.

The oral examination is graded on a pass/fail basis, and a majority must vote to pass the student in order for the requirement to be fulfilled. A two hour time block should be allotted for the examination. It is possible for a student to pass some portions of the oral examination and to fail others. In any case, the student is informed of the results immediately following the oral examination and subsequently in writing by the Director of Graduate Studies.

For those doctoral students who do not pass all or portions of the oral examination, the student is entitled to one re-examination, normally within two weeks; however, the committee may recommend a longer period of time up to one semester.

Categories of Passing the Comprehensive Examinations: The committee will give one of the following assessments of the student's examination results: Pass, Pass with Honors.

Doctoral Solo Recitals

Doctoral students must present three (3) recitals as part of the degree requirements (in addition to the lecture recital described below). Permission for any doctoral recital must be requested through the student's major teacher. DMA recitals will be listed on the JMU website and open to the public. The recital committee will consist of a minimum of the major teacher, one additional faculty member from the student's performing area, and one faculty member from outside the

performing area, selected by the student and approved by the major teacher. All recitals will be evaluated and graded by the members of the recital committee. The recording engineer of the Forbes center will provide a high quality audio recording of the recital which will be maintained permanently in the music library. Copies of all evaluation sheets will become a part of the student's file maintained in the music office.

Lecture Recital and Doctoral Document

All doctoral candidates must give a lecture-recital (in addition to the three recitals described above) and submit an acceptable document as the final culminating project for the degree. The document is intended to show the candidate's ability to perform satisfactory graduate-level research and to report the results in lecture format and scholarly prose. Ideally the idea for the research should grow out of course work that the student is engaged in, either in a seminar, theory or literature course.

One semester prior to the lecture recital semester, the student must submit a proposal stating the nature of the research that has been approved by the student's advisory committee

The Proposal should include the following information:

- On the title page: the title of the project, the degree for which it is submitted, the student's name and address, and the advisor's signature. No proposal will be acted upon unless all of this information appears on the title page.
- A description of the topic including a statement about why the topic has been chosen and an outline indicating possible major sections.
- An approximate time length for major sections of the lecture-recital presentation.
- A bibliography of pertinent sources already examined and other sources that appear to be relevant.

The lecture-recital may consist of, but is not limited to the following types of studies:

- Analytical
- Historical or related to Performance Practice
- Pedagogical

The recital should consist of thirty minutes of lecture and thirty minutes of performance. Typically the lecture with brief illustrative excerpts will be presented first, followed by a complete performance of the work/s.

Procedures for Documents

No later than two weeks into the semester in which the document (thesis) is to be begun, the student must complete the thesis approval form of the Graduate School (<http://www.jmu.edu/grad/current/CommitteeApprovalForm.doc>).

All forms/deadlines of the Graduate School must be followed (<http://www.jmu.edu/grad/current/thesisdissertation.shtml>). The document should be an expansion of the lecture. It should be more detailed than the lecture and it should discuss more material. It must be scholarly with footnotes and bibliography following the format given in the

approved style manuals used in the student's Research Methods course. Suggested length of the document: 50 pages, typed in a word-processing program, double-spaced with a 12 point font.

Time Limitation of the Document

The approval of the lecture-recital/document proposal by is valid only for the proposal submitted and for a period of three years. If the project is not completed in three years or if there are substantial changes, a proposal must be resubmitted for approval.

Graduation

All graduate students must be enrolled in at least 1 credit in the semester in which they intend to graduate. GRAD 597 cannot be used during the graduation semester. Students must complete the Application for a Graduate Degree by the deadline set by the Graduate School. See the website of the Graduate School for more information as well as for the Application for a Graduate Degree.

Suggested Program for a Sample D.M.A. Student (12 credits per semester)

Notes:

1. The following plan is a suggested one except for courses noted below that must be taken in the first year and/or in sequence.
2. Music History Seminars and accompanying Literature Labs are offered every semester on a rotating basis. Students who already have Masters degrees when they begin the program and are allowed to transfer credits into the program should keep in mind that if they do not take one of the seminars/lit labs in a semester, it will not come up in the rotation again the following year. For example, a seminar offered in Fall 2010, will not be offered again until Fall 2012.
3. Students are required to take MUS 576 in the first semester if they fail their music theory entrance exam.
4. MUS 600 is offered every Fall and must be taken in the first semester of study.
5. Ensembles may be taken for 0 credit if necessary and with the consent of the advisor.
6. The MUS 701/702 sequence begins in the Spring and must be taken in order. Offered every year.
7. MUPED 704/MUPED 705 begins in the Fall and must be taken in order. Offered every year. Beginning in Spring 2011, the student may take MUPED 706 (Pedagogy of Music Theory) instead of MUPED 705 (Pedagogy of Music History and General Education).
8. A *doctoral* student on assistantship may take some credits in the summer (rather than Fall or Spring) if a course is available. The course will be paid for by tuition waiver if the student notifies the Coordinator of Graduate Studies by no later than January for the following summer and if the total number of credits for the year does not exceed 24. A year means Fall-Summer. This possibility is *not* available for students on assistantship in the Masters track.

First Year

Fall

MUS 600* Research Methods	3 cr
MUPED 704	3 cr
MUAP applied lessons	3 cr
Area Requirements and/or ensembles	3 cr

*An equivalent course taken at the Masters level may satisfy this requirement. Please consult with the Coordinator of Graduate Studies about this course.

Spring

Analytical Techniques I MUS 701	3 cr
MUPED 705 or 706	3 cr
Literature Lab (MUS 751, 753, 755 or 757)	1 cr
MUAP applied lessons	2-3 cr
Area Requirements and/or ensembles	2-3 cr

Second Year**Fall**

Music History Seminar (MUS 750, 752, 754 or 756)	3 cr
Literature Lab (MUS 751, 753, 755 or 757)	1 cr
Analytical Techniques II MUS 702	3 cr
Recital I	3 cr
MUAP applied lessons	2 cr

Spring

MUPED 705	3 cr
Music History Seminar (MUS 750, 752, 754 or 756)	3 cr
Literature Lab (MUS 751, 753, 755 or 757)	1 cr
MUAP applied lessons	2-3 cr
Area requirements/ensembles	2-3 cr

QUALIFYING EXAMINATION TAKEN EARLY SPRING of the Second Year of Study

Third Year**Fall**

Music History Seminar (MUS 750, 752, 754 or 756)	3 cr
Literature Lab (MUS 751, 753, 755 or 757)	1 cr
MUAP applied lessons	2-3 cr
Recital II	3 cr
Area requirements/ensembles	2-3 cr

Spring

Music History Seminar (MUS 750, 752, 754 or 756)	3 cr
Literature Lab (MUS 751, 753, 755 or 757)	1 cr
MUAP applied lessons	4 cr
Area requirements/ensemble/electives	4 cr

FOURTH YEAR**Fall**

MUAP applied lessons	3-4 cr
Recital III	3 cr
Area requirements/ensemble/electives	4-5 cr

COMPREHENSIVE EXAMINATIONS TAKEN Fall or Spring

Spring 2011

Lecture Recital/Document	6 cr
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D.M.A. Curriculum

All students will take the following core of 70 hours:

Minimum Requirements		
MUAP	Applied Instruction	18
MUS 600	Research Methods	3
MUPED 704, 705 OR 706	Music Pedagogy in Higher	6

	Education I and II or III	
Choose 3 seminars from MUS 750, 752, 754, 756	Seminar I, II, III, IV	9
MUS 751, 753, 755, 757	Literature Lab I, II, III, IV	4
MUS 701, 702	Analytical Techniques I and II	6
MUS 761	Three Recitals	9
MUS 762	Lecture Recital	3
MUS 763	Doctor of Musical Arts Document	3
Approved Electives	Theory, literature, pedagogy, music history Applied Area	3 6

CONCENTRATIONS

Concentrations require an additional 20 hours of course work.

Vocal Area Requirements¹

Minimum Requirements	Credit Hours
MUPED 777, 778 Vocal Pedagogy	6
MUS 703 A Seminar in Solo Vocal Literature	4
MUS 703 B Opera Literature	3
Ensembles	2
Approved Electives	3-5
To include MUPED 779, MUS 740, MUAP 714	

String Area Requirements

Minimum Requirements	Credit Hours
MUPED 725, 726 String Pedagogy	4
MUS 703 D, 703G String Literature	6

¹ Students will be required to show competency in three languages in addition to English: French, German, and Italian. Transcripts of previous college study must show a minimum of 4 semesters of two of the languages and two semesters of the third language, or in other words, credit through the intermediate level of the languages in two, and through the beginning level in the third language. In cases where languages have been learned through means other than traditional college classes, competency equivalents can be shown by taking the JMU Foreign Language Placement tests for French, German and Italian and placing at the 300 level for two of the languages and at the 231 level for the third. If neither option applies, the languages must be taken at JMU as a remedial requirement.

MUAP 650 String Chamber Music Performance	2
MUAP 731 String Orchestral Excerpts	2
Approved Electives	6
To include MUPED 727, MUAP 699, additional MUAP 731	

Piano Area

Minimum Requirements	Credit Hours
MUPED 770, 771 Piano Pedagogy	3
MUS 703F Seminar in Piano Literature	9
MUS 740 The German Lied for Pianists and Singers	4
MUAP 709 Graduate Piano Seminar	1
Approved Electives	3

Woodwind Area: Performance on a Solo Instrument Track

Minimum Requirements	Credit Hours
MUPED 772, 773 Woodwind Pedagogy	4
Approved Large Ensembles	8
MUAP 651 Woodwind Ensemble	4
Approved Electives	4

Residency Qualifying Recital: At the end of the first year, the student will play in a thirty minute recital for the woodwind faculty.

Woodwind Area: Multiple Woodwind Track

Minimum Requirements	Credit Hours
Applied instruction on a third instrument beyond the core applied instruction*	8
MUPED 772 Woodwind Pedagogy Primary Instrument	2
MUPED 672 Woodwind Pedagogy Secondary Instruments	2
Approved Large Ensembles	8

Residency Qualifying Recital: At the end of the first year, the student will play in a thirty minute recital for the woodwind faculty.

*This track requires 16 credits of the applied instruction in the core requirements to be on a primary instrument, and 8 credits on a secondary instrument. Eight additional credits will be used in the 20 credit hours for a third instrument. It also requires two of the required recitals in the core to be on the primary instrument and the third recital to be divided between the second and third instruments (50 % each).

Percussion Area

Minimum Requirements	Credit Hours
MUPED 750 Applied Percussion Pedagogy	3
MUS 703P Solo Percussion Literature	3
MUS 704P Percussion Ensemble Literature	2

MUS 706P Percussion Ensemble Literature Lab	1
MUAP 654 Percussion Ensemble	1
Approved Large Ensembles	7
Approved Electives	3

Conducting Area

Minimum Requirements	Credit Hours
MUS 707 A, B, or C. Score and Literature Survey I	3
MUS 708 A, B, or C. Score and Literature Survey II	3
MUS 730 Conductor Topics Seminar (1 credit each semester for 4 semesters)	4
MUAP 708 Doctoral Secondary Applied Conducting (1 semester required)	2
MUS 703 H, I or J. Seminar in Choral, Orchestral or Wind Literature	2
Approved Electives (ensemble participation, applied, more secondary conducting study, other courses)	6

Brass Area

Minimum Requirements	Credit Hours
MUPED 760 Applied Brass Pedagogy	3
MUS 703T Solo Brass Literature	3
MUS 758 Brass Ensemble Literature	3
Approved Large Ensembles	2 (2 Semesters)
Approved Chamber Ensembles	2 (2 Semesters)
Approved Electives	7

UNIVERSITY CALENDAR, 2011-2012: Please point your browser to the following link:

<http://www.jmu.edu/registrar/academiccalendars.shtml>

Schedule of Course Offerings and Program of Study Form.

Please consult the graduate catalog for descriptions of courses. Please consult individual faculty members for courses listed here that do not specify when they are offered.

- MUS 520 Piano Technology 1-2 credits. Offered Fall even years.
- MUS 540 Jazz Improvisation Laboratory II 1 credit. Each semester
- MUS 541 Vocal Arranging 2 credits. Each Fall
- MUS 542 Instrumental Arranging 2 credits. Each Fall.
- MUS 543-544 Counterpoint 2 credits. 543 Fall, even years; 544 Spring, even years
- MUS 548 History and Literature of Wind Performance 3 credits

MUS 551-552 Music Composition 2-3 credits. Each semester
 MUS 556 Choral Literature I 3 credits—Fall, odd years
 MUS 557 Choral Literature II 3 credits—Spring, even years
 MUS 560 Piano Literature I 2 credits—Fall, odd years
 MUS 564 Symphonic Literature 3 credits—Spring, odd years
 MUS 565 Opera History and Literature 3 credits—Spring, odd years
 MUS 567 Solo Vocal Literature 3 credits—Spring, even years
 MUS 570 Piano Literature II. 2 credits—Spring, even years
 MUS 573 Projects in Private Piano Pedagogy 2 credits
 MUS 576 Music Theory Practices 3 credits—every Fall
 MUS 577 Vocal Pedagogy 2 credits. Every Spring
 MUS 598 Selected Topics in Music 1-4 credits
 MUS 600 Research Methods. 3 credits. Every Fall²
 MUS 603P/703P Solo Percussion Literature 3 credits. Every 3 years.
 MUS 651-652 Music Composition 2-3 credits
 MUS 680 Document in Music Theory. 3 credits—normally the final semester
 MUS 690 Special Studies in Music
 MUS 697 Composition Final Project and Recital 3 credits—normally the final semester
 MUS 698 Comprehensive Continuance 1 credit
 MUS 699 Thesis Continuance 2 credits
 MUS 700 Thesis 6 credits
 MUS 701 Analytical Techniques I. 3 credits. Every Spring
 MUS 702 Analytical Techniques II 3 credits. Every Fall.
 MUS 703A Seminar in Vocal Literature 2 credits. Each Spring.
 MUS 703B Opera History and Literature. 3 credits. Spring odd years.
 MUS 703F Seminar in Piano Literature. 3 credits. Every semester
 MUS 703G String Chamber Music Literature. 3 credits. Fall odd years.
 MUS 703H Seminar in Choral Literature for Conductors. 2 credits.
 MUS 703I Seminar in Orchestral Literature. 2 credits.
 MUS 703P/603P. Solo Percussion Literature 3 credits. Every 3 years.
 MUS 704P Percussion Ensemble Literature. 2 credits.
 MUS 704P Percussion Ensemble Literature Lab 1 credit.
 MUS 707A Score and Literature Survey for Choral Conductors I. 3 credits. Fall odd years.
 MUS 707B Score and Literature Survey for Orchestral Conductors I. 3 credits.
 MUS 708A Score and Literature Survey for Choral Conductors II. 3 credits. Spring even years.
 MUS 708B Score and Literature Survey for Orchestral Conductors II. 3 credits.
 MUS 730 Conductor Topics Seminar. 1 credit.
 MUS 740. The German Lied for Pianists and Singers. 2 credits. Every Semester.
 MUS 750. Graduate Seminar I. 3 credits. Spring odd years.
 MUS 751. Literature Lab I. 1 credit. Spring odd years.
 MUS 752. Graduate Seminar II. 3 credits. Spring even years.
 MUS 753. Literature Lab II. 1 credit. Spring even years.
 MUS 754. Graduate Seminar III. 3 credits. Fall even years.
 MUS 755. Literature Lab III. 1 credit. Fall even years.
 MUS 756. Graduate Seminar IV. 3 credits. Fall odd years.
 MUS 757. Literature Lab IV. 1 credit. Fall odd years.
 MUS 762. Doctor of Musical Arts Lecture Recital.

² Must be taken no later than the Fall semester of the student's first year.

MUS 763 Doctor of Musical Arts Document.

Applied Music—all MUAP courses offered every semester except:

MUAP 680 Collegium, offered every Fall

MUAP 699 Lessons on a Secondary String Instrument. Every year.

MUAP 709 Graduate Piano Seminar. As needed.

MUAP 714 Vocal Coaching. As needed.

Opera orchestra, offered every Fall

MUAP 564/664 Camerata Strings, offered every Spring

MUAP 708 Secondary Applied Conducting. 2 credits. Every semester.

MUED 501 Workshops in Music Education 1-3—variable

MUED 570 Marching Band Procedures—2 credits

MUED 598 Selected Topics in Music Education 1-4 credits—every semester

MUED 660 Introduction to Graduate Study in Music Education 1 credit

MUED 661 The Professional Portfolio 1 credit

MUED 670 Principles and Practices in Music Education 3 credits

MUED 671 Research in Music Education 2 credits

MUED 680 Document in Music Education 3 credits

MUED 690 Special Studies in Music Education 1-3 credits

MUED 698 Comprehensive Continuance 1 credit

MUED 699 Thesis Continuance 2 credits

MUED 700 Thesis 6 credits

MUPED 672. Secondary Woodwind Instrumental Pedagogy. 1 credit. Spring even years.

MUPED 704. Music Pedagogy in Higher Education I. 3 credits. Every Fall.

MUPED 705 Music Pedagogy of Music History and General Education. 3 credits. Every Spring.

MUPED 706 Pedagogy of Music Theory. 3 credits. Every Spring.

MUPED 725 String Pedagogy for Major Instrument I. 2 credits. Fall even years.

MUPED 726 String Pedagogy for Major Instrument II. 2 credits. Spring odd years.

MUPED 727 Pedagogy and Materials for Secondary String Instruments. 1 credit. Once every 2 years.

MUPED 750 Applied Percussion Pedagogy. 3 credits. Fall odd years.

MUPED 770 Group Piano Pedagogy Seminar 1 credit. Every semester.

MUPED 771 Graduate Applied Piano Pedagogy. 2 credits. Fall even years.

MUPED 772 Applied Woodwind Pedagogy 2 credits. Fall even years.

MUPED 773 Woodwind Pedagogy Practicum. 2 credits. Spring odd years.

MUPED 777 Vocal Pedagogy I. 3 credits. Fall even years.

MUPED 778 Vocal Pedagogy II. 3 credits. Spring odd years

MUPED 779 Vocal Pedagogy Practicum. As needed.

PROGRAM OF STUDY FORM (Masters): _____ (student's name)
 CONCENTRATION (major) _____

Instructions to the student and advisor:

1. Please fill out this form during the first semester of study. Using the graduate catalogue and handbook, make a list of the courses the student will take including applied lessons and ensembles.
2. The student, advisor and graduate coordinator will please sign the initial plan. The initial Program of Study form will then be forwarded to the Graduate School.

The Program of Study form should be updated by the advisor, graduate coordinator, and student to include grades earned and any changes agreed upon after the original program was prepared. At the beginning of a student's intended final semester, the final Program of Study Form will be attached to the Application for a Graduate/Doctoral Degree form and submitted through the advisor to the Graduate School.

YEAR ONE _____ (inclusive dates)

Fall Semester

Course #	Title	Credit Hours	Grade Earned
*MUS 600	Research Methods	3	

* Unless the student has already taken this course. If so, please make a note of that fact.

Spring Semester

Course #	Title	Credit Hours	Grade Earned

Student's Name _____

YEAR TWO _____ (inclusive dates)

Fall Semester

Course #	Title	Credit Hours	Grade Earned

Spring Semester

Course #	Title	Credit Hours	Grade Earned

Comprehensive Exam

Date passed _____

Student's Signature _____

Date _____

Advisor's Signature _____

Date _____

Graduate Coordinator's Signature _____

Date _____

Copies to go to the student, advisor and graduate coordinator.

PROGRAM OF STUDY FORM (DMA): _____ (student's name)
 CONCENTRATION (major) _____

Instructions to the student and advisor:

1. Please fill out this form during the first semester of study. Using the graduate catalogue and handbook, make a list of the courses the student will take including applied lessons and ensembles.

2. The student, advisor and graduate coordinator will please sign the initial plan. The initial Program of Study form will then be forwarded to the Graduate School.

3. The Program of Study form should be updated by the advisor, graduate coordinator, and student to include grades earned and any changes agreed upon after the original program was prepared. At the beginning of a student's intended final semester, the final Program of Study Form will be attached to the Application for a Graduate/Doctoral Degree form and submitted through the advisor to the Graduate School.

YEAR ONE _____ (inclusive dates)

Fall Semester

Course #	Title	Credit Hours	Grade Earned
*MUS 600	Research Methods	3	

* Unless the student has already taken this course and the requirement has been waived by the Director of Graduate Studies. If so, please make a note of that fact.

Spring Semester

Course #	Title	Credit Hours	Grade Earned

YEAR TWO _____ (inclusive dates)

Fall Semester

Course #	Title	Credit Hours	Grade Earned

Spring Semester

Course #	Title	Credit Hours	Grade Earned

YEAR THREE _____ (inclusive dates)

Fall Semester

Course #	Title	Credit Hours	Grade Earned

Spring Semester

Course #	Title	Credit Hours	Grade Earned

YEAR FOUR _____ (inclusive dates)

Fall Semester

Course #	Title	Credit Hours	Grade Earned

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Spring Semester

Course #	Title	Credit Hours	Grade Earned

Qualifying Exam

Date passed _____

Comprehensive Exam

Date passed _____

Student's Signature _____

Date _____

Advisor's Signature _____

Date _____

Graduate Coordinator's Signature _____

Date _____

Copies to go to the student, advisor and Director of Graduate Studies.