West Virginia University
College of Creative Arts

School of Music
Graduate Manual

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Required Sources for Information on Graduate Study

WVU Graduate Catalog

“The WVU Graduate Catalog, in effect when a student begins work toward an advanced degree, constitutes the agreement between the student and West Virginia University. If there are major changes in the catalog during the course of a student's studies, a student, with the approval of his/her advisor, may agree to meet the conditions of the graduate catalog of a later year. An agreement to change to a later catalog is an agreement to meet all the conditions of the later edition. Students must abide by catalog changes if the changes were promulgated by the Board of Trustees or local, state, or federal law.”

WVU Student Handbook

WVU School of Music Graduate Manual
(http://music.wvu.edu/files/d/b30c8b43-db6a-4b41-b759-36517abf2e0f/Graduate%20Student%20Manual.pdf)

WVU School of Music Graduate Rules and Regulations
(http://music.wvu.edu/current-students/graduate-student-policies)

WVU CAC School of Music Student and Faculty Recitals Policies and Procedures
(http://music.wvu.edu/current-students/recital-policies-and-procedures)

WVU Recording Service Policies
(http://music.wvu.edu/current-students/recording-policy)

Checklists of Completed Requirements

Electronic Theses and Dissertations
(http://www.wvu.edu/~thesis)

Master's Submission Information Packet
(http://www.wvu.edu/~graduate)

Doctoral Submission Information Packet
(http://www.wvu.edu/~graduate)

Appeals for Exceptions

Appeals for exceptions to policies and regulations or other type of special arrangement affecting a graduate student's program should be addressed in writing to the Committee on Graduate Studies in Music.

Committee on Graduate Studies in Music

The Committee on Graduate Studies in Music ("the Graduate Committee") is the school committee that oversees admissions and degree requirements. For the 2014-15 term, it is chaired by Cynthia Anderson, Director of Graduate Studies in Music, and includes Keith Jackson, Andrew Kohn, Travis Stimeling, James Miltenberger, Hope Koehler, and Molly Weaver.

Forms Used by Graduate Students in Music

(can be picked up from the Office of Graduate Studies in Music - Room 416A) or at music.wvu.edu

Application for Graduation
Application for Transfer of Graduate Credit
Checklist of Completed Requirements
DMA Research Project Oral Exam Schedule Confirmation Form
Doctoral Comprehensive Qualifying Exams Schedule Confirmation Form
Doctoral Recital Hearing Form
Doctoral Recital/Performance Schedule Confirmation Form
Master's Comprehensive Oral Exam Schedule Confirmation Form
Master's Recital Hearing Form
Master's Thesis Prospectus Approval Form
Master's Recital Schedule Confirmation Form
Plan of Study Worksheet
Request for Approval of DMA Committee
Request for Approval of Master’s Committee
Request for Approval of PhD Committee
Request for Approval of Performance Prospectus
Request for Approval of Research Prospectus
Request for Approval of Independent Project
Survey of Earned Doctorates
ETD Submission Signature Form

Grades, Academic Probation, and Suspension
Graduate Students in the School of Music are expected to maintain a grade-point average of 3.0 in all course work. A student whose grade-point average falls below 3.0 will be placed on academic probation. The Dean of the College of Creative Arts will notify the student of the terms of probation. Normally, a student on probation is required to achieve the average necessary for good standing in the next enrollment period or, in the case of a part-time student, in the next nine hours of course work.

If the terms of probation are not met, the student will be suspended, that is, not allowed to continue in a music degree program.

Grades lower than “C” neither count toward required degree credit nor remediate deficiencies.

A student who fails one-half or more of the coursework taken during any enrollment period will be suspended without a period of probation.

Theory and History Courses that count towards Graduate Degrees

Theory Courses:

History Courses:

Continuous Registration for Incompletes in Research Courses
Students taking certain research courses or independent project(s), ordinarily receive a grade of Satisfactory (see S–U Grading), even though the project has not yet been completed, provided adequate progress has been made. However, it is the satisfactory completion of the entire project that must be accomplished in order to meet the degree requirement.

In the event that the project has not been completed after the specified number of credits has been completed, the School of Music requires that the student enroll further under Directed Studies MUSC 692 (MM), 792 (DMA, Ph.D), or for MUSC 699 Graduate Colloquium, for one credit each semester, as "continuous registration" to continue to work with the research advisor until the project is finished. The "continuous registration" credit does not apply toward the curriculum total.

Students who have completed course work and have been formally admitted to candidacy in the DMA or Ph.D must maintain continuous enrollment every fall and spring semester until the degree is completed. For this registration, the student may enroll for 1 credit of MUSC 699 Graduate Colloquium. Please see the WVU Graduate Catalog under “Required Minimum Enrollment.”

Independent Studies
Two courses listed in the graduate catalogue do not have specifically designated content but may be used for projects of special interest to an individual student or group of students:

MUSC595, 695 (MM) 795 (DMA, Ph.D.) Independent Study
MUSC 692 (MM) 792 (DMA, Ph.D.) Directed Music Study
MUSC 697 Research
Students wishing to pursue a topic of interest not covered in a regularly established course should arrange with an appropriate faculty member to supervise their work. This faculty member, in consultation with the students involved, should prepare a Request for Approval of Independent Project form. This proposal must be submitted to the Committee on Graduate Studies in Music for approval in the week before Dead Week of the semester prior to the intended semester of study. If more than one faculty member is to participate in guiding the project, each should sign the form, but one should be designated to supervise continuity and uniformity of standards. This person will also be responsible for keeping records of evaluation and for submitting grades.

### P-F and S-U Grading

The following courses are designated by the WVU Faculty Senate (Dec 2012) to be graded with P-F (Pass-Fail):

- MUSC 489 Music Workshops
- MUSC 594 Special Seminar
- MUSC 692, 792 Directed Study
- MUSC 698 Thesis, Dissertation
- MUSC 699 Graduate Colloquium

The following courses are designed to be graded with S-U (Satisfactory-Unsatisfactory):

- MUSC 697 Research
- MUSC 797 Research

All students in these courses receive that grading; it is not a matter of choice by the student. Exceptions may occur only when individual students in a course are taught by different instructors; in such cases the grading method is left to the discretion of each instructor. No special indication appears on the enrollment form for "S-U" graded courses. "U" will not have a negative impact on the calculation of a student’s gpa.
Master in Music

A) Performance
   a) Traditional Performance, including Conducting
   b) Piano Pedagogy Emphasis
   c) Collaborative Piano Emphasis
   d) Jazz Pedagogy Emphasis

B) Music Education
   a) Recital Option: This degree option emphasizes performance studies and includes opportunities to integrate research and teaching, with a representative public recital that demonstrates advanced performance competence as a culminating project.
   b) Thesis Option: This degree option emphasizes research and includes opportunities to integrate performance and teaching, with an original thesis that demonstrates advanced research and writing competence as a culminating project.
   c) Field Study Option: This degree option emphasizes teaching and includes opportunities to integrate performance studies and research, with a school-based field study that demonstrates application of knowledge and skills from graduate study as a culminating project.
   d) Certification Option: Unlike the other degree options, this degree option is designed for persons who obtained an undergraduate degree in music other than music education. Coursework leading to a professional certificate (K-12 Music, West Virginia) is combined with a master's degree in music education, and culminates with student teaching.

C) Music Composition

D) Music History

E) Music Theory

Sequence of Requirements
for a Master in Music; Performance Traditional (including Conducting)

Development of Plan of Study
Recital Hearing
First Recital
Second Recital
Selection of Master's Committee (allow time for preparation for the Master's Oral Examination)
Master's Comprehensive Oral Examination
   Usually in the last semester of coursework and no later than the last day of classes
Completion of Coursework: Limit: eight calendar years
Enrollment during Final Semester
   All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to register until the tenth week of classes in fall and spring terms and the third week of Summer II.
Application for Graduation and Diploma
   Within two weeks of final registration
Development of Plan of Study

Selection of Master’s Committee
   Early enough to allow time for preparation for the Master's Oral Examination

Completion of Coursework (Limit: eight calendar years)

Enrollment During Final Semester
   All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to registration until the tenth week of classes in fall and spring terms and the third week of Summer II.

Application for Graduation and Diploma (Within two weeks of final registration)

Master's Research Document (Distribution deadline: four weeks before Master's Comprehensive Oral Exam)

Master's Oral Exam
   In the last semester of coursework, and in time to allow revisions to the thesis before submission to university library (http://www.wvu.edu/~thesis/)

Graduation Deadlines
   Deadline for May graduation: one week before Commencement Day.
   Deadline for December graduation: last day of final examination period.
   Deadline for Summer graduation: one week before the end of the second summer session.

Development of Plan of Study

Selection of Master’s Committee
   Early enough to allow time for preparation for the Master's Oral Examination

Completion of Coursework (Limit: eight calendar years)

Enrollment During Final Semester
   All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to registration until the tenth week of classes in fall and spring terms and the third week of Summer II.

Application for Graduation and Diploma (Within two weeks of final registration)

Master's Oral Exam
   In the last semester of coursework, and in time to allow revisions to the thesis before submission to university library (http://www.wvu.edu/~thesis/)

Graduation Deadlines
   Deadline for May graduation: one week before Commencement Day.
   Deadline for December graduation: last day of final examination period.
   Deadline for Summer graduation: one week before the end of the second summer session.
### Sequence of Requirements for a Master in Music; Jazz Pedagogy

**Development of Plan of Study**

**Selection of Master's Committee** (allow time for preparation for the Master's Oral Examination)

**Completion of Coursework** (Limit: eight calendar years)

**Enrollment During Final Semester**

All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to register until the tenth week of classes in fall and spring terms and the third week of Summer II.

**Application for Graduation and Diploma** (Within two weeks of final registration)

**Master's Research Document**

**Master's Oral Exam**

**Graduation Deadlines**

- Deadline for May graduation: one week before Commencement Day.
- Deadline for December graduation: last day of final examination period.
- Deadline for Summer graduation: one week before the end of the second summer session.

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### Sequence of Requirements for a Master in Music; Music Education; Recital Option

**Development of Plan of Study**

**Selection of Master's Committee** (allow time for preparation for the Master's Oral Examination)

**Completion of Coursework** (Limit: eight calendar years)

**Enrollment During Final Semester**

All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to register until the tenth week of classes in fall and spring terms and the third week of Summer II.

**Application for Graduation and Diploma** (Within two weeks of final registration)

**Master's Oral Exam**

**Graduation Deadlines**

- Deadline for May graduation: one week before Commencement Day.
- Deadline for December graduation: last day of final examination period.
- Deadline for Summer graduation: one week before the end of the second summer session.

**Sample Paradigm**

<table>
<thead>
<tr>
<th>Fall Semester #1</th>
<th>Spring Semester #1</th>
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</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title (credit hours)</td>
</tr>
<tr>
<td>M783</td>
<td>Foundations of Music Ed (3)</td>
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<tr>
<td>M</td>
<td>Music History* (3)</td>
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<tr>
<td>M500/700</td>
<td>Performance Studies (1-4)</td>
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<tr>
<td>M</td>
<td>Ensemble</td>
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<th>Fall Semester #2</th>
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<td>Course #</td>
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</tr>
<tr>
<td>M</td>
<td>Advd: Seminar/Wkshp/Guided (2-3)</td>
</tr>
<tr>
<td>M500/700</td>
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<td>Ensemble*</td>
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<tr>
<td>M</td>
<td>Elective* (2-3)</td>
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</tbody>
</table>

*This particular order and distribution of these courses in the degree M.M., Music Education Recital Option is advised here-not mandated. Students may pursue alternative configurations of these courses based on consultation with an academic advisor in Music Education. Ultimately, students must satisfy all degree requirements in a timely manner as articulated in the West Virginia University Graduate Catalog.

Sequence of Requirements for a Master in Music; Music Education; Thesis Option

Development of Plan of Study

Selection of Master's Committee (allow time for preparation for the Master's Oral Examination)

Completion of Coursework (Limit: eight calendar years)

Enrollment During Final Semester

All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to registration until the tenth week of classes in fall and spring terms and the third week of Summer II.

Application for Graduation and Diploma (Within two weeks of final registration)

Master's Thesis (Distribution deadline: four weeks before Master's Comprehensive Oral Exam)

Master's Oral Exam

In the last semester of coursework, and in time to allow revisions to the thesis before submission to university library (http://www.wvu.edu/~thesis)

Submission of Thesis to University Library

http://www.wvu.edu/~thesis/

Graduation Deadlines

Deadline for May graduation: one week before Commencement Day.
Deadline for December graduation: last day of final examination period.
Deadline for Summer graduation: one week before the end of the second summer session.

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<td>Performance Studies (1-4)</td>
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<tr>
<td>M698</td>
<td>Thesis (2)</td>
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<tr>
<td>M</td>
<td>Elective* (2-3)</td>
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*This particular order and distribution of these courses in the degree M.M., Music Education Thesis
Option is advised here-not mandated. Students may pursue alternative configurations of these courses based on consultation with an academic advisor in Music Education. Ultimately, students must satisfy all degree requirements in a timely manner as articulated in the West Virginia University Graduate Catalog.

### Sequence of Requirements for a Master in Music; Music Education; Field Study Option

**Development of Plan of Study**

**Selection of Master's Committee** (allow time for preparation for the Master's Oral Examination)

**Completion of Coursework** (Limit: eight calendar years)

**Enrollment During Final Semester**

All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to registration until the tenth week of classes in fall and spring terms and the third week of Summer II.

**Application for Graduation and Diploma** (Within two weeks of final registration)

**Master's Oral Exam**

**Graduation Deadlines**

- Deadline for May graduation: one week before Commencement Day.
- Deadline for December graduation: last day of final examination period.
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<tr>
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<tbody>
<tr>
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<td>Course Title (credit hours)</td>
</tr>
<tr>
<td>M500/700</td>
<td>Performance Studies (1-4)</td>
</tr>
<tr>
<td>M</td>
<td>Ensemble*</td>
</tr>
<tr>
<td>M</td>
<td>Elective* (2-3)</td>
</tr>
</tbody>
</table>

*This particular order and distribution of these courses in the degree M.M., Music Education Field Study Option is advised here-not mandated. Students may pursue alternative configurations of these courses based on consultation with an academic advisor in Music Education. Ultimately, students must satisfy all degree requirements in a timely manner as articulated in the West Virginia University Graduate Catalog.*
Sequence of Requirements
for a Master in Music; Music Education; Certification Option

Development of Plan of Study

Selection of Master's Committee (allow time for preparation for the Master's Oral Examination)

Completion of Coursework (Limit: eight calendar years)

Enrollment During Final Semester
All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to register until the tenth week of classes in fall and spring terms and the third week of Summer II.

Application for Graduation and Diploma (Within two weeks of final registration)

Master's Oral Exam

Graduation Deadlines
Deadline for May graduation: one week before Commencement Day.
Deadline for December graduation: last day of final examination period.
Deadline for Summer graduation: one week before the end of the second summer session.

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<td>Course Title (credit hours)</td>
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<td>Fundamentals of Conducting (2)</td>
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<tr>
<td>M784</td>
<td>Foundations of Music Education (3)</td>
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<tr>
<td>M</td>
<td>Music History/Music Theory (2-3)</td>
</tr>
<tr>
<td>M500/700</td>
<td>Performance Studies* (1-4)</td>
</tr>
<tr>
<td>M</td>
<td>Ensemble*</td>
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<tr>
<td>EDP300</td>
<td>Education Psychology (3)</td>
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<table>
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<tr>
<th>Fall Semester #2</th>
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<tbody>
<tr>
<td>Course #</td>
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<td>M283</td>
<td>Percussion Instrument Ped (2)</td>
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<td>M202</td>
<td>Conducting and Rehearsing (2)</td>
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<tr>
<td>M686</td>
<td>Instrumental Music Meth/Matrls (3)</td>
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<td>M</td>
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<td>Performance Studies* (1-4)</td>
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<tbody>
<tr>
<td>Course #</td>
<td>Course Title (credit hours)</td>
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<td>M688</td>
<td>General Music Meth/Matrls (30)</td>
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<tr>
<td>M</td>
<td>Adv Seminar/Wksp/Guided (2-3)</td>
</tr>
<tr>
<td>M</td>
<td>Music History/Music Theory* (2-3)</td>
</tr>
<tr>
<td>M500/700</td>
<td>Performance Studies* (1-4)</td>
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<td>Ensemble*</td>
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</tbody>
</table>

*This particular order and distribution of these courses in the degree M.M., Music Education Certification Option is advised here-not mandated. Students may pursue alternative configurations of these courses based on consultation with an academic advisor in Music Education. Ultimately, students must satisfy all degree requirements in a timely manner as articulated in the West Virginia University Graduate Catalog.
**Development of Plan of Study**

**Selection of Master's Committee** (allow time for preparation for the Master's Oral Examination)

**Completion of Coursework** (Limit: eight calendar years)

**Enrollment During Final Semester**
All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to register until the tenth week of classes in fall and spring terms and the third week of Summer II.

**Application for Graduation and Diploma** (Within two weeks of final registration)

**Master's Thesis** (Distribution deadline: four weeks before Master's Comprehensive Oral Exam)

**Master's Oral Exam**
In the last semester of coursework, and in time to allow revisions to the thesis before submission to university library (http://www.wvu.edu/~thesis)

**Submission of Thesis to University Library** (http://www.wvu.edu/~thesis)

**Graduation Deadlines**
Deadline for May graduation: one week before Commencement Day.
Deadline for December graduation: last day of final examination period.
Deadline for Summer graduation: one week before the end of the second summer session.

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**Development of Plan of Study**

**Selection of Master's Committee** (allow time for preparation for the Master's Oral Examination)

**Completion of Coursework** (Limit: eight calendar years)

**Enrollment During Final Semester**
All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to register until the tenth week of classes in fall and spring terms and the third week of Summer II.

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**Master's Oral Exam**
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**Submission of Thesis to University Library** (http://www.wvu.edu/~thesis)

**Graduation Deadlines**
Deadline for May graduation: one week before Commencement Day.
Deadline for December graduation: last day of final examination period.
Deadline for Summer graduation: one week before the end of the second summer session.
Sequence of Requirements
for a Master in Music; Music Theory

Development of Plan of Study

Selection of Master's Committee (allow time for preparation for the Master's Oral Examination)

Completion of Coursework (Limit: eight calendar years)

Enrollment During Final Semester
All graduate students must enroll for at least one credit hour during the term (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to registration until the tenth week of classes in fall and spring terms and the third week of Summer II.

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In the last semester of coursework, and in time to allow revisions to the thesis before submission to university library (http://www.libraries.wvu.edu/theses/forms/Master_Submission_Info_Packet.pdf)

Submission of Thesis to University Library
http://www.libraries.wvu.edu/theses/forms/Master_Submission_Info_Packet.pdf
http://www.libraries.wvu.edu/theses/forms/Master_Submission_Info_Packet.pdf

Graduation Deadlines
Deadline for May graduation: one week before Commencement Day.
Deadline for December graduation: last day of final examination period.
Deadline for Summer graduation: one week before the end of the second summer session.

Transfer Credits toward the Master in Music
The School of Music will accept no more than six appropriate graduate credits by transfer towards the Master of Music degree. (The School of Music accepts fewer transfer credits than allowed by the general University provision). The Application for Transfer of Graduate Credit must be filed with the WVU Office of Admissions.

Non-Degree Students' toward the Master in Music
No more than twelve appropriate graduate credits earned at West Virginia University by a non-degree student will be accepted toward a degree.

Master in Music Recitals
Master's students presenting recitals in fulfillment of degree requirements are permitted to give the first recital only after passing a qualifying hearing before a panel of at least three faculty members from the student's major area, including the major teacher and the area coordinator. The audition may be combined with a semester jury examination, or be specially arranged, usually taking place a minimum of four weeks before the scheduled recital. The repertoire for the qualifying hearing is determined by the panel. The purpose of the hearing is to certify that the student has reached a level of performance proficiency appropriate to a master's level recital. In the event that it becomes necessary to postpone the recital, it can be rescheduled no earlier than the following semester.

Procedures
1. The student must tentatively schedule the date of the recital, confirming the major teacher's availability.
2. The student must tentatively schedule the date of the hearing, confirming the availability of each panel member.
3. The student must file the MM Recital Schedule Confirmation Form with the Director of Graduate Studies, who will confirm the hearing arrangements by circulating copies of that form to each panel member.
4. The panel will sign the Master's Recital Hearing Form at the hearing and return it to the Director of Graduate Studies.
Form(s) Required
- Master's Recital Schedule Confirmation Form
- Masters' Recital Hearing Form

Master in Music Committees
The master's committee for M.M. students administers the Master's Comprehensive Oral Exam and, for degree programs requiring a thesis, approves the master's thesis. The master's committee does not participate in the qualifying hearings for master's recitals: hearings are performed before a panel of three faculty members from the student's major area.

The members of the M.M. student's committee are selected by the student in consultation with the Director of Graduate Studies in Music with the approval of the Committee on Graduate Studies in Music.

1. The student should discuss the proposed list of members with Director of Graduate Studies.
2. The student must verify the availability of the proposed members.
3. The student must complete and submit the Request for Approval of MM Committee. Once the Graduate Committee has approved the MM Committee, the Director will circulate a confirmation.

- Master's committees must be composed of at least three members.
- Two members must be Regular Graduate Faculty.
- The committee chair must be Regular Graduate Faculty if a thesis is required.

M.M. Performance (including Conducting)
1. Chair: major professor
2. Faculty from student's major area
3. Music History OR Music Theory/Composition

M.M. Performance; Piano Pedagogy
1. Chair: major professor
2. Faculty from student's major area
3. Music History OR Music Theory/Composition

M.M. Performance; Collaborative Piano
1. Chair: major professor
2. Faculty from student's major area
3. Music History OR Music Theory/Composition

M.M. Performance; Jazz Pedagogy
1. Chair: major professor
2. Faculty from student's major area
3. Music History OR Music Theory/Composition

M.M. Music Education/Recital Option
1. 2 members of the Music Education Faculty
2. Music History OR Theory/Composition Faculty
3. Major Performance Faculty

M.M. Music Education/Thesis Option/Field Study Option/Certification Option
1. Chair: Music Education, thesis director (must be Regular Graduate Faculty)
2. Music Education Faculty
3. Music History OR Theory/Composition Faculty

M.M. Composition
1. Chair: Composition, thesis director (must be Regular Graduate Faculty)
2. Music Theory/Composition Faculty
3. Music History Faculty

M.M. Music History
1. Chair: Music History, thesis director (must be Regular Graduate Faculty)
2. Music History Faculty
3. Music Theory/Composition Faculty
M.M. Music Theory
1. Chair: Music Theory/Composition, thesis director (must be Regular Graduate Faculty)
2. Music Theory/Composition Faculty
3. Music History Faculty

Form(s) Required
- Request for approval of Master's Committee Form
- Master's Comprehensive Oral Exam Schedule Confirmation Form
Doctor of Musical Arts

Sequence of Requirements for the DMA in Performance (including Conducting)

Development of Plan of Study

Selection of Doctoral Committee
As early as possible before development of Performance/Research Prospectus

Performance/Research Prospectus - As early as possible

Recital Hearing for First Public Performance
After approval of Performance/Research Prospectus (and first program)

First Public Performance
After successful Recital Hearing, and before Comprehensive Qualifying Exams

Fulfillment of Residence Requirements
Completion of the requirements for this degree normally requires at least three years of full-time graduate work. A minimum of two consecutive semesters must be spent in residence in full-time graduate at WVU beyond the master's degree or its equivalent.

Completion of Coursework

Comprehensive Qualifying Exams
These typically occur in the fifth week of the fall and spring terms, and the second full week of the Summer II session.

Candidacy - When the five-year time limit begins, and continuous enrollment is required. Detailed Research Project Prospectus is prepared and distributed to the Committee.

DMA Research Project - Paper distribution deadline: at least two weeks before DMA Research Project Oral Exam

DMA Research Project Oral Exam

Enrollment During Final Semester

Application for Graduation and Diploma
Within two weeks of final registration

Final recital (at least one semester after admission to candidacy)
Scheduling of the recital must be confirmed at least three weeks before the recital.
Performance of recital deadline:
for May graduation—one week before Commencement Day.
for December graduation—last day of final examination period.
for Summer graduation—one week before the end of the second summer session.
Sequence of Requirements
for the DMA in Vocal Pedagogy and Performance

Development of Plan of Study

Selection of Doctoral Committee
   As early as possible before development of Performance/Research Prospectus

Performance/Research Prospectus - As early as possible

Recital Hearing for First Public Performance
   After approval of Performance/Research Prospectus (and first program)

First Public Performance
   After successful Recital Hearing, and before Comprehensive Qualifying Exams

Fulfillment of Residence Requirements
   Completion of the requirements for this degree normally requires at least three years of full-time graduate work. A minimum of two consecutive semesters must be spent in residence in full-time graduate at WVU beyond the master's degree or its equivalent.

Comprehensive Qualifying Exams
   These typically occur in the fifth week of the fall and spring terms, and the second full week of the Summer II session.

Candidacy - When the five-year time limit begins, and continuous enrollment is required. Detailed Research Project Prospectus is prepared and distributed to the Committee.

Completion of Coursework

DMA Research Project - Paper distribution deadline: at least two weeks before DMA Research Project Oral Exam

DMA Research Project Oral Exam

Enrollment During Final Semester

Application for Graduation and Diploma
   Within two weeks of final registration

Sequence of Requirements
for the DMA in Collaborative Piano

Development of Plan of Study

Selection of Doctoral Committee
   As early as possible before development of Performance/Research Prospectus

Performance/Research Prospectus - As early as possible

Recital Hearing for First Public Performance
   After approval of Performance/Research Prospectus, including repertoire for first program

First Public Performance
   After successful Recital Hearing, and before Comprehensive Qualifying Exams

Fulfillment of Residence Requirements
Completion of the requirements for this degree normally requires at least three years of full-time graduate work. A minimum of two consecutive semesters must be spent in residence in full-time graduate at WVU beyond the master’s degree or its equivalent.

Completion of Coursework

Comprehensive Qualifying Exams
These typically occur in the fifth week of the fall and spring terms, and the second full week of the Summer II session.

Candidacy - When the five-year time limit begins, and continuous enrollment is required. Detailed Research Project Prospectus is prepared and distributed to the Committee.

DMA Research Project - Paper distribution deadline: at least two weeks before DMA Research Project Oral Exam

DMA Research Project Oral Exam

Enrollment During Final Semester

Application for Graduation and Diploma
Within two weeks of final registration

Final recital (at least one semester after admission to candidacy)
Scheduling of the recital must be confirmed at least three weeks before the recital.
Performance of recital deadline:
   for May graduation—one week before Commencement Day.
   for December graduation—last day of final examination period.
   for Summer graduation—one week before the end of the second summer session.

Sequence of Requirements for the DMA in Composition

Development of Plan of Study

Completion of approximately 1/2 of the Composition Portfolio

Selection of Doctoral Committee: possible before preparation for Comprehensive Qualifying Exams

Fulfillment of Residence Requirements

Completion of Coursework

Comprehensive Qualifying Exams: these typically occur in the fifth week of the fall and spring terms, and the second full week of Summer II session.

Candidacy: when the five-year time limit begins, and continuous enrollment is required

Composition/Research Prospectus

Enrollment During Final Semester

Application for Graduation and Diploma: within two weeks of final registration

Distribution deadline for entire DMA Composition Portfolio: (including Research Project) four weeks before Final Exam(s)
Final Exam(s): at least one semester after admission to candidacy, and in time to allow revisions to Major Composition Project before submission of entire portfolio to university library. The scheduling of the exam must be confirmed at least three weeks before the exam.

Submission of Entire DMA Composition Portfolio for electronic distribution

Graduation Deadlines
Deadline for May graduation: one week before Commencement Day.
Deadline for December graduation: last day of final examination period.
Deadline for Summer graduation: one week before the end of the second summer session.

DMA Committees
The function of the doctoral committee for D.M.A. students is:

1. Provision of counsel and advice.
2. Approval of the Performance (or Composition)/Research Prospectus.
3. Approval of the content of each recital, lecture recital, or research project in the performance or composition block.
4. Approval and evaluation of each performance, composition, or research project presented for credit.
5. Administration of the comprehensive qualifying examination.
6. Recommendation for admission to candidacy
7. Recommendation for conferring of degree.

The members of the doctoral student's committee are selected by the student in consultation with the Director of Graduate Studies in Music with the approval of the Committee on Graduate Studies in Music.

- Doctoral Committees must be composed of at least five members.
- Four must be Graduate Faculty
- Three members must be Regular Graduate Faculty

1. Chair: must be Regular Graduate Faculty (usually the major professor)
2. Faculty from the student's major area
3. Music History OR Music Theory/Composition
4. Music Faculty not from student's major area
5. Faculty outside of Music

Once the committee is established, the student may petition the Committee on Graduate Studies in Music to alter the membership of his/her doctoral committee. When the student requests to have a member of the committee replaced, the member will be given the opportunity to comment in writing to the Committee on Graduate Studies.

Form(s) Required:
- Request for Approval of DMA Committee

Description of DMA Committee Duties
The Doctoral of Musical Arts degree (DMS) committee duties include the following, which are most typically scheduled over a five year period.

- review of the Performance/Research Prospectus (by memo)
- "pass/fail" evaluation of solo recital hearings scheduled at the committee members convenience
- craft and review of the written Comprehensive Qualifying Exams and participation in the oral Comprehensive Qualifying Exam
- review of the Research Project Prospectus (by memo)
- review of the Research Project and participation in the Research Project Oral Exam
- evaluation of the Final Recital (scheduled with the approval of the committee members)
Early in the program the student will formulate, in consultation with the major teacher, a prospectus detailing the performances and research projects planned to fulfill the requirements in those areas. The prospectus will include two parts: the Performance Block (12–18 credits) and the Research Block (2–8 credits). The total number of credits for the Performance and Research Blocks should equal 20.

### Example I

<table>
<thead>
<tr>
<th>Performance</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Recital</td>
<td>4</td>
</tr>
<tr>
<td>Ensemble Performance*</td>
<td>2</td>
</tr>
<tr>
<td>Full Recital</td>
<td>4</td>
</tr>
<tr>
<td>Ensemble Performance*</td>
<td>2</td>
</tr>
<tr>
<td>Research Project</td>
<td>4</td>
</tr>
<tr>
<td>Final Recital</td>
<td>4</td>
</tr>
</tbody>
</table>

### Example II

<table>
<thead>
<tr>
<th>Performance</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Recital</td>
<td>4</td>
</tr>
<tr>
<td>Ensemble Performance*</td>
<td>2</td>
</tr>
<tr>
<td>Full Recital</td>
<td>4</td>
</tr>
<tr>
<td>Ensemble Performance*</td>
<td>2</td>
</tr>
<tr>
<td>Research Project</td>
<td>3</td>
</tr>
<tr>
<td>Research Project</td>
<td>5</td>
</tr>
<tr>
<td>Final Recital</td>
<td>4</td>
</tr>
</tbody>
</table>

### Example III

<table>
<thead>
<tr>
<th>Performance</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Recital</td>
<td>4</td>
</tr>
<tr>
<td>Ensemble Performance*</td>
<td>2</td>
</tr>
<tr>
<td>Full Recital</td>
<td>4</td>
</tr>
<tr>
<td>Ensemble Performance*</td>
<td>2</td>
</tr>
<tr>
<td>Ensemble Performance*</td>
<td>2</td>
</tr>
<tr>
<td>Research Project</td>
<td>2</td>
</tr>
<tr>
<td>Final Recital</td>
<td>4</td>
</tr>
</tbody>
</table>

### Example IV

<table>
<thead>
<tr>
<th>Performance</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Recital</td>
<td>4</td>
</tr>
<tr>
<td>Full Recital</td>
<td>4</td>
</tr>
<tr>
<td>Full Recital</td>
<td>4</td>
</tr>
<tr>
<td>Research Project</td>
<td>4</td>
</tr>
<tr>
<td>Final Recital</td>
<td>4</td>
</tr>
</tbody>
</table>

* i.e., chamber music, concertos, opera, oratorio

The Performance Block will include:
- A list of proposed recitals and ensemble programs (with specific dates or semesters indicated),
- A tentative list of repertory to be performed on each (with timings),
- The number of credits deemed appropriate.

For presentations projected late in the degree program, a general plan, rather than a list of specific compositions, may be submitted; however, before public performance the specific content for each program must also be approved by the committee.

For the Research Block, only the number of projects and the proposed credits need be proposed at this stage.

Upon submission, the Director of Graduate Studies will inspect the prospectus to ensure that it meets the above criteria. The prospectus will then be submitted to the student's doctoral committee for approval. Subsequent alterations in the prospectus may be made upon the student's written request and with the approval of his doctoral committee.

**Form(s) Required:**
- Request for Approval of Prospectus Form

### DMA Recital Hearing

A Doctoral Recital Hearing is required for each solo recital listed on the approved Performance/Research Prospectus, except for the Final Recital. Hearings for other types of performances on the prospectus must be required or waived at the discretion of the major teacher. The hearing usually takes place a minimum of four weeks before the scheduled recital, and public presentation must be authorized by the student's doctoral committee with no more than one dissenting vote. Credit for the performance will be granted after the public presentation has taken place upon approval of the student's major professor.

If the quality of the hearing is not found satisfactory for public performance by the doctoral committee, or if the public performance is not approved by the major professor, the committee may specify the time that must elapse before a second attempt. Ordinarily this will be at least three months.

If, at any time during the student's degree program, a second hearing or performance is not approved, the student's doctoral committee will review the student's entire record to that point in order to recommend retention or dismissal from the degree program.
If there is good reason to do so, the student may petition her/his doctoral committee for waiver of the hearing for an individual performance. Waiver may be granted at the discretion of the committee. In this case, the doctoral committee will attend the recital and meet afterward to determine whether it is to be accepted.

**Procedures**

1. If the recital program has been revised since it was approved in the Performance/Research Prospectus, the revision must be routed to and approved by the doctoral committee.
2. The student must tentatively schedule the date of the recital, confirming the major teacher's availability.
3. The student must tentatively schedule the date of the hearing, confirming the availability of each committee member.
4. The student must file the DMA Performance Schedule Confirmation Form with the Director of Graduate Studies, who will confirm the hearing arrangements by circulating copies of that form to each committee member.
5. The committee will sign the Doctoral Recital Hearing Form at the hearing and return it to the Director of Graduate Studies.

**Off-Campus Performance**

It is assumed that students will present recitals for degree credit on campus. Under extraordinary circumstances, a doctoral student may petition the doctoral committee for permission to apply one performance (not the Final Recital) presented off campus under professional conditions toward meeting performance requirements for the degree. Both the procedure and the content of the program, as part of the doctoral performance block prospectus, must be approved in advance. It will be up to the doctoral committee to decide whether an exception will be allowed. If its decision is positive, then it is the student's responsibility to provide the committee with high-quality audio and video tape recordings of the performance for review. Based upon these recordings the doctoral committee will make its determination whether the performance is to be accepted.

In such cases, the student is to request that the following language be included on the printed program for the performance: *This performance is presented in partial fulfillment of the requirements for the Doctor of Musical Arts degree at West Virginia University.*

**Form(s) Required:**
- Doctoral Recital/Performance Schedule Confirmation Form
- Doctoral Recital Hearing Form

**DMA Comprehensive Qualifying Examinations**

The DMA Comprehensive Qualifying Examination is one exam consisting of two parts: written exam and oral exam. The written exam is administered first, followed by the oral exam.

**Written Exam:**

Students must inform the Director of Graduate Studies of intent to take the comprehensive exam by the published deadline (Graduate Deadlines, School of Music website), which is usually before the end of the previous semester. Due to limitations of resources, students who postpone their scheduled exam after the published deadline for informing the Director of Graduate Studies cannot be guaranteed a spot in the next exam period. If you plan to take the written portion of the comprehensive exams in a semester when you are not enrolled for credit, make an appointment with the Director of Graduate Studies for full explanation of access to university facilities.

Each written exam is in three parts: Major Area (Performance), History, and Theory. The exam is crafted by the student’s doctoral committee using questions submitted by the History, Theory, and Performance areas.

DMA students in Performance write in the Major Area for one day (six hours). The History exam is in two parts. The first part is a take-home bibliographic exercise focusing on the History of Musical Performance. The second part is a three-hour written examination of the candidate's knowledge of the History of Western Music. For Music Theory, a take-home exercise in preparation for a comprehensive analysis of specific musical works will be followed by a single three-hour examination of the candidate's knowledge of Music Theory. Both the History and Theory take-home exercises will be given to the candidate one week prior to the first written examination.

DMA students in Composition write in the major area for one day (six hours). The History exam is in two parts. The first part is a take-home bibliographic exercise focusing on the History of Musical Performance. The second part is a six-hour written examination of the candidate's knowledge of the History of Western Music. For Music Theory, a take-home exercise in preparation for a comprehensive analysis of specific musical works will be followed by a single six-hour
examination of the candidate’s knowledge of Music Theory. Both the History and Theory take-home exercises will be given to the candidate one-week prior to the first written examination.

The half-day exams (three hours) may be scheduled on the same day or on separate days of the week.

The completed written exam is returned to the committee members for evaluation; in addition, the History and Theory areas also evaluate the relevant portion of the completed exam. The area coordinators for History and Theory provide a consensus report of that area’s evaluation of the exam for the benefit of the doctoral committee members. The consensus report can be taken into consideration by the members of the doctoral committee, who may follow up on the written exams in the oral exam. The members of the doctoral committee are the individuals who subsequently vote on the student’s success in the exam.

Oral Exam:

Following the completion of the written portion of the comprehensive exam, students must allow 11 working days before taking the oral portion of the comprehensive exam. Under normal circumstances, students can expect to take the oral portion of the comprehensive exam within 4 weeks of completion of the written portion. Exceptions to this time frame can be made upon mutual consent of the student and the members of the doctoral committee. The oral exam schedule is confirmed through the Doctoral Comprehensive Qualifying Exams Schedule Confirmation Form, and must be signed by the student, the Doctoral Committee Chair, and the Director of Graduate Studies.

The oral exam is administered by the student's doctoral committee in a location designated by the Committee Chair. Before the oral exam, the student will have access to the written portion of the exam for a three-hour period. (9am-noon or 1-4pm) During this time the student is not allowed to copy the exam in any way.

Procedures

1. Students must inform the Director of Graduate Studies of intent to take the comprehensive exams by the published deadline (see above). The exams are typically scheduled to begin in the fourth week of the fall and spring terms. Students may also schedule the written portion of the comprehensive exams in the Summer II session. The oral portion of the exam can be completed after the 2nd full week of the Fall Semester.
2. The student must tentatively schedule the date of the oral exam with the doctoral committee members.
3. The student must submit the Doctoral Comprehensive Qualifying Exams Schedule Confirmation Form to the Director of Graduate Studies, who will distribute copies of the form to confirm the schedule with all faculty involved.

Form(s) Required:
- Doctoral Comprehensive Qualifying Exam Schedule Confirmation Form

The Research Advisor

The DMA candidate will designate a Research Advisor after consulting all committee members and obtaining the support of the Committee Chair. The Research Advisor will serve as the primary mentor throughout the writing of the Research Project. If the Research Advisor is not the Committee Chair, these three individuals (DMA Candidate, Research Advisor, and Committee Chair) must articulate a clear and mutually acceptable understanding of their relationships and roles before beginning the Research Project. Normally the Research Advisor will work individually with the DMA candidate on the Research Project Prospectus and the Research Project Document. The Research Advisor will circulate prospectus drafts and document drafts to all members of the committee as part of the process of final approval of each. All committee member critiques of prospectus drafts and document drafts must be directed to the DMA candidate through the Research Advisor.

DMA Research Project Prospectus

After completion of the Qualifying Exams, the candidate, in consultation with the research adviser (Regular Graduate Faculty), will prepare a detailed prospectus for the research block, which will include the following:

1. **Statement of the topic**: State in one or two sentences the precise topic to be explored.
2. **Review of literature**: Discuss the research that has been done to date that would contribute substantially to the realization of this project. Briefly, but in concrete terms, evaluate the various works and describe how they will contribute to this research. Note also areas in which research is limited or of inadequate quality.
3. **Discussion of research methodology**: Describe the research methods to be used.
4. **Outline** List likely chapter headings. These may change during the course of the research project, but the outline should provide the expected shape and scope (and length) of the proposed paper.
5. **Anticipated conclusions**: Estimate the conclusions that will be drawn from the research on this project.

**Procedures**
1. The candidate must submit a complete copy of the prospectus to the Director of Graduate Studies who will inspect the prospectus to ensure that it meets the above criteria.
2. The Director of Graduate Studies will distribute copies of the prospectus to the members of the candidate’s doctoral committee with a cover memo that requests a response by a specific date.
3. The Director of Graduate Studies will provide the committee members’ remarks to the candidate and the Research Advisor.

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**The Research Project Document**

Research projects included in the block should generally be prepared according to the guidelines set forth in the pamphlet "Electronic Theses and Dissertations at WVU," or [www.wvu.edu/~thesis/](http://www.wvu.edu/~thesis/).

**Procedures**
1. The candidate must prepare the research project document under the direct supervision of the Research Advisor. The candidate is also encouraged to seek guidance from other members of the doctoral committee by providing them with early drafts.
2. The candidate must tentatively schedule the Research Project Oral Exam, confirming the availability of each committee member.
3. The candidate must file the DMA Research Project Oral Exam Schedule Confirmation Form with the Director of Graduate Studies, who will confirm the exam arrangements by circulating copies of that form to each committee member.
4. The candidate must distribute copies of the complete final draft to each committee member at least two weeks before the scheduled exam. Candidates not currently in residence may ship all copies to the Director of Graduate Studies who will assist in distributing the copies to the committee members. If committee members are willing to receive the document electronically they should make this clear to both the student and the Research Advisor.

**Form(s) Required:**
- DMA Research Project Oral Exam Schedule Confirmation Form

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**DMA Final Recital**

There is no Doctoral Recital Hearing for the Final Recital. The candidate's doctoral committee will attend this recital and meet afterwards to decide upon acceptance of the recital and conferral of the degree.

**Procedures**
1. If the recital program has been revised since it was approved with the Performance/ Research Prospectus, the revision must be routed to and approved by the doctoral committee.
2. The candidate must tentatively schedule the date of the recital, confirming the availability of each committee member.
3. The candidate must file the DMA Performance Schedule Confirmation Form with the Director of Graduate Studies, who will confirm the recital arrangements by circulating copies of that form to each committee member.
4. The committee will sign the Dean's Office "Shuttle Sheet" after the recital and return it to the Director of Graduate Studies.
Development of Plan of Study

**Selection of Doctoral Committee**: before preparing the Comprehensive Qualifying Exams

**Fulfillment of Residence Requirements** (GC 32, 246)

**Completion of Coursework**

**Major Project**: At least one "major project" from a graduate music education seminar will be appropriately refined and presented publicly in a referred forum.

**Fulfillment of Doctoral Foreign Language Requirements**: before Comprehensive Qualifying Exams

**Comprehensive Qualifying Exams** (GC 246): these occur in the fourth week of the fall and spring terms, and the second full week of the Summer II session.

**Selection of Dissertation Committee** (if different from the doctoral committee for the Comprehensive Qualifying Exams)

**Submission of Dissertation Proposal**: minimum of two weeks before scheduled proposal defense

**Defense of Dissertation Proposal**

**Candidacy** (GC 246): when the five-year time limit begins (GC 247), and continuous enrollment is required (GC 25)

**Enrollment During Final Semester** (GC 26)

**Application for Graduation and Diploma** (GC 30): within two weeks of final registration

**Submission of Dissertation** (unbound) to Committee: four weeks before first review meeting

**Tentative Approval of Dissertation**: in time to request clearance to schedule the final exam (at least three weeks in advance)

**Final Exam(s)**: at least one semester after admission to candidacy. The scheduling of the exam must be confirmed at least three weeks before the exam.

**Submission of Dissertation** to bindery for the copy required for the School of Music: immediately after the Final Exam


**Submission of Dissertation for Electronic Distribution**


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**Ph.D. Committees**

The members of the Ph.D. student's committees are selected by the student in consultation with the Director of Graduate Studies in Music with the approval of the Committee on Graduate Studies in Music.

- Ph.D. committees must be composed of at least five members.
- Four must be Graduate Faculty.
- Three members must be Regular Graduate Faculty.

The Ph.D. student has the option of using different Ph.D. committees for the comprehensive exam and the dissertation.
Committee for Comps:
1. Chair: must be Regular Graduate Faculty (usually the major professor)
2. Faculty from student's major area
3. Music History OR Music Theory/Composition
4. Music Faculty
5. Faculty outside of Music
The cognate field must be represented on the committee.

Committee for Dissertation:
1. Chair: must be Regular Graduate Faculty (usually the major professor)
2. Faculty from student's major area
3. Music Faculty
4. Faculty able to contribute expertise
5. Faculty outside of Music

Once either Ph.D. committee is established, the student may petition the Committee on Graduate Studies in Music to alter the membership of the committee. When the student requests to have a member of either committee replaced, the member will be given the opportunity to comment in writing to the Committee on Graduate Studies.

Ph.D. Comprehensive Qualifying Examinations
Each written exam is coordinated by the Coordinator of each area involved: the Music Education Area, the Theory Area, the History Area, and the Cognate Area. Other area faculty may contribute to the area's exam questions and may review the student's answers. Their evaluations are considered by the members of the Ph.D. committee, who may follow up on the written exams in the oral exam, and who are the individuals who subsequently vote on the student's success in the exam.

Format of the Ph.D. Comprehensive Exam in Music Education:
1. Music Education. (12hrs) Students write for two full days.
2. Music History and Theory. (3hrs) Both the history and theory areas will provide three questions from which the student will choose one from both history and theory and a third question from either history or theory. In the event that a question involves analysis of a score, the score will be provided one week in advance. Students write for one half day.
3. Cognate. (3hrs) Students write for one half day and/or complete a take-home question(s) in their area of concentration outside of music education with questions designed in collaboration with cognate faculty. [Note: The cognate may include further coursework in music theory and/or history.]

The half-day exams may be scheduled on separate days of the week.

The location of the exams is selected by the chair of the student's committee in consultation with the Director of Graduate Studies.

The oral exam is administered by the student's Ph.D. committee in a location designated by the Committee Chair. Before the oral component of the exam, the student will have access to the written portion of the exam for a three-hour period. (9am-noon or 1-4pm) During this time the student is not allowed in any way to replicate the exam.

Procedures
1. The student must notify the Director of Graduate Studies during the term preceding the term in which the exam is to be taken, so that schedules can be coordinated to the extent possible.
2. The student must tentatively schedule the dates of the written exams with the Area Coordinators involved (Theory, History, and Music Education Area).
3. The student must tentatively schedule the date of the oral exam with the Ph.D. Committee members.
4. The student must submit the Doctoral Comprehensive Qualifying Exams Schedule Confirmation Form to the Director of Graduate Studies, who will distribute copies of the form to confirm the schedule with all faculty involved.