JAMES MADISON UNIVERSITY

SCHOOL OF MUSIC

GRADUATE STUDIES HANDBOOK

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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 https://www.jmu.edu/gradcatalog/16/) 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 master’s 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, music theory, 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 or Interview
- 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 Ear Training, 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 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. 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 or thesis 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.

Objectives
Students graduating from the M.M. program (with concentrations in Composition, Conducting, Music Education, and Performance) will be able to:

Composition
1. formulate a personal creative style of composition.
2. demonstrate the fundamental concepts of form, harmony, counterpoint and orchestration.
3. differentiate and apply the techniques and aesthetics of musical creation.
4. apply the core principles of effective research as scholars and composers.

Conducting
1. demonstrate application of physical conducting skills and rehearsal techniques through the performance of advanced repertoire in the student's area of specialization.
2. formulate advanced insights into the artistic and formal structure of music through score study in the student's area of specialization.
3. describe the musical and formal elements of the major literature in the student's area of specialization (vocal/choral or instrumental).
4. apply the core principles of effective research as scholars and conductors.

Music Education
1. communicate effectively both verbally and in writing.
2. articulate, critique, and synthesize the foundations and principles of music education.
3. demonstrate advanced methodologies in the student's area of specialization.
4. apply the core principles of effective research as scholars and practitioners.

Music Performance
1. demonstrate application of musical and technical mastery in the student's area of specialization (instrumental or voice).
2. identify and describe the standard solo, chamber, and ensemble repertoire in the student's area of specialization.
3. apply the core principles of effective research as scholars and performers.

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. GRE test scores (may be waived with a Masters degree at the discretion of the Director of Graduate Studies in the School of Music).
3. 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. GRE writing exam scores (unless waived—see above);
3. a curriculum vita;
4. three current letters of recommendation from professors, employers, and other professionals qualified to judge the applicant’s ability to complete doctoral studies;
5. 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. Secondarily, 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. 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 V. 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.

**Objectives**
Students graduating from the D.M.A. program (with Concentrations in Performance, Pedagogy and Literature or Conducting, Pedagogy and Literature) will be able to:

**Performance, Pedagogy and Literature:**
1. demonstrate application of musical and technical mastery through the performance of advanced repertoire in the student's area of specialization (instrumental or voice).
2. create and deliver effective pedagogical instruction.
3. analyze the standard solo, chamber and ensemble repertoire in the student's area of specialization (instrumental or voice).
4. communicate effectively about music through a) writing and b) speaking.

**Conducting, Pedagogy and Literature:**
1. demonstrate application of musical and physical conducting skills through the performance of advanced repertoire in the student’s area of specialization (instrumental or vocal).
2. demonstrate effective rehearsal techniques through the preparation of representative repertoire in the student's area of specialization (instrumental or vocal).
3. create and deliver effective pedagogical instruction.
4. formulate advanced insights into the artistic and formal structure of music through score study in the student’s area of specialization.
5. communicate effectively about music through a) writing and b) speaking.

**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 Director. 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 Director of Graduate Studies.

**APPLICATION AND ADMISSION**

Please see [https://app.getacceptd.com/jmu](https://app.getacceptd.com/jmu) for admissions information.

**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 their chosen concentration (performance, composition, teaching, conducting), 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.

8) Music education majors are required to have completed one year of teaching or a teaching audition.

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 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.

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/his 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.

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
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 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.

2) The Diagnostic Exam Music Theory, Analysis, and Aural Skills
Students who wish to review the concepts covered on the theory test are encouraged to consult Steven G. Laitz and Christopher Bartlette, Graduate Review of Tonal Theory (New York: Oxford University Press, 2009). Students who would prefer a guided review of these concepts may wish to consider ETheory: Graduate Music Theory Review, an online course offered by the Eastman School of Music that anyone may take for a fee.

The written theory test is in three parts: part-writing, tonal analysis, and post-tonal materials. Descriptions of each section are below. Students whose combined score on the first two of these parts is below 75% will be required to complete remedial work. The third section (post-tonal
materials) is for information purposes only; student scores for this section will not play a role in determining whether a student requires remedial work. Remedial work may include sitting in on MUS 142, 241, 341, or taking MUS 576, as recommended by the theory/composition area. Students who are asked to sit in on MUS 142, 241, or 341 must complete all assigned homework and tests, earning an average of at least 80%. Students who are required to take MUS 576 must do so in the first semester and earn a score of 80% or higher.

**Part I (part-writing):** students will be asked to part-write progressions in four voices given figured-bass symbols and Roman numerals. Progressions will contain tonicizations and chromatic harmonies such as the Neapolitan, augmented-sixth chords, and modal mixture. Students will also be asked to demonstrate their knowledge of expected chord resolutions with fill-in-the-blank questions.

**Part II (tonal analysis):** students will be asked to analyze a piece of common-practice music using Roman numerals and figures. The piece may contain chromatic harmonies, tonicizations, and modulations. Students will be asked a variety of questions regarding the work’s form, and they will be asked to suggest a possible composer for the work, listing several characteristics that support their answer.

**Part III (post-tonal materials):** this section will not play a role in determining whether a student requires remedial work. Students will be asked to demonstrate familiarity with compositional techniques or strategies of twentieth- and twenty-first century music. In addition, students will be asked to analyze a given passage of music using set theory. Students who do not have any familiarity with these concepts may indicate so by leaving this section blank.

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.

**Registration**
New graduate students register for classes after the diagnostic exams have been taken. In subsequent semesters they will register early. Students register using the online system—MyMadison.

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 Director 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 Director 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. Consult the Graduate School website. 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 Director 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 Director 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.

**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 Director 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Very good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>Poor</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>N/A</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal while passing</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal while failing</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (comprehensive, dissertation or thesis continuance)</td>
<td></td>
</tr>
</tbody>
</table>

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 on the School of Music website for the accompanying policy.

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

Master of Music degree concentrations require a minimum of 32 credits (30 credits for Music Education). Curricular requirements include courses in the major area, 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 or document (MUED 700, 680) 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 or a thesis/document. MUS 600 must be taken no later than the first Fall semester of the student’s program (with the exception of summer MM students).

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.

PROGRAM REQUIREMENTS IN THE MASTER OF MUSIC DEGREE:
FOR ALL CONCENTRATIONS, PLEASE CONSULT THE GRADUATE CATALOG FOR YOUR ENTRANCE YEAR.

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. 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 (MUAP 696) and composition majors a composition recital (MUAP 697). Students concentrating in performance must present a graduate recital (MUAP 695). 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 a variety of appropriate styles at an appropriate level of difficulty, as determined by the student's applied area. 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 collaborative pianist, 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 on the Registrar’s website (www.jmu.edu/registrar), also serves as a source for deadlines.

Document Music Education (MUED 680)

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. The Committee Approval form must be completed by the second week of the semester in which a student receives thesis credits (see the Graduate School Website).

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.

Application for Graduation from 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 Graduation. Students must file an Application for a Graduate/Doctoral Degree obtained from the Graduate School website, 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. The Director of the Graduate Program assigns a committee which consists 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). Other faculty who are not members of the graduate faculty may be added to the committee after the 3 required graduate faculty 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.

Comprehensive Examinations
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. One exam, normally administered in mid Spring of the third year by the Director of Graduate Studies, is written and will cover questions related to the DMA core requirements (except applied lessons and electives) from questions gathered by the instructors of those classes. Another exam, designated the “area exam,” is administered by the student’s applied teacher and area and will cover aspects of the student’s area, including literature and pedagogy of the instrument and is scheduled by the area/applied teacher, normally early in the Spring of the third year. This exam may be written or oral depending on the area’s choice. It will be graded by a committee from the area, convened by the student’s advisor.

For those doctoral students who do not pass all or portions of the core or area examination, the student is entitled to one re-examination, normally within two weeks; however, the student may be required to wait a longer period of time up to one year to ensure that the student has sufficient time to prepare.
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. 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 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 to his/her advisor (applied teacher) stating the nature of the research, which must be approved by the advisor.

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. The recital committee should be made up similarly to any doctoral recital.

**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 committee approval form of the Graduate School (see the Graduate School website). The committee will consist of the student’s applied teacher (the chair of the committee) and two graduate faculty. Ideally the student should ask two faculty members to serve on the committee based on the student’s project and interests.

All forms/deadlines of the Graduate School must be followed. The document may 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.

**Students must submit a complete draft of the document to the committee at least 1.5 months in advance of the deadline for completion given by the Graduate School.**

The final step in the comprehensive exam process is the defense of the document. Once the advisor/Chair of the committee has deemed that the student’s project is well enough advanced (i.e. he/she has seen a complete draft and deems that completion is possible within the semester), he/she should schedule the defense of the document with the student and committee. Please note that the defense should take place at least one week before the deadline given by the Graduate School for submission. The document should be in the final stages of editing when the defense takes place.

**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. Most DMA students will be able to have approximately 18 credits waived from their program based on their MM degree, which will allow them to complete the program in 3 years rather than 4. Waived credits will normally count as the electives in the degree.
2. The following plan is a suggested one except for courses noted below that must be taken in the first year and/or in sequence.
3. 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.
4. Students may be required to take MUS 576 in the first semester if they fail their music theory entrance exam.
5. MUS 600 is offered every Fall and must be taken in the first semester of study.
6. Ensembles may be taken for 0 credit if necessary (at the 600 level) and with the consent of the advisor.
7. The MUS 701/702 sequence begins in the Spring but does not have to be taken in order. Offered every year.
8. MUPED 704/MUPED 705 begins in the Fall and must be taken in order. Offered every year. The student may take MUPED 706 (Pedagogy of Music Theory) instead of MUPED 705 (Pedagogy of Music History and General Education).
9. 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 Director 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. However, the student should understand that summer credit costs more than semester credit, and the student will be expected to pay the difference. 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 Director of Graduate Studies about this course.
(MUS 702 Analytical Techniques II may be taken in this semester, as may a graduate history seminar)

#### 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

### 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 Spring

**Spring**
Lecture Recital/Document 6 cr

**D.M.A. Curriculum: Please Consult the Graduate Catalog of your entrance year.**

**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 no specify when they are offered. The guide below is meant as a general guide. Course offerings may change.

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 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 Fall
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

1 Must be taken no later than the Fall semester of the student’s first year.
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 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 Fall.
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.
MUS 763 Doctor of Musical Arts Document.

Applied Music—all MUAP courses offered every semester except:
MUAP 680 Collegium, offered every Fall
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

MUED 672. Secondary Woodwind Instrumental Pedagogy. 1 credit. Spring even years.
MUED 704. Music Pedagogy in Higher Education I. 3 credits. Every Fall.
MUED 705 Music Pedagogy of Music History and General Education. 3 credits. Every Spring.
MUED 706 Pedagogy of Music Theory. 3 credits. Every Spring.
MUED 725 String Pedagogy for Major Instrument I. 2 credits. Fall even years.
MUED 726 String Pedagogy for Major Instrument II. 2 credits. Spring odd years.
MUED 727 Pedagogy and Materials for Secondary String Instruments. 1 credit. Once every 2 years.
MUED 750 Applied Percussion Pedagogy. 3 credits. Fall odd years.
MUED 770 Group Piano Pedagogy Seminar 1 credit. Every semester.
MUED 771 Graduate Applied Piano Pedagogy. 2 credits. Fall even years.
MUED 772 Applied Woodwind Pedagogy 2 credits. Fall even years.
MUED 773 Woodwind Pedagogy Practicum. 2 credits. Spring odd years.
MUED 777 Vocal Pedagogy I. 3 credits. Fall even years.
MUED 778 Vocal Pedagogy II. 3 credits. Spring odd years
MUED 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 Director 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 Director, 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

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<th>Course #</th>
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* Unless the student has already taken this course. If so, please make a note of that fact.

Spring Semester

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Student’s Name __________________________

YEAR TWO ____________ (inclusive dates)

## Fall Semester

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Comprehensive Exam  
Date passed ________________

Student’s Signature __________________________  
Date ________________

Advisor’s Signature __________________________  
Date ________________

Director of Graduate Studies Signature ________________  
Date ________________

Copies to go to the student, advisor and DGS.
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 Director 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 Director, 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.

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* 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.

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### YEAR THREE  
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YEAR FOUR _______________ (inclusive dates)

### Fall Semester

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38
### Spring Semester

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**Comprehensive Exam**

Date passed ________________

Student’s Signature ________________________  Date _______________

Advisor’s Signature ________________________  Date _______________

Director of Graduate Studies Signature ________________  Date _______________

Copies to go to the student, advisor and Director of Graduate Studies.
<table>
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<tr>
<th>Criteria from 1-4 points:</th>
<th>Poor (1 pt.)</th>
<th>Fair (2 pts.)</th>
<th>Good (3 pts.)</th>
<th>Excellent (4 pts.)</th>
<th>NOTES (about each question, may contain averages of points. For example, a student might be rated as A for three questions, but only poor (1) on a fourth question. Rater might wish to add up the points and divide by 4 for that category.)</th>
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<tbody>
<tr>
<td><strong>A. Course Content and Document Knowledge</strong> (theoretical, historical, pedagogical)</td>
<td>Student needs much prompting. More than a few factual errors, no citation of sources</td>
<td>Answers with some hesitation and prompting. There may be a few factual errors. Cites at least one source if applicable.</td>
<td>Answers with little hesitation and prompting. No more than one factual error. Cites at least two sources, if applicable.</td>
<td>Each question answered fluently with no factual errors. The student may go beyond strictly answering the question to relate material to other topics (for example, not just answering a question about one Schubert song cycle, but relating that cycle to other works by Schubert.) Cites more than two sources, if applicable.</td>
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<tr>
<td><strong>B. Organization and Clarity of Ideas</strong></td>
<td>Substantial and irrelevant digressions, significant problems with clarity and concision.</td>
<td>Normally maintains focus, but may occasionally digress. Answers may be too brief, but essentially correct.</td>
<td>Presents a focused answer that is clear, concise, and well-organized. Answers may be too brief, but essentially correct.</td>
<td>Presents a focused answer that is clear, concise, and well-organized. Answers are neither too long, nor too brief.</td>
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<td><strong>C. Overall Performance evaluation</strong></td>
<td>The committee member’s impression of the student’s performance in the exam (for example how well-prepared the student is overall).</td>
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**Explanation:**

A. **Course Content Knowledge**—Factual and contextual knowledge of questions related to music history seminars, theory courses, and pedagogy courses. If applicable, students should be able to cite sources related to the questions.

B. **Organization and Clarity of Ideas**—Answers should be focused, clear, concise and well-organized.

C. **Overall Performance**—The overall impression of the student’s performance based on all criteria.
Please add up points for each category. Poor=1, Adequate=2, Good=3, Excellent=4.
Based on these points, rate the student as follows:

HIGH PASS = 11-12; PASS=7-10; FAIL=Below 7
Graduate Comprehensive Exams and Defense of the DMA document (circle appropriate exam)
James Madison University School of Music

Student _____________________________
Degree Plan ____________________________ (example: MM in Performance)
Date ________________________________

Please check one:
High Pass ___________________________
Pass ________________________________
Fail _________________________________ (Please indicate action/s to be taken in the case of failure. A subsequent pass based on fulfillment of conditions below should then be reported on a new form with the committee signatures):

Committee: ________________________________ (chair)
______________________________
______________________________

Committee Chair: Please keep one copy for yourself (the student’s advisor) and give one copy to the Director of Graduate Studies.