

GRADUATE  
MUSIC  
STUDENT HANDBOOK

*SCHOOL OF MUSIC AND DANCE*

2022/2023

COLLEGE OF PROFESSIONAL STUDIES AND FINE ARTS  
SAN DIEGO STATE UNIVERSITY  
SAN DIEGO, CA 92182-7902  
(619) 594-6031

[music.sdsu.edu](http://music.sdsu.edu)  
[musicedance@sdsu.edu](mailto:musicedance@sdsu.edu)

**THE SCHOOL OF MUSIC AND DANCE  
AT SAN DIEGO STATE UNIVERSITY**

*Director's Greeting*

Dear Students,

Welcome to the 2022–23 academic year of graduate studies here at San Diego State University's School of Music and Dance. We begin another year committed to providing you with the best education possible.

Graduate school is a special time for your artistic, intellectual, and professional development. In addition to your musical training, your undergraduate degree gave you a broad exposure to sciences, communication, critical thinking, social sciences, history, and numerous other disciplines, providing you with excellent foundational knowledge. With this foundation established, now you may focus your studies entirely within music and related disciplines. You will still be pushed in many directions—research, theory, history, the advocacy for and professional dissemination of your work—but all coursework will be focused on music studies, preparing you for advanced work in your chosen area of specialization.

I urge you to take advantage of the opportunities that university study provides. As some of you know, once you are working exclusively in professional contexts, your learning becomes focused on career tasks: the next audition, the next application, the next concert, the next gig, the next contest, the next publication, etc. Learning or collaborating outside of these contexts may be very challenging due to the scarcity of your time and resources. Academia exists outside of these constraints. Here there are experts to consult, facilities to use, colleagues with which to collaborate, all as part of your everyday life here. Seize these opportunities while they last.

Our faculty stands ready to assist you in your musical journey, though it is likely you will learn as much from your fellow students as you will from your faculty. Like you, these students are individuals who have chosen to dedicate themselves to post-baccalaureate music education. They come with different experiences, backgrounds, and strengths, and your learning community has the potential to be a powerful force in your education. Collectively, the faculty, staff, and students of the School of Music and Dance have the privilege of sharing this time together. May you find these years rewarding and fulfilling.

Dr. Kevin M. Delgado  
Director, School of Music and Dance

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

# TABLE OF CONTENTS

<b>GRADUATE DEGREES OFFERED</b> .....	<b>1</b>
Master of Arts in Music .....	1
Master of Music .....	1
Artist Diploma Advanced Certificate .....	1
<b>SCHOLARSHIPS AND FINANCIAL AID</b> .....	<b>2</b>
<b>GENERAL INFORMATION FOR GRADUATE STUDIES</b> .....	<b>3</b>
Admission Categories .....	3
Diagnostic Music Theory Examinations.....	4
<b>M.A. &amp; M.M.: OTHER DEGREE REQUIREMENTS</b> .....	<b>5</b>
Master of Arts .....	5
Master of Music .....	5
M.A. & M.M. Official Program of Study .....	5
Advancement to Candidacy .....	5
Selecting the Audition/Recital/Oral Comprehensive Committee .....	6
Oral Comprehensive Exam .....	6
<b>ARTIST DIPLOMA ADVANCED CERTIFICATE</b> .....	<b>6</b>
<b>GRADUATE RECITALS</b> .....	<b>6</b>
Scheduling the Recital .....	7
Selecting the Committee .....	7
Recital Repertoire Approval .....	7
Audition .....	7
Conducting Specialization .....	7
<b>OTHER PERTINENT INFORMATION</b> .....	<b>7</b>
Class Schedule .....	7
Performing Ensemble .....	7
Divisional Recitals .....	8
Transfer Units .....	8
Prospectus/Recital Approvals .....	8
Grades, GPA Requirements, Repeated Courses .....	8
M.A., M.M., Artist Diploma Advising .....	8
<b>COURSE REQUIREMENTS FOR MASTER OF ARTS IN MUSIC</b> .....	<b>9</b>
Musicology Specialization .....	9

<b>COURSE REQUIREMENTS FOR MASTER OF MUSIC</b> .....	<b>10</b>
Global Composition Specialization .....	10
Conducting Specialization .....	11
Jazz Studies Specialization .....	12
Performance Specialization (Instrumental) .....	13
Performance Specialization (Vocal) .....	14
 <b>COURSE REQUIREMENTS FOR THE ARTIST DIPLOMA</b> .....	 <b>15</b>
 <b>JURY EXAMINATIONS</b> .....	 <b>16</b>
 <b>M766 — GRADUATE LECTURE RECITAL</b> .....	 <b>16</b>
Procedural Steps for the Graduate Student .....	16
Completion of the Lecture Recital .....	17
 <b>M767 — GRADUATE RECITAL</b> .....	 <b>17</b>
Procedural Steps for the Graduate or Artist Diploma Student .....	17
Completion of the Recital .....	18
 <b>SCHOOL OF MUSIC AND DANCE GENERAL INFORMATION</b> .....	 <b>18</b>
Use and Check-out of School Instruments .....	18
Instrument and Equipment Use Fee .....	19
Instrument/Equipment Policy .....	19
Practice Rooms .....	19
Locker Use .....	20
Music Stands .....	20
 <b>STUDENT ORGANIZATIONS</b> .....	 <b>21</b>
Pi Kappa Lambda .....	21
Phi Mu Alpha .....	21
Sigma Alpha Iota .....	21
Tau Beta Sigma .....	21
Music Educators National Conference .....	21
National Association of Jazz Educators .....	21
 <b>APPENDIX I: Procedural Steps Towards Earning a Master’s Degree</b> .....	 <b>22</b>
 <b>APPENDIX II: Procedural Steps Towards Earning the Artist Diploma</b> .....	 <b>24</b>
 <b>APPENDIX III: Guidelines for Graduate Lecture Recital</b> .....	 <b>25</b>

**APPENDIX IV: Guidelines for Graduate Performance Recital .....27**

**APPENDIX V: Guidelines for the Oral Comprehensive Exam .....29**

## **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 research skills, 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 Graduate Advisor in Music, students electing to pursue the Master of Arts in Music degree may specialize in Musicology.

### **MASTER OF MUSIC**

With approval of the School and the Graduate Advisor 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 skilled and experienced 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 research area. Students receiving music scholarships must be matriculated and, in most cases, carry a minimum of six graduate units of credit per semester. Recipients of performance scholarships must participate in a major ensemble using their major instrument, and recipients of research scholarships must demonstrate an active research agenda. 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 are applied for annually and can be renewed for up to four semesters if specific requirements are met. These requirements may include maintaining full-time enrollment, participation in a particular large ensemble, and maintaining minimum GPA averages.

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

Students enrolled in the M.M. 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 every semester they are enrolled in private studio lessons. 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 encouraged to apply to the University Scholarship Program. Information and applications are available on the University Scholarship webpage: <https://sacd.sdsu.edu/financial-aid/scholarships/sdsu-aztec-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 Graduate Advisor 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)**

To achieve classified status of Graduate Standing, a student must be 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*. Also, the student must:

1. Meet requirements for admission to the School of Music and Dance listed 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.

### **Graduate Standing (Conditional Classified)**

To achieve conditional classified status of Graduate Standing, a student must be admitted to a program of study leading to an advanced music degree and must meet the criteria specified under the General Admission Requirements in the *Graduate Bulletin*. Also, the student 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 ([music.sdsu.edu](http://music.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 all 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)
2. All entering graduate students should schedule an advising session with the Graduate Advisor 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**

All students in the M.A. program with a specialization in Musicology must enroll in Music 766, Graduate Lecture Recital, as a capstone project. This independent research project contains both a written document and a public presentation (see Appendix III for current guidelines).

A final oral examination is also required of all Master of Arts candidates (see Appendix V).

### **MASTER OF MUSIC**

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

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 1-2 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. DEGREE EVALUATION/AUDIT REPORT**

Degree Evaluations (also known as “degree audit reports”) are available for graduate students to view at any time through WebPortal. The purpose of the Degree Evaluation is to provide graduate students and the Graduate Advisor access to progress made towards degree requirements.

When degree requirements deviate from those prescribed in the *Graduate Bulletin*, the Graduate Advisor must submit a petition on behalf of the student to the Graduate Dean to adjust the academic requirements. With few exceptions, the graduate music student must complete the specific courses listed for their respective degree. Not all courses are offered every semester. Please see the Graduate Advisor in Music for the proposed schedule of course rotation.

Changes to the official course requirements will not be permitted unless approved by the Graduate Advisor 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 Music 766 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 Graduate Advisor in Music in consultation with the student and area coordinator will select the recital committee. The committee will consist of three members of the faculty (with one serving as Chair, who must be a tenured/tenure-track professor). The private instructor may serve as an optional fourth, non-voting 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 or lecture presentation. 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 the recital or presentation. The content of the oral exam may include the following (see Appendix V):

- ☐ • musical and historical elements of the research document or works programmed on the recital;
- ☐ • practice, performance, or research procedures and conclusions reached;
- ☐ • topics relating to all graduate-level courses;
- ☐ • other areas relevant to the student's individual field of study.

*Graduate students are **STRONGLY** encouraged to schedule and perform their recitals as early as possible during their final semester of study.*

## **ARTIST DIPLOMA ADVANCED CERTIFICATE**

A qualifying recital of a minimum of 60 minutes of music 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 whom must be from the student's performance specialty. The Graduate Advisor, 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 consist of a minimum of 60 minutes of music. A maximum of fifteen minutes of work previously performed on a jury may be repeated on the recital. With the approval of the studio teacher and the area coordinator, a portion of the recital may be chamber music.

## **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.

## **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 encompass several historical periods and should reflect a level of difficulty that is appropriate for graduate studies. 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 digital 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 12–15 minutes) 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 (45–48 minutes) 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 private 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 in performance programs are required to participate in ensembles according to the guidelines of each area of specialization. Requirements for orchestral instrumentalists (string, winds, brass, percussion, harp) in the M.M. Performance specialization or Artist Diploma Advanced Certificate are as follows: students are required to enroll in Symphony Orchestra (M580) or Wind Symphony (M576) during

each semester in which they are enrolled in private lessons (M651). Voice majors must enroll in Opera (M583/584).

## **DIVISIONAL RECITALS**

Performance in divisional recitals is required of performance majors, except during semesters in which the student is enrolled in Music 760 or Music 766 (qualifying or graduate recitals). Literature performed on a previous divisional, jury, or recital is not allowed to be performed on any divisional recital.

## **TRANSFER UNITS**

A maximum of nine units of graduate courses completed at another college or university may be accepted for transfer. The Graduate Advisor in Music in consultation with the area coordinator will determine which 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). The prospectus must be submitted and approved in the semester prior to enrollment in M766, no later than the Monday three weeks prior to the last day of classes (consult the semester's Academic 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-level 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, and
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 Advisor, 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 Graduate Advisor in Music, Dr. Todd Rewoldt, and their major professor prior to registration each semester and at other times as deemed appropriate and necessary.

To schedule an appointment with Dr. Rewoldt, please email: [trewoldt@sdsu.edu](mailto:trewoldt@sdsu.edu)

# COURSE REQUIREMENTS FOR MASTER OF ARTS IN MUSIC

## *Musicology Specialization*

	<b>UNITS</b>
<b>CORE</b> .....	18
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
690 Seminar in Research Procedures in Music (3)	
691 Seminar in Professional Preparation for Academia (3)	
766 Lecture Recital (3)	
Plus 3 additional units from:	
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
<b>PROGRAM</b> .....	9
Select 9 units from:	
554 Music Literature (2–4)	
561 Area Studies: Ethnomusicology (3)	
590 Advanced Practicum	
611 Seminar in Musicology (3)	
612 Seminar in Ethnomusicology Fieldwork Theory and Method (3)	
798 Special Study (1–3)	
<b>ELECTIVES</b> .....	3
To be selected from approved 500- or 600-level courses in a program other than Music.	
<b>TOTAL</b> .....	30

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 also required.**

# REQUIREMENTS FOR MASTER OF MUSIC

## *Composition Specialization*

	<b>UNITS</b>
<b>CORE</b> .....	9
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
690 Seminar in Research Procedures in Music (3)	
 <b>PROGRAM</b> .....	 21
507 Composition Laboratory (2)	
595 Stylistic Composition for Contemporary Media (2)	
613 Seminar in Music Theory (3)	
651 Advanced Performance Studies (8)	
767* Graduate Recital (3)	
At least 3 additional units from:	
560 Music and Visual Media (3)	
561 Area Studies: Ethnomusicology (3)	
614 Seminar in Music Theory: Conceptual Analysis of the Jazz Idiom (3)	
 <b>TOTAL</b> .....	 30

\*Students must be classified before signing up for the final graduate recital. The final 1-2 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*

	<b>UNITS</b>
<b>CORE</b> .....	9
613    Seminar in Music Theory (3)	
652    Seminar in Music History (3)	
690    Seminar in Research Procedures in Music (3)	
<b>PROGRAM</b> .....	16
554    Music Literature (2)	
570-589 Performance Ensembles (3)	
651+    Advanced Performance Studies: Conducting (8)	
767*    Graduate Recital (3)	
<b>ELECTIVES</b> .....	5
To be selected from approved 500- or 600-level courses	
<b>TOTAL</b> .....	30

\*Students must be classified before signing up for the final graduate recital. The final 1-2 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*

	<b>UNITS</b>
<b>CORE</b> .....	6
614 Seminar in Music Theory: Conceptual Analysis of the Jazz Idiom (3)	
690 Seminar in Research Procedures in Music (3)	
<b>PROGRAM</b> .....	18
651 Advanced Performance Studies (8)	
767* Graduate Recital (3)	
At least 7 units from:	
507 Composition Laboratory (1)	
566 A Jazz Arranging and Composition (2)	
566 B Jazz Arranging and Composition (2)	
570-589 Performance Ensembles (1-4)	
590 Advanced Practicum in Music (3) [May be taken 1 time only]	
<b>ELECTIVES</b> .....	6
To be selected from approved 500- or 600-level courses	
<b>TOTAL</b> .....	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.

\*Students must be classified before signing up for the final graduate recital. The final 1-2 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)*

	<b>UNITS</b>
<b>CORE</b> .....	9
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
690 Seminar in Research Procedures in Music (3)	
<b>PROGRAM</b> .....	17
554 Music Literature (2)	
570-589+ Performance Ensembles (4)	
651 Advanced Performance Studies (8)	
767* Graduate Recital (3)	
<b>ELECTIVES</b> .....	4
To be selected from approved 500- or 600-level courses	
<b>TOTAL</b> .....	30

+ Orchestral Instrumentalists (string, winds, brass, percussion, harp) are required to enroll in symphony orchestra (M580) or wind symphony (M576) for each semester they are enrolled in private studio lessons (M651).

\*Students must be classified before signing up for the final graduate recital. The final 1-2 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)*

	<b>UNITS</b>
<b>CORE</b> .....	9
613 Seminar in Music Theory (3)	
652 Seminar in Music History (3)	
690 Seminar in Research Procedures in Music (3)	
<b>PROGRAM</b> .....	17
554 Music Literature (2)	
570-589+ Performance Ensembles (4)	
651 Advanced Performance Studies (8)	
767* Graduate Recital (3)	
<b>ELECTIVES</b> .....	4
To be selected from approved 500- or 600-level courses	
<b>TOTAL</b> .....	30

\*Students must be classified before signing up for the final graduate recital. The final 1-2 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 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
<b>PROGRAM</b> .....	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)	
<b>ELECTIVES</b> .....	4
To be selected from approved 500- or 600-level courses	
<b>TOTAL</b> .....	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 each semester they are enrolled in lessons. 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 1-2 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 10–15-minute exam is scheduled at the conclusion of the semester (during finals week). The jury panel will include instructors of the performance area. Early in the semester, the music to be performed on the jury examination should be decided in consultation with the instructor. Students may not perform any literature previously programmed on a divisional, jury, or recital. All woodwind, brass, strings, and voice students must perform with piano accompaniment (unless the piece is scored unaccompanied) 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 a majority approval in any one semester will result in probation. A warning letter will be sent to the student regarding 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

All students in the M.A. in Musicology program must enroll in Music 766, Graduate Lecture Recital, in which they will write an original research paper on a topic to be determined by the student in consultation with the area coordinator. The paper must conform to the style, format, and length (7500–10000 words) that is appropriate for the consideration of publication in a professional musicology journal. In addition to the paper, students enrolled in Music 766 must formally present their research in a 60-minute public lecture presentation, which may include a live performance component. It is expected that 5–10 minutes will be reserved at the end of the presentation to address questions posed by those in attendance.

### PROCEDURAL STEPS for the M.A. GRADUATE STUDENT:

1. *For admission to a program requiring a lecture presentation*, graduate students must receive approval of their academic ability from the appropriate Lecture Recital Committee. Generally, approval is obtained during the School of Music and Dance application process. If approval was not granted during the initial application process, the student must arrange the submission of a research proposal with the area coordinator.
2. *In the semester prior to the lecture presentation*, the student will obtain a recital checklist and forms (recital packet) from the Events Coordinator in the Music and Dance office to reserve the dates and locations for the lecture presentation and oral examination. An audition with the appointed Lecture Recital Committee must also be scheduled two weeks to one month prior to the presentation date. After making the reservations, the student will meet with the Graduate Advisor in Music who, in collaboration with the student and area coordinator, will advise the student regarding the formation of the Lecture Recital Committee, which should consist of the area coordinator, another faculty member from the School of Music and Dance, and a faculty member from another Department or School.
3. *In the semester prior to the lecture presentation*, the student will work with the area coordinator to develop an abstract, a bibliography, and a prospectus that must be reviewed and approved by the Graduate Committee no later than three weeks before the end of the semester (see Appendix III of this handbook). Registration in M766 will be denied without the approval of the prospectus and the submission of all forms.
4. *No later than two weeks prior to the lecture presentation*, the student will arrange for the Lecture Recital Committee to review an audition of the entire presentation, which should include all media

and/or performance components. If the committee deems the presentation inadequate, the student will be required to reschedule the lecture for a later semester.

5. *After an approved audition*, the student will submit a digital copy of the approved program, which will include the lecture topic, a brief description of the research, and the identification of presenters to the Events Coordinator in the Music and Dance office to print programs for the presentation.
6. *By no later than one week prior to the lecture presentation*, the student should have met with each member of the Lecture Recital Committee to discuss proposed revisions to the document and lecture.
7. *After the lecture presentation*, the student should complete the written document and prepare for the oral comprehensive examination. The student should consult with the committee chair and each member of the Lecture Recital Committee concerning exam preparation (see Appendix V). The student will be allowed to take the oral examination only once per semester.
8. *By the first day of final examinations*, one digital copy of the final version of the research paper must be submitted to the Chair of the Lecture Recital Committee.

### **COMPLETION of the LECTURE PRESENTATION:**

Students who register for M766 but do not complete the lecture presentation by the end of the semester in which they are enrolled 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 prohibited. The student must file an Incomplete form on WebPortal and will be required to repeat the procedures indicated above to remove the Incomplete.

## **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 contain at least one hour of music. A maximum of fifteen minutes of work previously performed on a jury may be repeated on the recital. With the approval of the studio teacher and the area coordinator, a portion of the recital may contain chamber music. The recital repertoire should encompass several historical periods and reflect a level of difficulty that is appropriate for graduate studies. 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*, graduate students must receive approval of their 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 dates and locations for the audition, performance and oral examination. After securing the dates, the student should meet with the Graduate Advisor in Music who, in collaboration with the student and area coordinator, will advise the student regarding the formation of the Recital Committee,

which should consist of the area coordinator, and two other full-time faculty members from the School of Music and Dance. 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 Graduate Advisor.

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. *One to two weeks after the recital, the student will complete the oral comprehensive examination. The student should consult with the committee chair and members of the recital committee concerning the material to be covered (see Appendix V). The student will be allowed to take the comprehensive examination only once per semester. The student should ensure 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:**

Students who register for M767 but do not successfully complete the recital by the end of the semester in which they are 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 prohibited. The student must file an Incomplete form on WebPortal 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.

## **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 (e.g., tuba, string bass, percussion, harp, piano, and harpsichord). A \$20 equipment 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 students 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 the 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 Center for Student Rights and Responsibilities.**

## **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, including 32 rooms equipped with 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; the Coordinator of Piano Studies 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.

### **National Association for Music Education (NAfME)**

The student chapter of NAfME (National Association for Music Education) at San Diego State University provides students who plan to become teachers of music with an opportunity to become familiar with the field. NAfME 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.

## APPENDIX I

### PROCEDURAL STEPS TOWARD EARNING A MASTER'S DEGREE (M.M./M.A.) AT SAN DIEGO STATE UNIVERSITY

1. Depending on the outcome after taking a placement examination in Western music theory, graduate students will have a status of either “conditional-classified” (with academic deficiencies) or “classified” (without academic deficiencies). Normally, one semester will be allowed to remove deficiencies indicated by this placement examination. Deficiencies may be removed through completion of self-study assignments or projects assigned by the Coordinator of Music Theory.
2. 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 Graduate Advisor in Music.
3. Attain Classified Graduate Standing.
  - a) If you were given classified status at the time of your admission, skip to step 4.
  - b) If you were admitted with conditional-classified status, ask the Graduate Advisor 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.
4. Periodically Monitor Your Official Degree Evaluation/Audit Report on WebPortal.
  - a) Your official Degree Evaluation/Audit Report on WebPortal provides progress updates towards fulfilling course requirements for your specific degree path.
  - b) Any deviation from the specific master’s degree course requirements listed in the Graduate Bulletin will be requested on your behalf, upon approval, by the Graduate Advisor in Music. If transfer coursework is being requested, current, official university-sealed transcripts should be submitted with the request.
5. Attain Advancement to Candidacy.
  - a) Your advancement to candidacy will be indicated on the Degree Evaluation/Audit Report after being approved by the Graduate Advisor in Music and submitted to the Division of Graduate Affairs.
  - b) You must be advanced to candidacy before you will be allowed to register for the Graduate Recital (M767; M.M. students) or the Lecture Recital (M766; M.A. students).
6. Submit Graduate Student Committee Form (M.A. 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, consult 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](http://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 presentation. You must be advanced to candidacy to be eligible to take the examination. The student, along with the department, is responsible for ensuring that the Division of Graduate Affairs is notified of the completion of the exam. **Oral exams must be completed no later than the last day of regular classes.**

7. Submit Graduate Committee Form (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 contain at least one hour of music.
  - 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 ensuring that the Division of Graduate Affairs is notified of the completion of the exam. **Oral exams must be completed no later than the last day of regular classes.**
  
8. File an Application for Graduation.

**Students may apply online through their WebPortal account, <https://sunspot.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 \$100) 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 (typically early February for May graduation and early September for December graduation). Refer to the academic calendar in the *Graduate Bulletin* or online for specific deadline dates at <https://registrar.sdsu.edu/graduation/apply>
  - 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.

## APPENDIX II

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

1. 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 Graduate Advisor in Music about procedures to determine academic requirements and elective coursework.
2. 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 whom must be from the student's performance specialty, and will be chosen by the area coordinator in consultation with the Graduate Advisor in Music. The student's studio instructor may be one of the three members of the committee.
3. 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.
10. Verification of Satisfactory Completion of Academic Requirements
  - a) The Graduate Advisor 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 Graduate Advisor in Music.
  - b) Completed copy of the Verification Form is sent to the Division of Graduate Affairs.
11. File an Application for Graduation.

**Students may apply online through their WebPortal account, <https://sunspot.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 \$100) 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 (typically early February for May graduation and early September for December graduation). Refer to the academic calendar in the *Graduate Bulletin* or online for specific deadline dates at <https://registrar.sdsu.edu/graduation/apply>
  - 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.

## APPENDIX III

### GUIDELINES FOR GRADUATE LECTURE RECITAL

#### SPECIAL NOTE

Graduate students in the M.A. program should consider possible research topics during their first year in the program and should confer with faculty members who specialize in the particular area of interest.

#### ABSTRACT AND ANNOTATED BIBLIOGRAPHY

In order for a research topic to be approved, the student must submit to the area coordinator a draft of an abstract and an annotated bibliography before the schedule adjustment deadline of the semester prior to enrolling in Music 766. An abstract is a concise statement (250–500 words) that describes the subject, content, and potential benefit of a larger research project. It should serve as a quick and compelling reference by providing sufficient information about the scope of a study without going into excessive detail. For the purposes of Music 766, an effective abstract will contain the following components:

- 1) Identification of the specific topic
- 2) Description of the principal issues surrounding the topic
- 3) Summary of how experts in the field have addressed these issues
- 4) Overview of how the student intends to examine these issues
- 5) Explanation of what the completed project will contribute to the field

A bibliography is a list of information resources (articles, books, dissertations, recordings, etc.) on a given topic that one consults in the preparation of a research project. The items must appear in alphabetical order according to the author's last name, and each bibliographic entry must conform to the citation format specified by the *Chicago Manual of Style* (17th edition). An annotated bibliography provides a brief description of the organization and contents of each item; for the purposes of Music 766, the student must also explain how each resource is relevant to the proposed topic. The number of sources in a bibliography will vary, but given the scope of the Music 766 project, the final bibliography should have 10–20 sources.

#### PROSPECTUS

After the topic, abstract, and annotated bibliography are approved by the area coordinator, the student must prepare a *prospectus*, which is a detailed proposal for a research project. The area coordinator will determine if the proposed topic is appropriate for Music 766 and whether the student is prepared to undertake the project in the allotted time. Once the prospectus is approved, the area coordinator will submit the document to the Graduate Committee in Music for review no later than *three weeks prior to the last day of classes* during the semester prior to the lecture presentation. Registration in Music 766 will be denied without the Graduate Committee's approval of the prospectus.

An effective prospectus will provide an overview of the topic, a survey of important literature on the topic, a strategy or methodology for addressing key issues, a list of definitions for specialized terms that are relevant to your study, and a bibliography of authoritative sources. As a general guideline, the prospectus should be clearly organized according to the following subheadings:

#### INTRODUCTION (4–5 pages)

Identify the topic and provide a context in which to examine historical, cultural, or theoretical elements relevant to your proposed study. The introduction may include biographical information, description of historical events, an overview of a musical culture or repertoire, a survey of common misconceptions about the subject, etc.

#### REVIEW OF LITERATURE (2–3 pages)

Identify basic issues concerning the topic that have been addressed in the published literature, and summarize important conclusions drawn by experts in the field. Explain how the current state of research

on the subject demonstrates that the proposed project would make a valuable contribution to the scholarly dialogue.

**PURPOSE (2–3 sentences)**

State the topic and purpose of the project as directly and succinctly as possible.

**LIMITATIONS (1–2 paragraphs)**

Define the focus and scope of the proposed research by setting guidelines for the project. Delineate which specific aspects of the subject will be explored and why.

**METHODOLOGY (1–2 paragraphs)**

Describe how, specifically, the primary issues of the proposed topic will be examined through the collection and interpretation of data. Will you analyze music, cite archival documents, interview subjects, compare recordings, apply a theoretical model, conduct a survey, etc.?

**DEFINITION OF TERMS (1–2 pages)**

Provide a list of definitions in jargon-free language for a selection of specialized terms or concepts that will figure prominently in the final project.

**BIBLIOGRAPHY (2–3 pages)**

Provide a list of sources that have been or will be consulted for the proposed project. Each bibliographic entry should conform to the citation format of *The Chicago Manual of Style* (17th edition). Please note that the bibliography included in the prospectus should not include annotations.

**LECTURE RECITAL COMMITTEE**

After the Graduate Committee in Music approves the prospectus, the student will meet with the Graduate Advisor and the area coordinator to determine the formation of the Lecture Recital Committee, which should consist of the area coordinator, another faculty member from the School of Music and Dance, and a faculty member from another Department or School. Before enrolling in Music 766, the student must complete and submit the Graduate Student Committee form (available from the Events Coordinator in the Music and Dance Office), which requires signatures of all committee members. A graduate student may not enroll in Music 766 until the prospectus has been approved by the Graduate Committee in Music, the Lecture Recital Committee has been selected, and the Graduate Student Committee form has been completed and submitted to the Music and Dance office.

**LECTURE RECITAL PRESENTATION AND DOCUMENT**

Students enrolled in Music 766 must formally present their research in a 60-minute public lecture presentation, which may include a live performance component. It is expected that 5–10 minutes will be reserved at the end of the presentation to address questions posed by those in attendance. Students must make arrangements for their presentations to be recorded for archival purposes. *No later than two weeks prior to the lecture*, the student must arrange for the Lecture Recital Committee to review an audition of the entire presentation, which should include all media and/or performance components. If the committee deems the presentation inadequate, the student will be required to reschedule the lecture for a later semester.

After the successful lecture recital, the student will complete a research paper on the same topic, which must be approved by the area coordinator and distributed to the members of the Lecture Recital Committee no later than one week before the scheduled oral examination (see Appendix V). The paper must conform to the style, format, and length (7500–10000 words) that is appropriate for publication in a professional journal. All committee forms and revisions of the final paper must be completed by the last day of the semester.

## APPENDIX IV

### 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 contain at least one hour of music. A maximum of fifteen minutes of work previously performed on a jury may be repeated on the recital. With the approval of the studio teacher and the area coordinator, a portion of the recital may feature chamber music. The recital repertoire should encompass several historical periods and should reflect a level of difficulty that is appropriate for graduate studies. Vocal majors are expected to perform in several languages.

#### RECITAL COMMITTEE

The Graduate Advisor in Music, in consultation with the area coordinator, will assign the recital committee. The committee must comprise three members: a chair and two others from the full-time faculty of the School of Music and Dance. The performance studies teacher may serve as a fourth member (non-voting).

#### PROCEDURAL STEPS for the M.M. GRADUATE STUDENT

1. *For admission to a program requiring a recital*, graduate students must receive approval of their 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 securing the dates, the student should meet with the Graduate Advisor 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.
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 encompass several historical periods and should reflect a level of difficulty that is appropriate for graduate studies. 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 V). The student will only be allowed to take the oral examination once a semester. The student should ensure 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 after the 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.

## APPENDIX V

### **GUIDELINES for the ORAL COMPREHENSIVE EXAM**

All graduate students in Music (except candidates for the Artist Diploma) must pass a one-hour oral comprehensive examination to be administered by the members of the Recital or Lecture-Recital Committee.

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 discussing:

- 1) theoretical, cultural, and historical elements of the research project or works programmed on the recital;
- 2) practice, performance, or research procedures and conclusions reached;
- 3) the content of all graduate-level courses;
- 4) academic and professional goals.

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 committee will vote to pass or fail, which will be communicated immediately to the student.

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**

- 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 or lecture recital committee no later than one week after the audition to discuss the possible content of the oral examination;
- 3) meet with the recital committee chair no later than one week prior to the oral 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.