WELCOME

As the Director of the Rudi E. Scheidt School of Music, I am delighted to welcome you to our school and to graduate study at the University of Memphis. We are proud of our school's long history and proud of the scholarly and artistic accomplishments of its students, faculty, and alumni, and we look forward to seeing you join that tradition.

I hope you will take full advantage of your time in this great musical city and of the challenges and new horizons that our graduate programs offer. If my office can help in any way, please don't hesitate to stop by.

John Chiego, Director
Rudi E. Scheidt School of Music

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INTRODUCTION

1.1 Graduate Program Contacts

John Chiego, Director of the School of Music
Music 123 (901) 678-3764

Dr. Kevin Sanders, Assoc. Director of Graduate Studies
Music 283 (901) 678-3742

Kara Blackwood, Graduate Studies & Admissions Office
Music 121B (901) 678-3532

Marcie Richardson, Recital & Event Scheduling
Music 120 (901) 678-5400

Moira Logan, Assoc. Dean for CCFA
CFA 232 (901) 678-1400

1.2 Graduate Student Rights & Responsibilities

The following principles illustrate what University of Memphis graduate students should expect from their programs and what programs should expect from their graduate students to help achieve this excellence: 
Graduate student rights and responsibilities

1.3 Graduate School Calendars

The Graduate School’s official calendar for the academic year can be found on their website.
Other important Graduate School Calendars:
- General Deadlines for Admissions, Course Credits, Candidacy, Dissertation, & Graduation
- Graduation Deadlines for Degree Candidates

PROGRAM REQUIREMENTS

2.1 General Degree Requirements
Students must fulfill all admissions requirements specified on the UM School of Music Graduate Studies and Assistantships Website. In addition, graduate students must maintain a 3.0 (B) grade average. No more than 7 hours of C+, C, or C- may be counted towards the degree. Grades of D or F will not count towards the degree, but will be computed in the GPA.

2.2 International Students
The Graduate School requires applicants whose native language is not English to take the TOEFL test. International students must score a 75 on the TOEFL in order to be admitted to the University.

2.3 Non-degree students
A student not interested in earning a degree or not yet ready to apply to a particular degree program may enroll as an unclassified graduate student. Students must have earned a 4-year degree, apply to the Graduate School, and submit their transcripts. A maximum of 12 hours taken at the University of Memphis while in this category may be applied toward a master's degree.

2.4 Readmission
Students who do not attend a fall or a spring semester must apply for readmission. This is a simpler process than admission, but it does have the same deadlines. Some areas may require a new audition. Students must also complete a Readmission Application to the Graduate School. That form can be found under ‘Application Forms’ on the Graduate School Forms page.

2.5 Dismissal Policy
Any student whose academic or musical work does not meet the program requirements will be notified by the major instructor or faculty advisor in consultation with the area faculty and the Associate Director of Graduate Studies. The faculty advisor will outline the concerns and create a course of action, with a timeline, to improve the student's progress. If the quality of the work does not improve within the specified time, the student may be dismissed from the degree program.

Termination may also be enforced, according to Graduate School policy, at the end of the second consecutive semester, summers excluded, on Academic Probation (i.e. with a GPA below 3.00) or after the second failure of the Comprehensive Examination.

ACADEMIC INFORMATION

3.1 Advisors
All decisions concerning a student’s graduate program should be made in consultation with the student’s advisor. Default advisors for the various degree concentrations are as follows:

- Composition: Dr. John Baur
3.2 Permits & Registering for Classes
New students must take the history and theory entrance exams (see 3.5 Entrance Exams) and meet with their advisor (see 3.1 Advisors) before registering for any classes. Advisors can remove the alternate pin (which allows students to register) and issue permits for classes.

Returning students should speak with their advisor for any necessary permits required for class registration.

3.3 Course Loads
A full-time graduate load is 9 credit hours, however graduate students may take up to 15 credit hours each semester. Permission from the Associate Director of Graduate Studies is required for a course load over 15 credits. Students who hold graduate assistantships must enroll for at least 9 credits unless approved by the Associate Director of Graduate Studies. Any graduate student who does not enroll each semester (fall and spring) is considered withdrawn and must reapply for admission to the degree program and the Graduate School (see 2.4 Readmission).

3.4 6000-level Courses
Master’s level courses are numbered in the 7000s. No more than 30% of the Master’s degree may count at the 6000-level. For a 34-credit degree, this equates to 10 credits. The Graduate School policy for Master’s degrees can be found on their Master’s Minimum Degree Requirements page.

Doctoral level courses are numbered in the 8000s. No more than 15 hours of courses at the 6000-level may count towards the degree. The Graduate School’s doctoral policy on 6000-level courses can be found on their Academic Regulations page.

3.5 Entrance Exams
All graduate music students must take entrance exams in music theory and music history to determine deficiencies in these areas. The exams are given each semester on the Monday and Tuesday before the first day of classes. The specific dates and location of the exam will be emailed to students several weeks in advance. If the student is determined to have deficiencies, he or she may take the required course(s) to remove the deficiency, or study independently and retake the entrance exams a second time. The remedial courses are:

- MUTC 6202 - Music Theory Review
- MUHL 6304 - Music History Review

These courses do not count towards a graduate degree.

3.6 Foreign Language Requirement
Unless otherwise specified, all doctoral students will be required to demonstrate a reading proficiency in at least one foreign language; students in musicology must demonstrate proficiency in two. This requirement may be satisfied by:

(a) Successful completion of a foreign-language course at the 1020 level (or equivalent) or higher, taken at an accredited institution within five years of entry into the doctoral program, or while the student is enrolled in the Graduate School.

(b) Successful completion of a foreign-language examination administered by the School of Music.

(c) Successful completion of a course in computer programming language at the 6000 level or higher. Students who are native speakers of a foreign language may have this requirement waived for that language.

Vocal majors should consult their advisor for area-specific language requirements. Courses taken to fulfill the foreign language requirement do not count towards a graduate degree.

3.7 Research & Bibliography
All graduate students are required to take a Research & Bibliography course or equivalent during their graduate study. Master’s students are required to take Research & Bibliography (MUHL 7400) no later than the second semester of graduate work to facilitate research. Doctoral candidates who did not have a course in Bibliography and Research Methods at the master’s level must complete MUHL 8400 during doctoral study. This course can help fulfill the history requirement for the DMA or PhD. Students in the PhD in music education may substitute MUSE 8220 for this requirement.

3.8 Transfer of Credits
A student may transfer credits from another institution, subject to the review and approval by the major professor, Associate Director of Graduate Studies and, when applicable, the Graduate School. The Graduate School policy on transfer credit can be found on the Transfer Credit page in the Graduate catalog. Transfer Credit Evaluation forms can be found on the Graduate School Forms website under Graduation Forms.

3.9 Degree Time Limits
The master’s programs are designed to be completed in four semesters of full-time study. More time may be taken, but all work toward a master’s degree must be completed within eight consecutive years, beginning with the first course included on a student’s program of study. For details, visit the Graduate School page for Minimum Requirements for Master’s Degrees (under heading Time Limitation).

Doctoral degrees must be earned within 12 consecutive years. All course work must be completed within 10 years of the student’s original admission to a doctoral program. The student may take a further two years of dissertation credit. For details, visit the Graduate School page for Minimum Requirements for Doctoral Degrees (under heading Time Limitation).

Once the time limit for each degree has been reached, courses that were taken in the beginning will drop off and not be counted toward the degree unless they are validated. Certain restrictions apply and only a percentage of the coursework can be validated. For details, see the Graduate School’s Course Validation page.
3.10 Out-of-State Tuition Waiver for Thesis/Dissertation-Only
Out-of-state tuition can be waived for students enrolled in only thesis/dissertation credits and who currently live out of the state of Tennessee. The form must be completed at least three weeks prior to the semester in which a student plans to enroll in dissertation or thesis hours. Once the OOS Tuition Waiver form has been filled out, it should be submitted to the School of Music’s Graduate Studies Office.

3.11 Continuous Enrollment for Thesis & Dissertation Courses
All master’s thesis or doctoral dissertation courses, including recital, are covered by the Graduate School’s continuous enrollment policy; once a student has enrolled in this number, he or she must keep enrolling for at least one credit every semester (summers excluded, except for a summer graduation) until the thesis is complete. The Continuous Enrollment Policy is in force for all 9000s, MUHL 7996, and MUSE 7996.

3.12 IRB Guidelines for Research Involving Human Subjects
All theses, research documents, and dissertations that involve human subjects—including, for example, interviews with living musicians—are required to have prior approval from the University’s Institutional Review Board. Guidelines and forms can be found on the IRB Guidelines & Templates website. Most music theses are found to be exempt. But it is essential to get permission before beginning research. Students can consult the Musicology faculty with questions regarding the IRB policy.

3.13 Writing Guides & Style Manuals
The Music History area has written two helpful resources to guide students with their dissertation and scholarly documentation. These documents can be found online. Doctoral students should also review 6.9 DMA/PhD Proposal and Dissertation/Document Guidelines.


RECITAL SCHEDULING, PROGRAMS, & RECORDINGS

4.1 Scheduling
Process, Location (options) & time, Dress Rehearsal
If you (or your group, studio, or student) are scheduled for an upcoming performance, a printed program is REQUIRED for distribution to all attendees. It is IMPORTANT to communicate with the appropriate Program Office regarding your materials.

Printed materials for all faculty and student recitals, university concerts, and other events MUST appear in the print format designated by the Rudi E. Scheidt School of Music Concert/Event Scheduling Committee. It is best to plan the content for your program with the aid or your instructor.

Your recital is a very important event in the preparation for your career in music. The scheduling process is designed to establish your needs and communicate them in the most efficient way possible to the support personnel who will assist in the performance.
Scheduling of recitals or rehearsals:

- A listing of dates available for student recitals will be posted outside Music Room 120 at the beginning of the semester and updated nightly. Plan to book your chosen date at least 30 days in advance of the performance.
- Complete a Performance Date Request Form, either in hard copy, which can be obtained at Room 120 or outside the stage entrance of Harris Concert Hall. Return completed forms to Room 120. Please note: Your request will not be processed if the form is not filled out completely or is missing the required approval signatures. DMA Students are required to obtain date approval from their entire committee after verifying the committee membership with the Graduate Office, as is indicated on the Performance Date Request Form.
- Requests will be processed in the order that they are received and you will receive a confirmation notice when your date has been assigned. Please note that Graduate Recitals are given scheduling priority and should be requested as early as possible. Requests for the Spring Semester will be accepted beginning in October and requests for the following Fall Semester are accepted beginning in March.
- Only one date will be reserved per student and recital dates/times may not be traded or changed without permission obtained from the Facilities Schedule Coordinator.
- When a date has been assigned, you will need to complete the Event Information Form, which can be picked up at Room 120. This information is vital to staff and equipment scheduling and it must be completed no later than 14 days prior to your scheduled performance.
- Due to the high volume of performances, dress rehearsals in the scheduled performance space cannot be guaranteed, but every effort will be made to work with you and get one scheduled. The sooner your date is requested, the better chance you have of obtaining desired rehearsal time. Questions concerning any further details pertinent to the performance date itself (warm-up time, stage management support, etc.) should be directed to the Scheduling Coordinator. Please come by room 120 or call extension 5400.

4.2 Keyboard Requests
Requests for piano(s) must be made 10 working days prior to the schedule event.

4.3 Cancellations & Rescheduling exceptions

4.4 Programs
All School of Music programs must be submitted to the Program Office in MU 118 at least two weeks prior to the event. Student programs must be proofread by the applied teacher before submitting to the Program Office.

Program information can be provided to the Program Office by submitting a hard copy to MU 118 or emailing the program as a Microsoft Word document to one of the following email addresses:

- Student Recitals - music_student_programs@memphis.edu
- Faculty Recitals - music_faculty_programs@memphis.edu
- Large Ensembles - music_ensemble_programs@memphis.edu

Submitted programs must be in the following Microsoft Word format:
A program template is available for download and can be filled out for submission.

When the program is ready, it will be emailed to you for proofing. Send your approval or revisions to the email (noted above). Your programs will be copied and put in a cabinet outside Harris Hall for the house manager. Programs for performances at the Psychology Auditorium or at off-campus locations must be picked up by you in room 121 before 4:30 on the day of the show.

4.5 Recordings
Full-time, registered music students may book the Harris Concert Hall for recordings. Recording events are limited in the hall to Monday – Thursday or by special arrangement.

Due to the high volume of events in the scheduled performance space a recording opportunity cannot be guaranteed, but every effort will be made to fulfill requests. The sooner a date is requested, the better chance one has of obtaining a desired rehearsal time.

Persons who are not full-time, registered music students are asked to contact Jeff Cline, Music Industry Division Area Coordinator, Recording Technology for information on recording services available.

MASTER'S DEGREE REQUIREMENTS
5.1 Checklist for the Master's Degree
Admission:
1. Apply to the Graduate School of the University.
   a. Transcripts should be sent directly to the University, not the School of Music.
   b. Please note that there are additional admission requirements for international students.
2. Apply to the School of Music.
   a. Audition for the School of Music faculty (for performance, conducting, or jazz degree.)
   b. Send a portfolio of compositions or written materials (for composition, musicology, or music education degrees).

Beginning of first semester:
3. Take entrance examinations in music history and theory.
4. Begin course of study.

End of second semester:
5. Submit MM degree plan to the School of Music Graduate Studies Office (See 4.6 MM Degree Plans)

Final year:

Final semester:
7. During the first week of the final semester, Apply to Graduate and submit the following documentation to the School of Music Graduate Studies Office:
a. **Degree Candidacy Form**
b. Completed MM degree plan
c. Official UM graduate transcript (found on MyMemphis)

8. Take the Master’s Comprehensive Examination.

### 5.2 Auditions & Ensemble Requirements

Students enrolled in Master’s degree concentrations that require large ensemble participation must attend ensemble placement auditions at the beginning of each semester. Dates, times, and locations are shared by the wind, strings, and choral areas.

### 5.3 Recital, Thesis, or Practicum

All MM degrees require a recital, thesis, or practicum as a culminating project.

- **Performance, Conducting, and Pedagogy** - A degree recital. A recital hearing should be scheduled at least two weeks before the recital. The recital hearing is evaluated by the members of the student’s area. See 4.1 Recital Scheduling, Programs, & Recordings for more information.
- **Composition** - A composition practicum. This is a substantial composition or a portfolio of compositions.
- **Musicology, Music Education** - A written thesis, which is submitted to the library for archival purposes. Musicology students may substitute a lecture-recital with a substantial research component, and music education students may substitute a practical master’s project prepared under faculty supervision.
- **Orff-Schulwerk** - The Orff practicum. The practicum includes four pieces or sections:
  1. Two videotape or DVD recordings of the candidate’s teaching and a written self-critique.
  3. A paper or project representing scholarship in music history or music theory and the application of that work to music education.
  4. A paper or project related to the candidate’s field of specialization, i.e. choral music, general music, instrumental music, or jazz. The student presents the written portfolio to the committee, and the committee members review the student’s work. An oral examination based on the portfolio is held during final exam week.
- **Jazz and Studio Music** - The culminating project is flexible and may consist of a thesis, a recital, a lecture-recital, or a practicum depending on the student’s interests in consultation with faculty.

### 5.4 Comprehensive Examination

The Master’s Comprehensive Examination consists of two parts, a style listening test and a written comprehensive test. The written comprehensive exam is based on the student’s coursework. Both the listening and the written portions are usually taken during the student’s final semester of study or at the end of coursework. Prior to taking the exam, students must have completed deficiencies in music history and theory and must file an official Candidacy Form listing all coursework for the degree.

The student submits a form to the Graduate Studies Office of a list of courses on which the written portion will be based. At least three questions must be in the major area and no more than three questions may be from the same instructor. There must be at least one question from
a theory course and one from a history course. Questions must come from the course taken and the instructor who taught it.

Students with transfer credit should consult with the appropriate U of M faculty before requesting questions in that area; faculty may ask for course syllabi or other materials in order to ensure that the question matches the material in the course the student actually took.

Each master’s candidate must pass both sections of the exam: four out of five listening questions and five out of six written questions.

Students who fail one or both sections of the examination may participate in a retake (with different questions), two weeks later. Failure of the retake results in termination from the program. A third attempt will be permitted only by petitioning the Director of the School of Music.

5.5 Applying to Graduate
The deadline for applying for graduation is within the second or third week of the semester you plan on graduating. The Graduate School’s Deadlines for Degree Candidates gives detailed due dates for each step of the process. The Graduate School’s Graduation Information page links to all required forms.

Step 1 - Login to the MyMemphis portal online and Apply to Graduate. If you don’t manage to graduate during the semester you apply, you have to reapply in the following semesters.

Step 2 - Fill out the Candidacy form, which is found on the Graduate School Forms page under “Graduation Forms.” The Candidacy form requires you to list the courses you have taken that count as part of the degree: the “Dept.” (actually the prefix, e.g. MUAP, MUHL), the course number, the course title, the number of hours, the grade, and the year. Your accurate and current degree plan, submitted after your second semester of study, will help simplify this process.

When filling out the Candidacy form:

▪ Only enter courses that are a formal part of the degree curriculum, not courses with undergraduate numbers (e.g. language, theory review), extra ensembles, or ensembles taken for 0 credit-hours.

▪ For courses currently underway, leave the “grade” box blank. Use the grade IP only for courses (normally thesis-type courses) for which you have actually received the grade IP.

Step 3 - Submit the following to the School of Music Graduate Studies Office:
1. Candidacy form (with signature of major professor)
2. UM Academic transcript (from MyMemphis)
3. Approved Degree plan (see 5.6 Master’s Degree Plans)

The candidacy form is then signed and approved by the Associate Director of Graduate Studies and forwarded to the CCFA office of the Associate Dean and then to the Graduate School.

5.6 Master’s Degree Plans
By end of the second semester of study, the student must submit a degree plan, which lists all courses required for the degree and is approved by the student’s major professor and the Associate Director of Graduate Studies. Students should consult their major professor as they prepare a degree plan. Any changes to the degree plan must be submitted in writing on a
degree plan form and approved by the major professor and Associate Director of Graduate Studies, and filed with the School of Music Graduate Studies Office. Degree plans may not be filed in the semester a student plans to graduate. Click on the following links for specific degree plans:

- MM in Composition
- MM in Conducting
- MM in Jazz and Studio Music
- MM in Music Education
- MM in Musicology
- MM in Orff-Schulwerk
- MM in Pedagogy
- MM in Performance

**DOCTORAL DEGREE REQUIREMENTS**

6.1 Checklist for the Doctoral Degree

Students can download recommended timelines for the doctoral degrees to use as guides when planning the degree.

- Recommended timeline for DMA in Performance
- Recommended timeline for DMA in Conducting
- Recommended timeline for DMA in Composition
- Recommended timeline for PhD in Music Education
- Recommended timeline for PhD in Musicology

**Admission:**

1. **Apply to the Graduate School** of the University.
   a. Transcripts and GRE or MAT scores should be sent directly to the University, not the School of Music.
   b. Please note that there are additional admission requirements for international students.
2. **Apply to the School of Music.**
   a. Audition for the School of Music faculty (for performance, conducting, or jazz degree.)
   b. Send a portfolio of compositions or written materials (for composition, musicology, or music education degrees).

**Beginning of first semester:**

3. Take entrance examinations in music history and theory.
4. Begin course of study.

**Second semester:**

5. Establish doctoral committee in consultation with major professor.
6. Take language proficiency exam.
7. DMA Performance concentrations may perform first recital
8. Submit Doctoral degree plan to the School of Music Graduate Studies Office (See 6.12 DMA/PhD Degree Plans)

**Third & Fourth semesters:**

8. Fulfill the residency requirement by completing at least two successive semesters as a full-time student (summers included).
9. Begin discussing document topic/proposal with committee
10. Take the Qualifying Exams (DMA only).
11. DMA Performance concentrations may perform second recital (after passing Qualifying exams).
12. Take written & oral comprehensive exams. Once passed, student is admitted to Doctoral Candidacy.

**Fifth, Sixth, and/or Final semesters:**
13. The semester you plan to graduate, submit your application during the first week of the semester (see 6.11 Applying to Graduate).
14. Submit approved document or dissertation to the committee for the defense at least one month in advance.
15. Perform final recital or lecture recital (DMA) and defend the dissertation or research document. A proper signature page containing all signatures of the committee will be appended to the document.
16. Submit a copy of the final version to the Graduate School. The student is also expected to provide a bound copy of the final version to the Music Library.

**6.2 Doctoral Residency**
Students must commit to full-time study for a minimum of two successive semesters after admission to the degree program to fulfill the residency requirement. Full-time study is defined as 9-credits per semester (minimum). In the School of Music, summer semesters may be used for this purpose; however, summer offerings in the School of Music are limited, so credits may not be available for the residency requirement.

**6.3 Doctoral Committee**
Students should consult their major professor as they prepare a tentative plan to meet the degree requirements and select a doctoral committee. After enrolling in 18 hours of courses, which usually occurs in the second semester of study, the student must select a doctoral committee by submitting the **Thesis/Dissertation Faculty Committee Appointment Form** to the School of Music Graduate Studies Office.

The doctoral committee serves as a consistent advisory group for the student. The committee approves degree plans, recital repertoire, the recitals themselves, serves as the examining committee for the comprehensive exam, approves the document/dissertation proposal, critiques the research document/dissertation, and serves as the final examining committee for the dissertation defense.

The committee must be comprised of at least five members and must include:
1) Major professor, serves as chair (if eligible)
2) Cognate-field professor
3) Music history professor
4) Music theory professor
5) Fifth committee member

The chair of the committee must be a full member of the Graduate Faculty of the university. All members of the committee must have Graduate Faculty status; individuals who are not on the faculty of the University of Memphis may be appointed when their special expertise is needed for the dissertation, but they must seek affiliate faculty status from the Graduate School.
Recitals and exams should be scheduled when the entire committee can be in attendance. If the entire committee cannot be in attendance, then a minimum of 3 committee members must be present. Oral exams and defenses cannot be guaranteed during the summer semester, when many faculty are not in residence; students wishing to take orals or defend in the summer should consult their entire committee well in advance.

Committee membership should be changed only under extraordinary circumstances, and always in collaboration with the major professor and the Associate Director for Graduate Studies.

6.4 DMA Recitals - Dissertation Equivalent
The DMA degree requires 9 hours of dissertation equivalent. Students must be enrolled for at least 6 hours of MUAP 8999 (recital) and at least 1 hour of MUAP 9000 (dissertation) to fulfill the degree requirements. Doctoral degree candidacy is a prerequisite for the final lecture recital.

Recitals are scheduled through the Scheduling Coordinator’s office. The program for the recital must be submitted at least two weeks before the recital and students will be allowed up to two hours of rehearsal time in the hall prior to the recital. Please follow the guidelines listed in 4.1 Recital Scheduling to schedule your recital and submit your program. Hearings are not required in the doctoral program, but may be requested by the major teacher. If this occurs, the hearing must be at least two weeks prior to the recital.

The DMA dissertation equivalent is constructed differently in the various concentrations:

- **Performance**: Three recitals (or two recitals and a lecture recital) and the doctoral research paper. Music that is treated in the research document will form the basis of the lecture-recital; if the student gives three solo recitals, the repertory from the research document should appear on at least one of the recitals. The repertoire of each recital must be approved by the doctoral committee.

- **Composition**: A composition of significant proportions in a medium approved by the doctoral committee. This is typically an orchestral work of 15-20 minutes, but the exact instrumentation and length is variable, with committee approval.

- **Conducting (Choral)**: Students in choral conducting must perform two choral recitals and one lecture-recital. A minimum of 9 credit hours of coursework must be completed before the first recital is given.

- **Conducting (Orchestral)**: Students in orchestral conducting must perform two public orchestral conducting recitals and one lecture-recital. With the permission of the doctoral committee, a series of smaller performances may be substituted for one of the first two recitals. The lecture-recital is in support of the research document. A minimum of 9 credit hours of coursework must be completed before the first recital is given.

- **Conducting (Wind)**: Students in wind conducting must perform two recitals and one lecture recital.
  - Recital #1 – Rehearsal format recital
  - Recital #2 – Compilation recital
  - Recital #3 – Lecture-recital
  A minimum of 9 credit hours of coursework must be completed before the first recital. The compilation recital is an audio and video recording assembled from specific
public performances with one of the major ensembles during residency. The lecture recital is in support of the research document.

6.5 Cognate Field Requirements
TBD

6.6 Qualifying Examinations for the DMA
The qualifying exams in music history and theory are usually attempted in the third or fourth semester of full-time study. The exams may be taken after the student has completed 24 hours. Students may perform only one degree recital before attempting the qualifying exams.

The exams are normally scheduled on the Monday and Tuesday before the fall, spring, and summer semesters begin. Students who fail will have an opportunity to take the test once more. Opportunities for remediation will be provided by courses, organized study or review sessions, and/or reading lists. A second failure will result in termination from the program. A third attempt will be permitted only by petitioning the Director of the School of Music.

The music history exam will consist of seven unknown score examples (A picture or an extract from a treatise can stand in for a score). The student picks six on which to write essays in which she or he identifies the genre, approximate date, and a plausible composer; makes a case for this identification; and say something about the significance of this sort of music (or artifact) in music history. Students will have three hours in a closed room to write these essays. Grading will be on the basis not only of right and wrong answers but of the level of articulateness and depth of understanding shown in the essays.

The music theory exam will include formal analysis, identifications, definitions, and an essay. Students will have three hours in a closed room to write these essays.

6.7 Comprehensive Examinations in the Major and Cognate Fields
The comprehensive examinations consist of written and oral comprehensive exams, which are administered by the doctoral committee. Before attempting the comprehensive exams, students must have completed the following:
- Qualifying Exams (see 6.6)
- Foreign Language requirement (see 3.6)
- (optional) For DMA students, the second recital can be completed

The research document or final recital/lecture-recital may not be completed until after the comprehensive exams are passed.

DMA students
The written examination ordinarily consists of three questions, two from the major field and one from the minor. The student is given seven days to write substantial (typically 10–15 pages), fully footnoted essays addressing the topics raised in the questions. At the committee’s discretion, there may be an additional timed, private examination dealing with the pedagogy, literature, performance practice, theory, and/or history of the major field, instrument, or performance area. The examination is composed and graded by the candidate’s committee.

Once the student has passed the written comprehensives, the oral comprehensive may be scheduled. The oral portion of the comprehensive examination will be conducted by the student’s doctoral committee. It will last up to two hours and will focus on the answers from the written examination and on general concerns of the committee over the major and cognate areas.
**PhD students**
The student, in consultation with the advisor, proposes three areas in which she or he may be examined. The student writes three possible questions for one of the areas. The committee then picks one of those questions and provides its own questions in the other two, and the student is given seven days in which to research and answer the questions.

Once the student has passed the written comprehensives, the oral comprehensive may be scheduled. It will last up to two hours and will focus in part on the answers from the written examination and in part on general concerns of the committee over the major and minor areas. Language proficiency must be passed before taking comprehensive exams.

**6.8 Admission to Doctoral Candidacy**
When the written and oral comprehensive examinations have been successfully completed, the Associate Director of Graduate Studies will send a form to the Graduate School and the student will be granted doctoral candidacy.

Once candidacy is granted, the student is permitted to proceed with the dissertation or dissertation equivalent. The student in performance will be allowed to prepare for the final, third recital and begin work on the written doctoral research paper (once the topic proposal has been reviewed and approved by the doctoral committee). The student in composition may officially begin the dissertation composition. Students in musicology or music education must submit a proposal for the dissertation, which must be approved by the doctoral committee.

**6.9 DMA/PhD Proposal and Dissertation/Document Guidelines**
The topic should be presented to the committee in a standard proposal format: thesis question, limitations, research plan, approximate timeline, and the general plan for the lecture-recital (for performers who plan to take this option.) Committee approval is vital. If there is substantial content that lies outside the field of music (such as statistics or medieval French poetry), at least one member of the committee should have expertise in that area.

The student writes the dissertation or research document with one faculty member, usually the chair of the committee. When that person approves, copies of the dissertation or research document are distributed to all committee members, and the defense is scheduled. The student should allow about a month between submission and defense for the committee to read and critique.

All 9000 courses are covered by the Graduate School’s continuous enrollment policy; once a student has enrolled in this number, he or she must keep enrolling for at least one credit every semester (summers excluded, except for a summer graduation) until the dissertation is complete.

All theses, research documents, and dissertations that involve human subjects—including, for example, interviews with living musicians—are required to have prior approval from the University’s Institutional Review Board. See 3.12 IRB Guidelines for more information.

**6.10 Defending the Dissertation or Research Document**
During the dissertation/research document/lecture-recital defense, the candidate meets with the doctoral committee. Committee members will ask questions and critique the document.
Performance majors doing a lecture-recital typically defend after the performance, however, with committee permission, may defend prior to the performance. Once the defense is passed, a defended copy of the document is given to the Graduate School for approval. The deadline for this is typically six weeks before the end of the semester.

### 6.11 Applying to Graduate

The deadline for applying for graduation is within the second or third week of the semester you plan on graduating. The Graduate School’s [Deadlines for Degree Candidates](#) gives detailed due dates for each step of the process. The Graduate School’s [Graduation Information](#) page links to all required forms.

**Step 1** - Login to the MyMemphis portal online and Apply to Graduate. If you don’t manage to graduate during the semester you apply, you have to reapply in the following semesters—unless you have received an IP in thesis, recital, etc., which puts you into the Continuous Enrollment universe and at least spares you this one pain.

**Step 2** - Fill out the Candidacy form, which is found on the [Graduate School Forms page](#) under “Graduation Forms.” The Candidacy form requires you to list the courses you have taken that count as part of the degree: the “Dept.” (actually the prefix, e.g. MUAP, MUHL), the course number, the course title, the number of hours, the grade, and the year. Your accurate and current degree plan, submitted after your second semester of study, will help simplify this process.

When filling out the Candidacy form:
- Only enter courses that are a formal part of the degree curriculum, not courses with undergraduate numbers (e.g. language, theory review), extra ensembles, or ensembles taken for 0 credit-hours.
- For courses currently underway, leave the “grade” box blank. Use the grade IP only for courses (normally thesis-type courses) for which you have actually received the grade IP.

**Step 3** - Submit the following to the School of Music Graduate Studies Office:
1. Candidacy form (with signature of major professor)
2. UM Academic transcript (from MyMemphis)
3. Approved Degree plan (see 6.12 DMA/PhD Degree Plans)

The candidacy form is then signed and approved by the Associate Director of Graduate Studies and forwarded to the CCFA office of the Associate Dean and then to the Graduate School.

### 6.12 DMA/PhD Degree Plans

By the end of the second semester of study, the student must submit a degree plan, which lists all courses required for the degree and is approved by the student’s major professor, doctoral committee, and the Associate Director of Graduate Studies. Students should consult their major professor/committee chair as they prepare a degree plan. Any changes to the degree plan must be submitted in writing on a degree plan form and approved by the major professor/committee chair and Associate Director of Graduate Studies, and filed with the School of Music Graduate Studies Office.

Degree plans may not be filed in the semester a student plans to graduate. Click on the following links for specific degree plans:
- DMA in Composition
GRADUATE ASSISTANTSHIPS

7.1 Application Information
An application for a graduate assistantship can be obtained by contacting the Graduate Studies Office or by accessing the School of Music’s Graduate Studies and Assistantships webpage.

The School of Music has the following deadlines for graduate assistantship consideration:
- **February 1** - International student’s application deadline
- **March 1** - Application deadline. All application materials must be received by this date in order to be considered for a graduate assistantships. Students with incomplete files will not be considered for an assistantship until their file is complete.
- **April 1** - Assistantship offers are sent by this date to students who have been fully accepted by the University and the School of Music.

7.2 Terms of Appointment
A graduate assistantship appointment requires full-time enrollment as a graduate student in the School of Music. School of Music needs occasionally lead to assistantship appointments for a single semester, however, they are normally made for one-year and can be renewed for the duration of the degree. Graduate Assistants in good standing can be reappointed to their positions based on the following:
- Master’s degrees up to 4 semesters
- Doctoral degrees up to 6 semesters
- Master’s degree followed in succession by a doctoral degree can be renewed up to 10 consecutive semesters.

Termination
Termination of the GA contract by mutual consent may be effected at any time and the stipend stopped; however, departure during a semester may jeopardize the fee remission. The agreement will be terminated if the student’s enrollment in the School of Music ceases. The appointment is subject to termination due to serious failure in assigned duties or misconduct.

7.3 Required Graduate Assistant Paperwork:
The mandatory forms must be filled out and submitted prior to the week before classes.
- **Vaccination Requirement** - all graduate students
- **Federal Work Study Application** - all graduate students
- **Proof of Health Insurance** - all international graduate students
- **FERPA Tutorial** - GAs teaching a class
- **I-9 Employment Verification** - all GAs (see Employment Verification below)
- **Academic Credentials** - all GAs
• G.A. Contract - all GAs (students receive email notification by the end of July)
• **FERPA Tutorial** - GAs teaching a class

**Employment Verification**
Federal and university regulations require that all appointees verify their eligibility for employment in the United States. All students, regardless of citizenship status, must complete a I-9 Form before any stipend payment can be released. To adequately prove eligibility to work, Graduate Assistants must follow the procedures outlined below:

Each year, new and returning students who are starting a GA position must appear in the Administration Building, room 177, to complete an I-9 form. Students must bring the following pieces of current ID:
  - US citizens: Passport or both US Social Security Card and Driver’s License
  - International students: Passport, Form I-20, and Form I-94.

**7.4 GA Responsibilities & Requirements**
Visit the Graduate School’s [Graduate Assistant Responsibilities](#) page for University guidelines for assistantships.

**GPA Requirement**
Students on a Graduate Assistantship must maintain a 3.0 cumulative GPA

**Ensembles & Placement Auditions**
Graduate Assistants assigned to perform in ensembles are required to audition for chair placement at the beginning of each fall and spring semester.

**Required Dates**
- It is required that all graduate assistants are on campus the full week before fall classes start to take entrance exams and attend informational meetings. A complete itinerary for that week will be sent in July.
- Graduate assistants in strings, woodwinds, brass, and percussion are required to be available for the University commencement ceremonies in the fall and spring. You may not accept any professional engagements or make travel plans for these dates. For questions regarding the Commencement Ensemble, contact the Director of Bands, Dr. Albert Nguyen. Refer to the University [Commencement Office calendar](#) for the exact dates and times.
- Students receiving graduate assistantships in opera/voice must be on campus for opera production during the academic year. You must receive permission from the Director of Opera Studies to be released from duties during these times.

**7.5 Assistantship Assignments**
Graduate assistant assignments vary according to discipline, expertise of the assistant, and the needs of the School of Music. Assignments are made by the Associate Director of Graduate Studies in consultation with the Director of the School and individual faculty advisors. Students will be notified of their assignment prior to the start of the semester. The Associate Director of Graduate Studies reserves the right to change areas of assignment based on needs of the School of Music as they become apparent.

**7.6 Guidelines for Graduate Assistant Loads**
A full graduate assistant teaching load is 20 hours. Assignments in the School of Music are based on the following graduate assistantship teaching loads:

- Teaching one 3-credit course (such as music appreciation) equals one-half assistantship.
- Teaching a theory course (3 contact hours) equals one-half assistantship.
- Teaching applied lessons (2 or 3 credits): 6 one-hour lessons (or 12 half-hour lessons) equals one-half assistantship.
- One ensemble will typically equal a one-quarter assistantship.
- All other assignments are based on 20 clock hours for a full assistantship. Research, administrative work, ensemble set-up, accompanying, etc. all fall into this category.

7.7 Financial Information
All graduate assistants are required to submit an I-9 to the University.

University Fees
Fees are assessed for applied lessons and for recitals. They are assessed at the beginning of the semester, and are not covered by graduate assistantships.

Pay Schedule
Graduate Assistants are paid at the end of each month during the semester. The first stipend disbursement is made at the end of September.

7.8 G.A. Health Insurance Options
The University of Memphis has partnered with Church Health Center to offer Memphis Plan health coverage to all domestic graduate assistants. Visit the University’s Graduate Assistantship site to view this information.
GRADUATE STUDENT LIFE & RESOURCES

8.1 Getting Started
All graduate students should complete the following before classes start:

- **Vaccination Requirement** - all graduate students
- **Federal Work Study Application** - all graduate students
- **Proof of Health Insurance** - all international graduate students

8.2 Other Resources

- **Campus Parking**
  Parking permits and parking locations can be found here.
- **Graduate School Forms**
  Important Graduate School forms for applications, assistantships, degree candidacy, thesis/dissertations, and academic forms.
- **Graduate School Resources for Current Students**
  Important resources for student success and to make the most of your graduate school experience.
- **Student Health Center**
  The Student Health Center is a Walk-In clinic. No appointment is necessary. It’s an accessible, cost effective health care facility.
- **Student Health Insurance**
  Options for Student Health Insurance can be found here.
- **Campus Dining & Meal Plans**
  Several options for mobile ordering, meal plan options, and locations for dining around campus.
- **Reserve Study Space**
  Reserve a room to study in the McWherter Library.
- **Center for Writing & Communication**
  Located in the McWherter Library, the writing and speaking center offers free, one-on-one consultations. If students are working on a paper, presentation, or speech, this office can help brainstorm topics, develop a thesis, build an argument, help with research, organize writing, develop editing strategies, and implement standard citation conventions. Students delivering a speech can practice in the presentation studio.
- **Information for International Students**
  The Center for International Education Services is home to the Intensive English for Internationals Office and International Student Services.
- **Campus Map**
  A main campus map of the University, which includes a list for campus buildings and parking.

FACILITIES

9.1 Contact Information
Contact numbers for various School of Music Offices can be found online based on their location:

**School of Music**
9.2 Building & Office Hours

Hours for the Music and College of Fine Arts Buildings are as follows:
- Monday - Saturday, 7:00am – 11:00pm
- Sunday, 12:00pm – 11:00pm

Business and Office Hours for all Buildings in the School of Music are as follows:
- Monday through Friday 8:00am – 4:30pm

Unauthorized Use of University Facilities

Faculty, staff, and students shall not use office space, laboratory facilities, studios, university equipment and/or any other University properties or facilities for personal purposes such as private lessons, instructions, business or profit-making ventures whether or not the faculty/staff receives income in connection with said use unless the University is compensated the schedule rate of fee for said use and the use is approved in accordance herewith.

9.3 School of Music Library

Location: MU 115
Email: musiclib@memphis.edu
Phone: 901-678-2330

To view the School of Music Library’s hours, circulation procedures, and available student resources, visit the School of Music Library page.

You can also visit the Music Library site within the UofM Libraries and the Interlibrary Loan Requests page.

9.4 Computer Lab

Location: MU 102

The computer lab contains sixteen Apple computers, each with a midi keyboard and a wealth of music and related software. Software includes Finale, Sibelius, Digital Performer, Pro-Tools, Logic, Practica Musica, Reason, Pyware, Apple Remote Desktop, as well as the Microsoft Office suite of programs. Several classes in music technology and recording technology are taught in this room.

Open lab hours are posted outside the door. There is no food or drink permitted, no disconnecting of equipment, and no changing of operating system preferences allowed. If there are any questions, see the lab monitor on duty.

9.5 Practice Rooms
The School of Music holds many practice rooms throughout the Music building and the Communications and Fine Arts building. Practice Room Keys are available one week before the semester. Chamber groups should reserve a time with the Scheduling Coordinator (MU 121). Six types of Practice Rooms are available through the rental of a Practice Room Key. They are listed as follows:

- Regular Practice Room (PR)
- Grand Piano Practice Room (GR)
- Organ Practice Room (OPR)
- Percussion Practice Room (PPR)
- Communication Building Practice Room
- Bass Storage Room (215)
- Wenger practice modules (204)

**Practice Room Policies**

Please be respectful of others and of School of Music equipment when using practice rooms. The rooms are for use by students of the School of Music and students of music classes. Food or drink is not allowed in the rooms, and please do not abuse the pianos or place anything on them. Rooms will be available for open use on a first come-first serve basis. Grand Piano practice rooms should be primarily for piano students. They may be used by non-piano students only if no other rooms are available. Practice room keys are available for evening and weekend rehearsal use and can be checked out for the semester. Never leave practice rooms unlocked and unoccupied with personal belongings in place. Failure to follow these requests could result in loss of practice room privileges and/or key privileges.

**Wenger Practice Room Policy**

Keys to the Wenger Practice Units must be checked out with a student ID in the Music Office (MU 123). Keys are available during School of Music office hours. Wenger room keys may be checked out for a maximum of 2 hours. All Wenger Keys must be turned in by 4:30 p.m. No keys will be available for check out evenings or weekends. Failure to return keys will result in the loss of privileges to use the units. Practice rooms should be locked at all times.
9.6 Keys, Locker, and Instrument Rental

Keys to practice rooms, graduate assistant offices, and faculty offices require a check-out process.

**Key Rental**
Some keys require faculty approval for checkout. Please get this approval in writing prior to checking out keys. You may have the appropriate faculty member sign your key check-out form for this approval.

- **Fees** - The fee for checking out a Practice Room key is $5 per semester. This amount is due before the key will be issued. Payments must be made at the Bursar’s office. Once payment is made, bring the receipt to room 130. Key checkout will begin the week before classes begin.

- **Check-out Forms** - Upon gathering the appropriate receipt and the written permission, come by Room 130 to complete a Key Check-out Form. Multiple keys may be checked out for multiple types of practice rooms (i.e. you may check out a GR and a PR key, or a PR and a CFA --- key), but a fee must be paid for each key involved. If you need assistance, feel free to come by and ask questions or call the Facilities Manager at Ext. 2557. Please also note that it is easiest for you to handle checkout of instruments, lockers, and practice room keys at the same time.

- **Returning Keys** - All students must return all rented keys by the end of last day of semester final exams. Failure to submit the key by this time will result in a fine of $300 (no exceptions – fee based upon expense of replacing the lock). It is your responsibility to turn in your key.

**Locker Rental**
Students may rent lockers in one of three locker rooms for a fee of $5 per semester. The fee must be paid each term at the Bursar’s office and a receipt presented. To rent a locker, see the School of Music Building Manager (Room 130).

**Instrument Rental**
Instruments are available for student use. The rental fee is $25/semester for use of an instrument. Faculty approval and appropriate receipts from the Bursar’s office are required before attempting to complete a checkout form. Prior damage or missing accessories must be reported at the time of check-out or the student will be held responsible for damages and/or missing accessories. Please report all damages that occur while the instrument is in your possession immediately to Room 130 or call ext. 2557. Each student is responsible for the instrument he/she has checked-out. Please keep all paperwork regarding any instrument, key, or equipment check-out. Please come by Room 130 or call ext. 2557 with questions about instrument checkout.

**Instrument Return**
All students must complete check-in of instruments by the end of last day of semester final exams. Failure to complete check-in at this time will result in a charge to the renter’s bursar account for the replacement cost of the instrument. Members of the Mighty Sound of the South performing in December and January basketball games will be excluded from this fee—no other exceptions will be made. All instrument returns should be brought to Room 130. Please come by Room 130 or call ext. 2557 with questions about instrument return.