

School of Music

Graduate Manual

Michael B. Vercelli, Director of Graduate Studies in Music
West Virginia University
Updated August, 2022

Table of Contents

WVU Graduate Catalog.....	4
Appeals for Exceptions.....	4
Committee on Graduate Studies in Music.....	5
Forms Used by Graduate Students in Music.....	5
Grades, Academic Probation, and Suspension.....	5
Theory and Musicology (history) Courses that count towards Graduate Degrees.....	5
Continuous Registration for Incompletes in Research Courses.....	6
Independent Studies.....	6
Transfer Credit toward the Master of Music.....	6
Non-Degree Students Credits accepted for Master of Music.....	6
Timeline to complete Master of Music and Master of Arts degrees.....	7
Master of Music Degrees Offered.....	7
Master of Arts Degrees Offered.....	8
General Requirements for Master of Music and Master of Arts Degrees.....	8
Master of Music Recitals.....	9
Scheduling a Recital.....	9
Master of Music Committee.....	10
Requirements for MM/MA committees for each degree program.....	10
Passing the Master’s Oral Examination.....	12
Master of Music Education Requirements.....	13
Recital Option.....	13
Thesis Option.....	14
Field Study Option.....	15
Certification Option.....	16
MA in Music Industry Degree Requirements.....	17
Doctor of Musical Arts Degrees.....	19
General Sequence of Events in DMA degree:.....	19
DMA Committees.....	20
DMA Committee Duties.....	20

DMA Performance/Research Block.....	21
DMA Performance Prospectus.....	21
Recitals and credits	21
DMA Recital Hearing	22
DMA recitals.....	22
Off-Campus Performance	22
DMA Comprehensive Qualifying Examinations	23
The Research Document	25
Research Advisor.....	25
DMA Research Project Prospectus.....	25
The Research Project Document.....	26
DMA Final Recital	26
Graduate Assistantships in Music	27

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.”

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 and advises the Director of Graduate Studies. Membership changes from year to year; please contact the Director for questions about the membership of the current committee.

Forms Used by Graduate Students in Music

Forms used for approval may be obtained from the School of Music Office or online at music.wvu.edu under Student Resources.

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 Musicology Courses that count towards Graduate Degrees

Theory Courses:

460 Upper Division Composition, 461 Counterpoint I, 462 Counterpoint II, 463 Analysis of 18th-19th Century Music, 464 Analysis of 20th Century Music, 465 Electronic Music I, 466 Electronic Music II, 468 Jazz Harmony, 761 Theory Topics, 762 Pedagogy of Theory, 763 Analytical Techniques, 764 Compositional Techniques in Contemporary Music.

Musicology Courses:

470 Music Before 1500, 471 Music of the 16th and 17th Century, 472 Music of the 18th Century, 473 Music of the 19th Century, 474 Music of the 20th Century, 475 History of Jazz, 476 Women in Music, 477 Music of Africa, 591 Advanced Topics, 670 Perspectives of Music History, 731 Piano Literature (piano principals only), 732 Vocal Literature (voice principals only), 733 Choral Literature (conducting principals only), 791 or 794 Musicology Seminar (various topics).

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.

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 797 Research. Please see the WVU Graduate Catalog under “Required Minimum Enrollment.”

Independent Studies

Several 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 no later than 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.

Transfer Credit toward the Master of Music

The School of Music will accept no more than six (6) appropriate graduate credits by transfer towards the Master of Music degree. (The School of Music accepts fewer transfer credits than the general University provision.) Transfer credit will be determined in consultation with the student's graduate advisor and communicated to the College of Creative Arts Records Office.

Non-Degree Students Credits accepted for Master of Music

No more than twelve (12) appropriate graduate credits earned at West Virginia University by a non-degree student will be accepted toward degree.

Timeline to complete Master of Music and Master of Arts degrees

Students in master's degree programs must complete all course work and degree requirements within 8 calendar years of initial enrollment in program.

Master of Music Degrees Offered

Collaborative Piano

Composition

Conducting

Jazz Pedagogy

Music Theory (to be replace with Master of Arts)

Performance

Piano Pedagogy

Music Education

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

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 competences as a culminating project.

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.

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.

Master of Arts Degrees Offered

Musicology

Music Industry

Music Theory (in process)

General Requirements for Master of Music and Master of Arts Degrees

Consultation with academic advisor to create plan of study through course work.

Meet piano proficiency by end of first semester of enrollment, or establish remedial plan to meet the proficiency by designated date. Failure to meet the proficiency by the designated date will place the student on academic probation, subject to dismissal from the program. (not applicable to MA/Music Industry students)

Meet degree requirements as noted in the relevant WVU Graduate Catalog, with grades no lower than a C and gpa of at least 3.0. For the MA in Music Industry, grades lower than C- will not count toward degree credit, and a minimum gpa of 2.75 is required to remain in the program. (course checklists for each program are available at music.wvu.edu.)

For performance majors, a recital hearing before designated faculty is required before public performance of first recital.

Creation of **masters committee** in final year of program, which will administer the **master's oral exam** in the final semester of enrollment. (see following pages for committee membership information). Music Industry degree does not require a committee and there is no master's oral exam.

For degree programs requiring a thesis (MM/jazz pedagogy; MM/piano pedagogy; MM/composition; MM/music theory; MM/music education thesis option; MA/musicology) the thesis must be completed and distributed to committee in advance of the oral exam and must be accepted by WVU Electronic Thesis and Dissertation Office by the graduation deadline. See wvu.edu for information on ETD submission requirements.

Apply to graduate via online application process.

Master of 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 faculty in the student's major area. The number of faculty required to attend the hearing in person will be determined by the faculty in the student's major area. The hearing must take place in person before at least 2 faculty members in the student's major area, including the primary teacher; if other faculty from the student's major area wish to review the hearing from a recording, they must do so within 24-48 hours of the event. In most cases, the hearing is an independent event, or the hearing may be combined with a semester jury examination at the discretion of the area faculty. The hearing must take place at least 4 weeks prior to the performance date; requests for an exception to this time line must have reasonable cause and must be made directly to the Director of Graduate Studies by the student with the support of the primary teacher. The purpose of the hearing is to certify that the student demonstrates performance skills appropriate to a master's level of performance. If a hearing does not pass, the recital can be rescheduled in the following semester or later.

The student must schedule the hearing with the assistance of the primary teacher. Once the hearing is completed, the primary teacher will fill out the Masters Recital Hearing Form and place it in the student's SOM file.

Scheduling a Recital

A Student Recital Packet, updated for the current academic year, is available through the CCA Facilities Office, James Whoolery, Coordinator. The following is an overview of the Student Recital process:

All students who are planning to give a degree-required student recital in either the Fall or Spring semester must do the following.

- 1) Complete the Student Recital Pre-Registration Form available at <http://ccarts.wvu.edu/about/cac-operations/cac-operations-policies-procedures/som-student-recital-pre-registration-form>.
- 2) Attend one of three Student Recital Orientation sessions at the beginning of the Fall semester. Dates and times will be announced in August.
- 3) Obtain their applied professor's signature on a Permission to Register Form, which is available in the attached packet.
- 4) Schedule their recital in the Operations Office during the designated scheduling windows outlined in the attached packet. You must present your Permission to Register Form at the time of sign-up.
- 5) Meet the deadlines for scheduling a dress rehearsal and submitting the Advance Information Sheet as outlined in the attached packet.

Master of Music Committee

The master's committee for MM and MA/Musicology students administers the Master's Comprehensive Oral Exam at the conclusion of degree study. For programs requiring a thesis, this committee also reviews and approves the thesis. (The MM and MA committees do not participate in recital hearings.)

The members of the student's MM and/or MA committee are selected by the student in consultation with the primary teacher. Once the members are selected, the student will fill out the Request for MM/MA Committee approval form and will submit the form directly to the SOM Director of Graduate Studies (via email attachment or hard copy in the Director's CAC mailbox), who will request approval by the School of Music Graduate Studies Committee. The MM/MA Committee approval form can be obtained online from the SOM website or from the SOM office.

1. The student should discuss the proposed list of members with h/h primary teacher
 2. The student must verify the availability of the proposed members
 3. The student will submit the request form to the Director of Graduate Studies for Graduate Committee approval
- Master's committees must comprise at least 3 members
 - At least two members must hold Regular Graduate Faculty Status
 - The committee chair must hold Regular Graduate Faculty Status if a thesis is required

Requirements for MM/MA committees for each degree program

MM/Performance

1. Chair: major professor
2. Faculty from student's major area (woodwind, brass, piano, conducting, etc)
3. Academic faculty: musicology or music theory/composition

MM/Conducting

1. Chair: major professor
2. Faculty from student's major area (woodwind, brass, piano, conducting, etc)
3. Academic faculty: musicology or music theory/composition

MM/Piano Pedagogy

1. Chair: major professor
2. Faculty from piano area
3. Academic faculty: musicology or music theory/composition

MM/Collaborative Piano

1. Chair: major professor
2. Faculty from piano area
3. Academic faculty: musicology or music theory/composition

MM/Jazz Pedagogy

1. Chair: major professor
2. Faculty from student's major performance area (ww, brass, etc)
3. Academic faculty: musicology or music theory/composition

MM/Composition

1. Chair and thesis advisor: composition teacher (must be Regular Graduate Faculty)
2. Composition or theory faculty
3. Musicology faculty

MM/Music Theory

1. Chair and thesis advisor: music theory/composition (must be Regular Graduate Faculty)
2. Faculty from music theory/composition area
3. Faculty from musicology area

MA/Musicology

1. Chair and thesis advisor: musicology (must be Regular Graduate Faculty)
2. Faculty from musicology area
3. Faculty from music theory/composition area

MM/Music Education/ Recital Option

1. Chair: music education
2. Music education
3. Academic faculty: musicology or music theory/composition
4. Major performance area faculty

MM/Music Education/Thesis/Field Study/Certification Options

1. Chair and thesis advisor: music education (must be Regular Graduate Faculty)
2. Music education
3. Academic faculty: musicology or music theory/composition

MA/Music Industry

No committee is required

Students may request an optional 4th member, especially if the research/thesis requires unique skills. The 4th member holds the same responsibilities and obligations as the other members of the committee and must participate in all committee activities, including the final oral exam.

Passing the Master's Oral Examination

The Master's Oral Exam is scheduled by the student and the MM committee chair, and must include all members of the approved MM committee. The exam typically takes from 1 to 2 hours, and is a conversation between the students and the committee, in which the committee determines the student has requisite knowledge of repertoire and pedagogy (if appropriate) and music history/musicology and music theory, along with the independent thinking required of a Master of the degree area.

At the conclusion of the final oral examination, the committee chair and all members must sign the green Shuttle Sheet for the student's file, which certifies that the student has met all exam obligations and is recommended for degree conferral, pending successful completion of degree course work. A student who does not pass the oral examination may schedule a second attempt no sooner than the next fall or spring semester. Remedial work may be recommended by the committee in such an event. A failed oral exam must be noted on the green Shuttle Sheet.

Master of Music Education Requirements

4 options: Recital, Field Study, Thesis, Certification

Students in the Master of Music Education degree programs are advised by Music Education faculty.

In addition to the general requirements noted above, the various options in the Music Education Masters program require registration as follows (must be made in consultation with Music Education advisor):

Recital Option

Sample Paradigm:

Fall Semester #1 courses:

MUSC 783 Foundations of Music Ed (3 credits); *Music history/musicology course (3 credits); MUSC 500-700 Performance Studies (1-4 credits); Ensemble participation (0-1 credits)

Spring Semester #1 courses:

MUSC 784 Intro to Research in Music Education (3 credits); graduate Music Theory course (2-3 credits); MUSC 500-700 Performance Studies (1-4 credits); Ensemble participation (0-1 credits)

Fall Semester #2 courses:

Advanced Seminar/Workshop/Guided Study (2-3 credits); MUSC 500-700 Performance Study (1-4 credits);* Ensemble; *Elective (2-3 credits)

Spring Semester #2 courses:

Advanced Seminar/Workshop/Guided Study (2-3 credits); MUSC 500-700 Performance Study (1-4 credits); *Ensemble; MUSC 689 Recital (2 credits)

**this order and distribution of courses in the MM Music Education Recital option is advised but not mandated. Consultation with music education advisor will determine the order of courses. Students must satisfy all degree requirements in a timely manner as articulated in the WVU Graduate Catalog.*

Thesis Option

Sample paradigm:

Fall Semester #1 courses:

MUSC 783 Foundations of Music Ed (3 credits); *Music history/musicology course (3 credits); MUSC 500-700 Performance Studies (1-4 credits);* Elective (2-3 credits)

Spring Semester #1 courses:

MUSC 784 Intro to Research in Music Education (3 credits); graduate Music Theory course (2-3 credits); MUSC 500-700 Performance Studies (1-4 credits); *Elective (2-3 credits)

Fall Semester #2 courses:

Advanced Seminar/Workshop/Guided Study (2-3 credits); MUSC 500-700 Performance Study (1-4 credits); Thesis (2 credits); *Elective (2-3 credits)

Spring Semester #2 courses:

Advanced Seminar/Workshop/Guided Study (2-3 credits); MUSC 500-700 Performance Study (1-4 credits); Thesis (2 credits); Elective (2 credits)

**this order and distribution of courses in the MM Music Education Recital option is advised but not mandated. Consultation with music education advisor will determine the order of courses. Students must satisfy all degree requirements in a timely manner as articulated in the WVU Graduate Catalog.*

Field Study Option

Sample paradigm:

Fall Semester #1 courses:

MUSC 783 Foundations of Music Ed (3 credits); *Music history/musicology course (3 credits); MUSC 500-700 Performance Studies (1-4 credits); *Ensemble; * Elective (2-3 credits)

Spring Semester #1 courses:

MUSC 784 Intro to Research in Music Education (3 credits); graduate Music Theory course (2-3 credits); MUSC 500-700 Performance Studies (1-4 credits); *Ensemble; *Elective (2-3 credits)

Fall Semester #2 courses:

Advanced Seminar/Workshop/Guided Study (2-3 credits); MUSC 500-700 Performance Study (1-4 credits); *Ensemble; MUSC 591/791 Advanced Studies in Music (2 credits); *Elective (2-3 credits)

Spring Semester #2 courses:

Advanced Seminar/Workshop/Guided Study (2-3 credits); MUSC 500-700 Performance Study (1-4 credits); *Ensemble; MUSC 591/791 Advanced Studies in Music; Elective (2 credits)

**this order and distribution of courses in the MM Music Education Recital option is advised but not mandated. Consultation with music education advisor will determine the order of courses. Students must satisfy all degree requirements in a timely manner as articulated in the WVU Graduate Catalog.*

Certification Option

Sample Paradigm:

Fall Semester #1 courses:

MUSC 280/281 Woodwind/Brass Instr. Pedagogy (2 credits); MUSC 200 Fundamentals of conducting (2); MUSC 784 Foundations of Music Education (3); Musicology/music theory (2-3); MUSC 500-700 Performance studies (1-4); *Ensemble; EDP300 Educational Psychology (3)

Spring Semester #1 courses:

MUSC 280/281 Woodwind/Brass Instr. Pedagogy (2); MUSC 201 Conducting & Score Interpretation (2); MUSC 784 Intro to Research in Music Ed (3); graduate Musicology/Music Theory (2-3); MUSC 500-700 *Performance Study (1-4); *Ensemble; EDP 450/451 Psychological Foundations of Learning (3)

Fall Semester #2 courses:

MUSC 283 Percussion Ped (2); MUSC 202 Conducting and Rehearsing (2); MUSC 686 Instrumental Music Methods/Materials (3); Adv Seminar/Workshop/Guided Study (2-3); *Graduate Musicology /Music Theory (2-3); *MUSC 500-700 Performance Study (1-4); *Ensemble

Spring Semester #3 courses:

MUSC 282 String Instrumental Ped (2); MUSC 284 Vocal Ped (2); MUSC 687 Choral Music Methods/Materials (3); Advanced Seminar/Workshop/Guided Study (2-3); Graduate Musicology /Music Theory (2-3); *MUSC 500-700 Performance Studies (1-4); *Ensemble

Fall Semester #3 courses:

MUSC 688 General Music Methods/Materials (3); Advanced Seminar/Workshop/Guided Study (2-3); *graduate Musicology/Music Theory (2-3); *MUSC 500-700 Performance Studies (1-4); *Ensemble

Spring Semester #3 courses:

MUSC 492 Intro to Student Teaching (2); CI187 Student Teaching: Elem/Early (6); CI188 Student Teaching: Sec Ed (6)

**this order and distribution of courses in the MM Music Education Recital option is advised but not mandated. Consultation with music education advisor will determine the order of courses. Students must satisfy all degree requirements in a timely manner as articulated in the WVU Graduate Catalog.*

MA in Music Industry Degree Requirements

Students in the MA in Music Industry are advised by the Coordinator of the Music Industry program.

To facilitate a holistic, methodical approach to preparation for the field, the program's courses are divided into three academic modules and an industry project. Each module represents a distinct, yet interrelated and multidisciplinary whole. The modules included in the program are as follows:

1. Music Industry Foundations module covers the origins and development of the music industry and related intellectual property laws. The study and analysis of society, culture, politics, commerce, law and technology all intersect at this junction and provide students with broad and deep understanding of the forces that shaped the industry. (3 courses at 3 credits each / 9 credits total)
2. Music Commerce, Management and Operations module is the central module of the program. As such, it includes the most courses and credits. This module covers commercial and management principals, practices and models across the music industry at both the national and international levels from recording and publishing to product development and sales, with common emphasis on interdisciplinary interrelation and interdependence between all its components. (6 courses at 3 credits each / 18 credits total)
3. Music Production Methods and Technology module covers fundamental technical aspects of music recording or live music production processes by providing students with the crucial technical understanding and knowledge necessary for appropriate interdisciplinary creative and commercial decision making and operations. (1 course, at 3 credits each / 3 credits total)

Industry Project is the capstone of the program's sequence, and it is undertaken when all the academic modules are completed. It consist of an approved practical music industry project, created and managed by the student, accompanied by various materials - written, audio, or/or visual - as appropriate to the project. The project will demonstrate the competence to identify a problem, create a project relevant to an evolving field in music management, and/or produce a working product that is executed in a systematic manner using interdisciplinary research and management tools. (1 course, 3 credits / 3 credits total)

Music Industry Foundations Module (9 credits)

MUSC 611 Music Industry Regulations (3 credits)

Select two courses from the following: (6 credits)

MUSC 610 Foundations of Recording Industry

MUSC 616 Foundations of Music Publishing Industry

MUSC 617 Development of Music Technology

Music Commerce, Management, and Operations Module (18 credits)

MUSC 612 Music Product Advancement (3)

MUSC 613 Music Performance Organization and Commerce (3)

MUSC 614 Advanced Recording Industry (3)

MUSC 615 Advanced Music Publishing (3)

Select two from the following: (6)

MUSC 619 Music in Multi-Media

MUSC 620 International Music Industry

MUSC 621 Artist Management

Music Production Methods and Technology Module (3 credits)

Select one from the following: 3

MUSC 623 Recording Production

MUSC 624 Live Music Production

Industry Project (3 credits)

MUSC 626 Industry Project 3

Suggested Plan of Study

The required Music Industry Foundations course, MUSC 611, must be taken prior to any of the required and elective Music Commerce, Management, and Operations Module courses can be taken. All of the other elective courses can be taken anytime. MUSC 626 can only be taken after all required and elective courses are successfully completed, and a student has earned 30 credits in the program, or by permission of the program director.

Minimum required grade in any course: C-. Minimum required GPA: 2.75.

FIRST YEAR

Early Fall Term: MUSC 611 (3 credits); Late Fall Term: MUSC 615 (3)

Early Spring Term: MUSC 613 (3 credits); Late Spring Term: MUSC 614 (3); MUSC 617 (3)

Summer Semester: MUSC 621 (3)

SECOND YEAR

Early Fall Term: MUSC 610 (3) and MUSC 624 (3); Late Fall Term: MUSC 620 (3)

Early Spring Term: MUSC 612 (3); Late Spring Term: MUSC 626 (3)

Total credit hours = 33

Doctor of Musical Arts Degrees

General Sequence of Events in DMA degree:

- Orientation and Diagnostic Exam in Music Theory (during the week before the start of classes in Fall semester)
- Meet with academic advisor (usually Director of Graduate Studies) prior to first day of classes to develop of Plan of Study
- Progression through course work, as established in regular advising sessions with Director of Graduate Studies
- Selection and Approval of Doctoral Committee before development of Performance/Research Prospectus
- Creation of Performance/Research Prospectus (early in the degree, the performance prospectus should outline all proposed recitals, to total 16 credits; the research project topic need not be proposed at this time, but will be equal to 4 credits; the research project should be undertaken only after admission to candidacy); approval of Prospectus by the DMA committee
- Recital Hearing for Public performances, at least 4 weeks prior to the scheduled performance, according to SOM policy
- Completion of Coursework
- Residency 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 the Doctoral Qualifying Exams, offered during the Fall and Spring semesters, dates to be determined by the Director of Graduate Studies in consultation with SOM staff. Students must be registered for at least 1 credit in the semester of the comprehensive exams. Students may take the qualifying exams no earlier than the last semester of course work and only after earning a minimum of 10 credits in recital. Requests for exceptions can be made to the Director of Graduate Studies.

Candidacy begins upon successful completion of the qualifying exams: the five-year timeline to degree completion begins. Continuous enrollment in fall and spring semesters is required during DMA candidacy.

- Creation of the research prospectus, which will describe the research in detail, to be approved by student's DMA committee; followed by completion of the research document, including distribution to committee, oral exam of research, and submission to WVU ETD. (see the following pages for requirements for the research prospectus)
- Final Recital: no hearing is required, but all members of the DMA committee must be in attendance. (Reasonable exceptions to faculty attendance policy may be requested; see following paragraphs under DMA Committee Duties.) All DMA committee members must participate in evaluation of the final recital.
- Application for graduation must be made online by the published deadline.

DMA Committees

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

- Provision of counsel and advice.
- Approval of the Performance/Research Prospectus. (For composition students, creation and performances of compositions comprise part of the Performance/Research Prospectus.)
- Approval of the content of each recital, lecture recital, or research project in the performance or composition block.
- Approval and evaluation of each performance, composition, or research project presented for credit.
- Creation and evaluation of the comprehensive qualifying exams.
- Recommendation for admission to candidacy.
- Recommendation for conferring of degree.

The members of the doctoral student's committee are selected by the student in consultation with their primary teacher. Students will submit the "Request for Approval of Doctoral Committee" form directly to the Director of Graduate Studies, who will consult with the Graduate Committee for approval or other recommendations. The committee must be approved before creation of the Performance/Research Prospectus and before recital hearings.

- Doctoral Committees must comprise at least four members.
 - At least three must be Graduate Faculty, and at least two must have Regular Graduate Faculty Status.
1. Chair: must be Regular Graduate Faculty (usually the major professor)
 2. Faculty from the student's major area
 3. Music Faculty not from student's major area
 4. 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 their 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.

DMA Committee Duties

The Doctor of Musical Arts committee duties include the following, which are most typically scheduled over a three to five year period, although candidacy may last up to 5 years.

- review the Performance/Research Prospectus (by memo)
- "pass/fail" evaluation of solo recital hearings, with the exception of the final recital
- create and evaluate the written Comprehensive Qualifying Exams and participate in the oral Comprehensive Qualifying Exam
- review the Research Project Prospectus (by memo)
- review the Research Project and participate in the Research Project Oral Exam
- attend and evaluate the Final Recital (scheduled with the approval of the committee members) – requests for exceptions to this policy (i.e., unavoidable conflicts with the final recital schedule) must be submitted to the Director of Graduate Studies for approval. All members of the DMA committee must participate in evaluation of the final recital.
- sign the green Shuttle Sheet in the student's file to recommend conferral of the degree

DMA Performance/Research Block

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 (16 credits) and the Research Block (4 credits). The total number of credits for the Performance and Research Block should equal 20. The student will register for recitals and research to reflect the credits assigned to each event on the prospectus.

DMA Performance Prospectus

The Performance prospectus will outline the recitals planned to meet the degree requirements, including repertoire to be performed and semester/year of the proposed performance. Credits associated with each recital will be noted on the prospectus. The DMA committee must approve the Performance Prospectus before public performance can take place. Any changes to the prospectus must also be approved by the committee.

The Performance prospectus will also include the number of credits ONLY for the research document (no additional information is required at this time). Research documents will receive 4 credits.

The student will submit the Performance Prospectus directly to the Director of Graduate Studies for inspection; it will then be distributed by the Director to the DMA committee for approval. The DMA committee membership may approve or otherwise provide comment on the prospectus by the “return by” date. Once approved, the student may proceed with the performance plan.

Recitals and credits

- A solo recital is 5 credits and must be registered as MUSC 788.
- For conductors, recitals vary from 2-5 credits, depending upon repertoire and ensemble.
- For all students, the Final Recital will be registered as MUSC 788B DMA Graduation Recital, and will receive 1 credit. The final recital must be a solo recital or otherwise approved to be the final recital by the DMA committee, with the full weight of a solo recital. The Final Recital is (usually) the final event of the degree and will be registered in the final semester of enrollment.
- A chamber recital, solo concerto, or opera role is 2 or 3 credits, at the discretion of the DMA committee, and must be approved on the recital prospectus. These performances may be registered as MUSC 788; opera roles may be registered as MUSC 788 or as Opera Theatre for the appropriate number of credits as noted on the prospectus.
- A lecture recital (an event that includes performing and extensive speaking from the stage) is 3 credits. A lecture recital may NOT be the final recital. A lecture recital may be given on the same topic as the research document, pending approval of the DMA committee.

The total credits for recitals will equal 16 credits. The total number of credits for the research document will equal 4 credits. The prospectus must therefore account for a total of 20 credits.

For composition majors, this prospectus will outline public performances of compositions, registered as MUSC 788, and may vary from 2-5 credits. The major composition will be registered as MUSC 797 Research, credits TBD. The research document for composition majors will equal 4 credits.

DMA Recital Hearing

Hearings are required for all solo recitals except the graduation recital. Hearings for other recitals must be required or waived at the discretion of the DMA committee.

Hearings must be evaluated by all members of the DMA committee. At least two members of the DMA committee must be present in person at the hearing: the primary applied instructor and one other committee member. The rest of the committee may evaluate the hearing via recording within 3 days. A simple majority will determine pass or fail.

If the quality of the hearing is not found satisfactory for public performance by the DMA 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.

The DMA committee may recommend retention or dismissal from the degree program for a student who chronically fails recital hearings as failure to make progress to degree. The decision to retain or dismiss a student is at the discretion of the Dean of the College of Creative Arts.

The hearing usually takes place at least 4 weeks before the recital date.

All recital repertoire must be approved by the DMA committee as noted on the prospectus; if a program has been revised since approval of the prospectus, the revision must be routed to the Director of Graduate Studies (and subsequently, to the committee) before the hearing can take place.

DMA recitals

All DMA recitals must be scheduled according to SOM Policy (see "Scheduling a Recital" in this manual for overview).

The primary instructor will attend the recital (or make other arrangements to assess the performance) and will grade the recital.

To grade the recital, the primary instructor must:

- print and sign h/h name on a hard copy of the recital program
- note the number of credits for the performance on the recital program (solo = 5 credits; final recital = 1 credit; other types of performances must indicate the credits as approved on the prospectus)
- write the grade to be applied on the recital program
- submit the signed program directly to the Director of Graduate Studies, who will update the grade in the student's transcript

Hard copies of all recital programs for degree credit will be maintained in the student's SOM file.

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.

For students in the DMA Conducting program, recitals may be permitted in off-campus venues with the approval of the DMA committee. At least 1 recital **MUST** take place on campus.

For off-campus performance, 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.*

DMA Comprehensive Qualifying Examinations

Students may take the comprehensive qualifying exams no earlier than the last semester of course work and after earning at least 10 credits in recital. Requests for exceptions to this policy may be made directly to the Director of Graduate Studies in Music.

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. Students must be enrolled for at least 1 credit in the semester in which you take the comprehensive exams; enrollment entitles you to access to faculty and to WVU facilities.

The WVU Graduate Catalog states that “the qualifying examinations shall be considered one integral examination consisting of written and oral parts.” In the School of Music, the qualifying exam’s two components (the written qualifying exam and the oral qualifying exam) are in two sequential stages; one must pass the first stage before proceeding to the second stage.

The written exam is the first stage of the qualifying exam.

The written exam will be in 3 segments and will be administered over 3 (or 4) days in one week: one segment will cover music theory, one segment will cover musicology, and one segment will cover the applied area.

DMA students write in the applied area for six hours (may be administered in one day or in two days). Exams in Music Theory and Musicology will be three hours each; for composition majors, the Music Theory exam will be for six hours. For the Music Theory segment, a take-home exercise in preparation for a comprehensive analysis of specific musical works will be given to the candidate one week prior to the first day of the examination. The student will bring that analysis to the Music Theory seated exam and will use it to answer questions.

At the conclusion of the exam week, the SOM secretary distributes the exam to the members of the student’s DMA committee and to faculty representatives of Music Theory and Musicology for assessment.

Evaluation (“consensus”) reports of the written exam from faculty in the student’s applied area, the Musicology area, and the Theory/Composition area will be provided by faculty representatives of each area, and will be submitted to the Director of Graduate Studies. The Director will share these evaluations with the DMA committee and the DMA committee will share them with the student at their discretion. The faculty evaluation reports will be written to evaluate the strengths and weaknesses of the student’s performance on the exam, but will not indicate Pass or Fail on the exam.

Based upon this input from faculty specialists and upon the DMA committee's own assessment of the student's exam, the DMA committee will determine whether the student has passed or failed the written exam. The DMA committee chair is advised to write a summary document that explains the committee's overall assessment of the entire exam. This summary document can explain how the committee assessed 1) the theory exam, 2) the musicology exam, and 3) the applied area exam. At the end of the summary report, the committee will state in writing the final assessment of the written exam: Pass or Fail (or remediation required). The chair will give this document to the student and a copy to the Director of Graduate Studies in Music, to be placed in the student's SOM file. This will assure that documentation of the final decision of the committee is explained in writing.

Timeline for faculty and DMA committee evaluation of written exam:

- Student completes the written exam, and the exam is distributed to the DMA committee members and to the area coordinators for Music Theory and Musicology.
- The faculties in Music Theory and Musicology have 15 working days to create their evaluation report to aid the DMA committee in their assessment; the evaluation report will be sent to the SOM secretary for distribution to the DMA committee.
- Upon receipt of the evaluation reports, the DMA committee has 7 days to determine Pass or Fail for the exam.
- The DMA committee chair will send written notification (the summary document) conveying the committee's decision of Pass or Fail for the written exam to the SOM secretary, to be appended to the student's file. The DMA committee chair will notify the student of the results (Pass or Fail or Remediation required) directly with the student.
- For those students taking the written portion of the exam during Summer term, the Committee's evaluation of the exam and the scheduling of the oral exam will be completed per the Fall qualifying exam schedule, although an earlier evaluation may be arranged in cooperation with all Areas evaluating the qualifying exam. Note: Summer qualifying exams are not offered except in exceptional circumstances and with advance approval of the Director of Graduate Studies.

Unsatisfactory performance on segments of the written qualifying exams

The category of "Unsatisfactory" will be used to designate **segments** of the written exam that require remediation but are not deemed a failure by the committee before the student may proceed to the oral exam.

- The student must pass the applied area segment of the written exam (i.e., "Unsatisfactory" is not an option for the applied area segment of the written exam).
- The student must also pass at least one other segment (musicology or theory).
- If the third segment (either musicology or theory, but not both) is assessed to be "Unsatisfactory," the student must first successfully pass a remediation project or assignment, designed, administered, and evaluated by the DMA committee, before proceeding to the oral exam. If the remediation is evaluated a fail by the DMA committee, the written exam will be assessed as a fail. Passing the remediation will enable the student to proceed to the oral exam.

An evaluation of "Fail" in any one area of the written exam will be considered a fail for the entire written exam.

The entire written exam may be taken a second time during the next exam period (or later, if the DMA committee so advises) if the first attempt is a failure. A failure of the second attempt of the written exam is final and will result in dismissal from the degree program. The second attempt will be administered in the same manner as the first, with the same requirements for pass, including "Unsatisfactory" and

remediation opportunities. As the WVU Catalog states: “The applicant’s committee may elect to discourage a second attempt if the first does not indicate probable success upon repetition.”

The oral exam is the second stage of the qualifying exam:

Upon successful completion of the written exam, the student may schedule the oral exam in consultation with the DMA committee chair. All committee members must be in attendance. Exceptions to this policy must be approved by the DMA committee chair in consultation with the Director of Graduate Studies in Music.

The oral examination is designed to demonstrate the student’s ability to think, evaluate, and respond to DMA committee questions/suggestions/ideas in real time, expressed in clear, cogent, and meaningful language appropriate to the field of study.

The doctoral student must pass the oral exam in order to pass the qualifying exam and be admitted to candidacy.

Immediately following the oral exam, the DMA chair will note the date of admission to candidacy on the green Shuttle Sheet, which will be maintained in the student’s SOM file. At that time, the student will also designate a research advisor.

If the first attempt at the oral exam is considered a Fail, it may be taken a second time before or during the next exam period. (Note: the second oral exam may not be postponed to a future exam period.) A failure of the second attempt of the oral portion of the exam is final and will result in dismissal from the degree program. The WVU Catalog states: “The applicant’s committee may elect to discourage a second attempt if the first does not indicate probable success upon repetition.”

The Research Document

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

Research documents will account for 4 credits in the Performance/Research block.

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

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.

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.

The Research Project Document

Research projects included in the block should generally be prepared according to the guidelines set forth at www.wvu.edu/~thesis/.

Procedures

- 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.
- The candidate must tentatively schedule the Research Project Oral Exam, confirming the availability of each committee member. All members must participate in the Research Oral Exam; exceptions must be requested directly to the Director of Graduate Studies.
- The candidate must distribute copies of the complete final draft to each committee member at least two weeks before the scheduled exam.
- The student must file the completed and approved research project with the WVU Library ETD.

DMA Final Recital

There is no Doctoral Recital Hearing for the Final Recital. All members of the candidate's doctoral committee will attend this recital (exceptions may apply) and meet afterwards to decide upon acceptance of the recital and recommend conferral of the degree.

Procedures

- 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.

- The candidate must tentatively schedule the date of the recital, confirming the availability of each committee member.
- The Recital date and venue will be scheduled according to SOM policy.
- Immediately at the conclusion of the recital, the committee will meet to determine pass or fail; all members will sign the green Shuttle Sheet to recommend degree conferral.

Graduate Assistantships in Music

Many Graduate Teaching Assistantships (GTA) exist within the School of Music. These opportunities provide a graduate student with a breadth of professional experience in and out of the classroom. Regular graduate assistants work an average of 20 hours per week while partial (half GTAs) work an average of 10 hours per week. All graduate assistants are expected to follow the Office of Graduate Education and Life policies found at <https://graduateeducation.wvu.edu/graduate-assistants/policies>

Graduate Assistant Supervisors are required to provide a written evaluation their assistants every semester. These evaluations are submitted to the Director of Graduate Studies and shared with the student assistant. Graduate Assistant Supervisors are expected to clearly outline duties of the GTA position and regularly communicate their expectations with their assistants. Special or additional training or professional development activities may also be included in GTA duties and expectations.

Graduate Assistants are required to follow all university Title IX protocols, all GTA policies and procedures outlined by the WVU Office of Graduate Education and Life and be on campus for the duration of their contract. Graduate Assistants are encouraged to attend professional trainings offered through the office of Graduate Education and Life. Graduate Assistants are expected to fulfill the duties of their GTA assignment in accordance with their direct supervisor. Any difficulty or problems fulfilling the assignment should be first communicated with the student's supervisor, and if necessary, the Director of Graduate Studies.

Discontinuation of Assistantships

GTAs not fulfilling the requirements of the assistantship may be removed at the end of the semester following unsatisfactory evaluations. If a GTA is failing to complete their assigned duties with the semester, a remediation plan may be suggested. The graduate assistant supervisor can request a meeting with the student and the Director of Graduate Studies to decide the best course of action for remediation. The graduate assistant will have a deadline to fulfill the remediation plan before being reevaluated. If successful, the student will have the option to remain in the GTA position. If unsuccessful, the GTA position may be reassigned the following semester. Remediation plans should be in place by the fifth week of the semester to provide ample time for improvement in the position.