

# University of Florida

## College of Fine Arts

### School of Music

# GRADUATE STUDIES HANDBOOK

<b><u>Section 1: New Student Orientation</u></b> .....	3
<i>Office for International Student Services</i>	
<i>Graduate Music Placement Exams</i>	
<i>Graduate Listserv</i>	
<a href="#"><i>Graduate Advisory Group</i></a>	
<b><u>Section 2: Registration</u></b> .....	5
<i>Late Registration Fee</i>	
<i>Graduate Advisors</i>	
<i>Drop/Add</i>	
<i>Tuition and Fees</i>	
<i>Late Payment Fee</i>	
<i>Applying for Florida Residency</i>	
<i>Additional Financial Information</i>	
<b><u>Section 3: Graduate Assistantships and Fellowships</u></b> .....	6
<i>Assignments</i>	
<i>Tuition Waivers</i>	
<i>Applying for Florida Residency</i>	
<i>Sessions for Teaching Assistants – Teaching Center</i>	
<i>Office of Academic Technology</i>	
<b><u>Section 4: Beginning the Program of Study</u></b> .....	8
<i>Graduate Advisors</i>	
<i>Selection of Courses</i>	
<i>Transfer of Credits</i>	
<b><u>Section 5: The Supervisory Committee</u></b> .....	9
<i>Forming the Supervisory Committee</i>	
<i>Planned Program of Study</i>	

<b><u>Section 6: University Regulations and Guidelines</u></b> .....	10
<i>Leave of Absence</i>	
<i>Overall GPA</i>	
<i>Additional Grade Information</i>	
<i>Time Limits</i>	
<i>Appeals</i>	
<i>Retaking Courses</i>	
<i>Changes to a Degree Program</i>	
<i>Final Term Registration</i>	
<b><u>Section 7: The Master of Music Degree</u></b> .....	12
<i>Secondary Concentrations</i>	
<i>Final Project</i>	
<i>Recital</i>	
<i>Abstract</i>	
<i>Program Copy</i>	
<i>Publicity</i>	
<i>Written Projects</i>	
<i>Final Term Registration</i>	
<i>Scheduling</i>	
<i>Preparation and Distribution of Copies</i>	
<i>Thesis Preparation</i>	
<i>Submission of Thesis</i>	
<b><u>Section 8: The Ph.D. Degree</u></b> .....	18
<i>Procedures</i>	
<i>Preparing to Write the Dissertation</i>	
<i>Abstract</i>	
<i>Qualifying Examinations</i>	
<i>Prepared Lecture</i>	
<i>Research Course</i>	
<i>Dissertation</i>	
<i>Content</i>	
<i>Submitting the Dissertation</i>	
<i>Defense of Dissertation and Final Examination</i>	
<i>Announcing the Final Examination</i>	
<b><u>Section 9: Graduation</u></b> .....	21
<b><u>Section 10: Music Library</u></b> .....	21
<b><u>Section 11: Friends of Music</u></b> .....	22
<i>Scholarship Awards</i>	
<b><u>Section 12: Student Organizations</u></b> .....	23

Welcome to graduate study in the School of Music at the University of Florida!

The GRADUATE STUDIES HANDBOOK is designed to provide information for those students with a degree in progress. The handbook is arranged in a degree-related chronological order: information about the University of Florida – pursuing the degree – final project and exams – graduation. General information for both Master’s degree students and Ph.D. students are included at the beginning. Be sure to read all related sections as pertains to your degree.

The faculty and staff of the entire College of Fine Arts, which includes the School of Music, the School of Art and Art History, and the School of Theatre and Dance, is committed to providing the best possible programs of graduate study for its students. Also, as part of an ever-increasing graduate population, students are involved in a highly professional environment where friendships and professional contacts made during their studies will remain an important part of their professional life that follows. Upon graduation, the School of Music will continue to be a point of reference and an artistic resource for years to come.

### ***Graduate Catalog and Graduate Student Handbook***

This GRADUATE STUDIES HANDBOOK for the School of Music supplements the [GRADUATE CATALOG](#) of the University of Florida and the [GRADUATE STUDENT HANDBOOK](#) published by the Graduate School. The [GRADUATE CATALOG](#) that is in effect when a student matriculates at the University of Florida is the primary governing document under which the student completes his or her chosen program of study. The [GRADUATE STUDENT HANDBOOK](#) amplifies and interprets information presented in the [GRADUATE CATALOG](#), and contains information and forms used in the administration of graduate studies by the Graduate School. This GRADUATE STUDIES HANDBOOK deals with matters that are unique to the School of Music and its degree programs. All three publications are important to every graduate student in the School of Music, in that they provide information essential to the satisfactory completion of all programs of study.

Please note – all students are responsible for making themselves aware of the rules, regulations, and deadlines that affect them. Students are strongly encouraged to read and become familiar with the UF [Graduate Catalog](#), the Graduate School [Graduate Student Handbook](#) and the School of Music [Graduate Studies Handbook](#).

### **Section 1 – NEW STUDENT ORIENTATION**

There are a number of activities and events that take place each term during the week prior to the beginning of classes, some that are mandatory for new graduate students, and others that are encouraged because of their obvious benefits. ***New graduate students should plan to be in Gainesville during the week prior to the beginning of classes to attend new student orientations sponsored by the Graduate School, International Center and the School of Music.***

### ***Office for International Student Services***

The [Office for International Student Services](http://www.ufic.ufl.edu/iss.htm) (<http://www.ufic.ufl.edu/iss.htm>) is an important contact for international students, and the first place all international students should visit when

they arrive in Gainesville. ISS has numerous programs helpful to students who are not only new to the University of Florida, but to the United States as well. ISS is located in the International Center at 123 Grinter Hall, Telephone: (352) 392-5323 x500

## ***Graduate Music Placement Exams***

Placement exams given by the School of Music are required for all new graduate students. If the results of the placement exam(s) indicate that remedial work is needed, the students may not take any other courses in the respective area(s) until satisfactory completion of the review course(s).

The Placement Exams are given during the week prior to the beginning of classes each semester. Results are made known as quickly as possible so that students may register appropriately prior to the first day of class. In the event any review courses are required, students may adjust their registration during the Drop/Add Period.

## **Study Information**

### **Graduate History Placement Exam**

The history exam is an essay test, which requires that you purchase 2 or more blue books to bring to the test. You [may](#) purchase these at the campus bookstore. Please look over your undergraduate history book (Grout, etc.). Make general outlines that you can memorize. In addition to re-reading the Grout, the best way to study is to study all the periods in the New Grove (Medieval, Renaissance) and especially in the twentieth century to focus on each "ism" (neo-classicism, impressionism, expressionism, etc.). Also, for the doctoral students, review whatever bibliographic course you had taken at the master's level.

### **Graduate Theory Placement Exam**

Specifics:

- 1) Dictation (melodic and harmonic)
- 2) Sight-singing
- 3) Piano skills at the sophomore level
- 4) Analysis of musical excerpts including advanced chromatic chords and modulations
- 5) Part-writing, including chromatic harmony
- 6) Theory exercises (writing cadences, etc.)

Study your undergraduate theory texts, especially the second-year material (chromatic chords, N6, Augmented 6th chords, modulation, secondary dominants and secondary 7th chords). Also, you can check out the Benward Theory books on reserve in the [Music Library](#) for the Theory 3 & 4 class.

## ***Graduate Listserv***

A listserv is available for all graduate music students that helps to keep students up-to-date on important information such as deadlines, meetings, and registration times. This service is provided by the Coordinator of Graduate Studies and is required for all graduate students. Please be sure to inform the [Coordinator of Graduate Studies](#) of any changes in e-mail addresses while enrolled at UF.

## Graduate Advisory Group

The Graduate Advisory Group serves as the overseer of all graduate curriculum decisions. Members include each Area Head (Music Education, Composition, and Musicology/Ethnomusicology) plus the Graduate Coordinator and Graduate Advisors. In addition, a representative from the performance area is appointed by the Director of the School of Music. The Director of Operations is an ex-officio member.

## **Section 2 – REGISTRATION**

The course registration process at the University of Florida is consistent from semester to semester. The procedure students follow for their initial registration is essentially the same that they will follow for each subsequent semester. Each semester, registration begins several weeks in advance and continues through the last business day before classes begin. Students must see the appropriate Graduate Advisor prior to registering for classes.

### ***Late Registration Fee***

***Students not registered by the end of the registration period pay a late registration fee of \$100.***

### ***Graduate Advisors***

Graduate Advisors in the School of Music are:

- For Master's degree students: Dr. Jonathan Helton  
(352) 273-3179  
[jhelton@ufl.edu](mailto:jhelton@ufl.edu)
- For Ph.D. degree students (and all final semester graduate students):  
Dr. Leslie Odom  
(352) 273-3172  
[lodom@arts.ufl.edu](mailto:lodom@arts.ufl.edu)

### ***Drop/Add***

The Drop/Add Period allows students to make changes in their registration if it becomes necessary to do so. Courses may be dropped or added during the drop/add period without penalty. This period lasts five UF calendar days, or three days for summer sessions, beginning with the first day of the semester. Classes that meet for the first time after the drop/add period may be dropped without academic penalty or fee liability by the end of the next business day after the first meeting. Any course added or dropped after the deadline will result in a registration fee liability, even for graduate assistants and fellows with fee waivers.

## ***Tuition and Fees***

Once registered, students must pay for the cost of their courses. There are three parts to the amount assessed for each credit hour of registration – tuition, student fees, and course lab fees. Tuition amounts are applied to the actual cost of delivering the courses. Student fees include building, capital improvement trust fund, student financial aid, activity and service, athletic, transportation access and health, and for non-Florida residents an additional non-resident student financial aid fee. A student is liable for all fees associated with all courses in which he/she is registered at the end of the drop/add period or which he/she attends after that deadline. The fee payment deadline is 3:30 p.m. at the end of the second week of classes. Students do not receive a bill for their tuition and fees, but may access this student information at the myUFL portal

<https://my.ufl.edu/ps/signon.html>.

Students on a graduate assistantship or fellowship receive an automatic deferment of fees until mid-semester.

## ***Late Payment Fee***

Students who have not paid tuition & fees in full by the fee payment deadline will pay a late payment fee of \$100.

## ***Applying for Florida Residency***

The Graduate School provides the official information about applying for Florida residency in the Graduate Student Catalog: <http://gradschool.rgp.ufl.edu/students/residency.html>.

## ***Additional Financial Information***

For additional financial information and requirements, such as special fees and charges, cancellation and reinstatement, and deferral of registration and tuition fees, please refer to the [Graduate Catalog \(http://gradschool.rgp.ufl.edu/students/catalog.html\)](http://gradschool.rgp.ufl.edu/students/catalog.html), or review the information on [www.isis.ufl.edu](http://www.isis.ufl.edu).

## **Section 3 – GRADUATE ASSISTANTSHIPS & FELLOWSHIPS**

### ***Assignments***

Graduate assistantships in the School of Music offer a variety of assignments, including performance, teaching, conducting, research, and administration. The stipend for each assistantship is related directly to the amount of time required for the particular assignment, which is expressed in percentage figures. Assistantships range from 25% (.25 – 10 hour per week to 33% (.33 – 13 hours per week) to 50% (.50 – 20 hours per week). Fellowships typically include a graduate assistantship assignment so that the student receives teaching, research or applicable training in the pursuit of the doctoral degree. Fellowships in the School of Music are limited to

doctoral students. Applications for graduate assistantships and fellowships should be submitted by [the application deadline for the degree program](#) for consideration the following fall semester.

For graduate assistants, a course load of 9 credit hours per semester is expected. It is the minimum number of hours required in order for a student to be eligible to hold an assistantship. It is also the number of hours covered by the tuition waiver, which is part of the assistantship package. Students opting to carry a heavier academic load in any given term must pay full tuition for any credit hours taken in excess of nine. The minimum number of credit hours per term to retain degree-related status as a part-time graduate student is three.

Fellows register for 12 credit hours per semester while appointed as a fellow, and reduce the number to 9 when appointed as a graduate assistant. Students opting to carry a heavier academic load in any given term must pay full tuition for any credit hours. The minimum number of credit hours per term to retain degree-related status as a part-time graduate student is three.

### ***Tuition Waivers***

Graduate students who have been awarded assistantships or fellowships have their tuition waived as part of the assistantship or fellowship package. **However, they are obligated to pay that portion under the heading of fees. The tuition waiver for all assistantships in the School of Music covers 9 credit hours per fall and spring term, which is also the number of hours a graduate assistant must take to maintain the assistantship award. Fellows register for 12 credit hours during the fall and spring terms of the first and fourth year and for 9 credits during the fall and spring terms of the second and third years. Graduate assistants who are appointed during the summer generally register for 3 credits per summer term and fellows register for 4 credits per summer term.**

### ***Applying for Florida Residency***

Tuition and fees for out-of-state students are higher than those for in-state students. However, all graduate assistants and fellowship students are considered Florida residents for tuition purposes, which means the tuition that is waived as a benefit of employment or fellowship is waived at the in-state rate. It may still be beneficial for out-of-state students to apply for [Florida Residency](#) because they will not be considered in-state during any semester they do not receive an employment contract.

The Graduate School provides the official information about applying for Florida residency in the Graduate Student Catalog: <http://gradschool.rgp.ufl.edu/students/residency.html>.

### ***Sessions for Teaching Assistants—Teaching Center***

During the week prior to the start of classes, the [Teaching Center](http://teachingcenter.ufl.edu) (<http://teachingcenter.ufl.edu>), in conjunction with the Graduate School, conducts a series of workshops for graduate teaching assistants. The first two sessions are mandatory and cover two days, normally Monday and Tuesday of the week before classes, followed by several workshops offered throughout the year.

## *Office of Academic Technology*

The [Office of Academic Technology](http://www.at.ufl.edu/) (AT) (<http://www.at.ufl.edu/>) at the University is a valuable resource for graduate assistants with teaching assignments. The AT conducts a series of workshops each year designed to help teaching assistants with their classroom duties. A computer training center is located at 2215 Turlington Hall, Telephone: (352) 392-0371. AT also provides film projectors, overhead projectors, tape recorders, and other types of audiovisual equipment for use in their classrooms, and has a number of publications and software programs available to assist those with teaching assistantships.

## **Section 4 – BEGINNING THE PROGRAM OF STUDY**

At all stages of graduate study, it is the student's responsibility to know and comply with all deadlines, procedures and requirements of the School of Music, the College of Fine Arts, and the Graduate School. In some cases, similar requirements may exist in the College of Fine Arts and the Graduate School but with different deadlines. This is most likely to happen near the end of the program of study. At all times, however, students must stay informed about those things that affect and control their academic life.

### *Graduate Advisors*

The Graduate Advisors are essential contacts for students beginning their program of study. The advisors, Dr. Jonathan Helton (master's students) and Dr. Leslie Odom (doctoral students) are the key people to provide guidance and counseling at the early stages of graduate work. Once the Supervisory Committee (SC) is established, the chair of the SC assumes primary responsibility of a student to the successful completion of his/her degree program.

### *Selection of Courses*

Students not on appointment must be registered for at least 9-12 credits to be considered full time. Students appointed as graduate assistants are considered full time when registered for 9 credits, and fellows when registered for 12 credits.

The appropriate Graduate Advisor must approve the selection of courses to be undertaken in the early stages of the program. The Supervisory Committee has final authority for the approval of the program of study.

Undergraduate courses (1000-2999) may not be used as any part of the graduate degree requirements. All 1000- and 2000-level courses may be taken on a satisfactory/unsatisfactory basis (S/U).

Six hours of undergraduate courses (3000-4999) outside the major department may be used for support course work when taken as part of an approved graduate program. These courses may be used as the tuition free courses for graduate assistants.



All courses taken to satisfy graduate degree requirements must be at the 5000 level or higher. This includes courses both in and out of the major discipline. No courses taken by correspondence may be used for graduate credit. No extension courses may be used for graduate credit.

## ***Transfer of Credits***

Graduate students may transfer certain credits from other approved institutions and apply those credits to their degree programs at the University of Florida. Requests for the transfer of credit are made to the chair of the Supervisory Committee, who in turn submits the request to the Coordinator of Graduate Studies for approval. It is then forwarded to the Graduate School for final authorization. This must be completed by the end of the first semester of coursework (Fall or Spring). The following regulations, [which match the Graduate Catalog](#) are in effect:

**Master's degrees:** Up to nine semester hours of graduate level work may be transferred into a student's master's program from an institution approved by the Graduate School.

**Ph.D. Degrees:** No more than 30 hours of a master's degree from another institution will be transferred to a doctoral program. If a student holds a master's degree in a discipline different from the doctoral program, the master's work will not be counted in the program unless the department petitions the Dean of the Graduate School. All courses beyond the master's degree taken at another university, to be applied to the Ph.D. degree, must be taken at an institution offering the doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be letter graded with a grade of B or better, and must be demonstrated to relate directly to the Ph.D. degree being sought. All such transfer requests must be made by petition of the Supervisory Committee. The total number of credits, including 30 for a prior master's degree, which may be transferred, cannot exceed 45, and in all cases the student must complete the qualifying examinations at the University of Florida.

## **Section 5 – THE SUPERVISORY COMMITTEE**

University policy states that prior to the completion of 12 credit hours of graduate study, a student must establish a Supervisory Committee. ***This should occur during the second semester of study.*** The procedure is one that is initiated by the student.

### ***Forming the Supervisory Committee***

When it is time for the student to establish a Supervisory Committee (SC), the student will have spent several months in the School of Music, and will have had the opportunity to get to know the faculty. The student may select the faculty member he/she wishes to serve as chair of the SC – with the faculty member's consent. Then, the student and chair work together to select the other members of the committee. All members of the Supervisory Committee must be members of the Graduate Faculty. ***It is the student's responsibility to contact those members of the faculty, to request their participation on the committee, and obtain their approval.***

Once the Supervisory Committee is formed, the student is to send an email confirmation to the Graduate Coordinator with all of the committee members listed (be sure to identify who the chair is).

In the School of Music, Supervisory Committees are constituted according to the following guidelines:

- MM Degrees: - The University requires a minimum of 2 members from the graduate faculty— 1 to serve as Supervisory Committee Chair and 1 as approved by the Supervisory Committee Chair. However, some areas have elected to have 3 members on the Supervisory Committee as follows:

*Two-member Committees:* Conducting, Music Education, Strings, Voice, and Brass areas.

*Three-member Committees:* Piano, Percussion, Woodwinds, Musicology, Music Theory, Composition, and Organ, Carillon, and Sacred Music requires two faculty members from the [respective](#) area and one from outside [that](#) area.

- Ph.D. Degrees: - The University requires a minimum of 4 members from the graduate faculty – 2 from the major area of emphasis (1 to serve as SC chair); 1 from other music areas\*; 1 from outside of music\*\*. All cognate (minor) areas of 12 credit hours or more must be represented on the Supervisory Committee.

\*For the Ph.D. in Music with Music History emphasis, this member must be from the Performance Cognate area.

\*\*For the Ph.D. in Music, all emphases, the outside member must be from the area of the Interdisciplinary Cognate.

*Any Supervisory Committee may be expanded to meet special circumstances as directed by the Supervisory Committee Chair. Please confirm with the Supervisory Chairman when pursuing two cognates.*

## ***Planned Program of Study***

Once the Supervisory Committee has been established, the chair will direct the student to complete a planned program of study, which outlines the course content and time-line for the completion of the degree program. The student then meets with the full committee to discuss the program of study, and any other matters that may be appropriate. This discussion may include a preliminary consideration of the final project.

The student will continue to be under the direction and guidance of the Supervisory Committee throughout the remainder of the degree program. Further responsibilities of both the student and the Supervisory Committee, working together, are covered in the succeeding sections of this document.

## **Section 6 – UNIVERSITY REGULATIONS AND GUIDELINES**

This section includes several items from the array of University Regulations and Guidelines that are important as information to all graduate students.

## *Leave of Absence*

Any graduate student who will not be registered at the University of Florida for a period of more than one semester must request, in writing, permission for a leave of absence for a designated period of time from his/her Supervisory Committee chair. (In the event the SC has not been formed, the request is made to the appropriate Graduate Coordinator.)

## *Overall GPA*

Graduate students are expected to maintain a B average (3.0) in all work attempted. A student may be denied further registration in the University if his/her grade point average drops below a 3.0. Students may also be excused from the University if progress toward the completion of the planned program of study becomes unsatisfactory to the School of Music, the College of Fine Arts, or the Graduate School.

## *Additional Grade Information*

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. C+ and C grades count toward a graduate degree if an equal number of credit hours in courses numbered 5000 or higher have been earned with grades of B+ and A, respectively. Grade points are not designated for S and U grades; these grades are not used in calculating the grad point average. All letter-graded courses taken as a graduate student, except 1000- and 2000-level courses, are used in calculating the grade point average.

A grade of I (incomplete) is given only when mitigating circumstances prohibit a student from completing course work on time. [An Incomplete grade contract must be completed and signed by both the student and faculty member when it is determined that such a grade will be assigned. A copy of this contract should be given to the Graduate Coordinator.](#) Grades of I should be removed as soon as possible. Grades of I carry no quality points, and after one term, lower the overall GPA the same as if it was an E grade.

**Students with less than a 3.0 GPA may not hold an assistantship or fellowship; the use of I grades may put that employment or fellowship in jeopardy.**

Any graduate student may be denied further registration in the University or in a graduate program should scholastic performance or progress toward completion of the planned program become unsatisfactory to the school, college, or Dean of the Graduate School. Failure to maintain a B average (3.0) in all work attempted is, by definition, unsatisfactory scholarship. In addition to an overall GPA of 3.0, a graduate student must also have a 3.0 GPA in his/her major (as well as in a minor if a minor is declared) at the time of graduation.

## *Time Limits*

For master's degree students, all work, including transferred credit, must be completed during the seven years preceding the date on which the degree is awarded.

For doctoral students, all work for the doctorate must be completed within five calendar years after the passing of the qualifying examination, or this examination must be repeated.

Doctoral students also must satisfy the minimum requirements for a period of concentrated study beyond the first 30 hours counted toward the doctoral program. The requirement may be satisfied in either of two ways: (1) the completion of 30 semester hours in one calendar year, or (2) the completion of 32 hours in no more than four semesters within a period of two calendar years. Both options must be satisfied on the University of Florida campus.

### ***Appeals***

The University is an advocate of due process and a student may appeal any decision involving progress toward a degree. The appeal should be in a written letter of petition and may be filed with the Graduate Coordinator, the Director of the School, or the Graduate Advisory Group. The letter should contain the basis for the appeal and include appropriate supporting documentation.

### ***Retaking Courses***

Graduate students may repeat courses in which they earn failing grades. The grade points from the first and second attempts are included in the computation of the grade point average, but the student receives credit for the second attempt only.

### ***Changes to a Degree Program***

Any changes that seek to alter (1) an established degree program, or (2) the course requirements within a program, must be approved by the Supervisory Committee and the Graduate Advisory Group. Written justification for the requested change(s) must accompany the request.

### ***Final Term Registration***

During the term in which the final examination is given and during the term the degree is received, a student must be registered for at least three hours (Fall or Spring semester); at least two hours (summer session) that count toward his/her graduate degree. Thesis students must be registered for three hours of 6971 and doctoral students for three hours of 7980.

## **Section 7 – THE MASTER OF MUSIC DEGREE**

### ***Secondary Concentrations***

The Master of Music degree consists of a minimum of 32 credits of study which includes core courses in music as well as courses in the area of specialization. A secondary concentration may be added and will require additional coursework beyond the 32 hour minimum.

**General Guidelines:** Secondary concentrations are listed below. Students will need to declare their desire to add a second concentration, apply for the program and complete the necessary paperwork in order to add a second concentration. Admission to a second concentration will be determined by the faculty in that area. No more than one concentration beyond the major specialization may be attempted. Unless indicated otherwise, courses required for the second

concentration may not also fulfill specific degree requirements in the area of primary specialization, however, courses in the second concentration may, at the discretion of the student's supervisory committee, be used to fulfill "approved elective" credit in the primary degree area.

**Concentration in Sacred Music\***

MUT 6531 or 6445 Figured Bass and Continuo or Advanced Counterpoint	3
MUR 6206 Survey of Hymnody	3
MUR 6705 Sacred Music Literature	3

*\* Only performance and conducting majors may add the concentration in Sacred Music*

**Concentration in Piano Pedagogy**

MVK 6651 Piano Pedagogy	3
MVK 6661 Advanced Piano Pedagogy	3
MUS 6940 Supervised Teaching	3

**Concentration in Music Performance**

MVO 6460 Performance	6
MUS 6973 Individual Project	3

**Concentration in Music Education**

MUE 6785 Methods of Research in Music Ed.	3
MUE 6080 Foundations of Music Education	3
MUS 6685 Foundations of Musical Behavior	3

**Concentration in Music Theory**

MUT 6751 Pedagogy of Music Theory	3
MUT 6936 Music Theory Seminar	3
MUT6000/7000 elective (in addition to MUT requirements in the first concentration)	3

**Concentration in Composition**

MUC 6930 Graduate Composition	6
MUC 5000/6000/7000 elective	3

**Concentration in Conducting**

MUG 6105 Graduate Conducting	6
MUS 6973 Individual Project	3
MUH/MUL/MUT 6000/7000 Approved course in support of the concentration	3

**Concentration in Electronic Music**

Four courses (12 credits) chosen from the following sequence:

MUC 5315 Introduction to Electroacoustic Music	
MUC 6444 Composition of Electroacoustic Music	
MUC 6445 Electroacoustic Music Composition: Digital I *	
MUC 6446 Electroacoustic Music Composition: Digital II*	
MUC 7447 Advanced Seminar in Electroacoustic Music*	
MUC 7938 Seminar in Digital Sound Processing, Control, and Composition *	

*\*Indicates the required sequence for Music Composition majors.*

**Concentration in Ethnomusicology**

MUH 5505 Introduction to Ethnomusicology	3
MUH/MUL 5/6/7000 Approved Music History/Lit Courses (also fulfills MUH/MUL course requirements in the first concentration)	6**
MUN 6496 World Music Ensemble	2

*\*\*\* MUS 6716 Research Methods is a prerequisite for entrance into the concentration. Reading and/or speaking knowledge of an appropriate foreign language is strongly recommended.*

*\*\* An original research project in one of the MUH courses will be required.*

**Concentration in Music History and Literature\*\*\***

MUH 5684 Introduction to Historical Musicology	3
MUH/MUL 5/6/7000 Approved Music History/Literature Courses (also fulfills MUH/MUL course requirements in the first concentration)	9**

*\*\*\* MUS 6716 Research Methods is a prerequisite for entrance into the concentration. Reading and/or speaking knowledge of an appropriate foreign language is strongly recommended.*

*\*\* An original research project in one of the MUH courses will be required*

***Thesis***

All master's degrees in the School of Music are "thesis degrees" under the Graduate School's classification system. For master's degrees in Performance, Music Education, Composition, Sacred Music and Conducting, a creative project or a graduate recital/performance may be undertaken to fulfill the "thesis" requirement. This normally is done during the final term of study. Known as a ***project in lieu of thesis***, it is permanently documented in the same manner as a written thesis, and the same requirements of written style are applicable.

A written thesis is required for master's degrees in Music History and Music Theory, and is an option in Music Education. To distinguish between a *thesis* and a *project in lieu of thesis*, it is well to keep in mind the following as it pertains to the thesis. "The first essential is that the thesis begin with a problem; the second that a hypothesis be formulated for its solution. If there is no hypothesis, stated or implied, then whatever the product may be it is not a thesis. Third, the thesis must possess validity, which simply means that it must be what it purports to be." (Quoted from the [GRADUATE STUDENT HANDBOOK](#).)

***Final Project***

In discussion with the chair of the Supervisory Committee, the student will develop the final project. (The term *final project* will be used throughout this section to include the *project in lieu of thesis*, be it a creative or written project, recital or conducting performance, and the *thesis*.) When ready, the student will present the plan for the final project to the Supervisory Committee.

All members of the Supervisory Committee must give written approval. This normally takes place the semester preceding the one in which the final project is completed.

## ***Recital***

Please note: Degree Recitals must take place prior to the oral examination [The recital must take place in a performance venue on the UF campus.](#)

Students presenting a recital must also stand a recital approval jury, which should take place not less than two weeks prior to the actual recital. The Supervisory Committee, sitting as the recital approval panel, will hear selected excerpts from the recital, review the program copy and program notes. Approval by the Supervisory Committee is necessary for the recital to go forward. No public announcements of the pending recital should be made prior to the approval by the Supervisory Committee. Calendar requests are the responsibility of students presenting recitals or performances. This is done in the Music Office according to established procedures. Requests should include the venue and equipment needed for the recital itself, for any rehearsal in the performance space, and if necessary, the recital approval jury. The entire Supervisory Committee must grade the performance, which is necessary for official written approval of the final project.

## ***Abstract***

Please note: College of Fine Arts deadlines, [if any, occur prior to those of the Graduate School to ensure the student meets final Graduate School deadlines.](#)

A *Project Abstract* must be prepared for the final project regardless of type. As mentioned earlier in this document, there are two separate schedules related to the submission of the final project that must be followed. One schedule is published by the Graduate School each semester in the [Critical Dates](#) section of the [Graduate Catalog](#). The other is from the College of Fine Arts, also published each semester. *Submission of the Project Abstract must be made to both places according to each respective deadline.* The Project Abstract is a summary of the final project.

## ***Program Copy***

Procedures for Submitting Recital/Concert Programs for Printing:

- 1) Submit your program to the Staff in the Music Office TWO WEEKS before the performance date.
- 2) Submit your program via e-mail with your program attached as a WORD document.
- 3) In addition, also submit a hard copy of your program.
- 4) Within three days after submission of your program, return to the Music Office to PROOF your program. No program will be sent to the printer without being proofed.
- 5) PICK UP YOUR PROGRAMS from the Music Office once they have been printed. Programs will be available for pick-up Monday through Friday, 8:00 a.m. until 5:00 p.m. Programs will NOT be delivered to your recital!

With the high volume of programs being produced, it is impossible to track down individual students to remind them to take care of this matter in a timely fashion. The Music Office staff will do everything in their power to assist you, but you alone are responsible for making sure that all of the above steps are followed in order to make sure that your program is produced in a timely manner and available for your recital/concert.

### ***Publicity***

For all performance projects, the student is responsible for initiating publicity materials, which may include poster, flyers, press notices, radio interviews, etc.

### ***Written Projects***

Students preparing written final projects do so under the direct supervision of the SC chair, and in consultation with members of the Supervisory Committee. When completed, the project is presented to the Supervisory Committee for approval.

### ***Final Term Registration***

For all Projects in Lieu of Thesis, students register for **MUS 6973, Individual Project**. Students must register for at least the number of hours required in their particular degree program, but may register for a maximum of ten hours. Additional hours are sometimes required in situations where a student must meet the University's minimum registration requirements for graduate students. MUS 6973 is graded on an S/U basis.

For a Thesis, students register for **MUS 6971, Research for Master's Thesis**. The maximum registration under this course number is 15 hours. MUS 6971 is graded on an S/U basis.

### ***Scheduling***

- **Oral Examination:**

Please note: The Oral Examination is to be scheduled AFTER the successful completion of the degree recital.

All master's degree students must stand a final comprehensive Oral Examination before the Supervisory Committee. It is the student's responsibility to schedule this examination at a time when all members of the Supervisory Committee can be present. Also, this examination must be scheduled to meet the College of Fine Arts deadlines. Notice of the examination date, time and location must be sent to the Graduate School ten days in advance. The examination may include, but is not limited to, a defense of the final project, and aural and visual recognition of musical scores. Questions will cover the student's principal area of concentration and areas covered in the Planned Program coursework. In no case may the Oral Examination be scheduled earlier than the term preceding the semester in which the degree is to be conferred. All members of the Supervisory Committee must sign the Report of Final Examination form.

- **Final Projects:**



While all Final Projects have the same if not similar requirements, there are also some specific differences. Consequently, performance projects, written projects and theses will be dealt with separately in the following paragraphs. **All graduate students pay a library-processing fee and submit the receipt of that payment with their final project or thesis.**

**Performance Projects:** The project document, submitted in a letter-size expanding envelope with label, will contain the following:

- Title page
- Acknowledgment page
- Abstract (copy of the Project Abstract previously submitted)
- Documentation of the preparation of the project
- Program
- Program notes
- Signature page
- Sound recording (CD, computer disk, other electronic media)

### ***Preparation and Distribution of Copies***

Two copies of the complete document, including the sound recording and all with original signatures of the Supervisory Committee members, are submitted to the College Office by the published deadline. The student should also prepare a third copy for the chair of the Supervisory Committee, and may prepare a fourth copy for their personal records. While the Project Abstract must be submitted to the Graduate School as well as the College of Fine Arts, the finished Project in Lieu of Thesis is submitted only to the College Office. Upon final approval by the Graduate Faculty, the copies are distributed as follows:

- Archives in the University Libraries
- The Music Library
- Submit only extra signature page (s) for faculty and student copies with a return address

**Written Projects:** The project document, submitted in a letter-size expanding envelope with label, will contain the following:

- Title page
- Acknowledgment page
- Written content
- Signature page
- Any supporting material that is not part of the written document itself, such as a recording, slides, etc.

All other regulations applying to the written project are the same as those for the performance project.

### ***Thesis Preparation***

Students who entered graduate school in Fall 2001 and after are required to submit their final thesis electronically [and follow the instructions from the Graduate School's Editorial Office](#)

## *Submission of Thesis*

The Graduate School accepts only paper manuscripts for first review because major edits cannot be made in the PDF document. The thesis file or files should be converted to PDF after the paper copy has been edited by the supervisory committee and the Graduate School Editorial Office and all corrections and changes have been made.

## *Approval by the Graduate Faculty*

MM in Music Concentration: **Specific concentrations are listed on the transcripts of students earning any MM in music degree. Students completing the requirements for two concentrations select one of those concentrations to appear on the transcript. The concentrations include: performance, composition, music theory, music history & literature, choral conducting, instrumental conducting, and sacred music. Students earning the MM in Music Education degree will have no concentration listed since the area of concentration is the same as the degree.**

## **Section 8 – THE Ph.D. DEGREE**

The School of Music offers the Ph.D. in Music Education and the Ph.D. in Music with the choice of emphasis in either Composition or Music History and Literature. The Composition emphasis has optional tracks in acoustic or electroacoustic media. Students in Music History and Literature may choose between tracks in traditional musicology or ethnomusicology. All Ph.D. degrees require a dissertation that shows independent investigation or creative effort that is acceptable to the Supervisory Committee and the Graduate School. Before beginning to develop a dissertation proposal, students should be familiar with the detailed information presented in the [GRADUATE CATALOG](#) (University) and the [GRADUATE STUDENT HANDBOOK](#) (Graduate School).

## *Procedures*

In collaboration with the chair of the Supervisory Committee, the student will determine the nature and scope of the study to be undertaken. This should happen no later than the beginning of the semester prior to the one during which the dissertation will be undertaken. Students must check appropriate references in the [Music Library](#) to avoid duplication of existing documents. The Supervisory Committee must meet to discuss and approve the dissertation topic and the plans for doing the research. All dissertation topics must have School of Music approval as well.

## *Preparing to Write the Dissertation*

- | Students should obtain [guidance](#) from the [Graduate School Editorial Office](#) on the preparation and submission of a dissertation.

Students who entered graduate school in Fall 2001 and after are required to submit their final dissertations electronically.

## ***Abstract***

A *Dissertation Abstract* is prepared for the dissertation. This is the first dissertation related item that must meet both submission deadlines for the Graduate School and the College of Fine Arts. The Graduate School schedule is published each semester in the [Critical Dates](#) section of the [Graduate Catalog](#). The College of Fine Arts also publishes a set of deadlines each semester. ***Submission of the Dissertation Abstract must be made to both places according to each respective deadline.***

## ***Qualifying Examinations***

Qualifying written and oral examination will be taken after all, or almost all, course work has been completed. These comprehensive examinations will be developed, conducted, read and evaluated by all members of the Supervisory Committee.

**Written Examination:** The primary focus of the written examination will be in the major area of emphasis – Music Education, Music History, or Composition – and consistent with the degree undertaken. Secondary areas in music will also be examined as well as outside cognate areas as appropriate. ***Questions will focus on the synthesis and application of knowledge rather than on recall of information.*** It is to be understood, however, that specific information will be necessary in order to develop the synthesis and application of knowledge that is required.

## ***Prepared Lecture***

**Oral Examination:** The oral portion of the qualifying examination will be taken only after successful passage of the written qualifying examination. The entire Supervisory Committee will be present for the oral examination. ***If necessary, members of the committee may participate by modern communication, such as by phone or internet; however the student and supervisory committee chair must be in the same physical location.*** As part of the oral examination, the student will present a lecture on a comprehensive topic, approved by the chair of the Supervisory Committee. This presentation will be between 15 minutes and 30 minutes in length. Questions by the Supervisory Committee during the examination will cover the student's major area of emphasis as well as all other areas undertaken during the course work for the degree, and will include both aural and visual score analysis and identification. As with the written examination, students will be evaluated on their ability to synthesize and apply their musical knowledge and understanding.

**Retake Policy:** If a portion of either the written or oral qualifying examination is deemed to be unsatisfactory by the Supervisory Committee, the student will be allowed to retake the portion(s) in question only once. ***At any time during the qualifying examinations process, and based on the student's examination performance, the Supervisory Committee may determine to (1) pass the student, (2) require additional evidence of competency in any area(s) found to be deficient, or (3) fail the student and end the graduate program.***

## ***Research Course***

The research course for preparation of the dissertation is **MUS 7980, Research for Doctoral Dissertation**. Credit earned ranges from 1 to 15 hours. During the term in which the Defense of Dissertation and Final Examination is administered, and during the term the degree is conferred, students must be registered for a minimum of three hours credit.

## *Dissertation*

Students preparing to write a dissertation should examine the collection of previous dissertations in the [Music Library](#) for examples of successful documents.

After the steps preliminary to the actual writing of the dissertation have been taken (as outlined in *Procedures* above) students complete the writing of the dissertation. Students should consult regularly with the chair of the Supervisory Committee during the process, and periodically share drafts with the other members as well. It is essential that members of the Supervisory Committee be given the opportunity to review procedures, make suggestions, and give advice regarding the completion of the project.

## *Content*

The content of the dissertation should include, but is not limited to the following:

- Title page
- Copyright Notice (if any)
- Dedication (if any)
- Acknowledgment page
- Table of Contents
- List of Tables (if any)
- List of Figures (if any)
- Abstract
- Content of the study
- Glossary (if any)
- Appendices as needed
- Vita
- Signature page

## *Submitting the Dissertation*

The student will submit the completed dissertation, together with related forms and receipts, to the Graduate School Editorial Office by the required deadline. The Graduate School publication, *DEADLINES*, lists the important Graduate School deadlines for each semester.

## *Defense of Dissertation and Final Examination*

The final doctoral examination, which includes the defense of the dissertation, is scheduled for a time when all members of the Supervisory Committee can be present. [If necessary, committee members may participate by modern communication methods, such as phone or internet.](#) The primary focus of the final examination is the defense of the dissertation and its application to the field. The Supervisory Committee may ask questions related to the defense as well as questions of a general nature. ***In no case may the Defense of Dissertation and Final Examination be scheduled earlier than the term preceding the semester in which the degree is to be conferred.*** The doctoral Final Examination is open to the academic community, to which announcements and invitations may be extended.

## ***Announcing the Final Exam***

The Supervisory Committee chair will submit the Announcement of Final Examination form to the Graduate School, and subsequently forward to the Graduate School, according to its established deadline, a report on the Final Examination signed by all members of the Supervisory Committee.

## **Section 9 – GRADUATION**

Students must formally notify the University when they plan to graduate. This is [completed online in the ISIS system](#), and prior to the published deadline. The process includes an application for the diploma, places the student's name in the commencement program, and places the student's name on the list to receive information on commencement procedures. The College of Fine Arts along with Music Graduate Coordinator host an information session each fall to review graduation administrative details.

The doctoral student will invite a member of the graduate faculty to serve as his or her escort during the commencement ceremony. Normally, this is the chair of the Supervisory Committee, but may be any faculty member of the student's choosing.

In the event circumstances delay the expected semester of graduation, it is the student's responsibility to notify the Registrar's Office of the change, [and apply again for the next term](#).

## **Section 10 – MUSIC LIBRARY**

The Music Library is located in Room 231 on the second floor of the Music Building. It has an area of approximately 6,400 square feet, with reader seating for 50 and listening stations for 32. The open hours for the library are posted by the Music Library door and are available online at the <http://www.uflib.ufl.edu>. This page will also provide introductory information about the UF Libraries and the campus in general.

The Music Library is operated as a branch within the George A. Smathers Library System. The staff consists of one full-time librarian, two technical assistants, plus student workers. The Library Committee for the School of Music serves as liaison between the School of Music and the Smathers Libraries.

There are more than 40,000 cataloged titles including books, scores, collected works of composers, songbooks in series, and periodicals. In addition, there are sound recordings, including compact discs, laser discs, LPs, cassettes, DVDs, and videos. The collection of sound recordings is non-circulating. However, under special conditions they may be taken out for in-class presentations.

There are penalties, including fines and loss of borrowing privileges, for overdue materials. For further information, consult the George A. Smathers Libraries circulation information handout available at the circulation desk and online.

There is a card-operated commercial photocopier located in the Music Library for patron use. Reusable copy cards are available for purchase at selected locations throughout the George A. Smathers Libraries. For locations of copy card dispensers and additional photocopy machines see <http://web.uflib.ufl.edu/instruct/orprinting.html>.

**There is no recording equipment available in the Music Library. Library patrons are expected to support the copyright law by refraining from any kind of visual or aural copying which violates its tenants.**

## **Section 11 – FRIENDS OF MUSIC**

On April 2, 1974, the Friends of Music held its first meeting, fulfilling a dream of Frances Reitz, wife of former University of Florida President J. Wayne Reitz, and Dr. Donald E. McGlothlin, then Chairman of the Music Department and Dean Emeritus of the College of Fine Arts. The primary goal of the Friends of Music was to establish a scholarship fund for talented and deserving music students. Since 1974, the Friends of Music endowment has grown to over \$1,000,000, and more than 2,000 students have been named as Friends of Music Scholars. Some have also been recipients of one of the named and endowed awards, given by the Friends of Music and the School of Music each year.

Scholarship students represent many communities throughout Florida and the United States, as well as several foreign countries. Many go on to music careers in teaching, performing, conducting, and composing, extending their influence throughout the nation. Others pursue professional interests outside the field of music, while remaining actively involved in musical activities in their local communities.

**School of Music Scholarship Awards for Graduate Students:** A variety of special, named scholarships and graduate assistantships are available to graduate students **ENROLLED AT THE UNIVERSITY OF FLORIDA** through the Friends of Music. Award recipients are selected during the spring term, and are recognized at the Annual School of Music Awards Convocation in April. The amount of the awards, as well as the criteria for selection vary, as noted below:

### ***Tedder Assistantship***

*George W. Tedder, Jr. and Susan Heald Tedder Graduate Assistantship in Choral Music:* Awarded to a full-time graduate student pursuing a degree in Choral Conducting, based on the student's overall record of accomplishment in choral conducting. Eligible students are selected by the Director of Choral Activities. The assistantship carries an annual stipend of between \$6000 and \$6500, and covers in-and out-of-state tuition for nine credits each fall and spring term. The term of the assistantship is for two academic years.

### ***Reitz Scholarship***

*Mr. & Mrs. John V. D'Albora Scholarship Given in Honor of Frances Millikan Reitz:* Awarded annually to a full-time graduate student who has demonstrated an overall record of accomplishment in music, with excellence in one or more of the following areas: music performance, composition, research, or grade point average. Eligible students are selected by the Graduate Advisors Group, based on recommendations from members of the graduate faculty. The award is \$1000.

## ***Graeffe Scholarship***

*Didier Graeffe Scholarship:* Awarded annually to a graduate music major in the School of Music, who, to the satisfaction of the Music Theory/Composition faculty, demonstrates financial need. Preference is given to minority students. Students studying composition are given first consideration. In the event that there is no qualified recipient in a given year, the award need not be given. Recipients should, whenever possible, perform at least one of Didier Graeffe's compositions during the year for which the scholarship is given. The amount of the award varies each year, based on the amount of interest earned on the endowment principal, and is given in addition to any scholarship the student may already hold.

## ***Wilmot Scholarship***

*David L. Wilmot Scholarship in Music Education:* Awarded annually to a full-time graduate student who has demonstrated commitment to the field of Music Education and who seeks to pursue a career in that field. The Music Education faculty selects recipients in the spring term prior to the academic year in which the award will be made available. The amount of the award is \$1000 and is renewable.

## ***Pitts Scholarship***

*Edith P. Pitts Graduate Piano Scholarship:* Awarded to an entering graduate student in piano, based on audition at the time of application for the program. The piano faculty selects recipients annually, and in the event that there is no qualified recipient in a given year, the award need not be given. The amount of the award is \$1000, and is renewable for one year.

## **Section 12 – STUDENT ORGANIZATIONS**

**Graduate Student Council** (<http://grove.ufl.edu/~gsc>):

The UF Graduate Student Council (GSC) provides a way express graduate needs and ideas directly to university administrators and student government. The GSC is a dues-paying member of the *National Association of Graduate and Professional Students (NAGPS)* and the *Florida Council of Graduate Students (FCOGS)*. These memberships entitle UF graduate students to an array of programs.

The GSC sponsors the following programs:

- Graduate Student Orientation
- Travel Grants Program
- GSC Baby Gator Program
- Graduate Student Forum

The GSC is located in the Reitz Union, Room 310-E – telephone, 392-1665, ext. 324.

**American Guild of Organists – Guild Student Group:** Students may become members of the Gainesville Chapter of the American Guild of Organists and be an active part of the world's largest professional association serving the organ and choral music fields. University student members meet weekly for studio class at the magnificent Anderson Memorial Organ in the University

Auditorium, and often participate in the Young Artist Playing Competitions sponsored by the Guild. Whether active as performers or simply as enthusiastic listeners, AGO members throughout the country give freely of their time, talent and resources to further the cause of excellence in the art of the organ and of choral singing. The activities of the AGO combine to form an extensive professional network of information and support for those who love the music of the King of Instruments through biennial national conventions, regional meetings in alternate years, extensive local chapter programming, and especially the international magazine The American Organist.

**Collegiate Music Educators National Conference – University of Florida Student Chapter:**

The Florida Collegiate Music Educator's National Conference (FCMEA) is open to all students interested in music education. Music teachers in the area are often invited to speak at special events planned by the local CMENC Chapter. Dues in the organization include a subscription to the Music Educators Journal and Teaching Music. Each year the local chapter sponsors fundraisers that enable members to attend the Florida Music Educators Association (FMEA) state meeting in Tampa and the Music Education National Conference (MENC) meetings at a reduced rate. Active involvement in CMENC helps students develop a professional network with music teachers in Florida and across the nation. The president of the State Chapter serves on the FMEA Executive Board.

**Kappa Kappa Psi, Alpha Eta Chapter – Honorary Fraternity for Bandsmen:** Kappa Kappa Psi is an honorary fraternity committed to providing service to the University Band Program. The brotherhood consists of students with diverse cultural backgrounds, academic disciplines, and campus involvement. The fraternity stresses a high commitment to academic performance and fraternity involvement.

**Phi Mu Alpha Sinfonia, Eta Omega Chapter – Music Fraternity for Men:** Phi Mu Alpha Sinfonia is the nations' largest music fraternity for men. Its members are interested in the composition, performance, research, and teaching of the best in music. Phi Mu Alpha was formed in 1898 at the New England Conservatory of Music and has grown to span the nation. The national fraternity has included distinguished musicians such as Leonard Bernstein, Count Basie, and Aaron Copland. The chapter at the University of Florida was formed in 1958 and continues to be an active force in the School of Music.

**Sigma Alpha Iota, Delta Gamma Chapter – International Music Fraternity for Women:**

Sigma Alpha Iota is an international music fraternity for women whose goal is to promote the highest standards of musical training and achievement among women musicians, and to further musical interest nationally and internationally. The fraternity also aims to aid, inspire, and direct its members in musicianship, citizenship, and friendly and unselfish sisterhood. Sigma Alpha Iota encourages and strives for the best in music performance, scholarship, and creativity. The Delta Gamma chapter of Sigma Alpha Iota was founded in 1962, and is open to music majors and non-majors.

**Society of Student Composers:** The Society of Composers Student Chapter at the University of Florida was founded in 1992. The national parent organization, Society of Composers, has among its members many of the finest composers of the present day. Student members have the opportunity to attend regional and national conferences and interact with composers of all styles and ages. The UF Chapter meets monthly to discuss all types of contemporary music and other matters of interest and relevance to its members. In addition, the student chapter presents a concert of members' works at the end of each Spring Semester.



**Tau Beta Sigma, Beta Xi Chapter – Honorary Sorority for Band Women:** Tau Beta Sigma is a National Honorary Sorority for college bands women. The chapter participates in a variety of activities, including service projects, concert receptions, and social events, which help promote and serve the band in a variety of ways.