



**GRADUATE
STUDENT
HANDBOOK**

FALL 2021 EDITION

Five Towns College
Music Division

GRADUATE STUDENT HANDBOOK

Fall 2021 Edition
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This handbook is a comprehensive resource for policies and procedures that pertain to graduate students in the master's and doctoral programs for Composition, Music History, Music Technology, and Performance. Information on faculty and courses are available on our website.

The website for Five Towns College students is <https://ftc.edu>

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1 Overview

This handbook describes the requirements for admission to the graduate program of the Music Division, the requirements to earn a graduate degree, and all associated policies and procedures.¹

Students in the Music Division graduate programs are responsible for understanding the material in this handbook. Different fields of study are delineated throughout the handbook.

The Division of Music at Five Towns College offers M.M. and D.M.A. degrees:

Master of Music- Deg. Code: M.M.

1. Composition
2. Music History
3. Music Technology
4. Performance

Doctor of Musical Arts - Deg. Code: D.M.A.

1. Composition and Arranging
2. Music History and Literature
3. Performance

Earning a graduate degree in music provides graduate students with valuable professional development experience as well as a competitive edge at any career stage. Graduate programs are designed to be both challenging and rewarding with coursework that inspires and prepares students for a variety of careers. Students will have a dynamic, hands-on higher education experience as they are trained under the guidance of dedicated faculty who are experts in the music and entertainment industries.

2 Degree Objectives

Master of Music Degree Programs

The M.M. degree is offered in Composition, Music History, Music Technology, and Performance. It provides qualified students the opportunity to advance their studies and research in the field of music.

The program is designed to meet the needs of professional musicians, audio recording engineers, multimedia specialists, and active professionals working in the music industry, music education, or a music-related field. Courses of study are flexible and individualized to assist students in reaching current and future goals. Students meet each semester with their Graduate Advisor to plan their academic program. Candidates for the degree have the opportunity to perform with an ensemble during each semester of study.

All candidates for admission are expected to demonstrate musical skills and a commitment to the advancement of their personal and professional accomplishments. Completion of a bachelor's

¹ Please note that there is a separate handbook for the M.M. and D.M.A in Music Education. That handbook can be accessed by clicking this [link](#).

degree in music or a related field with at least 36 credits of applied music courses and a 2.75 G.P.A. is required for admission to the M.M. degrees.

Students in the M.M. program take courses in the music core as well as courses for their specific field. The 12 credits in the music core and the 18 credits in the selected specialization to complete the 30-credit requirement for the M.M. degree.

The graduate program leading to the M.M. degree is planned for two semesters of full-time study. Many students, however, take two years or more to complete all requirements. Graduate courses are scheduled for the late afternoon or early evening for the convenience of working students.

Candidates for the M.M. degrees must complete the following graduation requirements within five years of the date of matriculation:

1. Satisfactory completion of thirty (30) credits of course work that are designed to have the student acquire knowledge, expertise, and research skills in the field;
2. Passing the comprehensive exam;
3. A minimum of 15 credits at the College;
4. A minimum Grade Point Average of 3.0;
5. A minimum grade of B in all specialty courses;
6. A research project or recital approved by the Graduate Academic Standards Committee

If continuous matriculation has not been maintained, a reevaluation of credentials will be required.

Doctor of Musical Arts Degree Programs

The D.M.A. program requires outstanding scholarship and research culminating in a dissertation that contributes to the general fund of knowledge in the particular field of study. Completion of an appropriate master's degree is a prerequisite to doctoral study. Qualified doctoral candidates must earn a minimum of 60 credits beyond the master's level maintaining a 3.0 G.P.A. or higher. Upon the completion of coursework and successfully passing the comprehensive exams, the student begins the dissertation process.

D.M.A. degrees at the College are intended for those planning to work at the most advanced academic and professional levels of musical endeavor. Upon admission, students will be expected to achieve competence as musicians and scholars who can communicate effectively both orally and in written form.

The degree program objectives for doctoral students must be demonstrated by candidates for graduation as a prerequisite to qualifying for the D.M.A. degree:

- Intellectual awareness and curiosity sufficient to predict continued growth and contribution to the discipline;
- Knowledge of analytical techniques sufficient to analyze selected compositions in various genres;
- Knowledge of representative literature and influential composers;
- Expertise in the particular field of study;

- Expertise in the application and utilization of appropriate research skills; and
- Sufficient writing and speaking skills to communicate clearly and effectively to members of the scholarly and wider communities.

3 Transfer Credits

Graduate courses completed with a grade of A or B from an accredited institution may be presented for transfer of credit with the approval of the Director of Graduate Studies. Grades below B in graduate classes will not carry doctoral credit. Undergraduate courses (100-400 level) may not be counted for credit towards a master's degree. Students who have taken graduate work at another institution may transfer up to 15 credits towards the Master of Music degree and 30 credits for the D.M.A. if the course work was taken within three years preceding matriculation at Five Towns College. The number of credits and type of course work transferred must be approved by the Graduate Academic Standards Committee and the College reserves the right to not accept transfer credits. Students planning to take graduate courses for transfer credit at other institutions must have advance approval in writing from the Academic Affairs Office.

4 Time Limitations and Leave of Absence

Students in the master's program must complete their studies within five years. Students in the doctoral program must complete 12 credits during the first two years of study and all requirements within ten years of the date of matriculation. Exceptions are granted only in medical emergencies with the permission of the Graduate Academic Standards Committee. Other exceptions are reviewed on a case-by-case basis.

The following regulations are in effect for all doctoral students:

1. Students must register for MUS 801 - Doctoral Advisement each semester after completion of EDU 652 - Doctoral Seminar I. Registration for Doctoral Advisement entitles students to access both the main and graduate libraries and consult with their major professor regarding their research project/dissertation.
2. If a student still within the ten years for degree completion does not register for at least one three-credit course, matriculation will lapse unless he/she registers for MUS 800 - Continuous Registration.

Students who fail to maintain matriculation by the end of the given semester will be considered to be withdrawn and must reapply for admission to continue working towards their degree. Readmission to the program is not guaranteed. In extraordinary cases, a student may be granted a leave of absence upon written application to the Director of Graduate Studies and with the approval of the Provost. A leave of absence is typically only granted in cases of serious illness. The duration of the leave may be counted as part of the ten years allowed for completion of the degree.

5 Calendar

A list of relevant deadlines, holidays, and events can be found on the Five Towns College website under "Academics". Please note that relevant deadlines related to degree conferred dates can be found there.

6 Non-matriculated Students

Students who do not wish to enroll in a degree program are permitted to register as non-matriculated students. These students are not eligible for independent study or advisement.

International non-matriculated students taking fewer than 12 credits a semester for the M.M. degree or 9 credits for the D.M.A. are not eligible for a student visa. All non-matriculated students taking 6 or more credits a semester must comply with New York State immunization regulations.

7 Admission Policies and Procedures

Establishment of Matriculation

All applicants for admission into the M.M. degree must submit the following:

- A completed application
- Official transcripts documenting the successful completion of an appropriate bachelor's degree with a G.P.A. of 2.75.
- Two letters of recommendation.
- A personal statement.
- Evidence of English Fluency – TOEFL total score of 80 or higher.

After all materials have been submitted, a faculty member will contact the candidate to set up an interview and audition. All M.M. candidates are expected to perform a musical selection on their major instrument/voice that best represents the applicant's stylistic preferences and technique. Students should also be prepared to demonstrate adequate sight-singing and aural skills.

The Graduate Academic Standards Committee evaluates applications for matriculation based on the following criteria: (1) applicant's grade point average from previous degree programs; (2) letters of recommendation; (3) personal interview; (4) audition; and (5) individual requirements outlined in the descriptions for each of the programs (listed below).

M.M. in Composition

Working knowledge of harmony, musical notation, and instrumentation is essential for this degree. Acceptance into the program will be based upon the interview, audition, and evidence of creative talent demonstrated in a portfolio of two original compositions and at least one arrangement that include both the scores and recordings.

M.M. in Music History

Applicants must submit a substantial historical research essays demonstrating a high level of scholarly potential. The paper can be an excerpt of an undergraduate thesis, or any term paper from an undergraduate music history class. While there is no required length of the written

submission, the papers should demonstrate the potential to conduct scholarly research on the graduate level.

M.M. in Music Technology Requirements

Applicants must have an advanced understanding of audio equipment, console signal flow, microphone categories and techniques, and DAW software. Candidates should be prepared to demonstrate their competencies in these areas during an interview.

M.M. in Performance Requirements

Candidates are expected to perform two selections of contrasting style and tempo including scales, arpeggios, chords (when applicable), a technical study or etude.

Live auditions are required. Note that international students may submit auditions via links, audio files, or a zoom conference. Candidates may bring an accompanist or backing track if needed. Students outside of the tri-state area may request these accommodations as well.

Vocal:

Technique: Standard vocalizes that demonstrate the singer's range and technical facility.

Optional Improvisation: (Jazz specialists) Improvisation over blues changes with a specific groove.

Sight Singing and Ear training in the form of call and response from the auditioning candidate.

Repertoire: Two memorized selections of contrasting style and tempo that best represent the singer's stylistic abilities, technique, and stage presence. Two genres preferred.

Sheet music is required for both selections and will be performed with live accompaniment.

Instrumental:

Scales: Major, minor (natural, harmonic, melodic), and chromatic scales with various articulations (two octaves)

Chords: Major, minor triads, dominant seventh, and major and minor seventh chords (guitar, keyboard, mallet percussion).

Technique: Technical study or etude from any standard method book that will demonstrate a high level of technique and potential for advancement.

Repertoire: Two selections in contrasting styles are required, which will demonstrate technical ability, tone quality, musicality, and sense of style.

Piano, Woodwinds, Brass:

Applicants should be prepared to:

- Play two Jazz/Commercial music selections OR
- Play two contrasting classical selections OR

-Play one Jazz/Commercial selection and one classical selection

Guitar, Bass:

Applicants may audition on an electric or acoustic instrument, and should be prepared to:

- Play two Jazz/Commercial music selections OR
- Play two contrasting classical selections OR
- Play one Jazz/Commercial selection and one classical selection

Percussion:

Percussion applicants should be prepared to:

- Play two drum set selections in contrasting styles. OR
- Play 2 contrasting percussion selections (i.e. snare and mallets) OR
- Play one percussion selection and one drum set selection.

The College will provide guitar and bass amps, drum set, and vibraphone.

All applicants for admission into the D.M.A. must submit the following:

- A completed application
- Official transcripts documenting the successful completion of an appropriate a master's degree with a G.P.A. of 3.0 or better.
- An audition (Composition/Arranging and Performance)
- Three letters of recommendation.
- A CV or resume.
- Evidence of English Fluency – TOEFL total score of 90 or higher.

After all materials have been submitted, a faculty member will contact the candidate to set up an interview and an audition for composition and performance applicants. The Graduate Academic Standards Committee evaluates applications for matriculation based on the following criteria: (1) applicant's grade point average from previous degree programs; (2) letters of recommendation; (3) personal interview; and (4) individual requirements outlined in the descriptions for each of the programs (listed below).

D.M.A. in Composition and Arranging Requirements

This program offers the student an opportunity to further their skills for a career as a composer and arranger and/or a college teacher of music theory and composition. Thorough knowledge of contemporary harmony and a background in orchestration is essential for this degree. The program stresses creative activity emphasizing the development of a personal aesthetic expressible in sound. Competencies must include a broad knowledge of historical and contemporary compositional practices, music theory, history, and criticism. The program involves the utilization and application of this knowledge to the compositional process.

Acceptance into the program will be based upon an interview, an audition, evidence of creative talent, and a knowledge of craftsmanship in writing music demonstrated in a portfolio of compositions/arrangements that includes both the scores and recordings. The portfolio should consist of three original works and two arrangements that provide evidence of superior potential and creativity in a variety of settings. Applicants are expected to perform two selections of contrasting style and tempo on their major instrument or voice. Students should also be prepared to demonstrate adequate sight-singing skills, aural skills, and keyboard competency.

Applicants must also submit an original essay of at least 1500 words on a musical subject of their choice. The essay must be typed and supported by citations and references. International students will take an onsite English test to assess their writing skills.

D.M.A. in Music History and Literature Requirements

In this program the candidate has the opportunity to acquire the appropriate tools and methods of research in both history and literature. The candidate also has the opportunity to research any cultural area or historical aspect of music that adds to the body of knowledge in music history and literature. A broad background in the humanities and social sciences is one of the essentials for this degree. The program emphasizes the scholarly study of music and its relationship to other fields such as social, political, and art history. Competencies include bibliographic research, analytic techniques, and writing skills. The ability to work conceptually with the relationships between music and music literature within cultural and historical contexts is essential as is knowledge of various historical periods. The ability to produce and defend scholarly work is important as well.

Acceptance into the program requires an interview and submission of two substantial historical research essays demonstrating a high level of scholarly potential. These papers should each be 15-20 pages in length, and they may be drawn from a master's thesis.

D.M.A. in Performance Requirements

Degrees in this area are awarded for instrumental or vocal performance. In addition to demonstrating the technical achievements of the artist-performer, the candidate is expected to exhibit a thorough knowledge of the theoretical, pedagogical, and historical aspects of instrumental/vocal performance as well as knowledge of its literature.

Acceptance in the performance program requires an audition demonstrating exceptional musical skills, an interview, sight-reading the equivalent of level 3 NYSSMA on their instrument, or, in the case of jazz/commercial focus, applicants should be able to sight-read a lead sheet of moderate difficulty including some extended harmonies. Students should also be prepared to demonstrate adequate sight-singing skills, aural skills, and keyboard competency.

Applicants must also submit an original essay of at least 1500 words on a musical subject of their choice. The essay must be typed and supported by citations and references. International students will take an onsite English test to assess their writing skills.

Live auditions are required. Note that international students may submit auditions via links or video files. Students outside of the tri-state area may request these accommodations as well. Students are required to bring sheet music to the audition. Candidates may bring an accompanist and instrumentalists may use a backing track.

Piano Competency:

1. Classically oriented performers can play a NYSSMA level 3 solo such as the Bach *Prelude in C* BWV924 or a selection from Tchaikovsky's *Album for the Young* Op. 39. For Jazz performers standards such as "Autumn Leaves" or "Fly Me to the Moon" are acceptable.
2. Demonstrate ability to sight-read and harmonize melodies without chord symbols (music supplied by examiners).

Vocal:

Applicants will be expected to sing three selections in the genre of your expertise showing contrasting time periods and styles. Additional vocalization to assess the extent of range and technical expertise.

Instrumental:

Scales: Major, minor (natural, harmonic, melodic), and chromatic scales with various articulations (two octaves)

Chords: Major, minor triads, dominant seventh, and major and minor seventh chords (guitar, keyboard, mallet percussion).

Technique: Technical study or crude from any standard method book that will demonstrate a level of technique and potential for advancement.

Repertoire: Three selections in contrasting styles that represent different time periods (single movements are acceptable), or three selections in contrasting jazz/commercial styles such as Swing, Ballad, Bebop, or Latin. Classical and Jazz/Commercial genres may be combined.

Jazz/Commercial Bass applicants may audition on electric or acoustic bass and should be prepared to play idiomatic bass lines in various jazz styles, including a blues, a standard, a Latin (bossa), and a modal-style tune. The College will provide guitar and bass amps, drum set, and vibraphone.

Drum Set/Percussion:

Drum Set applicants will be expected to play and take solo choruses on three selections in contrasting styles. Snare drum rudiments and various drum set rhythms using brushes as well as sticks should be demonstrated. The College will provide a drum set and vibraphone but drummers should bring their cymbals and foot pedals. Traditional percussionists should play contrasting standard solos on snare drum, timpani, and mallets and 1-2 orchestral excerpts depending on the length and complexity.

8 Plan of Study

Students will work with their advisor to select courses to complete a Plan of Study that fulfills degree requirements. The Director of Graduate Studies will periodically meet with students to review progress towards the completion of degree requirements.

The Plan of Study for master's students includes 12 credits of core curriculum courses selected from those listed below.

- EDU551 - Research Methods and Materials **Credits: 3**
- Music History Elective **Credits: 3**
- Music Theory/Analysis Elective **Credits: 3**
- Music Technology Elective **Credits: 3**

Below are the 18 credits of courses required for all students in their specified fields of study:

M.M. in Composition:

- **AML541** – Applied Composition Lesson **Credits: 2**
- **AML542** – Applied Composition Lesson **Credits: 2**
- **ENS____** - Ensemble Elective **Credit: 1**
- **ENS____** - Ensemble Elective **Credit: 1**
- **MUS614** – Composers Workshop **Credits: 3**
- **MUS____** - Composition Elective **Credits: 3**
- **MUS____** - Composition Elective **Credits: 3**
- **MUS____** - Elective **Credits: 3**

M.M. in Music History:

- **MUH511** – Introduction to Musicology **Credits: 3**
- **MUH512** – Public Musicology **Credits: 3**
- **MUH____** - Music History Elective **Credits: 3**
- **MUH____** - Music History Elective **Credits: 3**
- **MUH____** - Music History Elective **Credits: 3**
- **MUS552** – Project Seminar **Credits: 3**

M.M. in Performance:

- **AML541** – Applied Lesson **Credits: 2**
- **AML542** – Applied Lesson **Credits: 2**
- **ENS___** - Ensemble Elective **Credit: 1**
- **ENS___** - Ensemble Elective **Credit: 1**
- **MUS521** – Advanced Improvisation **Credits: 3**
- **MUS___** - Performance Elective **Credits: 3**
- **MUS___** - Composition Elective **Credits: 3**
- **MUS___** - Elective **Credits: 3**

M.M. in Music Technology:

- **AUD531** – Audio Electronics Application **Credits: 3**
- **AUD561** – Music Production **Credits: 3**
- **AUD581** or **MUS542** Project Seminar **Credits: 3**
- **AUD541** – Acoustic Sound Design **Credits: 3**
- **AUD631** – Audio Mastering **Credits: 3**
- **AUD582** or **MUS543** Project Seminar **Credits: 3**

The Plan of Study for doctoral students includes 30 credits of core curriculum courses selected from those listed below and 12 credits of free electives.

- **EDU 541** - College Teaching **Credits: 3**
- **EDU 651** - Doctoral Research **Credits: 3**
- **EDU 652** - Doctoral Seminar 1 **Credits: 3**
- **MUH ___** - Music History Elective 500-800 Level (1) **Credits: 3**
- **MUH ___** - Music History Elective 500-800 Level (2) **Credits: 3**
- **MUH ___** - Music History Elective 500-800 Level (3) **Credits: 3**
- **MUH ___** - Music History Elective 500-800 Level (4) **Credits: 3**
- **MUS ___** - Music Technology Elective (1) **Credits: 3**
- **MUS ___** - Music Theory/Analysis Course (1) **Credits: 3**
- **MUS ___** - Music Theory/Analysis Course (2) **Credits: 3**

Below are the 18 credits of courses required for all students in their specified fields of study:

D.M.A. in Composition and Arranging:

- **AML741** – Applied Composition Lesson **Credits: 2**
- **AML742** – Applied Composition Lesson **Credits: 2**

- **AML841** – Applied Composition Lesson **Credits: 2**
 - **AML842** – Applied Composition Lesson **Credits: 2**
 - **ENS____** - Ensemble Elective **Credit: 1**
 - **MUS714** – Composers Workshop 2 **Credits: 3**
 - **MUS____** - Composition Elective **Credits: 3**
 - **MUS____** - Composition Elective **Credits: 3**
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D.M.A. in Music History and Literature:

- **MUH511** – Introduction to Musicology **Credits: 3**
 - **MUH512** – Public Musicology **Credits: 3**
 - **MUH____** - Music History Elective **Credits: 3**
 - **MUH____** - Music History Elective **Credits: 3**
 - **MUH____** - Music History Elective **Credits: 3**
 - **MUH____** - Music History Elective **Credits: 3**
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D.M.A. in Performance:

- **AML741** – Applied Lesson **Credits: 2**
 - **AML742** – Applied Lesson **Credits: 2**
 - **AML741** – Applied Lesson **Credits: 2**
 - **AML742** – Applied Lesson **Credits: 2**
 - **ENS____** - Ensemble Elective **Credits: 1**
 - **ENS____** - Ensemble Elective **Credit: 1**
 - **ENS____** - Ensemble Elective **Credit: 1**
 - **ENS____** - Ensemble Elective **Credit: 1**
 - **MUS____** - Comp/Arranging Elective **Credits: 3**
 - **MUS____** - Performance Elective **Credits: 3**
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9 M.M. Recitals/Final Projects

Recitals must be planned well in advance. Performance recital proposals are due at the midpoint of the first semester of study for approval by the Graduate Academic Standards Committee and Composition students must submit proposals by the fourth week of the recital semester. The recital proposal must include a brief explanation of the compositional and/or performance objectives of each piece. These explanations should clearly demonstrate to the committee why each piece is included in the recital. The following questions must be considered: What educational objectives are being addressed? What skills and techniques are being demonstrated?

Does this piece represent a particular style and its associated difficulties? In summary, why should the committee approve this selection as a part of your recital?

Once the recital program has been approved, the committee will assign two adjudicators for the recital. Note that changes to the recital program cannot be made without approval by the committee. The student is responsible for all arrangements including accompanists, performers, and advertisements. It is the responsibility of the student to arrange for the FTC Theater if desired. This must be done at the beginning of the semester. Be advised that the theatre is difficult to book, particularly at the end of the semester.

The student is responsible for submitting a one-page program in addition to a two-page paper in the form of standard program notes for the recital. The musical and historical significance of the selections to be performed should be discussed for Performance students and compositional objectives and influences for Composition students. In addition, the writing must show a scholarly knowledge of how and why these pieces work as a unified recital program.

See appendix A for the “Graduate Recital Program Guidelines” and “Template” forms.

M.M. in Composition Recital

Students must complete one recital no less than 25 to 35 minutes of music. The recital should consist of works written during the student’s matriculation in the graduate program. Written scores (a lead sheet is not sufficient) should be available for adjudicators when applicable. The recital should represent a variety of musical groups and media. The student is responsible for organizing the performances of their works.

M.M. in Performance Recital

Students must complete a one hour recital. On the day of the recital the adjudicators will be provided with the printed program that includes the program notes. These notes must demonstrate excellent scholarship. Scores (if applicable) for all the pieces must also be provided to the judges by the student. The student is responsible for organizing the performances of their works.

M.M. in Performance Jury

Two semesters of applied lessons are required. A jury is held after the first semester of study. If a student prefers to add an additional semester of applied lessons before a recital they can use the Performance Elective. A jury would be held after the completion of the second semester as well. Juries evaluate the student’s progress toward the recital.

M.M. in Music History Final Project

An approved graduate thesis paper will be required of M.M. in Music History students.

M.M. in Music Technology Final Project

An approved final project is required of M.M. in Music Technology students.

10 D.M.A. Recitals

Recitals must be planned well in advance. Submissions for recital proposals are due by week four of the semester for approval by the Graduate Academic Standards Committee. The recital proposal must include a brief explanation of the compositional and/or performance objectives of each piece. These explanations should clearly demonstrate to the committee why each piece is included in the recital. The following questions must be considered: What educational objectives are being addressed? What skills and techniques are being demonstrated? Does this piece represent a particular style and its associated difficulties? In summary, why should the committee approve this selection as a part of your recital?

Once the recital program has been approved, the committee will assign two adjudicators for the recital. Note that changes to the recital program cannot be made without approval by the committee. The student is responsible for all arrangements including accompanists, performers, and advertisements. It is the responsibility of the student to arrange for the FTC Theater if desired. This must be done at the beginning of the semester. Be advised that the theatre is difficult to book, particularly at the end of the semester.

The student is responsible for submitting a one-page program in addition to a two-page paper in the form of standard program notes for the recital. The musical and historical significance of the selections to be performed should be discussed for Performance students and compositional objectives and influences for Composition students. In addition, the writing must show a scholarly knowledge of how and why these pieces work as a unified recital program.

The recital must be 45 to 55 minutes of music. On the day of the recital the adjudicators will be provided with the printed program that includes the program notes. These notes must demonstrate excellent scholarship. Scores (if applicable) for all the pieces must also be provided to the judges by the student. If any recital is judged unsatisfactory, an additional recital must be performed and a mentor will be assigned to work with the student to ensure that the next recital will be satisfactory.

D.M.A. in Composition and Arranging Recitals

Candidates in the D.M.A. in Composition and Arranging program must complete two recitals. These recitals should be approximately 45 minutes of music and should consist of works written during the student's matriculation in the graduate program. The recitals should represent a variety of musical groups and/or media. Written scores (a lead sheet is not sufficient) should be available for adjudicators when applicable. The student is responsible for organizing the performances of their works.

D.M.A. in Performance Recitals

Candidates in the D.M.A. in the Music Performance program must present three recitals: (1) a solo recital during the second semester; (2) a recital featuring collaborative works; and (3) a solo recital prior to graduation. No more than one recital is permitted per semester.

10 Comprehensive Examination for M.M. Students

The comprehensive examination for master's degree students gives graduate music students an opportunity to demonstrate intellectual mastery and fluency in music theory, music history, and their area of specialty. This is a closed book exam. The comprehensive exam consists of two parts: a written exam (two hours) and an oral exam (30-45 minutes) tailored to the student's program and area of emphasis. A passing grade will allow the student to continue on the path towards graduation, while a failing grade will require the student to re-take portions of the exam at the discretion of the committee.

Each exam will be written and graded for each student by a committee of three faculty members who have taught the student during their master's degree study. The committee will consist of the major-area professor, one music theory professor, and one musicology professor. Students are welcome to approach committee members for clarification and guidance on areas of study and research in preparation for the exam. Students must fill out an "Application for the Master of Music Comprehensive Examinations" form (found in the music department office). Study guides and rubrics are also available at the music department office.

Written examination:

The written exam will consist of three sections: the major area of study, music theory, and musicology. Material for questions will be selected from the content of graduate courses taken during enrollment. An important focus of the examination will be to test knowledge in the major area of study. The literature of their graduate recital will be one of the areas of the examination for M.M. in Performance students. M.M. in Music History students should expect to be tested on their thesis material.

Oral examination:

The oral exam will consist of questions developed by committee members after reviewing the student's written examination. The oral component of the exam will give candidates the opportunity to clarify and broaden their written answers and demonstrate mastery of their specific field. It will also give students the opportunity to demonstrate professional communication skills. This exam will take place one to two weeks after the written examination. Students must coordinate with the chair of the committee immediately following the written examination to select a day/time/location for the oral examination.

Grading:

Each question on the written examination will be worth 5 points (for a total of 15 points). Students who receive 10 points or less in total will be given the opportunity to retake failed sections of the exam. Students who fail to adjust the total score to 11 points or higher after retaking portions of the written exam must re-sit the entire examination in a subsequent semester.

The oral examination is a Pass/Fail exam. Students who fail the oral examination must re-sit the entire examination in a subsequent semester.

11 Comprehensive Examination for D.M.A. Students

Before admission to degree candidacy, doctoral students must pass a comprehensive examination that tests the extent of the student's knowledge in the general field of study and the area of specialization. The examination should be taken after completion of all course work.

The four exams consist of:

1. A theoretical analysis of a musical composition selected from four different given genres.
2. A music history test that validates the student's knowledge of music covering the 20th and 21st centuries.
3. A listening test that addresses the student's ability to assess, describe and discuss musical selections in writing.
4. A specialized question that requires the student to demonstrate their expertise in their chosen major.

These exams are reviewed by at least two faculty members (and the whole Graduate Academic Standards Committee if needed). A student may only attempt to pass a given section of the exam twice. A doctoral student moves to Degree Candidacy when he/she passes the Comprehensive Exams. This exam will not include an oral component.

Students will only be permitted a second attempt to pass the comprehensive examination upon the recommendation of the Graduate Academic Standards Committee. The second examination may not take place until four months after the date of the first examination. Doctoral candidates must be registered for either a 3-credit course or MUS 800-Continuous Registration in every semester until they graduate.

12 Dissertation Proposal

Doctoral programs require the completion of a dissertation or a major composition which must meet required standards of scholarship and demonstrate the candidate's ability to conduct original research.

The candidate must complete EDU 652 Doctoral Seminar with a working proposal using the Chicago Style format.² The Dissertation Proposal should include a statement on the significance and need for the study, research methodology, possible conclusions and recommendations for further research, and cite examples of literature related to the topic. The form of the proposal will vary depending on the unique nature of the topic to be studied. Enrollment in MUS 800 Continuous Registration is required until the dissertation is completed. Doctoral candidates

² The Five Towns College *Guidelines for the Preparation of Master's Theses and Doctoral Dissertations* can be accessed by clicking this [link](#).

seeking financial aid may apply for full-time status with this registration or an additional enrollment in a three-credit course.

The candidate must choose a mentor professor to help guide them towards the completion of the proposal and dissertation. Students must register for Doctoral Advisement from this point forward. Upon completion of the proposal document, the student must choose two committee members under the guidance of the mentor professor and organize the meeting for the proposal defense.

The candidate will give both an oral and written presentation of the proposal to the three-member dissertation committee. The appointed committee can fully approve, approve with modifications, or disapprove of the proposal. If the proposal is approved with modifications, the candidate has two weeks to make the recommended modifications and resubmit. If the proposal is not approved, the candidate can use the next semester to create a new proposal and present it. Candidates can only submit a proposal twice. Students are subject to being dismissed from the program if both proposals are not approved. Once approved the committee will sign off on the Dissertation Proposal page and the candidate can begin formal research.

13 Final Dissertation Defense

The dissertation will demonstrate high standards of scholarship and contribute to the existing body of knowledge. The Doctoral Advisor is meant to be a guide for the candidate, not a co-author, teacher, editor, or researcher for the document. Committee members can be consulted for insight, suggestions and feedback but they are also only guides. Upon the Doctoral Advisor's recommendation, the dissertation can be circulated among the other committee members for review. It is suggested the candidate consult an outside editing service before submitting drafts to committee members. Once the committee agrees that the dissertation is ready for defense, the candidate will distribute a final, edited copy of the dissertation within a binder for review to all committee members. An extra copy should be given to an outside reader who has no knowledge of the student's dissertation process (ensuring an unbiased viewpoint). The final dissertation must be submitted to the committee no later than midterm week to complete the entire process in order to graduate that semester. Failure to meet the submission deadline will mean the student needs to re-enroll in MUS 800 Continuous Registration and present their dissertation the following semester.

Upon completion of all required courses and the dissertation, the candidate must schedule a final dissertation defense with all committee members present. The defense focuses on the final document itself but can include general questioning related to the field of study within the scope of the dissertation. The candidate should prepare for the defense by creating a presentation, lasting no more than 20 minutes, that outlines the research that was done. The candidate should be prepared for questioning by the committee. Following the dissertation defense the candidate will exit the room and the committee will confer. The committee can fully approve, approve with modifications, or disapprove of the defense.

After successful completion of the defense, the candidate will prepare the dissertation with the Director of Library before submittal for publication with ProQuest. Candidates may not offer

their dissertation to any agency for publication without explicit approval in writing from the Graduate Academic Standards Committee.

The Graduate Academic Standards Committee will recommend conferral of the doctoral degree by the College's Board of Trustees.

14 Publication of the Dissertation

University Microfilms, Inc., Ann Arbor, Michigan processes the document and sends catalog information to the Library of Congress for printing and distribution of cards for depository catalogs and libraries. The abstract of the dissertation is printed in Microfilm Abstracts and distributed to leading libraries in the United States and elsewhere, and to a select list of journals and abstracting services. One copy of the dissertation is archived in the Stanley Cohen & Lorraine Kleinman Memorial Library/Learning Resource Center.