

GRADUATE
MUSIC
STUDENT HANDBOOK

SCHOOL OF MUSIC AND DANCE

2019/2020

COLLEGE OF PROFESSIONAL STUDIES AND FINE ARTS

SAN DIEGO STATE UNIVERSITY

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THE SCHOOL OF MUSIC AND DANCE AT SAN DIEGO STATE UNIVERSITY

Director's Greeting

Dear Students,

Welcome to the 2019–20 academic year in the School of Music and Dance (SM&D)! It is the beginning of another year, during which you will make progress toward the accomplishment of your professional, academic, and artistic goals. I encourage you to continue taking advantage of the wealth of opportunities, personal contacts, and diverse artistic visions represented within our school.

As an individual following your own artistic path, whether as a performer, as a creator of new works, as an educator, or as a scholar, you face many challenges and opportunities for reflection. These are important opportunities for personal growth, and I encourage you to talk to faculty members and professionals already in the field to learn how they faced—and overcame—such challenges. SM&D faculty members are ready to provide you with the insights, experiences, and mentorship that you need to determine your personal path toward a rewarding and fulfilling life, enhanced by the arts.

The academic coursework, performance experiences, opportunities to engage with the community, and exposure to top-tier performing artists and scholars that you have experienced in the SM&D will serve to direct and to inspire you toward success... whatever that may look like in your future. The arts continue to transform the face of our society. It is important for each and every student pursuing a degree in the creative arts to develop exemplary technical skills, to be passionate about their art form, and to have the willingness and ability to communicate effectively about and advocate for the arts. There is a resurging understanding among educators, politicians, and other leaders that the arts exert a profound influence on communities and on the general health and wellbeing of our society. Now—more than ever—we need individuals trained in the arts to become leaders in their communities. The SDSU SM&D provides a direct connection to community engagement through partnerships with area schools, social agencies, and arts organizations and by making specialized coursework available. In addition to acquiring the requisite technical skills, disciplinary understanding, and artistic abilities, I encourage every student to take advantage of these critically important entrepreneurial and community engagement opportunities, which will provide experiences that correlate directly with the types of activities that are essential to a successful professional career in the arts.

Your contributions as an individual and as a member of the broader SDSU and San Diego communities are vitally important. Invest in yourself, dig deeply to fully develop your abilities, and know that there are exciting opportunities awaiting you!

Here's wishing you a happy, productive, and rewarding 2019–20 ...

Dr. Scott D. Lipscomb, Director

The *General Catalog* and *Graduate Bulletin* are the official and legal guidelines for all graduate students at San Diego State University. This *Handbook* is a supplement to and interpretation of the *Graduate Bulletin*. It is not an official university document.

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GRADUATE DEGREES & CERTIFICATE PROGRAM OFFERED

The School of Music and Dance, in the College of Professional Studies and Fine Arts, offers graduate study leading to the Master of Arts in Music and the Master of Music. These degrees can provide the essential education, technical training, and creative experience necessary for professional activity or college-level teaching.

MASTER OF ARTS IN MUSIC

With approval of the School and the Director of Graduate Studies in Music, students electing to pursue the Master of Arts in Music degree may specialize in one of the following areas: Ethnomusicology, Musicology, or Music Theory (these three specializations are currently not accepting students).

MASTER OF MUSIC

With approval of the School and the Director of Graduate Studies in Music, students electing to pursue the Master of Music degree may specialize in one of the following areas: Composition, Conducting, Jazz Studies, or Performance.

ARTIST DIPLOMA ADVANCED CERTIFICATE

The Artist Diploma is the most advanced certificate program offered in the School of Music and Dance. The certificate program is reserved for the most highly gifted and creative performers and composers. The Artist Diploma prepares pre-professional performance students for professional careers by giving focused instruction in all areas of performance including technique, interpretation, repertoire, stage deportment and communication, and knowledge of the business of professional performance. Established ensembles are encouraged to apply and may be considered for special paid residency opportunities. All interested applicants should possess a minimum of a bachelor's degree in music and may have a graduate (master and/or doctoral) degree. Acceptance in the Artist Diploma certificate program is highly competitive and predicated on the level and quality of performance and achievement.

SCHOLARSHIPS AND FINANCIAL AID

Scholarships awarded by the Music Division are made on the basis of auditioned excellence in performance or by evaluation of material in a non-performance area. Students receiving music scholarships must carry a minimum of six graduate units of credit per semester, participate in a major ensemble using their major instrument, and be matriculated. A student enrolled in the Artist Diploma is not eligible for financial aid, but may receive a music scholarship. Scholarships and financial aid are not awarded while attending school through the Open University.

Scholarship awards will be renewed up to four semesters if requirements are met.

To be eligible for continuation of their music scholarships, music students must have a minimum GPA of 3.0 and receive a grade of B or higher in lessons and performance ensembles.

Students enrolled in the MM degree or Artist Diploma Advanced Certificate must participate in a major ensemble each semester of residence on their major instrument/voice and understand that scholarship students may be assigned to perform in more than one ensemble. Major Ensemble Requirements for orchestral instrumentalists (string, winds, brass, percussion, harp) in the M.M. Performance specialization or Artist Diploma Advanced Certificate are as follows: students who are enrolled in private studio lessons (M651) are required to enroll in symphony orchestra (M580) or wind symphony (M576) for at least three semesters. Voice majors are required to enroll in opera (M583 and M584) each semester.

In addition to scholarships, the Music Division has a limited number of Student Assistantships, Graduate Assistantships, and Graduate Teaching Assistantships, which provide students with university-level teaching experience.

Students are also urged to apply to the University Scholarship Program: information and applications are available on the University Scholarship webpage (www.sdsu.edu/scholarships). Other financial aid is available from the University in the form of loans, grants, and part-time employment for eligible students. Information about all state, federal, and institutional aid programs is available from the Office of Financial Aid and Scholarships, SSW-3615, 619-594-6323. Consult the *Graduate Bulletin* for more information.

Tuition waivers of the cost of out-of-state tuition are available on a competitive basis for out-of-state students or international students of superior scholastic achievement. To be eligible for this program, an applicant must be a permanent resident or citizen of the United States or a nonresident who is a citizen and resident of a foreign country. Assistance is provided on a semester-by-semester basis for a student in good academic standing who has an appointment as a teaching associate, graduate assistant, or research assistant. Domestic non-resident students are only eligible for one year. International students may qualify for a continuation beyond their first year. (Recipients of a Presidential Graduate Research Fellowship are still responsible for in-state tuition costs.) For more information and application forms, interested students should have the coordinator of their area forward their nomination for a Presidential Graduate Research Fellowship to the Scholarship Committee and the Director of Graduate Studies in Music.

GENERAL INFORMATION for GRADUATE STUDIES

ADMISSION CATEGORIES

Graduate students admitted to post-baccalaureate music study at SDSU are accepted in one of the following categories:

Graduate Standing (Classified)

A student admitted to a program of study leading to an advanced degree in music who meets the criteria specified under the General Admission Requirements in the *Graduate Bulletin* and, in addition:

1. Meets admission to the School of Music and Dance requirements listed below, and
2. Meets the professional, personal, and scholastic standards for graduate study established by the School of Music and Dance and the Graduate Council.

Graduate Standing (Conditional Classified)

A student admitted to a program of study leading to an advanced music degree who meets the criteria specified under the General Admission Requirements in the *Graduate Bulletin* but who must:

1. Complete the diagnostic music theory examination and any assigned work as outlined below, and
2. Meet the professional, personal, and scholastic standards for graduate study established by the School of Music and Dance and the Graduate Council.

Deficiencies indicated by the diagnostic examination may be removed through the completion of a program of study assigned by the Coordinator of Music Theory. Only one semester will be allowed to remove deficiencies. Additional graduate enrollment requires permission of the graduate advisor in music. If deficiencies are not successfully removed in one semester, the students will not be allowed to register in 600- or 700-level courses for a second semester without satisfying these deficiencies. Once the conditions established by the division, school, or college have been met, the student will be accorded full graduate standing (classified).

Post-Baccalaureate Standing (Classified)

Applicants wishing to be admitted to a program leading to the Artist Diploma Advanced Certificate only (not an advanced degree) must meet the criteria specified under General Admission Requirements and must also meet the professional, personal, scholastic, and other standards prescribed by the School of Music and Dance and the Graduate Council. Admission with post-baccalaureate standing (classified) does not constitute admission to, or assurance of consideration for admission to, advanced degree curricula. An applicant must successfully complete an entrance audition and undergo a review of undergraduate transcripts for entrance to this certificate program in music. A student whose undergraduate degree is not in music must also complete qualifying (placement) examinations in music theory, history, and aural skills.

DIAGNOSTIC MUSIC THEORY EXAMINATION

Graduate students admitted to post-baccalaureate music study at SDSU are required to complete a diagnostic exam in Western music theory. (The diagnostic exam is not required for Artist Diploma students with an undergraduate degree in music unless the student plans to take Music 613 (music theory seminar); also, the exam is not required for students whose graduate specialization is jazz studies).

1. Applicants must satisfactorily complete the diagnostic (placement) examination in Western music theory. This exam is administered in August prior to the fall semester; the schedule is available from the Music and Dance Office or online (musicdance.sdsu.edu). Students who have completed a B.A. or B.M. at San Diego State University must achieve a minimum grade of B in Comprehensive Musicianship courses in order to waive the entrance examinations. The music

theory diagnostic exam includes the range of topics covered in Laitz and Bartlette, *Graduate Review of Tonal Theory*. The exam consists of five parts:

- I. Fundamentals (scales, chords, clefs, keys, etc.)
 - II. Diatonic part writing / figured bass / analysis
 - III. Chromatic part writing / figured bass / analysis
 - IV. Formal analysis (phrase structure; binary/ternary; sonata)
 - V. Elements of post-tonal theory
2. All entering graduate students should schedule an advising session with the Director of Graduate Studies in Music following these qualifying/diagnostic exams to discuss the results and suggested course enrollment. If no significant deficiencies are identified by the placement/diagnostic exams, the student's program status will be changed from "Conditionally Classified" to "Classified." If deficiencies are identified, students typically will be assigned a program of study by the Coordinator of Music Theory. Once students have successfully completed their assigned program of study to the satisfaction of the Coordinator of Music Theory, their program status will be changed from "Conditionally Classified" to "Classified." Students have one semester in which to remove deficiencies and achieve classified status (see page 3 above). Students who do not complete their assigned program of study to the satisfaction of the Coordinator of Music Theory will not become classified students and will not be permitted to enroll in 600- and 700-level courses.

M.A. & M.M.: OTHER DEGREE REQUIREMENTS

MASTER OF ARTS

A final oral comprehensive examination is required of all Master of Arts in Music candidates.

Students in ethnomusicology, musicology, and piano pedagogy may select either Plan A (thesis) or Plan B (lecture recital). Students who opt for Plan A are required to enroll in Music 799A, Thesis or Project, and to pass a final oral comprehensive examination on the thesis. Students in Plan B are required to enroll in Music 766, Graduate Lecture Recital. A final oral comprehensive examination on a written document is required of all students electing Plan B.

Musicology students are also required to complete a written comprehensive examination.

Master of Arts candidates in ethnomusicology or musicology must have a reading ability in an approved foreign language.

MASTER OF MUSIC

A final oral comprehensive examination is required of all Master of Music candidates (see Appendix VI).

All M.M. students are required to enroll in Music 767, Graduate Recital. Students must be classified before registering for Music 767 and performing the graduate recital. The final one, two, or three units of lessons must be completed in the same semester as the recital.

Master of Music candidates in vocal performance must satisfy either a music foreign language examination or attain satisfactory grades in introductory college courses in French, German, and Italian.

M.A. & M.M. OFFICIAL PROGRAM OF STUDY

An official program of study, signed by the Director of Graduate Studies in Music, must be submitted to the Graduate Dean (via the Director of Graduate Studies) for approval after the student has been granted fully classified graduate standing and prior to the time that the student wishes to be considered for advancement to candidacy. Typically, programs of study are registered during semester 2 or semester 3 of a student's studies. Students are required to have a program of study on file before they apply for graduation.

When course requirements listed on an approved official program deviate from those prescribed in the *Graduate Bulletin*, the School of Music and Dance must submit a petition to the Graduate Dean to adjust the academic requirements. The graduate music student must complete the specific courses listed on the official program of study. Not all courses are offered every semester. Please see the Director of Graduate Studies in Music for the proposed schedule of course rotation.

Changes to the official program will not be permitted unless approved by the Director of Graduate Studies in Music and the Graduate Dean. No course can be deleted from an official program of study after the graduate student has completed the course. This includes a course for which a student has registered and received an "Incomplete" or "WU" grade.

ADVANCEMENT TO CANDIDACY

All students must satisfy the general requirements for advancement to candidacy, as described in Part Two of the *Graduate Bulletin*, and must have removed any deficiencies identified in the qualifying (placement) examinations by the end of the first semester. Written notification of advancement to candidacy will be sent to the student from the Division of Graduate Affairs.

A minimum of nine units of courses listed on the official program of study must be enrolled in and completed concurrent with or after advancement to candidacy. A student may not enroll in M799A until advanced to candidacy.

In order to be advanced to candidacy, students in vocal performance must satisfy either a music foreign language examination or attain satisfactory grades in introductory college courses in French, German, and Italian.

SELECTING THE AUDITION/RECITAL/ORAL COMPREHENSIVE COMMITTEE

The semester before the graduate recital, the Director of Graduate Studies in Music in consultation with the student and area coordinator will select the recital committee. The committee will consist of at least three members of the full-time faculty, excluding the private instructor. The private instructor may serve as an optional fourth member. Each committee member will attend all three events: the audition, the recital, and the oral comprehensive examination. This faculty committee must sign all forms found in the information packet that must be obtained from the Events Coordinator in the Music and Dance Office.

ORAL COMPREHENSIVE EXAM

All graduate students, except those students completing the Artist Diploma, must take an oral comprehensive examination, undertaken after the successful completion of the graduate recital, lecture-recital, or thesis. The student may take the examination only once per semester, and should consult with the committee chair concerning the material to be covered. The examination should be scheduled for after the student has completed his/her recital or thesis. Generally material (see Appendix VI) for which the performance, composition, or conducting student is responsible may include:

- musical and historical elements of the document or thesis or works programmed on the recital;
- practice and performance procedures (recital) or research procedures and conclusions reached (document or thesis);
- the content of all graduate-level courses, including literature;
- all areas of the student's individual field of study.

ARTIST DIPLOMA ADVANCED CERTIFICATE

A qualifying recital of a minimum of sixty minutes is required before admittance to the third semester of study. The committee adjudicating this recital must include three members of the performance faculty, one of which must be from the student's performance specialty. The Director of Graduate Studies in consultation with the area coordinator will select the performance committee. The student's studio instructor may be one of the three-committee members. Please see Appendix II in this handbook for the procedural steps.

GRADUATE RECITALS

Candidates for the Master of Music degree and the Artist Diploma Advanced Certificate will present a recital (three units) during the final semester of study. Additionally, Artist Diploma candidates will present a qualifying recital (Music 760, 1 unit) before the third semester as described above. At the beginning of the semester in which the final graduate recital is to be performed, the student should enroll in M767, Graduate Recital, for three units.

All recitals (qualifying and graduate) will be at least one hour in length. A maximum of fifteen minutes of work previously performed may be repeated on the recital. With the approval of the studio teacher and the area coordinator, chamber music may comprise a portion of the recital.

Candidates for the Master of Arts degree (Plan B) will present a Graduate Lecture Recital, M766, in the final year. A copy of the current Guidelines for Graduate Lecture Recital appears as Appendix III in this handbook.

SCHEDULING THE RECITAL

In the semester prior to the proposed recital, the student must obtain an information packet from the Music Office. The packet contains a Recital Checklist that details the steps in scheduling the recital and audition, reserving Smith Recital Hall or Rhapsody Hall, preparing program information, and arranging for publicity and recording, as well as the necessary forms.

SELECTING THE COMMITTEE

In the semester prior to the proposed graduate recital, the Director of Graduate Studies in Music in consultation with the area coordinator will select the committee. The committee will consist of at least three members of the full-time faculty, excluding the private instructor. The private instructor may serve as an optional fourth member. Members will represent performance and academic areas of the School of Music and Dance.

RECITAL REPERTOIRE APPROVAL

In the semester prior to the proposed graduate recital, preferably no later than two weeks after the recital committee has been selected, but required no later than two weeks before the last day of classes, the graduate student must discuss the recital repertoire with the studio teacher and submit a copy of the planned recital repertoire (titles, movements, composers, dates) in the appropriate format to the committee chair for approval by the committee. The recital repertoire should reflect several historical periods and the difficulty of the graduate level. Vocal majors are expected to perform in several languages.

AUDITION

The recital must be auditioned before the recital committee between two weeks and one month prior to the recital date. The audition should reflect the final performance level. All performers scheduled to appear on the recital must perform at the audition. A computer-generated copy of the program, including composers, dates, titles, movements, duration of each piece, and program notes must be provided to the recital committee two weeks prior to the audition. Should the recital committee not approve the audition, the recital date must be rescheduled for a later semester and must be preceded by another audition.

CONDUCTING SPECIALIZATION

Each instrumental conducting student is responsible for the preparation and performance of one hour of music. A portion (normally 20–25 percent) of the final recital (M767) will be the preparation of an appropriate work(s) with a major SDSU performing ensemble (wind symphony, symphony orchestra, chamber orchestra, or choral ensemble). The balance of the project (75–80 percent) may be presented with other SDSU performing ensembles, a public school ensemble, or a specially formed ensemble.

The recital or composite recitals will normally be presented during the last semester of study. Additional semesters may be given with the permission of the major instructor.

The major ensemble conductor or ensemble director must approve the selection of a performing ensemble and the music prior to a recital. All recitals compiling the final recital (M767) must be documented and recorded on video. Each conducting student is responsible for arranging the recording and to supply the School of Music and Dance with a copy of each video as well as each printed program.

OTHER PERTINENT INFORMATION

CLASS SCHEDULE

DO NOT SCHEDULE CLASSES OR STUDIO LESSONS on Monday/Wednesday/Friday at 12 p.m. The noon hour is reserved for School of Music and Dance concerts, recitals, and rehearsals.

PERFORMING ENSEMBLES

Graduate students are required to participate in performing groups according to the guidelines of each area of specialization. Ensemble Requirements for orchestral instrumentalists (string, winds, brass, percussion, harp) in the M.M. Performance specialization or Artist Diploma Advanced Certificate are as follows: students who are enrolled in private studio lessons (M651) are required to enroll in symphony orchestra (M580) or wind symphony (M576) during each semester in which they are enrolled in private lessons (Music 651). Voice majors must enroll in opera (M583/584); at least two additional semesters of choral groups are also required of voice majors.

DIVISIONAL RECITALS

Performance in divisional recitals is required of performance majors during 2019—2020, except during semesters in which the student is enrolled in Music 760 or Music 766 (qualifying or graduate recitals)..

TRANSFER UNITS

A maximum of nine units of graduate courses completed at another college or university may be accepted for transfer. The Director of Graduate Studies in Music in consultation with the area coordinator will determine if units may be transferred.

M.A. PROSPECTUS, M.M. / ARTIST DIPLOMA RECITAL APPROVALS

Each M.A. student must submit a prospectus that has been approved by the student's proposed advisor to the Graduate Committee in Music for final approval (see Appendix III for Lecture Recital Prospectus or Appendix V for Thesis Prospectus). The prospectus must be submitted and approved in the semester prior to enrollment in M799A. The student must submit the advisor-approved prospectus no later than the Monday three weeks prior to the last day of classes (consult the semester's graduate calendar). Each M.M. and Artist Diploma student is required to receive the approval of the recital (performance, composition, conducting) literature from the studio instructor and the recital committee immediately following the formation of the committee.

GRADES, GPA REQUIREMENTS, REPEATED COURSES

No course in which a final grade below "C" (2.0) was earned may be used to satisfy the requirements for an advanced degree. No 500-numbered courses graded Credit/No Credit except those offered for Credit/No Credit only are acceptable on a master's degree program. At least 70 percent of the units used to fulfill the minimum requirements on a master's degree program shall be letter graded.

Grade point averages of at least 3.0 (B) must be maintained in:

1. All courses listed on the official degree program.
2. All courses, 300-level and above, taken at San Diego State University concurrently with or subsequently to the earliest course listed on the official degree program, including courses accepted for transfer credit.

A grade point average of at least 2.85 must be maintained in all courses on the graduate record. No transfer or extension credit may be used to improve the grade point average of units completed at San Diego State University whether computed to determine the average on the official degree program or the overall average.

Ordinarily, a graduate student may not repeat courses that have been taken as part of the official master's degree program. With prior permission of the graduate adviser, however, a graduate student may repeat one course on the official program of study in which a grade C, D, F or WU has been received. When permission is given and the course repeated, both grades remain on the student's permanent record and affect the GPA accordingly.

M.A., M.M., ARTIST DIPLOMA ADVISING

Students are encouraged to confer with the Director of Graduate Studies in Music, Dr. Kevin M. Delgado, and their major professor prior to registration each semester and at other times as deemed appropriate and necessary.

To schedule an appointment with Professor Delgado, please email or call:

Dr. Kevin M. Delgado
Director of Graduate Studies in Music
E-mail: delgado@sdsu.edu
Phone: (619) 594-6045
Office: Music 219

COURSE REQUIREMENTS FOR MASTER OF ARTS IN MUSIC

Ethnomusicology Specialization *(Currently not accepting graduate students)*

	UNITS
CORE	9
612 Seminar in Ethnomusicology Fieldwork Theory and Method (3)	
654 Seminar in Music History: Music Historiography in Global Perspective (3)	
690 Seminar in Research Procedures in Music (3)	
PROGRAM	12
561 Area Studies Ethnomusicology (6)	
691 Seminar in Professional Preparation for Academia (3)	
766 Lecture Recital (Plan B) (3)	
or	
799A Thesis (Plan A) (3)	
ELECTIVES	9
To be selected from Music 545, Music 570, Music 590, Music 651K, Music 652, or from approved 500 or 600 level courses in other disciplines.	
TOTAL	30

Candidates must have a reading ability in at least one approved foreign language.

NOTE: Students must achieve a grade of “C” or higher on all courses in the degree program. Students must achieve a GPA of 3.0 or greater for all courses in the Program of Study and a minimum GPA of 2.85 or greater overall.

An oral comprehensive examination is required.

COURSE REQUIREMENTS FOR MASTER OF ARTS IN MUSIC

Musicology Specialization

	UNITS
CORE	9
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
690 Seminar in Research Procedures in Music (3)	
 PROGRAM	 15
611 Seminar in Musicology (3)	
612 Seminar in Ethnomusicology Fieldwork Theory and Method (3)	
654 Seminar in Music History: Music Historiography in Global Perspective (3)	
691 Seminar in Professional Preparation for Academia (3)	
766 Lecture Recital (Plan B) (3)	
or	
799A Thesis (Plan A) (3)	
 ELECTIVES	 6
To be selected from 561, 590, or 652, and at least three units from approved 500 or 600 level courses in history, language, literature, or arts other than music.	
 TOTAL	 30

Candidates must have a reading ability in at least one approved foreign language, preferably French, German, or Italian.

NOTE: Students must achieve a grade of “C” or higher on all courses in the degree program. Students must achieve a GPA of 3.0 or greater for all courses in the Program of Study and a minimum GPA of 2.85 or greater overall.

**A written comprehensive examination is required.
An oral comprehensive examination is also required.**

COURSE REQUIREMENTS FOR MASTER OF ARTS IN MUSIC

Music Theory Specialization

	UNITS
CORE	9
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
690 Seminar in Research Procedures in Music (3)	
PROGRAM	18
766* Lecture Recital (Plan B) (3)	
or	
799A Thesis (Plan A) (3) (Division of Graduate Affairs)	
Six units selected from:	
613 Seminar in Music Theory [contrasting topics] (3)	
614 Seminar in Music Theory: Conceptual Analysis of the Jazz Idiom (3)	
Nine units selected from:	
554 Music Literature (2–4)	
570–598 Ensembles (1–4)	
590 Advanced Practicum in Music (3) [May be taken one time only]	
654 Seminar in Music History: Music Historiography in Global Perspective (3)	
ELECTIVES	3
TOTAL	30

*Candidate must have Lecture Recital topic approved before registering for the final semester of Performance Studies.

NOTE: Students must achieve a grade of “C” or higher on all courses in the degree program. Students must achieve a GPA of 3.0 or greater for all courses in the Program of Study and a minimum GPA of 2.85 or greater overall.

An oral comprehensive examination is required.

COURSE REQUIREMENTS FOR MASTER OF MUSIC

Composition Specialization

	UNITS
CORE	9
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
690 Seminar in Research Procedures in Music (3)	
 PROGRAM	 19
507 Composition Laboratory (1)	
613 Seminar in Music Theory (3)	
651 Advanced Performance Studies (9)	
767* Graduate Recital (3)	
At least 3 additional units from:	
560 Music and Visual Media (3)	
613 Seminar in Music Theory (3)	
614 Seminar in Music Theory: Conceptual Analysis of the Jazz Idiom (3)	
 ELECTIVES	 2
—Recommended—	
518 Community Performance Practicum (2)	
561 Area Studies: Ethnomusicology (3)	
570 Advanced Chamber Music (1-4)	
 TOTAL	 30

*Student must be classified before signing up for the final graduate recital. The final one, two, or three units of lessons must be taken in the same semester as the recital.

NOTE: Students must achieve a grade of “C” or higher on all courses in the degree program. Students must achieve a GPA of 3.0 or greater for all courses in the Program of Study and a minimum GPA of 2.85 or greater overall.

An oral comprehensive examination is required.

COURSE REQUIREMENTS FOR MASTER OF MUSIC

Conducting Specialization

	UNITS
CORE	9
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
690 Seminar in Research Procedures in Music (3)	
PROGRAM	16
554 Music Literature (2)	
570-589 Performance Ensembles (2)	
651+ Advanced Performance Studies: Conducting (9)	
767* Graduate Recital (3)	
ELECTIVES	5
—Recommended—	
518 Community Performance Practicum (2)	
543 Diction II (1)	
554 Music Literature (2)	
569-589 Performance Ensembles (1-4)	
TOTAL	30

*Student must be classified before signing up for the final graduate recital. The final one, two, or three units of lessons must be taken in the same semester as the recital.

+Will include regular ensemble conducting experience, score reading, and analysis. No Divisional Recitals are required.

NOTE: Students must achieve a grade of “C” or higher on all courses in the degree program. Students must achieve a GPA of 3.0 or greater for all courses in the Program of Study and a minimum GPA of 2.85 or greater overall.

An oral comprehensive examination is required.

COURSE REQUIREMENTS FOR MASTER OF MUSIC

Jazz Studies Specialization

	UNITS
CORE	9
614 Seminar in Music Theory: Conceptual Analysis of the Jazz Idiom (3)	
653 Seminar in Music History: Jazz (3)	
690 Seminar in Research Procedures in Music (3)	
PROGRAM	18
651 Advanced Performance Studies (9)	
767* Graduate Recital (3)	
At least 6 units from:	
507 Composition Laboratory (1)	
566 A Jazz Arranging and Composition (2)	
566 B Jazz Arranging and Composition (2)	
570-589 Performance Ensembles (1-3)	
590 Advanced Practicum in Music (3) [May be taken 1 time only]	
ELECTIVES	3
TOTAL	30

NOTE: Students, upon the advice of the Director of Jazz Studies, may enroll in M590 one time to direct one section of a jazz ensemble or combo.

*Student must be classified before signing up for the final graduate recital. The final one, two, or three units of lessons must be taken in the same semester as the recital.

NOTE: Students must achieve a grade of “C” or higher on all courses in the degree program. Students must achieve a GPA of 3.0 or greater for all courses in the Program of Study and a minimum GPA of 2.85 or greater overall.

An oral comprehensive examination is required.

COURSE REQUIREMENTS FOR MASTER OF MUSIC

Performance Specialization (Instrumental)

	UNITS
CORE	9
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
690 Seminar in Research Procedures in Music (3)	
PROGRAM	17
554 Music Literature (2)	
570-589+ Performance Ensembles (3)	
651 Advanced Performance Studies (9)	
767* Graduate Recital (3)	
ELECTIVES	4
—Recommended—	
515 Professional Orientation for Music Performance (2)	
516 Performance Forum (1)	
518 Community Performance Practicum (2)	
541 Performance Studies Pedagogy (3)	
554 Music Literature (2)	
570 Advanced Chamber Music (1-3)	
TOTAL	30

+ Orchestral Instrumentalists (string, winds, brass, percussion, harp), who are enrolled in private studio lessons (M651), are required to enroll in symphony orchestra (M580) or wind symphony (M576) for at least four semesters.

*Student must be classified before signing up for the final graduate recital. The final one, two, or three units of lessons must be taken in the same semester as the recital.

NOTE: Students must achieve a grade of “C” or higher on all courses in the degree program. Students must achieve a GPA of 3.0 or greater for all courses in the Program of Study and a minimum GPA of 2.85 or greater overall.

An oral comprehensive examination is required.

COURSE REQUIREMENTS FOR MASTER OF MUSIC

Performance Specialization (Vocal)

	UNITS
CORE	9
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
690 Seminar in Research Procedures in Music (3)	
PROGRAM	17
554 Music Literature (2)	
570-589+ Performance Ensembles (3)	
651 Advanced Performance Studies (9)	
767* Graduate Recital (3)	
ELECTIVES	4
—Recommended—	
515 Professional Orientation for Music Performance (2)	
516 Performance Forum (1)	
518 Community Performance Practicum (2)	
541 Performance Studies Pedagogy (3)	
543 Diction II (1)	
554 Music Literature (2)	
570 Advanced Chamber Music (1-3)	
584 Opera Theatre (2)	
TOTAL	30

*Student must be classified before signing up for the final graduate recital. The final one, two, or three units of lessons must be taken in the same semester as the recital.

+ Vocal majors who are enrolled in private studio lessons (M651), are required to enroll in opera (M583/584) for three units each year.

+ Vocal majors must enroll in a choral ensemble for at least two semesters.

Vocal majors must satisfy departmental requirements in French, German, and Italian or satisfactorily complete one college semester of each language.

NOTE: Students must achieve a grade of “C” or higher on all courses in the degree program. Students must achieve a GPA of 3.0 or greater for all courses in the Program of Study and a minimum GPA of 2.85 or greater overall.

An oral comprehensive examination is required.

**COURSE REQUIREMENTS FOR THE ARTIST DIPLOMA
ADVANCED CERTIFICATE**

	UNITS
PROGRAM	20
515 Professional Orientation for Music Performers (2)	
516 Performance Forum (2)	
570-589+ Performance Ensembles (4)	
651 Advanced Performance Studies (8)	
or	
670 Advanced Chamber Ensemble (Resident Ensembles only) (6)	
760 Qualifying Recital (1)	
767* Graduate Recital (3)	
ELECTIVES	4
Selected from:	
507 Composition Laboratory (1)	
518 Community Performance Practicum (2)	
541 Performance Studies Pedagogy (3)	
542 Performance Studies Laboratory (2)	
543 Diction (1)	
554 Music Literature (2-4)	
566A/B Jazz Arranging and Composition (for jazz studies only) (2-2)	
590 Advanced Practicum in Music (3) [May be taken 1 time only.]	
766 Graduate Lecture Recital (3) [committee approval required]	
798 Special Study (1-3 additional units)	
TOTAL	24

A qualifying recital (Music 760) is required before admittance to the third semester of study.

+ Orchestral Instrumentalists (string, winds, brass, percussion, harp), who are enrolled in private studio lessons (M651), are required to enroll in symphony orchestra (M580) or wind symphony (M576) for four semesters. Vocal majors must enroll in opera (M583/584) for at least three units.

Vocal students must demonstrate competency equal to a college level course in French, German, and Italian.

*The final one or two units of lessons must be taken in the same semester as the Graduate Recital.

#Resident Ensembles may substitute six units of M670 for M651.

JURY EXAMINATIONS

The jury is the final examination for Performance Studies on the student's major instrument or voice (M651). The exam is 10 to 15 minutes in length and is scheduled at the conclusion of the semester (last day of classes or final week). The jury panel will include instructors of the performance area or a similar area. Early in the semester, the music to be used on the jury examination should be decided in consultation with the instructor. A student may perform a piece played on a previous jury on a divisional recital but may not play a piece performed on a recital on a jury that follows. All woodwind students must play at least one piece with piano accompaniment on the jury.

The M.M. and Artist Diploma students must receive a majority of positive votes from the jury each semester to remain in M651 with good standing. Failure to attain this positive vote in any one semester will result in probation. A warning letter will be sent to the student regarding his/her probationary status. Failure to achieve a positive vote in the semester following probationary status will result in the student's dismissal from the M.M. or the Artist Diploma program.

M766 - GRADUATE LECTURE RECITAL **See Appendix III**

The lecture recital will be approximately one hour in length. The hour will include a lecture based on a written document and a live performance. The topic will deal with a musical problem (historical, theoretical, pedagogical) and should show evidence of original research.

PROCEDURAL STEPS for the M.A. GRADUATE STUDENT:

1. *For admission to a program requiring a lecture recital*, the graduate student must receive approval of his/her performing ability from the appropriate Performance Studies Committee. Generally, approval is obtained during the School of Music and Dance entrance auditions or through an arranged audition. If approval was not granted at the initial entrance audition, the graduate student must coordinate an arranged audition with the area coordinator. Within the M.A. degrees, a lecture recital may consist entirely of lecture content.
2. *In the semester prior to the semester of the lecture recital*, the student will obtain a recital checklist and forms (recital packet) from Events Coordinator in the Music and Dance office and will reserve the audition, performance, and oral exam dates and locations with the audition, including the performance and the lecture, occurring two weeks to one month prior to the lecture recital. Immediately after making the reservations, the student will meet with the Director of Graduate Studies in Music who, in collaboration with the student and area coordinator, will advise the student regarding the formation of the lecture recital committee. The student should immediately discuss the lecture recital topic and prepare the prospectus with the assistance of the chair of the assigned lecture recital committee. The student will submit the completed Graduate Student Committee form (in the recital packet obtained from the music office) with the signature of each member of the lecture recital committee to the Music and Dance office for filing as soon as possible.
3. *In the semester prior to the semester of the lecture recital (deadline is three weeks before the last day of classes)*, the student will submit the topic and prospectus (including a bibliography of literature and scores; see Appendix III of this handbook) to the Graduate Committee in Music for approval. Registration in M766 Lecture Recital will be denied without the approval of the prospectus.
4. *No later than ten days prior to the lecture recital audition*, the student will submit the final draft of the lecture recital document and a rough draft of the lecture to each member of the lecture recital committee.

5. *Two weeks to one month prior to the recital*, the audition, including all portions of the lecture recital, will occur. If the recital committee deems any portion of the audition inadequate, the student will be required to reschedule the lecture recital in a later semester.
6. *Immediately after an approved audition*, the student will submit a digital copy of the final approved lecture recital program, which will include the lecture recital topic, the program of the performance pieces, and the organization of the lecture to the Events Coordinator in the Music and Dance office in order to guarantee printing by the lecture recital date.
7. *By no later than two weeks prior to the lecture recital*, the student should have met with each member of the lecture recital committee to discuss proposed revisions to the document and lecture.
8. *After the lecture recital has been presented*, the student should prepare for the oral comprehensive examination. The student should consult with the committee chair and each member of the lecture recital committee concerning the areas of the document to be covered. The student will only be allowed to take the comprehensive examination once a semester.
9. *By the first day of final examinations*, one digital or bound copy (velo-binding accepted) of the final version of the lecture recital document must be submitted to the chair of the lecture recital committee. The minimum length of the document is 20 double-spaced typed pages of text (plus preliminary pages and bibliography). The document should adhere to the SDSU guidelines for a thesis.
10. *By noon of the day preceding the last working day of the term*, the required copies of the audio or video recording of the actual lecture recital must be submitted to the Music and Dance office.

COMPLETION of the LECTURE RECITAL:

A student who registers for M766 but does not complete the lecture recital by the end of the semester in which he/she is registered will receive, upon the recommendation of the lecture recital committee chair, an I (incomplete) grade. The incomplete must be removed within one academic year. (After one year, an Incomplete becomes an IC grade, which counts as an F on the student's GPA.) A second registration in M766 is expressly prohibited. The student must file an incomplete form in the Music and Dance office and will be required to repeat the procedures indicated above to remove the incomplete.

Students must enroll in 766 by the tenth day of the semester. Enrollment will not be allowed without an approved prospectus and a committee form on file with the Directory of Graduate Studies in Music.

M767 - GRADUATE RECITAL

See Appendix IV

Candidates for the Master of Music degree and the Artist Diploma Advanced Certificate will present a recital during the final year of study. Artist Diploma candidates will also present a qualifying recital (no credit) before the third semester. At the beginning of the semester in which the graduate recital is to be performed, the student should enroll in M767, Graduate Recital, for three units.

All recitals (qualifying and graduate) will be at least one hour in length. A maximum of fifteen minutes of work previously performed may be repeated on the recital. With the approval of the studio teacher and the area coordinator, chamber music may comprise a portion of the recital. The recital repertoire should reflect several historical periods and the difficulty of the graduate level. Vocal majors are expected to perform in several languages.

PROCEDURAL STEPS for the M.M. or ARTIST DIPLOMA STUDENT:

1. *For admission to a program requiring a recital*, the graduate student must receive approval of his/her performing ability from the appropriate Performance Studies Committee. Generally, approval is obtained during the School of Music and Dance entrance auditions or through an

arranged audition. If approval was not granted at the initial entrance audition, the student must coordinate an arranged audition with the area coordinator.

2. *In the semester prior to the semester of the recital*, the student will obtain a recital checklist and forms (recital packet) from Events Coordinator in the Music and Dance office and will reserve the audition, performance and oral exam dates and locations. After obtaining the dates, the student should meet with the Director of Graduate Studies in Music who, in collaboration with the student and area coordinator, will advise the student regarding the formation of the lecture recital committee. The student will submit the completed Graduate Student Committee form (in the recital packet obtained from the music office) with the signature of each member of the recital committee to the Director of Graduate Studies in Music as soon as possible.
3. *In the semester prior to the proposed graduate recital, preferably no later than two weeks after the recital committee has been selected, but required no later than two weeks before the last day of classes*, the graduate student must discuss the recital repertoire with the studio teacher and submit a copy of the planned recital repertoire (titles, movements, composers, dates) in the appropriate format to the committee chair for approval by the recital committee.
4. *No later than two weeks prior to the recital audition*, the student will submit the final draft of the recital program and program notes to the recital committee chair for approval.
5. *Two weeks to one month prior to the recital*, the audition, including all recital repertoire, will occur. If the recital committee deems any portion of the audition inadequate, the student will be required to reschedule the recital in a later semester.
6. *Immediately after an approved audition*, the student will submit a digital copy of the final approved program, including the program notes, to the Events Coordinator in the Music and Dance office in order to guarantee printing by the recital date.
7. *After the recital*, the student will complete the oral comprehensive examination. Usually the oral examination will occur one to two weeks after the recital. The student should consult with the committee chair and members of the recital committee concerning the material to be covered (see Appendix VI). The student will only be allowed to take the comprehensive examination once a semester. The student should insure that the committee chair completes the Oral Comprehensive form (obtained from the Music and Dance office) and submits the form to the Music and Dance office immediately after the oral comprehensive examination.
8. *By noon of the day preceding the last working day of the term*, the required copies of the audio or video recording of the actual lecture recital must be submitted to the Music and Dance office.

COMPLETION of the RECITAL:

A student who registers for M767 but does not successfully complete the recital by the end of the semester in which he/she is registered will receive, upon the recommendation of the recital committee chair, an I (incomplete) grade. The incomplete must be removed within one academic year. (After one year, an Incomplete becomes an IC grade, which counts as an F on the student's GPA.) A second registration in M767 is expressly prohibited. The student must file an incomplete form in the Music and Dance office and will be required to repeat the procedures indicated above to remove the incomplete.

Students must enroll in 767 during the schedule adjustment period. Enrollment will not be allowed without approved recital repertoire and a committee form on file.

M799A — MASTER'S DEGREE THESIS

See Appendix V

COMPOSITION of THESIS COMMITTEE:

Listed below are the criteria for appointment to a thesis committee:

1. Normally, the thesis committee is composed of three full-time members of the University faculty. At least two of the members must hold permanent (tenure or tenure track) faculty appointments.
2. The chair of the thesis committee must be a permanent, full-time faculty member of, or have joint appointment in, the department in which the thesis is written. The chair should hold a terminal degree or the equivalent in the discipline and be current in the field as determined by the department. The chair should have specific expertise (theoretical, methodological or topical) in the area of the proposed thesis.
3. The second member of the thesis committee must be a full-time member of the department in which the thesis is written.
4. The third member of the thesis committee should be from a department other than that of the chair.
5. Departments may recommend the appointment of adjunct or emeritus faculty as either the second or third member of the thesis committee where such an appointment would best serve the interests of the student. Such faculty must hold a terminal degree or the equivalent in an appropriate discipline and be current in the field as determined by the department.
6. An individual who has special expertise directly related to the thesis research may serve as a fourth member of the committee or as a co-chair. Appointment as co-chair requires that the individual hold a terminal degree or the equivalent in an appropriate discipline and be current in the field as determined by the department.
7. Normally, faculty who serve on thesis committees should teach 500-level or higher courses on a regular basis.
8. Final appointment of the membership of thesis committees rests with the Dean of the Division of Graduate Affairs and Research. If the Dean of the Division of Graduate Affairs and Research does not approve of the thesis committee recommendation, he/she will confer with the department prior to making any final decision.

SELECTION of THESIS COMMITTEE MEMBERS:

1. The chair of the thesis committee is selected by the student in consultation with the area coordinator for the student's major.
2. The thesis chair will recommend the remaining members of the committee after consultation with the student. The student contacts each potential committee member and must obtain the signatures of the thesis chair, the other committee members and the Director of Graduate Studies in Music on the Appointment of Thesis Committee form before submitting the form to the Division of Graduate Affairs office. The student is responsible for submitting this completed form to the Division of Graduate Affairs prior to the add/drop deadline, which is generally the tenth day of the semester. **Enrollment in M799A must be approved by the Division of Graduate Affairs office before the student is allowed to complete his/her registration.** The Division of Graduate Affairs will not approve registration unless the Appointment of Thesis Committee form is on file. If the research involves human subjects (survey, interview, observation or experimentation), the student will be required to have approval of the Institutional Review Board (IRB) prior to registration in M799A (see *Graduate Bulletin*). The student will be notified when final approval has been granted.

PROCEDURAL METHODS for THESIS COMMITTEE:

1. As soon as the thesis committee is established, the committee chair will communicate with the committee to review the candidate's thesis plan and to secure the advice and suggestions of the committee members.
2. Before beginning formal research preparation for the thesis, the student must obtain the approval of his/her thesis chair and committee members for the procedures to be followed. This obviously does not prohibit the student from engaging in a preliminary study leading to the interpretation or development of possible thesis topics.

3. In the course of the thesis design and preparation, the thesis chair is responsible for calling any meetings of the committee deemed necessary. The members of the committee also will be available for consultation with the student on an individual basis.
4. The student will submit a preliminary draft of the thesis to the chair for suggestions and corrections; upon approval by the chair, the draft will be submitted to the other members of the committee for their suggestions, corrections, and approval. In the preliminary draft, the student is required to follow the *SDSU Dissertation and Thesis Manual* as well as the most recent edition of either *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition, by Kate L. Turabian or *The Chicago Manual of Style*, 16th edition [see Appendix V]. When the committee chair is satisfied with the preliminary draft of the thesis, it is prepared in the final form. After the thesis is digitally completed in the final form and prior to final processing, signatures of the committee members on the signature page are required to indicate acceptance of the thesis. The signatures of the committee members also verify the approval of the department concerning the grammar, spelling, punctuation, typing, form and style, methodology and content of the thesis. (If any committee member refuses to sign the thesis, the candidate and/or the committee chair should present the issues in person to the Division of Graduate Affairs for a ruling.)

PROCEDURAL STEPS for the GRADUATE STUDENT:

1. *Early in the graduate studies*, the student should give serious consideration to a thesis/project topic.
2. *No later than the semester prior to the projected completion of the thesis and graduation*, the student will select the chair of the thesis committee in consultation with the Director of Graduate Studies in Music and the area coordinator for the student's major. The thesis chair and Director of Graduate Studies in Music will select the remaining members of the Thesis Committee after consultation with the student. The student must obtain the signatures of the thesis chair, the other committee members and the Director of Graduate Studies in Music on the Appointment of Thesis Committee form and submit the form to the Division of Graduate Affairs office. The student is responsible for submitting this completed form to the Division of Graduate Affairs prior to the add/drop deadline, which is generally the tenth day of the semester, and for providing a copy of the form to the Music and Dance office for the student's official file. Enrollment in M799A must be approved by the Division of Graduate Affairs office before the student is allowed to complete his/her registration. The Division of Graduate Affairs will not approve the registration unless the Appointment of Thesis Committee form and IRB approval, if appropriate, are on file.
3. *In the semester prior to the semester in which the student will enroll in M799A (deadline is three weeks before the last day of classes)*, the student will submit the topic and prospectus (including a bibliography of literature and scores; see Appendix V of this handbook) to the Graduate Committee in Music for approval. Registration in M799A will be denied without the approval of the prospectus. If human subjects are used in the research, the student must comply with SDSU regulations and have the approval of the Institutional Review Board (IRB). IRB authorization must be obtained prior to any research involving humans. IRB review application materials and guidance is available via the Internet at <http://grad.sdsu.edu/research/irb>. A student may only register for thesis advisement upon receipt of written authorization from IRB.
4. *Prior to the second week of the semester*, the student will submit the completed Thesis Committee form with the signature of each member of the Thesis Committee to the Graduate Division and provide a copy for the Music and Dance office. At this point, the student is required to establish a timeline with the Thesis Committee chair and members. The timeline should include review of the thesis and the oral examination.
5. All M.A. and M.M. students must have an official Program of Study on file before applying for graduation (see Appendix 1 below). All M.A. and M.M. students apply for graduation during the schedule adjustment period at the beginning of their final semester (see Appendix 1 below).

6. *If graduation in the semester must be ensured, between the sixth and eighth week of the semester, the student will submit the completed thesis to the Thesis Committee and have an oral examination.*
7. *To ensure graduation, the thesis must generally be submitted to the Division of Graduate Affairs and thesis review no later than the tenth week of the semester.* The completed thesis may be submitted to the Division of Graduate Affairs and thesis review on at-risk basis beyond the tenth week. The graduate student is responsible for reviewing the academic calendar published by the Division of Graduate Affairs to determine all deadlines for guaranteed and at-risk submissions, for depositing the approved thesis to Aztec Shops Montezuma Publishing, and/or the last day for submitting the thesis to the Division of Graduate Affairs to avoid the need to enroll in Thesis Extension (M799B) in the following term.

RESPONSIBILITIES of the CHAIR and the OTHER MEMBERS of the THESIS COMMITTEE:

It is the responsibility of the thesis chair to:

1. Select the other thesis committee members in consultation with Director of Graduate Studies in Music and the student.
2. Determine the appropriateness of the thesis topic selected by the student.
3. Determine the adequacy of the thesis design before the student begins work.
4. Ensure that the student has obtained required clearances for research involving human or animal subjects (IRB).
5. Review the scholarly execution of the study, including the accuracy of all mathematical computations and the validity of all conclusions.
6. Make certain all other members of the committee have reviewed the thesis and that all the necessary changes have been incorporated before the thesis is prepared in final form.
7. See that a high standard of literary quality is maintained throughout the thesis.
8. See that all standards of the Graduate Council are met.
9. See that the thesis in final form is correct and that it conforms to the form and style manual required by the department and approved by the Graduate Council.
10. Call all necessary committee meetings.
11. Make certain all members of the committee, who so desire, have had a copy of the thesis in final form for at least three days before they are asked for signatures.

Other members of the committee have the responsibility to:

1. Check the adequacy of the thesis design before the study is begun.
2. Determine the validity of any conclusions drawn in the thesis.
3. See that a high order of scholarship is maintained throughout the thesis.

COMPLETION of THESIS:

A student who registers for M799A but does not complete the thesis by the end of the semester or summer session in which he/she is registered will receive, upon the recommendation of the thesis committee chair, the SP (satisfactory progress) grade. This grade symbol will remain on the student's record until the thesis is completed. A second registration in M799A is expressly prohibited.

Students must enroll in 799A by the tenth day of the semester; there will be no late adds! Enrollment will not be allowed without a thesis committee approved and on file in the Division of Graduate Affairs. If

human subjects are used in the research, a student may only register for M799A upon receipt of written authorization from IRB.

A student who has been assigned the grade SP for the thesis is required to register for Thesis Extension, M799B or X799B (0 units, Cr/NC) in any semester or term in which the facilities and resources of the University will be used; also, the student must be registered in the course when the completed thesis is submitted for final processing. Note: Unless registering for M799B, students who have allowed a semester or more to lapse in regular attendance at the University will be required to file application for readmission to the University, and meet the deadline established by the Office of Admissions.

SCHOOL OF MUSIC AND DANCE GENERAL INFORMATION

Use and Check-out of School Instruments

The School of Music and Dance maintains a large variety of instruments for use by students in various classes. They are available to anyone enrolled in a music performance course with the recommendation of the instructor. Music majors are expected to own their own instruments within a reasonable time after admission to the program. An exception is made for those majoring on the larger and rarer instruments, i.e., tuba, string bass, percussion, harp, piano, and harpsichord. A \$20 equipment use fee is assessed for each instrument every semester.

Instrument and Equipment Use Fee

For students requesting a musical instrument for lessons/ensembles, a practice room key, or a key/swipe card to the Electronic Music Studio, a \$20 use fee is payable to the University cashier's office. Bring the receipt back to the Technical Shop window, M118, to receive a key issue slip. Take this key issue slip to the University Key Issue Office to receive your key.

Instrument/Equipment Policy

ISSUE/RENEWAL POLICY. All steps below must be taken before issue/renewal is valid.

1. A School of Music and Dance equipment schedule request must be filled out and signed by the appropriate faculty member.
2. The School of Music and Dance use fee must be paid to the University cashier.
3. The student must bring the completed equipment schedule request, a current Red ID, a valid driver's license, and the cashier's receipt to the Music and Dance Technical Shop (M118) during the posted hours.
4. The student must sign all appropriate forms.

INSTRUMENT/EQUIPMENT DUE DATE. All School of Music and Dance equipment must be returned or renewed at the Music and Dance Technical Shop before the end of the semester. Failure to comply will result in a \$20 late fee and a use fee charged for the next semester. Late fees and next semester use fees will continue to be assessed until the equipment is returned to the Music and Dance Technical Shop. Unpaid fees will freeze the student's records and will place a hold on the student's registration until they are paid.

DAMAGED INSTRUMENTS/EQUIPMENT. The student must return equipment in the same condition it was issued. If the equipment is damaged, the student agrees to pay for the repairs as deemed appropriate by the School of Music and Dance repair technicians. All instruments will be assessed for damage upon cleaning and billed to student upon completion of repairs.

STUDENT LIABILITY. Students who check out School of Music and Dance equipment are financially responsible for that equipment and must check the insurance information box on the sign-out form.

Students must pay for the replacement of equipment that is lost or stolen. Unpaid fees for lost and stolen equipment will freeze student records and put a hold on registration until all fees are paid.

PIANO and PERCUSSION PRACTICE ROOM KEY LIABILITY. The student is responsible for practice room key(s) issued. If a key is lost or stolen, the student must notify both the School and the University key issue offices as soon as possible. The student must pay for the lost or stolen key(s) and meet with the Director of the School of Music and Dance before any key(s) is reissued for practice rooms. **Students found possessing an unauthorized key will be reported to the Office of Judicial Procedures.**

Practice Rooms

The basement area of the music building houses practice rooms that are available to any student enrolled in a music course. There are 40 locked rooms in the practice area with 32 locked rooms that each have an electronic piano. Qualified students are issued a key for admittance to the area. See the technicians in the Music and Dance Technical Shop (Music 118) to initiate the procedure for obtaining a key. Piano majors are provided special practice rooms with grand pianos on the second floor of the building. A \$20 equipment use fee is assessed for practice rooms with pianos. Students who report keys as stolen, lost, or missing may be held financially responsible for re-keying the locks of the respective rooms. Piano majors practice rooms may be reserved for the semester during the first two weeks of each semester. Dr. Karen Follingstad manages the second floor piano practice room reservations.

Locker Use

1. The purpose of the lockers is to reduce damage to and loss of state-owned instruments as a result of their being left unsecured and unattended.
2. SDSU assumes no responsibility nor liability for instruments stored in music building lockers.
3. Students provide their own padlocks. This allows for the security of combinations and a choice in the type of lock. It also relieves the burdens of additional lines at the beginning and the end of each semester.
4. Lockers are assigned by staff in the Music Technical Shop (Room 118). Questions should be referred to staff at the issuing window, M118.
5. Assignments are terminated at the end of each semester. All lockers must be vacated each semester by 2 p.m. on the last day of final examination week. Any locker not vacated by that time will be opened and the contents discarded.
6. Lockers not needed for state owned instruments may be assigned for storage of private instruments. A School of Music and Dance Locker Use Fee of \$1 is required. All other conditions apply.
7. Users of unassigned lockers are subject to having their locks and materials removed without notice. When the user can be identified, the locker use fee and a late penalty of \$20 will be assessed.

Music Stands

Students are required to own their own music stands and use them when School of Music and Dance stands are unavailable.

STUDENT ORGANIZATIONS

PI KAPPA LAMBDA

Pi Kappa Lambda National Honorary Music Society has more than 170 college chapters and in its 70-year history has initiated 46,000 musicians into membership. The society is dedicated to the fostering of scholarly interest in the theoretical and historical aspects of music and to the stimulation of eminent achievement in performance, composition, music education and research. Membership is awarded to outstanding bachelor's and master's degree candidates.

PHI MU ALPHA

Phi Mu Alpha is a national fraternity with chapters on over 300 campuses. Selection is by invitation based on scholarship and interest in American music. The chapter has a long record of successful activities, including a national annual Composition Award supported by a fund created by the chapter members. Recently the chapter donated \$1,000 earned through its coffee and donut booth to the School of Music and Dance. Membership is open to all male University students in good standing. The current officers of the chapter may be contacted through the Music and Dance office.

SIGMA ALPHA IOTA

Sigma Alpha Iota, founded in 1903, is an international music fraternity for women music majors and minors. It provides many types of scholarships, Braille transcription, bold note music for the partially-sighted, instrumental and music gifts to foreign countries, and opportunities for gifted artists to work productively at cottages in natural settings. The goals of the college chapter include academic merit, community musical involvement, and a true and lasting friendship among the sisterhood. Chapter members present a recital each semester, provide services to the School of Music and Dance, and perform for convalescent homes and disabled children. After graduating, a member may affiliate with the alumnae chapter in her local community and continue her high ideals of musicianship.

TAU BETA SIGMA

Tau Beta Sigma is an honorary service organization. One purpose of Tau Beta Sigma is to promote the existence and welfare of collegiate bands. Membership is granted in recognition of musical achievement, demonstrated leadership, and an enthusiastic approach to band activities. Members develop leadership through active participation in the band and in the organization. Tau Beta Sigma provides meaningful and worthwhile social experiences for all engaged in collegiate band work. Service is the top priority of this organization.

MUSIC EDUCATORS NATIONAL CONFERENCE

The student chapter of MENC (Music Educators National Conference) at San Diego State University provides students who plan to become teachers of music with an opportunity to become familiar with the field. MENC activities provide initial experiences with the type of activities that will be part of his/her future role as a teacher.

STUDENT NATIONAL ASSOCIATION OF TEACHERS OF SINGING

The National Association of Teachers of Singing (NATS) has fostered the formation of student chapters in order to advance knowledge about the Association and the professions of teaching and singing. A Student NATS (SNATS) Chapter is an organization of students that can meet, hold events and discussions, participate, practice, and learn more about voice teaching as a profession.

Division of Graduate Affairs
San Diego State University
SSE 1410 – (619) 594-5213
<http://grad.sdsu.edu>

PROCEDURAL STEPS TOWARD EARNING A MASTER'S DEGREE AT SAN DIEGO STATE UNIVERSITY

1. Students applying for admission must submit the CSU University Application online (www.csumentor.edu) and submit the application fee either online with the application or mail directly to:

Graduate Admissions
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-8225

2. The following materials should be compiled in one envelope and send directly to:

Graduate Admissions
Enrollment Services
Document Processing Unit
5500 Campanile Drive
San Diego State University
San Diego, CA 92182-7416

- a) Official transcripts from each university/college attended (in sealed envelopes). NOTE: Students who attended SDSU need only submit transcripts for work completed since last attendance. Students with international coursework must submit both the official transcript and proof of degree. If documents are in a language other than English, they must be accompanied by a certified English translation.
 - b) General GRE results (If not already submitted electronically to the University).
 - c) TOEFL or the CBTOEFL scores for foreign students (if not already submitted electronically to SDSU).
3. The following materials should be compiled in one envelope and sent directly to:

Director of Graduate Studies in Music
School of Music and Dance
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7902

- a) Two letters of reference;
 - b) A one-page statement of personal aims and goals;
 - c) M.A. applicants: special requirements include research paper, interviews, videos (see *Graduate Bulletin* or online requirements).
4. Applicants must have completed a bachelor's degree with a major in music including full preparation in performance, theory, music history, and literature, or hold a bachelor's degree from an accredited institution and present sufficient evidence of study and experience in music to demonstrate the equivalence of a bachelor's degree with a major in music.
 5. All domestic students must demonstrate a minimum 2.85 GPA. All international students must demonstrate a minimum 3.0 GPA and in cases where the primary instruction was in a language other than English, minimum TOEFL (Test Of English as a Foreign Language) score of 550.

International applicants taking the computer version must achieve a score of 213 or higher and 80 or higher using the Internet version. Upon arrival at San Diego State University, further tests of English may be given for the purpose of placing international students in an English language program commensurate with their linguistic ability in English and to assist advisers in planning an appropriate course of study.

6. After taking placement examinations in Western music theory and performance studies (where applicable), applicants will be admitted to the program with conditional graduate standing. Normally one semester will be allowed to remove deficiencies indicated by these placement examinations. Deficiencies may be removed through completion of self-study assignments or projects assigned by the director of Music Theory.
7. Read the *Graduate Bulletin* of the Division of Graduate Affairs (particularly Part Two on Admissions, Regulations, and Basic Requirements for Master's Degree, and Part Three that states the specific requirements of Music and Dance) and consult regularly with the Director of Graduate Studies in Music.
8. Attain Classified Graduate Standing.
 - a) If you were given classified status at the time of your admission, skip to step 9.
 - b) If you were admitted with conditional classified status, ask the Director of Graduate Studies in Music to submit a Change of Status Form to the Graduate Admissions office when you have fulfilled the conditions specified at the time of your admission.
9. Submit an Official Program of Study immediately after achieving classified standing.
 - a) The Official Program of Study should be completed in consultation with the Director of Graduate Studies in Music and submitted electronically to the Division of Graduate Affairs for final approval.
 - b) The Official Program of Study should be submitted as early as possible but no later than the semester prior to anticipated graduation.
 - c) Any deviation from the specific master's degree requirements listed in the Graduate Bulletin should be requested on a Petition for Adjustment of Academic Requirements. If transfer coursework is being requested, current, official university-sealed transcripts should be submitted with the request.
 - d) Any change to the Official Program of Study after approval must be made on a Change in Program Form.
10. Attain Advancement to Candidacy.
 - a) Your eligibility for advancement to candidacy will be indicated on the official program at the time your official program is approved and submitted to the Division of Graduate Affairs by the School of Music and Dance.
 - b) If you are not eligible for advancement at the time your official program is approved, the Division of Graduate Affairs will review your file for advancement at the end of each semester.
 - c) **You must be advanced to candidacy before** you will be allowed to officially form your thesis committee or to take the comprehensive examination.
11. Submit an Appointment of Thesis Committee Form (for Plan A students only).
 - a) After you have been advanced to candidacy, obtain the Appointment of Thesis Committee Form from the Division of Graduate Affairs (SS 1410), secure the required signatures, and provide a copy of the completed form to the music office before returning it to the Division of Graduate Affairs for approval. (Allow three days for processing and approval.)
 - b) Obtain the schedule number for Thesis 799A in the Division of Graduate Affairs Office once your Appointment of Thesis Committee Form has been approved. If human subjects are used in the research, the student must comply with SDSU regulations and have the approval of the Institutional Review Board (IRB). IRB authorization must be obtained prior to any research involving humans. IRB review application materials and guidance is available via the Internet at:
http://research.sdsu.edu/research_affairs/human_subjects

- . A student may only register for thesis advisement upon receipt of written authorization from IRB.
 - c) You must be registered in Thesis 799A or Thesis Extension 799B during the semester that you submit your thesis to Thesis Review. The Division of Graduate Affairs will provide the schedule number for enrollment in M799A or M799B. You may enroll in Thesis Extension 799B through Extended Studies, but you must obtain official paperwork from the Division of Graduate Affairs. If you are on financial aid, you may not go through Extended Studies.
 - d) Purchase the manual entitled: *SDSU Dissertation and Thesis Manual* and consult the website for the Division of Graduate and Research Affairs Dissertation & Thesis Review (gra.sdsu.edu) for any and all updates to the manual and changes in procedures. You will also want to consult either *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th Edition, by Kate L. Turabian or *The Chicago Manual of Style*, 16th edition [see Appendix V].
 - e) A final examination (oral defense) on the thesis will be required.
12. Submit Graduate Student Committee Form and Pass Required Final Examination (for Plan B students only).
- a) Remove the Graduate Student Committee form from the recital packet (available from Events Coordinator), secure the signature of each member of the lecture recital committee, and return the completed form to the Music and Dance office for filing.
 - b) Obtain the schedule number for M766, Lecture Recital from the School of Music and Dance office to register.
 - c) Since the lecture recital document should follow the organization and format of a thesis, purchase the manual entitled *SDSU Dissertation and Thesis Manual* and consult the website for the Division of Graduate and Research Affairs Dissertation & Thesis Review (gra.sdsu.edu) for any and all updates to the manual and changes in procedures. You will also want to consult Turabian/Chicago style guides [see Appendix III].
 - d) An oral comprehensive examination is required after the approval of a written document and lecture recital. You must be advanced to candidacy to be eligible to take the examination. The student, along with the department, is responsible for insuring that the Division of Graduate Affairs is notified of the completion of the exam.
13. Submit Graduate Committee Form and Pass Required Final Examination (M.M. only).
- a) Candidates for the Master of Music degree will present a recital during the final year of study. All graduate recitals will be at least one hour in length.
 - b) Remove the Graduate Student Committee form from the recital packet (available from Events Coordinator), secure the signature of each member of the recital committee, and return the completed form to the Music and Dance office for filing.
 - c) Obtain the schedule number for M767, Graduate Recital from the School of Music and Dance office to register.
 - d) An oral comprehensive examination is required after the approval of the recital. You must be advanced to candidacy to be eligible to take the examination. The student, along with the department, is responsible for insuring that the Division of Graduate Affairs is notified of the completion of the exam.
14. File an Application for Graduation.
- Student may apply online at <http://grad.sdsu.edu>. Most forms also may be obtained in the Office of Graduate and Research Affairs (SS 1410).**
- a) Graduation is not automatic on the completion of degree requirements. An Application for Graduation (along with the graduation services fee of \$55) must be filed with the Division of Graduate Affairs via the Cashiers office (in person or online). The graduate application deadline occurs during the schedule adjustment period during the first weeks of the semester or term in which the student expects to graduate. Refer to the academic calendar in the *Graduate Bulletin* or online for deadline dates.
 - b) If you do not graduate in the term for which you applied, you must reapply any subsequent term in which you expect to graduate.

Division of Graduate Affairs
San Diego State University
SS 1410 – (619) 594-5213
<http://gra.sdsu.edu>

**PROCEDURAL STEPS TOWARD EARNING THE ARTIST
DIPLOMA (ADVANCED GRADUATE CERTIFICATE) AT SAN
DIEGO STATE UNIVERSITY**

1. Students applying for admission to the Artist Diploma Advanced Certificate must submit the CSU University Application online (www.csumentor.edu) and submit the application fee either online with the application or mail directly to:

Graduate Admissions
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-8225

2. The following materials should be compiled in one envelope and send directly to:

Graduate Admissions
Enrollment Services
Document Processing Unit
5500 Campanile Drive
San Diego State University
San Diego, CA 92182-7416

- a) Official transcripts from each university/college attended (in sealed envelopes). NOTE: Students who attended SDSU need only submit transcripts for work completed since last attendance. Students with international coursework must submit both the official transcript and proof of degree. If documents are in a language other than English, they must be accompanied by a certified English translation.
 - b) TOEFL or the CBTOEFL scores for foreign students (if not already submitted electronically to SDSU).
3. The following materials should be compiled in one envelope and sent directly to:

Director of Graduate Studies in Music
School of Music and Dance
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7902

- a) Two letters of reference;
 - b) A one-page statement of personal aims and goals.
4. Applicants must show proof of a bachelor's degree, but may have a graduate (master and/or doctoral) degree with a music major, including full preparation in performance, theory, music history, and literature, or hold a bachelor's degree from an accredited institution. Students whose undergraduate degree is not in music must complete qualifying (placement) exams in music theory in addition to the entrance audition. All students must enroll in this program as matriculated students.
 5. All applicants must demonstrate a minimum 3.0 GPA in the last 60 semester (90 quarter) units attempted. In cases where the primary instruction was in a language other than English, a minimum TOEFL (Test Of English as a Foreign Language) score of 550 is required. International

applicants taking the computer version must achieve a score of 213 or higher and 80 or higher using the Internet version.

6. Successful completion of an entrance audition or the submission of a portfolio of representative compositions and a review of undergraduate transcripts are required for entrance.
7. Read the *Graduate Bulletin* of the Division of Graduate Affairs and Consult with Advisors in Music
 - a) Read the *Graduate Bulletin* carefully, particularly Part Two on Admissions and Regulations and Part Three that states the specific requirements for the Artist Diploma Advanced Certificate in Music.
 - b) Consult with the Director of Graduate Studies in Music about procedures and the Artist Diploma Advisor to determine academic requirements and elective coursework.
8. Artist Diploma Qualifying Recital
 - a) A qualifying recital of a minimum of sixty minutes is required before admittance to the third semester of study.
 - b) The committee adjudicating this recital must include three members of the performance faculty, one of which must be from the student's performance specialty, and will be chosen by the area coordinator in consultation with the Director of Graduate Studies. The student's studio instructor may be one of the three members of the committee.
9. Submit Graduate Student Committee Form for Artist Diploma Final Recital
 - a) Candidates for the Artist Diploma Advanced Certificate will present a recital during the final year of study. At the beginning of the semester in which the recital is to be performed, the student should enroll in M767, Graduate Recital, for three units.
 - b) Remove the Graduate Student Committee form from the recital packet (available from Events Coordinator), secure the signature of each member of the recital committee, and return the completed form to the Music and Dance office for filing.
10. Verification of Satisfactory Completion of Academic Requirements
 - a) The Director of Graduate Studies in Music will be responsible for verifying a student's satisfactory completion of the academic requirements established for the program; however, the student must also be aware when this procedure must be completed and meet with the Director of Graduate Studies in Music.
 - b) Completed copy of the Verification Form is sent to the Division of Graduate Affairs.

GUIDELINES FOR GRADUATE LECTURE RECITAL

SPECIAL NOTE

The graduate student should begin to give serious consideration to a lecture recital topic early in the graduate studies and should confer with full-time faculty members who may be specialists in the particular areas of investigation under consideration.

LECTURE RECITAL COMMITTEE

The Director of Graduate Studies in Music in consultation with the area coordinator and the student will assign the chair of the lecture recital committee. The student should immediately discuss the lecture recital topic and prepare the prospectus with the assistance of the chair of the assigned lecture recital committee. The area coordinator in consultation with the student and the Director of Graduate Studies in Music will determine the other members of the lecture recital committee. The committee is to be comprised of three members, a chair and two others from the School of Music and Dance. A third member may be from another department. Part-time faculty may serve on lecture recital committees as a fourth member.

Remove the Graduate Student Committee form from the recital packet (available from Events Coordinator), secure the signature of each member of the lecture recital committee, and return the completed form to the Music and Dance office for filing.

PROSPECTUS

In the semester prior to the semester of the lecture recital (deadline is the Monday three weeks prior to the last day of classes), the student will submit the topic and prospectus, including a bibliography of literature and scores, to the Graduate Committee in Music (via the Graduate Advisor) for approval after receiving the approval of the chair of the lecture recital committee. Registration in M766 Lecture Recital will be denied without the approval of the prospectus.

The lecture recital prospectus and document should follow the organization and format of a graduate thesis. The graduate student should purchase the manual entitled: *SDSU Dissertation and Thesis Manual* and consult the website for the Division of Graduate and Research Affairs, Dissertation & Thesis Review, (gra.sdsu.edu) for any and all updates to the manual and changes in procedures. Either *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th Edition, by Kate L. Turabian or *The Chicago Manual of Style*, 16th edition, is required for completing the prospectus and the document. Templates are available on the Division of Graduate Affairs website.

The Prospectus should consist of the following:

1. Abstract
2. Title page
3. Signature page with the signature of the chair of the lecture recital committee
4. Introduction including background about the topic, review of the present state of the research on the topic, and a justification or need for the study
5. Statement of purpose
6. Limitations of the study
7. Methodology or procedures (historical, analytical, experimental, etc.) used for the study including a statement of how the results or data will be interpreted
8. Definitions of significant terms in the study
9. Preview of the organization of the study
10. Preview of the organization of the lecture recital
11. Bibliography

All of the above steps may or may not be appropriate to the nature of the study and are presented merely as guidelines.

The Prospectus should comply with the *SDSU Dissertation and Thesis Manual* and Chicago/Turabian style. The graduate student should submit an electronic copy via email and one hard copy of the prospectus to the Director of Graduate Studies in Music for distribution to the Graduate Committee in Music in the semester prior to the lecture recital, but no later than the first day of the semester of completion.

ENROLLING FOR LECTURE RECITAL (M766)

A graduate student may NOT enroll in M766 (Lecture recital) UNTIL:

1. The lecture recital committee has been selected and the Graduate Student Committee form (in recital packet) has been completed and submitted to the Music and Dance office for filing.
2. The Prospectus has been approved by the Graduate Committee in Music.

PREPARATION AND SUBMISSION OF A LECTURE RECITAL DOCUMENT

1. The minimum length of the document will be twenty double-spaced typewritten pages of text plus preliminary pages (prospectus) and bibliography.
2. For the School of Music and Dance, the style manual is *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th Edition, by Kate L. Turabian.
3. Suggested order of manuals to be consulted in the writing of a lecture recital document:
 - a. San Diego State University *Graduate Bulletin*
 - b. *SDSU Dissertation and Thesis Manual*
 - c. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th Edition or:
 - d. *The Chicago Manual of Style*, 16th edition
4. *No later than ten days prior to the lecture recital audition*, the student will submit the final draft of the lecture recital document and a rough draft of the lecture to each member of the lecture recital committee.
5. *By no later than two weeks prior to the lecture recital*, the student should have met with each member of the lecture recital committee to discuss proposed revisions to the document and lecture.
6. *By the first day of final examinations*, one digital or bound copy (velo-binding accepted) of the final version of the lecture recital document must be submitted to the chair of the lecture recital committee. A grade of credit will be recorded after:
 - a. the completion of the actual lecture recital,
 - b. the document has been reviewed and passed by all committee members, and
 - c. the oral examination has been successfully completed.
7. By noon of the day preceding the last working day of the term, all steps must be completed and the required copy of the lecture recital document deposited with the committee chair and the video or sound recording of the actual lecture recital submitted to the School of Music and Dance office.

GUIDELINES FOR GRADUATE PERFORMANCE RECITAL

SPECIAL NOTE

Candidates for the Master of Music degree will present a recital during the final year of study. At the beginning of the semester in which the graduate recital is to be performed, the student should enroll in M767, Graduate Recital, for three units.

All recitals will be at least one hour in length. A maximum of fifteen minutes of work previously performed may be repeated on the recital. With the approval of the studio teacher and the area coordinator, chamber music may comprise a portion of the recital. The recital repertoire should reflect several historical periods and the difficulty of the graduate level. Vocal majors are expected to perform in several languages.

RECITAL COMMITTEE

The Director of Graduate Studies in Music in consultation with the area coordinator will assign the recital committee. The committee is to be comprised of three members, a chair and two others from the full-time faculty of the School of Music and Dance. The performance studies teacher or an adjunct faculty member may serve as the fourth member.

PROCEDURAL STEPS for the M.M. GRADUATE STUDENT:

1. *For admission to a program requiring a recital*, the graduate student must receive approval of his/her performing ability from the appropriate Performance Studies Committee. Generally, approval is obtained during the School of Music and Dance entrance auditions or through an arranged audition. If approval was not granted at the initial entrance audition, the graduate student must coordinate an arranged audition with the area coordinator.
2. *In the semester prior to the semester of the recital*, the student will obtain a recital checklist and forms (recital packet) from Events Coordinator in the Music and Dance office and will reserve the audition, performance and oral exam dates and locations. The audition, including all of the recital repertoire, will occur two weeks to one month prior to the recital. After obtaining the dates, the student should meet with the Director of Graduate Studies in Music, who will determine the recital committee and chair in consultation with the area coordinator. The student will submit the completed Graduate Student Committee form (in the recital packet obtained from the music office) with the signature of each member of the recital committee to the Music and Dance Office for filing as soon as possible.
3. *In the semester prior to the proposed graduate recital, preferably no later than two weeks after the recital committee has been selected, but required no later than two weeks before the last day of classes*, the graduate student must submit a copy of the planned recital repertoire (titles, movements, composers, dates) in the appropriate format to the committee chair for approval by the recital committee. The recital repertoire should reflect several historical periods and the difficulty of the graduate level. Vocal majors are expected to perform in several languages.
4. *No later than two weeks prior to the recital audition*, the student will submit the final draft of the recital program and program notes to the recital committee chair for approval.
5. *Two weeks to one month prior to the recital*, the audition, including all of the recital repertoire, will occur. If the recital committee deems any portion of the audition inadequate, the student will be required to reschedule the recital in a later semester.
6. *Immediately after the approved audition*, the student will submit a digital copy of the final approved program, including the program notes, to the Events Coordinator in the Music and Dance office in order to guarantee printing by the recital date.

7. *After the recital*, the student will complete the oral comprehensive examination. Usually the oral examination will occur one to two weeks after the recital. The student should consult with the chair and members of the recital committee concerning the material to be covered (see Appendix VI). The student will only be allowed to take the comprehensive examination once a semester. The student should insure that the committee chair completes the Oral Comprehensive form (obtained from the Music and Dance office) and submits the form to the Music and Dance office immediately after the oral comprehensive examination.
8. *By noon of the day preceding the last working day of the term*, the required copies of the audio or video recording of the actual lecture recital must be submitted to the Music and Dance office.

GUIDELINES FOR THESIS PREPARATION

SPECIAL NOTE

The graduate student should begin to give serious consideration to a thesis topic early in the graduate studies and should confer with full-time faculty members who may be specialists in the particular areas of investigation under consideration.

THESIS COMMITTEE

1. The chair of the thesis committee is selected by the student in consultation with the area coordinator for the student's major.
2. The student and thesis committee chair will select the remaining members of the committee. The student must obtain the signatures of the thesis chair, the other committee members and the Director of Graduate Studies in Music on the Appointment of Thesis Committee form and provide a copy to the music office before submitting the form to the Division of Graduate Affairs Office. The student is responsible for submitting this completed form to the Division of Graduate Affairs prior to the add/drop deadline, which is generally the tenth day of the semester. The Division of Graduate Affairs must approve enrollment in M799A before the student is allowed to complete his/her registration. The Division of Graduate Affairs will not approve the registration in M799A unless the Appointment of Thesis Committee form is on file. If the research involves human subjects (survey, interview, observation or experimentation), the student will be required to have approval of the Institutional Review Board (IRB) prior to registration in M799A (see *Graduate Bulletin*). The student will be notified when final approval has been granted.
3. Normally, the thesis committee is composed of three full-time faculty members. At least two of the members of the thesis committee, including the chair of the committee, must hold permanent faculty appointments. Two of the committee members should be members of the School of Music and Dance. The third committee member should be from a department other than the department in which the thesis is written.

PROSPECTUS

In the semester prior to the semester of the lecture recital (deadline is the Monday three weeks prior to the last day of classes), the student will submit the topic and prospectus, including a bibliography of literature and scores, to the Graduate Committee in Music (via the Graduate Advisor) for approval after receiving the approval of the chair of the thesis committee.

Registration in M799A Thesis will be denied without 1) the approval of the prospectus and 2) the submission of the Appointment of Thesis Committee Form to the Division of Graduate Affairs.

The prospectus and thesis must comply with the manual entitled: *SDSU Dissertation and Thesis Manual*. Consult the website for the Division of Graduate and Research Affairs, Dissertation & Thesis Review, (gra.sdsu.edu) for any and all updates to the manual and changes in procedures. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th Edition, by Kate L. Turabian (or *The Chicago Manual of Style*, 16th edition) is required for completing the prospectus and the thesis. Templates are available on the Division of Graduate Affairs website.

The Prospectus should consist of the following:

1. Abstract
2. Title page
3. Signature page with the signature of the chair of the thesis committee
4. Introduction including background about the topic, review of the present state of the research on the topic, and a justification or need for the study
5. Statement of purpose
6. Limitations of the study
7. Methodology or procedures (historical, analytical, experimental, etc.) used for the study including

- a statement of how the results or data will be interpreted
8. Definitions of significant terms in the study
 9. Preview of the organization of the study
 10. Preview of the organization of the thesis
 11. Bibliography

All of the above steps may or may not be appropriate to the nature of the study and are presented merely as guidelines.

The graduate student should submit one electronic copy via email and one hard copy to the Director of Graduate Studies in Music for distribution to the Graduate Committee in Music in the semester prior to enrollment in thesis (M799A); the deadline is the Monday three weeks prior to the last day of classes.

ENROLLING FOR THESIS/PROJECT (M799A)

A graduate student may NOT enroll in M799A (Thesis/Project) UNTIL:

1. The thesis/project prospectus has been approved by the Graduate Committee in Music.
2. The student has obtained the signatures of the thesis chair, the other committee members and the Director of Graduate Studies in Music on the Appointment of Thesis Committee form and submitted the form to the Division of Graduate Affairs. The student is responsible for submitting this completed form to the Division of Graduate Affairs prior to the add/drop deadline, which is generally the tenth day of the semester. The Division of Graduate Affairs must approve enrollment in M799A before the student is allowed to complete his/her registration. The Division of Graduate Affairs will not approve the registration in M799A unless the Appointment of Thesis Committee form is on file. Additionally if human subjects are used in the research, the student must comply with SDSU regulations and have the approval of the Institutional Review Board (IRB). IRB authorization must be obtained prior to any research involving humans. IRB review application materials and guidance is available via the Internet at <http://grad.sdsu.edu/research/irb>. A student may only register for thesis advisement upon receipt of written authorization from IRB. The student will be notified when final approval has been granted.
3. Students must enroll in M799A prior to the add/drop deadline, which is generally the tenth day of the semester. Enrollment will not be allowed unless the Appointment of Thesis Committee form and IRB approval, if appropriate, are on file in Graduate and Research Affairs.

M799B THESIS or PROJECT EXTENSION

If a graduate student does NOT complete the thesis in one semester of enrollment in M799A, a grade of RP will be assigned and the student will be required to enroll in M799B Thesis Extension. Registration in M799B requires:

1. Prerequisite: prior registration in Thesis or Project 799A with an assigned grade symbol of RP.
2. Registration required in every semester or term following assignment of RP in M799A.
3. Student must be registered in the course when the completed thesis or project is granted final approval. If a student does not continuously enroll in M799B he/she must reapply to the university. Students may enroll in Open University for continued 799B semesters.

PREPARATION AND SUBMISSION OF THE THESIS/PROJECT

1. As soon as the Thesis Committee and chair have been determined, the student should establish a timeline for the completion of the thesis with the chair. The committee chair will communicate with the committee to review the candidate's thesis plan and to secure the advice and suggestions of the committee members. This timeline should be established after a careful review of the deadlines in the current academic calendar (see the *Graduate Bulletin* or online) or the academic calendar of the semester in which the thesis will be completed.
2. Before beginning formal research preparation for the thesis, the student must obtain the approval

of his/her thesis chair and committee members for the procedures to be followed. This obviously does not prohibit the student from engaging in a preliminary study leading to the interpretation or development of possible thesis topics.

3. The student will submit a preliminary thesis draft to the chair for suggestions and corrections.
4. For the School of Music and Dance, the style manual is “Chicago Style,” drawn from *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th Edition, by Kate L. Turabian or *The Chicago Manual of Style*, 16th edition.
5. Suggested order of manuals to be consulted in the writing of a thesis:
 - a. San Diego State University *Graduate Bulletin*
 - b. *SDSU Dissertation and Thesis Manual*
 - c. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th Edition or:
 - d. *The Chicago Manual of Style*, 16th edition
6. Upon approval by the chair, the thesis will be submitted to the other members of the committee for their suggestions, corrections, and approval. If graduation must be ensured, the student will need to submit the thesis to the Thesis Committee and have an oral examination between the sixth and eighth week of the semester.
7. When all members of the committee are satisfied with the preliminary draft of the thesis, it is prepared in the final form. After the thesis is digitally completed in the final form and **prior to final processing**, signatures of the committee members on the signature page are required to indicate acceptance of the thesis. The signatures of the committee members also verify the approval of the department concerning the grammar, spelling, punctuation, typing, form and style, methodology and content of the thesis. (If any committee member refuses to sign the thesis, the candidate and/or the committee chair should present the issues in person to the Division of Graduate Affairs for a ruling.)
8. To ensure graduation, the oral defense must be completed and the final thesis must generally be submitted to the Division of Graduate Affairs and Thesis Review no later than the tenth week of the semester. The completed thesis may be submitted to the Division of Graduate Affairs and Thesis Review on at-risk basis beyond the tenth week. The graduate student is responsible for reviewing the academic calendar published by the Division of Graduate Affairs to determine all deadlines for guaranteed and at-risk submissions, for depositing the approved thesis to Aztec Shops Montezuma Publishing, and/or the last day for submitting the thesis to the Division of Graduate Affairs to avoid the need to enroll in Thesis Extension (M799B) in the following term.
9. Manuscripts deemed unready for submission, as determined by the Graduate Dean, will be rejected and returned to the student. Manuscripts will be rejected if there are gross deficiencies of format or presentation or if they are incomplete. Students who cannot meet the final deadline for submission because of such rejection will be required to enroll in Thesis Extension, M799B, as well as to reapply for graduation.
10. Students are expected to make all changes required by Thesis Review and submit the final revised manuscript within 30 days following the date of the initial review by the Thesis Review. Students who fail to complete the submission process within this period may be required to repeat the process in a subsequent semester and be required to reapply for graduation.
11. A “credit” grade will not be recorded or the degree awarded unless the thesis has been approved by Thesis Review and arrangements made to deposit the required copies in the University Library (this can be done most conveniently through Montezuma Publishing of the Aztec Shops). This final process must be completed by noon of the day preceding the last working day of the semester (date listed in the academic calendar).
12. The thesis/project chair may request a copy of the thesis/project.
13. For more information, see Submission of Theses in the *Graduate Bulletin*.

GUIDELINES for the ORAL COMPREHENSIVE EXAM

GENERAL GUIDELINES: M.M. Performance, Conducting, Composition, and Jazz Studies

All graduate students, except candidates for the Artist Diploma, must pass an oral comprehensive examination. The student may take the examination only once per semester, and should consult with the committee chair concerning the material to be covered. Generally, the student will be responsible for:

- musical and historical elements of the document or thesis or works programmed on the recital;
- practice and performance procedures (recital) or research procedures and conclusions reached (document or thesis);
- the content of all graduate-level courses, including literature;
- all areas of the student's individual field of study.

Upon completion of the oral comprehensive examination, the committee chair will dismiss the candidate and allow the members of the committee to discuss the student's responses to the questions. After discussion, the members of the committee will vote to pass or fail.

If the candidate does not pass the oral comprehensive examination, a second oral comprehensive exam must be scheduled in the following semester. Each student will be given three opportunities to pass the oral comprehensive exam; a third failure will result in dismissal from the graduate program.

RESPONSIBILITIES of GRADUATE STUDENT INCLUDE:

- 1) meet with the committee chair within the first three weeks of the semester to review the calendar, procedures, and the oral comprehensive examination;
- 2) meet with each member of the recital committee no later than one week after the audition to discuss the possible content of the oral comprehensive examination;
- 3) meet with the recital committee chair no later than one week prior to the oral comprehensive examination to review the exam procedures;
- 4) complete the oral comprehensive examination.

RESPONSIBILITIES of COMMITTEE CHAIR:

- 1) Review all procedures with the graduate student in accordance with the School of Music and Dance policies regarding the oral comprehensive examination.
- 2) Prepare the graduate student for the oral comprehensive examination.
- 3) Facilitate meetings with the other committee members, who are responsible for indicating topics for the oral comprehensive exam.
- 4) Obtain and submit the approval forms for the audition and recital.
- 5) Allow each member of the committee to ask questions during the oral comprehensive exam.
- 6) Facilitate the committee's discussion after the exam and take the vote to pass or fail.
- 7) Obtain and submit the oral comprehensive exam form.

GRADUATE ORAL EXAMINATIONS in PERFORMANCE

MUSIC HISTORY ADDENDUM

In order to prepare for questions concerning the broad historical context of works programmed on the graduate recital, candidates are advised to consult any of the standard surveys of music history, such as:

Mark Evan Bonds, *A History of Music in Western Culture*
J. Peter Burkholder, Donald J. Grout, and Claude V. Palisca, *A History of Western Music*
Marie K. Stolba, *The Development of Western Music: A History*
Craig Wright and Bryan Simms, *Music in Western Civilization*

For more specific information on a given historical period, students should also consult any of the texts of the music history series published by Norton, Oxford, or Prentice Hall:

Norton:

Richard H. Hoppin, *Medieval Music*
Allan W. Atlas, *Renaissance Music*
John W. Hill, *Baroque Music*
Philip G. Downs, *Classical Music*
Leon Plantinga, *Romantic Music*
Robert Morgan, *Twentieth-Century Music*
Richard Crawford, *An Introduction to America's Music*

Oxford:

Richard Taruskin, *The Oxford History of Western Music* (five volumes)

Prentice Hall:

Jeremy Yudkin, *Music in Medieval Europe*
Howard Mayer Brown, *Music in the Renaissance*
Claude V. Palisca, *Baroque Music*
Reinhard G. Pauly, *Music in the Classic Period*
Rey M. Longyear, *Nineteenth-Century Romanticism in Music*
Eric Salzman, *Twentieth-Century Music: An Introduction*
H. Wiley Hitchcock, *Music in the United States: A Historical Introduction*