2020-2021 HANDBOOK
FOR
GRADUATE STUDENTS IN MUSIC

The information contained in the Graduate Handbook is for general guidance on matters of interest to faculty, staff, and graduate students in the School of Music at the University of Illinois at Urbana-Champaign. This Handbook summarizes campus/university policies as a convenient reference tool.

However, information on campus and university policies contained herein is subject to change without notice. For the most current procedures, please see the official campus/university versions of these policies as posted on official web sites. These can be accessed through the campus policies and procedures home page at: www.cam.illinois.edu/.

Graduate students at the University of Illinois are students of the Graduate College. Students are encouraged to familiarize themselves with the procedures, policies, and deadlines of the Graduate College. Please refer to the Graduate College's website: www.grad.illinois.edu.

Graduate students pursuing the Master of Music in Music Education or the PhD in Music Education, will find additional information and requirements on the Music Education advising site.

Important!
If you matriculated to the School of Music as a graduate student in or before Fall 2015, please consult the handbook used at the time of your entry to check on your degree requirements. However, for up-to-date general policies and procedures pertaining to the academic programs, all students should consult the current edition of the Handbook.

Thank you,

Academic Affairs Office
University of Illinois | School of Music
Phone: 217.244.8385

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I. WELCOME AND GENERAL INFORMATION

A. WELCOME

Welcome to the School of Music at the University of Illinois. We hope that your experience will be musically and professionally rewarding. The series of policy statements contained in this Handbook is intended to provide students with the information necessary to make appropriate decisions in completing graduate study in the School of Music. In addition to this Handbook, you are advised to examine the University's Course Catalog and current Class Schedule (my.illinois.edu), as well as the Graduate College Handbook, available at http://www.grad.illinois.edu/gradhandbook.

Specific questions regarding the graduate music program can be answered by your assigned advisor or the Academic Affairs Office, Rooms 2048 Music Building (MB), telephone: 217.244.8385.

B. ONLINE RESOURCES

Students should refer to the School of Music's Graduate Resources website: https://music.illinois.edu/graduate-academic-affairs to find all forms (i.e., degree checklists, student petitions, exam requests, etc.) and information about upcoming deadlines and frequently asked questions (FAQs). Students should also take the time to check the weekly email edition of the Graduate College's "GradLinks" for reminders about important deadlines etc.

C. ADVISING

The faculty of the School of Music and the Academic Affairs staff will assist you as much as possible in your degree program, although students are ultimately responsible for their progress toward the degree. All students will meet with their academic advisor either during the initial registration period or early in the first semester to make a tentative outline of courses to be taken to meet the requirements for the degree. Degree Checklists may be obtained from the Graduate Academic Affairs site under degree-specific information (online at: https://music.illinois.edu/graduate-academic-affairs); students should note required courses and make sure they complete the degree requirements. At any time, if a student wishes, one of these forms may be completed and presented to the Academic Affairs Office, Room 2048 Music Building (MB), which will either approve the plan or note omissions.

D. GRADUATE STUDENT MENTORING

The School of Music has adopted the following updated recommended guidelines to support a broader understanding of the goals and responsibilities of graduate mentoring for students, faculty, and staff. They are based on recommendations developed by faculty, student, and administrative representatives to a Graduate College committee in 2019.

ILLINOIS GRADUATE COLLEGE

Recommended Guidelines for Graduate Student Mentoring

FACULTY	GRADUATE STUDENTS	GRADUATE PROGRAMS
POSITIVE & SUPPORTIVE ENVIRONMENT	**POSITIVE & SUPPORTIVE ENVIRONMENT**	**POSITIVE & SUPPORTIVE ENVIRONMENT**
• Foster the overall wellbeing of students • Provide students a safe, supportive environment • Interact ethically and professionally with other members of the university community • Be responsive and receptive to students' requests for academic feedback and professional advice and demonstrate sensitivity to extenuating circumstances that impact academic progress	• Interact ethically and professionally with other members of the university community • Seek guidance when feedback is needed • Communicate about needs and concerns regarding academic and professional progress • Attend to personal well-being and seek resources when needed	• Foster the wellbeing of students • Provide students a safe, supportive environment • Interact ethically and professionally with other members of the university community • Connect students with appropriate university offices and resources • Help resolve student problems and conflicts
ACADEMIC SUCCESS	**ACADEMIC SUCCESS**	**ACADEMIC SUCCESS**
• Guide students in developing academic and research skills • Convey clear expectations for academic and research progress • Provide timely, constructive feedback and periodic evaluations • Evaluate students' performance fairly and objectively • Promote students' timely academic and research progress • Advise students on requirements for academic integrity, responsible conduct of research and other relevant policies	• Be receptive to academic and research direction and feedback from advisers • Take responsibility for knowing and fulfilling degree requirements • Take responsibility for knowing and executing ethical, professional norms • Understand and follow department, Graduate College and university policies, including academic integrity, student conduct and responsible conduct of research	• Provide information about degree requirements, academic policies and expectations • Share information about fellowships, awards and other academic opportunities • Monitor student academic progress, providing at least yearly evaluations and communicating these with students
CAREER DEVELOPMENT	**CAREER DEVELOPMENT**	**CAREER DEVELOPMENT**
• Foster the professional development of students to prepare for a wide range of future employment options • Assist students in achieving their career goals • Encourage engagement in professional communities and meetings to foster potential career opportunities • Advise students regarding the ethics of their profession	• Identify professional development needs and pursue appropriate opportunities • Take initiative for career exploration and the job search	• Promote student engagement in professional development programs • Foster the professional development of students to prepare for a wide range of future employment options • Direct students to resources that can help them pursue and succeed in their careers of choice

E. STUDENT CODE AND ACADEMIC INTEGRITY

ACADEMIC INTEGRITY

It is very important that you read this section!

All work submitted towards your graduate degree must be your own, and appropriately documented.

Plagiarism and other infractions of academic integrity are not tolerated and could result in your being suspended or dismissed from the University.

For this reason, please familiarize yourself with the Student Code, Article 1, especially part 4 and the section on "definitions," to be found online at:
http://admin.illinois.edu/policy/code/article1_part4_1-401.html

It is important that you adhere to the accepted conventions regarding the use of other people's information and ideas, in all parts of your degree program. In practical terms, this means in:

- Any work submitted for a university course
- Exams required for a university course
- The Qualifying Exams for the DMA degree
- The doctoral research proposal submitted to the Preliminary Exam committee
- Any draft of a written doctoral project, thesis, or dissertation submitted to the research director or other committee members
- Program notes to accompany recitals or lecture-recitals
- Handouts and slides to accompany a lecture-recital

The topic of academic integrity is covered in the new graduate student orientation, and in courses that prepare you for research and writing. For helpful additional guidance see the Library's webpage at:
http://guides.library.illinois.edu/citingsources/plagarism.

For students for whom English is a second language, focused help with citation and academic writing can be obtained by registering for courses with the Department of Linguistics, specifically ESL 512 and 515.

It is the responsibility of students to be informed of all policies and regulations pertaining to their enrollment. This includes the Students Rights and Responsibilities, General Policies and Regulations, and Academic Policies and Regulations. The Student Code is available online at:
http://admin.illinois.edu/policy/code/

F. ANNUAL ACADEMIC PROGRESS REVIEWS

The Graduate College requires all students to complete an annual academic review. This review is completed in three steps, outlined below, in the spring semester.

1. Student completes an Online Self-Evaluation that is shared with the Major Academic Advisor (and Research Director, if applicable).

2. The Major Academic Advisor and at least one other faculty member review the student's academic history, completion of deficiencies, if applicable, and the student's Self-Evaluation. The Major Academic Advisor provides the Academic Affairs Office with an assessment of the student's academic progress as either "satisfactory" or "not satisfactory."

3. The Academic Affairs Office provides each student with a written summary of the Annual Academic Progress Review. Students may request a meeting with the faculty members who completed the Annual Academic Progress Review. The time of this meeting may vary. However, it may be most helpful to schedule this meeting at the end of each academic year.

II. ENTRANCE REQUIREMENTS AND PLACEMENT PROCEDURES

A. EVALUATING ENTRANCE REQUIREMENTS

New graduate students will be sent an email in early June of the year in which they matriculate with information pertaining to entrance exams, including study guides, and procedures for evaluating foreign languages.

Students will be required to submit a Transcript Audit Form to document previous foreign language studies; music history, music theory, and musicianship will be evaluated by entrance exams, which will be held in the week before classes begin. The Academic Affairs Office will notify students in early August of any deficiencies in foreign language(s). Students who fail to provide transcript information by the requested deadline may not receive results from the transcript audit until after their initial registration period. Results from entrance exams, and notification of any associated deficiencies, are typically sent within two business days of the exam date; results are delivered via email to a student's @illinois.edu address. Courses to remediate deficiencies must be completed in addition to the courses and credit hours required for the degree.

B. LANGUAGE REQUIREMENTS BY DEGREE AND PROGRAM

1. Language Requirements for Master of Music students

All entering Master of Music (MM) students are expected to have successfully completed at least one year of college credit, or its equivalency in a single foreign language. MM students who are native speakers of a language other than English are normally exempt from this requirement; however, non-English-speaking students majoring in Harpsichord, Organ, Vocal Coaching and Accompanying, Voice, or Choral Music should consult their advisor about such waivers.

For all MM students the language requirements may be met by successful completion of:

1. One year (2 semesters) of college–level study, or its equivalency, or
2. Completion of one or two courses in the 500-501 language sequence at UIUC (depending on the major area of study's requirement) with a grade of B- or better, or
3. Proficiency Exam.

Please note: Voice Performance and Vocal Coaching and Accompanying students are required to have successfully completed at least one year of study in each of the following languages: German, French, and Italian. In addition, Voice Performance students are required to have completed one semester of lyric diction study in each of the following languages: German, French, and Italian.

All MM students may elect to complete language remediation at any college or university. If done elsewhere, approval should be ascertained from the Director of Graduate Studies prior to enrolling in the course(s). Upon completion of this coursework, an official transcript must be sent to the Academic Affairs Office in order to receive credit for meeting this requirement.

2. Language Requirements for Artist Diploma students

With the exception of students majoring in Voice, the School of Music does not require language study as an entrance or degree requirement for Artist Diploma students.

Voice majors are required to have successfully completed at least one year of study in each of the following languages: Italian, French, and German, and to have spent at least one semester of lyric diction study and practice in these three languages as well.

3. Language Requirements for Doctor of Philosophy in Musicology students

Proficiency is required in at least two languages related to the student's proposed field of specialization. This may be demonstrated through two years of undergraduate study in each language, or its equivalency.

4. Language Requirements for Doctor of Musical Arts students

All Doctor of Musical Arts (DMA) students must meet the language requirement stipulated below for their area of study. Students who are not native English speakers are normally exempt from this requirement; however, non-English-speaking students majoring in Harpsichord, Organ, Vocal Coaching and Accompaying, Voice, or Choral Music should consult with their advisor about such waivers.

The Foreign Language requirements may be met by successful completion of:

1. Undergraduate study that meets the minimum requirements for each area of study below,
2. Completion of one or two courses in the 500-501 language sequence (in each language if multiple languages are required, and depending on the major area of study's requirement) at UIUC with a grade of B- or better, or
3. Proficiency Exam.

If multiple languages are required, then the proficiency must be met for ***each*** *language.*

All DMA students may elect to complete language remediation at any college or university. If done

elsewhere, approval should be ascertained from the Director of Graduate Studies prior to enrolling in the course(s). Upon completion of this coursework, an official transcript must be sent to the Academic Affairs Office in order to receive credit for meeting this requirement.

Brass – one year of college credit, or its equivalency, in a single foreign language.

Choral Music – two years of college credit, or its equivalency, in German. A second language related to the student's research topic is strongly recommended though not required.

Composition – one year of college credit, or its equivalency, in a single foreign language.

Harpsichord and Organ – two years of college credit, or its equivalency, in both German **and** French; other languages may be substituted if more appropriate for the student's thesis research and with prior approval of the advisor, and documented in writing to the Academic Affairs Office.

Jazz Performance – one year of college credit, or its equivalency, in a single foreign language.

Orchestral Conducting – one year of college credit, or its equivalency, in a single foreign language.

Percussion – two years of college credit, or its equivalency, in a single foreign language.

Piano – one year of college credit, or its equivalency, in a single foreign language.

Strings – one year of college credit, or its equivalency, in a single foreign language.

Voice – one year of college credit, or its equivalency, in each of the following languages: French, **and** Italian; and at least two or more years of college credit, or its equivalency, in German **and** one other language chosen from French, Italian, Spanish, or Russian.

Vocal Coaching and Accompanying – one year of college credit, or its equivalency, in all three of the following languages and at least two years of college credit, or its equivalency, in two of the following languages: German, French, and Italian.

Wind (Band) Conducting – one year of college credit, or its equivalency, in a single foreign language.

Woodwinds – one year of college credit, or its equivalency, in a single foreign language.

C. MUSIC HISTORY, MUSIC THEORY, AND MUSICIANSHIP ENTRANCE EXAMS

Those students who are required to complete an entrance exam in music theory, musicianship, or music history must do so in their first semester on campus. Should an entrance exam in one of these areas not be offered in the student's first semester on campus, the student must take the exam in the subsequent term (fall or spring). Students may take the music history and music theory entrance exam twice; if students do not pass an entrance exam upon their second attempt, they must complete the corresponding deficiency course, as stipulated by the SoM. The Musicianship exam may be taken as many times as necessary to pass the exam's modules. Please know, delay in registering for and satisfactorily completing a deficiency course, may delay a student's graduation. To

remediate a music deficiency, the course must be completed with a grade of B- or higher.

New students who do not take the required entrance exams, or related deficiency coursework, by the start of their second semester will have an advising hold placed on their account. A meeting with the student, the student's academic advisor, and Director of Graduate Studies may be scheduled to discuss the student's plan for completing the entrance exams.

1. Music History Entrance Exam

All new graduate students, except those in the Artist Diploma, Musicology, and Music Education degree programs, are assessed for deficiencies in Music History by entrance exam. The Music History entrance exam is always offered prior to the start of the fall semester; on occasion, it may be offered prior to the start of the spring semester. Please refer to the Graduate Resources website: https://music.illinois.edu/placement-exams-and-study-guides for more details about entrance exam dates and study guides.

The exam covers music from the Western classical tradition in two historical periods: music before 1750 and music from 1750 to the present day.

Please note: students failing the entrance exam must successfully complete deficiency class(es) as stipulated by the School of Music (normally MUS 501 serves as the graduate music history review class) before progressing to graduate-level courses in Musicology, including MUS 528A. MUS 501A is the course related to the entrance exam in music before 1750; MUS 501B is the course related to the entrance exam in music from 1750 to present day. Typically, each deficiency course is offered once per academic year; in the event that the MUS 501 course(s) are not offered in a given academic year, the SoM will designate alternative courses for students to remediate the deficiency. Students should plan accordingly in order to maintain normal progress through the degree program.

2. Music Theory and Musicianship Entrance Exams

All new graduate students, except those in the Artist Diploma and Music Education degree programs, are assessed for deficiencies in Music Theory and Musicianship by entrance exam. Typically, the music theory and musicianship entrance exams are offered prior to the start of the fall and spring semesters. Please refer to the Graduate Resources website: https://music.illinois.edu/placement-exams-and-study-guides for more details about entrance exam dates and study guides.

Please note: students failing the music theory entrance exam(s) must successfully complete the MUS 502 review class(es) before progressing to graduate-level courses in music theory, including 400-level courses and MUS 507. MUS 502A is the course related to tonal theory entrance exam; MUS 502B is the course related to the post-tonal theory entrance exam. MUS 108GR is the course related to the musicianship entrance exam.

D. Completion of Deficiencies

Students must complete all deficiency courses in music with a grade of **B- or higher** before completing required coursework in that academic area. Students should plan to complete at least one deficiency per semester. In the event that a student has deficiencies in several categories (i.e., music history and music theory), the student should aim to complete one deficiency in each category every semester until the deficiencies are remediated.

E. LITERATURE AND PEDAGOGY COURSEWORK PREPARATION

1. Doctor of Musical Arts with a concentration in Choral Music

Students are expected to have completed at least two semesters of graduate-level choral literature study. Those students who have not completed such work will be required to take these courses concurrently with their graduate study.

2. Doctor of Musical Arts with a concentration in Performance and Literature

Students are expected to have completed at least two semesters of graduate-level study in the literature of their major applied area. Those students who have not completed such work will be required to take these courses concurrently with their graduate study.

3. Master of Music with a concentration in Piano Pedagogy

At the initial registration the faculty of the Piano Pedagogy Division will evaluate prior experience in piano pedagogy. Piano pedagogy students may, as the result of this evaluation, be required to take MUS 454 and MUS 455 in addition to, or as part of, the 32 hours required for the degree.

F. ENSEMBLE PLACEMENT AND PARTICIPATION POLICY

Students pursuing the Master of Music or the Doctor of Musical Arts may be required to participate in an approved ensemble during part or all of their studies at the University of Illinois. Audition excerpts for approved ensembles will be posted online at: http://music.illinois.edu/ensembles by July 1, every summer prior to the start of the new academic year. Specific ensemble participation requirements for each degree and concentration are outlined below.

1. List of Approved Ensembles

The School of Music uses the terms approved, conducted, and major ensembles interchangeably to designate ensembles that count towards fulfilling the ensemble participation requirement.

Students required to participate in an approved ensemble must participate in one of the following courses under MUSC*:

469 – Opera
473 – Illinois Modern Ensemble (IME) **
460 –Chamber Singers
451– Piano Ensemble
490-498 – Jazz Ensembles
475-476 – UI Symphony Orchestra and Philharmonia
480-481 –Wind Symphony and Wind Orchestra
446 – Concerto Urbano

* Ensemble participation shall be in the performance area represented by the student's major area of study and applied instruction; string players' major ensemble is UISO. Section letters are subject to change.

** Enrollment in IME as a student's sole major ensemble in a given semester is subject to applied studio faculty approval, in consultation with the IME director(s).

2. Master of Music (MM)

The requirement for ensemble participation varies based on a student's concentration and/or applied area of study (see Degree Requirements in Section IV.B.). Ensemble participation will be in the performance area represented by the student's major area of study and applied instruction. For a list of approved ensembles, see Graduate Handbook section II.F.1, above.

Ensemble assignments will be made by the Director of the School of Music, in consultation with the studio teacher and the ensemble faculty, after regular ensemble auditions and registrations have been completed. This policy applies to the academic-year only. Only the Director of the School of Music can make exceptions and clarifications. **Please note**: no more than four hours of ensemble credits may be counted toward a Master's degree in Music.

Choral Music students have a degree requirement to participate in four semesters of MUSC 460.

Performance and Literature students enrolled in applied music lessons must be available for audition and assignment to one major ensemble during each semester in which applied music instruction takes place. Additional requirements for specific areas of study are stated below.

- Students whose primary instruments are brass, percussion, strings, or woodwinds will be enrolled in an approved ensemble for every semester of full-time study. Students seeking exemption from the ensemble participation requirement must petition the Performance Studies and Activities Committee following two semesters of ensemble membership. Requests for exemption should be made within the first six weeks of the semester prior to the term for which the exemption is being requested.

- Students whose primary instrument is piano, organ, or harpsichord may satisfy the ensemble participation requirement by participating in a conducted ensemble, chamber music, or accompanying.

Musicology students must participate in an ensemble for a minimum of two semesters. With the permission of the student's advisor, an MM Musicology student may be able to participate in an ensemble other than those listed in section II.F.1 above.

All other concentrations For Master of Music students whose concentration is not Performance and Literature, but who are enrolled in applied lessons, please speak with the Area Chair of the area in which lessons are taken to determine expectations for ensemble participation/registration. See section VIII.A. for more details regarding lesson opportunities for non-Performance and Literature students.

3. Doctor of Musical Arts (DMA)

The requirement for ensemble participation varies based on a student's concentration and/or applied area of study (see Degree Requirements in Section IV.G.). Ensemble participation will be in the performance area represented by the major area of study and applied instruction. For a list of approved ensembles, see section II.F.1, above.

Ensemble assignments will be made by the Director of the School of Music, in consultation with the studio teacher and the ensemble faculty, after regular ensemble auditions and registrations have been completed. This policy applies to the academic-year only. Only the Director of the School of Music can make exceptions and clarifications. **Please note**: Four hours of an approved ensemble (see approved list above) may count towards the degree without petition; up to six total hours of ensemble credits may be counted, with support from of the major area chair and by petition to the Graduate Committee.

Performance and Literature students enrolled in applied music lessons must be available for audition and assignment to one major ensemble during each semester in which applied music instruction takes place. Additional requirements for specific areas of study are stated below.

- Students whose primary instruments are brass, percussion, strings, or woodwinds will have a curricular requirement of four semesters of approved ensemble participation. Students seeking exemption from the requirement must petition the Performance Studies and Activities Committee following two semesters of ensemble membership. Requests for exemption should be made within the first six weeks of the semester prior to the term for which the exemption is being requested.

- Students majoring in piano, organ, or harpsichord may satisfy the ensemble policy by participating in a conducted ensemble, chamber music, or accompanying.

All other concentrations For DMA students whose concentration is not Performance and Literature, but who are enrolled in applied lessons, please speak with the Area Chair of the area in which lessons are taken to determine expectations for ensemble participation/registration. See section VIII.A. for more details regarding lesson opportunities for non-Performance and Literature students.

III. ADMISSION TO A DOCTORAL PROGRAM UPON COMPLETION OF THE MM(E) AT UIUC

Students in the MM(E) program at the University of Illinois should not assume that admission to the PhD or DMA is automatic. During the semester in which the requirements for the MM(E) are to be completed, students wishing to be considered for the PhD or DMA should:

1. Contact the Music Admissions Office to create and submit a Supplemental Music Application
2. Consult with the Chair of the area to learn if an audition or written material (or its equivalency) will be required.

The student's area will make a recommendation to the School of Music on the basis of the student's academic and performance record and the audition (if required). The School of Music, not the student's area, must offer admission to the PhD/DMA. A student should assume nothing until receiving written notice from the Music Admissions Office concerning admission to the PhD/DMA.

Students proceeding from the MM to the DMA should check with the Academic Affairs Office to determine whether any excess credit(s) in the MM may be counted toward the requirements for the DMA. The Graduate College requires that each department certify all courses completed at the time a student receives a Master's degree are to be counted toward that degree. Once this indication has been made, no course credited toward the MM(E) may be used toward any other degree. Students with specific plans for post-Master's work that might involve a particular manner of counting courses toward the MM(E) must inform the Academic Affairs Office before the date on which the MM(E) will be conferred.

Courses completed to fulfill degree requirements for the Master of Music (Education) may not "double" count towards the PhD/DMA. Students may petition to transfer only those courses that were not required to complete the Master of Music (Education).

IV. Admission to Other Degree Programs (especially the Artist Diploma or MM in Piano Pedagogy)

Graduate students seeking admission to all other types of second degree should check with the Academic Affairs Office about viability and procedures. In summary: students will work with Music Admissions to fill out a Supplemental Music Application. Music Admissions will then inform students about the Graduate College petition process and other paperwork that must be completed. More detailed information may also be found in Section IX.G., below.

V. Degree Requirements

The courses required for each graduate degree offered by the School of Music are documented within this section. When two numbers appear in the "Required Hours" column, the first number is the minimum requirement for the degree, the second the maximum permissible credit allowed for that course or subject category. It is the responsibility of students to ensure they earn enough credit hours to meet the total number of credit hours required for the degree. Credits from deficiency courses will not count towards the minimum hours needed for the degree.

Students should use the applicable Degree Audit Checklist to track their progress towards degree completion. Degree-specific checklists are available online at: https://music.illinois.edu/graduate-academic-affairs.

A. Music 528A and MUS 528B: Research and Bibliography in Music

1. MUS 528 Section A

MUS 528A is an 8-week course required for all DMA students and all MM students, except for those majoring in musicology. MUS 528A introduces graduate students to research techniques and strategies using the University of Illinois library resources; it also addresses writing at the graduate level. Students should complete MUS 528A as early as possible in their degree. MUS 528A is a prerequisite for all graduate-level seminar courses in Musicology; students are also advised to complete MUS 528A before enrollment in graduate-level seminar classes in Theory.

In the event that students should fail to complete or pass this course early in their academic program, it is unlikely that special arrangements will be made to provide enrollment in this course at a later semester, and as such may result in a delayed graduation.

2. MUS 528 Section B

MUS 528B is an 8-week course designed to assist DMA students with the research proposal that will be submitted for the Preliminary Exam. MUS 528B should be taken in the doctoral student's last semester of coursework. Since the advanced musicology courses help develop skills in research and writing at the doctoral level, students should avoid, if possible, taking advanced musicology courses in the final semester, alongside 528B. To obtain approval, students must submit a completed "Provisional Approval of Research Topic and Permission to Enroll in MUS 528B" form to the MUS 528B Instructor of Record. For the spring classes, this form should be submitted in the semester prior to the desired enrollment term, and no later than one month prior to the start of the course. For the fall classes, students should submit the approval form by mid-May. Enrollment for this

course is intentionally kept small. Permission to register (and a place in the class guaranteed) will occur only once the instructor has approved the topic and is satisfied that the research project is at an adequate level of preparation.

3. Advice for Master of Music students (excluding musicology)

All MM students, except those majoring in musicology, must complete MUS 528A as early as possible in their academic program, after all music history deficiencies, if applicable, are completed. Although a minimum grade is not required for MM students; any student who continues from the MM to the DMA at the University of Illinois without achieving a grade of B- or higher must retake MUS 528A in the DMA program.

4. Advice for Doctor of Musical Arts (DMA) Students

All DMA students music complete MUS 528A **and** MUS 528B. MUS 528A should be taken as early as possible in the student's academic program, after all music history deficiencies, if applicable, are completed. **All DMA students must earn a B- or higher in MUS 528A and MUS 528B**. In the event that a student should fail to complete or pass either section of MUS 528 at the required level, it is unlikely that special arrangements will be made to provide enrollment in either section A or B of this course at a later semester, and as such may result in a delayed graduation.

Students who entered an MM program in the Fall 2012 or later and then continue to the DMA will need to substitute 2 credit hours of a 500-level music elective course(s) if they received a **B- or higher** in MUS 528A; those students who did not receive a B- or higher must retake MUS 528A in the DMA program. An MM student continuing to the DMA after completing MUS 528 as a 4-credit course (pre-Fall 2012) should contact the Academic Affairs Office to determine if MUS 528A will be required for the DMA.

B. MASTER OF MUSIC CURRICULA

The student must meet the minimum total hours of 32 to complete the Master of Music degree. All graduate-level courses are offered at the 400- and 500-level. Any courses taken at a lower level, or courses taken to remediate deficiencies, will not count towards a master's degree. Students must maintain a minimum, cumulative GPA of 3.0. Should students fall below the minimum GPA, they will be placed on academic probation for one term; failure to return to good academic standing may result in dismissal from the degree program.

The curriculum for each Master of Music concentration is outlined below.

MASTER OF MUSIC – CHORAL MUSIC[3]

Required Courses	Required Hours
MUS 550 and 551	4
MUS 555	4
MUS 564	2
MUSC 460[1]	4
Electives[2]	16
MUS 528A	2
Minimum Total Hours	**32**

[1] Students must enroll each semester in residence.
[2] To be selected in consultation with the student's advisor. At least three hours of elective credit must be taken in Composition, Musicology, Music Theory, or Performance. Remaining elective credits may be chosen from the fields of Musicology, Music History and Literature, Music Theory, Applied Music, Ensembles, and non-music courses, subject to any restrictions imposed by the major area. No more than four hours of ensemebles may count towards the degree.
[3] New chart effective Fall 2020 (see below).

NEW CHART EFFECTIVE FALL 2020

Required Courses	Required Hours
MUS 550 and 551	4
MUS 555	4
MUS 499CS (anticipated new number MUS 556)	8
MUSC 460	4
Electives	6 -7
Advanced Musicology, Performance Practice, or Music Theory	3 -4
MUS 528A	2
Minimum Total Hours	**32**

MASTER OF MUSIC – INSTRUMENTAL CONDUCTING (WIND BAND)[3]

Required Courses	Required Hours
MUS 540	12
MUS 509	8
MUS 528A	2
Electives[1]	6-7
Advanced Music History, Music Theory, or Performance Practice[2]	3-4
Minimum Total Hours	**32**

[1] To be selected in consultation with the student's advisor. Electives may be chosen from Music and non-Music courses at the 400 or 500 level, subject to any restrictions imposed by the major area. Students intending to continue to a DMA degree are advised to consider taking some academic courses in Music. No more than four hours of ensembles may count towards the degree.
[2]Courses should be selected in consultation with the student's advisor.
[3]Revised curricula are currently awaiting approval at the University level, and students should check requirements with advisor.

MASTER OF MUSIC – INSTRUMENTAL CONDUCTING (ORCHESTRA)

Required Courses	Required Hours
MUS 553	12
MUS 546 and 547	8
MUS 528A	2
Electives[1]	6-7
Advanced Music History, Music Theory, or Performance Practice[2]	3-4
Minimum Total Hours	**32**

[1] To be selected in consultation with the student's advisor. Electives may be chosen from Music and non-Music courses at the 400 or 500 level, subject to any restrictions imposed by the major area. Students intending to continue to a DMA degree are advised to consider taking some academic courses in Music. No more than four hours of ensembles may count towards the degree.
[2]Courses should be selected in consultation with the student's advisor.

MASTER OF MUSIC – JAZZ PERFORMANCE

Required Courses	Required Hours
Applied Lessons (MUSC 531-542)	8 - 12
Music Literature Courses[1]	8
MUS 528A	2
Electives (including ensembles)[2]	6
Advanced Jazz Courses[3]	4-8
Minimum Total Hours	**32**

[1] To be chosen from MUS 435, 436, 504, 508, 548, 549, and MUS 499 (Advanced Jazz Composition I-II).
[2] To be selected in consultation with the student's advisor. Electives may be chosen from Music and non-Music courses at the 400 or 500 level, subject to any restrictions imposed by the major area. Students intending to continue to a DMA degree are advised to consider taking some academic courses in Music. No more than four hours of ensembles may count towards the degree regardless if the student counts the credit in electives or in the Jazz Core Curriculum.
[3] To be selected in consultation with the student's advisor from the Jazz Core Curriculum.

MASTER OF MUSIC – MUSIC COMPOSITION

Required Courses	Required Hours
Graduate Composition (MUS 506)[1]	12
Courses in Theory of Music[2]	8
MUS 426	3
MUS 528A	2
Electives[3]	7
Minimum Total Hours	**32**

[1] See also section II.C.2. for annual portfolio requirements for MM Music Composition students.
[2] One course selected from MUS 400 or MUS 408 B -C and one course selected from MUS 408 D – E. Students may also select from the following: MUS 407, 505, 507, and 525.
[3] To be selected in consultation with the student's advisor. Electives may be chosen from Music and non-Music courses at the 400 or 500 level, subject to any restrictions imposed by the major area. Students intending to continue to a DMA degree are advised to consider taking some academic courses in Music, no more than four ensembles may count towards the degree.

MASTER OF MUSIC – MUSICOLOGY (THESIS OPTION)

Required Courses	Required Hours
MUS 516, 519, 520, MUS 523[1]	8
MUS 511 and MUS 512	8
Electives[2]	8
Thesis (MUS 599)	8
Minimum Total Hours	**32**

[1] By petition, MUS 517, 518, 521, and 524 may also be approved as meeting this requirement if deemed appropriate by the instructor.
[2] To be selected in consultation with the student's advisor. Electives may be chosen from the fields of Musicology, Music History and Literature, Music Theory, Applied Music, Ensembles, and non-music courses, subject to any restrictions imposed by the major area. No more than four hours of ensembles may count towards the degree. Students pursuing the MM in Musicology will participate in an ensemble for a minimum of two semesters.

MASTER OF MUSIC – MUSICOLOGY (NON-THESIS OPTION)[1]

Required Courses	Required Hours
MUS 516, 519, 520, MUS 523[2]	12
MUS 511 and MUS 512	8
Electives[3]	8
MUS 525	4
Minimum Total Hours	**32**

[1] Students electing this option must present for faculty approval a revised version of the term paper submitted for one of the Seminars in Musicology.
[2] By petition, MUS 517, 518, 521, and 524 may also be approved as meeting this requirement if deemed appropriate by the instructor.
[3] To be selected in consultation with the student's advisor. Electives may be chosen from the fields of Musicology, Music History and Literature, Music Theory, Applied Music, Ensembles, and non-music courses, subject to any restrictions imposed by the major area. No more than four hours of ensembles may count towards the degree. Students pursuing the MM in Musicology will participate in an ensemble for a minimum of two semesters.

MASTER OF MUSIC – PERFORMANCE & LITERATURE

Required Courses	Required Hours
Applied Lessons (MUSC 5--)	8 - 12
Music Literature Course (in applied major)	8
MUS 528A	2
Electives[1, 2]	10-14
Minimum Total Hours	**32**

[1] To be selected in consultation with the student's advisor. Electives may be chosen from Music and non-Music courses at the 400 or 500 level, subject to any restrictions imposed by the major area. Students intending to continue to a DMA degree are advised to consider taking some academic courses in Music.
[2] See SoM Ensemble Participation Policy in section II.F.2. for specific requirements; no more than four hours of ensembles may count towards the degree.

MASTER OF MUSIC – PIANO PEDAGOGY

Required Courses	Required Hours
MUS 557	8
MUS 570	4
MUS 571	4
MUSC 401[1]	4
Electives[2]	10
MUS 528A	2
Minimum Total Hours	**32**

[1] Students are required to present a degree recital, the contents of which must be approved in advance by a committee from the Piano and Piano Pedagogy divisions.
[2] To be selected in consultation with the student's advisor. Electives may be chosen from Music and non-Music courses at the 400 or 500 level, subject to any restrictions imposed by the major area. Students intending to continue to a DMA degree are advised to consider taking some academic courses in Music. No more than four hours of ensembles may count towards the degree. See SoM Ensemble Policy in section II.F.2. for specific requirements.

MASTER OF MUSIC – VOCAL COACHING & ACCOMPANYING

Required Courses	Required Hours
MUSC 407	12
MUS 558	8
MUS 528A	2
Electives[1]	10
Minimum Total Hours	**32**

[1] To be selected in consultation with the student's advisor. Electives may be chosen from Music and non-Music courses at the 400 or 500 level, subject to any restrictions imposed by the major area. Students intending to continue to a DMA degree are advised to consider taking some academic courses in Music. No more than four hours of ensembles may count towards the degree. See SoM Ensemble Policy in section II.F.2. for specific requirements.

C. MASTER OF MUSIC AND MASTER OF MUSIC EDUCATION COMPREHENSIVE EXAMINATIONS

During the last semester of coursework, the student will complete a Master of Music Comprehensive Examination. The Area Chair or Academic Advisor will communicate the result to the student and will submit the exam results to the Academic Affairs Office. The major area defines the scope of the examination as follows:

1. Choral Music, Performance and Literature, Instrument Conducting (Orchestra), Piano Pedagogy, and Vocal Coaching and Accompanying Concentrations

The Master's Comprehensive Examination consists of a written and/or oral examination administered by at least two faculty members within the major area, to be taken during the student's last semester of course work. In this examination, the student must demonstrate knowledge of the major field of study, with an emphasis on the interrelationship of performance, history, theory, style, analysis, literature, and pedagogical practice.

For **Voice** students, the comprehensive examination will consist of two parts, both based upon the required degree recital (which is a solo recital of art song).

a. A scholarly essay of at least 10 pages in length, consisting of an extensive examination of the historical, literary, stylistic, and program-building aspects of the recital. The document should be paginated and must include a table of contents and a bibliography. A complete translation of all foreign language selections is required and should be attached to the paper along with a copy of the recital program that states the date, time, and venue of the recital. Three (3) hard copies of this paper should be received by the chair of the division no later than two weeks before the scheduled recital. The chair will distribute the copies to the examination committee comprised of the student's voice teacher and two other voice faculty members appointed by the area chair.

b. An oral defense of the document and the recital performance; this should take place soon after the recital itself. It will be administered by the examination committee.

All other students should consult the Chair of their area regarding exact requirements and dates of examinations.

2. Music Composition Concentration

Master of Music Composition students have a portfolio of their compositional work reviewed annually by a review committee consisting of at least two members of the Composition-Theory area, and a general discussion on each student's progress towards their degree will also take place at that time. Students will receive faculty feedback after each annual review. For area approval of the Master of Music degree in Composition, each student must meet the following requirements:

a. The students will submit a final portfolio of their compositional work for division approval;

b. The students will present ca. 30 minutes of their music in on-campus, public performance(s) during theirfinal two semesters, achieved either through a composition recital and/or through other on-campus concerts; and
c. a committee of at least two faculty from the Composition-Theory area will design and administer a written and/or oral examination.

3. Instrumental Conducting (Band) Concentration

Master of Music Instrumental Conducting (Band) students must meet the following requirements:

a. The student will select a conducting project to be performed in concert or recital. The student and advisor will agree on the content, size, and scope of the project, which may include a written paper. During the student's last semester of course work, an oral examination will be administered by at least two faculty members within the area on the subject of the project and on its relationship to general aspects of the field.

b. The student will select a comprehensive examination to consist of a written and/or oral examination administered by at least two faculty members within the major area, to be taken during the student's last semester of course work. In this examination, the student must demonstrate knowledge of the major field of study, with an emphasis on the interrelationship of performance, history, theory, style, analysis, literature, and pedagogical practice.

4. Jazz Performance Concentration

Master of Music Jazz Performance students must meet the following requirements:

a. The student will select and work with a faculty advisor on a Master's thesis. The student and the advisor will agree on the content, size (25-50 pages), and scope of the thesis. The thesis will be submitted as partial fulfillment of the Master of Music degree in Jazz Performance and will be submitted to the student's advisor and the chair of the area.

b. The student will present a public recital, which will be related to the thesis. The student and the advisor will agree on the content, size (approximately 1 hour in length), and the scope of the recital.

5. Musicology Concentration (Thesis and Non-Thesis Options)

When a student has completed all other requirements for the Master of Music degree in Musicology, he or she will be examined by two members of the musicology faculty on the subject of the thesis or extended paper and on its relationship to general aspects of the field.

6. Master of Music Education

See the Music Education Graduate Handbook for specific details.

D. MASTER OF MUSIC REQUIRED RECITALS

All MM students, except Musicology and Music Theory, must complete at least one required degree recital. In some concentrations, a student must present more than one required degree recital. The specific requirements by concentration appear below. Students should check with the Chair of their division for determining the procedures for gaining approval to present a recital as well as the division's requirement and parameters for program notes and memorization.

1. Number of Recitals and Repertoire Criteria, by Concentration

a. Choral Music

Students present a one-hour recital, or its equivalency, that will include works from each of the major style periods (Renaissance, Baroque, Classic-Romantic, and Contemporary). The program should include works in at least three languages. Students are strongly encouraged to program works using accompanying forces (piano, organ, instrumental ensemble), though this is not a requirement.

b. Composition

Students present ca. 30 minutes of their music in an on-campus public performance(s); for specific requirements, see IV.C.2., above.

c. Instrumental Conducting

- Band Division – students must complete at least one concert-length public performance, or its equivalency.
- Orchestral Division – students must complete at least one concert-length public performance, or its equivalency.

d. Jazz Performance

Students prepare one recital; for specific requirements, see IV.C.4 above.

e. Performance and Literature

- Woodwinds, Brass, Percussion, String, and Voice – students prepare one full-length recital. For specific time and repertoire parameters, consult your area chair.

- Organ-Harpsichord – Recital repertoire must be approved by the major applied teacher, with a pre-recital hearing three weeks in advance. The program need not be memorized.
    - Harpsichord majors play a recital of between 50 and 60 minutes, to include representative repertoire from different national schools.
    - Organ majors play two half-programs, to include representative repertoire from different national schools. (In certain cases, the faculty may make an exception for a qualified student to do a special repertoire performance project.) The two half-programs may be played on the same or two different instruments. At least one half-program must be played on a mechanical-action organ.
- Piano majors must present one full-length (approx. 60-65 minute long) solo recital. The student's piano instructor must approve the repertoire and date of the recital. Before the recital can be presented, the student must successfully pass a pre-recital hearing conducted by the piano faculty.

f. Piano Pedagogy
Students are required to present a degree recital of 60-65 minutes, or its equivalency.

g. Vocal Coaching and Accompanying
Students prepare and present two full recitals. The programs should demonstrate an artistic approach to recital planning, representing a broad spectrum of languages and styles. A significant chamber work will be featured, and the pianist will prepare all relevant texts and translations.

2. Preparation of Recital Repertoire

Recital repertoire is normally prepared under the supervision of and in cooperation with the student's major teacher and/or coach. With the advice and concurrence of the major area, however, this repertoire may be prepared without such supervision.

3. Content of Recitals

a. Recitals may not include any repertoire performed by the student on any previous required degree recital at UIUC or elsewhere.
b. The content and repertoire of all proposed performances must be approved by the major area at the earliest opportunity. The approval of this repertoire and/or any possible substitutions required by the major area shall be made known immediately.

4. Time Limitations

Students in the Woodwinds, Brass, Percussion, Strings, Jazz, Voice, and Keyboard areas may present their recitals at any time with the approval of the major teacher and area chair.

5. Memorization

The major division determines if a program must be presented from memory. Students should consult the Chair of their area to determine if memorization of recital music is required.

6. Recital Venues
Students must present recitals in one of the School of Music's recital halls, or with approval of the major teacher and/or Area Chair, a student may complete the recital in a facilty within the local, (Champaign-Urbana) community.

E. ARTIST DIPLOMA CURRICULUM

Applicants for the Artist Diploma (AD) must have completed an MM degree in the same performance area in which the AD will be pursued. The degree is intended only for musicians at the highest level of artistic accomplishment and potential, and the entrance audition must reflect this exceptional standard. Upon completion of the artist diploma, students are expected to be ready for entrance into the music profession as a solo artist, member of an orchestra or chamber or jazz ensemble, or as an apprentice in an opera company, and should be prepared to compete effectively in international competition.

All graduate level courses are offered at the 400- and 500-level. Any courses taken at a lower level will not count towards this graduate degree.

Courses	Required Hours
MUSC 501-530[1] (Applied Music/Performance Studies)	20
Ensemble participation, both in large and small/chamber groups[2]	8
MUS 500 (Recitals)	4
Minimum Total Hours	**32**

[1] The fields of specialization for the artist diploma are keyboard, voice, and orchestra/band instruments.
[2] Players of orchestra instruments will enroll in four semesters of chamber music (MUSC 450) and four semesters of orchestra (MUSC 475); vocalists will enroll in three semesters of opera (MUSC 469) and two semesters of UI Chamber Singers (MUSC 460), or its equivalent; keyboard majors will enroll in four semester hours of instrumental chamber music (MUSC 450) and four semesters of vocal or ensemble accompanying (MUSC 507).

F. ARTIST DIPLOMA RECITAL REQUIREMENT
Artist Diploma students must complete 4 recitals. In the vocal track, public performance of a major operatic role may substitute for a recital. Students may audition for a professional ensemble as a substitute for an Artist Diploma recital. Up to two recital substitions are permitted. Prior approval must be obtained from the student's applied instrumental professor and major advisor. Successful completion of a mock audition on the required repertoire must be performed for the applied instrumental professor prior to the professional audition.

Piano students will offer a new repertoire that has not been performed on previous degree recitals or on the entrance audition. Each recital will normally consist exclusively of solo repertoire; however, it is possible for one recital to consist of chamber music, if the student has shown commitment to chamber playing and is registered in a chamber music section during the semester in which this recital is offered. The piano faculty

evaluate all graduate rectials, and recitals must achieve the necessary artistic and professional standards in order to fulfill degree requirements. In the event a recital falls short of these standards, and the piano faculty deem that further preparation and study are necessary, the recital may be performed again in the following semester. It is expected that all recitals will be professionally recorded, using industry standard audio quality. It is recommended that the SoM Audio Services be used for this purpose. In case one or more piano faculty are unable to attend a recital, the recording will be requested for review. If the recording is of poor quality, hampering the ability of the faculty to evaluate the recital, the recital may not pass.

G. DOCTORAL PROGRAMS

A minimum of 64 credit hours must be earned in order to complete the Doctor of Musical Arts (DMA) or Doctor of Philosophy (PhD). Specific degree requirements, including required hours within specific categories, are detailed in the curricular charts below. All graduate-level courses are offered at the 400- and 500-level. Any courses taken at a lower level, or courses taken to remediate deficiencies, will not count towards a doctoral degree. Students must maintain a minimum, cumulative GPA of 3.0. Should a student fall below the minimum GPA, s/he will be placed on academic probation for one term; failure to return to good academic standing may result in dismissal from the degree program.

1. Stages of Doctoral Programs

Stage I: Completion of the Master's degree.

Stage II: One or more years of course work and research in preparation for the Preliminary Examination and fulfillment of any special requirements (such as the Qualifying Exams for the DMA). Passing the Preliminary Examination concludes Stage II.

Stage III: Research, writing, and other activities culminating in an approved doctoral project and final oral examination.

Continuous registration should be maintained until a student has completed the credit requirement for the doctorate, and while a student is making formal progress towards the degree; this includes the entire academic term in which the Preliminary and Final Examinations are taken. 0 credits of MUS 576/599 are typically taken to maintain registration during the later stages of the program and ensure access to resources and faculty time. Students who are not registered should be on Leave of Absence; see Section VIII.C for more information.

At least 64 hours must be earned from courses meeting on the Urbana-Champaign campus, i.e., the student must complete two of the three stages of the degree program while registered for courses meeting on this campus. After the residency requirement has been met a student may petition to register in absentia. For more information regarding registration requirements, see sections VI, VIII.B, and IX.D.

2. Doctor of Philosophy (PhD) in Musicology Curricula

DOCTOR OF PHILOSOPHY IN MUSICOLOGY

Courses	Required Hours
MUS 516, 519, 520, MUS 523[1]	8
Supporting Coursework[2]	24
Thesis Hours (MUS 599)	32
Minimum Total Hours	**64**

[1] By petition, MUS 517, 518, 521, and 524 may also be approved as meeting this requirement if deemed appropriate by the instructor.
[2] Although no departmental outside minor is required, courses outside of music that relate to and support the proposed area of dissertation research will normally be expected. It is assumed that such courses will be organized in some rational way and that the PhD committee will usually include a faculty member representing one or more of the areas under whose purview such courses are offered. Only 400- and 500-level courses will count towards the PhD.

3. Doctor of Musical Arts (DMA) Curricula

DOCTOR OF MUSICAL ARTS – CHORAL MUSIC

Courses	Required Hours
MUS 563, 565, 553	16
MUSC 460, 405, and electives[1]	4-10
MUS 528A + MUS 528B[2]	2
Minor (Cognate)	8
Advanced Music Literature[3]	6-8
Doctoral Project (MUS 576)[4]	4
Thesis (MUS 599)[5]	20
Minimum Total Hours	**64**

[1] To be selected in consultation with the student's advisor. Electives may be chosen from the fields of Musicology, Music History and Literature, Music Theory, Applied Music, and non-music courses, subject to any restrictions imposed by the major area.
[2] Students who took MUS 528A for an MM degree at UIUC must substitute two hours of graduate credit in Music. The credit used is subject to the approval of the Director of Graduate Studies
[3] To be selected in consultation with the student's advisor.
[4] In Choral Music, the project is the preparation and presentation of a one-hour program representative of a comprehensive repertory.
[5] See IV.J.1. for details pertaining to the Doctoral Project in Choral Music.

DOCTOR OF MUSICAL ARTS – INSTRUMENTAL CONDUCTING (ORCHESTRA)

Courses	Required Hours
MUS 572	16
MUS 546 and 547	12
MUS 528A + MUS 528B[3]	4
Advanced Music History or Performance Practice[1]	4
Advanced Music Theory	4
Minor (Cognate)	8
Electives[2]	8
Doctoral Project Hours (MUS 576)	8
Minimum Total Hours	**64**

[1] Courses should be selected in consultation with the student's advisor.
[2] To be selected in consultation with the student's advisor. Electives may be chosen from the fields of Musicology, Music History and Literature, Music Theory, Applied Music, and non-music courses, subject to any restrictions imposed by the major area.
[3] Students who took MUS 528 A for an MM degree at UIUC must substitute two hours of graduate credit in Music. The credit used is subject to the approval of the Director of Graduate Studies.

DOCTOR OF MUSICAL ARTS – INSTRUMENTAL CONDUCTING (WIND BAND)[4]

Courses	Required Hours
MUS 573	16
MUS 509	8
MUS 528A + MUS 528B[1]	4
Advanced Music History or Performance Practice[2]	4
Advanced Music Theory	3
Minor (Cognate)	8
Electives[3]	13
Doctoral Project Hours (MUS 576)	8
Minimum Total Hours	**64**

[1] Students who took MUS 528 A for an MM degree at UIUC must substitute two hours of graduate credit in Music. The credit used is subject to the approval of the Director of Graduate Studies.
[2] Courses should be selected in consultation with the student's advisor.
[3] To be selected in consultation with the student's advisor. Electives may be chosen from the fields of Musicology, Music History and Literature, Applied Music, and non-music courses, subject to any restrictions imposed by the major area.
[4] Revised curricula are currently awaiting approval at the University level, and students should check requirements with advisor.

DOCTOR OF MUSICAL ARTS – JAZZ PERFORMANCE

Courses	Required Hours
Applied Lessons (MUSC 531-542)	12-16
Advanced Music Theory (400, 408D-E)	3
MUS 528A + MUS 528B[4]	4
Minor (Cognate)	8 - 16
Electives[1]	7
Jazz Core Curriculum[2]	10 - 12
Ensembles	0-4
Doctoral Project Hours (MUS 576)[3]	16
Minimum Total Hours	**64**

[1]To be selected in consultation with the student's advisor. Electives may be chosen from the fields of Musicology, Music Theory, Applied Music, and non-music courses, subject to any restrictions imposed by the major area. Four hours of ensembles may count towards the degree without petition; up to six total hours of ensembles may be counted, with support from the major area chair and by petition to the Graduate Committee. The maximum number of ensemble credits stated here applies to the curriculum regardless of whether the student counts the credit in electives or in the Jazz Core Curriculum.
[2] To be selected in consultation with the student's advisor from the Jazz Core Curriculum.
[3] See IV.J.3 for details pertaining to the Doctoral Project in Jazz Performance.
[4] Students who took MUS 528 A for an MM degree at UIUC must substitute two hours of graduate credit in Music. The credit used is subject to the approval of the Director of Graduate Studies.

DOCTOR OF MUSICAL ARTS – MUSIC COMPOSITION

Courses	Required Hours
MUS 506	12-16
MUS 528A + MUS 528B[1]	4
Advanced Music Theory (must select one course from MUS 400 or 408A-C and one course from 408D-E)	6
Advanced Musicology[2]	8
Minor (Cognate)	8 - 16
Electives[3]	6 - 10
Doctoral Project Hours (MUS 576)[4]	16
Minimum Total Hours	**64**

[1] Students who took MUS 528 A for an MM degree at UIUC must substitute two hours of graduate credit in Music. The credit used is subject to the approval of the Director of Graduate Studies.
[2] Advanced Musicology courses that may be used to fulfill this category include: MUS 418 (4 cr.), 511*, 512*, 516*, 517, 518, 519*, 520*, 521, 522, 523*, or 524. Courses denoted with an asterisk (8) are particularly appropriate for DMA students pursuing the Musicology cognate; students completing musicology as a cognate wil receive registration priority for these courses through the instructor consent process.
[3] To be selected in consultation with the student's advisor. Electives may be chosen from the fields of Musicology, Music Theory, Applied Music, and non-music courses, subject to any restrictions imposed by the major area.
[4] See IV.J.2 for details pertaining to the Doctoral Project in Music Composition.

DOCTOR OF MUSICAL ARTS – PERFORMANCE & LITERATURE

Courses	Required Hours
Applied Lessons (MUSC 5--)	12-16
MUS 528A + MUS 528B[4]	4
Advanced Music Theory (must select one course from MUS 400 or 408A-C and one course from 408D-E)	6
Advanced Musicology[1]	8
Minor (Cognate)	8 - 16
Electives (including ensembles) [2]	6 - 10
Doctoral Project Hours[3] (MUS 576)	16
Minimum Total Hours	**64**

[1] Advanced Musicology courses that may be used to fulfill this category include: MUS 418 (4 credits), 511*, 512*, 516*, 517, 518, 519*, 520*, 521, 522, 523*, or 524. Courses denoted with an asterisk (*) are particularly appropriate for DMA students pursuing the Musicology cognate; students completing musicology as a cognate will receive registration priority for these courses through the instructor consent process.
[2] To be selected in consultation with the student's advisor. Electives may be chosen from the fields of Musicology, Music Theory, Applied Music, and non-music courses, subject to any restrictions imposed by the major area. Four hours of ensembles may count towards the degree as electives without petition; up to six total hours of ensembles may be counted, with support from the major area chair and by petition to the Graduate Committee. See SoM Ensemble Participation Policy in section II.F.3 for more information.
[3] See IV.J. 4 for details pertaining to the Doctoral Project in Performance and Literature.
[4] Students who took MUS 528 A for an MM degree at UIUC must substitute two hours of graduate credit in Music. The credit used is subject to the approval of the Director of Graduate Studies.

DOCTOR OF MUSICAL ARTS – VOCAL COACHING & ACCOMPANYING

Courses	Required Hours
MUSC 507	12-16
MUS 528A + MUS 528B[1]	4
Advanced Music Theory (must select one course from MUS 400 or 408A-C and one course from 408D-E)	6
Advanced Musicology[2] (MUS 519, 523 or 524)	8
Minor (Cognate)	8 - 16
Electives[3]	6 - 10
Doctoral Project Hours[4] (MUS 576)	16
Minimum Total Hours	**64**

[1] Students who took MUS 528 A for an MM degree at UIUC must substitute two hours of graduate credit in Music. The credit used is subject to the approval of the Director of Graduate Studies.
[2]Advanced Musicology courses that may be used to fulfill this category include: MUS 418 (4 credits), 511*, 512*, 516*, 517, 518, 519*, 520*, 521, 522, 523*, or 524. Courses denoted with an asterisk (*) are particularly appropriate for DMA students pursuing the Musicology cognate; students completing musicology as a cognate will receive registration priority for these courses through the instructor consent process.
[3] To be selected in consultation with the student's advisor. Electives may be chosen from the fields of Musicology, Music Theory, Applied Music, and non-music courses, subject to any restrictions imposed by the major area.
[3]. Four hours of ensembles may count towards the degree without petition; up to six total hours of ensembles may be counted, with support from the major area area chair and by petition to the Graduate Committee. See SoM Ensemble Participation Policy in section II.F.3 for more information.
[4] See IV.J. 4 for details pertaining to the Doctoral Project in Vocal Coaching and Accompanying.

4. DMA Cognates

All DMA students must select a cognate or minor area of study. A cognate field in music or a minor in an area outside of music is available to students, subject to the approval of the student's major division and the division or non-music department in which the cognate field or minor is proposed.

Students should select a cognate field or minor early in their program of study, often during the first year of study. Classes for the cognate must be taken at the 400 or 500 level. At this stage of the process, students may find it helpful to review information about cognate requirements online at https://music.illinois.edu/cognates.

After the student, in consultation with the advisor, has made a provisional selection of a cognate field or minor, the student should then request approval of this choice from the area chair or department head in which the cognate field or minor will be pursued. The area chair or department head chair will at that time stipulate the courses to be taken to complete the cognate field or minor. Students must complete the Cognate Approval Form to document their selection of a cognate field or minor and to indicate the courses to be taken in order to complete the cognate. The student's advisor as well as the appropriate person in the cognate field or minor must approve this plan of study. A copy of the Cognate Approval Form and documented plan of study must be submitted to the Academic Affairs Office.

A cognate field may be in one of the following areas within the field of music:
Historical Musicology, Ethnomusicology, Theory, Composition, Music Technology, Music Education, Jazz, Performance Practice, Piano Pedagogy, Conducting, and Choral Music. **Note:** Choral and Accompanying majors may elect Music Performance (typically Voice) as the cognate field; Jazz majors may elect to take Music Performance in a classical area. A cognate may also be taken in Vocal Health and Science (through the School of Speech and Hearing Science); see website for more details.

Students wishing to pursue a cognate in an area of study not specified above (e.g. Arts Management) may petition the Graduate Committee (see section on Petitions, IX.B below re: information required). Before doing so, students may find it helpful to consult with the Director of Graduate Studies.

The student's advisor and the appropriate person within the cognate field must approve any changes to the plan of study or elected cognate. The submitted plan of study, and any changes therein, will be reviewed against the student's degree checklist for accuracy and completion.

5. Number of Recitals and Repertoire Criteria (all concentrations except Composition)

Students should check with the Chair of their area for determining the procedure to present a recital as well as the division's requirement and parameters for program notes. Doctoral students are required to complete the following recitals in addition to any performance(s) required for the student's selected option for the Final Exam/Doctoral Project (see relevant section IV.J. for details on Doctoral Project options).

a. Choral Music

Students present a one-hour recital, or the equivalency, that will normally include works from

each of the four major style periods (Renaissance, Baroque, Classic-Romantic, and 20th/21st Century). The program should include works in at least three languages. Students are strongly encouraged to program works using accompanying forces (piano, organ, instrumental ensemble), though this is not a requirement. For this recital, students register under MUS 576.

b. Instrumental Conducting

- Band – students must complete at least two concert-length public performances, or the equivalency.
- Orchestral – students must complete at least two concert-length public performances, or the equivalency.

c. Jazz Performance

Students prepare two one-hour recitals in consultation with the student's major teacher in regard to content and scope.

d. Performance and Literature

- Woodwinds, Brass, Percussion, and Voice – students prepare two recitals. DMA students in **Brass** are required to have completed a minimum of 2 consecutive semesters of applied study on their major instrument prior to their first DMA recital. The first DMA recital will be scheduled in consultation with their applied instructor and the Brass Faculty.
- Piano – during the first year of study, the student will offer a recital of new repertoire (repertoire that has not been performed on previous degree rectials or on the entrance audition), at least 60 minutes in length, with a balanced program that contains music from at least three style periods. During the second year of study, the student will offer a recital of new repertoire, at least 60 minutes in length, constructing a balanced program. Students will also present two Final Recitals of new repertoire, normally after coursework and Qualifying and Preliminary Examinations are completed. In these recitals, the candidate will present at least 120 minutes of music, to be performed within one month. One of the Final Recitals may consist of concerto repertoire, performed on two pianos. If the candidate chooses this option, at least two concerti from at least two style periods must be performed, with a minimum total duration of 60 minutes. In order to schedule the Final Recitals, repertoire must be approved by the piano faculty and the area chair must sign the recital request forms. While personal interests are encouraged, it is expected that repertoire for the Final Recitals will include representative examples form different style periods from the Baroque to the present.
- Organ-Harpsichord – students in organ play three full recitals, at least one of which must be played on a mechanical-action organ; students in harpsichord play three full recitals, at least one of which may be a chamber recital.
- Strings – present two solo recitals and one chamber music recital.

e. Vocal Coaching and Accompanying

Students prepare and present four full recitals. The programs should demonstrate an artistic approach to recital planning, representing a broad spectrum of languages and styles; the pianist will prepare all relevant texts and translations.

One recital should be devoted principally to chamber music. One studio recital of sufficient length and complexity may fulfill the requirement for one doctoral recital with the approval and preparation of the primary instructor.

6. Preparation of Recital Repertoire

Recital repertoire is normally prepared under the supervision of and in cooperation with the student's major teacher and/or coach. With the advice and concurrence of the major area, however, this repertoire may be prepared without such supervision.

7. Options for fulfilling the Degree Recital Requirement

With the permission of the major applied teacher and the area chair, one of the two full-length solo recitals may be replaced by two performances chosen from the following:

- A concerto or a major vocal work with orchestra;
- A major operatic role or a combination of three or more minor roles, the adequacy of which is to be decided by the collective action of the student's major area;
- A major oratorio role or a combination of three or more minor roles, the adequacy of which is to be decided by the collective action of the student's major area;
- A chamber music program;
- The preparation, and when appropriate, the conducting of a concert by an instrumental and/or vocal ensemble.

8. Content of Recitals

- Recitals may not include any repertoire performed by the student on any previous required degree recital at UIUC or elsewhere.
- Each solo recital shall include ca. 60 to 70 minutes of music.
- The content and repertoire of all proposed performances must be approved by the major area at the earliest opportunity. The approval of this repertoire and/or any possible substitutions required by the major area will be made known immediately.

9. Time Limitations

- Students in Woodwinds, Brass, Percussion, Jazz, Organ-Harpsichord, Strings, Vocal Coaching and Accompanying, and Voice may present their recitals at any time with the approval of the major teacher and area chair. Note, however, that all recitals must be completed before the Final Exam.
- Students in piano will be notified of the choice of recital programs within six weeks of the first recital. The second recital is to be performed within a month of the first. Note, however, that all recitals must be completed before the Final Exam.

10. Memorization

Each major area will determine memorization requirements for its own students.

11. Recital Venues

Students must present recitals in one of the School of Music's recital halls; or, with approval of the major teacher and/or area chair, a student may complete the recital in a facility within the local

(Champaign-Urbana) community.

H. Doctor of Musical Arts Qualifying Exams

1. Introduction

All DMA students must take and pass two sets of (written) Qualifying Exams before proceeding to the (oral) Preliminary Exam. All required coursework, excluding Doctoral Project hours (MUS 576 or 599), must be complete before a student can register for these exams. The Academic Affairs Office will verify a student is eligible to take the Qualifying Exams. Students who wish to take the Qualifying Exam(s) must submit an online form signaling their intent to take the exams. The form must be submitted the semester preceding the term in which the student plans to take the Qualifying Exam(s). When requesting permission to take the Qualifying Exam(s), students will be required to submit an up-to-date Degree Audit Checklist (https://music.illinois.edu/graduate-academic-affairs) and identify four faculty members willing to serve on the Preliminary Exam committee; the faculty members indicated as the Major Area and Cognate representatives will form a mini-committee in administering Qualifying Exam 2.

2. Registration Requirements

The Graduate College's Leave of Absence policy requires students to be enrolled when making formal progress toward their degree. This includes the Qualifying Exams. Registration (which may include 0 credits of MUS 576 or 599) grants students access to the University Library and its electronic resources. Students must further be registered for the entire academic term in which the Preliminary Exam takes place.

3. Scheduling of the Qualifying Exams

The exams may be taken in any order.

a. Qualifying Exam 1

- The standardized exams for DMA students (Qualifying Exam 1) will be offered once per semester on the same day. Typically, Qualifying Exam 1 will be held on the Saturday after the third week of the fall term and the Saturday after the fifth week in the spring term.
- The schedule for future qualifying exam dates may be found online at: https://music.illinois.edu/qual-1-exam-dates.

b. Qualifying Exam 2

- Students must have permission to schedule the Qualifying Exam 2 from their mini-committee (major area and cognate area).
- Students should arrange the date for the Qualifying Exam 2 with the Academic Affairs Office at least three weeks prior to requested date for the written exam. Exams are held Monday to Friday only.

4. Scope Structure and Logistics of the Qualifying Exams

For detailed and up-to-date information on the scope, structure, and logistics of the Qualifying Exams, students should refer here. Students may also find it helpful to reference the FAQ page.

I. Doctoral Preliminary Examination Committees (DMA and PhD)

1. Scheduling of Examinations

- Students should schedule their examination(s) only in those portions of the academic year during which classes are regularly held. This specifically excludes weekends, reading days, final examination periods, holidays, and all periods between terms; however, with the permission of the student's committee, Preliminary Examinations may be scheduled for reading day or during the final examination periods.
- The Academic Affairs Office will reserve a room for the exam, once the student has submitted the Request to Appoint the Preliminary Exam Committee form (see IV.I.4.b. for more details).
- Students are encouraged to schedule exam dates during the beginning or the middle of the semester rather than the end, as availability of facilities and resources are limited. DMA students may report a tentative date and committee membership for the Preliminary Exam when requesting permission to take the Qualifying Exam 1 (see IV.H.1 for more details).
- Exams may take place during summer sessions or outside of when classes are in session during the academic year with the unanimous consent of all faculty on the committee.

2. Registration Requirements

Students must be enrolled for the entire academic term in which the Preliminary Exam occurs. This requirement is per Graduate College Policy. If enough thesis/doctoral project credits have been accumulated, registration for zero hours is acceptable. Students are responsible for all tuition and fees associated with their registration. Students who have co-research directors should split the research hours evenly between those faculty. (Please see Jenny Phillips for a duplicate course override, in such cases.)

3. Preliminary Exam Committee Membership

a. General Requirements

- Per Graduate College policy, all Preliminary Exam committees, regardless of degree, must be composed of at least four voting members, at least three of whom, including the Chair / Co-Chairs, must be members of the Graduate Faculty; at least two members must be tenured at the University of Illinois at Urbana-Champaign. The School of Music has additional committee membership requirements; see IV.H.3.b., below.
- If it is desired to include on the committee a person who is not a member of the Graduate Faculty, the doctoral student should consult the Director of Graduate Studies well before submitting the Request to Appoint the Preliminary Exam Committee.

b. Additional School of Music Requirements

The School of Music also requires specific committee membership for the PhD and DMA beyond those requirements of the Graduate College.

- Chair and Research Director. The student should begin by finding a Research Director who is willing to direct the research project and a Chair for the committee, both of whom must be members of the Graduate Faculty. (These are often, but need not be, the same individual.) A list of qualified School of Music faculty may be obtained from the Academic Affairs Office of the

School of Music. **DMA students** are reminded that they should take MUS 528 B in the semester before the Qualifying and Preliminary Examinations are taken; this course focuses on the writing of the research proposal and will encourage close consultation with the Research Director.

- DMA Preliminary Exam committees must include: the major instructor or a representative of the major area, who typically serves as Chair, a Research Director, one member from either the Composition-Theory Area or the Musicology Area, and another representative from the faculty, preferably with expertise relevant to the topic. If appropriate, this may be the cognate representative from the Qualifying Exam 2 mini-committee. Although not required, the Preliminary Exam committee membership is typically the same as that of the Final Exam committee.

- PhD in Musicology Preliminary Exam committees must include three members of the Musicology Division. The student's Research Director must also serve on the Preliminary Exam committee. In consultation with the student's Preliminary Exam Chair, a committee should be selected, and those faculty selected shall be asked if they are willing to serve.

4. Appointing the Preliminary Examination Committee

a. Permission to Request Formation of the Committee

- DMA Qualifying Exams 1 and 2 must be successfully completed before the Preliminary Examination may be taken. The four-member Preliminary Exam committee will have been identified prior to the student taking Qualifying Exam 1.

- PhD in Musicology All coursework, excluding Thesis Hours (MUS 599), must be successfully completed before the Preliminary Examination may be taken. To verify eligibility to take the Preliminary Exam, complete a Degree Audit Checklist . The checklist should be submitted to the Academic Affairs office at least one month, preferably sooner, prior to the anticipated exam date.

b. Formal Appointment of the Committee

- When the membership of the committee has been determined, and all members have agreed to serve, the doctoral student must submit the Request to Form a Preliminary Exam Committee form to the Academic Affairs Office (DMA Students; PhD Students).

- The completed form must be received in advance of the exam date, and the Research Director will be required to attest that the research proposal is ready for examination.
  Please note the following timeline for receipt of the paperwork:

  DMA candidates:
  - Where all members of the committee are members of the Graduate College, **one week before the oral exam date.**
  - Where **NOT** all members of the committee are current members of the Graduate College [e.g. some specialized or retired faculty], **two weeks before the oral exam date**.

PhD candidates:

- Where all members of the committee are members of the Graduate College, **one week before the oral exam date.**
- Where **NOT** all members of the committee are current members of the Graduate College [e.g. some specialized or retired faculty], **two weeks before the oral exam date**.

To check the status of a faculty's Graduate College membership, please see this database: https://www.grad.illinois.edu/grad_faculty/

- If the committee is approved by the School's designated executive officer, typically the Director or the Director of Graduate Studies, and by the Dean of the Graduate College, the committee will be formally appointed by the Graduate College, and the student and committee members will be notified.

- Once a committee has been appointed it remains active for 180 days or until a Pass or Fail result is submitted to the Graduate College. In the event of a deferred decision, the second exam must occur within 180 days from when the committee is constituted; should the second exam take place in a subsequent term, the student must register for that term as well. Failure to complete a second exam will require the appointment of a new committee, and may require the student to complete an additional written exam and/or oral exam.

5. The Preliminary Examination

a. Scope and Format

- DMA Students**:** The committee Chair coordinates the Preliminary Examination for DMA students. The examination requires a defense of the student's proposed research project only.

- PhD (Musicology) Students**:** The committee Chair coordinates the Preliminary Examination for PhD students. It consists of two parts:
  1. A written examination consisting of questions from each member of the committee.
  2. An oral examination, an extension of the written examination, but which may include questions independent of it. The examination also includes a defense of the proposed research project.

b. Scheduling

At the time students submit the request to form the Preliminary Examination committee to the Academic Affairs Office, they will propose a date and time for the oral exam to the Academic Affairs Office. In advance of this, students will have communicated with the committee members to find a time convenient to all. For PhD students, the written examination is typically taken one week before the oral examination on a date agreed upon between the student and the committee members.

c. Structure and Logistics

Per Graduate College policy, the committee chair, defending student, and at least one additional voting member of the committee must be physically present (i.e. on campus) for the entire duration of the oral examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present.

All voting members of the committee must be present in person or participate via teleconference or other electronic communication media for the entire duration of the final examination, and the deliberation and determination of the result.

- DMA Students. The Preliminary Exam consists of an oral defense of the Research Proposal and typically takes no more than 1 hour.

- PhD Musicology Students. The Preliminary Exam consists of two parts.
  1. The written exams will be given across three days. Each committee member will produce questions designed to take approximately four hours, though the student may be allowed extra time at the Chair's discretion. The Chair solicits questions from the other committee member(s), adds additional ones of their own, and decides on the format of the exam. The Academic Affairs Office reserves an exam room for the student, informs the student where and when to pick up the exam, and arranges for the collection, duplication, and distribution of the student's written responses. The student will use a laptop computer provided by the Academic Affairs Office for the examination. Unless the examiners stipulate otherwise, answers are to be written without the use of books, or other notes. The student may not bring electronic devices, such as cellphones, tablets, etc., into the exam room. The committee Chair should inform the student, in advance, of the format of the examination.

  2. The oral exam will consist of two parts, and typically takes 1.5 - 2 hours. Part of this time will be used for further examining the doctoral student's written answers with those faculty members who submitted questions for the written exam; the other part of this time will require all four members of the student's preliminary exam committee to vet and discuss the Research Proposal.

d. Research Topic

At the time faculty members agree to serve as the Research Director, they will have accepted the research topic or area in principle. The student should work out the detailed project with the Research Director, well in advance of the Preliminary Examination, and be prepared to explain and defend the project at the oral exam.

- DMA students will be required to develop the project proposal as part of MUS528B. For this purpose the student will prepare a formal project proposal according to the guidelines found in section IV.K. After completing MUS 528B, students may still need to finalize the proposal with their Research Director.

The research proposal should be distributed to the Preliminary Examination Committee at least three weeks prior to the oral exam date. PhD students' committee members will also receive the student's completed examination responses.

e. Results

All decisions reached by the Preliminary Examination Committee must be unanimous. If a unanimous decision cannot be reached, the Chair of the committee must consult with the Dean of the Graduate College.

Possible results of the Preliminary Examination are as follows:

- Pass. The candidate may proceed to independent dissertation (project) research.
- Fail. The committee may or may not offer the option to take another examination.
- Decision Deferred. The committee is in temporary adjournment until _____ (Should the committee reach a deferred decision the second exam date must occur within 180 days of the committee's appointment. If the second exam takes place in a subsequent academic term, the student must register for that term as well).

Note:
Please see page 45 regarding the gap between Preliminary and Final Examinations.

J. DOCTORAL PROJECT RESEARCH REQUIREMENT (DMA STUDENTS)

The required research project is expected to demonstrate the student's intellectual and scholarly capacity, and for each concentration must result in one of the options detailed below. All three options require more than a derivative presentation of work already in print, and every document should aim for the highest possible level of rhetoric and writing style. The choice of option typically depends on the nature of the research topic and should be discussed in full with the Research Director at an early stage. The suitability of the option is assessed by the Preliminary Examination committee.

The minimum page length given should be read as a fixed limit, exclusive of bibliography; maximum lengths represent only suggested guidelines. General guidelines for the document types and performances that comprise the research project are outlined below (see specific concentration for more details and requirements):

- Dissertation ca. 100-200 pp (25,000-50,000 words)

- Thesis ca. 50-100 pp (12,500-25,000 words)
  - A Recital is given in conjunction with the Thesis option for the Doctoral Project. The recital content must be related to the Thesis topic. Recitals typically consist of ca. 50-60 minutes of music; consult major area faculty member for specific requirements.

Note:
In circumstances where the nature of the research topic suggests a lecture-recital would better complement the doctoral paper, the student's committee may approve that the student gives one lecture-recital of a minimum duration of 60 minutes. In such instances, the thesis should normally be a minimum of 75pp. The approval should be communicated to Academic Affairs by the Committee Chair.

- Scholarly Essay/Articles ca. 30-50 pp. (7,500 – 12,500 words)
  - Two Lecture-Recitals are given in conjunction with, and are related to, the Scholarly Essay option for the Doctoral Project. The content of the Lecture-Recitals must be related to the Scholarly Essay topic. Each required Lecture-Recital is typically 50 minutes with 25 minutes of music and 25 minutes of talking; consult major area faculty member and Research Director for specific requirements.

Note:
If a substantial part of a doctoral paper comprises the creation of an edition or transcription of music, the student should discuss, first with the Research Director and then the full doctoral

committee, how much of the notation-based work might be permitted to substitute for some of the prose discussion. (Students will normally be required to fulfill the minimal page/word length in such situations.)

Presentation and defense of a lucid project proposal, as outlined in section IV.K., is essential in all cases. **Please note:** If the chosen research requirement option includes one or more recitals, those performances are in addition to recitals that are part of the Performance Requirement as discussed in Section IV.G.5.

1. Choral Music Students

All Choral Music students deposit the doctoral research paper with the Graduate College, as the degree requires registration in MUS 599.

Option 1:

- A Dissertation of ca.100-200 pp. (25,000-50,000 words) in length. This document will constitute a comprehensive scholarly investigation of a clearly defined research topic that has not been previously explored and that will arguably make a new contribution to some area within the field of music studies.

Option 2:

- A Thesis of ca. 50-100 pp. (12,500 – 25,000 words) in length accompanied by a recital of music related to the thesis topic. The selected topic should 1) address repertory that has not previously been extensively performed or investigated, or 2) provide new perspectives on, or a critical inquiry into, previous studies of standard repertory and/or performance practice. In both cases the thesis should discuss the repertory and present original insights, however broad, into pertinent stylistic, historical, or analytical problems. While these insights may not necessarily result from the discovery or elucidation of new facts, they should derive from and represent the author's synthesis of preexisting scholarship with his or her own understandings, performance experience, and analysis of the selected repertory.
- Please remember: students taking the thesis for the Choral DMA register for MUS 599, not MUS 576. Also note this anomaly: because the thesis is deposited with the Graduate College, the title page will read "dissertation".

2. Composition Students

Option 1:

- Writing of an Original Composition on a large scale and either Thesis (MUS 576) or a Dissertation (MUS 599) in music or a related field. A Thesis is ca. 50-100 pp. (12,500-25,000 words); a Dissertation is ca. 100-200pp (25,000-50,000 words) in length.

Option 2:

- Writing of an Original Composition on a large scale and two Major Articles (7,500-12,500 words) suitable for publication in a professional journal.

Option 3:

- Writing of an Original Composition on a large scale and two Lecture-Demonstrations with an element of live performance in music or related field with an accompanying scholarly essay. The length of the Lecture-Demonstrations should be agreed upon with the student's

Research Director well in advance of the scheduled events.

3. Jazz Performance Students

Option 1:

- A Dissertation (MUS 599) of ca.100-200 pp. (25,000-50,000 words) in length. This document will constitute a comprehensive scholarly investigation of a clearly defined research topic that has not been previously explored and that will arguably make a new contribution to some area within the field of music studies.

Option 2:

- A Thesis (MUS 576) of ca. 50-100 pp. (12,500 – 25,000 words) in length accompanied by a recital of music related to the thesis topic. The selected topic should 1) address repertory that has not previously been extensively performed or investigated, or 2) provide new perspectives on, or a critical inquiry into, previous studies of standard repertory and/or performance practice. In both cases the thesis should discuss the repertory and present original insights, however broad, into pertinent stylistic, historical, or analytical problems. While these insights may not necessarily result from the discovery or elucidation of new facts, they should derive from and represent the author's synthesis of preexisting scholarship with his or her own understandings, performance experience, and analysis of the selected repertory.

Option 3:

- A Scholarly Essay (MUS 576) of ca. 30-50 pp. (7,500 – 12,500 words) in length for which the subject matter will inform two public lecture recitals on a single topic. It is expected that the essay and recitals will 1) address repertory that is little known (i.e., that has not previously been extensively performed or investigated), but that is historically or artistically significant, or 2) provide new insights into the performance practice or interpretation of standard repertory.

4. Performance and Literature, Instrumental Conducting, and Vocal Coaching and Accompanying Students

Option 1:

- A Dissertation (MUS 599) of ca.100-200 pp. (25,000-50,000 words) in length. This document will constitute a comprehensive scholarly investigation of a clearly defined research topic that has not been previously explored and that will arguably make a new contribution to some area within the field of music studies.

Option 2:

- A Thesis (MUS 576) of ca. 50-100 pp. (12,500 – 25,000 words) in length accompanied by a recital of music related to the thesis topic. The selected topic should 1) address repertory that has not previously been extensively performed or investigated, or 2) provide new perspectives on, or a critical inquiry into, previous studies of standard repertory and/or performance practice. In both cases the thesis should discuss the repertory and present original insights, however broad, into pertinent stylistic, historical, or analytical problems. While these insights may not necessarily result from the discovery or elucidation of new facts, they should derive from and represent the author's synthesis of preexisting scholarship with his or her own understandings, performance experience, and analysis of the selected repertory.

Option 3:

- A Scholarly Essay (MUS 576) of ca. 30-50 pp. (7,500 – 12,500 words) in length for which the subject matter will inform two public lecture recitals on a single topic. It is expected that the essay and recitals will 1) address repertory that is little known (i.e., that has not previously been extensively performed or investigated), but that is historically or artistically significant, or 2) provide new insights into the performance practice or interpretation of standard repertory.

K. DMA PROJECT/ RESEARCH PROPOSAL: PREPARATION GUIDELINES

1. Introduction

The doctoral proposal for the DMA degree outlines a project that will constitute a contribution to an ongoing scholarly conversation on a selected topic, as described in Section IV.J., above. It demonstrates the student's familiarity with that discussion to date through the study of relevant literature, the specific goals that the student hopes to accomplish through the proposed project, the materials that will be used to achieve this goal (i.e., the "sources"), and the approach that will be used in shaping these materials (i.e., the "methodology").

2. Preparation Suggested Procedure

1. Students will enroll in MUS 528B during the final semester of coursework, having already determined a viable topic and identified a Research Director. The project/research proposal will be prepared during this 8-week course; additional refinement may occur in conjuction with the Research Advisor afterwards. Students are strongly encouraged to identify a research topic and discuss the potential topic with all committee members as early in the degree program as possible; it is advisable to repeat this step at least once and perhaps even more often as the proposal develops. Committee members can make invaluable suggestions regarding source materials and research objectives. A draft that takes into account the various perspectives of committee members is most likely to be approved.

2. Before and during MUS 528B, students will perform an ongoing and thorough review of relevant literature. This includes books, articles, dissertations, reviews, scores, recordings, and other pertinent sources. Such a research inquiry involves consulting fundamental research databases (including, but not limited to The Music Index, WorldCat, IIMP, RILM, and Proquest Digital Dissertations), in addition to the library catalog. The findings will be used a) to prepare a comprehensive bibliography that will accompany the Doctoral Proposal, b) to fashion the literature review section of the Doctoral Proposal narrative, and c) in partial preparation for the Preliminary Examination.

Students may find the following publications useful resources to consult in selecting their projects and preparing the Research Proposal:

Bellman, Jonathan. *A Short Guide to Writing about Music*. New York: Longman, 2000.
Booth, Wayne C., Gregory G. Colomb and Joseph M. Williams. *The Craft of Research*. 3rd edition. Chicago: University of Chicago Press, 2008.
Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th edition, revised by

Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams and University of Chicago Press editorial staff. Chicago: University of Chicago Press, 2007.
Wingell, Richard. *Writing about Music: An Introductory Guide.* 3rd edition. Upper Saddle River, NJ: Prentice Hall, 2002.
Wingell, Richard and Sylvia Herzog. *Introduction to Research in Music.* Upper Saddle River, NJ: Prentice Hall, 2001.

ALSO:

Becker, Howard S. *Writing for Social Scientists: How to Start and Finish your Thesis, Book, or Article.* 2nd edition. Chicago: University of Chicago Press, 2007.
----------. *Tricks of the Trade: How to Think about Your Research while You're Doing It.* Chicago: University of Chicago Press, 1998.

In the preparation of the proposal and (later on) the thesis or dissertation, most students will find it beneficial to hire a copy-editor. For help identifying such people, students may contact the Director of Graduate Studies.

3. Contents and Format of the Doctoral Project Proposal (suggested outline)

The Doctoral Proposal should include each of the sections below, identified by appropriate subheadings in the course of the narrative. (In some cases, it may be fruitful to combine two sections together, or to change the order of events to better accommodate the topic.) Proposals vary in length, but it is unwise to attempt to cover the requisite topics in fewer than five pages. A typical proposal falls between ten and fifteen double-spaced pages, exclusive of the bibliography.

a. Title
A good title reflects every significant dimension of the proposed topic.

b. Statement of Purpose (Statement of Problem) and Selected Project Option
A one-paragraph (rarely, two-paragraph) abstract that succinctly spells out the precise subject, significance, and suitability of the student's selected topic. It is here that the student "proposes" their research project, explaining the who, what, where, why, and how of the topic in a pithy form. Students should also indicate the option selected for the doctoral project as well as the nature of the recital or lecture-recital(s), if applicable.

c. Project Background
A lengthier section that provides the biographical, historical, political or other background information necessary for the committee to comprehend the larger scope and import of the student's topic and its associated research objectives.

d. Literature Review
A brief summation of the literature to date on the specific topic (also known as the "state of the field" or "state of research" section), identification of those sources that the student believes will prove most useful in their research, and a discussion of how and where the student sees the project fitting into the broader scholarly picture. In other words, students should distinguish how their project, in content, approach, and scope, is related to and/or distinct from existing scholarship on similar subjects.

e. Research Objectives
A discussion of the project's central scholarly purpose(s), its feasibility, the main questions driving the research inquiry, and the goals or tasks that the student intends to accomplish.

f. Methodology
In this section the student identifies how he or she plans to accomplish the goals set forth as research objectives, the particular approach(es) to be employed, and if appropriate, the archival collections to be consulted and/or individuals to be interviewed. Whatever the case, students should demonstrate expertise in the approach(es) that they have selected.

g. Timeline and/or Work Accomplished to Date
A brief discussion of the student's anticipated progress toward the completion of the research project, including an overview of work accomplished thus far and tasks yet to be undertaken. Students should provide a timeline indicating how they plan to schedule remaining phases of the project so as to obtain their degree within the time limits mandated by the Graduate College (see Section VIII.D).

h. Chapter Outline
A hypothetical outline of the chapter (or in the case of the scholarly essay, sectional) structure of the project narrative.

i. Significance of the Project
A one- or two-paragraph statement of how, what, and why the project will contribute to pertinent disciplines or areas within the field of music studies and if appropriate, to related or affiliated disciplines in the humanities, social sciences, or other fields.

j. Bibliography
A comprehensive list of sources pertinent to the proposed research, presented in an appropriate style.

L. PHD RESEARCH PROPOSAL: PREPARATION GUIDELINES:

The preparation of a doctoral proposal for the PhD is typically concurrent with the period of study for the Doctoral Preliminary Examination; this period very often spans at least one semester and is rarely briefer. Indeed, the selected topic often falls within the broader scope of the student's major area of concentration for the Preliminary Examination, so that proposal preparation and exam study can and should be effectively combined.

PhD Students should consult their research director regarding the format for the Research Proposal.

M. PHD AND DMA FINAL EXAMINATION AND COMMITTEE MEMBERSHIP

1. Registration Requirements
Students must be enrolled for the entire academic term in which the Final Exam occurs. This requirement is per Graduate College Policy. If enough thesis/doctoral project credits have been accumulated, registration for zero hours is acceptable. Students are responsible for all tuition and fees associated with theirtheir registration.

2. Scheduling of Final Examination and if applicable, Project / Lecture Recitals

a. General Information about when the Final Exam may be scheduled

- It is expected that the gap between the Preliminary Exam and the Final Exam will be no less than 6 months, and that the two exams will not normally occur in the same semester.
- Doctoral students should schedule examinations only in those portions of the academic year during which classes are regularly held.This specifically excludes weekends, reading days, final examination periods, holidays, and all periods between terms; however, with the permission of the student's committee, the Final Exam may be scheduled for reading day or during the final examination period.
- Students are encouraged to schedule exam dates during the beginning or the middle of the semester rather than the end, as availability of facilities and resources are limited.
- Students should take note of final deposit dates in relation to desired graduation term, when setting exam dates. Click here to view Graduate College deadlines.
- Further guidance on timeline for students hoping to graduate in a particular semester are posted on our Graduate Resources pages: see here.
- Exams may take place during summer sessions or outside of when classes are in session during the academic year with the unanimous consent of all faculty on the committee

b. Procedures for Scheduling the Final Exam

- When students have received permission from the Research Director to take the Final Examination, they should communicate with the committee members to find a date and time convenient to all. The student will then inform the Academic Affairs Office by submitting the Request to Appoint the Final Exam Committee form. The AAO will reserve a room for the exam.
- DMA Students. All degree-required recitals must be passed before the Final Exam may occur. If the doctoral project includes a recital or lecture-recitals/demonstrations, please read section IV.M.2c., immediately below.

c. Scheduling of the Research Project Recital or Lecture Recitals (DMA students only)

- The recital (or lecture-recitals) must occur before the Final (oral) Exam.
- The recital (or lecture-recitals) and the final exam typically take place within one or two weeks of one another and within the same term. Exceptions to this rule are rarely made.
- If the student has chosen Option 2 or Option 3 for the research project (see IV.J.), s/he should find a date or dates for the recital and/or lecture-recitals convenient for all members of the committee, and inform the committee of the date(s), time(s) and place(s) of the event(s).
- All faculty members serving on a DMA committee are expected to attend any project recital or lecture-recitals. The Chair and at least one other member of the committee must be physically present. It will be the responsibility of the student to make a recording of the event for any faculty member who is unable to attend in person, and to make it available to the faculty member before the final exam.

Important: the final version of the paper must be in the hands of the committee at least three weeks in advance of the recital or recital-lectures. The Request to Appoint the Final Exam Committee must be submitted at this time as well.

3. Final Examination Committee Membership

a. General Requirements

- Typically, the Final Exam committee membership is the same as that of the Preliminary Exam committee, although membership is not required to remain the same. (In the event of membership changing, see section IV.M.3.c below.) Students select committee members in consultation with their Research Director.
- Per Graduate College policy, all Final Exam committees, regardless of degree, must be composed of at least four voting members, at least three of whom, including the Chair / Co-Chairs, must be members of the Graduate Faculty; at least two members must be tenured at the University of Illinois at Urbana-Champaign. The School of Music has additional committee membership requirements; see IV.M.3.b., below.
- If it is desired to include on the committee a person who is not a member of the Graduate Faculty, the doctoral student should consult the Director of Graduate Studies well before submitting the Request to Appoint the Final Exam Committee.

b. Additional School of Music Requirements

The School of Music also requires specific committee membership for the PhD and DMA beyond those requirements of the Graduate College.

- Chair and Research Director. The Research Director and Chair for the committee must both be members of the Graduate Faculty. (These are often, but need not be, the same individual.) A list of qualified School of Music faculty may be obtained from the Academic Affairs Office of the School of Music.
- DMA committee membership must include at least one faculty member from either Musicology or Composition-Theory.

c. Changes to Committee Membership

On the rare occasion that the Final Examination committee membership (including the faculty member who serves as Research Director) may need to change, students shall meet with their Chair or the Director of Graduate Studies to determine the faculty member(s) who shall be invited to join the committee. It is the student's responsibility to communicate with all original committee members, including the faculty member(s) whose service is no longer requested. The student should also inform the Academic Affairs Office by email of the decision to change the membership as soon as possible after the change has been made.

4. Appointing the Final Examination Committee

a. Permission to Request Formation of the Committee

- Students may request formation of the Final Exam Committee only after the Preliminary Exam is passed.

b. Formal Appointment of the Committee

- When the committee membership has been decided and all have agreed to serve, the student must complete the Request to Appoint the Final Exam Committee form (DMA Students; PhD Students) to the Academic Affairs Office.
- The Request to Appoint the Final Exam Committee form must be received at least three weeks in advance of the exam date, or, if applicable, related recital(s).

- The Research Director must confirm that the final document is ready for distribution to the committee. See IV.M.2.c. above for the timeline for distributing the research paper when the doctoral project includes a recital/lecture-recitals.
- If the committee is approved by the School's designated executive officer, typically the Director or Director of Graduate Studies, and by the Dean of the Graduate College, the committee will be formally appointed by the Graduate College, and the student and committee members will be notified.
- Once a committee has been appointed it remains active for 180 days or until a Pass or Fail result is submitted to the Graduate College.

5. The Final Examination

a. Scope of the Examination and Submission of the Written Document

- The Final Examination consists of a public, oral defense of the student's research project.
- The student should first secure the approval of the Research Director for the final draft of the dissertation, thesis, scholarly essay, or other permissible, written report.

DMA students only

- If the doctoral research project includes a recital or lecture-recitals, the paper must be in the hands of the committee at least three weeks in advance of any recital or lecture-recitals related to the research project; the Request to Appoint the Final Exam Committee must be submitted at this time as well. Please note: the official program(s) from the related recital(s) must be included as an appendix to the research document.

- At the Final Exam defense, each committee member is given an opportunity to ask questions about any part of the research project (including any recitals, if applicable).

b. Logistics

Per Graduate College policy, the committee chair, defending student, and at least one additional voting member of the committee must be physically present for the entire duration of the Final Examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present.

All voting members of the committee must be present in person or participate via teleconference or other electronic communication media for the entire duration of the Final Examination, and the deliberation and determination of the result.

c. Results

Possible results of the Final Examination are as follows:

- Pass; Thesis Satisfactory. The candidate deposits the final copy of the research paper.
- Pass; Thesis Satisfactory, Pending Revision. The committee requires the incorporation of specified revisions in the text. When this has been done to the satisfaction of the Research Director (or, if the committee so specifies, to the satisfaction of each member of the committee), the candidate deposits the final copy of the research paper.
- Fail; Thesis Unsatisfactory. The candidate fails the Final Exam if a Director of Research votes Fail or if two or more Committee members vote Fail. A program may, but is not required to, grant the student another opportunity to take the examination after completing additional

research or writing, as recommended by the committee. However, a new committee must be appointed by the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee.

d. Number of Attempts
After a fail result a student will only be allowed to take the Final Examination one additional time while working toward the completion of any one program of study.

V. Deposit of Written Portion of Research Project

A. Formal Dissertation (PhD and DMA Option 1)

1. Prepare the final copy according to Graduate College guidelines (http://www.grad.illinois.edu/thesis-dissertation).
2. Request the departmental format check be completed in the Academic Affairs Office. The dissertation or thesis must be submitted no later than 10 business days prior to the Graduate College's deadline to deposit for degree conferral.
3. Once the School of Music has approved the format (departmental review), the dissertation must be submitted electronically to the Graduate College. Follow the instructions online at: http://www.grad.illinois.edu/submit-etd.

B. Thesis or Scholarly Essay (DMA Option 2 or 3)

1. Prepare the final copy according to Graduate College guidelines (http://www.grad.illinois.edu/thesis-dissertation), including table of contents, chapter numbering, and appropriate sub-headings. Please note: each new chapter must start on a new page.
2. The official program(s) from the related recital(s) must be included as an appendix to the research document.
3. Request the departmental format check be completed in the Academic Affairs Office (AAO). The dissertation or thesis must be submitted no later than 10 business days prior to the Graduate College's deadline to deposit for degree conferral.
4. Present the final copy for deposit to the Academic Affairs Office. The AAO will submit the approved document to the University library for deposit into IDEALS.
5. Students may also deposit a sound or video recording of their Recital or Lecture-Recitals to the Academic Affairs Office for deposit into IDEALS. Information on file formats can be found here.

VI. Music 576/599: Doctoral Project and Thesis Hours

- A student's registration in these courses should be in the Research Director's section.
- All work completed under MUS 576/599 is initially awarded a grade of Deferred (DFR) or Unsatisfactory (U), in situations in which the instructor determines the student's work for a particular term to be unsatisfactory.
- Upon successful completion of the Final Exam, the instructor will change all DFR grades to Satisfactory (S).
- Students must be registered in the term when completing the Preliminary Exam and Final Exam. Students who have completed the required credits for Doctoral Project may register for 0 credits. Students living more than 50 miles away from campus are also encourgaged to

register *In Absentia* (see IX.D.).

A. DMA STUDENTS

MUS 576

- Students should register for doctoral project hours (MUS 576) after research for the final project or dissertation has commenced. This may begin no earlier than the second year of study.
- Registration in MUS 576 entitles students to consult periodically with the instructor about the progress of their research; it does not necessarily, particularly in the area of performance, entitle the student to a weekly lesson.

MUS 599

- DMA students should not register for MUS 599 unless the dissertation option (Option 1) is selected for the final project and approved at the Preliminary Exam defense of the research proposal. Students who intend to submit their research as a formal dissertation to be deposited in the Graduate College should register for at least one semester of MUS 599 in lieu of a partial number of required hours of MUS 576.

B. PHD STUDENTS

- Students should register for MUS 599 hours after research for the final project or dissertation has commenced. PhD students may only register for MUS 599.

VII. GRADUATION

Students should note that names are placed on the graduation list at their own initiative. Students must register themselves for graduation using the University's Self-Service Online Registration. Students are advised to complete a degree checklist the semester before graduation and file it with the Academic Affairs Office to ensure all degree requirements have been met. Degree Checklists are available online at: https://music.illinois.edu/graduate-academic-affairs.

VIII. ADDITIONAL REGULATIONS

A. REGISTRATION IN APPLIED MUSIC

Because of the limits to the number of students who can be accommodated in applied music study, the following priority ranking has been established.

1. Full-time degree students in music who are required to take applied music as part of the degree program.
2. Full-time music students in other programs who, for professional reasons, wish to enroll for applied study.
3. Music majors who have completed degree requirements in applied music, but who wish to enroll for additional study.
4. Non-music majors who wish to elect applied study, or students who register only for applied study.

Students in categories 3 and 4, if accepted by an instructor, must be carried as an overload when there is greater demand from full-time degree students than we can accommodate. Under no

circumstances may students in categories 1 and 2 be denied lessons by a faculty member to make room for students in categories 3 ad 4.

B. REGISTRATION AND RESIDENCY

Students who are not registered for courses in a given semester should file a Leave of Absence (see section VIII.C., below). When students are on Leave of Absence, they do not make formal progress toward the degree and do not have access to faculty resources.

1. Master of Music Students

Master of Music students must be in residence for a minimum of one academic year, though most students take two years to complete the Master of Music degree. If studying or conducting research more than 50 miles away from campus and not using University facilities, registration *in absenstia* may be possible. See section IX.D., below for more details. For leaves of absence, see section VIII.C., below.

2. Doctoral Students

Doctoral students are required to be in residence for at least one year. However, it is likely doctoral students will be in residence for at least two years in order to complete required coursework. Students who have completed all required coursework credits but are still completing degree requirements (e.g. Qualifying and Preliminary Exams) should register for 0 credits. If studying or conducting research more than 50 miles away from campus and not using University facilities, registration *in absenstia* may be possible. See section IX.D., below for more details. Doctoral students, are required to be registered for the entire academic term during which the Preliminary and Final Examinations are taken. Note also: "The Graduate College does not require that students be registered at the time of deposit" (Graduate College Handbook, Chapter VII.B.: Registration Requirements). For leaves of absence, see section VIII.C., below.

C. ACADEMIC LEAVES OF ABSENCE POLICY

If students are not enrolled, they should be on an official Leave of Absence. The following items summarize the Graduate College's Academic Leave of Absence policy and the Absence without Leave policy. The full policy regarding academic leaves of absence, as well as the procedures for requesting an academic leave of absence, are articulated in the Graduate College Handbook, http://www.grad.illinois.edu/leavepolicies, from which the following sections are excerpted.

1. Academic Leave of Absence Policy

Graduate Students in degree-seeking programs are entitled to a total of two terms (fall and/or spring semesters) of academic leave of the types described by the Graduate College, in the course of a single degree program. However, students must document their request for a leave and meet the eligibility requirements. Students who anticipate not being enrolled for one or more terms (fall or spring semesters, not summer), for whatever reason, must meet with their program advisor before the first day of classes of their period of non-enrollment to apply for and receive approval for an Academic Leave of Absence. Students who are enrolled in summer only programs must apply for a Leave of Absence before taking a summer term off.

2. Absence without Leave Policy
Degree-seeking graduate students are required to request a formal Academic Leave of Absence before not being enrolled for one or more terms (fall or spring semesters, not summer). Students in summer only programs are required to request a formal Academic Leave of Absence before taking a summer term off from their enrollment. There are potentially negative consequences for failing to request an Academic Leave of Absence. Students who do not enroll and do not meet with the program and document their status with an approved Academic Leave of Absence before a period of non-enrollment begins are considered Absent without Leave. A program may put an advising hold on a student who is Absent without Leave. A student who is Absent without Leave may be prevented from re-enrolling, may have additional degree requirements to complete if allowed to return, or may be subject to new degree requirements.

D. TIME LIMITS

The Graduate College determines time limits for completing a graduate degree. The time limits for degrees offered by the School of Music are documented below.

1. Master of Music and Artist Diploma Time to Degree Completion
All degree requirements, under normal circumstances, must be completed within five years after their first registration in the Graduate College. Refer to time extensions under Petitions, IX.F.

2. Doctoral Students (DMA and PhD) Time to Degree Completion
If the MM was completed at UIUC within three years of beginning the doctorate at UIUC, then all requirements must be completed within seven years of the candidate's first registration in the Graduate College. Refer to time extensions under Petitions, IX.F.

If three or more years have passed between receipt of the MM at UIUC and returning for the doctoral degree, all requirements must be completed within six years after the student's first registration in the doctoral program on this campus.

If the MM was completed elsewhere, all requirements must be completed within six years after the student's first registration in the doctoral program on this campus.

3. Preliminary Exam Expiration
If more than five years elapse between a student's Preliminary and Final Examinations, the student will be required to demonstrate current knowledge of the field by passing a second Preliminary Examination, which is a prerequisite for admission to the Final Examination. Students who have met or exceeded the time limit for a degree may not continue to register without the permission of the Dean of the Graduate College. To obtain such permission, not only must the student be on campus using University facilities and faculty time, but the student must also present evidence of progress toward completion of the degree so that Academic Affairs can request from the Dean of the Graduate College permission for future registration by the student.

4. Dissertation (Research Paper) Deposit
It is expected that the doctoral dissertation will be deposited within one year of the Final Examination. If more than one year elapses between the student's Final Examination and the deposit of the dissertation in the Graduate College, the dissertation must be accompanied by a signed Graduate College petition (http://www.grad.illinois.edu/gsas/gradpetition) and statement

from the executive officer of the student's department to the Dean of the Graduate College. The statement should recommend accepting the dissertation on the basis that it is essentially the one defended and should also state why the late award of the degree is appropriate. Registration is not required to deposit the dissertation, thesis, or scholarly essay.

E. GRADING SYSTEM

Final grades for courses are recorded as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and ABS or F (both failure). Graduate Students must maintain an average of 3.00 (A=4). In addition, certain symbols are used to indicate that the work of the course is not yet completed.

Grades in Required Music Theory/Musicology Courses: All DMA students must receive a B- or higher in all required advanced music theory and musicology (including MUS 528A and MUS 528B) courses.

Grades in Deficiency Courses: All graduate students must receive a B- or higher in graduate courses completed as deficiencies. The grade for a deficiency course is calculated into a student's Grade Point Average (GPA).

Incomplete Grade ("I"): This represents an extension of time granted by the instructor to a student who has not completed the final examination or other requirements for the course. A grade of "I" must be replaced by a letter grade no later than the end of the next semester, if the student is enrolled, or after one calendar year, if the student does not enroll in the term following the one for which the I was recorded. In the School of Music, students must complete work remaining in the course by May 1 for Fall semester I grades or December 1 for Spring semester and Summer Session I grades. Instructors may set shorter periods during which they will allow completion of the work for the course. Failure to complete the work before the deadline automatically results in a grade of F by rule. Students should also note that they may request of the instructor that a grade of "I" be given, but that it is the instructor's prerogative to decide whether a grade of "I" will be submitted.

Grade Temporarily Deferred ("DFR"): The deferral is open-ended for MUS 599. Students may not graduate if any DFR grade has not been changed to an "S" or "U".

Credit or No Credit ("CR/NC"): This option is available only for remedial courses not in the field of music (but please check with your Area Chair if it can be used for your language deficiencies; some divisions do not allow it). It may not be used for courses to be counted toward a graduate degree. Proficiency Credit earned by passing proficiency examinations cannot be applied to the credit requirements for advanced degrees, but such examinations may be taken to fulfill prerequisites for more advanced courses to demonstrate competence in areas considered important to a student's area of study.

IX. PETITIONS

On occasion, a student may need to submit a petition to request some variance from the stated policies or deadlines of the School of Music or the Graduate College. Depending on the request, a petition will be reviewed either by the School of Music's Graduate Committee or upon departmental review, the petition will be forwarded to the Graduate College.

Students may find the links to the School of Music and Graduate College petition forms online at: https://music.illinois.edu/registration-forms-and-petitions. Depending on the nature of the request, petitions for exceptions require different information or supporting documentation.

Two basic themes should be included on any statement provided in these requests:

1. Clear identification of the issue/request
2. Justification as to why you (the student) should be allowed an exception to this policy or deadline. This justification may include a timeline of events, medical documentation, supporting statements, or other as applicable.

Specific procedures for the most common types of petitions are detailed in this section of the Graduate Music Handbook. If a specific situation arises that is not detailed here, please contact the Academic Affairs Office for further instructions.

A. COURSE SUBSTITUTION

Typically, requests for course substitutions should be submitted at least a semester in advance of taking the course. Students requesting to substitute a required music course with another should submit the School of Music petition and include the following information:

- Required course rubric (i.e., MUS or MUSC ###) and course title,
- Course to be used as a substitute, include course number and title,
- A statement justifying the request.

In addition:

- The petition should be completed in consultation with the student's academic advisor.
- Furthermore, if the petition requests a course substitution in an area other than the major area, the area chair of the area offering the course for which the substitution is sought and the academic advisor must both provide a recommendation for approval or denial of the request and a statement justifying the recommendation.
- The petition and supporting documentation shall be sent to the Academic Affairs Office.
- Academic Affairs and/or the Graduate Committee will review the petition and determine a result, if the question lies wholly within the responsibility of the School of Music, or a recommendation will be made to the Dean of the Graduate College, if the request involves Graduate College regulations.

Important Note: some course substitutions are pre-approved and documented in the footnote section of each curriculum chart found in section IV. No petition is necessary to use an alternate, pre-approved course substitution already stated within this Graduate Handbook.

B. COGNATE SUBSTITUTION (DMA STUDENTS ONLY)

DMA students who wish to pursue a cognate area in music other than those listed in the curriculum description should submit the School of Music petition and include the following information:

- Requested cognate area,
- Courses to be used for the cognate, include course numbers and titles,
- A statement justifying such a request.

In addition:

- The petition should be completed in consultation with the student's academic advisor.
- The petition should include a statement from the area chair of the cognate area and the academic advisor; both faculty members should provide a recommendation for approval or denial of the request and a statement justifying this recommendation.
- The petition and supporting documentation shall be sent to the Academic Affairs Office.
- The Graduate Committee will review the petition and determine a result.

C. TRANSFER CREDIT FROM ANOTHER INSTITUTION

Petitions for transfer of credit for work completed elsewhere may not be submitted until a student has completed at least 8 hours on this campus. Generally, a maximum of 12 hours of transfer credit may be counted toward a graduate degree.
Applied music study will not be accepted as transfer credit.

Students shall use the Graduate College petition for such requests. The following information shall be included with the petition:

- The student must provide an official transcript from the institution in which the course was taken,
- A statement from that institution that the credit was not applied toward another degree.
- The course must have been completed within the last five years, and
- The student must have earned a grade of B or better.

In addition:

- The area chair for the area/department that would have offered the course at Illinois must provide a statement.
- The petition requires the recommendation of the student's academic advisor.
- The petition and supporting documentation shall be reviewed by the Director of Graduate Studies, and
- The final decision on the acceptance of courses and the amount of credit given will be made by the Graduate College.

Note for Doctoral Students: Doctoral students, regardless of transfer credits or a master's degree completed elsewhere, must complete 64 hours in residence on the Urbana-Champaign campus. This means that, for all practical purposes, doctoral students who earned the MM elsewhere may not have credit transferred.

D. REGISTRATION IN ABSENTIA

The Graduate College allows students to request *in absentia* registration. *In absentia* is a registration type designed for students who wish or need to remain registered, but plan to be studying or doing research for at least one semester at least 50 miles away from campus. Students may register *in absentia* for any number of credit hours. There is no decrease in tuition rates when a student is registered *in absentia*, and tuition assessment will be based on the student's college and curriculum of enrollment, their residency status, and the number of hours for which the student is registered.

In absentia registration, however, recognizes that such students do not access the full range of campus services and resources while away. Therefore students registered *in absentia* are only assessed

the general fee. Payment of the general fee provides students with access to their university e-mail and access to library services. Because students are not assessed other fees, they are not eligible for services associated with those fees. For more details about the procedures for requesting registration *in absentia* and fees associated with such registration, see https://grad.illinois.edu/sites/default/files/PDFs/in_absentia.pdf

Typically, requests to register *in absentia* occur after doctoral students have completed their Preliminary Exam.

E. RE-ENTRY

If a graduate student has not enrolled for an extended period of time (typically more than two consecutive semesters), the Graduate College requires the student to submit a petition for Re-Entry (http://www.grad.illinois.edu/admissions/apply/reentry). The completed petition must be submitted to the Academic Affairs Office within the first 10 days of the semester in which the student is requesting re-entry. It shall be reviewed by the Director of Graduate Studies, and then forwarded to the Graduate College for a final decision. The School of Music's Graduate Committee may review petitions for re-entry submitted after the 10th day of classes, before the petition is forwarded to the Graduate College for a final decision.

F. TIME EXTENSIONS

If a graduate student does not complete the degree within the Graduate College time limits, a petition for a time extension must be submitted. Students shall use the Graduate College petition (https://grad.illinois.edu/gsas/gradpetition) for such requests. The following information shall be included with the petition:

- A statement justifying the request and a timeline for completing the degree.

In addition:

- The petition requires the recommendation of the student's academic advisor, and for doctoral students who have completed the preliminary exam, a statement from the Research Director.
- The petition and supporting documentation shall be reviewed by the Director of Graduate Studies, and then forwarded to the Graduate College for a final decision.
- Extensions, if approved, are granted one semester or one year at a time, depending on the Office of Academic Affair's recommendation.

G. REQUESTS TO ADD A SECOND DEGREE OR CHANGE CURRICULUM

The procedures for requesting entrance into a DMA or PhD program upon completion of the MM(E) are detailed in Section III. Some students wish to simultaneously pursue a second degree or concentration. The student must initiate the request through the Music Admissions Office. Students are advised to discuss their intentions with the academic advisor of their current degree before applying for a second program. Furthermore, students should understand that the time to complete the second degree will likely extend their registration at Illinois for a minimum of one or more years.

If the student is accepted to the second program, the student must complete the Graduate College petition and request to "add or change curriculum." The following information shall be included with the petition:

- The student must provide a statement justifying the request and if applicable, include a list of courses to transfer to the second program (please note, courses may not "double count" in two programs, and any courses transferred to the second program must be courses taken that are in addition to those required for the primary/first degree).
- The petition requires the recommendation of the student's academic advisor, and the recommendation from the new program in which the student has been recommended for admission.
- The petition and supporting documentation shall be reviewed by the Director of Graduate Studies, and then forwarded to the Graduate College for a final decision.

X. STUDENT RESOURCES AND SERVICES

A. POLICY AND PROCEDURES ON GRIEVANCES BY GRADUATE STUDENTS

The School of Music follows the Graduate College's grievance policies and procedures. Please see: http://www.grad.illinois.edu/policies/gc_grievances

B. FINANCIAL ASSISTANCE AND FELLOWSHIPS

1. General information

All financial aid offered by the School of Music is awarded for one academic year (or less, in the case of appointments beginning in January) and may be renewed for a second year depending on performance as a student and as an assistant, as well as on the availability of funds. Thus, while divisions attempt to do all that is possible to aid a student until completion of the degree, renewal of awards is not automatic or guaranteed.

2. Registration Requirements for Recipients of Merit-based Awards

Recipients of Assistantships, Fellowships, or Stand-Alone Tuition Waivers must register for at least the minimum course load in accordance with the Graduate College policy stated online at: http://www.grad.illinois.edu/policies/fulltime. Requests for exceptions to the number of required credit hours must be made before the semester affected begins; in some cases, the School of Music may require a higher number of credit hours. The award letters are issued from the Music Admissions Office. In every case, the signed offer letter serves as the formal contract regarding appointment and registration requirements. As such, changes in registration during the semester should be approved in advance to be sure proper enrollment requirements are being met. Inquiries regarding registration expectations may be directed to the Music Admissions Office and also should be addressed to the Director of Graduate Studies.

Summer registration is not mandatory for assistantship and stand-alone waiver recipients; summer tuition waivers are provided to students who hold a spring appointment that generates a tuition waiver.

Note that Fellowship recipients are required to maintain a full course load each term of registration, which may include the summer term. The requirement for registration will be stipulated in the award letter. Only the Graduate College Fellowship Office may approve a reduced course load for fellowship recipients. International students who hold a fellowship must also have theirtheir reduced course load approved by International Student and Scholar Services.

3. Students Having Financial Difficulties

Students finding themselves in financial difficulty, particularly at the beginning of the semester, should consult with the Director of Graduate Studies or the University's Financial Aid Office regarding Emergency Grants and Short-Terms Loans.

4. Information about Opportunities for Financial Aid

The Academic Affairs Office maintains a financial resources website for Graduate Students. This information is available online at: https://music.illinois.edu/graduate-academic-affairs. The Graduate College website also maintains financial aid opportunities on its website: http://www.grad.illinois.edu/funding-jobs.

5. External and Campus Fellowships Database

The Graduate College's Fellowship Office maintains a robust fellowship database. Information regarding the requirements and deadlines along with professional writing workshops and proposal review options is available online at: www.grad.illinois.edu/fellowships.

XI. Career Services

A. Graduate College Career Services Office

The Graduate College Career Services Office provides students with career planning resources and job search support. Students are also invited to consult the Graduate College career services website: http://www.grad.illinois.edu/careerservices or set up an appointment with a Career Services Staff Member.

B. College of Fine and Applied Arts Career Services Office

The College of Fine and Applied Arts Career Services Office (http://careers.faa.illinois.edu/) maintains resource information to assist students in preparing application materials (Curriculum Vitae, cover letter, press kits, etc.). In addition, this website provides current students access to major job boards.

XII. Sample Forms

Most of the documents mentioned in this Graduate Handbook, and listed below, are available on the Graduate Student Resources website: (https://music.illinois.edu/graduate-academic-affairs). On occasion, some forms must be requested in person from the Academic Affairs Office. It is imperative students complete the appropriate degree checklist to plan and record work toward the degree.

1. Degree Checklist (used in Annual Review, Advising Sessions, and to certify degree)
2. Graduate College Student Petition
3. SoM Internal Petition
4. Recital Approval (pre-performance for scheduling purposes)
5. Approval of Cognate Field (DMA students only)
6. MUS 528B Provisional Approval (DMA students only)

7. Qualifying Exam Registration Form (DMA students only)
8. Request for Appointment of Preliminary Examination Committee (Doctoral Students only)
9. Request for Appointment of Final Examination Committee (Doctoral Students only)