



SMU | MEADOWS
SCHOOL OF THE ARTS

SOUTHERN METHODIST UNIVERSITY
MEADOWS SCHOOL OF THE ARTS

GRADUATE SUPPLEMENT

***TO THE 2013-2014
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 2013

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

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

David Mancini
Office: 2014 OAC
Phone: (214) 768-3777
dmancini@smu.edu

Meadows Graduate Records Office

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

Meadows Financial Aid Office

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

GRADUATE DEGREE COORDINATORS

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

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

COMMUNICATIONS POLICIES

Please ensure 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 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 fewer than five (5) term credit-hours might jeopardize eligibility for government loans and financial aid.

TRANSFER CREDITS

You may transfer up to six (6) 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, 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 for 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 (5) 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 EXAMS AND REVIEW COURSES

IMPORTANT! GRADUATE REVIEW COURSES IN MUSIC HISTORY AND THEORY DO NOT APPLY TO YOUR DEGREE HOURS AND ARE NOT FUNDED BY SCHOLARSHIPS.

Music History: The Music History Graduate Diagnostic Exam is designed to determine whether the incoming graduate student has the background in music history necessary to enter comfortably into graduate-level study of music history. The exam is web-based, taken through SMU's online Blackboard course management portal (<https://courses.smu.edu/>). It is based on the 8th edition of *A History of Western Music (AHWM)* by Donald Grout, Claude Palisca, and Peter Burkholder (W.W. Norton, 2010). The exam is open-book and consists of three sections of 100 multiple-choice questions each, divided as follows:

- Section I: Middle Ages and Renaissance (covering Chs. 1-12 of *AHWM*)
- Section II: 17th and 18th Centuries (Chs. 13-23)
- Section III: 19th and 20th Centuries (Chs. 24-36)

Passing the exam entails scoring at least 70% *overall* on the three sections. All incoming graduate students must take the exam during the week before classes begin in August. Students who score at least 70% overall may enroll in MUHI 6335 (Introduction to Graduate Studies) or equivalent, depending on degree program. Students who do not score at least 70% overall must enroll in MUHI 5100 (Music History Review) in the fall semester (or, in certain degree programs, the spring semester).

You will not be permitted to take your Graduate Comprehensive Review without having completed MUHI 5100 if required. No music history courses may be taken without your having passed the diagnostic exam or MUHI 5100. Further details about the exam, testing process, and study guidelines can be found in the Music section of the Meadows website under "Student Resources."

Music Theory: The Music Theory Graduate Diagnostic Exam covers 6 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 in the fall semester and pay tuition for .5 credit.
- For 3-4 competencies, students register for MUTH 6124 in the fall semester and pay tuition for 1 credit.
- For 5-6 competencies, students normally register for MUTH 6124 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 tuition cost by .5 credit.

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

You will not be permitted to take your Graduate Comprehensive Review without having completed theory review courses if required. No music theory courses may be taken without your having passed the diagnostic exam or required theory review courses. Further details about the exam, testing process, and study guidelines can be found on the Music section of the Meadows website under “Student Resources.”

RESEARCH AND RECITAL COURSE REQUIREMENTS

Depending on your major, you will take either MUHI 6335 (Introduction to Graduate Studies) or MUED 6340 (Research in Music Education), both designed to help you with your subsequent coursework. This course 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 *Meadows School of the Arts Graduate Catalog 2011-2013*. Students should refer to the catalog sections titled “Academic Regulations” and “Division of Music.”

Breadth of Competence: Graduate study in music is characterized by a *breadth of competence* that exceeds the level of undergraduate study. The National Association of Schools of Music (NASM) characterizes breadth of competence as “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.”

Graduate students are expected to demonstrate a broad base of knowledge as part of the graduate comprehensive review process regardless of their major area of study and regardless of whether recent course work was done in these areas at the graduate level. Students are responsible for addressing those areas of competence in which they may feel weak or deficient. This can be done through coursework 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.

Graduate Comprehensive Review: In order to demonstrate breadth of competence, candidates for all Master’s degrees in music offered at SMU are required to undergo a Graduate Comprehensive Review (GCR) that is appropriate to the major field. The GCR should reflect coursework and experiences in the M.M. program at SMU and include assessments that are relevant to the specific academic or performance area. Curricular requirements for which a student receives academic credit, such as a recital, thesis, or project cannot in themselves constitute the GCR, although they may serve as one component of the review.

The Music Curriculum Committee, the Associate Director for Academic Affairs, and the Director of Graduate Studies will review and monitor the GCR process for all departments and areas. The university's registrar sets the deadline for completion of the GCR, which usually occurs a few days before the last day of instruction in the semester of a student's graduation. The specific date is listed in the academic calendar as the last day for graduate oral/written examinations.

Graduate Committees: While each department or area will establish its own specific requirements for the GCR, common to all is the formation of a graduate committee for the purpose of evaluating the recital/thesis/project and overseeing the GCR. Students may be consulted during the formation of their graduate committee. The committee will consist of no fewer than three members and will include the department chair or graduate degree coordinator, the student's major professor (applied or academic), and other members as deemed appropriate by the department. In cases where the same faculty member is both the department chair and the major professor, that person will be responsible for identifying an appropriate complement of at least three faculty members. 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. Each committee is subject to approval by the Director of Graduate Studies, and a record of the committee members and their evaluations will be included in each student's academic file.

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 exams.** 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 also be obtained from Joe Hoselton. Please see the section **GRADUATE DIAGNOSTIC EXAMS AND REVIEW COURSES** 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.**
2. **If you are receiving an 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.**
 - 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.
 - Using the password provided in your Orientation packet, visit the ACCESS website, <https://access.smu.edu>, for online enrollment.
 - Courses at the 5000-level are listed as “Undergraduate” in ACCESS.
 - 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 the 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

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

The Course of Study form is 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. 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 must vary 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. **Discuss your Thesis/Project/Recital Committee 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 through graduation. See the section above on **Graduate Committees** for more detailed information.

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 by 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 (a total of 2-3 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 GCR 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 GCR schedule after the application is reviewed by the Director of Graduate Studies. Please note that all grades of "Incomplete" must be removed and all required course work completed (excepting only that in which the student is currently enrolled) before the GCR may be begun.
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 the Graduate Comprehensive Review in order to graduate.** Be sure to check with your adviser 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 with your committee members to be certain of their time frame for reviewing your materials.

⊕ 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 Registrar's website, <http://smu.edu/registrar>.
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 upon successful completion of the Graduate Comprehensive Review.
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.