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# Graduate Student Policies

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## Honor System

All Converse University students participate in an Honor System. The Honor Code governs student conduct both in and out of the classroom. Graduate Students receive information about the Honor Code at graduate orientation, and can read about the honor code in the University Catalog. By virtue of signing the registration form, the graduate student agrees to participate in the Honor System, and to observe the Honor Code. Cases involving the Honor Code will be referred to the Dean of the School of the Arts, who will appoint a committee to address the case. For full information, see the Converse University's *Graduate Student Handbook*.

## Types of Graduate Student Status

1. **REGULAR GRADUATE STUDENTS:** Students seeking degree candidacy; these students are enrolled for graduate credit.
2. **SPECIAL GRADUATE STUDENTS:** Students wishing to enroll for graduate credit but not seeking degree candidacy may file an application for Special Graduate Student status by submitting college transcripts and the appropriate application. Applicants accepted to Special Graduate status may register for graduate credit in any coursework offered by the Petrie School of Music subject to the following conditions:
  - a. Permission of the area faculty is required. This may take the form of a transcript examination or administering of the placement test normally given to entering regular graduate students.
  - b. Special Graduate students may not register for those offerings leading directly to terminal projects in graduate degrees, such as Thesis, Recital, Graduate Ensemble, and major credit performance studies offerings.
  - c. While there is no limit on the number of graduate credit hours a student may earn as a Special Graduate Student, a maximum of fifteen semester hours of graduate credit earned as a Special Graduate Student may be carried over

to Regular Graduate status for use in the degree program. A list of the courses to be carried over must accompany the Application for Admission for Regular Graduate status.

3. **PROVISIONAL GRADUATE STATUS:** If, in the opinion of a majority of the Graduate Music Committee, the audition/recording, undergraduate transcripts, or recommendation cast reasonable doubt on an applicant's potential for success in graduate study, the student may be admitted to provisional graduate status. Depending on the reason for provisional admission, the following conditions may be set for full admission:
  1. Provisional status based on audition:
    - a. Students who have Provisional status because of the level of performance shown at the audition will be required to perform a qualifying examination in the performance area at the end of the first year of study. The examination will be performed for the area faculty and will normally occur during regularly scheduled juries.
    - b. The examination repertoire should meet the graduate audition requirements of the area in length, variety of styles, and memory. The material should be prepared under the direction of a Converse teacher and should not include works studied by the applicant before admission to Converse.
    - c. If the examination is passed, the student may proceed to the chosen performance degree. Elective hours in performance taken as a provisional student will not count towards the required graduate credits for a performance degree.
  2. Provisional status based on transcript:
    - a. Students who are admitted provisionally as a result of poor academic performance at the undergraduate level must attain a GPA of at least 3.0 over the course of nine hours of Converse graduate study, with other stipulations to be set on a case-by-case basis by the Graduate Committee.

## Audition/Interview

In addition to the application materials, students must complete an audition and interview before admittance to graduate study at the Petrie School of Music. It is the responsibility of the applicant to arrange for the audition/interview. Applicants should contact the Audition Coordinator to make audition arrangements.

## Area Admissions Requirements

**MUSIC EDUCATION:** Audition in the student's area of performance (ten minutes minimum), to have earned an undergraduate GPA at or above 2.75, and to possess a teacher certification in music.

**MUSIC EDUCATION WITH INITIAL CERTIFICATION:** Audition in the student's area of performance (ten minutes minimum), to have earned an undergraduate GPA at or above 2.75, and take the Converse Analogies Test.

**PERFORMANCE:** Audition in the student's area of performance (twenty minutes minimum), and to have earned an undergraduate GPA at or above 2.75. In unusual circumstances, a video recording of a recent performance may be substituted for an on-campus audition. In such cases, the Performance Study level will be determined by an audition during registration for the student's first term in the Petrie School of Music.

## Transfer Credit

1. In general, Converse does not accept transfer credits in any Performance Studies area at the Graduate level. A similar prohibition applies to transfer credits in the major field of concentration.
2. Transfer credits in other areas of the program of study must be approved by the Director of the Petrie School of Music and are normally limited to six semester hours. They will be placed on the student's Converse transcript only after admission to Regular Graduate status.
3. Credits will not be accepted for transfer to the Converse graduate program if the credits are more than five years old at the time of their consideration.

## Assistantships/Financial Aid

The Petrie School of Music offers a few graduate assistantships each year on the basis of available funds and school needs. Assistantships may include a waiver of University tuition, waiver of applied fee, a stipend, housing, or a combination of the above. Each assistantship carries specific duties and responsibilities. Assistantship applications for the upcoming fall term will be reviewed beginning March 15. The awarding process will continue until all assistantships have been awarded. All application materials must be submitted, and auditions completed to qualify for consideration. Contact the Music Office for additional information. The Office of Finance and Registration is available to assist students with loans and questions regarding funding of their education.

## Residency

While specific minimum loads and/or periods of residency are not stipulated, the Master of Music degree cannot be earned through summer study alone.

## E-Mail Accounts

All official electronic communication to students will be delivered through the University email.

## Second Master's Degree

The Petrie School of Music awards the Master of Music degree; the major is not specified on the diploma. Therefore, while graduate students are encouraged to study as widely as they may desire, a "double degree" or a second master's diploma cannot be awarded. Instead, the Director of the School of Music may supply a letter certifying the completion of the courses in the additional major for distribution with the graduate's transcripts.

## Advising

For Graduate Students pursuing Performance degrees, the academic advisor is normally the major studio teacher. If the major studio teacher is adjunct faculty, a full-time faculty member in the area may be assigned as academic advisor. For Graduate Students pursuing Music Education

degrees, the academic advisor is a full-time member of the music education faculty. The student and the faculty advisor together submit a list of requested faculty for the student's Master's Committee for approval by the Director of the Petrie School of Music.

## Course Load

The normal full load for a graduate student is seven (7) hours during the fall or spring term and one (1) during the January term. Half-time load is six (6) hours during the fall or spring term or one (1) during the January term. Permission of the Director is required to take more than ten (10) hours in a long term or four (4) hours in a short term.

## Diagnostic Examinations

Prior to registering for graduate-level coursework (usually immediately before the beginning of the fall or spring term), entering Regular Graduate Students should expect to receive diagnostic exams in the following areas:

1. Music History: All Regular Graduate Students will be given a diagnostic exam in music history to determine whether Graduate Music History Survey, MUH 601 has to be taken as a required music history course.
2. Music Theory: All Regular Graduate Students will be examined in music theory. This examination will determine placement. A review of undergraduate transcripts will determine which prerequisite courses should be taken to remedy deficiencies.
3. Diction: All entering graduate Vocal Performance majors must pass an examination in Italian, French, German, and English lyric diction. If they do not pass, they must enroll in diction and receive a passing grade in the course or audit the portion(s) of the diction course(s) in which they are deficient and pass an appropriate exam.
4. Keyboard: Non-keyboard majors who have not satisfied a keyboard requirement equivalent to that for a Converse Bachelor of Music alumni in their undergraduate programs will be required to fulfill the undergraduate piano requirement at Converse. During initial advisement sessions, students are informed of the resulting placements and deficiencies, which may be implemented on an advisory or a mandatory basis, depending on the student's performance.

Deficiency courses are specified by area examiners after study of the undergraduate transcript and the results of the placement examinations. An undergraduate degree whose curriculum agrees with NASM guidelines is generally taken as an acceptable standard for this evaluation. Undergraduate-level courses may be taken by the graduate student to remedy deficiencies. While their satisfactory completion is required for graduation, the course hours involved neither apply toward the degree program nor are they considered in arriving at the student's graduate grade point average. In most cases, the passing of the undergraduate course will remove the deficiency. In other cases, undergraduate participation may be used as a review prior to the second administration of the placement examination.

## Literature

Prior to graduation, every Performance major must have had appropriate literature courses in the major area, either on the undergraduate or the graduate level. For pianists, this means Piano Literature; for singers, this means both Song Literature (if the student had Song Literature at the undergraduate level, this suffices) and Opera Literature; for orchestral instrumentalists, this means both Orchestral Instrument Literature and Chamber Music Literature. Curricular deficiencies in these areas may be removed with either undergraduate or graduate credit. Piano, Song, Opera, and Orchestral Instrument Literature classes are 500-level courses. Chamber Literature is a 600-level course. All graduate students must take at least one 600-level. Literature classes are offered on a 2-year rotation; graduate students must take their required literature course at the time they are offered.

## Vocal Pedagogy

Singers must also have had at least one vocal pedagogy class. Any graduate Performance major in voice who did not take vocal pedagogy as an undergraduate will be required to enroll in Graduate Vocal Pedagogy I, MUE 541.

## Ensemble Participation

The National Association of Schools of Music (NASM) recommends that candidates for Master's degrees be required to participate in conducted or coached ensembles. All Converse

University graduate full-time music students are encouraged to participate in such ensembles beyond the minimum required by their degree program.

## Directed Independent Study

1. Directed Independent Study in areas for which a formal curricular course does not appear in the Catalog may take place under the following circumstances:
  - a. The value and content of the DIS is fully discussed by the student involved with the faculty member who will direct the study and, in turn, with the chair of the department under whose direction the study content would normally fall. The matter is then discussed with the Director of the Petrie School of Music so that adequate presentation to the Music Curriculum Committee may be made and so that the Director may determine the availability of faculty time.
  - b. A detailed syllabus for the DIS is presented and approved by the Dean of the School of the Arts after such submission and approval has been made by the individual faculty member involved and the department chair.
  - c. The amount of credit is proposed by the faculty member conducting the DIS and determined by the Music Curriculum Committee.
  - d. Following approval, a University DIS form is completed by the student and teacher to complete the registration.
  - e. A copy of the examination or some other suitable evidence of satisfaction of purpose and intent of the manner of final examinations should be placed in the student's permanent file.
2. It is the policy of the Petrie School of Music not to offer existing courses on a DIS basis. Exceptions must be approved by the Dean of the School of the Arts.
3. It must be understood by faculty and students that the existence of DIS courses, while totally in keeping with those special features which can be afforded a student by a smaller institution, cannot serve to proliferate the annual offerings of the Petrie School of Music with an inordinate number of course offerings in a "private lesson" or tutoring environment. Therefore, the validity and quality of all DIS offerings must be

contingent upon the ability of Converse University to use available faculty workloads in ways which will produce the greatest benefit for all concerned.

4. At the discretion of the Dean of the School of the Arts, a special elective fee may be charged for Directed Independent Study work.

## Petitions

Graduate students wishing for exception to academic requirements or regulations must petition to the Graduate Committee. The Advisor's recommendation should appear in writing on the petition.

## Extracurricular Student Performance

Recognizing that music curricula are demanding of student time, the music faculty oversees the musical extracurricular activities of music majors. This also protects against the performance of repertoire that is unprepared or unsuitable and against possible adverse reflection on the student or Converse University. Faculty, Advisors and professors in the performance area guide students on such matters, basing their judgment on the student's preparation for the activity and the possible effect of the activity on the total academic program of the student.

1. Any extracurricular performance should be discussed before committing to the event with their major Advisor. This is particularly pertinent when the activity is not a college function nor supervised by university personnel. Any extracurricular rehearsals or performances that conflict with Converse musical commitments are not acceptable excuses for missing Converse course requirements, including ensemble rehearsals.
2. Leaders of performing organizations on the campus are authorized to send lists of members involved in off-campus activities to the Director who will in turn notify the faculty members whose students are involved.

## Teaching of Outside Students

No student in the Petrie School of Music may charge a fee for on-campus instruction in music performance to any college or non-college student. The only exception is in the Lawson Academy of the Arts, when a formal contractual agreement is executed through the Director of the Lawson Academy.

## Master's Committee

### Performance

The Master's Committee for Performance Majors consists of three members of the Petrie School of Music faculty:

1. The Faculty Advisor (who serves as chair of the committee);
  2. Another faculty member from the student's major area;
  3. A third faculty member from outside the student's major area.
- At least one of the three must be a member of the Department of Musicology and Composition. The Committee is nominated by the Advisor and confirmed by the Graduate Studies Committee in consultation with the Director of the PSOM. It should be in place by the end of the student's first term of study as a Regular Graduate Student.

Performance Committee Members will:

1. Approve the student's recital repertoire;
2. Formulate the examination questions and evaluate the oral comprehensive examination

### Music Education

The Master's Committee for Music Education Majors consists of three faculty members and reflects the option selected for the Major Project (see below):

The Master's Committee for Music Education Majors (Thesis or Portfolio option) consists of:

1. The Faculty Thesis/Portfolio Advisor (who serves as chair of the committee);
2. Another faculty member from the Music Education faculty;
3. A third faculty member from outside the student's major area. The third faculty

member's area of study should reflect the student's thesis topic. The committee is nominated by the Advisor and confirmed by the Graduate Studies Committee. The committee should be in place by the end of the student's first term in MUE 693.

The Master's Committee for Music Education Majors (Lecture Recital option) consists of:

1. The Faculty Advisor (who serves as chair of the committee);
2. The student's Studio Teacher;
3. A third faculty member from the PSOM.

At least one of the three must be a member of the Department of Musicology and Composition.

The committee is nominated by the Advisor and confirmed by the Graduate Studies Committee. It should be in place by the end of the student's first term of study as a Regular Graduate Student. The Master's Committee serves several functions during the course of the student's program of study. For Music Education students pursuing the Thesis or Portfolio options, the master's Committee:

1. Approves the Master's thesis/portfolio proposal prior to the initiation of research and writing;
2. Reads and approves the thesis/portfolio and examines the student on its contents in an oral defense;
3. Formulates the examination questions and evaluates the Oral Comprehensive Examination.

For those pursuing the Music Education Lecture Recital option, the Master's Committee:

1. Approves the student's Recital Repertoire;
2. Formulates the examination questions and evaluates the Oral Comprehensive Examination;
3. Reads and approves the lecture paper prior to the recital

## Major Project Requirement for the Master of Music Degree in Music Education

There are three paths to satisfy the Major Project requirement for the Master of Music degree in Music Education: Music Education Portfolio (MUE 694), Thesis (MUE695), or Lecture Recital (MUE

696). Each of the options is divided into three separate courses. In the first course (MUE 693), the student prepares a proposal. In the second course (e.g., 694b, 695b, or 696b), the student prepares the literature review that will support the project. In the third course (e.g., 694c, 695c, or 695c), the student completes the project. The project proposal must be approved and passed before the student can register in the second course.

The Thesis option requires that the student write a scholarly research paper. This is recommended for those who anticipate pursuing doctoral studies. The Portfolio option requires the construction of lesson and units of study for use in the area of the student's field of teaching, video examples of the candidate teaching in a public school during their time in graduate study, and a series of reflection papers. The Lecture Recital option is afforded to those students who have received approval from the appropriate performance area faculty (at the time of audition or a subsequent jury). The Lecture Recital should be approximately one-hour in length, with no more than 30 minutes devoted to the actual musical performance.

#### Thesis/Portfolio Options

The final draft must be submitted to all three members of the Master's Committee no later than Monday of the penultimate week of classes. After any alterations of the final draft are made, three clear copies, each with an approval sheet signed by the committee members, must be submitted to the Music Librarian for binding by the first day of final examinations. The library must certify that the approved copies have been submitted for binding. This letter is then to be submitted by the student to the Advisor. The Advisor will then submit a grade so that degree requirements can be satisfied. Originals or photocopies are permissible, providing that twenty-four-pound bond paper is used.

#### Format and Preparation

The goal and spirit behind the guidelines that follow are to help the student submit a thesis or paper which has the appearance of a professionally typeset document in the field of Music Education in the student's area of expertise. The document is to be printed using 12-point Times New Roman font, double-spaced. The APA style manual is to be used to determine all format decisions with the exception of the format of front and back material.

## Graduate Comprehensive Examinations

The Graduate program requires all candidates to pass a final comprehensive examination. The examination is not merely a test over course work, but a demonstration of the candidate's ability to integrate materials in the major and related fields. The purpose of the comprehensive exam is to demonstrate the student's ability to speak and write intelligently about his or her major area in music and its relation to the overall field of music. It is given in the final term of a student's degree program and is administered by the student's Master's Committee.

#### Purpose and Philosophy of Oral Comprehensive Examinations

The purpose of the oral comprehensive examinations for the Master's degree at the Petrie School of Music is to assess the overall learning and understanding of general knowledge in the areas of music theory, music history, and the material presented specifically throughout the student's degree program.

#### Policies and Procedures

Students will take the comprehensive examinations in the final term of study before their proposed graduation date (i.e., students who plan to graduate in May of 2017 will take their comprehensive examinations during Spring Term of 2017). It is the student's responsibility to notify the Music Office of their intent to stand a Comprehensive Examination within the first two weeks of the term in which the exams are to be scheduled.

The comprehensive examinations will be administered three times during the academic year:

1. In the week following Fall Break for those graduating in December and those requiring re-takes from the previous summer term;
2. In the week following Spring Break for those graduating in May;
3. In the week following Spring Term exams for those graduating in Summer.

The administration of all components of the comprehensive examinations will be coordinated by the Music Office in cooperation with the Chairperson of each student's Master's Committee.

### Oral Examination

1. The oral comprehensive examination will be administered by the Master's Committee.
2. The Oral Examination will focus primarily upon the student's major area, although the Master's Committee members are free to ask questions about music history and theory, as well.
3. There will be a one-hour period of time allotted for the Oral Examination.
4. The Oral Examination will be scheduled by the Master's Committee Chairperson.

### Evaluation of Comprehensive Examinations

Following the Examinations, the Master's Committee will meet to consider the student's performance on the examination.

1. Students who do not successfully complete their Examination may re-take the exam. The time of the retest will be determined at the discretion of the evaluating faculty.
2. Graduate Comprehensive examinations may be repeated only once. A second failure results in the termination of the degree program.

## Graduation Requirements

1. Master's degree candidates in music must complete all courses, including deficiencies, specified in their course of study as required by the Petrie School of Music.
2. A grade lower than B- will not count for graduate program credit in any course within the Major Area, including the Graduate Ensemble.
3. A grade lower than C- will not count for graduate program credit in courses outside the major area.
4. A graduate level course other than Ensemble or Performance Studies whose content duplicates that of an undergraduate course present on the candidate's transcript will not count toward graduation except by specific permission of the Graduate Studies Committee.
5. A total cumulative average of 3.0 must be achieved in all courses attempted at the graduate level. Prerequisites taken to erase undergraduate deficiencies are not averaged into this total.
6. At least half of all credits must be at the 600-level.

## Graduation Time Limit

Candidates have six calendar years from the time of enrollment in the graduate program to complete the degree. Students who change majors during the six years may be granted an extension after review and approval by the Music Curriculum Committee.

## Application for Graduation

Applications for graduation must be made to both the Office of the Registrar (for diploma orders and/or for participation in graduation exercises) and to the Music Office (for academic approval). These applications must be submitted one semester before taking comprehensive examinations. Applications to the registrar must be made by the dates published in the University calendar for May Graduation or Summer Graduation. The graduation fee, which includes the cost of cap and gown, must accompany this application. Students who complete their programs during the regular academic year will receive certification of completion to accompany their transcripts pending the actual awarding of the diploma.