# SCHOOL OF MUSIC
## GRADUATE HANDBOOK

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Add/Drop

Students should be aware of the financial consequences when dropping or adding courses. In all cases, students should follow the university calendar for drop/add of courses in order to avoid late fees and penalties. Students may drop a course by mid-term but students cannot add a course after the fifth day of classes.

Any add/drop after the regular registration windows must be petitioned. The petition involves the approval of the instructor, the DGS, and the Graduate School Dean. To petition, the student asks the instructor to send a letter stating the rationale to the DGS, completes an “Add/Drop Worksheet” (online at the myUK website, or download from the Graduate School website) to be approved by the instructor and then the DGS, prior to approval by the Graduate School Dean.

This information updated August 2009 unless otherwise noted.
Advisory Committee

All entering students are advised initially by the DGS. During the first semester of residence, they are assigned to a permanent advisor. In the applied area, the major performance instructor is your advisor. In the academic areas, the division coordinator will assign an advisor to you.

Master’s students do not have advisory committees but will form a committee for the Final Exam and for overseeing the thesis if a thesis is required.

Doctoral students should form an Advisory Committee before 18 credit hours of graduate work have been accumulated and at least one year prior to the Qualifying Exam. This committee must be maintained until graduation. Changes are made only when necessary, as determined by the committee members, the DGS, and the Graduate School. The advisor and the student decide which faculty members best serve on the committee.

Application to Form the Advisory Committee

Once the potential members agree to serve, the student applies the formation of the committee online. This can be done by going to the Graduate School Homepage and clicking on “Current Students”, then “Doctoral Forms”. He/she can modify the committee make-up later, also online, only if necessary. The application will first go to the DGS electronically for approval. If the committee is not approved, the DGS will reject the application and notify the student to revise the committee make-up. If approved, the Graduate School will send email to notify each member of the committee. This is also posted in the student’s myUK website.

Role of the Committee

This committee should decide how the student satisfy the degree requirements and guide him/her throughout his/her academic work including administering and assessing the Qualifying Exam, doctoral dissertation/project, recitals/lectures, and the final exam. The Chair of the committee is responsible to get consensus from all committee members when representing the committee. He/she must record the initial meeting and file a written report outlining the coursework and language requirements that the student must complete prior to taking the Qualifying Exam and graduation. For performance majors, the number and types of recitals must be specified. The chair also must record how the pre-qualifying exam doctoral residency is satisfied. This may include a request to transfer a master’s degree completed at UK or other institutions stating the year of degree, the major, and the content of the degree completed.

For students who entered the DMA program at the Fall 2008 semester or after, they should follow the DMA guidelines specific to their area of performance. Some majors require a committee of five members (2 applied faculty members, one theory

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and history professor, and one from outside the School of Music); others require a committee of four members (2 applied faculty members, one theory or history or music education professor, and one from outside the School of Music). In all cases, the chair must be a full member of the graduate faculty and the committee must have three full members of the graduate faculty. The other members can be either full or associate member of the graduate faculty.

Students who choose an optional minor in Music Theory, Musicology, or Music Education must add a member from the minor area to the DMA Committee.

For DMA students entering prior to the Fall 2008 semester and for all non-DMA students, the composition of the doctoral advisory committee includes a core of five members. This core must consist of at least three full members of the graduate faculty. The other two may be associate members of the graduate faculty. All committees must include a member of the theory faculty and a member of the musicology faculty. One member must be from outside the student’s academic program. All decisions are made by a majority vote.

In addition, performance majors should have two applied faculty members on the committee. Committees of PhD students in music education should have two music education faculty members. Committees of PhD students in musicology and theory should have three faculty members in the major area.

The chair of the committee must be a full member of the graduate faculty. An associate member of the graduate faculty may serve as co-chair. Auxiliary Graduate Faculty members may not serve in the core of the committee and may serve only as a non-voting member.

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What to do when you are ready to graduate (Application for Graduation)

Master’s Students

1. Within 30 days of the start of the semester (or 15 days of the start of the summer session) you expect to graduate, notify Graduate School of intended degree completion by submitting the “Application for Master’s Degree” form online via myUK. You may file this application earlier. This form is available on the Graduate School website. Both copies need to be filled out and signed by you, and pre-approved and signed by the DGS.

2. Bring your completed Program Checklist to the DGS for degree certification. Conditions include:
   * All “incomplete” grades removed
   * All library or other fines or dues paid
   * A GPA of 3.0 or higher
   * All program requirements completed

3. Form Final Exam Committee with Advisor’s help. The Committee must include three full-time faculty members or more, one of them must be from the area of theory, another from musicology. In addition, the chair must be from your major area of study; at least two of the Committee members must be members of the Graduate Faculty of the University, and at least one of these must be a full member.

4. Schedule the Final Exam, filing the “Final Master’s Degree Examination” form, pre-approved by the DGS, to be received at the Graduate School at least two weeks prior to sitting for the Exam. This means it must arrive at the DGS office three weeks prior to the exam. The final examination must be scheduled for not later than eight days before the last day of classes of the semester if you wish to graduate that semester. You must check with all committee members early to make sure that you find a time when all members can meet.

5. If you are writing a master's thesis, follow the Graduate School Guidelines for Thesis and Dissertation for proper style. The final draft must be submitted to the committee members at least three weeks before scheduling the final exam. The request to schedule must be accompanied by an Approval Sheet signed by the thesis director and the DGS.

6. Submit the thesis with all the corrections to the Graduate School within 60 days of the successful completion of the Oral Exam. Have the Graduate School do a First Format check with plenty of time to make corrections. Revise the format as needed, have DGS sign the final document, and bring it to the Graduate School for Final Format check, thesis and copyright fees, and acceptance of the document.

7. The Master’s Final Exam may include a writing portion. The final Oral exam will take about one hour. Questions will be asked on your thesis if there is one, or on course content covered in your program. The Master's Final Exam may be repeated once, after a lapse of 30 days.

This information updated August 2009 unless otherwise noted.
8. On successful completion of all degree requirements, order cap, hood and gown and attend the commencement.

Doctoral Students

1. Within 30 days of the start of the semester (or 15 days of the start of the summer session) you expect to graduate, notify Graduate School of intended degree completion by submitting the “Application for Doctoral Degree” form. You may file this application earlier. This form is available on the Graduate School website. Both forms need to be filled and signed by you, then pre-approved and signed by the DGS.

2. Submit “Notification of Intent to Schedule a Final Doctoral Exam” form to initiate the doctoral final exam process, at least eight weeks before the exam is to be scheduled. The Graduate School will appoint an outside examiner. In addition, these conditions must be met:
   * All “incomplete” grades removed
   * All library or other fines or dues paid
   * A GPA of 3.0 or higher
   * All program requirements completed and recorded
   * Student is currently enrolled for dissertation residence

3. Your Final Exam Committee is the same as your doctoral advisory committee, plus the outside reader/examiner. The Committee must include five full-time faculty members or more, consisting of the major professor as chair, a member of the theory division, a member of the musicology division. In addition, two members must be from your major area of study and one member must be outside the School of Music; all Committee members must be members of the Graduate Faculty of the University, and at least three of these must be full member. The chair of the committee must be a full member of the Graduate Faculty. If the major professor is not a full member, he or she can serve as co-chair.

4. Schedule the Final Exam, filing the “Final doctoral Degree Examination” Form, pre-approved by the DGS, to be received at the Graduate School at least two weeks prior to sitting for the Exam. This means that it should arrive at the DGS office three weeks prior to the exam. The final examination must be scheduled for not later than eight days before the last day of classes of the semester if you wish to graduate the same semester. You must check with all committee members and the outside reader early to make sure that you find a time when all members can meet. The request to schedule must be accompanied by the Dissertation Approval Sheet signed by the majority of the advisory committee including the chair, and the DGS.

5. You must write your dissertation/document following the Graduate School Guidelines for Thesis and Dissertation. The final draft must be submitted to all the committee members at least two weeks before the final exam, the earlier the better. Some committees require one month readying time.

6. The Doctoral Final Exam will be an oral exam. It will take about two hours or more. It is an open exam where a public audience is allowed to observe. Questions will be asked on your dissertation and you have a chance to defend the content and the theories behind it. The exam can be cancelled prior to its official start. Once
started, it must be carried to the end. All voting members must be present and remain until the end. The results will be based on majority vote and will be either “pass” or “fail”; even vote is a “fail”. If re-examination is considered, the committee must clearly describe the conditions to be met. A third exam is not allowed.

7. Submit two copies of the dissertation with all the corrections to the Graduate School within 60 days of the successful completion of the Oral Exam. Have the Graduate School do a First Format check with plenty of time to make corrections. Revise the format as needed, have DGS sign both copy of the final document, and bring them to the Graduate School for Final Format check. Pay dissertation fee and, if desired, copyright fee.

8. On successful completion of all degree requirements, order cap, hood and gown and attend the commencement.

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Codes

These codes are used to denote your degree and program for academic records. Please use the appropriate code when filling out graduate forms.

Degree:
Doctor
Master

Program:
Music

Degree Code:
DMA
PhD
MM
MA

Major Code:
MMPE  (for Master’s performance majors)
MUCO  (for Master’s composition majors)
MMED  (for Master’s M. Ed. majors)
MUSC  (for Master’s musicology majors)
MUTH  (for Master’s theory majors)
MUSI  (for PhD majors)
MUAR  (for DMA Performance majors)

DMA Options have the following codes:
Brass          MUAROBRS
Percussion     MUAROPER
Organ          MUAROORG
Piano          MUAROPIA
String         MUAROSTR
Voice          MUAROVOI
Woodwind       MUAROWOO
Orchestral Conducting MUAROORC
Choral Conducting MUAROCHC
Wind Band Conducting MUAROWBC

This information updated August 2009 unless otherwise noted.
Conditions for Admissions

If a student has been given a “conditional admission”, the student should remove those conditions by the end of the first semester, or at the earliest possible opportunity. These conditions may involve additional transcripts, GRE scores, or taking certain review or required courses as pre-requisites. Students are not admitted fully to the degree program until these conditions are removed.

Not finishing all required review courses with a grade of letter B by the end of the first year will be constitute ground for dismissal from the degree program.

Once admitted, students must maintain a 3.0 GPA to remain in the program. As a general rule, coursework must have a grade of “B” or higher to be accepted by the Graduate School when considering course transfer.

Students who drop out even for one semester need to apply for re-admission. Re-admitted students must follow rules of the Graduate Bulletin based on the date of the latest admission.
Degree Requirements

Please refer to the Graduate Bulletin for individual degree requirements. You can download a check sheet for your program to track your progress towards the degree. Take this check sheet to the DGS when you are ready to graduate or take the Qualifying Exam.

Half of the total credits for the Master’s degree credits (excluding thesis) must be at 600 or above. At least two-thirds of the minimum requirements must be in regular courses.

Doctoral students must have all required credits at the 600 and 700 levels.

Note specific language requirements for each degree.

DMA Requirements

DMA guidelines are listed below. Students who first enroll during or after the Fall 2008 semester must follow these requirements. Students who entered the program prior to Fall 2008 will continue following the degree requirements listed in the bulletin at the time of their entry into the degree program. The program requirements are different for different performance areas:

**All requirements are only listed as the minimum required for the degree in general. The student's advisory committee is the official body that will decide specific and additional requirements for the students.**

* Brass
* Conducting: Choral
* Conducting: Orchestral
* Conducting: Wind Band
* Organ
* Percussion
* Piano
* String
* Voice
* Woodwind

This information updated August 2009 unless otherwise noted.

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Degree Time Limits

Time Limit for the master’s degree for students admitted prior to Fall 2005 is eight years with extension up to four years.

Time Limit for the master’s degree for students admitted or readmitted Fall 2005 or later is six years, with extension up to four years.

Pre-Qualifying time limit for doctoral students admitted or readmitted Fall 2005 or later is five years, with extension up to 3 years.

Post-QE time limit is five years. If the degree requirements are not completed within five years after QE, students may petition to extend for one year without retaking the QE. This extension will be decided by the Graduate Dean.

**Extension longer than one year will require the re-taking of the QE, and must be approved by the Graduate Council.**

Post-QE extension up to ten years is the absolute maximum allowed to finish the degree.

All extension request to the Graduate School is contingent upon the student’s good progress towards the degree and must be petitioned by the advisor and approved by the DGS, and then approved by the Graduate Dean (for one-year extension) or the UK Graduate Council (for over one year).

**To ask for any extension,** the student should first email the advisory committee chair stating the reason for extension, what progress has been made, and how long an extension is requested. The committee chair will consult with the committee for agreement, then add his/her statement of support to the email and send it to the DGS. The DGS will either support or not support such extension, based on evidence available. If the DGS supports the petition, he/she will forward the advisor’s email to the Graduate School Dean with the evidence to request extension.

This information updated August 2009 unless otherwise noted.
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Dismissal

After admission into a music graduate program, a student will be dismissed for any of the following conditions:

- Review courses not completed (with passing grade at B or higher) by the end of first year of study
- Two “C’s” or lower in grade report for courses in the degree program
- Failure to pass full faculty-jury twice

Please check the University Student Handbook for university-wide dismissal policies.

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Doctoral Dissertations/Documents

Students should follow the guidelines provided by the Graduate School for completing Dissertations carefully. The Advisory Committee must approve the dissertation topic proposal prior to beginning of the project. The minutes of such approval should be kept in the student’s folder in the DGS office.

Timeline:

- The Topic Proposal must be approved by the student’s Advisory Committee and the signed Proposal Form must be on file in the student folder before the DGS approves the “Application for Degree”.
- The Topic Proposal must be approved at least one semester prior to the semester the student applies for graduation. (If the topic is approved in the Fall semester, student can apply for degree at the beginning of the Spring semester.)
- The first draft of the dissertation must be presented to the DGS before the DGS approves the “Notification of Intent to Schedule a Final Doctoral Examination”.
- Students must apply online for “Notification of Intent to Graduate” so that it will have first been approved by the DGS and to reach the Graduate School eight weeks prior to the final defense. The advisory committee must be formed prior to this application.
- Upon the assignment of an additional outside reader to the committee, the student should distribute the final draft of the dissertation or document to all committee members three weeks prior to the intended final oral exam date.
- Students must apply online for “Request to schedule final exam” so that it will have first been approved by the DGS and to reach the Graduate School at least two weeks prior to the final defense. The Dissertation Approval Sheet must already have three signatures including that of the chair. This is to be filed at the same time to request scheduling of the defense.
- After the successful final defense, the student has sixty days to submit the final copy of the document to the Graduate School. The student will graduate the semester that the final copy is submitted before the deadline for that semester.
- Check the Graduate School web site for further information concerning forms that must be submitted to the Graduate School related to copyright, diploma fees, etc.

Students may choose to present the dissertation as a “print” version or as an “electronic” version. Your advisor must approve the chosen version and appropriate approval forms used.

Style manuals approved by the School of Music and the Graduate School are:

* University of Chicago
* American Psychological Association Manual (latest edition)

This information updated August 2009 unless otherwise noted.
NOTE: One manual only must be used - "mix and match" will not be acceptable. Your advisor will decide which style is best for your research.

**Doctoral Projects for Performers**

The Advisory Committee of the student should specify the style and content of the document. Depending on the length of the document, the requirements may differ. The document may or may not be of the same topic of the student’s lecture recital, thus program notes may or may not be part of the document. The main portion of the document text should present the topic in adequate depth itself and indicate scholarly research. The program notes, if related to the main text, may be included as an appendix.

Extensive program notes should accompany the lecture recital.

1. The project must consist of two parts:

   Part I: An extended monograph on a selected, pre-approved topic. This is a stand-alone written document that includes all the elements of a complete document as required by the Graduate School.

   Part II: Thoroughly researched and documented program notes for the remaining repertoire used in fulfilling the performance requirements.

   NOTE: Both parts must be approved by the Advisory Committee.

2. Project must include an Abstract for Part I.

3. Project must follow dissertation format.

4. References (footnotes) must follow each Part.

5. Bibliography covers both Parts.

6. Introduction

7. Preliminary pages should substitute "D.M.A. Project" for "Dissertation" when the latter is specified by the Graduate School.

8. Ordering of documents:

   **Part I**
   a. Cover page for Abstract
   b. Title page for Abstract
   c. Abstract
   d. Approval sheet
   e. Rules for the use of DMA Project
   f. Cover page
   g. Title page
   h. Blank page
   i. Acknowledgements
   j. Introduction

This information updated August 2009 unless otherwise noted.
Doctoral Projects for Composers

For composers the dissertation requirement consists of a large-scale composition and the student will be responsible for arranging for its public performance for the composition. The student will submit an in-depth analysis and discussion of the composition. The format will follow that given above for the performance D.M.A. project except that Part I will be the manuscript of the composition and Part II will be the analysis and discussion.

DRAFT ONLY
Final Exams & Graduation

Information regarding Final Exams is listed under “Application for Degree” on the DGS homepage. Be attentive to due dates on the UK class schedule for filing appropriate forms, scheduling exams, degree certification, securing signatures, submission of final documents, as well as related fees.

All forms are filed by you electronically via “myUK” or from the Graduate School homepage under the “Current Students” menu.

Remember the deadlines in the class schedule only apply if you are scheduling your exam on the last possible date. It is advisable to submit forms or sit for exam earlier in the semester. In any case, for doctoral students, the Notification of Intent will be due 8 weeks before your exam date. Always allow an extra week for processing by the DGS before the forms are due in the Graduate School.

We encourage you to participate in the commencement ceremony given by the College of Fine Arts as well as by the University.
Forms

Beginning Fall 2009, all form submission will be totally web-based and initiated by the students online. However, this still needs the electronic approval of the DGS prior to the form’s arrival at the Graduate School. This means you need to apply at least three weeks prior to scheduling an exam.

Other forms such as request to take the Qualifying Exam, Application for degree have early deadlines each semester. The Notification for Intent to Graduate for doctoral students has to reach the Graduate School 8-week prior to sitting for defense. Therefore, always check the Academic Calendar early in the semester to catch the deadline, or you may end up graduating one semester later than expected.
Graduate Assistants

Graduate Teaching Assistants must complete a university-wide TA orientation during the week before classes start the first semester. All new graduate assistants are required by Kentucky state law to undergo a pre-employment background check prior to beginning work.

The supervisor or related personnel/professor must file a yearly evaluation report with the Graduate School describing the job performance of the TA. The evaluation should be shared with the TA who has a chance to write a response on the report.

Graduate assistants must take a minimum of nine credit hours of course work each semester, except the last semester if less than nine hours are needed to complete the degree.

TA contracts are given for one year at a time. The contract may be renewed contingent upon the student’s academic progress, student evaluation, job performance, and availability of funds. In general, master’s students may serve as TA for a total of two years, and doctoral students for a total of three years.

A separation sheet must be signed by the student and the supervisor at the end of each contract period, prior to the student leaving campus.
Graduate Forms
and
Academic Program Checklists

* Please download the form you need. These are all in PDF format.
* Print a copy of the checklist to keep track of your academic record.
* Enter all the courses or requirement as you complete each task, add the date.
* Make sure all incomplete grades are completed within one year.
* Bring a copy with you when consulting with your advisor.
* Bring a completed copy to the DGS when you are ready to apply for a degree.

Degrees

* MA in Musicology
* MA in Theory
* MA in Composition
* MM in Performance
* MM in Performance—Voice
* MM in Sacred Music
* MM in Music Education
* DMA in Performance
* DMA in Performance—Voice
* DMA in Band Conducting
* DMA in Choral Conducting
* DMA in Instrumental Conducting
* DMA in Composition
* PhD in Music Education
* PhD in Music Theory
* PhD in Musicology
* Certificate in Music Theory Pedagogy
* Certificate in Orff Schulwerk
* Rank One in Music Education
* Rank Two in Music Education

Other forms:

The recital forms should be signed by the advisor and committee members.

Give the signed recital forms (one set for each recital) to the DGS for record.

* Master Degree: Recital Audition for Pre-Recital Hearing
* Master Degree: Recital Approval Form
* Master Degree: Thesis Prospectus Approval Form

This information updated August 2009 unless otherwise noted.
* Doctoral Degree: Recital Audition for Pre-Recital Hearing
* Doctoral Degree: Recital Approval Form
* Portfolio for Rank I or Rank II

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Incomplete Grades

Incomplete grades must be completed within one academic year. For example, a grade must be assigned by the first week of December, 2009 for a course enrolled in the Fall semester of 2008. After a year, the “I” grade will automatically be converted to an “E” (fail) grade.

Students with any "I" or “E” grade will not be allowed to sit for any Qualifying Exam or Final Exam.

Incomplete grades also might prevent you from receiving some scholarships, grants, or fellowships.

After you complete the work for the course, make sure your instructor submits a grade to the Registrar. Always check your own record at “myUK” to verify that it is done.

This information updated August 2009 unless otherwise noted.
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Independent Studies

Master’s students are eligible to take independent-study or research courses in which each student carries on investigations independent of class meetings. Independent study or research courses must not duplicate thesis work; thesis work must be done in addition to the minimum course requirements.

Students who have independent research in mind should first present a proposal to the supervising professor. Upon approval of the project and content, a contract should be written to describe the work to be accomplished and the assessment criteria for grading. The contract should be signed and dated by the student and professor prior to the regular add/drop registration period at the beginning of the semester. A copy of the contract should be placed in the student’s file in the DGS office. When the contract is received at the DGS office, the hold will be lifted for the student to register for the course.

Courses taken as independent studies elsewhere cannot be transferred into the degree program.

Students can enroll up to six hours of Independent Studies. Enrollment in additional hours of Independent Studies must be first approved by the School of Music Graduate Committee. The approval should be sought prior to the deadline for registration.

This information updated August 2009 unless otherwise noted.
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Language Requirements

The evidence of completion of the language requirement (if required) must be presented before a master's student file for degree, or a doctoral student applies to take the Qualifying Exam.

The language requirement varies for different degree programs. This chart shows minimum requirement for each degree. The student's Advisory Committee may require additional language(s) for doctoral students depending on student's research topic.

<table>
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<th>Program</th>
<th>Language Requirement</th>
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<tr>
<td>MA-Musicology</td>
<td>Reading knowledge of one foreign language, preferably French or German</td>
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<tr>
<td>MA-Theory</td>
<td></td>
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<tr>
<td>MM-Voice</td>
<td>Pre-requisite: One year each of undergraduate level German, French, and Italian (one “011” course may be used for one of the three languages)</td>
</tr>
<tr>
<td>DMA-Voice</td>
<td>Three languages: French, German, and Italian</td>
</tr>
<tr>
<td>DMA-Percussion, Piano, Woodwind</td>
<td>None (if entered F08 or later)</td>
</tr>
<tr>
<td>DMA-Organ</td>
<td>One language (if entered prior to F08)</td>
</tr>
<tr>
<td>DMA-Composition, Conducting, Brass, String</td>
<td></td>
</tr>
<tr>
<td>PhD-Theory*</td>
<td>A reading knowledge of French, German, or a language appropriate to the research interest</td>
</tr>
<tr>
<td>PhD-Musicology*</td>
<td>A reading knowledge of at least two foreign languages, normally German and either French or Italian</td>
</tr>
<tr>
<td>PhD-Music Education</td>
<td>Competency in computer usage and statistics in lieu of a foreign language</td>
</tr>
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*The foreign language requirement(s), if required, must be met by the end of the first full year of study in the Ph.D. program.

If the program requires a foreign language, it may be satisfied in one of the following ways:

* Completion of one of the accelerated graduate level (“011”) courses with at least a 'B' grade.
* Completion of the fourth semester (or equivalent) of a modern foreign language
  with a grade of 'B' or better as an undergraduate at an accredited college or
  university.
* Completion of Special Examinations given for the foreign language graduate
  reading courses with a grade of 'B' or better (forms may be obtained from the
  Registrar's Office).
* Transfer of a language taken to satisfy the requirements for a master's degree at
  another university (transfer must be official and approved by UK Graduate School)
* With program approval, international students who are non-native speakers of
  English may satisfy the foreign language requirement by presenting a TOEFL of 550,
  213 (computer), 79 (internet) or better.

The Graduate School will automatically credit a student with having fulfilled the
foreign language requirement only if s/he has obtained a 'B' or better in the special
foreign language reading courses ('011' courses). All other modes require a written
recommendation to the Graduate Dean by the DGS.
**Lecture & Lecture-Recital**

All PhD students are required to give a lecture. All DMA students are required to give a lecture-recital.

PhD students in Theory and Musicology will present a lecture before the Qualifying Examinations are scheduled. PhD students in music education may present a lecture after they have collected data for their research. Guidelines for the lecture are as follows:

1. The lecture should be given during the semester in which the Qualifying Exams are taken or during the semester immediately preceding. A different presentation time is possible upon approval of the advisory committee.
2. The lecture will be open to faculty and students and will be read (rather than extemporized), with the topic and the lecture approved by the student’s advisor before it is scheduled.
3. The lecture should be no more than fifty minutes in duration, nor less than forty.
4. The student is encouraged to make use of audio-visual aids and materials, but not at the expense of the content of the lecture itself. The use of electronic presentation tools (e.g. PowerPoint) is encouraged.
5. The lecture is not scheduled through the Graduate School since it is an internal requirement of the School of Music.

DMA students will give lecture-recital using following the guidelines:

1. The lecture-recital is a performance with commentary rather than merely an illustrated lecture. Its purpose is to heighten the listening experience by informing the listener.
2. The lecture-recital topic must be approved by the candidate’s Advisory Committee. A variety of topics are suitable, such as the analysis of a single significant work, a comparison of contrasting works, or the stylistic characteristics of a specific composer.
3. The content of the lecture must pertain clearly to the announced topic, and be approved in draft or outline form by the major professor at least a week before its public presentation. The performance portion is subject to the usual faculty hearing procedure common to all degree recitals, at least three weeks before the scheduled date.
4. The lecture must reflect articulately a scholarly approach to the subject matter, and its presentation should recognize an anticipated audience of serious music students and faculty. The duration of the commentary should equal roughly the duration of the music to be performed, a total duration of approximately one hour being expected. The use of illustrative examples and appropriate audio-visual aids is encouraged.

*This information updated: February 27, 2007*

This information updated August 2009 unless otherwise noted.

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Master's Thesis

Students whose degree program requires writing a thesis should follow the guidelines provided by the Graduate School carefully for completing a Thesis. Students should propose a topic for the thesis and obtain the approval of the advisor prior to launching the project.

Reading documents takes time. Students should provide a period of at least three weeks for the committee members to read the thesis or document before asking them to sign the Thesis Approval Form.

The final copy of the thesis must be submitted to the Graduate School, and binding fees paid within sixty days of the Final (Oral) Exam.

Students may choose to present the dissertation as a “print” version or as an “electronic” version. Your advisor must approve the chosen version.

Style manuals approved by the School of Music and the Graduate School are:

- University of Chicago
- American Psychological Association Manual (latest edition)

NOTE: One manual only must be used - "mix and match" will not be acceptable. Your advisor will decide which style is best for your research.

For the MM students in performance, a public recital acceptable to the faculty is required in lieu of a thesis.

For the MM students in composition, a composition of major proportions acceptable to the composition-theory faculty is required in lieu of a thesis. The student must present legible score and parts and this composition must be publicly performed. The use of electronic music notation software is recommended for printing the score.

This information updated: February 27, 2007
Post-Baccalaureate Credits

Up to nine credits taken at the post-baccalaureate status at UK can be transferred into the Master’s degree program. The nine credit limit includes both post-bacc work and any work taken at another college or university. Consequently, students planning to transfer work from another college or university should avoid taking courses at UK as a post-bacc student. Students planning to apply those credits towards the degree must first be admitted to the degree program, then request transfer of these credits by using the “Request for Transfer of Credits” form. The request must be approved by the DGS.

This information updated August 2009 unless otherwise noted.
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Procedure Forms

Most graduate school forms are to be filed by the students online in the “myUK” web site, or at the Graduate School homepage, under the “Current Students” button.

School of Music forms are required for pre-recital hearing and post-recital approval. These two forms are listed on the DGS web under the “Checklist” menu. These two forms should be signed by the major applied instructor and committee members, as needed and submitted to the DGS office along with the recital program. Please file these three items soon after each recital.

Other forms including the Thesis/Dissertation Topic Proposal should be signed by the advisor and filed at the DGS office prior to starting the research.

Program checklists are listed under the “Checklist” menu on the DGS website. The student should update the program checklist each semester. A completed, updated checklist must be given to the DGS when the student applies for Master’s final exam or doctoral qualifying exam.

This information updated August 2009 unless otherwise noted.
Program Checklist

The checklist outlines the requirements for your program plan. You can download the program checklist for your specific degree on the DGS website. Complete this checklist as you progress through your degree. Take this checklist to your advising conferences with your advisor. This checklist, along with your advising conference minutes, signed by your advisor is an important record of your academic work.

When you are ready for taking the Master’s Final Exam or the Doctoral Qualifying Exam, you should bring a copy of this checklist showing completion of program requirements to the DGS for degree certification. This should be done a month prior to scheduling the final or qualifying exam.

Students in a performance degree must also file recital programs with recital approval forms.
Qualifying Exam (QE)

All doctoral students must take the Qualifying Exam (QE) when they complete the course work and language requirements. By this time: 1) all incomplete grades must be assigned letter grades; 2) the advisory committee should be in place to administer the exam; and 3) the pre-QE residency satisfied. The student should submit a copy of the program checklist to the DGS who will review the student’s progress according to the checklist and the Advisory-Committee report that details the particular requirements for each student.

The purpose of the QE is to ascertain that each student has acquired a body of musical knowledge expected of doctoral candidates in their professional field. The content of the exam is not confined to coursework taken in the program. This is a comprehensive exam that takes multiple days and students should prepare for it carefully over a period of time. There are several written portions of the exam preceding the final oral portion of the exam. Upon successful completion of the QE, students are in the ABD (All But Dissertation) status and are considered doctoral candidates. They will then proceed with the dissertation/project proposal and actual work. Your advisor, usually the Chair of your Advisory Committee (AC) will oversee the administration of the QE.

If a student fails the QE, the advisory committee determines the conditions to be met before another exam may be given. The student can retake it only once, the minimum time between examinations being four months, and the maximum time between the two exams being one year. The advisory committee may not be changed prior to re-examination without approval of the Dean of the Graduate School.

DMA students who entered during or after the fall semester of 2008 will take the QE as follows:

1. Part I consists of a three-hour common written exam in music history and a three hour written exam in music theory.
2. Part II will consist of a six-hour written exam in the area of concentration.
3. Part III will consist of an Oral Exam of two hours maximum, following satisfactory completion of Part I and II, as described above.

This common exam (Part I) is given on the Thursday (theory) and Friday (History) of the third week of each fall and spring semester, from 9:30 am to 12:30 pm. (If the university closes due to bad weather, this will take place the Monday and Tuesday of Week 4.) While the general format of the common exam is similar from exam to exam, the specific content will differ. Guidelines for topics to study for the next QE is to be posted sixty days prior to the exam, on the DGS website. Students wishing to take the QE must notify the DGS in writing by the first day of class for that semester.

This information updated August 2009 unless otherwise noted.
Students must pass both theory and history areas before proceeding to take the exam in their area of performance concentration. If a student fail one or both subjects, he/she may retake either or both portion once, given at the following semester. Upon completion of both Part I and Part II, the student can proceed to take the final or oral portion (Part III) of the exam.

**DMA students who entered before the fall semester of 2008** may request to take the QE mentioned above, otherwise, they follow the pre-existing policies. The specific requirements for various areas of concentration are listed in the chart below. In general, the written portions must be completed successfully before the final oral portion takes place. Usually, a span of 2-3 weeks is required to complete the QE, with a window of several days between the final written part and the oral exam.

In order to take the final (Oral) portion of the QE, students must first find a time for an oral exam that all members of your AC can be present. To schedule the QE, complete the form “Recommendation for Qualifying Examination” online from the Graduate School website, and submit it electronically. This will go to the DGS for electronic approval. The request is not complete until the DGS submits it to the Graduate School. The request for QE must reach the Graduate School at least two weeks prior to the oral exam, and it is best to have it in the DGS office 3 weeks before the exam to allow time for processing. It would be prudent to schedule it early.

If the request to schedule the QE is filed within six week into the semester, students can begin enrolling for Post-Qualifying residency credits for the same semester. Students may receive a “Pass” with or without conditions (e.g. additional paper, etc.). Students who fail the QE must drop these credits for that semester (no fee refund). They can sign up again when they re-take the QE. A minimum of two semesters of post-QE registration is required before they can graduate.

- **Students who entered prior to Fall 2005** and plan to register for MUS 769 (9 credits) for two semesters as post-QE residency (and MUS 749 for 0 credits continuously until degree completed) must complete the QE by Week 6 of the semester. Students who entered prior to Fall 2005 but have not taken the QE have an option of taking MUS 769 (9+9) or MUS 767 (2 credits each semester—see paragraph below) as Post-QE residency.

- **Students who were admitted or re-admitted to the program for or after Fall 2005** must apply to take the QE within the first 30 days but are allowed to complete the QE later in the semester. These students must register continuously for Post-QE residency using MUS 767 (2cr.) each semester until the completion of all degree requirements including the submission of the final dissertation/document to the Graduate School. MUS 767 (2 credits) is
considered full load and students only pay in-state tuition rate for this residency period.

Qualifying Exam Session Chart

<table>
<thead>
<tr>
<th>Subject</th>
<th>DMA</th>
<th>PhD</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>DMA Musicology</td>
</tr>
<tr>
<td>History</td>
<td>3 hr.</td>
<td>4 hr. (x2)</td>
</tr>
<tr>
<td>Theory</td>
<td>3 hr.</td>
<td>4 hr.</td>
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<tr>
<td>Music Education</td>
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<tr>
<td>Performance Area</td>
<td>6 hr.</td>
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</tr>
<tr>
<td>Minor (if any)</td>
<td>3 hr.</td>
<td>3 hr.</td>
</tr>
<tr>
<td>Oral Exam</td>
<td></td>
<td>2-4 hours</td>
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</tbody>
</table>
Recital Hearing/Approval

All performance majors are required to complete recital requirements. A jury of 3 members of the applied faculty must first approve each recital at least three weeks prior to the recital date. The student’s applied instructor, or the student’s advisor will file the “Recital Audition or Hearing Form” at the DGS office. If the pre-recital hearing is successful, the student will proceed with the recital. Immediately after the recital, the student’s applied teacher must complete a “Recital Approval Form”.

The Recital Approval Form provides the evidence that the student has completed the recital requirement successfully. For Master’s students, the student’s applied teacher must sign the form and forward it to the DGS office before the student’s final exam. For DMA students, for each recital, the members of the student’s Advisory Committee will sign this form and the advisor will submit the form to be kept with the student’s record at the DGS office.

Please send a copy of the recital program to the DGS office to be kept in the student's folder.

Recital Requirement for MM Students in Performance

All performance majors must pass a full-faculty jury by the end of the first full academic year in residence, or by the completion of two semesters of full-time applied study, whichever comes first. No degree recital may be scheduled before full-faculty jury has been passed.

Degree Recital:

1. Strings: Repertoire must be selected from the solo and chamber music literature of the instrument.
2. Wind and Percussion: Most of the repertoire must be selected from the solo literature of the instrument. No more than one selection should be of an ensemble nature, and it should not exceed one third of the total time duration of the program. The ensemble selection would ordinarily be chosen from woodwind trios, brass quintets, etc.
3. Voice: Repertoire should include groups in French, German, Italian, and English. At least three musical periods should be presented.
4. Keyboard: Repertoire must be selected from the solo literature of the instrument. The recital should consist of at least fifty (50) minutes of playing time. It should include music from at least three (3) different stylistic musical periods.

Recital Requirement for DMA Students

This information updated August 2009 unless otherwise noted.
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1. All performance majors must pass a full-faculty jury by the end of the first full academic year in residence, or by the completion of two semesters of full-time applied study, whichever comes first. No degree recital may be scheduled before full-faculty jury has been passed.

2. The number of recitals is determined by the Advisory Committee. The minimum requirements are listed under “Degree Requirements”. The program content of the recitals will be established in cooperation with the student’s Advisory Committee. With its approval, a program of chamber music, a concerto performance with orchestra, OR a major role in an opera or oratorio may fulfill the requirement for one of the recitals. One of the recitals must be presented before the qualifying examinations are taken. The proposed recitals must be approved by a hearing committee at least three weeks before the recital is presented publicly. Following all recitals, the Advisory Committee must approve the quality and scope in writing.

3. For Formal Recitals: Program notes are required for each formal recital. These notes, must be submitted and approved by the student's major professor at the time of the pre-recital hearing. These notes are an integral part of the DOCTORAL PROJECT.
Residency Requirements/Credits

Master’s Degree:

There is no residency requirement for master’s students.

Master students writing a thesis should register for MUS 768 for six credits. When all course requirements including 6 hours of MUS 768 have been taken, they can continue registering for MUS 748 (0 cr.) up to six semesters (not counting summer). MUS 748 registration is for the purpose of student financial aid and loan deferments, or for international students to keep the visa.

Doctoral Degree:

Pre-Qualifying Residency for Doctoral Students:

The Pre-Qualifying Residency of two years can be fulfilled by completion of a Master’s degree or 18 graduate hours at UK (or Master’s Degree at another accredited school), plus one of the following options:

- Two consecutive semesters of nine graduate credits each
- Three consecutive semesters of six graduate credits each
- Twenty-four graduate credits during three consecutive calendar years

Post-Qualifying Residency for Doctoral Students:

You must be enrolled for Post-QE dissertation credits continuously until your degree is granted.

OLD RULE: Students completing the QE Summer of 2005 or earlier must take MUS769 for two consecutive terms with 9 credits each or three consecutive terms with 6 credits, continuing with 769 zero credits until the degree completion.

International students and those on student loan may enroll in MUS 749 (0 credit) for up to six semesters to count as full-time enrollment. The purpose of 749 is to defer loans or preserve visa status without incurring tuition.

Students may take 3 credits of other course work plus 6 credits of MUS 769 during the either of the two post-QE terms, with the permission of the DGS.

Usually, the DGS will re-enroll you for MUS 769 or MUS 749 automatically for zero credits after the required 18 hours of 769 are completed. However, students should check their record online to ascertain that registration is accurate.

This information updated August 2009 unless otherwise noted.

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NEW RULE: Students admitted or re-admitted Fall 2005 or later must enroll themselves for MUS 767 for 2 credits every fall and spring semesters until degree completion.

Students enrolled in MUS 767 are considered full-time and pay in-state tuition. Students need to continue to register themselves for MUS 767 (2 credits) every fall and spring semester until the degree is completed. Under the new plan there is no need for MUS 749.

Special cases:

Students who enrolled prior to Fall 2005 but who have not taken the Qualifying Exam can choose to follow the Old Rule or the New Rule and keep it. The choice depends on your financial situation.

Students enjoying free tuition should stick with the Old Rule. There is no mixing of the two rules.
Student Progress & Assessment

All doctoral students are assessed yearly regarding their progress towards the
degree. This assessment is made by your Advisory Committee or your Advisor and
the School of Music Graduate Committee. Your advisor will share the results of this
yearly assessment with you. These reports will form the basis of your progress
when requesting extension of time for completing degree requirements.
Support for Research/Travel

Current graduate students may request funds from the Graduate School to help defray certain expenses relating to their graduate education. These funds are self-nominating. Application is available throughout the academic year at this webpage: http://www.gradschool.uky.edu/fellowship/studentsupport.html.

Download and complete the Nomination Form and the appropriate Tax Form. Bring two copies to the DGS office, have the DGS sign the form and keep the copy, submit the original to the Graduate School.

Make sure you state how your paper is a significant one for you and for the SOM. A letter of support from your advisor would be helpful, but optional.


**Teacher Certification**

The Master of Music in Music Education degree parallels the requirements for Kentucky Rank II (Two) music teaching certificate. Students wishing to obtain Rank II certification must already have the Initial Teacher Certificate (Requirements equivalent to those of the Bachelor of Music in Music Education, plus successful Praxis II Exams).

The Rank I in music education program leads to the Rank I (One) certification. Students may use post-baccalaureate credits for this program, or they can use the course work in the PhD in music education.

To apply for Rank I or Rank II certification, students must present a portfolio and a completed “Program of Study” form to the Teacher Education Program (TEP) Chair of the Division of Music Education for approval.

Candidates must consult with the TEP chair first.
Timeline for Music Graduate Students

This is a timeline for when to do what at a glance. Other rules may apply. Please consult your Graduate Bulletin for guidelines and schedules. Use the proper form for each procedure and keep a record of all Advisory meetings in the DGS office.

The Very First Semester

* Complete Admissions Procedure
* Self Orientation via Internet
* TA Orientation (Required) One week before classes begin
* Crime Check for new TA's
* New Students meet with DGS for advising conference
* Study the Graduate School Bulletin for Academic Rules
* Registration & Drop/Add for classes completed by Day 5 into the Semester
* Mid-semester advising conference with assigned Advisor
* Enroll for next term during Advanced Registration Period
* Complete Conditional Admission Requirements during the first academic year
* Transfer credits with Grade B or higher earned as Post-Baccalaureate or from other Institutions
* Up to 25% of the total credits can be considered into the Master's program
* No credit can be transferred into the Doctoral program
* Make plan to complete foreign language requirement, if needed by program
* International students must register for full time until graduation
* Doctoral students make plan to complete pre-qualifying residency requirement:
  * Choose two consecutive semesters of nine graduate credits each or
  * Three consecutive semesters of six graduate credits each or
  * Twenty-four graduate credits during three consecutive calendar years
* Keep track of your graduate work using the Checklist for your degree program
* Maintain a GPA of 3.0 in order to avoid academic probation
* Always check academic schedule for deadlines

The Following Semesters

* Registration & Drop/Add for classes completed by Day 5 into the Semester
* Mid-semester advising conference with assigned Advisor
* Enroll for next term during Advanced Registration Period
* Doctoral students form and meet with Advisory Committee near the end of second semester
  * Put a copy of the official meeting describing all degree requirements in the DGS office
  * Make sure you complete all "Incomplete" grades within one year to avoid the "E" grade
  * Master's students make sure 50% of course work is at the 600 level or above

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* Doctoral students should sign up for courses at the 600 level or above
* Performance requirements include completion of Pre-Recital Hearing form signed by three applied faculty and Recital Approval signed by the Advisory Committee for each recital
  * A yearly assessment of your progress is made by your Advisory Committee or by the School of Music Graduate Committee. You will be informed of the results.
  * Always check academic schedule for deadlines

The Last Semester of Course Work

* Master's students notify Graduate School of intended degree completion by submitting the "Application for Degree" form, pre-approved by the DGS within 30 days of the start of the semester (within 15 days of the start of the summer session). Earlier application is encouraged.
  * Master's students form Final Exam Committee with Advisor's help
  * Master's students schedule Final Exam, filing the "Final Master's Degree Examination" form, pre-approved by the DGS, to be received at the Graduate School at least two weeks prior to sitting for the Exam
  * Doctoral students plan for taking the Qualifying Exam (QE), to be taken immediately after all the course work is completed
  * The pre-requisite conditions to schedule the Final Exam or the Qualifying Exam include:
    * All "incomplete" grades removed
    * All library or other fines or dues are paid
    * A GPA of 3.0 or higher
    * All program requirements completed
  * Bring your completed Program Checklist to the DGS for degree certification
    * A "Thesis Approval Sheet" must accompany the request to schedule the final exam. Submit the thesis within 60 days of the successful completion of the Oral Exam.
    * Have the Graduate School check the document for acceptance, after the DGS signs it.
  * Time Limit for the master's degree for students admitted prior to Fall 2005 is eight years with extension up to four years.
  * Time Limit for the master's degree for students admitted or readmitted Fall 2005 or later is six years, with extension up to four years.
  * Pre-Qualifying time limit for doctoral students admitted or readmitted Fall 2005 or later is five years, with extension up to 3 years.
  * Pre-Qualifying time limit for doctoral students admitted prior to Fall 2005 is ten years.
  * All extension request to the Graduate School is contingent upon the student's good progress towards the degree and must be petitioned by the advisor and

This information updated August 2009 unless otherwise noted.
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approved by the DGS, and then approved by the Graduate Dean or the UK Graduate Council.
* The Master's Final Exam may be repeated once, after a lapse of 30 days.
* Master’s student order Cap and Gown, attend Commencement

The Qualifying Exam and Post-QE Residency

* Doctoral students file the "Request to Schedule Qualifying Exam (QE)", pre-approved by the DGS, with Graduate School within six weeks of the beginning of the semester in order to register for Post-Qualifying Residency Credit for that semester.
* Once the Request for QE is on file, students can take the QE any time during the semester.
* Students work with Advisory Committee to decide dates and times to write and sit for the QE. All members of the Advisory Committee must be present at the oral and final portion of the QE.
* Students schedule QE, filing the "Recommendation for Qualifying Examination" form, pre-approved by the DGS, to be received at the Graduate School at least two weeks prior to sitting for the Exam
* Students not completing the QE successfully must drop the Post-Qualifying credits and retake the QE after a lapse of four months.
* If the degree requirements are not completed within five years after QE, students may petition to extend for one year without retaking the QE.
* Extension longer than one year will require the re-taking of the QE.
* Post-QE extension up to ten years is the absolute maximum allowed to finish the degree.
* Having passed the QE, students schedule a proposal meeting with the Advisory Committee to approve the topic of the dissertation/document.
* File a copy of this approval at the DGS office.
* Make sure you are enrolled for Post-QE dissertation credits continuously until your degree is granted.

* OLD RULE:
  • Students completing the QE Summer of 2005 or earlier must take MUS769 for two consecutive terms with 9 credits each or three consecutive terms with 6 credits, continuing with 769 zero credits until the degree completion.
  • International students and those on student loan may enroll in MUS 749 (0 credit) for up to six semesters to count as full-time enrollment.
  • Students may take 3 credits of other course plus 6 credits of MUS 769 during the first two post-QE terms.

* NEW RULE:
  • Students admitted or re-admitted Fall 2005 or later must enroll themselves for MUS767 for 2 credits every fall and spring semesters until degree completion
  • Students enrolled in MUS767 is considered full-time and pay in-state tuition. Students need to continue enroll themselves continuously until the degree is completed.

This information updated August 2009 unless otherwise noted.
• Students enrolled prior to Fall 2005 but have not taken the Qualifying Exam can choose to follow the Old Rule or the New Rule and keep it. The choice depends on your financial situation.

* Students enjoying free tuition should stick with the Old Rule.

* All extension request to the Graduate School is contingent upon the student’s good progress towards the degree and must be petitioned by the advisor and approved by the DGS, and then approved by the Graduate Dean or the UK Graduate Council.

The Completion of the Doctoral Degree

* Follow the Graduate School Guidelines for writing Thesis and Dissertation

* Notify Graduate School of intended degree completion by submitting the "Application for Degree" card, pre-approved by the DGS within 30 days of the start of the semester (within 15 days of the start of the summer session). Earlier application is encouraged.

* Submit "Notification of Intent to Schedule a Final Doctoral Exam" form to initiate the doctoral final exam process, at least eight weeks before the exam is to be scheduled.

* The pre-requisite conditions to schedule the Final Exam include
  • All "incomplete" grades removed
  • All library or other fines or dues are paid
  • A GPA of 3.0 or higher
  • All program requirements (recitals, lectures) completed
  • Student is currently enrolled in Dissertation Residency

* The Graduate School appoints an Outside examiner

* Distribute final document to all committee members

* Schedule Final Exam, filing the "Final Exam Recommendation" form, pre-approved by the DGS, to be received at the Graduate School at least two weeks prior to sitting for the Exam.

* A "Dissertation Approval Sheet" must accompany the request to schedule the final exam.

* Final exam is open to the public.

* All voting committee members must be present and remain present during the exam.

* It may be cancelled prior to its official start for substantive reason.

* Submit the thesis within 60 days of the successful completion of the Oral Exam.

* Graduate School checks the document for acceptance, after the Advisor and DGS signs it.

* Get Cap, Hood, and Gown. Attend Commencement

* Celebrate!!!!!
Transfer of Credits

Up to nine credits, or 25% of regular course degree requirements, can be transferred into the Master's degree program. For master’s degrees requiring 30 hours total, seven credits can be transferred. These include credits taken at the post-baccalaureate status at UK, as students at another program of UK, or work completed at another regionally-accredited university. Students planning to apply those credits towards the degree must request transfer of these credits by submitting the “Request for Transfer of Credits” form for DGS approval. If the credits are taken at another university, a course syllabus must be presented to the DGS for content approval.

Transfer of credits is accepted at the doctoral level only if these credits were not used for a master’s degree. Students who started a doctoral program at a recognized university may transfer up to 9 credits.
Certificate in Music Theory Pedagogy

Who is served:

The Certificate in Music Theory Pedagogy is intended primarily for DMA (Doctor of Musical Arts degree) students who wish to gain experience and expertise in theory pedagogy in order to strengthen their vitae for increased marketability in higher education. A growing number of job openings in higher education require experience and training in a secondary area such as music theory or music history, and music theory is often cited as that desired second area. Because pedagogical training and experience are highly advantageous in securing teaching positions, this certificate will augment and be pursued concurrently with the regular DMA degree program of the School of Music.

In addition to DMA candidates, the following students are likewise eligible to pursue the Certificate program:

• Ph.D. students in musicology or music education
• M.A. students in musicology or music education
• M.M. students in performance
• non-degree students with an undergraduate degree in music who have passed the Graduate Theory Entrance Exam.

(The Certificate is not intended for students pursuing a M.A. or Ph.D. in music theory since most of the certificate curriculum is already present in those degrees.)

Certificate Requirements:

1. Entrance interview: Acceptance into the CMTP program will be determined after an entrance interview with 1-2 members of the theory faculty, at which time students will be asked about their career objectives, teaching philosophy, and coursework. Students may also be asked to demonstrate various prerequisite teaching skills such as score reading (clefs, transposition, etc.), basic analysis, keyboard proficiency, and singing on numbers or solfège.

2. Courses: The certificate requires a total of 15 hours, consisting of MUS 674 (Pedagogy of Theory-3 credits), MUS 675 (Internship in Music Theory-1 credit hour, taken three times for a total of 3 credits), and 9 additional hours of courses in advanced theory. (All DMA students are presently required to take at least 6 hours in theory, so the certificate will require 9 additional hours.) Please see the descriptions below for more specific information about the required Pedagogy of Theory course, the required internship courses, and the various Advanced Analysis courses eligible for fulfillment of Certificate credit. Students must earn a grade of B or higher in each course requirement.

MUS 674

Pedagogy of Theory

3 hours

Examination of the resources and techniques of teaching undergraduate music theory (aural and written components). Extensive review of the textbook literature and curricular design, study of the application of contrasting theoretical and cognitive approaches, classroom observations, practice teaching and follow-up discussions suitable to undergraduate instruction.
MUS 670, 671, 672, 676  Advanced Analysis  3 hours each

Study of some of the most significant approaches to music analysis of the 20th century. There are four possible courses: Analysis of Tonal Music I (670), Analysis of Tonal Music II [Schenkerian] (671), Analysis of Music Since 1900 [post-tonal analysis] (672), and Advanced Analytical Techniques [atonal analysis] (676).

MUS 675  Internship  in Theory Pedagogy  3 hours (1 each semester)

An internship providing pedagogical experience in undergraduate written theory and aural training. Internships are conducted under the supervision of a faculty member who is teaching the selected undergraduate music theory course.

MUS xxx  2 elected theory courses  6 hours total

These 2 courses are to be selected from among the following:

- MUS 572 16th-Century Counterpoint
- MUS 573 18th-Century Counterpoint
- MUS 670 Tonal Analysis
- MUS 671 Schenkerian Analysis
- MUS 672 Post-Tonal Analysis
- MUS 676 Atonal Analysis
- MUS 677 Contemporary Music Idioms
- MUS 678 History of Music Theory
- MUS 772 Theory Seminar
- MUS 799 Independent Work in Music Theory

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<tr>
<th>Course No.</th>
<th>Name</th>
<th>Hours</th>
<th>Date Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 572</td>
<td>16th-Century Counterpoint</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 573</td>
<td>18th-Century Counterpoint</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 670</td>
<td>Tonal Analysis</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 671</td>
<td>Schenkerian Analysis</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 672</td>
<td>Post-Tonal Analysis</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 674*</td>
<td>*Theory Pedagogy</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 675*</td>
<td>*Internship</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>MUS 676</td>
<td>Atonal Analysis</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 677</td>
<td>Contemporary Music Idioms</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 678</td>
<td>History of Music Theory</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 772</td>
<td>Theory Seminar</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>MUS 799</td>
<td>Independent Work in Music Theory</td>
<td>3</td>
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<td></td>
</tr>
</tbody>
</table>

*required

3. Exit interview/topical teaching discussion: Upon completion of the 15 hours in theory courses, students will schedule an exit interview with a selected theory faculty committee.
CHECKLIST for GRADUATE STUDENTS

MM in SACRED MUSIC

NAME __________________________________________ ENTERED _______________________

PROVISIONAL REQUIREMENTS  (only MUS 578 can count for degree credit)

<table>
<thead>
<tr>
<th>Course</th>
<th>Needed</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 400 (Music History Review)</td>
<td>_______</td>
<td>__________</td>
</tr>
<tr>
<td>MUS 470 (Harmony Review)</td>
<td>_______</td>
<td>__________</td>
</tr>
<tr>
<td>MUS 471 (Ear Training Review)</td>
<td>_______</td>
<td>__________</td>
</tr>
<tr>
<td>MUS 578 (Analysis)</td>
<td>_______</td>
<td>__________</td>
</tr>
</tbody>
</table>

[Notes: at least 50% of degree credits must be at the 600 or 700 level. No more than 9 hours of degree credits may be transferred from Post-Bacc status or another institution.]

REQUIREMENTS at the University of Kentucky (27 hours)

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music History / Literature (at least 3 hours)</td>
<td></td>
<td>MUS __________________ completed________________________</td>
</tr>
<tr>
<td>Music Theory (at least 3 hours, incl. MUS 578, 670, 671, 672, or 676)</td>
<td></td>
<td>MUS __________________ completed________________________</td>
</tr>
<tr>
<td>Ensemble (at least 2 hours)</td>
<td></td>
<td>MUC __________________ completed________________________</td>
</tr>
<tr>
<td>MUS 660 Choral Methods (3 cr.)</td>
<td></td>
<td>completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Education (at least 3 hours, incl. MUS 560, 561, 650, or other)</td>
<td></td>
<td>MUS __________________ completed________________________</td>
</tr>
<tr>
<td>Internship (3 hours)</td>
<td></td>
<td>course________________________ completed________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECITAL (0 credits)</td>
<td></td>
<td>Completed __________________</td>
</tr>
</tbody>
</table>

Specialized areas of study (10 hours—Voice/Keyboard or Choral Conducting)

VOICE OR KEYBOARD
MUP 558 Choral Conducting (4 hours)
MUP ______ hours ________ semester ________________________________
MUP ______ hours ________ semester ________________________________
Music Performance (at least 6 hours, voice or organ or piano)*
MUP ______ hours ________ semester ________________________________
MUP ______ hours ________ semester ________________________________
MUP ______ hours ________ semester ________________________________
MUP ______ hours ________ semester ________________________________
*A 15-minute jury required at the end of applied study

CHORAL CONDUCTING
MUP 558 and 658 Choral Conducting (8 hours)
MUP ______ hours ________ semester ________________________________
MUP ______ hours ________ semester ________________________________
MUP ______ hours ________ semester ________________________________
MUP ______ hours ________ semester ________________________________
Keyboard (MUP 501 or 503, 2 hours)
MUP ______ hours ________ semester ________________________________
MUP ______ hours ________ semester ________________________________

REQUIREMENTS at an accredited seminary or religious institution (6-9 hours)
(Choose from topics such as Music in Worship, Designing Worship, Congregational Song, Worship and Spirituality, Worship and Music in the Liturgical Year, or other advised courses.)
Institution ___________________________________________
course_________________________ completed____________________
course_________________________ completed____________________
course_________________________ completed____________________

Date courses transferred to UK: ____________________________

DATE of FULL FACULTY JURY ________________________________
EXAM COMMITTEE
CHAIR
Music History ____________________________________________
Music Theory ____________________________________________
DATE of EXAM ____________________________________________
Part 1: Intervals, Scales, and Chord Qualities

I. Melodic Intervals: Two pitches will be played, one at a time. The first note you will hear is the given whole note; the second will be either above or below the given pitch. Notate the pitch played and identify the size and quality of each interval formed. (Each example will be played 2x)

Example: m2  1.  2.  3.  and so on... five examples will be played.

II. Scales: A one-octave scale will be played. The correct starting and ending pitches are given. Identify by letter the accidentals required to complete the scale as it is played. (Each example will be played 2x)

The scale type is: __________  The altered pitches are: ________
  a) major  a) G♯, C♯
  b) natural minor  b) G♯, C♯, E♯
  c) harmonic minor  c) G♯, C♯, D♯, E♯
  d) melodic minor  d) G♯, A♯, C♯, D♯, E♯

...five scales in all will be played in treble, bass, or alto clef.

III. Chords: You will hear five chords. Write the letter of the correct quality of each chord. (Each example will be played 2x)

_________ Triad:  a) major  c) augmented
               b) minor  d) diminished

_________Seventh chord:  a) major-major  d) major-minor (dominant)
                        b) minor-minor  e) half diminished
                        c) fully diminished
Part 2: Melodies and Tonal Progressions

IV. Melodic identification: Select the letter of the melody played. (Each example will be played 2x)

____

(a) 

(b) 

(c) 

(d) 

… five short melodies will be played in treble, bass, or alto clef.

V. Tonal Progressions: Select the letter of the chord progression played. (Each example will be played 3x)

____

(a) 

(b) 

(c) 

(d) 

… five progressions in all will be played.

Part 3: Contextual Listening

VI. For this portion of the exam you will hear a brief musical excerpt (around 16 measures) played three times. As you listen, answer five multiple-choice questions regarding items such as the excerpt’s meter, texture, phrase lengths, cadences, melodic characteristics, internal construction, etc.

Good luck!