

*SCHOOL OF MUSIC AND DANCE*  
**Procedures & Policies for  
Music Graduate Students**



UNIVERSITY OF OREGON

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## A. General Procedures and Policies for all Graduate Degrees

### A1. Sources of Information

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

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

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

### A2. SOMD Graduate Entrance Examinations

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

Note: Music Education master's students concurrently pursuing a licensure certificate will take the graduate entrance exams at the beginning of their first term of graduate study (probably their first summer). Review courses, if required, must be taken no later than the first term of graduate study after the completion of the licensure program and before taking any courses in music history or theory.

### A3. Grading Policies

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

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

- (d) the final term of language courses taken to meet the language requirement.

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

#### **A4. Academic Advisers**

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

#### **A5. Progress Toward Degree and Retention in Program**

Evaluating a student's progress toward degree is an ongoing process. **Students must therefore place in their files evidence of degree progress as events occur** (e.g., recitals, academic awards, auditions or examinations passed, professional presentations or papers, adjudications, and so forth). Upon the request of any student's adviser, that student's progress toward degree and standing in the degree program may be reviewed by the Graduate Committee. In addition, the Graduate Committee may find it necessary to review a student's standing in the program because of his or her failure to meet one or more of the criteria for making satisfactory progress toward a degree.

The action taken by the committee may include the following:

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

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

- (a) successfully complete the School of Music and Dance entrance examinations and prescribed review course(s) by the end of the first term of study (or, if the course(s) is not offered during the term of matriculation, the first term it is offered);
- (b) complete in a timely fashion the specified courses as noted in the *Catalog* and on the appropriate degree checklist;
- (c) maintain a cumulative and yearly GPA of 3.0 or better with the GPA computed only on course work meeting the requirements for the graduate degree;

- (d) accumulate no more than six (6) credits of *I* (Incomplete) at any one time;
- (e) accumulate no more than two grades of *C+* or lower;
- (f) complete all courses specified by title or category in the appropriate degree program on a graded basis;
- (g) make timely progress on theses, projects, or recitals as determined by the appropriate School of Music and Dance area;
- (h) pass all degree requirements by at most the second attempt, with the exception of language proficiency examinations and doctoral degree comprehensive examinations. If two efforts to pass any degree requirement do not result in a satisfactory grade (*B-* or better) or other appropriate faculty approval, further enrollment as a graduate music major will be permitted only by a successful petition to the Graduate Committee. Students must pass doctoral degree comprehensive examinations by the third attempt.
- (i) satisfy the Graduate School's seven-year limit for degrees.

#### **A6. Individualized Study**

Students who wish to enroll in Individualized Study (e.g., MUS 601 Research or MUS 605 Reading and Conference) must register for the course **and** file a permission form in the Music Graduate Office before the "add" date of the term of study.

#### **A7. Performance Studies**

To register for private studio instruction, a student must audition and consult in advance with the performance instructor or the chair of the area to determine the appropriate level of study and the number of credits.

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

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

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

#### **A8. Recital Procedures**

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

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

During any term in which a recital is given a student must be enrolled at the UO School of Music and Dance in performance studies on the recital instrument and, at the discretion of the major professor, in Reading and Conference (MUS 605): Recital.

**Performance Degree Recitals and Lectures.** Degree recitals will normally include approximately one hour of music. No degree recitals may be given before the student is fully admitted to the program, nor may they be given off campus without prior permission of the adviser and the Graduate Committee. Dates for recitals or lectures must be scheduled well in advance through the Music Graduate Office and the Assistant to the Dean (see below) and must have the written approval of the student's adviser.

All degree recitals will be evaluated by three Music faculty members, including the student's performance instructor, who serves as the chair of the committee. The committee will hear the recital and determine whether the performance meets the standards of the degree with a unanimous affirmative vote needed for approval. The committee's decision will be based on the student's technical proficiency, musicianship, interpretive skills, and knowledge of repertory and will be conveyed to the student within one week of the date of the recital. If the degree recital is not approved by the faculty committee, the student may be granted permission to attempt the recital again. This decision will be made by the faculty committee on the basis of the quality of the recital. In no case will the student be allowed to present a recital more than two times.

To begin the process for presenting a graduate degree recital, the student must obtain the *Graduate Recital Scheduling Form* from the Music Graduate Office, the office of the Concert Hall and Building Manager, or the Graduate Studies section of the SOMD website. This form must be signed by the recital evaluation committee and returned to the Music Graduate Secretary at least one week prior to the jury audition. The jury audition will be held at least four weeks prior to the planned recital date and will consist of a performance of all, or a representative portion of, the music for the recital. If less than the full recital is performed, the portion performed will be selected by the faculty committee. After the jury audition, the committee will decide whether to proceed with, delay, or cancel the recital, and that decision will be recorded on the form titled *Approval to Present a Degree Recital*, which is to be filled out by the student's performance teacher and returned to the Music Graduate Office.

**Scheduling Recital Dates and Times.** Because of the complexity of scheduling a recital, the student must work closely with the Concert Hall Manager, who schedules recitals. There are specific dates each

term during the academic year after which a student may schedule degree recitals. Graduate students should initiate the procedure for scheduling a recital early in the term prior to the proposed recital date for best date selection. All of the forms listed below are available on the web or from the Concert Hall Manager. Refer also to the recital section of the *SOMD Student Handbook*:

1. Obtain the two-sided Graduate Recital Scheduling Form (GRSF).
2. Consult available dates listed on door of Concert Hall Manager according to schedule listed in the *SOMD Student Handbook*.
3. Determine three or four possible performance dates and times in cooperation with your performance professor, recital committee and other pertinent personnel (accompanist, etc.)
4. List dates on the form in order of preference.
5. If you have electronic/audio equipment needs beyond the recording of your recital, take the GRSF form to the audio engineer for signature before submitting the form.
6. If your recital requires the use of the Ahrend organ or a harpsichord, this form must be signed by the organ/harpsichord professor as well as the keyboard tuner. Without this approval, these instruments will not be available. Practice time (extremely limited) with these instruments must also be cleared with the organ/harpsichord professor.
7. On the reverse side of this form, schedule the recital jury audition, which must take place at least four weeks prior to the proposed recital date. Have your recital committee members sign where indicated.
8. Submit the GRSF with appropriate signatures outlined in steps 5, 6, and 7 to the Music Graduate Office as soon as possible for best recital date selection.
9. Upon approval of the associate dean of graduate studies, the Graduate Office will forward the scheduling form to the concert manager and you will be notified of your potential recital date.

**Notification of Recital Date and Payment of Recital Fee.** All students giving recitals are required to pay a \$100 recital fee. This includes the cost of SOMD programs, a CD recording for the student, an archival copy, and the services of a stage manager. Students are responsible for the printing of program notes and/or translations.

1. A “hold” will be placed on a recital date according to the schedule outlined in the *SOMD Student Handbook*.
2. Payment of recital fee is required upon the placing of a hold for a recital date. Please see section of the Student Handbook on fees for more information.
3. When the recital jury audition is passed, the concert manager will confirm the recital date.

**Program Information; Approval Form; Information and Arrangements for Stage Setup Form.** These forms are due at least one month ahead of confirmed recital date. Please see the section in the SOMD *Student Handbook* relating to programs.

1. **Dress Rehearsal Time:** If time permits, up to two hours of rehearsal time may be scheduled in Beall or another designated room. Times for dress rehearsals can be arranged at the beginning of the term of recital date.
2. **Usher:** Finally, don't forget to arrange for an usher for your recital to open and close doors and seat late comers. This is an important position and must not be overlooked.

**Optional Recitals.** Students may elect to give non-degree recitals. A faculty sponsor is required for each such recital. Optional recitals may not be scheduled in a specific location until after all required recitals are confirmed. No services are provided.

#### **A9. Preliminary Procedures for Theses, Projects, Dissertations, and Lecture-Documents**

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

- (a) **Approval for all theses, projects, dissertations, and lecture-documents.** Formal approval of the research effort by an appropriately appointed faculty committee must be obtained prior to beginning the research. To obtain this approval the student must prepare a formal research proposal and present that proposal to the faculty evaluation committee. All proposals must be submitted to the Music Graduate Office with the Graduate School's *Research Clearance for Master's Thesis/Projects or Doctoral Dissertation* form. If the student is using human subjects (including surveys and interviews), the student must seek approval from the Committee for the Protection of Human Subjects/Institutional Review Board (CPHS/IRB) *before* starting research (see A10 below). Otherwise, the signed approval of the student's faculty committee gives the student permission to begin the research and follow the research paradigm outlined in the proposal.
- (b) **Employment of systematic research procedures.** The procedures for graduate research are drawn from the traditions of scholarly inquiry and the scientific process. These procedures vary, depending on the nature of the study, but are embodied in the procedures of historical, experimental, sociological, descriptive, ethnographic, qualitative, philosophical, analytical, or aesthetic research.
- (c) **Reporting results of the investigation.** Theses, dissertations, lecture-documents, and published research articles employ distinctive methods of reporting results. This style involves research-based language, specific methods of organizing and presenting information, and the use of one of the accepted manuals of style. All theses, dissertations, and lecture-documents must follow the Graduate School's *Style and Policy Manual for Theses and Dissertations* available on the Graduate School's website (see Appendix II).

**A10. Approval for Use of Human Subjects in Research**

**If any student is planning to use human subjects (interviews, surveys, etc.) as part of any research activity, prior university permission is required.** Permission to use human subjects must be given by the Office for Protection of Human Subjects **prior to** any contact with the proposed subjects. This procedure is spelled out on the website of the Office for Protection of Human Subjects (<http://www.uoregon.edu/~humansub>), Riverfront Research Park, Suite 105, or from the Graduate School website under “Research Ethics and Compliance.”

**A11. SOMD Procedures for Complaints and Grievances**

Any student who feels that he or she has been wronged by a professor for any reason may seek resolution of the problem as follows. First, the student should approach the professor and attempt to resolve the matter. If that is unsuccessful, or if the student is uncomfortable with that approach, the student may meet with the Director of Graduate Studies, who will obtain relevant information and seek a resolution between the parties. If that effort is likewise unsuccessful the matter may be referred to an appropriate standing or *ad hoc* committee. In the event that the committee is unable to resolve the matter, or at the discretion of the Director of Graduate Studies, it may be referred to the Dean of the School of Music and Dance for further action, including referral to an appropriate university office. Information about university grievance procedures is available from the ASUO’s Office of Student Advocacy or the Office of Affirmative Action and Equal Opportunity. Information for graduate students is also available at the Graduate School. In some cases, such as sexual harassment, the student may contact the Dean, either of the Associate Deans, or the School of Music and Dance faculty liaison. The name of the current faculty member serving in this capacity is available in the Dean’s office.

**A12. Degree Work and Summer Sessions**

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

**A13. Continuous Enrollment and On-Leave Status**

**Once a graduate student begins a degree program, he or she must maintain continuous enrollment in that program by registering for and satisfactorily completing at least three (3) graduate credits every term except summer session or by officially receiving on-leave status.** Any time a student is using university faculty or facilities in degree-related activities, the student must be registered for credit with the appropriate faculty member (e.g., orals, comprehensive examinations or language examinations; seeking approval of projects, theses, dissertation, or lecture-documents; giving recitals; or defending dissertations).

To obtain on-leave status, students must submit an on-line *Request for On-Leave* (available on the Graduate School’s forms website under “On-Leave Status for Master’s and Pre-Advancement Doctoral Students”) before the last day to register for classes of the term of leave. A student who fails to obtain on-leave status while not enrolled for at least three credits must

re-apply for admission. If readmission is granted, the student comes under the most recent degree requirements and may lose approval for previous work that relates to earlier degree requirements. On-leave status is granted for a specified time and may not exceed one calendar year. Students with on-leave status are not required to pay fees. (For further information, see “Continuous Enrollment” in the Graduate School section of the *University of Oregon Catalog* or on the Graduate School website.)

After advancement, doctoral candidates may take up to three terms In Absentia and must submit their request on-line through the Graduate School’s forms website under “In Absentia Status for Post-Advancement Doctoral Students.”

Music education students pursuing master’s degrees exclusively during summer sessions must obtain on-leave status for each ensuing school year. In addition, summers-only students are entitled to a maximum of three summer terms of on-leave.

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

**A14. Completion of Degrees**

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

**A15. Use of Facilities**

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

**A16. E-mail Communication Policy**

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

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

## B. Procedures and Policies Specific to Master's Degrees

### B1. Residence Requirement

For master's degrees, the Graduate School requires that a minimum of 30 graduate credits (applicable to degree requirements) be taken on the University of Oregon campus during at least two terms of study. In addition, students enrolled in advanced degree programs must attend the university continuously, except for summers, until all of the program requirements have been completed. If continuous enrollment is not possible, students may apply for on-leave status for up to three academic terms (see A13).

### B2. Time Limit

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

### B3. Conditional/ Full Admission

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

### B4. Master's Degree Checklists

Checklists have been developed for all master's degree programs. **Students should consult regularly with their advisers about their progress on the checklist and should keep an up-to-date copy of the checklist in their Graduate Office files.** Checklists are available in the Music Graduate Office and to download from the SOMD website.

### B5. Ensemble Requirements

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

**B6. Language Requirement for Master of Arts Degrees**

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

- (a) Complete two years of college-level foreign language study with a grade of *B–* or higher in the final term.
- (b) Complete a reading knowledge course in the language with a grade of *B–* or higher in the final term (e.g., German for Reading Knowledge, French for Reading Knowledge). The number of terms required is determined by the department offering the course.
- (c) Satisfactory completion of the CLEP (College Level Examination Program) language exam, administered by the Counseling and Testing Center, showing language proficiency equivalent to that attained at the end of two years of college study (a minimum score of 63 for German and 62 for French). CLEP is a 1.5 hour computer-based exam that has two parts: listening and reading. Testing is available by appointment through the Testing Office for a fee of \$85.

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

**B7. Changes in Degree Emphasis**

If a master's degree student wishes to change his or her degree emphasis, the student must submit a new statement of intent and the SOMD *Request for Change of Degree Emphasis* form to the Graduate Office. When such a request is made, the student's work in the program to date will be reviewed by the faculty in the new area, and a decision will be made as to whether the student may make the proposed change. In most cases, additional portfolio materials, papers, or an audition will be expected. After students receive approval, they must then also submit the UO Graduate School's *Change of Graduate Major/Classification Form*, available on their website.

**B8. Concurrent Master's Degrees**

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

## B9. Theses, Projects, Performances, & Performance Degree Recitals

**Recitals and Conducted Performances.** Master’s degree programs in performance include degree recitals. Any student presenting a performance degree recital, or a recital to fulfill a requirement for music education, jazz studies, or piano pedagogy, must follow the procedures outlined in Section A8 “Recitals Procedures”—including a **required jury audition** that is to be scheduled at least one month before the proposed recital—for permission to give the recital. Conducting students are required to complete juried rehearsals and/or juried performances. Appropriate forms for these events must be filed in advance with the Music Graduate Office. See Section A8 of this publication and the SOMD *Student Handbook* for further information on recitals.

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

At the time the proposal is submitted, the student must also submit the Graduate School’s required Research Compliance paperwork. See sections A9 and A10 and the Graduate School’s website under “Research Ethics and Compliance” for more information.

**Note:** For music education master’s projects, students may develop a curriculum based upon previously collected data (e.g., data collected for a licensure project) only if these data were collected under a project approved by the Office for the Protection of Human Subjects. The music education master’s final project can make no reference to a Work Sample or any similar project in which data were collected without this approval. This does not preclude music education students from further developing concepts used in a Work Sample; however, they may not in any way refer to previous work or data.

**Completion.** After the proposal is approved the student may work with committee members to complete the various components of the thesis or project. All committee members are to be present at the final event unless prior arrangements to the contrary are made with the Director of Graduate Studies. Approval requires a unanimous vote of the committee.

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

the Graduate School. In the project option, the student must satisfactorily complete two to four (2-4) credit hours of MUS or MUE 601: Research; MUS or MUE 605: Reading; or MUS 609: Terminal Project.

### **B10. Final Oral Examinations for All Master's Degrees**

All master's degrees have final oral examinations. At least one month before the proposed date, the student shall schedule an exam room, complete and submit the *Master's Oral Examination Scheduling Form*, and the membership of the committee must be approved by the Director of Graduate Studies and recorded in the file. The examining committee will consist of three members, two of whom are from the faculty in the student's area of study, and a third who may be chosen from an area in music other than the student's area of focus.

Because there frequently are changes, additions, or other assignments as a result of the final oral examination, it should be scheduled early enough in the final term to give the candidate ample time to complete any additional requirements. The oral examination and preceding projects and/or performances must be completed **at least one week** before the Graduate School's printed "deadline for submission of *Statement of Completion*." The deadline usually occurs around the eighth week of the term. The student's adviser is to take the form *Statement of Completion of Requirements for Master's Degrees* to the examination. Each member of the examining committee signs the form and indicates whether or not the work is acceptable or if there are conditions required for approval. The adviser then returns the form to the Music Graduate Office. Approval requires a unanimous vote of the committee.

**Final Oral Examinations for Performance Degrees.** Each graduate student seeking a degree in performance will schedule the oral examination after successful completion of the degree recital and early enough during the final term of study to meet the Graduate School's deadline (see B10 above). The oral examination covers the recital and issues related to all course work taken as part of the degree program.

**Final Oral Examinations for Degrees in Areas Other Than Performance.** The oral examination may cover not only the thesis or project but also issues related to all course work taken as part of the degree program. The student completes the thesis or project and when the adviser is satisfied that it is ready, the examining committee will conduct an oral examination at a time scheduled with the Music Graduate Office, as outlined above, and convenient for all committee members.

A final copy of the thesis or project must be given to each committee member no less than two weeks prior to the scheduled examination. The examining committee will determine whether the document meets both the specifications of the student's approved proposal and the following criteria:

- (a) It gives evidence of the student's thorough knowledge of the topic.
- (b) It possesses sufficient depth and breadth to serve its intended purpose.

- (c) It demonstrates intelligent organization of material, reporting of information, and conclusions.
- (d) It differentiates between information of central and peripheral importance, and focuses on the former.
- (e) It is written in formal English prose style and follows accepted rules of grammar, punctuation, spelling, and sentence and paragraph structure.
- (f) It employs appropriate procedures for scholarship and research.
- (g) It conforms to one of the standard style manuals for scholarly writing as designated by the adviser. Templates for title and approval pages are available to download from the Graduate School's website for theses and from the SOMD website for projects.
- (h) It meets the standards of form and style set forth in the UO Graduate School's *Style and Policy Manual for Theses and Dissertations*, which may be read or downloaded from the Graduate School's website.

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

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

## **B11. Procedures for Graduation**

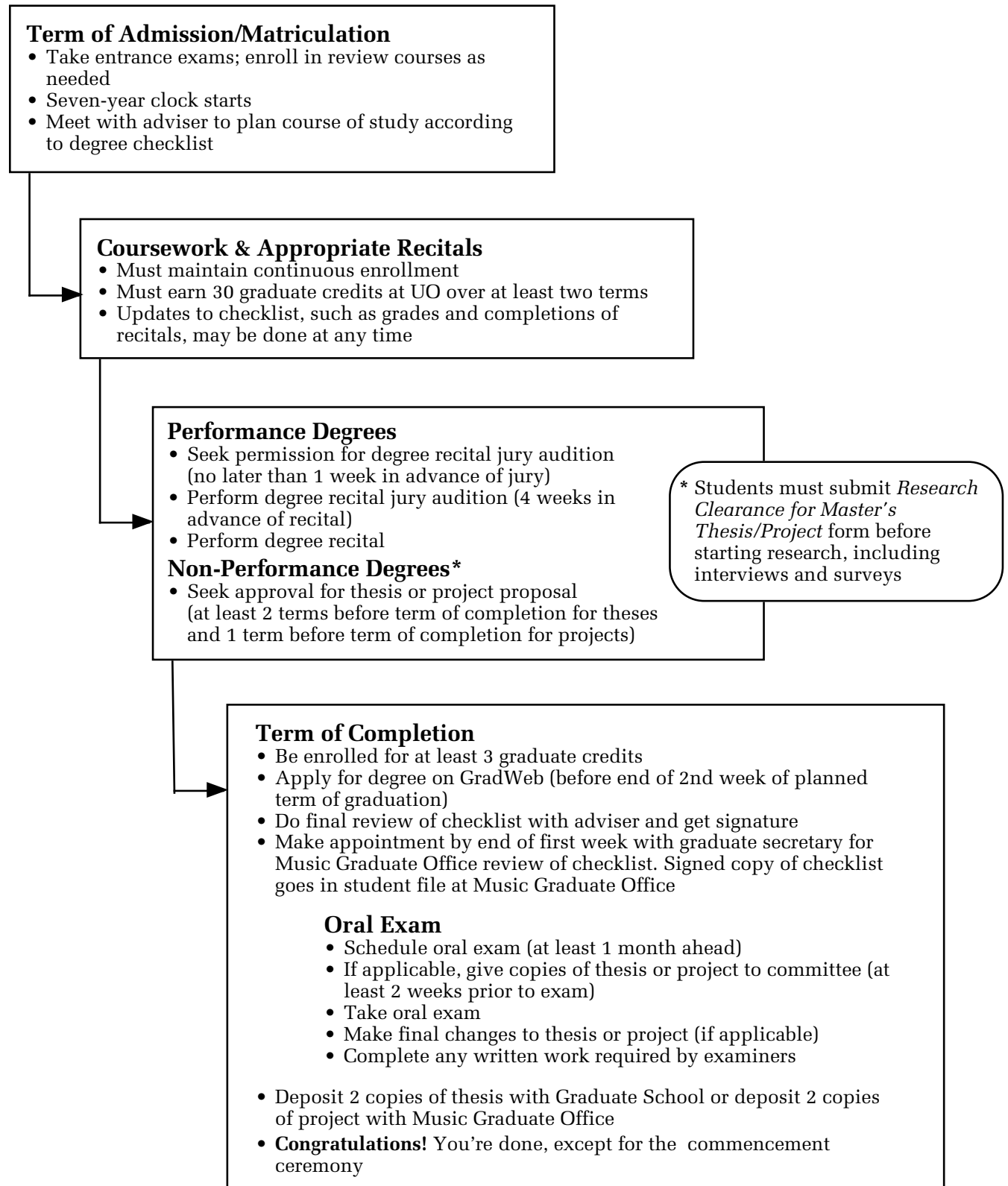
There are several procedures and deadlines to which each student must adhere in order to graduate. Some of them are covered in the Graduate School's Degree Deadlines, which is available on the Graduate School's website, in the Graduate School, and in the Music Graduate Office. The following list includes those procedures but does not list dates, which change each term:

- (a) The student will be enrolled for at least three graduate credits of study related to the degree program during the term of planned completion. If completing a thesis, at least one credit must be MUS or MUE 503: Thesis. If completing a master's project, enroll in the appropriate MUS or MUE 601: Research, MUS or MUE 605: Reading, or MUS 609: Terminal Project. If a performance major, enroll in performance studies.
- (b) **Before the end of the second week** of the planned term of graduation the student is to apply for graduation by completing the *Application*

*for Advanced Degree* process on the Graduate School’s website, under “Graduation.”

- (c) No later than the beginning of the term of graduation, the student is to meet with his or her adviser to review the appropriate master’s degree checklist of academic work. The checklist includes all course work taken in the program, including transfer credit, as well as course work being taken during the term of completion (noted as “in progress”). The checklist is to be signed by the student’s adviser to show that the program of study has been completed and approved as listed. The student must make an appointment with the Music Graduate Secretary by the end of the first week of the term of graduation to review the checklist and verify completion of degree requirements by the Music Graduate Office.
- (d) The student is to schedule and complete any unfinished requirements such as recital, written examination, oral examination, defense of thesis, and so forth. Unless written permission for an exception is given by the Director of Graduate Studies and the student’s adviser, the final oral examination will be the last event held to complete the degree. Dates for these events must be cleared by the Music Graduate Office and, if Beall Hall or other performance space is involved, by the Concert Hall Manager, who is in charge of the building. The only exception to this timeline may be the reading and recording of a composition thesis.  
  
Recitals require a jury audition and the approval of the auditioning committee for the recital to proceed. The jury audition must be completed at least four weeks prior to the recital. (See A8.)  
  
Final and complete copies of written documents (theses or projects) must be given to the members of the examining committee no less than two weeks prior to the date of the examination.
- (e) As each event is completed, the chair of the examining committee will submit to the Music Graduate Office the appropriate document, signed by members of the examining committee, indicating the committee’s decision.
- (f) Two copies of completed and approved *theses* must be deposited in the Graduate School by the deadline. Two unbound copies of completed and approved *projects*—printed on 20 lb. non-recycled 25% cotton bond paper—must be submitted to the Music Graduate Office by the Graduate School’s deadline for thesis submission.
- (g) Students are strongly encouraged to participate in the UO Graduation Convocation (spring or summer) and the SOMD ceremony that follows (spring only). Information is available from the Music Graduate Office and the Office of Student Life (346-1160).

# Timeline for Completing Master's Degree



## C. Procedures and Policies Specific to Doctoral Degrees

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

This timeline identifies all events in the program and the dates and deadlines associated with those events. Following the timeline are more thorough explanations of the procedures associated with the same events. For a complete description of degree requirements see the *University of Oregon Catalog*. **Students in the doctoral program have the responsibility for initiating and following the steps in the program as outlined below.** The sequence of steps is important to the successful completion of the program. Note that there are three major steps in the program:

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

#### Procedural Timeline for Doctoral Degrees

<i>Step</i>	<i>When to be completed</i>
1. Take music theory/aural skills and music history graduate entrance examinations.	Before first term of study (A2)
2. Meet with primary area adviser.	First week of the first term (A4)
3. Initiate studies for the year of residency (i.e., satisfactorily complete no fewer than nine (9) graduate credits in degree-related courses in three successive terms).	(C9)
4. Obtain <b>FORMAL ADMISSION</b> to the doctoral program: <ol style="list-style-type: none"> <li>(a) Pass theory, aural skills, and/or history review courses, if required according to entrance exam results.</li> <li>(b) With advisers, complete degree checklists (planned program of study) for both primary and supporting areas.</li> <li>(c) Acquire written approval of the checklists by advisers and submit signed checklists to Music Graduate Office.</li> </ol>	(C5) During first term of study or the first term the courses are offered During first term of study (C6) Before end of second week of winter term
5. Complete year of residency as a full-time student on the UO campus (three terms in sequence).	First year in the program (C9)
6. Complete all core coursework (MUS 611 Research Methods, two period survey courses, MUE 641 College Music Teaching, and MUS 629 Repertoire and Analysis).	
7. Take and pass the core comprehensive exam in music history and music theory. Obtain permission by completing the <i>Permission to Take Doctoral Core Examination</i> form on the SOMD website. <b>Note: The core exam must be passed before the first area comprehensive exam may be taken.</b>	After completing the six items listed above (C15)

**Procedural Timeline for Doctoral Degrees (cont.)**

<b>Step</b>	<b>When to be completed</b>
<p>8. Complete foreign language requirement. <b>Note: Required of all students except those in the PhD program in music education. Some degrees require one foreign language; others require two or three.</b></p> <p>(a) Alternative One: take two years of course work in the approved language and earn a grade of B– or higher in the final term.</p> <p>(b) Alternative Two: Complete a reading knowledge course in the language with a grade of B– or higher in the final term.</p> <p>(c) Alternative Three: Pass an SOMD proficiency examination in the language.</p>	Before taking either area comprehensive examination (C11)
9. Complete the ensemble requirement, if applicable.	Before taking either area comprehensive examination (C12)
10. Complete a minimum of 8 credits in non-music courses (except for those in primary area of Music Education).	Before taking either area comprehensive examination
<p>11. If applicable, complete the required major degree recitals or conducting performance. Performance students must complete at least two of the required recitals, including the major solo recital, before taking the performance area comprehensive exam.</p> <p>(a) Study for credit with an appropriate SOMD faculty member in preparation for the recital.</p> <p>(b) Schedule the recital jury with the Music Graduate Office. (Complete <i>Graduate Recital Scheduling Form</i> available on SOMD website.)</p> <p>(c) Clear the proposed date, time, and place of the recital with the Concert Hall Manager and schedule the event with her.</p> <p>(d) Pass the recital jury audition and obtain approval to hold the performance.</p> <p>(e) Hold the recital.</p> <p>(f) A recital evaluation form will be placed in the student's file with date, faculty decisions, and signatures recorded. Students are advised to turn in two copies of the program to the Music Graduate Office.</p>	<p>After formal admission (C13, A8)</p> <p>During term prior to and term of the recital</p> <p>At least one week prior to recital jury</p> <p>As early as possible; at least one term before the recital</p> <p>At least four weeks prior to the recital</p>
<p>12. Complete the comprehensive examinations in the primary and supporting areas. (Each comprehensive examination has written and oral components.)</p> <p>(a) Consult with the Music Graduate Secretary to verify the completion of course work according to the approved checklist.</p>	After passing the core comprehensive exam and completing all general degree requirements and all area coursework (C15)



**Procedural Timeline for Doctoral Degrees (cont.)**

<b>Step</b>	<b>When to be completed</b>
18. If in performance, complete the final degree recital, if applicable.	(A8)
19. If writing a <b>dissertation</b> , must be enrolled in at least 3 hours of Dissertation (603) in term prior to and term of oral defense. If writing a <b>lecture-document</b> , must be enrolled in at least 3 hours of Research (601) in term prior to and term of oral defense.	
20. Term of expected <b>COMPLETION OF DEGREE</b> : apply for the degree with the Graduate School on their website under “Graduation.” ( <b>Note: titles of lecture–documents are not to be entered in the field for title of dissertation.</b> )	Before end of second week of the term (C18)
21. If in musicology or music theory, complete the required public lecture.  (a) Complete <i>Permission to Schedule PhD Lecture</i> form (available on SOMD website) and submit to the Music Graduate Office.  (b) Schedule the event with the Music Graduate Office.  (c) Present the public lecture.  (d) The adviser will submit the committee’s decision, along with a copy of the printed program, to the Music Graduate Office.	Before the final defense  At least four weeks prior to the event  At least four weeks prior to the event

**Note:**

- Item 22A below outlines the procedure for completing **dissertations**.
- Item 22B outlines the procedure for completing **lecture-documents**.

**22A. Procedures for Completing Dissertations:** Details of the procedure for approval are stated in A9, A10, and C16. (See also the overview graphic, page 36.)

<b>Step</b>	<b>When to be completed</b>
(a) Approval of completed first draft.  i. Establish a date for the committee to meet to evaluate the <b>completed</b> first draft.  ii. Candidate gives the dissertation committee copies of the completed first draft.	After advancement to candidacy; before proceeding with the following  At least three weeks before the scheduled meeting, and at least three months before the finished dissertation is given to the committee

**22A. Procedures for Completing Dissertations (cont.)**

<i>Step</i>	<i>When to be completed</i>
iii. Dissertation committee meets with candidate for a preliminary hearing on the draft.	At least two months before the finished dissertation is given to the dissertation committee; at least three weeks after receiving the completed draft
(b) Approval of finished dissertation.	
i. The candidate must obtain provisional agreement from doctoral committee members that they will be available on a specified day and time for the oral defense. Candidate will work with the Music Graduate Office to secure an appropriate room for this public event (faculty offices are not allowed). Then, the candidate logs on to GradWeb and completes the “Oral Defense” section. GradWeb will send an e-mail to each committee member who then logs on to GradWeb and confirms agreement to attend the defense. Once all committee members have confirmed their attendance, the candidate receives an e-mail advising them to contact the Music Graduate Office to obtain and file the <i>Application for Final Oral Defense for Doctoral Degree</i> . This form is available to the Graduate Office on GradWeb only after all have confirmed attendance and requires the signature of the Director of Graduate Studies.	At least four weeks before the proposed final oral defense and before completing the following steps. Entire process must be completed by at least three weeks before the defense.
ii. Candidate submits four signed, cotton-bond copies of the final abstract to the Graduate School along with the signed application.	At least four weeks before the proposed final oral defense, and before completing the following
iii. Candidate gives copies of the finished dissertation to all committee members.	At least three weeks prior to the final defense of dissertation
iv. Hold final defense of the dissertation.	By week seven of the term; see Graduate School schedule
a. Examining committee approves and/or requires amendments to the dissertation.	
b. Committee members sign the form sent to the chair from the Graduate School and indicate their decisions.	
c. The chair submits the completed form to the Music Graduate Office.	
v. Candidate submits corrected final copy of dissertation to the Graduate School.	Before Tuesday of 10th week of term; see Graduate School schedule

**22B. Procedures for Completing Lecture-Documents and Giving Lectures:** Prior to this step the proposal for the lecture-document must have been approved as outlined in C17. (See also the Overview on page 40.)

<b>Step</b>	<b>When to be completed</b>
<p>(a) Approval of completed first draft.</p> <ul style="list-style-type: none"> <li>i. Establish a date for the committee to meet to evaluate the completed first draft.</li> <li>ii. Candidate gives the examining committee copies of the <b>completed</b> first draft.</li> <li>iii. Examining committee meets with candidate for a preliminary hearing on the completed first draft.</li> </ul>	<p>Before proceeding with the following steps</p> <p>At least three weeks before the scheduled committee meeting, and at least two months before the finished document is given to the examining committee</p> <p>At least one month before the finished document is given to the examining committee; at least three weeks after committee receives completed draft</p>
<p>(b) Presentation of lecture.</p> <ul style="list-style-type: none"> <li>i. Candidate submits to the Music Graduate Office the <i>Permission to Schedule DMA Public Lecture</i> form signed by committee members.</li> <li>ii. Candidate arranges for an appropriate room for the public lecture with the Music Graduate Secretary and makes arrangements for the printed program and recordings in the same manner as for recitals.</li> <li>iii. Candidate schedules and gives the lecture.</li> <li>iv. Committee chair submits lecture approval form to the Music Graduate Office.</li> </ul>	<p>At least three weeks before the final oral defense/exam C17</p>
<p>(c) Approval of finished document.</p> <ul style="list-style-type: none"> <li>i. Candidate obtains provisional agreement from doctoral committee members that they will be available on a specified day and time for the oral defense. Candidate works with Music Graduate Office to secure an appropriate room for this public event (faculty offices are not allowed). Candidate logs on to GradWeb and completes “Oral Defense” section, <b>leaving the field for dissertation title blank</b>. GradWeb sends an e-mail to committee members who then log on to GradWeb and confirm agreement to attend. Once all members have confirmed, the candidate receives an e-mail advising them to contact the Music Graduate Office to obtain and file the Application for Final Oral Defense for Doctoral Degree. This form is available to the Music Graduate Office only after all committee members have confirmed attendance and requires the signature of the Director of Graduate Studies.</li> </ul>	<p>At least four weeks prior to the scheduled final oral defense and before completing the following steps. Entire process must be completed by at least three weeks before the defense.</p>

**22B. Procedures for Completing Lecture-Documents & Giving Lectures (cont.)**

<i>Step</i>	<i>When to be completed</i>
ii. Candidate gives copies of the finished document to all committee members.	At least three weeks prior to scheduled final oral examination
iii. Hold final oral examination on lecture and document.	Within three weeks after the lecture, but no later than by week seven of the final term.
a. Examining committee approves or outlines changes in the document.	
b. Committee members sign the form sent to the chair from the Graduate School and indicate their decisions.	
c. The chair submits the completed form to the Music Graduate Office.	
iv. Candidate submits corrected final copies of document to Music Graduate Office.	Before end of ninth week of the term (see Graduate School schedule)
23. Complete procedures for graduation	
	(C18)

— End of Procedural Timeline —

### **C2. Doctoral Admission Without the Master's Degree**

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

### **C3. Primary and Supporting Areas of Study**

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

### **C4. Transfer Credits for the Doctoral Program**

The School of Music and Dance does not use formal transfer procedures of credit for the doctorate. Courses completed at other institutions may be accepted for the doctoral program at the University of Oregon under the following conditions:

- (a) The credits must be verified on an original transcript from the institution at which they were earned.
- (b) The credits must come from an accredited graduate program.

- (c) The courses must be relevant to the degree program as a whole.
- (d) The grades earned must be A, B, or Pass. Grades of Pass will be evaluated individually.
- (e) The courses must be approved by the Director of Graduate Studies and/or the Graduate Committee of the School of Music and Dance **during the process of formal admission.** A *Petition for Course Waiver* form must be submitted for each course (available in the Music Graduate Office or on the SOMD website).

### C5. Conditional, Formal, & Full Status

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

**Conditional and Full Admission.** All doctoral students are admitted conditionally by the university until they are advanced to candidacy, when their status is changed to fully admitted.

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

- (a) they have been conditionally admitted to primary and supporting areas of study by the faculties in those areas,
- (b) they have taken the entrance examinations in music theory/aural skills and music history and either passed the exams or the required review courses,
- (c) they have submitted a *Petition for Course Waiver* form (available in the Music Graduate Office) for each course taken elsewhere that they wish to have count towards their degree, and
- (d) they have obtained approval of their checklists (planned course of study) from their advisers in the primary and supporting areas and submitted them to the Music Graduate Office by the end of the second week of their second term of study. (See C6 below.)

The student will be informed in writing concerning formal admission and any changes on the checklists that may be required. If changes are required, they must be made and submitted with the appropriate adviser(s) signature(s) to the Director of Graduate Studies within two weeks. After formal admission, any subsequent changes are subject to the approval of the adviser, the Director of Graduate Studies, and/or the Graduate Committee. **After formal admission, all changes must be documented in writing, signed and dated by the adviser, and submitted to the Music Graduate Office for approval.**

**C6. Doctoral Checklists**

Students are to prepare for formal admission to the doctoral program by completing a checklist of degree requirements (available on the SOMD website) for each area of study—primary and supporting—indicating the planned term and year in which each event will occur or course will be taken. Signatures of approval by the advisers in each area are required on both checklists. Checklists must be submitted to the Music Graduate Office no later than the end of the second week of their second term of study for formal admission. (See C5 above.)

**C7. Time Limit**

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

**C8. Petitions**

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

**C9. Year of Residency**

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

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

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

**C10. Changes in Primary or Supporting Area**

To initiate a change in degree emphasis, a student must complete the SOMD *Request for Change of Degree Emphasis* form and submit it to the Music Graduate Office, along with a new statement of intent, any admission requirements from the new area, and, if the student has already been formally admitted, a new, approved checklist. Prior to formal admission, students may change their declared primary and supporting areas of study

with the written consent of the newly selected area. After formal admission, students must also obtain the approval of the Director of Graduate Studies and/or the Graduate Committee. When such a request is made, the student's work in the doctoral program to date will be reviewed and, based on the criteria for satisfactory progress toward a degree and the evaluation of the faculty in the newly proposed area, a decision will be made as to whether the student may make the proposed change. If the primary degree program is changed, the student must also submit the Graduate School's *Change of Graduate Major/Classification* form.

### C11. Foreign Language Requirement

The purpose of the foreign language requirement is to better prepare students to conduct research in various aspects of the degree program and profession and to facilitate completion of the dissertation or document. Languages that typically meet this requirement are German, French, and Italian. In consultation with their advisers, doctoral students are to select the most useful language(s) for their research and note the selection on the checklist. **The language requirement must be fulfilled prior to taking area comprehensive exams and advancement to candidacy. For PhD students, courses taken to meet the requirement must be completed within seven years of the term of advancement.** There are three ways to fulfill the foreign language requirement:

- (a) Complete two years of college-level foreign language study with a grade of *B-* or higher in the final term.
- (b) Complete a reading knowledge course in the language with a grade of *B-* or higher in the final term (e.g., German for Reading Knowledge, French for Reading Knowledge). The number of terms required is determined by the department offering the course.
- (c) Pass an SOMD language examination in the approved language. The procedure for the examination is as follows:
  - i. The student submits the *Language Proficiency Exam Scheduling Form* to the Music Graduate Office.
  - ii. The Director of Graduate Studies appoints two language examiners from the faculty. The student selects three scholarly books on a musical subject, written in the approved language, and submits them to the Music Graduate Office.
  - iii. The first examiner selects a minimum of 100 pages from one of the books and informs the Music Graduate Office and the student of the pages selected.
  - iv. The student prepares for the examination by studying those pages for up to one month, becoming acquainted with the author's vocabulary and writing style.
  - v. The student takes the examination, which will last for one hour. During that time the student translates a passage (usually 4-6 pages) selected by the examiner from the approved 100 pages of text. The student may use an English-foreign language dictionary, but no other reference sources. The assigned text does not have to be translated in full. Depending on the type of text, the length translated may vary: the student should judge by him/herself how to balance the largest possible amount of text translated with the

best possible quality of translation. It is most important that the student show good understanding of the language through a clear and correct translation into English. It does not need to be a literal translation, but the examiners need to get a sense of the student's capability of reading and understanding any scholarly text (with the help of a dictionary) in the chosen language. Good translation skills include understanding of syntax (and parts of discourse), basic vocabulary and idioms, and basic grammar (particularly verbs [tenses], conjunctions, and prepositions).

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

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

## **C12. Ensemble Requirement**

Students with a primary or supporting area in voice, wind, string, or percussion performance must enroll in three consecutive terms (not including summer) of band, chorus, or orchestra during their first year of study, and they must audition for ensemble placement during the week before fall term classes. Assignments take into account the student's preference, level of ability, major performance medium, educational and musical needs, and the needs of the school's ensembles. **(Note: Doctoral students with a primary or supporting area in voice, wind, string, or percussion performance and who do not have a master's degree in music, must complete six (6) consecutive terms of band, chorus, or orchestra.)**

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

## **C13. Degree Recitals & Conducted Performances**

Doctoral students in performance and composition are required to present recitals. Conducting students are required to complete juried rehearsals and/or juried performances. PhD students in musicology and music theory are required to present lectures (see C16). Degree recitals in a primary area carry expectations that are higher than those in a supporting area. Degree recitals are given only with the prior approval of the appropriate faculty committee, which will hear the student perform all or part of the recital repertory in a recital jury audition to be held at least four weeks prior to the proposed recital. Appropriate forms for these events must be filed in advance with the Music Graduate Office.

Degree recitals may be given only after the student has been formally admitted to the program. Degree recitals must be completed before advancement to candidacy, with the exception of the third recital (not the solo

recital) for primary performance majors, which may be given after advancement. Permission to give degree recitals off campus must be obtained from the SOMD Graduate Committee prior to the scheduling of the event.

All DMA students presenting degree recitals must follow the procedures outlined in A8. Degree recitals must be prepared under the direction of the appropriate UO music professor. Any term in which a student is working with a faculty member to help prepare for a recital, the student must be registered for study with that professor including, but not limited to, the terms prior to and in which the event is presented.

#### **C14. Doctoral Committees**

Doctoral degrees involve various types of activities (e.g., compositions, conducting performances, degree recitals, and comprehensive examinations) that require faculty examining committees to oversee and ultimately to judge the acceptability of the work embodied in those parts of the degree program. The student does not determine committee membership. All committees are determined by the student's adviser with the exception of the language proficiency exam committees and the core comprehensive exam committee, which are appointed by the Director of Graduate Studies. The examining committee for each of these events is to be established well before the event takes place, and all committee members are to be present at the event unless prior arrangements are made with the Director of Graduate Studies. After the student has filed the appropriate scheduling form and the committee has been approved, the student may work with committee members to complete the various components of the event.

#### **C15. Comprehensive Examinations**

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

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

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

The core examination will be offered once early each term on a date to be announced. When a student is ready to take the core examination, he or she must submit the *Permission to Take the Doctoral Core Examination* form to the Graduate Office.

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

- (a) a repertory question (musical identification, 1 hour),
- (b) a genre question (a genre that covers several periods, 1 and 1/2 hours), and

(c) an analysis question (using scores and score identification, 2 hours).

Students with a primary or supporting area in musicology or music theory need not take those portions of the core component covering their areas of specialty (i.e., a student with a primary or supporting area in musicology will not be required to answer the genre question; a person with a primary or supporting area in music theory will not be required to answer the analysis question). In such cases the core examination will be reduced to two questions and a maximum of three hours in length.

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

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

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

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

**Area Comprehensive Examinations.** A student may take the *first* area comprehensive examination only after all of the following conditions are met:

- (a) satisfactory completion of the doctoral core exam,
- (b) satisfactory completion of all applicable general degree requirements (language, ensemble, and 8 non-music credits),
- (c) permission to take the examination by the adviser in that area,
- (d) satisfactory completion of all course work in the area to be examined,
- (e) if a primary performance major, successful completion of two of the required degree recitals, including the solo recital;
- (f) if a supporting performance major, successful completion of both required degree recitals;
- (g) if a composition major, successful completion of at least one recital;  
and
- (h) if a conducting major, successful completion of the required performance.

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

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

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

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

The area comprehensive examinations have written and oral components, with the written component taken first. The oral component enables the examining committee to explore further the student's knowledge and skills in areas covered in the written examination, to seek clarification where written responses were ambiguous or unsatisfactory, and to evaluate the student's knowledge in other relevant areas.

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

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

The Music Graduate Secretary will make copies of the completed written examination for the student and the faculty members and distribute them the following work day so that the student and the committee may prepare for the oral examination.

**Oral examination:** Usually two hours in length, this examination covers the written portion and any other portions of the area examination, **as well as other topics related to the specialized area.** The student's responses will be evaluated on the basis of the following criteria:

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

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

- (a) to approve the examination as is;
- (b) to have the student retake any part of the written examination, to retake any part of the oral examination, or both;
- (c) to have the student complete appropriate remedial activities;
- (d) to have the student retake the entire examination; or
- (e) to declare the examination failed and refer the results to the SOMD Graduate Committee with a recommendation to terminate the student's place in the program.

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

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

All doctoral students are required to complete dissertations unless the primary area is in performance. Students completing a DMA degree in performance may choose between a dissertation and a lecture–document. If the lecture–document option is selected, the following procedures do not apply. **Lecture–document procedures are described fully in C17. The following information (C16) applies to all students writing dissertations.**

## C16. The Dissertation

**Doctoral Dissertation Committee.** It is the intent of the faculty that each doctoral student begin determining his or her dissertation topic reasonably early in the program in consultation with the adviser. Prior to advancement to candidacy the adviser determines the Doctoral Dissertation Committee. This committee consists of four persons: two faculty members from the primary area (one of whom will normally serve as committee chair), one other faculty member from the School of Music and Dance, and one faculty member from outside the School of Music and Dance. This last faculty member serves as the representative of the Graduate School. All members of the committee must hold the doctorate and the rank of assistant professor or above. The committee chair must be a faculty member of the School of Music and Dance. In some cases, co-chairs may serve. An emeritus faculty may serve as an inside member, but may not chair. GradWeb has a faculty directory that lists all faculty who are eligible to serve on a doctoral committee. It will also let you know for which positions on the committee they are eligible.

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

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

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

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

Approval of the formal proposal is obtained by distributing copies of it to members of the dissertation committee no later than one month prior to the requested date of advancement, convening the committee, and acquiring committee members' signatures of approval on the approval page (as found on the SOMD's website) of two copies of the formal proposal. One copy of the proposal, with faculty members' signatures of approval, is for the Music Graduate Office and one is for the student. The Graduate School's required *Research Clearance for Doctoral Dissertation* form, signed by the adviser, must accompany the proposal. If human subjects are to be used, the student must also file the *Human Subjects Protocol Form* prior to any contact with the subjects (see A9, A10).

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

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

**Formal Approval of the Dissertation Committee.** After the student has been advanced to candidacy the Graduate School takes over the administration of the degree and officially appoints the dissertation committee, which has been serving as a School of Music and Dance committee prior

to this date. The candidate may then become fully engaged in the research related to the dissertation and may register for dissertation credits. **Note: A doctoral student must be enrolled for a minimum of six (6) months between the Graduate School approval of the dissertation committee and the dissertation defense. (For example: students who wish to graduate spring term must be advanced by about November 15 of the preceding fall term.)**

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

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

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

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

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

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

- A committee of three faculty members will attend and evaluate the lecture. The candidate's adviser will serve as chair.
- The candidate will schedule the lecture with the Music Graduate Office no later than one month before the event (a form is available), and will submit the appropriate forms for inclusion of the event in the SOMD calendars.

- The lecture shall be held in an appropriate public venue.
- The topic of the lecture shall generally be related to the dissertation research.

• **Oral Defense of the Dissertation.** At least six (6) months must have elapsed between the formal appointment of the dissertation committee by the Graduate School and the oral defense of the dissertation. In addition, at least two (2) months must have elapsed since the dissertation committee's tentative approval of the first draft. During this time the doctoral candidate is to complete the dissertation under the guidance of the adviser, following the advice of the dissertation committee.

When the adviser is satisfied that the dissertation is ready for defense, and no later than four weeks before the proposed date of the defense, the candidate must get provisional agreement from doctoral committee members that they will be available on a specified day and time for the oral defense. The candidate will work with the Music Graduate Office to secure an appropriate room for this public event (faculty offices are not allowed). Then, the candidate logs on to GradWeb and completes the "Oral Defense" section. GradWeb will send an e-mail to each committee member who will then log on to GradWeb and confirm his or her agreement to attend the defense. Once all committee members have confirmed their attendance, the candidate receives an e-mail advising them to contact the Music Graduate Office to receive and file the *Application for Final Oral Defense for Doctoral Degree*. This form is available to the Music Graduate Office on GradWeb only after the committee members have confirmed via GradWeb their agreement to attend and requires the signature of the Director of Graduate Studies. The candidate submits four signed, cotton-bond copies of the final abstract to the Graduate School along with the signed application **no later than three weeks before the oral defense.**

Once submitted, the Graduate School will officially notify the committee of the date, time, and place of the oral defense. **It is the candidate's responsibility to deliver a complete, unbound copy of the dissertation at least three weeks before the defense to each member of the dissertation committee.** The oral defense may not take place during summer session without the prior approval of the Director of Graduate Studies.

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

- (a) It shows thorough knowledge of the topic.
- (b) It possesses sufficient depth and breadth to serve its intended purpose.
- (c) It demonstrates intelligent organization, analysis and evaluation of material; accurate reporting of information; and sound conclusions.
- (d) It differentiates between information of central importance and information of peripheral importance and focuses on the former.

- (e) It is written in formal English prose style and follows accepted rules of grammar, punctuation, spelling, and sentence and paragraph structure.
- (f) It employs established procedures for scholarship and research as they apply to the topic.
- (g) It contributes in some significant way to knowledge in the field.
- (h) It meets the standards of form and style set forth in the UO Graduate School's *Style and Policy Manual for Theses and Dissertations*, which can be read or downloaded from the Graduate School's website.
- (i) It conforms to one of the standard style manuals for scholarly writing.

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

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

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

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

When the dissertation is approved, two official, signed, cotton-bond, unbound copies of the final version are to be deposited in the Graduate School prior to the published deposit deadline. Candidates will need at least four copies of the final version: the two copies for the Graduate School, one appropriately bound copy for the adviser, and a personal copy. The Graduate School has standards regulating printing and paper. It is the candidate's responsibility to ensure the final document meets all printing and paper standards found in the *Style and Policy Manual for Theses and Dissertations* (e.g., 25% cotton-bond paper may not be recycled paper). Composers printing on oversize paper must consult the Graduate School early in the term they plan to deposit to ensure adequate lead time to acquire the appropriate paper.

## Overview of Dissertation Schedule

(See the actual schedule for important details)

### Approval of the first draft of the complete document

Get dissertation committee approval of the proposal	Before advancement to candidacy
Dissertation committee receives completed first draft	At least 3 months before final oral defense
Dissertation committee meets with candidate for evaluation of the dissertation's first draft	At least 2 months before final oral defense

### Approval of the final document

Copies of the finished dissertation given to the dissertation committee members	Three weeks before the final oral defense
Final oral defense is held	By the Graduate School deadline
Candidate meets the Graduate School deadline for finishing the degree	

### C17. The Lecture-Document (Program Option for DMA Candidates in Performance)

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

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

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

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

**Nature of the Lecture.** The lecture will be open to the public and should be predominantly a verbal presentation with a duration of approximately one hour. Live performance, recorded performance, and audio-visual aids are appropriate but not mandatory components of the lecture. Their use will be determined by the candidate in consultation with the candidate's lecture-document committee. The lecture is to exhibit effective scholarly

research, topical organization, and verbal communication skills as indicated in the following criteria:

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

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

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

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

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

**The Proposal.** The proposal is to be approved in writing by the student's lecture-document committee before advancement to candidacy. The student must submit the proposal to the committee no later than one month prior to the requested date of advancement. When committee approval of the proposal is granted, a copy of the proposal, with the

signatures of the committee members and the date of approval on the approval page (as found on the SOMD website), is to be placed in the student's Music Graduate Office academic file. The proposal will comprise two parts:

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

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

The Graduate School's required "Research Clearance for Master's Thesis/Project or Doctoral Dissertation" form, signed by the student's adviser, must accompany the proposal. If human subjects are to be used, the student must also file the *Human Subjects Protocol Form* prior to any contact with the subjects (see A9, A10).

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

**Completion of the Project.** After advancement to candidacy, the candidate will prepare the lecture and supporting document as specified in the proposal in consultation with her or his adviser and other members of the lecture-document committee. A minimum of six (6) credits of MUS 601 Research will be taken for this purpose. **The candidate must be registered for a minimum of three graduate credits two consecutive terms after the term of advancement. (For example, a candidate who wishes to graduate spring term must advance by the end of the preceding fall term.)**

The document must be approved in several stages. First, the proposal for the document must be approved by the examining committee before advancement to candidacy. Second, the first draft of the document must be approved by the committee two months before the planned oral examination. Third, the completed document must be approved by the committee during an oral exam, the final defense.

When all three members of the committee are satisfied that the lecture is ready for public delivery—and the document is well advanced—the candidate will submit the form *Permission to Schedule Lecture-Document Public Lecture* to the Music Graduate Office and work with the Music Graduate Secretary to schedule the lecture in a public venue that has appropriate recording equipment on the UO campus. All three committee members will attend. Candidates must make arrangements for programs and recordings **in the same manner as for recitals**. The candidate shall

also arrange for an audio or audio-visual recording of the event through the SOMD audio engineer. This recording will remain with the School of Music and Dance for archival purposes. The candidate has responsibility for any further publicity about the lecture.

Within three weeks after the lecture, the final oral examination (final defense) will be given by the committee on the lecture and completed document. The candidate must get provisional agreement from doctoral committee members that they will be available on a specified day and time for the oral defense. The candidate will work with the Music Graduate Office to secure an appropriate room for this public event (faculty offices are not allowed). Then, the candidate logs on to GradWeb and completes the “Oral Defense” section (**leaving the field for dissertation title blank**). GradWeb will send an e-mail to each committee member who will then log on to GradWeb and confirm his or her agreement to attend the defense.

Once all committee members have confirmed their attendance, the candidate receives an e-mail advising them to contact the Music Graduate Office to get the *Application for Final Oral Defense for Doctoral Degree*. This form is available to the Music Graduate Office on GradWeb only after the committee members have confirmed via GradWeb their agreement to attend and requires the signature of the Director of Graduate Studies. The candidate is responsible for submitting the signed application form to the Graduate School **no later than three weeks before the oral examination**. The Graduate School then will officially notify the committee of the date, time, and place of the oral examination.

**It is the candidate’s responsibility to deliver a complete copy of the document to each member of the committee at least three weeks before the examination. The oral examination may not take place during summer session without the prior approval of the Director of Graduate Studies.**

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

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

When the document is approved, two official, signed, cotton-bond, unbound copies of the final version are to be deposited in the Music Graduate Office. It is the candidate’s responsibility to ensure the final document meets all printing and paper standards found in the *Style and Policy Manual for Theses and Dissertations* (e.g., 25% cotton-bond paper may not be recycled paper).

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

### Overview of Lecture-Document Schedule

(See the actual schedule for important details)

#### Approval of the first draft of the complete document

Get examining committee approval of the proposal	Before advancement to candidacy
Examining committee receives completed first draft	At least 2 months before final oral examination
Committee meets with candidate for evaluation of the document's first draft	At least 1 month before final oral examination

#### Approval of the final document

Copies of the finished document given to the committee members	Three weeks before the final oral examination
Lecture is presented	At least 1 day before the final oral examination
Final oral defense is held	No later than the Graduate School deadline
Candidate meets the Graduate School deadline for completing the degree	

**C18.  
Procedures for  
Completion of  
the Degree and  
Graduation**

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

- (a) The dissertation or lecture-document committee will be formally appointed by the Graduate School after advancement to candidacy. Dissertation committees must be appointed at least six months before the oral defense.
- (b) The candidate will be enrolled for at least three (3) graduate credits of study related to the degree program (MUS 603: Dissertation, MUE 603: Dissertation, or MUS 601: Research) during the last two terms of the program—the term prior to and the term of completion.

- (c) Before the end of the second week of the planned term of graduation the candidate must apply for graduation by completing *Application for Advanced Degree* process found on the Graduate School's website under "Graduation."
- (d) The candidate will schedule any unfinished requirements, such as the PhD lecture, the defense of dissertation, or the final lecture and examination of document with the Music Graduate Office.
- (e) Final complete copies of dissertations and lecture-documents must be given to the members of the examining committee no less than three weeks prior to the date of the examination.
- (f) As each event is completed, the chair of the examining committee is to turn in to the Music Graduate Office the appropriate document signed by members of the examining committee indicating the committee's decision.
- (g) Within approximately two weeks after the final defense and before the Graduate School's deadline (approximately three weeks before the end of the term) the adviser must submit the signed *Statement of Completion of Requirements* form to the Music Graduate Secretary for signing by the Director of Graduate Studies.
- (h) Completed copies of dissertations with the signed approval of the adviser must be deposited in the Graduate School by the Graduate School's deadline. Lecture-documents are deposited in the Music Graduate Office by the same deadline.
- (i) Candidates are encouraged to participate in the UO Graduation Convocation (spring or summer) and the SOMD ceremony that follows (spring only). Information is available from the Music Graduate Office and the Office of Student Life (346-3216 or [studentlife.uoregon.edu](http://studentlife.uoregon.edu)).

# Timeline for Completing Doctorate

## Term of Admission/Matriculation

- Take entrance exams; enroll in review courses as needed
- Seven-year clock starts
- Begin year of residency

## Formal Admission to Music Doctoral Program

- Pass theory/history exams or review courses
- With advisers, complete degree checklists for both primary and supporting areas
- Submit approved checklists to Graduate Office (2nd week of second term)

## Doctoral Year of Residency

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

## Take & Pass Core Comprehensive Exam

- Once formally admitted, residency requirement has been met, and core curriculum is complete, student may file *Permission to Take Doctoral Core Comprehensive Examination* with Music Graduate Office

## Primary & Supporting Area Comprehensive Exams

- File *Doctoral Comprehensive Examination Scheduling* form
- Verify written exam is in Grad Office (1 week before test)

## Dissertation/Lecture-Document Proposal

- With adviser, form dissertation/document committee
- Write formal proposal
- Submit approved proposal to Graduate Office along with the *Research Clearance for Doctoral Dissertation* form (required before starting research, including interviews and surveys)
- If required, submit *Human Subjects Compliance* protocol

## Advancement to Candidacy

- Must be at least 6 months before defense of dissertation or two terms for document
- Must complete 18 credit hours of Dissertation (603) or 6 credits of Research (601) after advancement

## Completion of Degree

- Approval of first draft of dissertation/lecture-document
- Be enrolled for 3 credits of Dissertation (603) or Research (601) during term prior to and term of graduation
- Schedule room for oral defense with Music Graduate Secretary
- On GradWeb start *Confirmation of Agreement to Attend an Oral Defense* procedure
- From Music Graduate Office, get *Application for Final Oral Defense for Doctoral Degree*
- Submit to the Graduate School *Application for Final Oral Defense for Doctoral Degree* (and 4 copies of signed abstract, if dissertation)  
(Prior 3 items must be completed 3 weeks before the defense)
- Give public lecture (if lecture-document)
- Hold final defense of dissertation/document and make required changes
- Submit corrected final copies of dissertation to Graduate School or document to Music Graduate Office
- **Congratulations!** You're done, except for commencement

## Appendix I: Music Graduate Office Forms

Available in the Music Graduate Office or on the SOMD Website: <http://music.uoregon.edu>

### Financial Aid

- Letter of Recommendation Form
- SOMD Application for GTFs or Scholarships for Continuing Students
- ESO GTF Requirements
- Study Guide for Qualifying Exam for a GTF in Teaching Undergraduate Music Theory
- Request for Summer Sandwich Tuition Remission (request this from Graduate Secretary)
- GTF Workload Agreements

### Master's Degree Checklists

#### Doctoral Degree Checklists (Primary and Supporting)

### General Academic Procedures

- Policies and Procedures Handbook
- Letter of Recommendation Form (for change in degree emphasis)
- Petition to the Music Graduate Committee (general)
- Petition Relative to Ensemble Requirements
- Petition for Course Waiver
- Request for Change of Degree Emphasis or to Add Concurrent Degree
- Request for Registration Override
- Permission to Register for Individualized Study
- Graduate Recital Scheduling Form/Permission to Schedule Graduate Recital Jury Audition
- Permission to Schedule Graduate Composition Recital
- Permission to Schedule Graduate Juried Conducted Rehearsal
- Permission to Schedule Graduate Conducted Performance
- Information & Arrangements (for recitals and lectures)
- Program Information (for recitals and lectures)

### Academic Procedures for Master's Degrees

- Approval Form for Thesis Proposal (MA in Musicology or Theory)
- Approval Form for Project Proposal (MM in Piano Pedagogy)
- Approval Form for Thesis, Project or Performance Proposal (MM in Music Education)
- Approval Form for Thesis Proposal (MM in Composition)
- Approval Form for Terminal Creative Project Proposal (Intermedia Music Technology)
- Master's Oral Examination Scheduling Form (required for all majors)
- Master's Project Title and Approval Pages

### Academic Procedures for Doctoral Degrees

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

## **Appendix II: UO Graduate School Forms and Resources**

Available on the Graduate School's Website: <http://gradschool.uoregon.edu/>

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

### **General Forms for All Graduate Students**

- Change of Graduate Major/Classification Form
- On-Leave Status for Master's and Pre-Advancement Doctoral Students (to be filed by the drop-add deadline of the term you wish to be on leave) (A web form submitted on-line)
- In Absentia Status for Post-Advanced Doctoral Students (to be filed by the drop-add deadline of the term you wish to be on leave) (A web form submitted on-line)
- Permission to Re-Register in the Graduate School (if you failed to file for on-leave on time, you will have to petition to be re-admitted)
- General Petition to the Graduate School (General UO Graduate School Policies)
- Petition to Remove an Incomplete (this form is required if the incomplete remains on the transcript for more than one year)
- Reservation of Graduate Credit
- Transfer of Graduate Credit (to receive UO credit for work from other graduate schools; to be used after the green *SOMD Petition for Course Waiver* form has been approved)

### **Forms for Dual Degree Status**

- Concurrent Master's/Second Bachelor's Degree Form
- Concurrent Master's Degree Form
- Concurrent Doctoral/Master's Degree Form
- Concurrent Degree Revision of Program Form

### **Forms for Graduate Students Nearing Graduation**

- Application for Advanced Degree (must be completed in GradWeb)
- Degree Deadlines (under “Deadlines” not “Forms”)
- Master's Specific: Checklist for Writers of Master's Thesis
- Doctoral Specific: Application for Final Oral Defense and Confirmation of Agreement to Attend (must be completed in GradWeb)

### **Additional Resources for Thesis and Dissertation**

- Research Clearance for Master's Thesis/Project or Doctoral Dissertation (with Human Subjects Compliance forms)
- Electronic Dissertation (ETD) Guidelines
- Proquest: University Microfilms International (UMI)
- Style and Policy Manual for Theses and Dissertations
- Number of Copies of Thesis/Dissertation Required/Official Name of Department for Presentation on Thesis/Dissertation
- Doctoral: Petition for Extension of Seven-Year Deadline
- Doctoral: Request to Add a Non-UO Faculty Member to a Doctoral Committee