



SMU | MEADOWS  
SCHOOL OF THE ARTS

SOUTHERN METHODIST UNIVERSITY  
MEADOWS SCHOOL OF THE ARTS

***GRADUATE SUPPLEMENT***

***TO THE 2011-2012  
DIVISION OF MUSIC  
HANDBOOK***

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MEADOWS SCHOOL OF THE ARTS  
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**TO THE 2011-2012 DIVISION OF MUSIC HANDBOOK**

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**Note: This is a supplement to the *Division of Music Handbook*. Graduate students and Artist/Performer Diploma candidates should refer to that document for additional Division of Music information.**

*Revised August 10, 2011*

SOUTHERN METHODIST UNIVERSITY'S Student Code of Conduct exists to identify and explain to the student body those University policies that most directly affect student life. Having voluntarily enrolled as students at Southern Methodist University and assumed a place in the University community, all students are presumed to be knowledgeable of, and to have agreed to abide by, the rules and regulations set forth in the Student Code of Conduct, both on and off campus. The full Student Code of Conduct is found at the following web address:

[http://smu.edu/studentlife/studenthandbook/PCL\\_03\\_Conduct\\_Code.asp](http://smu.edu/studentlife/studenthandbook/PCL_03_Conduct_Code.asp)

## IMPORTANT CONTACTS

Note: When dialing from a campus phone: dial “8” followed by the last four digits of the phone number.

### Director of Graduate Studies

Robert Frank  
Office: 2018 OAC  
Phone: (214) 768-2142  
[robfrank@smu.edu](mailto:robfrank@smu.edu)

### Meadows Graduate Records Office

Joe Hoselton  
Office: 1150 OAC  
Phone: (214) 768-3765  
[hoselton@mail.smu.edu](mailto:hoselton@mail.smu.edu)

### Meadows Financial Aid Office

Pam Henderson  
Office: 1132 OAC  
Phone: (214) 768-3314  
[pghender@mail.smu.edu](mailto:pghender@mail.smu.edu)

## GRADUATE DEGREE COORDINATORS

Choral Conducting  
Composition  
Guitar  
Music History  
Instrumental Conducting/Wind  
Instrumental Conducting/Orchestral  
Piano  
Organ/Harpsichord  
Music Education  
Piano Performance and Pedagogy  
Sacred Music  
String Instruments  
Music Theory  
Vocal Performance  
Woodwinds, Percussion, and Brass

Pamela Elrod  
Robert Frank  
Robert Guthrie  
David Mancini  
Jack Delaney  
Paul Phillips  
Carol Leone and David Karp  
Larry Palmer  
Sarah Allen  
Samuel Holland  
Michael Hawn  
Alan Wagner  
David Mancini  
Clifton Forbis  
Tom Booth

## COMMUNICATIONS POLICIES

Please insure that the Student Coordinator in the Division of Music Office has current contact information for you including local phone, mobile phone, local mailing address, etc. It is a good idea to stop in the Music Office early in the semester to update your information.

*All official University communications by email will use your SMU email account (YOURNAME@smu.edu). Faculty, staff and administration are neither expected, nor encouraged to make use of any personal email accounts you may also have. You are 100% responsible for every email communication sent to your SMU account. These may include, but are not limited to course correspondence from your professors and adviser, grade information, deadline information, information on University policies, important and timely notices from the Division of Music and more. Please check this account frequently.*

# MISSION STATEMENT FOR GRADUATE PROGRAMS IN MUSIC

The graduate programs in music are aimed at preparing students for professional careers in their major area. This is achieved through programs designed to develop individual talents, interests, and philosophies that may be used creatively both to preserve and extend the rich and diverse musical cultures of our world. The graduate faculty in music recognizes that a successful career will be characterized by a lifelong process of musical growth and advancement and that solid musicianship will be the foundation of any such career. As such, all programs support the major area of study with a core of courses and elective offerings designed to enhance each student's musicianship with appropriate studies in research, theory, analysis, history, literature, performance, composition, and pedagogy.

## GRADUATE STUDENT POLICIES

Policies pertaining to graduate study in music appear in the *2011-2013 Meadows School of the Arts Graduate Catalog* and in the Division of Music's *Graduate Supplement to the Division of Music Handbook*.

### FULL-TIME STATUS FOR GRADUATE AND ARTIST/PERFORMER DIPLOMA STUDENTS

Students who are enrolled in the Master of Music and/or Artist/Performer Diploma programs and who are fulfilling the responsibilities of a scholarship, assistantship, or fellowship are considered full-time when they are enrolled for at least five (5) term credit hours during each regular term (Fall and Spring). Be advised that enrolling in less than five (5) term credit hours might jeopardize eligibility for government loans and financial aid.

### TRANSFER CREDITS

You may transfer up to six credit-hours of previously-earned graduate credit. Transfer of elective hours needs approval of your adviser and the Director of Graduate Studies. Transfer of required hours needs approval of your adviser, the head of the department offering the required course (Theory, History, Piano Pedagogy, etc.), and the Director of Graduate Studies. Forms for transfer credit requests are available in the Graduate Records Office.

### ELECTIVE COURSES

To receive credit for any elective course below the 5000 level or courses outside the Music Division you need the approval of the Director of Graduate Studies. This does not apply to Music Therapy certification courses or foreign languages.

All degree programs require some elective credits; use them wisely. Remember, Meadows/Music funding, if you have it, is limited to the number of hours in your degree program and is rarely extended beyond two years. Elective ensembles and repertory classes may be taken for zero credit hours to allow room for additional elective courses that you feel would help prepare you for the graduate comprehensive review or are of special interest to you. If you use up all your elective credits on ensembles and/or repertory classes, you will have to pay to take these additional courses yourself.

A maximum of five credit-hours of ensembles and/or repertory classes will be accepted for graduate elective credit toward a degree. These courses are also available for 0 credit hours. Ensembles taken for 0 credits will still apply toward your degree requirements.

## GRADUATE DIAGNOSTIC ASSESSMENTS

**Music History Review** (MUHI 5100), if required, must be taken your first fall term and every fall term after that until you have completed your requirement. You will not be permitted to take your Graduate Comprehensive Review without having completed MUHI 5100 if it was required. Also, no music history courses may be taken without your having passed the placement exam or MUHI 5100.

**Music Theory Review** (MUTH 6023, 6124) consists of two separate courses. Your adviser will be informed about which class or classes, if any, are required of you. You will not be permitted to take other graduate-level theory courses or begin your Graduate Comprehensive Review without having completed Graduate Theory Review if it was required. These courses are offered only in fall term and occasionally in summer.

The graduate placement examination in music theory covers 7 competencies, encompassing both written and aural skills. Students who score below 70% on any of the competencies are required to register for one of the review courses based on the number of competencies requiring remediation:

- For 1-2 competencies, students register for MUTH 6023 and pay tuition for .5 credit.
- For 3-5 competencies, students register for MUTH 6124 and pay tuition for 1 credit.
- For 6-7 competencies, students normally register for MUTH 6024 in the fall semester and 6023 in the following spring semester and pay tuition for a total of 1.5 credits. If all competencies are completed in the fall semester, MUTH 6023 is not required, reducing your tuition cost by .5 credit.

The review courses are self-paced, online courses with approximately six required evening discussion sessions during the fall semester.

## RESEARCH AND RECITAL COURSE REQUIREMENTS

Depending on your major, either MUHI 6335 (Introduction to Graduate Studies) or MUED 6340 (Research in Music Education), will be the course designed to help you with your subsequent coursework. It must be taken during your first year, preferably in your first term.

All graduate students must enroll for MUAS 6010 (recital attendance) each term in residence. There is no attendance requirement for graduate students, but the fee is applied to the Division of Music's cost for complimentary student tickets (Dallas Symphony Orchestra, Dallas Opera, chamber music, etc.).

## GRADUATE COMPREHENSIVE REVIEW (GCR)

The formal definitions and policies described below are a supplement to those described in the *Division of Music Handbook* and the *SMU Graduate Catalog 2011-2013*. Students should also refer to the sections on the Meadows School of the Arts titled "Academic Regulations" and "Division of Music." Successful completion of a comprehensive review (an assessment of student competencies) is a requirement for graduation.

Comprehensive reviews cover the major field of study as defined by the degree title and other associated fields specified by the department in which a Master's degree is conferred.

Each department in which Master's degrees are conferred will publish guidelines, procedures, and standards for meeting the comprehensive review standard and for insuring that the competencies endorsed by the music faculty for all Master's degrees are demonstrated in a manner that is appropriate to the major field.

**Committee Make-Up and Governance:** Graduate Degree Coordinators will designate a committee to supervise and evaluate each graduate student's work toward the M.M. in their department. This committee must be appointed before work on the recital, composition, thesis or professional project has begun. The committee should consist of no fewer than three members and will include the Graduate Degree Coordinator, the student's major professor (applied or academic), at least one member from another department in the Division of Music, and other members as deemed appropriate by the department. In cases where the same faculty member is both the Graduate Degree Coordinator and the major professor, that person will be responsible for identifying an appropriate complement of at least three. The department chair will serve as the chair of a graduate student's committee unless other arrangements are recommended by the department and approved by the Director of Graduate Studies. Students may be consulted when constituting their graduate committee. Each committee is subject to approval by the Director of Graduate Studies. A record of the committee members and their evaluations will be included in each student's academic file.

**Graduate Faculty:** Any faculty member who teaches graduate students within the Division of Music.

**Graduate Degree Coordinators:** For each M.M. Degree program or performance area a graduate faculty member as designated by the Director of the Division of Music (in consultation with the Director of Graduate Studies) will be responsible for overseeing all aspects of the exit procedures for that degree program.

**Breadth of Competence:** According to the National Association of Schools of Music, graduate programs in music should be characterized by "the ability to work in one or more fields of music with a broad range of knowledge, skills, and perspectives. As examples, breadth of competence includes the capacities to be engaged musically, artistically, intellectually, and operationally beyond the major specialization or field, connect music to other fields and issues, and apply appropriate techniques and technologies to work in and about music. The ability to speak and write cogently is critical for all professional musicians." (NASM Handbook 2009-2010, p. 101)

Each graduate student is expected to demonstrate a broad base of knowledge as part of the graduate comprehensive review process regardless of her/his major area of study, and regardless of whether recent course work was done in these areas at the graduate level. It is the responsibility of the student to address those areas of competence in which she/he may feel weak or deficient. This can be done through course work and individual study.

It is the responsibility of all graduate faculty in music (studio teachers, ensemble directors, and academic faculty) to impart an appreciation of the appropriateness of all areas of competence in the development of professional musicianship. All faculty share in the process of preparing graduate students for the comprehensive review process.

**Thesis/Project/Recital Committees:** All M.M. Degree programs require a thesis, project, or recital. This committee is made up of the same members as the GCR committee. Thesis/ project committee members sign the signature page of the thesis or project indicating final approval. Recital committee members turn in evaluation forms indicating pass or fail; a simple majority determines pass or fail.

Each degree program or performance area will define its own process for the administration of the thesis, project, or recital. Students should consult their adviser and/or Graduate Degree Coordinator for specific information.

**Program Notes for Performance Degree GCR:** All performance areas have determined that scholarly program notes are an appropriate assessment of a Master's candidate's breadth of competence. While specific requirements vary among departments (as indicated in other documents), it is expected that all program notes will include original writing by the student that treats historical and/or contextual information, theoretical and analytical information, and performing practice. The length of the program notes should be not less than 2500 words and typically not more than 4000 words for the complete program (not including translations of texts for singers). Unless otherwise specified by a department, program notes should observe all guidelines in the Chicago Manual of Style including appropriate citation of sources. Notes must be completed, evaluated, revised, and printed in time to be included with the program on the student's Master's recital. Program notes will be graded pass/fail. A student's major professor will have advisory oversight in the preparation of program notes; the entire committee will share in the evaluative process with a 2/3 majority required for a pass.

**Composition Thesis Defense/GRC:** Upon completion of the thesis project, the student will submit to the thesis committee a portfolio of work completed at SMU, including scores, recordings, and other media as appropriate no less than two weeks prior to the defense. It is the student's responsibility to schedule the defense time/date with the committee. The student's major professor will book a room for the defense and serve as the moderator. The defense begins with a 15-25 minute oral presentation of the student's compositional work, sharing areas of growth during SMU studies, discussing the theoretical and historical context relating to the work, citing examples from the literature, and articulating future goals and directions planned after graduate studies at SMU. The committee will then hold a question and answer session for 20-30 minutes, totaling 45-50 minutes (approximately) total for the defense. The defense is graded pass/fail by a majority consensus of the committee. The student typically will bring all original signature pages to the defense, so that in the event of a pass they may be signed by the committee members at that time. The major professor will bring a GCR form for signatures by the committee, which is then filed with Joe Hoselton.

**M.S.M. GRC:** The committee for the M.S.M. degree consists of the two church music professors in Perkins School of Theology and the professor for the applied field of study (choral or organ) in the Music Division of Meadows School of the Arts. The four-part exam is administered beginning on the week before the student's final semester in the program.

# PROCEDURAL GUIDE FOR GRADUATE STUDENTS

This guide is intended to inform you of your most important procedural responsibilities, term-by-term, in an effort to minimize confusion and eliminate unpleasant surprises.

## THE WEEK BEFORE YOUR FIRST TERM:

1. **Take both the music history and music theory diagnostic examinations.** Information concerning the dates and scope of these exams is sent to entering graduate students during the summer before their enrollment. Copies of this information may be obtained from Joe Hoselton. Please see the section GRADUATE DIAGNOSTIC ASSESSMENTS in this document for more information.
  - Results of the examinations determine which, if any, review courses you must take. This information will be forwarded to your adviser in time for enrollment.
  - If you fail to take the placement exams you will not be permitted to enroll in music history and music theory courses. The review courses do not apply to your degree hours and are not funded by scholarships.
2. **If you are receiving assistantship or work-study funding, report to your supervisor to arrange your duties and work schedule.** You will receive information concerning assistantship assignments during the week before classes start. If you have questions about, problems with, or are unsure of your assignment, check in the Music Division office with Carole Harris or Alan Wagner.
3. **Enroll for courses.**
  - A. See your adviser as soon as he or she has received the results of your placement exams. Complete the Course of Study Form together. Your adviser must sign the form.
  - B. Using the password provided in your Orientation packet, visit the ACCESS website (<https://access.smu.edu>) for online enrollment.
  - C. Courses at the 5000-level are listed as “Undergraduate” when searching for courses in ACCESS.
  - D. You will receive your bill the next day via your SMU email account. Pay by VISA or MasterCard online, or visit Student Financial Services in Perkins Administration Building no later than the payment due date specified in the email message.
4. **Audition for ensembles according to the posted schedules.** All graduate students are required to be in at least one ensemble for each of two terms. Some majors and scholarships require more.
5. **If you enroll for fewer than 9 credit hours, you should also enroll for MSA 6049-001.**

## DURING YOUR FIRST TERM:

1. **Complete and file a Course of Study Form with the Graduate Records Office (Joe Hoselton).**

Forms for the Course of Study are provided to you or your adviser by the Graduate Records Office. The Course of Study is your individual degree plan, devised by you and your adviser. It lists the courses you plan to take and the terms in which you plan to take them. Your Course of Study, once approved, is the list of courses that must be completed to receive your degree. Although it is possible, it is not convenient to petition for changes in an approved Course of Study, so take care in constructing the original. Verify your list of courses with those specified for your degree program in the current *SMU Graduate Catalog*. **Should you fail to file this form before the close of the first term, a hold will be placed on your enrollment for subsequent terms.**

It is wise to include in your Course of Study only those courses that are needed for your degree. You are welcome (even encouraged) to take courses beyond those required in your degree program, but there is no obligation to do so. Again, funding, if you have it, is limited to the number of hours in your degree program.

You should keep a copy of your Course of Study Form and refer to it each term as you register for classes. If you enroll for fewer than 9 credit hours any term, you should also enroll for MSA 6049-001. If you must vary from your course of study in any way, you must file a petition for that change with the Graduate Records Office. Bring your Course of Study Form with you to all advising meetings.

### **BEGINNING IN YOUR SECOND TERM:**

1. **Enroll according to your Course of Study Form.**
2. **If you enroll for fewer than 9 credit hours, you should also enroll for MSA 6049-001.**
3. **Plan your Thesis/Project/Recital Committee and discuss it with your Graduate Degree Coordinator.**

This committee must be appointed before work on the recital, composition, thesis or professional project has begun and will remain the same for all academic milestones through graduation. The members of this committee will provide guidance and evaluation for your thesis, project, or recital. If your degree requires a thesis or project (instead of a recital) this committee will also administer your Graduate Comprehensive Review. The committee should consist of no fewer than three members and will include the Graduate Degree Coordinator, the student's major professor (applied or academic), at least one member from another department in the Division of Music, and other members as deemed appropriate by the department; your committee choices are subject to the approval of Director of Graduate Studies. It is wise to select, in consultation with your Graduate Degree Coordinator, faculty members with whom you have taken classes and whose interests and/or expertise coincide with your thesis/project topic or recital repertory.

### **DURING THE FIRST SEMESTER OF ENROLLMENT IN THESIS CREDIT (IF APPLICABLE):**

1. **A thesis proposal must be submitted for the committee's approval by the conclusion of the first term in which the student enrolls for thesis credit.** In consultation with your thesis/project advisor, you should work out a timetable that shows the scheduled dates on which you plan to complete the component parts of your thesis or project for review by your adviser. Each committee member should sign the proposal indicating his or her approval. Submit a signed copy of this agreement to the Graduate Records Office for review by the Director of Graduate Studies. If you turn your work in on schedule, you should be able to graduate on schedule.
2. **Remember that once you enroll for thesis or project credit, you must continue to enroll each term until the thesis or project is completed and approved.** Govern the number of hours for which you enroll in a given term accordingly. It is unwise to enroll for all your remaining credits (total of 3 for project, 6 for thesis) in a term when you can reasonably predict that you will not finish. It is possible to enroll for zero credit hours, should a thesis project take longer than expected.

### **BEFORE YOUR FINAL TERM:**

1. **Plan to ensure that you have no more to complete during your final term than is possible for you.** This includes making sure that any transfer credits you requested have been approved, grades of "incomplete" have been removed, and all required review courses have been completed.
2. **Review the Graduate Comprehensive Review process** for your degree with your advisor, and be sure you are fully prepared.
3. Composition students should plan their graduate recital and take into account the thesis and Graduate Comprehensive Review dates and deadlines when scheduling their recital. Arranging for performers is the

student's responsibility. This should be done as early as possible and no later than professional practices would dictate.

### **DURING YOUR FINAL TERM:**

1. **Apply for graduation in the Graduate Records Office.** The deadline is always early in the term (December for May graduation, June for August graduation, August for December graduation). Watch for posted announcements. All students who apply for graduation through the Graduate Records Office will be notified of the Graduate Comprehensive Review schedule after the application is reviewed by the Director of Graduate Studies. Please note that all grades of "I" must be removed and all required course work completed (excepting only that in which the student is currently enrolled) before the exam may be taken. Results of the exam will be available within a few days from Melissa Hancock in OAC 1014.
2. **Review your degree plan and verify that you have met all course requirements and are on-track to complete your recital, thesis, or project.**
3. **All graduate students must pass a Graduate Comprehensive Review (GCR) in order to graduate.** Be sure to check with your advisor regarding the GCR requirements and schedule for your degree and major field. The GCR is scheduled by the student and the major teacher or thesis adviser and must allow adequate time for all committee members to review all appropriate materials, if applicable.
4. **If you are writing a thesis or professional project, be certain you are informed about university thesis format, policies, and deadlines.** This information is available in the Graduate Records Office. Remember: deadlines are for you, the student, to have all materials and processes completed. Your Thesis/Project/Recital Committee should be given ample time to review your materials prior to any deadlines. Be sure to consult each committee member to be certain of their timeframe for reviewing your materials. *Lack of planning on your part does not constitute an emergency on the committee's part.*

### **⊕ CODA:**

1. Keep informed about deadlines each term (last day to submit a thesis, drop a course, remove an incomplete, etc.). The official university calendar is published on the SMU web site <http://www.smu.edu/catalogs/calendar.asp>. Click on the appropriate academic year.
2. If in doubt, ask a staff or faculty member. Student information and hearsay is often inaccurate and misleading.
3. Participation in the commencement ceremony is contingent on successful completion of the Graduate Comprehensive Review (GCR)
4. You bear the primary responsibility for your own education. We sincerely hope your stay here is not only educational, but also enjoyable. Your graduate years can be an experience to look back on with pleasure for an entire lifetime.