

College of Music Graduate Advising

General Policy on Advising for Graduate Students:

An important function of the Graduate Office is to provide general advising to graduate music students. We help them learn how to access information about degree requirements and policies, answer general questions so they understand forms, procedures and time lines, and assist them in verifying completion of degree requirements. The Graduate Music Office must rely on and defer to the expertise of our faculty when it comes to degree-area specifics and related advising questions, particularly with regard to curricular matters. In this regard it is vital that faculty advisors and students read through the Program of Studies for their area. Faculty are encouraged to meet with the Associate Dean of Graduate studies along with their students to discuss Programs of Studies and advising concerns if questions arise.

Below you will find information on types of advising matters the Graduate Office handles routinely and those which must be handled by faculty advisors in the various degree programs.

Advising matters that the Graduate Office of the College of Music is glad and able to help with include:

- Verify that the student has taken the courses and completed the requirements that are specifically noted on the Program of Study document, as-follows:
 - MASTER'S DEGREES

For each master's degree, a curriculum guide (Program of Studies document), exists to verify completion of degree course requirements. Most of them are very straightforward, without much room for variation. Some (like the MME, MA General, & MM Music Therapy) have large amounts of "empty space" for students to take what they wish informed by faculty advisor recommendations. As long as the courses are taken at the 5000-level and the POS form has been approved and signed by the major professor, almost anything that is listed there may count. Two notable exceptions are the Graduate Theory Survey* (MUT 5051) which is a three-credit class, and the Graduate History Survey (MUH 5219) which is a two-credit class. Both of these courses are strictly remedial and therefore DO NOT COUNT toward any degree requirement (theory, history, elective, or otherwise).

For the most part, everything listed on a POS is "non-negotiable" – students must take what is listed on the document. That said, it is the major professor's prerogative, in conjunction with the area coordinator of the degree, to allow substitutions for some classes.

○ DOCTORAL DEGREES

1. Does the student have six graduate-level hours of music history or music theory (not both)?
 2. Does the student have two hours of Music Bibliography or an approved substitute? Approved substitutions may include: Descriptive Research, Supervised Teaching or Behavior Modification.
 3. Does the student have the appropriate number of hours of other coursework as indicated in the "Major Area" portion of the POS?
 4. Does the student have twenty-four hours of dissertation (or combination of recitals and treatise)?
 5. Has the student met the Scholarly Engagement Requirement?
 - a. complete 24 graduate (5000-level or above) credit hours within any consecutive 12-month period; OR
 - b. complete a minimum of eighteen (18) graduate credit hours in any consecutive 12-month period and submit to their Area Coordinator and/or faculty advisor evidence of additional Scholarly Engagement activities equivalent to 6 credit hours prior to completion of the degree. These activities may include enrolling in courses (additional credit hours); attending or presenting/performing in seminars, masterclasses, workshops, symposia, conferences and festivals; engaging in creative activities, research and collaborative study beyond the university campus; utilizing the library, laboratories and other facilities provided by the University; and other scholarly or creative activities as determined by area faculty and approved by the area coordinator and by the Director of Graduate Studies for the College of Music.
 6. Has the student registered for, and passed the Preliminary Exam and eventually, the Treatise or Dissertation Defense?
 7. Has the student completed the applied music requirement, if applicable?
- Verify that the student is registered for the appropriate number of recitals (typically 1 or 2 for master's; 4 or 5 for doctoral).
 - Verify proper course enrollment for 0-credit exams: Master's Comprehensive, Doctoral Preliminary, etc.

- Verify that the student has the appropriate number of overall credits in-preparation for graduation.
- Verify that the student properly completes and submits all required forms and documentation relative to the graduation clearance process.

Typical questions that we receive in the Graduate Office that are more appropriate for the faculty advisors:

- Which music theory/history class do you suggest I register for?
- Can you help me formulate the content of my DIS?
- Which courses can count as electives?
- What are my specific language proficiency requirements and recommendations?
- Should I/may I take another semester of lessons? (If not specifically noted on the POS.)
- Which ensemble should I take?
- Can a jazz theory course count toward my music theory requirement since it has a MUT prefix? (An example may include: MUT 5357 – Jazz Theory and Arranging for 3 credits.)
- For doctoral students who did not earn a Master's degree from the FSU College of Music: Can you help me determine which 30-credit hours of coursework that I took during my Master's degree may count toward my Doctoral degree at FSU?