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Academic Guidebook – Graduate

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Introduction to the College

The College of Music at Florida State University is the largest such college in the Southeast and the third largest university-based music program in the nation. We are home to approximately 700 undergraduate and 400 graduate students, who represent nearly every state in the nation and 20 foreign countries.

The College of Music's history dates back to 1900, when music instruction began with only one teacher of vocal and instrumental music. By 1911, the teaching staff had grown to six faculty members. That same year, Ella Scoble Opperman, for whom Opperman Music Hall is named, became the director of the school, and the first bachelor of music was awarded by vote of the faculty. By 1920, Professor Opperman had become the dean of the School and served in that capacity until her retirement in 1944. The College of Music proudly celebrated its centennial during the 2010-2011 school-year with the re-opening of the completely renovated Ruby Diamond Concert Hall.

The Florida State University College of Music is proud of a long tradition of excellence. For more than eighty years FSU has offered a high level of professional education in music; it was one of the originators of the doctoral degree in music performance; and for over thirty years it has been one of the most comprehensive and most respected music schools in the nation. The College of Music is a vital component of the Florida State University community. It serves as a center of excellence in the arts for the State and offers a comprehensive program of instruction for all students who expect to become professional musicians: performers, composers, scholars, educators, administrators, and therapists. For the general University student, it offers a wide spectrum of opportunities for disciplined personal growth and creative achievement.

College of Music Leadership

Dr. Todd Queen, Dean

Dr. Elizabeth Avery, Associate Dean for Academic Affairs

Dr. Sarah Eyerly, Associate Dean for Research and Faculty Development

Dr. William Fredrickson, Associate Dean for Operations

Dr. Gregory Jones, Associate Dean for Engagement

Area Coordinators

Dr. Heidi Williams, Keyboard Area

Dr. Marcía Porter, Voice and Opera Area

Dr. Alex Jiménez, Strings Area Coordinator

Prof. Jeffrey Keesecker, Woodwinds, Brass, Percussion Area

Dr. Rodney Jordan, Jazz and Commercial Music Area

Dr. Lori Gooding, Music Education Area

Dr. Frank Gunderson, Musicology Area

Dr. Evan Jones, Theory and Composition Area

Discipline Accreditation Policies & Standards

1. The FSU College of Music has been an accredited member of the National Association of Schools of Music (NASM) since 1930. All College of Music curricula fall under the scope of, and are compliant with NASM standards for accreditation. This accreditation was most recently renewed in 2019 with the next Comprehensive review expected during the 2027–2028 academic year.
2. The Music Therapy program is also accredited by the American Music Therapy Association (AMTA). This accreditation was most recently renewed in 2019 with the next Comprehensive review expected during the 2027–2028 academic year.

I. Degree Requirements: A Chronological Guide

First Term Considerations

Applied Placement Level

When required, the applied placement audition is held individually before a faculty committee in the student's performance area and is designed to evaluate the student's performance ability. Guidelines may vary from area to area, but this is typically required of:

- Master of Arts majors (except Arts Administration) who have not auditioned for the College of Music (see Examination: Graduate Music Classification)
- MM Performance majors who have previously been accepted via a recorded audition, to reaffirm their placement by a live audition at the time of entry to the College of Music

The Arts Administration, Musicology, Composition, Music Therapy, Music Education, and Theory programs do not require an applied placement audition.

The Applied Placement Audition will qualify students for the performance levels defined below:

MASTER OF ARTS DEGREES

MV_ 5351–6	Principal level for Masters' level non-performance majors
MVO 5050	Masters' level non-performance majors who have not passed auditions for MV_ 5351–6 are placed in this holding number until they do so. Credit earned in MVO 5050 cannot be applied toward a degree program.

MM PERFORMANCE

MV_ 5451–6	Performance level for MM Performance majors
MVK 5681	Performance level for MM Piano Pedagogy majors
MVK 5731	Performance level for MM Vocal Accompanying majors
MVK 5731	Performance level for MM Instrumental Accompanying majors
MVO 5055	All MM Performance majors who have not passed auditions for MV_ 5451–6 are placed in this holding number until they do so. Credit earned in MVO 5055 cannot be applied toward a degree program.*

MM Voice Performance majors must perform an additional audition to be admitted to Recital Coaching, preparatory to the master's degree recital (see Special Policies: Voice).

DM PERFORMANCE

MVO 6065	All DM Performance majors who have not yet passed the diagnostic exam, if required, for MV_ 6461–6 are placed in this holding number until they do so. Credit earned in MVO 6065 cannot be applied toward a degree program.*/**
MV_ 6461–6	DM Performance majors who have passed the diagnostic examination

SECONDARY INSTRUMENT

MV_ 5251–6	Secondary Instrument/Voice level for all Master's level students. No audition required. Credit may be applied toward degree but not as principal instrument, unless the student passes the principal instrument audition.
MV_ 6261–6	Secondary Instrument/Voice level for all Doctoral level students. No audition required. Credit may be applied toward degree but not as principal instrument, unless the student passes the principal instrument audition.

* Students may enroll at this level for only one semester. Exceptions must be approved by the applied teacher and the area coordinator.

** With the approval of the area faculty and Director of Graduate Studies in Music, MVO 6065 may be converted to MV_ 6461–6 in the semester in which the diagnostic examination is passed, if this can be accomplished prior to the issuance of grade rosters from the University Registrar's office (approximately one week before the last day of classes). It is not possible to convert MVO 6065 to MV_ 6461–6 during the last week of classes or after the semester in which the diagnostic examination is passed.

Applied Music Requirement

Required of non-performance majors in the Master of Arts degree programs, (except Arts Administration), or performance majors who have submitted a recorded audition. Non-performance degree students who do not achieve principal level will not be permitted to graduate. Repertoire guidelines can be found on the Music Admissions website.

Graduate Music Theory Proficiency Examination

The Graduate Music Theory Proficiency Exam is only required for:

- Graduate Theory and Composition majors
- Any graduate students who wish to enroll in an advanced tonal theory course (for example: Schenkerian Analysis MUT 5627, Pedagogy of Theory 1 MUT 5751) without taking the pre-requisite course (Analyzing Tonal Music MUS 5939, section 19).

Most graduate theory courses have no pre-requisites.

MUS 5939 Analyzing Tonal Music can be counted toward degree requirements.

The Graduate Music Theory Proficiency Exam will be offered in a fully digital format on Canvas (FSU's online learning system). The three sections of the exam cover the following topics from the first three semesters of undergraduate theory:

1. identification of part writing errors (see list on the last page)
2. the proper identification and resolution of chromatic harmonies (secondary dominant and leading tone chords, modal mixture, Neapolitan and augmented sixths)
3. form and analysis (formal types, phrase structure, motivic process, cadence identification, chromatic chord identification)

The exam does *not* cover ear training, sight singing, or post-tonal music. Any mainstream undergraduate theory textbook can be used to review for this exam. This examination covers subjects from the first two years of college theory, including sections on realization of figured bass, harmonic analysis, seventh chords, basic strict counterpoint, and formal analysis.

Music History Examination

New graduate students who come to FSU from a non-NASM-accredited institution may be required to demonstrate music history proficiency by either taking the test (if offered) or registering for and passing MUH 5219 (2 credits) in their first semester in the degree program. Credit earned in MUH 5219 cannot be applied toward degree requirements. The examination covers all periods of music history and includes two 500-word essays plus the examination and discussion of a musical score. Students may take the exam multiple times. *This exam is administered on an as-needed basis at the beginning of the Fall semester.*

Vocal Proficiency

Required of Music Education and Music Therapy majors except for voice principals.

- The student must demonstrate a level of proficiency indicating that they are capable of using the voice as a teaching tool in the classroom. This short, individual exam consists of:
 - the singing of a familiar melody with consistent breath pacing
 - hearing and reproducing selected intervals on a given vowel
- Criteria for evaluation include breath pacing, intonation, adequate range, and acceptable tone quality. Students who do not pass this exam must register for MVV 1111 Class Voice until the vocal deficiencies are remedied, as determined by a passing grade in the course. Credit earned in MVV 1111 is not credited toward the total hours required for the degree and is not covered by a graduate assistant tuition waiver.

Piano Proficiency

Required of Music Education and Music Therapy majors except for piano or organ principals.

- The student must demonstrate a level of piano ability indicating that they are capable of using the piano as a teaching tool in the classroom. This short, individual exam consists of:
 - playing simple accompaniments
 - improvising simple accompaniments for a given melody
 - playing chords from symbols
 - Students who do not pass this exam must register for MVK 5151 Class Piano until the piano deficiencies are remedied, as determined by a passing grade in the course. Credit earned in MVK 5151 are not credited toward the total hours required for the degree.

Doctoral Diagnostic Examination (if required)

Some doctoral programs in the College of Music require the Doctoral Diagnostic Examination. Please verify by consulting the Program of Study for your degree program. If required, the Diagnostic Examination must be passed during the first or second academic term in the degree program.

A diagnostic examination may be required of doctoral students in music. When utilized, this diagnostic exam fulfills several functions:

- 1) to assess the student's strengths and areas for growth, to make recommendations on course work or independent study
- 2) to assign the student (upon passing the exam) to a major professor who assists the student in developing a program of study

In the College of Music, the date of a diagnostic exam may vary somewhat from area to area; the area coordinator should be contacted for this information. Typically, a diagnostic exam is given during the first semester of a student's admission to FSU as a post-master's student.

At this point one is considered a doctoral student and later, after successful completion of the Preliminary Exam, may be called a Ph.D. candidate or D.M. candidate.

If a Diagnostic Examination is required, the document, "Doctoral Exam Form," will be updated and signed by the area coordinator, then placed in the student's permanent file (Graduate Music Office). If the student fails a diagnostic exam, the area faculty have the option of allowing the student to retake the exam or terminating the student from the program.

The student has a right to confer with the major professor regarding specific comments notated on a doctoral diagnostic exam report or other forms connected with the diagnostic exam. Students are advised that the evaluation of writing skills is often a significant portion of a diagnostic examination. If a Diagnostic Examination is required, failure to complete this exam component successfully may result in the assignment of remedial work in scholarly writing.

Florida Residency

U.S. domestic students who are appointed as graduate assistants in the College of Music are eligible to apply for the possibility of becoming Florida residents after twelve months, once certain criteria are met. Applying for Florida residency is financially advantageous, as course fees will be charged at the in-state rate after becoming a resident. Further information and instructions for Declaration of Domicile and Reclassification can be found on the Graduate School website: <https://gradschool.fsu.edu/prospective-students/graduate-admissions/graduate-residency>

Questions regarding residency should be directed to: grad-residency@fsu.edu

Advising

Major Professor

The Major Professor serves as the graduate student's primary advisor during his/her course of study. In addition, the Major Professor oversees and directs the student's thesis, treatise or dissertation.

New students should identify a Major Professor early in their program. For music performance students, the Major Professor is typically the student's applied lesson instructor. For assistance in establishing a Major Professor, students may conference with the Area Coordinator appropriate to their specific degree plan.

Graduate Office

The Graduate Office in the College of Music provides general support and advisement to graduate music students, including answering questions about degree requirements, providing forms, and describing academic procedures, due-dates, and timelines. However, the selection of particular courses and other degree-area specifics lie under the purview of the Major Professor as each student's primary academic advisor. The student is ultimately responsible for the selection of coursework that is appropriate and applicable to their degree program.

Supervisory Committee

Master's Committees

The Master's committee consists of a minimum of three faculty members, including the Major Professor and at least one other member from the major area. Additional members may be appointed if deemed desirable. Committee membership should be discussed with the Major Professor early in the program.

To establish the committee officially, the student must (1) obtain the Master's Supervisory Committee Form, (2) have it signed by all committee members, and (3) return the completed form to the Graduate Music Office for approval by the Associate Dean/Director of Graduate Studies in Music. This should occur during the second semester in residence (or as soon as possible thereafter).

Doctoral Committees

A Supervisory Committee of four members should be selected by the student, in conference with the Major Professor and with the approval of the Associate Dean/Director of Graduate Studies in Music, including:

- The Major Professor and at least two other members from the major field (excepting Guitar and Organ).
- At least one faculty member from outside the major area (University Representative). In cases where the directing professor is not the major professor, he/she cannot also serve as the University Representative.

All doctoral committee members (including the University Representative) are required to hold Graduate Faculty Status. The University Representative must be a tenured member of the faculty.

To establish the committee officially, the student must (1) obtain the Doctoral Supervisory Committee form, (2) have it signed by all committee members and, (3) return the completed form to the Graduate Music Office for approval by the Associate Dean/Director of Graduate Studies in Music.

The supervisory committee typically should be established and on file with the Graduate Office by the end of the student's second semester. Performance majors must establish their committee prior to the first recital. Non-performance majors must establish their committee prior to taking the Preliminary Examination.

Additional information regarding the University Representative:

The University Representative is drawn from outside the student's department or "area." The University Representative's primary role is to ensure that the student is treated fairly and equitably in accordance with University and College guidelines and policies, and that decisions made by the supervisory committee reflect the collective judgment of the committee. The University Representative should verify that the defense is conducted appropriately. This individual should be free of conflicts of interest with other members of the supervisory committee. The University Representative may also provide writing guidance, although content knowledge in the subject of the treatise or dissertation is valuable, but not required. The University Representative is required to attend the Defense, either in person or via distance technology. Within one week (or by no later than the final Manuscript Clearance Deadline)

following the Defense, the University Representative must complete the University Representative Report. In this report, the University Representative will complete a brief summary and evaluation on the student's Defense. A written critique of the Defense is also required. Failure to complete the form and submit it to the Graduate Office in a timely manner may delay clearance of the student's Treatise or Dissertation for graduation.

In addition, the University Representative must hold GFS (Graduate Faculty Status) and be a tenured member of the faculty.

Program of Studies

The "Program of Studies" form, available on the College of Music Graduate Student Canvas org site and in the Graduate Music Office, is completed by the student and the Major Professor. This document must be submitted to the Graduate Music Office before the end of the student's penultimate semester of study, and before the student's final advising session with the Major Professor.

On this form the student lists all of the graduate-level courses taken that apply to the requirements of the specific degree program. This form officially confirms and "clears" degree coursework and must be signed by the Major Professor prior to being submitted to the Graduate Music Office. See also GRADUATION CHECK.

A graduate student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No course hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except those for which grades of "S" or "U" are given or those conferred under the provision for repeating a course will be included in computation of the average.

Music Bibliography Course Substitution

Graduate students who have successfully completed a graduate level music bibliography class at another institution may request that it be used as a substitution for the music bibliography course offered at the Florida State University College of Music.

Examples:

A.) Students pursuing a master's degree from the College of Music, who earned a previous master's degree in music, and have successfully completed a similar research course.

B.) Students pursuing a doctoral degree from the College of Music, who earned a previous master's degree in music, and have successfully completed a similar research course.

Procedure

Submit the bibliography course syllabus, the transcript for the degree in which the course was taken, and a writing sample, composed originally in English, that contains citations and a bibliography (preferably containing 10-20 items) to the Graduate Music Office for review. Make sure that you indicate where the class was taken, your name, and your email address. If approved, you will not be required to take our music bibliography class, but must make-up for our 2-credit course by taking another 2-credit graduate-level class, at the Florida State University College of Music.

Note:

This is not the same as a request to have credits from completed coursework at another institution transferred to FSU. For information on transferring credits please refer to the "Transfer Credit" links within this handbook.

Second Term Considerations

Supervisory Committees

Master's

The Master's committee consists of a minimum of three faculty members, including the major professor and at least one other member from the major area. Additional members may be appointed if deemed desirable. All members of a thesis master's committee must hold at least Graduate Faculty Status. All members of a non-thesis master's committee must hold at least Graduate Teaching Status. Committee membership should be discussed with the major professor early in the program, typically in the second term.

The committee is officially established by submitting the completed and signed Master's Supervisory Committee Form to the Graduate Music Office (MusicGraduateStudies@fsu.edu) for approval by the Associate Dean for Academic Affairs/Director of Graduate Studies in Music.

Doctoral

A doctoral Supervisory Committee of four members should be selected by the student, in conference with the major professor and with the approval of the Director of Graduate Studies in Music, including:

- The major professor (faculty member from the student's degree or applied area who advises and oversees the dissertation or treatise) AND
- At least two other members from the major field/area AND

- At least one faculty member from outside the major area (University Representative). In cases where the directing professor is not the major professor, he/she cannot also serve as the University Representative.

All doctoral committee members (including the University Representative) are required to have Graduate Faculty Status. The University Representative must be a tenured member of the faculty.

The committee is officially established by submitting the completed and signed Master's Supervisory Committee Form to the Graduate Music Office for approval by the Associate Dean for Academic Affairs/Director of Graduate Studies in Music.

The supervisory committee should be established and on-file with the Graduate Music Office by the end of the student's second term. Performance majors must establish their committee prior to the first recital. Non-performance majors must establish their committee prior to taking the Preliminary Exam.

Additional information regarding the **University Representative**:

The University Representative is drawn from outside the student's department or "area". The University Representative's primary role is to ensure that the student is treated fairly and equitably in accordance with University, College, and Departmental guidelines and policies, and that decisions made by the supervisory committee reflect the collective judgement of the committee. The University Representative should verify that the defense is conducted appropriately. This individual should be free of conflicts of interest with other members of the supervisory committee. The University Representative may also provide writing guidance, although content knowledge in the subject of the treatise or dissertation is valuable, but not required. They are required to attend the Defense. Within one week (or by no later than the final Manuscript Clearance Deadline) following the Defense the University Representative must fill out the University Representative Report. On this form the University Representative will complete a brief summary and evaluation on the student's Defense. A written critique of the Defense is also required. Failure to complete the form and submit it in a timely manner will delay clearance of the student's Treatise or Dissertation for graduation.

During Coursework

Program-Specific Degree Requirements

Keyboard

1. Entering DM piano students may be required to take a written literature examination early in their residency

2. Entering MM piano students may be required to take a test in piano literature.
3. The graduate committee for piano pedagogy students must include the director of the pedagogy program, the student's applied instructor, and an at-large member not restricted to the College of Music.

Music Education, Music Therapy, PhD & MM Choral, and Arts Administration

MUS 5711 (Music Bibliography) may be replaced with "an appropriate substitute." The substitute may be determined by the student's major professor, but is intended to be a research course: e.g., MUS 5722 Descriptive Research in Music, MUS 5723 Experimental Research in Music, MUS 5619 Behavior Modification. Substitutes must be noted and approved on the Program of Studies.

For the Arts Administration degree, students will be evaluated at the end of the first spring semester, and will be considered candidates for the degree at that time ONLY if they have:

1. achieved principal level performance status, satisfied any remedial requirements in music history, and
2. provided evidence of practical management experience either at the College of Music or at an area arts organization.

Strings

All MM Performance students in strings, not including harp, must complete two recitals for the completion of the degree. The first recital may include chamber music.

Music Therapy

1. Certain classes (4000 level) may apply to the MM Music Therapy degree if approved in advance by the area coordinator and so noted on the "Program of Studies."
2. Clinical-track students complete an examination, while thesis-track students complete a thesis defense.

The FSU degree programs in music therapy (undergraduate, equivalency/graduate, and doctorate) are competency based. Therefore, requisite skills and therapeutic personality characteristics must be proficiently demonstrated at each level: at admission, during course components and community practica, during pre-internship, and during internship.

The majority of MT courses require community practica in sites providing clinical services to vulnerable persons. Practica agencies require medical histories, fingerprinting, background checks, and drug analyses to screen students prior to participation in their sites and prior to interactions with their clients. Failure to pass such screening will result in immediate dismissal from the impacted courses, and possibly from the MT major. Additionally, students will be required to maintain liability insurance for classes with clinical practica.

To ensure safety of students and community populations, students in the MT programs are required at all times to maintain programmatic, legal, professional, and ethical conduct and standards and to demonstrate sound judgment in interpersonal relationships. These requirements include, but are not limited to:

- Demonstration of effective communication skills and ability to develop appropriate interpersonal relationships with persons of all ages by responding to others' individual needs. This includes verbal and nonverbal skills such as directing, questioning, listening, eye contact, facial affect, managing behavior of large groups of clients, maintaining positive, professional relationships with faculty, staff, and other students, etc.
- Demonstration of proficient clinical musicianship skills on guitar, piano, voice and other instruments as required (e.g., percussion) as well as memorization of repertoire for persons of varied cultural backgrounds and ages.
- Demonstration of therapeutic values including nonjudgmental perception of others' beliefs and values, social concern, empathy, and congruence in relationships.
- Demonstration of cognitive ability to grasp, relate, transfer, synthesize, and apply academic knowledge in the field of music therapy.
- Demonstration of personal and professional attributes of maturity, dependability, reasoned approach to problem solving, ability to perceive and adjust to situational realities, ability to cope with stress, and maintenance of healthy, balanced lifestyle.

Students whose personal issues impede their ability to contribute to therapeutic change in clients or whose personal conduct does not meet minimal standards for perceived safety of vulnerable clients in clinical settings will be dismissed from the MT program at any point in their program of studies (see academic dismissal procedures). Students with personal issues that prevent demonstration of these basic competencies will be counseled to select other majors.

Voice

1. Graduate students in voice performance must demonstrate a level of achievement in foreign language study and experience fully equivalent to the FSU Bachelor of Music Voice Performance degree requirement, which consists of 7 semester hours of grammar and diction each in French, German, and Italian.
2. Foreign language courses, graduate or undergraduate level, taken to make up undergraduate language deficiencies may not be credited toward the electives requirement in a voice performance degree.
3. Graduate students in voice performance must have taken undergraduate-level courses in French Vocal Literature and German Vocal Literature equivalent to the FSU Bachelor of Music degree requirement (MUL 3604 and MUL 4605). Students who are deficient in either of these vocal literature courses may use enrollment in the graduate equivalent of these courses (MUL 5620 and 5621) as elective credits, however these credits may not be applied to the degree requirement of 4 hours of graduate level voice or opera literature.

4. To enroll for Master's Voice Recital Coaching, an audition requiring a two-thirds positive vote from the attending faculty is needed. The following repertoire is required for this audition: one aria in the original language, one German Lied, one French mélodie, one 20th- or 21st-century American or British song in English, and one piece chosen and prepared independently of any faculty consultation.
5. Because it is possible to pass a recital examination and then not perform satisfactorily in the recital, it is the responsibility of the performing student's Supervisory Committee to meet to determine whether that recital should be graded "pass" or "fail." If the Supervisory Committee grades the student's recital performance as "fail", the Committee must decide whether the recital should be repeated before the Supervisory Committee or in a public performance preceded by an examination. A simple majority vote is required to pass the recital.
6. The two-hour ensemble requirement in the M.M. Voice Performance degree program must be filled with credits that are approved by the major professor. The course must be an MUN ensemble, not MUO (opera). Note, however, that opera chorus is an MUN ensemble.
7. The doctoral student's voice teacher is titled as the student's *Major Professor* if the teacher has Graduate Faculty Status. Otherwise, another member of the student's Supervisory Committee who does have Graduate Faculty Status will be the *Major Professor*. The *Treatise Professor* may or may not be the *Major Professor*, but in any case must have Graduate Faculty Status.

MM Opera Directing

The Opera Directing Project (MUO 5801) will include a thorough written documentation of the project, including background information on the opera, composer, libretto, and a summary of the composer's importance in relation to contemporaries; a character analysis of each role; an analysis of the relationship of the score to physical action; technical documentation (ground plan, sketches, lighting plot, lighting cue placement plot, cast list, costume plot, etc.); a critique of the performance; and a bibliography.

The Comprehensive Examination is an oral examination that will include a discussion/defense of the Opera Directing Project. This project will be an operatic scene assignment or, in special cases, a short, one-act opera with the approval of the Director of Opera.

Doctoral Program-Specific Guidelines

DM Composition

IF REQUIRED BY THE AREA: DIAGNOSTIC EXAMINATION

- SEMESTER
 - First semester in residence (summer excluded)

- WRITTEN
 - The written examination will test the applicant's ability in 3 areas: Music Writing Skills (16th-century counterpoint, harmony), Form and Analysis, and History and Literature (composers, theorists, writers, terminology, and identification of works from standard repertoire).
- ORAL
 - Quiz on general knowledge of literature, music history, or theory
- TIME SEQUENCE
 - Oral section follows submission of compositions
- ATTENDING FACULTY
 - All area faculty
- QUORUM
 - Majority of faculty in area
- REPETITION
 - If the student fails the diagnostic exam, the area faculty have the option of allowing the student to retake the exam or terminating the student from the program.
- VOTING
 - Open ballot
- QUALITIES SOUGHT
 - A high degree of competence in composition. A broad knowledge of music literature through study and performance.
- PROFESSIONAL EXPERIENCE
 - None
- PASSING VOTE
 - Two-thirds majority (area faculty)

PRELIMINARY EXAMINATION

- DATE
 - During last term of course work, or term following.
- WRITTEN
 - Questions relating to field of major study, not necessarily from course work, but the application of knowledge and skills developed in course work.
- ORAL
 - Examination is comprehensive in nature, with attention being given to questions concerning written examination, general music, pedagogical, & literature considerations.
- TIME SEQUENCE
 - Written section taken first
- PASSING VOTE
 - Majority
- REPETITION
 - One repeat

- PROSPECTUS
 - Submitted when student is ready to write composition.
- RECOMMENDATIONS
 - Committee follow-through. Major professor and supervisory committee are expected to have checked deficiencies before comprehensive examination.
- QUALITIES SOUGHT
 - High degree of competence and a comprehensive knowledge of the field.

EXAMINATIONS AND RECITALS

- REQUIREMENT
 - A public performance of chamber works is the only recital for composition students. This recital is not listed as a course and carries no credit. NOTE: Above recital is a performance of student's compositions. The dissertation, a major work, usually is read by a large ensemble, and is included under dissertation hours (MUS6980r).
- RECITAL SEQUENCE
 - Chamber works performance required (non-course credit).
- EXAM TO RECITAL
 - N/A
- MEMORIZATION
 - N/A
- REPETITION
 - One repeat
- VOTING
 - Open ballot
- PASSING VOTE
 - Majority (supervisory committee)
- COMM ATTENDANCE
 - Optional
- NO PASS RECITAL
 - Major professor notifies Graduate Music Office. Supervisory committee and area faculty confer regarding course of action.
- APPROVAL
 - Major professor
- CHAMBER RECITAL
 - N/A
- RECITAL IN ABSENTIA
 - No
- NUMBER PER SEMESTER
 - Only one chamber performance is required
- STUDIO/LECTURE RECITAL
 - N/A

TREATISE/DISSERTATION/COMPOSITION

- TIME
 - Determined by supervisory committee
- MAJOR PROFESSOR/COMMITTEE
 - Student is guided by Major Professor in the writing of the composition, following the approval of the prospectus by the Major Professor and Supervisory Committee.
- TYPES
 - Major work for large ensemble, unless student has demonstrated prior faculty.
- DEFENSE REPETITION
 - May repeat, following revision of composition.
 - Students must register for "Dissertation Defense" only during the semester in which they defend their Dissertation.
- PASSING VOTE
 - Majority

DM Piano and DM Organ

IF REQUIRED BY THE AREA: DIAGNOSTIC EXAMINATION

Please contact the Area Coordinator.

PRELIMINARY EXAMINATION

- DATE
 - After all course work has been completed.
- WRITTEN
 - Comprehensive in nature. Written questions will be submitted by each member of the student's supervisory committee, typically at the beginning of the tenth week of the semester. See #4 below.
- ORAL
 - Comprehensive in nature, lasting ca. two hours, following the written examination.
- TIME SEQUENCE
 - From the time the candidate receives the questions from the committee (typically the tenth week of the semester), he or she will have two weeks to research and write the answers. The oral exam follows one week after written answers to the questions have been distributed to committee members, and before the end of the semester.
- PASSING VOTE
 - Unanimous vote of supervisory committee.
- REPETITION
 - Once.
- PROSPECTUS

- Not required at the examination.
- RECOMMENDATIONS
 - Committee has responsibility for follow-through.
- QUALITIES SOUGHT
 - Student must be able to teach effectively, give superior solo performance, and have a broad and extensive repertoire.

EXAMINATIONS AND RECITALS

- REQUIREMENTS
 - MVK6985–6 (public solo recital): Examination prior to performance required. Vote taken by supervisory committee and area faculty. NOTE: One work (not to exceed twelve minutes in length) which was used on the diagnostic examination may be performed on one of the two solo recitals.
 - MVK6987 (lecture recital): The candidate is expected to prepare, without faculty assistance, one or more works written in the last twenty-five years. The work(s) should be of a major scope. Topics and/or works presented must be passed by the candidate's supervisory committee. The presentation should be limited to approximately fifty minutes, at least fifteen of which is lecture. If memorized, the work(s) chosen may be performed again as part of a public solo recital. Vote taken by Supervisory Committee.
 - MVK6988 (chamber recital): Examination required prior to performance. Preferably all on one recital. Vote taken by Supervisory Committee.
- RECITAL SEQUENCE
 - No specific order. Sequence is based in part on availability of ensembles.
- SPACING
 - At least two weeks between recitals.
- MEMORIZATION
 - Piano: All solo recitals should be memorized. (Exceptions may be allowed for certain contemporary compositions, with faculty approval.)
 - Organ: One of the two solo recitals should be memorized.
- REPETITION OF RECITAL EXAMINATION
 - Once, with permission of Supervisory Committee.
- VOTING
 - Secret ballot.
- PASSING VOTE
 - 3/4 majority.
- COMMITTEE ATTENDANCE
 - Committee attends.
- NO-PASS RECITAL
 - Major professor notifies Graduate Music Office. Supervisory committee members confer regarding course of action.
- APPROVAL
 - Supervisory committee.

- RECITAL IN ABSENTIA
 - See Coordinator.
- NUMBER IN ONE SEMESTER
 - No more than two recitals in any given semester.

TREATISE/DISSERTATION/COMPOSITION

- TIME
 - Determined by supervisory committee. Following the approval of the prospectus, performance majors may write a treatise at any time after beginning their recital series (MVK6985-9), since the treatise and the recital series collectively constitute a "dissertation."
- MAJOR PROFESSOR/COMMITTEE
 - Normally the major professor supervises the writing of the treatise. The committee may recommend changes after reading it in preparation for the defense.
- TYPES
 - On the level of a master's thesis, which should be scholarly and practical in the area of performance.
- DEFENSE REPETITION
 - Students must register for "Treatise Defense" (MUS 8985) during the semester in which they defend their Treatise. You may not enroll for "Treatise Defense" more than one time.
 - The defense may be repeated only once.
- PASSING VOTE
 - Unanimous.
- NOTE: Students must register for "Treatise Defense" (MUS 8985, 0 cr.) only during the semester in which they defend their Treatise.

DM Strings

EXAMINATIONS AND RECITALS

REQUIREMENT: *Doctoral students in performance will perform four recitals and a concerto performance as described below. Please note that no specific order is prescribed:*

- **MVS6985 (solo):** Jury examination prior to recital is required, and must be attended by the string area faculty.
- **MVS6986 (solo):** Jury examination prior to recital is required, and must be attended by student's committee

- **MVS6987 (studio/lecture recital):** Jury examination prior to recital not required. Recital is heard by supervisory committee. There must be a minimum of four committee members at the recital. Studio/lecture recital is independently prepared. Must consist of works not previously performed. Total duration: 40 minutes minimum, 45 minutes maximum (divided roughly by 20 mins. of lecture and 20 mins. of performance). Questions may be asked of candidate after recital at the discretion of the supervisory committee.
- **MVS6988 (chamber):** Examination prior to recital is required. Jury examination is heard by supervisory committee.
- **Doctoral Concerto Jury Requirement:** Doctoral students are required to perform a complete concerto performance for the string area faculty by the *end of the second month* of any semester. The concerto is to be memorized except in the case of a 20th or 21st century concerto. Winners of the Doctoral Concerto Competition satisfy this requirement by performing with the University Symphony Orchestra.
- All recital jury examinations are heard no less than 10 days prior to the scheduled recital.
- **RECITAL SEQUENCE**
 - No specific order is required.
- **MEMORIZATION**
 - Memorization is determined as per the requirements of each studio.
- **REPETITION**
 - One repeat within contiguous semesters
- **PASSING VOTE**
 - Majority (supervisory committee or area faculty)
- **COMMITTEE ATTENDANCE AT JURIES AND STUDIO LECTURE RECITAL**
 - Required. Students are responsible for identifying a substitute if any of the committee members are unable to attend.
- **NO PASS RECITAL**
 - Major professor notifies Graduate Music Office. Supervisory Committee and area faculty confer regarding course of action
- **APPROVAL**
 - Major professor and supervisory committee
- **CHAMBER RECITAL**
 - All on one program
- **RECITAL IN ABSENTIA**
 - See Coordinator
- **NUMBER PER SEMESTER**
 - No more than two recitals in any given semester

PRELIMINARY EXAMINATION

- **DATE**
 - Final written and oral examination is taken *after all course work has been completed.*

- WRITTEN
 - The preliminary exam for the DM in String Performance consists of presenting a completed prospectus for the treatise and the response to *at least* one comprehensive question as determined by the major professor.
- ORAL
 - See above.
- TIME SEQUENCE
 - 1-2 weeks between written and oral examinations
- PASSING VOTE
 - Two-thirds majority constitutes a pass
- REPETITION
 - If a student fails the examination, one further attempt is given to pass within a period of 3–6 months.
- PROSPECTUS
 - Submitted at preliminary. The student will submit a completed treatise prospectus, complete at least one comprehensive exam question, and will schedule an oral defense of the exam components with the doctoral committee. The major professor must approve the prospectus prior to submission to the committee and will determine the content of the comprehensive question(s).
- QUALITIES SOUGHT
 - Superior performing musician and teacher, superior musical scholarship, broad comprehensive knowledge of music history, music literature, and performance practices.

TREATISE

- TIME
 - Determined by supervisory committee following successful completion of the preliminary exam. The treatise and the recital series collectively constitute a "dissertation".
- MAJOR PROFESSOR/COMMITTEE
 - Major professor supervises the writing of the treatise. The Committee recommends changes after reading it in preparation for the defense.
- TYPES
 - The treatise must be written on a subject related to the student's major field.
- DEFENSE REPETITION
 - One repeat - within six months.
 - Students must register for "Treatise Defense" only during the semester in which they defend their Treatise. You must never enroll for "Treatise Defense" more than one time.
- PASSING VOTE
 - Majority vote

For additional details, please refer to the *FSU String Player's Guide to Grad School* which may be found on the String Area Blackboard site.

DM Voice

IF REQUIRED BY THE AREA: DIAGNOSTIC EXAMINATION

- SEMESTER
 - Usually first semester in residence, but no later than second semester (summer excluded)
- WRITTEN

Written portion - timed section (this exam will take place early in the first semester of study.) To ascertain the student's general knowledge about vocal pedagogy and literature upon beginning study at FSU, each student will take a broad, comprehensive term/name identification test. The student will have two hours to write a short paragraph for each of 40 terms/names (approximately three minutes for each paragraph). The terms will be selected from the areas of vocal pedagogy, opera literature and German/French/American/English song literature. The responses to these 40 terms/names will be reviewed by appropriate faculty members prior to the diagnostic recital. If there are serious concerns about a student's lack of knowledge in a particular area, the student's voice teacher and the DM Voice Advisor will devise a plan to assist the student in filling in areas of study that are lacking (possible course work, research assignments, assigned reading, etc.)

Written portion - untimed section: To ascertain the student's knowledge of research techniques and advanced academic writing style, the voice teacher in consultation with the DM Voice Advisor will design a research essay question to be submitted to the student at least one month prior to the diagnostic recital. The student will research and write a 5–7 page essay (presented in 12 point font and double-spaced) in response to the assigned question. The essay must include footnotes and a bibliography. This is an exercise in gathering information and organizing it in a clear, structured, concise, yet thorough written form. Students are strongly advised to restrict their writing to the specific content of the question, and not expand into tangents or information that is not directly pertinent to the question. The quality of the research and the writing will be evaluated to determine if the student is adequately prepared to research and write a DM doctoral treatise. If there are serious concerns about a student's ability to do research and/or write effectively at the doctoral level, the student's voice teacher in consultation with the DM Voice Advisor and possibly other members of the voice area faculty will devise a plan to assist the student in preparing to write a successful doctoral treatise (course work, additional research assignments, etc.) All written material for the diagnostic exam (essay, timed written answers, diagnostic recital program, and a vita containing information relating to the student's career goals, prior education, professional experience, and language training) must be submitted to the entire voice area faculty one week prior to the diagnostic recital examination. The voice teacher will be responsible for the distribution of the timed portion

of the examination including any analyses of the results done by the faculty involved in the exam and the student will be responsible for the distribution of the written essay, recital program and vita.

- ORAL

Oral portion - the diagnostic recital: This shall be a recital no shorter than 20 minutes and no longer than 25 minutes including songs and arias representing at least four major languages (English, German, French, and Italian) and representing a variety of periods and styles including literature ranging from Baroque/Classical to 20th/21st Century. Examples of Lieder and mélodie should be included. Note that the time limit is important, for the student may have only that amount of time available in the recital hall.

Oral portion-the interview: Immediately following the diagnostic recital, the student will meet with the voice area faculty to discuss the submitted essay, any issues with the terms/names, the recital program and the student's vita.

- TIME SEQUENCE

- A copy of the written section (essay, timed written answers, diagnostic recital program, and a vita containing information relating to the student's career goals, prior education, professional experience, and language training) must be submitted to every member of the Voice Examination and Audition Committee at least 1 week prior to the oral diagnostic examination (recital).

- ATTENDING FACULTY

- Voice Examination and Audition Committee: consists of voice faculty and other faculty appointed by the Dean.

- QUORUM

- A minimum of 5 faculty members.

- REPETITION

- If the student fails the diagnostic exam, the area faculty have the option of allowing the student to retake the exam or terminating the student from the program.

- VOTING

- Written ballot with option of comments

- QUALITIES SOUGHT

- Voice quality on a professional level, with minimum technical problems, appearance and personality appropriate to a performing artist, and ability to communicate artistically and musically, and to maintain a high scholastic standing.

- PROFESSIONAL EXPERIENCE

- Professional performance and/or teaching experience is expected, but exceptionally well-qualified, mature students are accepted without having had such experience.

- PASSING VOTE

- Two-thirds majority (Voice Examination and Audition Committee)

PRELIMINARY EXAMINATION

- DATE
 - Typically taken during the final semester of coursework. Must be taken and passed prior to registering for treatise credit hours.
- WRITTEN/ORAL
 - **Timed portion:** (given once early in the fall term and at least once early in the spring term on a Wednesday afternoon). The total time for this examination will be two and-a-half hours.
 - Translation examination (60 minutes): The student chooses one of three languages (French, German, or Italian) and will have one hour to complete the translation. The student may use a dictionary and verb book but no grammar book for this process. This translation will become part of the student's preliminary examination.
 - Essay question (90 minutes): The student will receive an essay question that is designed by the major professor specifically for the individual student as a result of a review of the student's coursework at FSU. The supervisory committee must approve the question before it is given to the student.
 - A final draft of the prospectus must be submitted as part of the preliminary examination.
 - **Oral portion:**
 - Copies of the Program of Studies Form that was completed early in this semester must be distributed to all members of the DM Supervisory Committee at least two weeks prior to the oral examination. In addition, the final draft of the prospectus and copies of the answers to the timed portion of the written examination must be given to the supervisory committee at least two weeks prior to the oral examination. The student is responsible for the distribution of the prospectus and the Program of Studies Form and the major professor, for the distribution of the answers to the written portion of the exam. The oral exam will include
 - a defense of the timed written answers including an oral reading of the foreign language passage that was translated,
 - a review and final approval of the prospectus,
 - oral terminology/name identification based on the results of the diagnostic examination and coursework for the degree, (Note: a copy of the diagnostic examination will be given to the supervisory committee members by the major professor at least two weeks prior to the oral examination.)
 - and any other oral questions the committee members would like to present based on the content of the student's Program of Studies Form.
- TIME SEQUENCE

- Committee and candidate should convene for the oral examination soon after the written examination materials have been distributed to the committee members, but no earlier than two weeks from that distribution date. The oral examination usually does not exceed a two-hour time frame. The oral examination will further delve into your comprehension of your major field of study, so you may bring notes and other supporting materials.
- PASSING VOTE
 - Majority
- REPETITION
 - One repeat
- PROSPECTUS
 - The Prospectus for the Treatise is a portion of the preliminary examination and therefore must be completed prior to taking that exam. See the submission requirements in the WRITTEN/ORAL section of the diagnostic examination above.
- RECOMMENDATIONS
 - Candidate's committee has responsibility to follow through with recommendations made at the diagnostic examination.
- QUALITIES SOUGHT
 - The student must be able to demonstrate in particular a comprehensive and authoritative knowledge of vocal pedagogy and performance practices, and also an understanding of all areas of music generally. The student must be able to perform at a level acceptable to community concert audiences and university faculties anywhere.

EXAMINATIONS AND RECITALS

- REQUIREMENT NOTE
 - Specific written instructions and procedures for each type of voice recital should be obtained from the major voice teacher (or Coordinator).
 - MVV6985–6(public; one or two required-see program of studies): Examination prior to performance required. Examination is heard by supervisory committee and Voice Examination and Audition committee.
 - MVV 6987 (lecture recital/demonstration): The lecture recital/demonstration is part of the final process of completing the Doctor of Music degree in Voice Performance and the topic for the recital/demonstration must be an outgrowth of the treatise topic. As such, the lecture/recital demonstration must be presented after the completion of the final draft of the treatise paper and its submission to the student's DM Supervisory Committee. It is recommended that the lecture recital/demonstration be scheduled on the same date and immediately prior to the treatise defense. The content of this recital (MVV 6987) is quite flexible. The topic of this recital presentation is based on the content of the treatise. It is a minimum of 30 minutes and a maximum of 45 minutes with no more than half of the time devoted to discourse. However, should the

treatise topic be, for example, one of scientific research such as in the area of voice science, then the 30 to 45 minute presentation may be more demonstration than a performance recital. The student should discuss the manner of presentation in detail with the major professor; however, the preparation is done independently by the student. The candidate must meet with the members of his/her supervisory committee immediately following the lecture recital to defend the presented material. This meeting is usually followed by the formal treatise defense since the lecture recital is an outgrowth of the treatise. The lecture recital/demonstration is an exercise that is designed to fit into a normal class period of 50 minutes (a 45 minute presentation with 5 minutes of questions from the audience). Should the entire presentation exceed this time frame, the supervisory committee may consider whether or not to accept the presentation.

- MVV6989 (Large Ensemble/Opera Role; one or two required-see the program of studies): Exam prior to performance not required. Vote by supervisory committee after performance.
- RECITAL SEQUENCE
 - All DM Voice students are required to do one public recital (MVV 6985) and one performance of a major work with a large ensemble accompaniment (MVV 6989). This latter requirement may be fulfilled by performing a major opera role with Florida State Opera or performing as major soloist in an oratorio or symphonic performance. Students must understand that casting in operas and for solo opportunities with orchestra at FSU is done through an audition process, and that the performance or role must be approved by the supervisory committee to count as part of the recital requirements for the DM degree. A third required recital is the lecture recital/demonstration which shall be explained later in this document along with the treatise defense explanation. A fourth recital is also required and the student must choose either a second public recital (MVV 6986) or a second MVV 6989 recital, which may be a second major opera role (if the first MVV 6989 recital was an opera role) or a performance of a major solo in a major work with a large ensemble. The supervisory committee must approve the choice of this fourth recital requirement. In addition, if the choice is to do an opera role as a second MVV 6989 recital, the opera faculty must agree that the student will be cast in a role that will fulfill the requirements for that recital. The content of the recitals should reflect the artistic ability and goals of the student and must be approved at the point of repertoire selection by the supervisory committee. There is no specific content requirement; however, it is the responsibility of the supervisory committee to be certain that the student includes repertoire that is appropriate to doctoral level performance. The student therefore must submit a written copy of the proposed recital repertoire to each member of the supervisory committee as the student begins work on the recital. The committee members must sign the copy of the repertoire indicating approval and the signed copy must be returned to the student's voice teacher (and Major Professor if it is not the voice

teacher). Solo recitals (MVV 6985 and 6986) must each contain 50 to 60 minutes of actual music (no more or less).

- EXAM TO RECITAL
 - Generally, a minimum of 10-14 days. All performers who are involved in the recital must attend the recital examination. This includes all players in any chamber music presentation.
- MEMORIZATION
 - All must for solo recitals must be memorized (MVV 6985 and 6986). An exception may be granted for music considered to be chamber music, which must include at least two instrumental performers. Requests for permission to perform with sheet music for chamber music and for non-chamber music (in the case of extremely difficult "modern" music) must be presented to the student's supervisory committee well in advance of the recital examination date. A majority of the DM supervisory committee must agree to any such exceptions. It is suggested that the request to perform with sheet music be submitted to the DM supervisory committee at the same time as the request for approving the actual recital repertoire. Approval for both must be in writing and the copies of the approval must be kept on file by the Major Professor. The use of sheet music for the lecture/demonstration recital is at the discretion of the student.
- REPETITION
 - One repeat
- VOTING
 - Written ballot with option of comments
- PASSING VOTE
 - Two-thirds majority of area faculty and supervisory committee
- COMMITTEE ATTENDANCE
 - Supervisory Committee attends the actual recital performance.
- NO PASS RECITAL
 - Major professor or Coordinator notifies Graduate Music Office. By a majority vote of the Supervisory Committee the student may be required to repeat the recital.
- APPROVAL
 - Approved by the committees as indicated in Item 1 above
- CHAMBER MUSIC FOR SOLO RECITALS
 - As approved and/or required by the major professor and the supervisory committee the DM voice performance student may include chamber works on his/her solo recital(s). Approval to perform such works must come from the supervisory committee well in advance of the recital examination date.
- RECITAL IN ABSENTIA
 - CD recordings and other documentation of off-campus performances for MVV6989 may be submitted to the Supervisory Committee for approval. All other recitals must be performed on campus.
- NUMBER PER SEMESTER
 - More than two is not recommended

TREATISE/DISSERTATION/COMPOSITION

- **TIME**
 - Upon passing the preliminary examination, the student is admitted to doctoral candidacy and is cleared to pursue a dissertation or treatise. A prospectus of the treatise is required at the time of the preliminary examination.
- **MAJOR PROFESSOR/COMMITTEE**
 - The student, who may select any member of the graduate music faculty to assist in the writing of the treatise, consults with the Major Professor and Supervisory Committee as need arises.
- **TYPE**
 - Treatise option: The treatise must be a scholarly, research oriented formal treatise related to the student's major field.
- **DEFENSE REPETITION**
 - May repeat, following revision of scholarly paper or treatise. (Note that the defense of scholarly paper or treatise may not be combined with the Preliminary Examination.)
 - Students must register for "Treatise Defense" only during the semester in which they defend their Treatise. You must never enroll for "Treatise Defense" more than one time.
- **PASSING VOTE**
 - Simple majority vote of the supervisory committee.

DM Woodwinds, Brass and Percussion

IF REQUIRED BY THE AREA: DIAGNOSTIC EXAMINATION

- **SEMESTER**
 - Must be passed no later than second semester in residence.
- **WRITTEN**
 - Submit evidence of teaching and/or professional experience in the form of a personal vita. Provide written program notes for the diagnostic performance which demonstrate scholarly writing skills. Guidelines are available from the wind area coordinator or major professor.
- **ORAL**
 - Recital-audition examination followed by interview with faculty to answer questions over works performed (examples listed in Diagnostic Guide). Answer questions concerning teaching and/or performing experience. Note: the diagnostic program should be played with piano accompaniment and should represent three styles (exception for DM candidates in Percussion: those requirements are available from Dr. Parks).
- **TIME SEQUENCE**
 - One copy of written program notes, vita, and program copies will be distributed to Area Coordinator one week prior to examination, the other six are to be

placed in designated faculty mailboxes in HMU 204. The oral examination occurs immediately following the performance. Please see the Diagnostic Guide for more information.

- **ATTENDING FACULTY**
Selected committee consisting of six members of the wind/percussion area faculty.
- **QUORUM**
 - Two-thirds of faculty in area designated to attend the examination
 - If the student fails the diagnostic exam, the area faculty has the option of allowing the student to retake the exam one additional time during the following semester. If the second exam is not passed, the student will be terminated from the degree program.
- **VOTING**
 - Committee deliberation.
- **QUALITIES SOUGHT**
 - Performance standards: (1) program selected from current literature, (b) demonstrate potential level comparable to professional performer, (c) performance demonstrates: boldness, decisiveness, accuracy, authority, conviction and artistry.
- **PROFESSIONAL EXPERIENCE**
 - Professional performance and/or teaching experience is expected; exceptionally well-qualified, mature students may be accepted without having had such experience.
- **PASSING VOTE**
 - Two-thirds majority.

PRELIMINARY EXAMINATION

- **DATE**
 - Final written and oral examination is taken either during the last semester of coursework or after all course work has been completed.
- **WRITTEN**
 - 4 questions will be given to the student. Comprehensive in nature with details left to the discretion of the examination committee.
- **ORAL**
 - Same as for written section.
- **TIME SEQUENCE**
 - Student must complete written answers within one week of receiving questions from each committee member. Oral defense normally one week after written answers submitted.
- **PASSING VOTE**
 - Two-thirds majority constitutes a pass
- **REPETITION**

- If a student fails either examination, the area faculty has the option of allowing one additional attempt within a period of 3–6months.
- PROSPECTUS
 - Submitted at preliminary
- RECOMMENDATIONS
 - Candidate's committee has responsibility to follow through with recommendations made at the diagnostic examination.
- QUALITIES SOUGHT
 - Superior performing musician and teacher, superior musical scholarship, broad comprehensive knowledge of music history, music literature, and performance practices.

EXAMINATIONS AND RECITALS

- REQUIREMENT
 - MV6985 (public): Examination prior to recital is not required.
 - MV6986 (public): Examination prior to recital is not required.
 - MV6987 (lecture): Examination prior to recital not required. A proposal describing the content of the lecture recital must be approved by the supervisory committee. Vote taken by supervisory committee after performance. Must pass by two-thirds majority. 45-50 minutes.
 - MV6988 (chamber): Examination prior to recital is required. Examination is heard by area faculty 10-14 days before the recital.
- RECITAL SEQUENCE
 - No specific order is required, except that the Lecture Recital should be the last one in the sequence.
- MEMORIZATION
 - None required
- REPETITION
 - One repeat may be permissible within contiguous semesters with approval from the supervisory committee.
- VOTING
 - Committee deliberation.
- PASSING VOTE
 - Majority of supervisory committee.
- COMMITTEE ATTENDANCE
 - Attends
- NO PASS RECITAL
 - Major professor notifies Grad. Music Office, faculty supervisory committee and Graduate Music Office confer regarding course of action.
- APPROVAL
 - Major professor and/or supervisory committee
- CHAMBER RECITAL
 - All on one program (see area Coordinator for exceptions)

- RECITAL IN ABSENTIA
 - See Coordinator
- NUMBER PER SEMESTER
 - No more than two recitals in any given semester
- LECTURE RECITAL
 - Must consist of works not previously performed. Total duration is 45-50 minutes. A proposal describing the content of the lecture recital must be approved by the student's committee two months in advance of the recital. The recital will be heard by the student's committee, and a passing vote of two-thirds is necessary. It is unlikely that the lecture recital can occur during Summer Term because of faculty availability; contact the coordinator well in advance.

TREATISE/DISSERTATION/COMPOSITION

- TIME
 - Determined by supervisory committee. Following the approval of the prospectus, performance majors may write a treatise at any time after beginning their recital series (MV6985-9), since the treatise and the recital series collectively constitute a "dissertation".
- MAJOR PROFESSOR/COMMITTEE
 - Major professor supervises the writing of the treatise. The Committee recommends changes after reading it in preparation for the defense.
- TYPES
 - The treatise must be written on a subject related to the student's major field.
- DEFENSE REPETITION
 - One repeat - within six months
 - Students must register for "Treatise Defense" only during the semester in which they defend their Treatise. You must never enroll for "Treatise Defense" more than one time.
- PASSING VOTE
 - Two-thirds majority vote

PhD Musicology

IF REQUIRED BY THE AREA: DIAGNOSTIC EXAMINATION

- SEMESTER
 - One week before registration week of Fall semester (second week before classes begin)
- WRITTEN
 - Five 2-3 hour examinations over a 5-day period. Questions from the Musicology faculty test the applicant's knowledge of history and literature, familiarity with current areas of musicological research sources, and scholarly writings.
- ORAL

- An interview with the Musicology faculty which may include questions arising from the written examination and an inquiry into the applicant's academic background and professional experience.
- TIME SEQUENCE
 - A copy of the written examination should be delivered to each faculty member in the area one week prior to the scheduled oral examination. The oral examination will be held during the registration week of Fall semester.
- ATTENDING FACULTY
 - All area faculty
- QUORUM
 - Majority of faculty in area
- REPETITION
 - If the student fails the diagnostic exam, the area faculty have the option of allowing the student to retake the exam or terminating the student from the program.
- VOTING
 - Open ballot
- QUALITIES SOUGHT
 - Commitment to the sustained pursuit of scholarly excellence and distinction. Evidence of ability and academic competence to attain that goal.
- PROFESSIONAL EXPERIENCE
 - Professional experience is desirable but not required.
- PASSING VOTE
 - Two-thirds majority (area faculty).

PRELIMINARY EXAMINATION

- DATE
 - After all course work has been completed.
- WRITTEN
 - Questions of a comprehensive nature as well as those specifically related to the major field of study are submitted by each member of the supervisory committee.
- ORAL
 - Expands on areas covered in written examination and checks on the student's progress in overcoming deficiencies noted on the diagnostic examination.
- TIME SEQUENCE
 - A copy of the written examination should be delivered to each member of the supervisory committee one week prior to the scheduled oral examination.
- PASSING VOTE
 - Majority
- REPETITION
 - One repeat
- PROSPECTUS

- Submitted either during or after preliminary examination, at the discretion of the Major Professor.
- RECOMMENDATIONS
 - Committee follow-through. Major Professor and supervisory committee are expected to have checked deficiencies before the written examinations. An ongoing review of the student's progress and qualifications is conducted as part of the 4 semesters of Advanced Seminar in Musicology.
- QUALITIES SOUGHT
 - Comprehensive knowledge of the field; demonstrated research skills; verbal and writing skills.

TREATISE/DISSERTATION/COMPOSITION

- TIME
 - University minimum.
- MAJOR PROFESSOR/COMMITTEE
 - Students work primarily with Major Professor, with access to supervisory committee members as needed. First draft is submitted to the committee after approval by the major professor.
- TYPES
 - In consultation with the Major Professor, topics may be drawn from any of the recognized sub-disciplines of Musicology. The dissertation must be an achievement in original research, constituting a significant contribution to knowledge.
- DEFENSE REPETITION
 - Once
 - Students must register for "Dissertation Defense" only during the semester in which they defend their Dissertation. You must never enroll for "Dissertation Defense" more than one time.
- PASSING VOTE
 - Majority

PhD Music Education

IF REQUIRED BY THE AREA: DIAGNOSTIC EXAMINATION

- SEMESTER
 - Fall semester
- WRITTEN
 - Graduate Music Classification Examination (if required), literature examination, autobiographical form, research paper, monitored essay, letters of recommendation.
- ORAL

- Orals occupy one hour and give the student the opportunity to prove qualifications not clear in the written examination.
- TIME SEQUENCE
 - Written examinations followed in 3 days by oral examination
- ATTENDING FACULTY
 - Music Education faculty with graduate directive status
- QUORUM
 - Faculty present
- REPETITION
 - If the student fails the diagnostic exam, the area faculty have the option of allowing the student to retake the exam or terminating the student from the program.
- VOTING
 - Open ballot
 -
- QUALITIES SOUGHT
 - Relatively high standing of GMCE, performance and evidence of musicianship, solid undergraduate and master's degrees at recognized schools, evidence of leadership and success in profession, intellectual curiosity, evidence of scholarship and knowledge of what degree is about. "Master Teacher" qualities sought in Ed.D. candidates.
- PROFESSIONAL EXPERIENCE
 - Experience is not always a pre-examination requirement for Ph.D. program, but contractual experience is considered desirable and is preferred. Ed.D. program requires at least two years (preferably more) of highly successful teaching experience.
- PASSING VOTE
 - Unanimous

PRELIMINARY EXAMINATION

- DATE
 - During last term of course work, sometimes after course work
- WRITTEN
 - Music literature; identification of music periods and styles; curriculum, philosophy, and theory of music education; statistics or other research tools. Special question from major professor.
- ORAL
 - Questions about answers that were not clear in written sections, questions regarding research project, miscellaneous comprehensive questions.
- TIME SEQUENCE
 - Approximately one week sequence
- PASSING VOTE
 - Unanimous

- REPETITION
 - One repeat
- PROSPECTUS
 - Submitted either during or after preliminary examination, at the discretion of the Major Professor.
- RECOMMENDATIONS
 - Left to Major Professor, Committee follow-through at examination.
- QUALITIES SOUGHT
 - Comprehensive knowledge of the field, research capability, demonstrated dedication to music education, refined writing skills. Signs of professional leadership.

TREATISE/DISSERTATION/COMPOSITION

- TIME
 - University minimum.
- MAJOR PROFESSOR/COMMITTEE
 - Interaction between Major Professor and student with guidance from committee.
- TYPES
 - Research dissertation that contributes original knowledge to field (Ph.D.); research dissertation applying existing theories or the original solution of a music education problem (Ed.D.)
- DEFENSE REPETITION
 - Once
 - Students must register for "Dissertation Defense" only during the semester in which they defend their Dissertation. You must never enroll for "Dissertation Defense" more than one time.
- PASSING VOTE
 - Unanimous

PhD Music Theory

IF REQUIRED BY THE AREA: DIAGNOSTIC EXAMINATION

- SEMESTER
 - Prior to admission
- WRITTEN
 - The written examination will test the applicant's ability in 3 areas: Music Writing Skills (16th-century counterpoint, harmony), Form and Analysis, and History and Literature (composers, theorists, writers, terminology, and identification of works from standard repertoire).
- ORAL

- The oral section of the examination will consist of questions pertaining to music theory, questions arising from the written section of the examination, and inquiry into the applicant's background of training and experience.
- TIME SEQUENCE
 - Prior to admission
- ATTENDING FACULTY
 - All theory faculty
- QUORUM
 - Majority of theory faculty
- REPETITION
 - If the student fails the diagnostic exam, the area faculty have the option of allowing the student to retake the exam or terminating the student from the program.
- VOTING
 - Open ballot
- QUALITIES SOUGHT
 - performance skill-musicianship,
 - academic competency,
 - knowledge of the field,
 - pedagogical as well as research ability,
 - an alert mind, capable of incisive action under pressure.
- PROFESSIONAL EXPERIENCE
 - None
- PASSING VOTE
 - Two-thirds majority of area faculty present

PRELIMINARY EXAMINATION

- DATE
 - During or subsequent to the final semester of a student's course work (but not during the summer term)
- WRITTEN
 - The written examination will test the applicant's knowledge in 4 areas: Writing Skills (16th century counterpoint, fugue, harmony); History and Literature (theorists, tape, essays); Form and Analysis; and Bibliography. Administered during the 12th week of the semester
- ORAL
 - Stresses the student's spontaneous facility with musical materials dealt with in teaching and other professional situations; including, but not limited to, keyboard skills, analysis, and writing. Administered during finals week of the semester.
- TIME SEQUENCE
 - Written: 12th week of the semester. Oral: Finals week of the semester.
- PASSING VOTE

- Majority
- REPETITION
 - One repeat
- PROSPECTUS
 - Usually submitted after preliminary examination.
- RECOMMENDATIONS
 - Committee follow-through. Major professor and supervisory committee are expected to have checked deficiencies before comprehensive examination.
- QUALITIES SOUGHT
 - Demonstration of superior performance, scholastic, and research skills.

TREATISE/DISSERTATION/COMPOSITION

- TIME
 - University minimum. Dissertation must be submitted by the fifth Wednesday of the semester during which the student expects to graduate. Defense is scheduled during the 10th week of that semester.
- MAJOR PROFESSOR/COMMITTEE
 - Students work chiefly with the major professor with access to committee members as needed. First draft of dissertation is submitted to the committee after it is approved by the major professor.
- TYPES
 - Analytical, historical, descriptive, and experimental research.
- DEFENSE REPETITION
 - Once
 - Students must register for "Dissertation Defense" only during the semester in which they defend their Dissertation. You must never enroll for "Dissertation Defense" more than one time.
- PASSING VOTE
 - Majority

Thesis, Treatise, Dissertation, and Recitals

Prospectus

The prospectus constitutes the official "proposal" for the thesis, dissertation, or treatise. Preliminary work on the prospectus and instruction in preparing the prospectus are part of the requirements for MUS 5711 Music Bibliography, a class required of nearly all graduate students in the College of Music. The prospectus is completed at the same time as the Preliminary Examination in most programs.

The content of the prospectus typically includes the following categories: the statement and scope of the problem, hypotheses, definitions, assumption, limitations and significance of the study, justification of the topic, a brief review of related research, procedures and methods to

be followed, anticipated organization of the proposed thesis/treatise/dissertation, and a bibliography.

Final decisions regarding content of the prospectus are made by the major professor. When the prospectus is approved and signed by all members of the committee, a copy of the title and signature pages should be filed with the Graduate Music Office. This is to ensure that this important step has been completed and that the title of the project will be listed accurately in the graduation program.

Style manuals do not describe a format for the prospectus. The Manuscript Clearance Office provides the Florida State University Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations (ETDs) (revised 2024), which provides some information about the prospectus. All students will need this publication, as it also provides certain style guidelines for all theses, treatises, and dissertations submitted to Florida State University. This can be found here: <https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation/formatting-guidelines>.

NOTE: The title and signature pages of the prospectus document must be approved (signed) by the supervisory committee and filed in the Graduate Music Office. Students must submit this to the Graduate Music Office, at the time of completion/approval. Completion of the prospectus is not sufficient for registration of treatise/dissertation hours; doctoral students must pass the Preliminary (Comprehensive) Exam and be admitted to candidacy before treatise/dissertation hours can be added to the schedule.

Master's Thesis

Some master's programs in the College of Music provide the option for a written thesis. These plans include Music Theory, Music Therapy, Music Education, and the M.A. General degree. The Master's in Musicology and the Master's in Composition each require a written thesis and the option of a non-thesis path is not available for these degree plans. Work on the thesis typically does not begin before the student's second semester in residence, but in some instances the student's major professor may decide that preparatory work should begin earlier.

A student who has completed the required course work and continues to use campus facilities and/or receives faculty supervision, but has not made a final thesis submission shall include in the required full-time load a minimum of two (2) credit hours of thesis per semester until completion of the degree (this includes the student's final semester). The credit hours for MUS 5971r are variable (1–6), but a general formula is a work/hour ratio of 2:1. For example, if an individual plans to spend six hours per week working on the thesis during a semester, registration for MUS 5971r should be 3 hours. In addition, students must register for MUS 8976 (0 credit) during the semester of the thesis defense.

Continuous Enrollment

From the FSU Graduate Bulletin: “(Master’s students) need not be enrolled in thesis or project hours continuously after completing six thesis or project hours if they meet the minimum university requirement for full-time enrollment through other coursework. Master’s students may be able to register for the University minimum enrollment of two credit hours per semester. The decision to register for two credits must be initiated by the student, approved by the student’s faculty advisor, and may require approval by the academic dean or designee.”

A student must be enrolled in a minimum of two thesis hours in the semester of graduation.

Those with underload permission must register for at least two credit hours of thesis per semester. Underloads must be approved by the Associate Dean for Academic Affairs/Director of Graduate Studies in Music. Before registering for thesis hours, the student must consult the major professor as to the proportion of time to be devoted to thesis work.

At a time determined by the major professor and as a first step in the thesis process, a prospectus of the thesis will be circulated to the student's committee. The student should not continue work on the thesis until the prospectus has the signed approval of the committee. The student is cautioned to work closely with the major professor in preparation of both the prospectus and the thesis. Furthermore, it is advisable to seek help from the committee members when problems in style and content arise. It must be stressed, however, that proper development of the thesis is the student's responsibility; the major professor and committee members cannot be expected to provide total guidance.

Submitting Your Manuscript: consult the College of Music Treatise and Dissertation Handbook and the Manuscript Clearance Process Canvas Org (see below).

Students must upload a copy of their manuscript for formatting clearance by the published deadline and prior to the final submission through ProQuest. See the Manuscript Clearance deadlines here: <https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation/manuscript-clearance-deadlines>.

Students are responsible for obtaining permission to use copyrighted material and a citation is not always sufficient. Some content is covered by “Fair Use”; if in doubt, ask the copyright owner. For more information, please refer to the Manuscript Clearance Process Canvas Org (see below).

Some manuscripts include research that requires approval or notice of exemption from FSU’s Institutional Review Board (IRB). This is necessary when research involved human subjects. Other projects may require approval from the Animal Care and Use Committee (ACUC) if vertebrate animals were involved. Students must receive these approvals prior to beginning their research and prior to the Manuscript Clearance Process. **It is not The Graduate School's responsibility to evaluate or determine IRB or ACUC eligibility during the Manuscript Clearance Process.** It is the graduate student and their major professor's responsibility to be

sure they have obtained IRB or ACUC approval. This can include, but is not limited to surveys/questionnaires/interviews, secondary data analysis of human subjects' studies, and research involving human cell lines.

All ACUC and IRB forms must be placed in the appendices of the student's manuscript.

For contact information, additional questions, and helpful resources related to Human Subjects Protection, please visit the [Office of Research's Office for Human Subjects Protection page](#).

For contact information, additional questions, and helpful resources related to ACUC, please see the [Office of Research's Animal Care and Use Committee page](#).

If your research did not involve human or animal subjects, you do not need to include an exemption or approval. You will be required to check "no" to both questions on the Defense Announcement Form.

For more information, please refer to the Manuscript Clearance Process Canvas Org. You may self-enroll in the course [here](#).

Doctoral Dissertation & Treatise

All doctoral programs culminate with a written document; non-performance students prepare a dissertation, while performance students prepare a treatise.

Performance majors may choose from the options below:

Option 1. *An extensive Treatise research document of a minimum of 12,000 words, not including front and back matter such as title page, table of contents, lists of figures, bibliography and appendices.*

Option 2. *A Treatise research document based on two public lecture recitals, each lecture comprised of a minimum of 2500 words plus figures and examples. The document will comprise a minimum of 6,000 words, not including front and back matter.*

All Treatise/Dissertation submission requirements and University deadlines are applicable to both options.

Work on the treatise/dissertation generally does not begin until the student has completed all coursework. The major professor, in consultation with the student, decides when the student is ready to begin the prospectus (the formal proposal for a dissertation or treatise), which is usually presented to the committee at or near the preliminary exam. Follow the format in the College of Music's Treatise and Dissertation Handbook and the University's Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations (ETDs) (revised 2023).

A student must be admitted to candidacy (i.e. pass the Preliminary Exam) at least six (6) months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack.

The Prospectus for a dissertation/treatise is normally approved before registering for dissertation/treatise credits at least six months prior to the date of graduation. The Prospectus signature page must be signed by all members of the committee, and the title and signature pages of the Prospectus must be filed in the Graduate Music Office when completed. While procedures may vary somewhat from committee to committee, the first draft of the dissertation/treatise is usually developed and written with primary supervisory responsibility from the major professor (calling on other members of the committee for assistance as needed). Only after that draft has been corrected by and meets the standards of the major professor is the preliminary draft of the completed dissertation/treatise prepared and submitted to the full committee, **at least four weeks prior to the scheduled defense.**

The doctoral treatise (performance majors only) follows a format identical to the dissertation. The treatise, however, is typically not equivalent to the dissertation in length, as the doctoral recitals (MV_ 6985-89, 1–4 hours each) and the treatise collectively constitute the 24-credit "dissertation" requirement for performance majors. The purpose of the doctoral treatise in performance is to demonstrate that the candidate can perform substantive scholarly research and can present that research in proper written style.

Treatise topics should be related to the student's general performance area, but within that broad category a wide variety of subjects is appropriate: studies related to history, literature, performance practice, bibliography, pedagogy, etc. Although an estimated average length of a treatise should not be used as a basis on which to plan a research project, a treatise of 50 to 100 pages is typical. While the treatise differs conceptually from the dissertation, the treatise must reflect equally diligent research and attention to the elements of scholarly presentation.

The student will typically enroll for a minimum of 4 hours of MUS 6979r (Treatise) prior to graduation, although this depends upon the recital credit count. In certain areas, a treatise professor (other than the major professor) may be selected to direct the treatise. In selecting a topic for the doctoral performance treatise, the candidate should work closely with the major professor to ensure that the subject can be adequately supervised by the treatise professor with resource assistance from the Supervisory Committee. Follow the format in the Guidelines for Thesis, Treatise and Dissertation. The title and signature pages of the Prospectus for the treatise must be signed by all members of the committee and filed in the Graduate Music Office.

Upon completing the prospectus, the student must then pass the Preliminary/Comprehensive Exam. Students may not register for treatise/dissertation hours until this exam is passed and the Admission to Candidacy form has been filed with the Graduate Music Office. The completion of the prospectus is not enough to allow registration for treatise/dissertation hours.

Once the Registrar has the Admission to Candidacy form, and not before, the student will be cleared to register for these hours.

A student who has completed the required coursework, passed the Preliminary Examination and has been admitted to candidacy, and continues to use campus facilities and/or receives faculty supervision, but **has not been cleared by the Manuscript Clearance office** shall include in the required full-time load a minimum of two credit hours of dissertation/treatise per semester until completion of the degree. Doctoral students must maintain continuous dissertation/treatise enrollment and also be registered for a minimum of two hours of dissertation/treatise during the final semester. (see also: Graduate Student Enrollment in the Graduate Bulletin)

Credit Conversion from DIS credits to Treatise/Dissertation

Students are allowed to register for DIS credits (with the DIS title, "Dissertation Research"), during the semester they register for the Preliminary Exam; MUS 8964. These DIS credits may be converted to Treatise credits for performance majors (MUS 6979), or Dissertation credits for non-performance majors (MUS 6980), if the student passes their Preliminary Exam by the 7th week of the semester deadline (mid-October in Fall, mid-February in Spring). The conversion process simply involves completing the "Drop/Add" process. Contact the College of Music Office of Student Success to initiate this process.

Treatise/Dissertation Defense

The student must register for Treatise/Dissertation Defense (MUS 8985, 0 credit) during the semester in which the treatise/dissertation will be defended. The defense is an oral examination that must be completed according to the deadlines published each semester.

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. At least one week prior to the defense, the revised, final version of the treatise/dissertation (complete with the table of contents, musical examples, bibliography, and dissertation abstract) must be in the hands of each member of the committee. The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend.

Defense Announcement

At least two weeks prior to the date of the examination, the student must present an announcement of the dissertation title and the date and place of the examination to The Graduate School through the Manuscript Clearance Portal (clearance.fsu.edu).

The dissertation defense will be oral. It is recommended that students defend at least one week prior to the post-defense deadline. Consult the Graduate Music Office or the Manuscript Clearance Office for more information.

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member then it is necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate.

A grade of PASS for the defense of treatise or dissertation requires at least a majority approval of the committee. If the student passes, each Committee member must digitally sign the appropriate manuscript clearance forms within the Clearance Portal to substantiate the results of the defense. Consult the [Graduate Bulletin](#) for other grade options and consequent policies that must be followed.

The oral examining committee will certify in writing to the Graduate Music Office the results of the examination: Pass, Pass with major revisions, Re-defense, or Fail. The report of results following a re-defense must indicate the student either passed or failed. Consult the [Graduate Bulletin](#) for more detailed definitions and procedures. To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense.

A written critique of the conduct of the examination in defense of dissertation should be submitted by the University Representative (Outside Committee member) from the graduate faculty to the Graduate School through the Manuscript Clearance Portal within one week after the date of defense. If the student defends on the final deadline for defense for a given semester, the University Representative must submit their written critique no later than 11:59PM of the final clearance deadline (i.e. the one week deadline does not apply here).

After approval by the supervisory committee, the dissertation/treatise must be submitted to the Manuscript Clearance Advisor via ProQuest by the final, post-defense deadline. For more information, please refer to the Manuscript Clearance deadlines here: <https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation/manuscript-clearance-deadlines>

The University requires the dissertation or treatise to be completed within 5 years of the preliminary exam, or the student may be required to retake the preliminary exam.

Language of Theses, Dissertations, and Treatises

The typical language of the thesis, treatise, or dissertation is English. Under special circumstances the Major Professor, the Academic Unit Head, and the Supervisory Committee may approve writing the body of the thesis, treatise, or dissertation in a language other than

English, if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. The Major Professor shall immediately notify the Dean of the College and the Dean of the Graduate School for all cases where such approval has been granted. Notification requires completion of the ETD Alternative Language for the Dissertation/Treatise/Thesis Form found on The Graduate School's website. All committee members must be completely proficient in the alternative language. It is the responsibility of the Major Professor and the Supervisory Committee to ascertain that the candidate's thesis/dissertation is written in acceptable English or an alternative language, in an appropriate scholarly style. All non-English-language dissertations, treatises, or theses must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language. The defense shall be conducted in English.

Graduate Student Manuscript Clearance

All information pertaining to the submission requirements for Electronic Thesis, Treatise and Dissertation content can be found on The Graduate School's website: <https://gradschool.fsu.edu/>. All ETD content and clearance procedures are located under "Thesis, Treatise, Dissertation", found by scrolling to the middle of the page. To submit your manuscript successfully, you must adhere to the formatting rules found in the "Requirements for Electronic Theses, Treatises, and Dissertations," as well as the deadlines outlined for the semester you plan to graduate. There are three deadlines to adhere to: the Initial, Pre-Defense, the Final, Post-Defense, and the Formatting Deadline. These deadlines occur before the semester is over, so plan accordingly. Each semester, the Manuscript Clearance deadlines can be found here: <https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation/manuscript-clearance-deadlines>.

FSU theses, treatises, and dissertations are to be submitted to the Manuscript Clearance Advisor through your ProQuest ETD account. Before uploading your manuscript, please consult the University Manuscript Clearance Advisor or the Manuscript Clearance Process Canvas Org (page 36) about the uploading process so that you understand the process and decisions to be made. Once you understand the process and are ready to submit, you can start the upload process by going to the ProQuest/UMI site.

Directions are provided as you progress through the screens on the ProQuest /UMI site.

Please direct any questions to the Manuscript Clearance Advisor (clearance@fsu.edu; 644-3501). The Manuscript Clearance Advisor and other Graduate School staff members are available to provide further guidance.

60 Day Rule: The 60-day rule has been eliminated by the Graduate School. Consult the Graduate School website for Manuscript Clearance Deadlines.

Master's Recitals

For Performance Majors Only

The Master's degree in performance requires a recital (four recitals for accompanying majors), which is generally performed during the student's last semester in residence. The recital for performance majors is the equivalent of the thesis for non-performance Master's students. The course numbers for the recital are MV_ 5976 (Recital Prep) and MV_ 5977 (Recital) (2 hrs. each, S/U grade only). The student and advisor decide how the courses are to be distributed, that is, MV_ 5976-77 may be taken sequentially over two semesters, or MV_ 5976-77 may both be taken in one semester. The student, however, must register for MV_ 5977 in the semester in which the recital is performed. The total four hours of MV_ 5976-77 result in a single Master's Recital. (Voice performance and accompanying majors should consult their respective coordinators for a slightly different recital registration procedure.)

A recital examination is required 10–14 days in advance of the recital itself, and an application for the examination and the recital must be made in the recital hall scheduling office (HMU 112) the first week of the semester in which you plan to give the recital. Because of the great number of scheduled recitals, early scheduling is encouraged to ensure a space. Very specific recital guidelines can be obtained from the recital hall scheduling office.

In scheduling recitals, the student must observe the following procedures:

1) For more information about scheduling your recital, please call 644-2705.

- Schedule date for examination, rehearsal times, and recital in HMU 112.
- Return endorsed forms to 202D HMU.
- Fill out Equipment Form.
- Submit typed copy of program to Public Relations (213 HMU) at least seven business days prior to the concert date.
- Check program proof at 213 HMU.
- Recital Cancellation - The student must present this to HMU 112 in the event the Recital is canceled OR postponed.

2) Recital Examination - Provide at least five typed copies of recital program.

At the recital examination the area coordinator or major professor is in charge. The recital examination is typically attended by the area faculty, Supervisory Committee, and any member of the Graduate Faculty who wishes to attend. A two-thirds positive majority by the Supervisory Committee and the area faculty or area recital examination and audition committee constitutes a "pass," except in the voice area, which requires a three-fourths positive vote of the attending faculty. If the student does not pass the recital examination, the recital must be canceled (notify the Recital Scheduling Office). Then, the Supervisory Committee will decide if and when another examination is to be given.

A simple majority vote is required to pass the recital. If the student passes the examination but does not pass the recital (as judged by the Supervisory Committee), the major professor will notify the Graduate Music Office and consult with the student's Supervisory Committee and area faculty to determine a course of action.

When the Master's recital is performed successfully (as judged by the student's Supervisory Committee), the Master' Final Recital Form is completed and signed by the supervisory committee and forwarded (with the recital program) to the Graduate Office immediately following the recital. A grade cannot be awarded for a recital without a completed recital form on file.

Accompanying Majors: Recital exams of accompanying majors are to be heard and voted on by accompanying faculty members. Solo faculty members are no longer required to hear these exams.

Doctoral Recitals

For Performance Majors Only

Doctoral recitals, MV_ 6985-9 (1–4 hours each, S/U grade only), are performed at various stages during the student's course of studies in the DM Performance program. The student and the major professor decide when recitals are to be given. Usually, only one recital is performed each semester, and recitals may be presented out of numerical sequence. Detailed recital requirements for each degree program are included in the program of study for the degree, which is available in the Graduate Music Office, and in the charts found near the end of this Handbook.

For most performance areas a recital examination is required 10–14 days in advance of the recital itself, and an application for the examination and the recital must be made in the recital hall scheduling office (HMU 112) the first week of the semester in which you plan to give the recital. Because of the great number of recitals each semester, early scheduling is encouraged to ensure a space. The faculty advisor must approve the recital reservation. Then, the student must observe the procedures cited under MASTER'S RECITALS.

Students should schedule recitals in consultation with their supervisory committee so that all members of their committee can attend.

If the student does not pass the examination, the recital must be canceled (notify the Recital Scheduling Office). Then, the supervisory committee will decide if and when another examination is to be given.

If the student passes the examination but does not pass the recital (as judged by the supervisory committee), the major professor will notify the Graduate Music Office and consult with the student's supervisory committee and area faculty to determine a course of action.

When the Doctoral recital is performed successfully (as judged by the student's supervisory committee), the "Doctoral Recital Form" is completed and signed by the supervisory committee and forwarded (with the recital program) to the Graduate Music Office immediately following the recital. A grade cannot be awarded for a recital without a completed recital form on file. Definition of a voting quorum will be determined by the applied faculty in each area. There are variations in the procedures described above, depending upon the particular area. For greater detail, see the area coordinator and the charts found near the end of this Handbook.

Final Term of Coursework

Doctoral Preliminary Examination

The Doctoral Preliminary Examination consists of written and oral sections and is taken when the student has completed all course work or in the final semester of coursework. It is the responsibility of the student's major professor to determine when a student must take the examination. The student must be registered for MUS 8964 (0 credit) during the semester in which the examination is taken.

Doctoral students must complete all requirements for the degree within five years of passing the Preliminary Examination (but at least six months after passing the prelims). Elapsed time for the treatise or dissertation generally is determined by the student's Supervisory Committee.

The University Representative, or "Outside Committee Member", does not need to be present at the Preliminary Exam Defense. However, it is entirely at the discretion of the student's Major Professor, or Committee Chair, to decide what they feel is appropriate in this case. A student will typically receive an exam question from *each* Committee Member. If the University Representative is not available to participate in the Preliminary Exam Defense, the student may receive one less question. The Committee Chair/Area Coordinator determines the number of questions their student is to receive.

*In the Brass, Woodwinds, and Percussion area, four questions will be given to the student. Please consult the Area Coordinator with questions.

*It is important to remember that all Committee members, including the University Representative, **MUST** be present (either physically or via distance technology) at the Defense of the Treatise or Dissertation. No exceptions.

Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the doctoral degree. No student may register for dissertation or treatise hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed with the Office of the University Registrar prior to enrollment in dissertation or treatise hours. After completion of the admission to candidacy process, the student may change DIS credits to treatise or dissertation hours for that semester in which the preliminary examination was completed.

NOTE: The Graduate School requires that a student must be admitted to candidacy (i.e. pass the Preliminary Exam) at least six (6) months prior to the granting of the degree.

A student who has completed the required coursework, passed the Preliminary Examination and submitted an Admission to Candidacy form to the Office of the Registrar, but has not been cleared by the Manuscript Clearance office, shall register for a minimum of two credit hours of dissertation/treatise per semester until completion of the degree. Doctoral students must maintain continuous dissertation/treatise enrollment and be registered for a minimum of two hours of dissertation/treatise during the final semester.

Credit conversion from DIS to Treatise or Dissertation hours is only permitted if the preliminary examination is passed by the end of the seventh week of the semester. Please refer to the FSU Academic Calendar, found on the FSU Registrar's website, for the deadline.

If the student fails all or part of the preliminary examination before being admitted to candidacy, a re-examination may be offered by the student's supervisory committee or other relevant decision-making body within each area or program unit, per that area or program unit's doctoral student handbook. The Graduate Music Office must be notified of the outcome of any preliminary exam attempt.

Students can take the preliminary examination for admission to candidacy only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a "full class week" is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary within the same semester, and must receive either a "pass" or a "fail" grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean's Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the general academic appeals process.

Because the procedures of this examination vary slightly among degree programs, specific information regarding the procedures and content of the preliminary examination can be obtained from the Coordinator of the particular area.

String Area Policies

For the doctoral preliminary exam in strings the student will submit a completed treatise prospectus, complete at least one comprehensive exam question, and will schedule an oral defense of the exam components with the doctoral committee. The major professor must approve the prospectus prior to submission to the committee and will

determine the content of the comprehensive question (s). The student will have seven days to complete the written response to the comprehensive portion of the exam and must submit the response and prospectus to the committee members at least two weeks prior to the oral defense.

Master's Comprehensive Exam

General Guidelines For Non-thesis Degrees (MUS 8966)

For non-thesis degree programs, the Master's Comprehensive Exam consists of both written and oral sections and is taken during the student's last semester in residence. The student must be registered for MUS 8966 (0 credit) during the semester in which the exam is taken.

In scheduling your Master's Comprehensive date, you're encouraged to make use of an online scheduling poll. This will help you in coordinating available dates and times between all of your committee members, in as efficient a manner as possible. Be sure to include at least 5 dates, with a variety of times.

1. These exams usually include some questions from the major field of study and some that are more comprehensive in nature (history, theory, style, analysis, literature, etc.). Please consult the area coordinator for more specific information.

If the student fails all or part of the comprehensive exam, the committee has the option of dismissing the student from the program or requiring the student to retake all or part of the exam at a later date. If the student fails this second exam, dismissal from the program will result. A grade of "P" or "F" must be recorded for each exam attempt. "Incomplete" grades are not permitted for any graduate-level exam or defense courses. If the exam requirements are not completed, the student should be advised to drop MUS 8966 from their schedule and re-enroll in MUS 8966 during a subsequent term. Students are required to enroll in the Master's Comprehensive Exam course (MUS 8966) during the semester that the exam is completed, and must be enrolled for each attempt.

Guidelines For MM, Piano Performance Majors (Effective August, 2021)

I. Essays

You will be presented with essay questions provided by your Masters Committee, one from each member. You will have one week to complete a total of three (3) essays* without help from the Committee or the Major Advisor. Your completed essays are to be submitted at the end of that session either electronically or collated hard copy, as preferred by each committee member.

These essays must be well-written, well-researched, and presented in a consistent, standard research format such as Chicago, APA or Turabian. They should demonstrate a capacity for

independent and creative thinking, and the ability to present, develop, and support a point of view, to allow the committee to evaluate your written and verbal readiness for scholarly work.

You are expected to observe the Code of Academic Honor as stated on the FSU College of Music website with regards to the originality of your work and citing of sources. You may not reproduce other people's work which you may have acquired during classes you have taken. Faculty may not assist once you have been assigned the topics for your essays.

II. Oral examination

At the oral examination, your committee will ask you to discuss a variety of questions as they see fit. This will include follow-up questions on your essays, and also may include new topics that would allow you to demonstrate your readiness for further graduate study or other professional work in the field.

Sequence of events

1. Check time and date with your committee for your oral exam (this will take place at least two weeks after the essays have been assigned) and book a space for a two-hour block.

It is recommended that you use an online calendar service such as doodle.com to coordinate all schedules involved.

2. Receive your essay topics and completion deadline from your major professor.
3. Write your essays; submit them by the specified deadline to all committee members in the form of their choosing – on paper, or electronically.
4. Complete your oral exam, which should take place 7-10 days after submission of the completed essays.

***MM, Piano Performance students admitted prior to Fall 2021 may opt for the former requirement of two (2) essays total.**

Guidelines For MM, Voice Performance Majors

- 1) During the first semester of Recital and Repertoire Coaching, the student will research and write program notes on the recital repertoire.

Guidelines for Writing Program Notes for the Recital Repertoire

The notes must reflect thorough research. The content should include factual information about:

The historical period of the composition and perhaps the date of the composition (where it fits into the composer's complete works; a sense of the work's history).

A brief summary of the composer's biography that is directly relevant to the understanding of the music (factual information that is NOT relevant to the piece itself should be omitted).

Some basic information about the poet (e.g. poet's dates, when the poem was written, for whom, etc.).

Give the audience a sense of what to expect while hearing the piece:

Information on the form, style, sound, effect and feeling of the music.

Analytical facts that cannot be heard or that do not contribute to the point of the discussion should NOT be included.

Select one or two points to make and make it clear how every statement relates to the point being made.

Move from the general to the specific: information on the composer and history of the piece, then work toward the nature of the piece itself.

Writing style

The writing style should be readable, appealing, and in grammatically perfect English.

Stilted, poetic or metaphorical style, colloquialisms, and technical jargon should be AVOIDED.

Should be interesting.

The notes should engage the reader and draw them into the music.

There is not much time for an audience member to read and understand the program notes. So be sure that your language is succinct and clear.

Academic Honesty

Credit must be given for ideas that are taken from sources discovered in the process of research. Citations should be written in an informal manner in the text of the program notes, rather than using footnotes. You may take the information you have gleaned and put it into your own words.

Proof-reading

Your notes should be proof-read multiple times by several different people. Do not rely on your own proof-reading. Someone else will see things you may have missed.

A week before the last day of classes of the semester, this document must be handed in to all members of the student's supervisory committee in hard copy form.

If the repertoire for the recital is changed once the program notes have been submitted to the supervisory committee, the new repertoire must be approved by the supervisory committee and an addendum to the program notes will be required. The supervisory committee will be notified immediately if there is any change in the recital repertoire and will set up a deadline for the student's submission to the committee of the addendum to the program notes.

Comprehensive examination: The program notes will be used as part of the comprehensive examination the following semester.

2) During the final semester (typically the fourth semester of study) the student must take a translation examination, most likely on a designated Wednesday afternoon. The student chooses one of three languages (French, German, or Italian) and will have one hour to complete the translation into English. The student may use a dictionary and verb book but no grammar book for this process. These translations will become part of the student's comprehensive examination. Copies of the student's translation exam will be sent to the major professor by the voice coordinator (or the monitor of the exam) who, in turn, must send copies to the members of the supervisory committee immediately upon receiving the translation.

3) The oral portion of the Comprehensive Examination should take place soon after the recital. This exam consists of a defense of the program notes and the translation including an oral reading of the foreign language passage that was translated. Based on the Program of Studies Form the exam shall include a comprehensive review of the student's work at FSU which may include questions, terms, names, and/or score identification. It may also include a discussion of the student's recital performance.

Thesis Degrees (MUS 8976)

For thesis degree programs, the student's oral exam usually consists of thesis defense only, and the student must register for MUS 8976 (0 credit). The MM Composition, MM Musicology, and MM Theory degrees, however, also require a written comprehensive exam. These exams usually include some questions from the major field of study and some that are more comprehensive in nature (history, theory, style, analysis, literature, etc.). Please consult the area coordinator for specific information.

In scheduling your Master's Comprehensive date, you're encouraged to make use of an online scheduling poll. This will help you in coordinating available dates and times between all of your

committee members, in as efficient a manner as possible. Be sure to include at least 5 dates, with a variety of times.

If the student fails all or part of the exam, the committee has the option of dismissing the student from the program or requiring the student to retake all or part of the exam at a later date. If the student fails this second exam, dismissal from the program will result. A grade of "P" or "F" must be recorded for each exam attempt. "Incomplete" grades are not permitted for any graduate-level exam or defense courses. If the defense is not completed, the student should be advised to drop MUS 8976 from their schedule and re-enroll in MUS 8976 during a subsequent term. Students are required to enroll in the Master's Thesis Defense course (MUS 8976) during the semester that the defense is conducted, and for each attempt.

Masters Degrees

MA Arts Administration

Candidates should check with the Graduate Music Office to be sure their file is complete before they leave the campus. The following items must be on file for degree clearance:

Program of Studies form, including remediation of GMCE deficiencies

Master's Supervisory Committee Form

Master's Exam Form showing Comprehensive Exam (MUS 8966) passed

MME, MM Therapy

Non-Thesis Program

Candidates should check with the Graduate Music Office to be sure their file is complete before they leave the campus. The following items must be on file for degree clearance:

Program of Studies form, including remediation of GMCE deficiencies

Master's Supervisory Committee Form

Master's Exam Form showing Comprehensive Exam (MUS 8966) passed

Thesis Program

Candidates for this degree must consult the "Requirements for Thesis, Treatise, and Dissertation Writers", which may be obtained from the Manuscript Clearance Advisor in The Graduate School in 314 Westcott: (850) 644-3501.

The following items must be on file in the Graduate Music Office before final clearance will be granted:

1. "Program of Studies" form
2. "Master's Supervisory Committee Form"
3. "Master's Exam Form" showing Defense (MUS 8976) passed
4. University manuscript clearance forms - with appropriate signatures
5. Please check with the Manuscript Clearance Advisor, as there may be additional paperwork or procedures.

MM Theory, Composition, Musicology

Candidates for these degrees must consult the "Requirements for Thesis, Treatise, and Dissertation Writers", which may be obtained from the Manuscript Clearance Advisor in The Graduate School in 314 Westcott: (850) 644-3501.

The following items must be on file in the Graduate Music Office before final clearance will be granted:

1. "Program of Studies" form
2. "Master's Supervisory Committee Form"
3. "Master's Exam Form" showing Thesis Defense (MUS 8976) and Comprehensive Exam (MUS 8966) passed
4. University manuscript clearance forms - with appropriate signatures
5. Please check with the Manuscript Clearance Advisor, as there may be additional paperwork or procedures.

MM Performance

Candidates for this degree must complete the following before clearance will be granted:

1. "Program of Studies" form
2. "Master's Supervisory Committee Form"
3. "Master's Exam & Recital Form" showing Comprehensive Exam (MUS 8966) and recital(s) passed

Doctoral Degrees

PhD Musicology, Music Theory, Music Education

Candidates for this degree must consult the "Requirements for Thesis, Treatise, and Dissertation Writers", which may be obtained from the Manuscript Clearance Advisor in The Graduate School in 314 Westcott: (850) 644-3501.

The following items must be completed and on file in the Graduate Music Office before degree clearance will be granted:

1. "Program of Studies" form
2. "Doctoral Supervisory Committee Form"
3. "Doctoral Exam Form" showing Diagnostic/Preliminary Exam (MUS 8964) and Dissertation Defense (MUS 8985) passed
4. Prospectus signature page
5. University manuscript clearance forms - with appropriate signatures
6. Please check with the Manuscript Clearance Advisor, as there may be additional paperwork or procedures.

Specific questions regarding dissertation format not outlined in the Guidelines booklet should be addressed to the major professor and/or the Manuscript Clearance Advisor (314 Westcott).

DM Composition

Candidates for this degree must consult the "Requirements for Thesis, Treatise, and Dissertation Writers", which may be obtained from the Manuscript Clearance Advisor in The Graduate School in 314 Westcott: (850) 644-3501.

The following items must be completed and on file in the Graduate Music Office before degree clearance will be granted:

1. "Program of Studies" form
2. "Doctoral Supervisory Committee Form"
3. "Doctoral Exam Form" showing Diagnostic Exam, Preliminary Exam, and Composition Defense passed
4. University manuscript clearance forms - with appropriate signatures
5. Please check with the Manuscript Clearance Advisor, as there may be additional paperwork or procedures.

DM Performance

Candidates for this degree must consult the "Requirements for Thesis, Treatise, and Dissertation Writers", which may be obtained from the Manuscript Clearance Advisor in The Graduate School in 314 Westcott: (850) 644-3501.

The following items must be completed and on file in the Graduate Music Office before degree clearance will be granted:

1. "Program of Studies" form
2. "Doctoral Supervisory Committee Form"

3. "Doctoral Exam Form" showing Diagnostic, Preliminary Exams and Treatise Defense passed
4. "Doctoral Recital Forms"
5. University manuscript clearance forms - with appropriate signatures
6. Please check with the Manuscript Clearance Advisor, as there may be additional paperwork or procedures.

Semester of Graduation

General

The most comprehensive source of information on procedures for the final semester is the Steps to Graduation handout available in the College of Music Graduate Office. What follows is a summary of the more important points.

Graduation does NOT occur automatically; you must apply for it. Students planning to graduate must apply for graduation through the University Registrar's Office. Please adhere to the graduation application deadlines found on the Registrar's Academic Calendar. Master's thesis and all doctoral candidates should follow the manuscript clearance formatting and submission policies and adhere to the semester's pre-defense format review and post-defense (final) deadlines. (These deadlines can be obtained from the Graduate Music Office.) All other forms required for the degree clearance may be obtained online through the College of Music website, as-well-as through the University Graduate School's website.

As the thesis/dissertation/treatise student approaches the completion of the final project, certain informational forms need to be submitted to The Graduate School prior to the defense. These include a form advertising the time and location of defense, and a list of the student's committee (see the University's "Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations (ETDs) (revised 2023)" for details).

The University requires that all students writing a Thesis, Treatise, or Dissertation register for a minimum of two (2) Thesis, Treatise, or Dissertation hours every Fall and Spring term until the degree is completed. **This policy also applies to the final semester in which the degree is granted.** There is no exception to this University requirement.

To graduate in a given semester and not be liable for minimum registration requirements in the following semester, students *must* meet the established ETD submission deadlines. No exceptions. Please contact the Manuscript Clearance Advisor in The Graduate School for clarification: (850) 644-3501.

Please be certain to register for the appropriate course (MUS 8966, 8966, or 8985) during the final semester.

Graduation Information

Master's students are required to complete a preliminary graduation check, (strongly encouraged toward the end of the **penultimate** semester), and should supply the Graduate Office with a completed Program of Studies Form and a Committee Form. A written list of the remaining degree requirements and procedures will be supplied after the POS has been evaluated. Doctoral students are urged to have a Grad Check during the beginning of the final semester of coursework. A checklist with remaining graduation requirements will be supplied to the student and placed on file. Students writing a thesis, treatise or dissertation that involves human subjects are reminded to clear all appropriate paperwork through the Human Subjects Committee.

- During the **first three weeks of the term** in which a candidate expects to receive a degree, students must complete the online application for graduation. Failure to complete this application will result in a delay in your intended semester of graduation. For additional information, contact the Office of the Registrar, Graduation Section, (850) 644-5850. You may also visit their website: <http://registrar.fsu.edu/services/graduation/>
- **"Late Add" Requests:** If a student misses the online window to apply for graduation they will need to hand-deliver a memo (in a sealed FSU envelope) generated by the College of Music Graduate Office (204-A, HMU) to the FSU Office of the Registrar (A3900 - University Center) requesting to be added to the current semester's graduation list. The student must pick-up this memo from the Graduate Music Office as it must be delivered to the Registrar in a sealed, FSU letterhead envelope. The student is then required to complete a paper application in the Office of the Registrar. Questions? Please contact the FSU Registrar's Office for clarification on their policy: 850-644-1050.
- **"Early Walk" Requests:** The University Registrar's Graduation Office carefully monitors who applies for early ceremony participation, as to prevent overcrowding in the Donald L. Tucker Civic Center. Students may apply for participation in a graduation ceremony prior to the semester of degree conferral but this must occur very early in the semester. If a student wishes to participate in the University commencement ceremony prior to their official semester of degree conferral, they must submit their request to the Office of the Registrar. The Registrar's Office may require students to complete an early participation application request, which is reviewed by their office. Participation in the graduation ceremony does not guarantee that the student will be automatically placed on the next semester's graduation list and receive their degree the following semester. Students who participate in the University commencement ceremony prior to their official semester of degree conferral and who wish to complete their degree and have the degree posted to their transcript the following term must remember to re-apply for graduation online (see above) during the next semester's online graduation application period. Failure to complete these steps will result in a delay in your intended semester of graduation. Please contact the FSU Registrar's Office for further clarification on their policy: 850-644-1050.

- In accordance with the University policy on registration for thesis or dissertation hours, students must be registered for dissertation or thesis hours (minimum of 2) in the semester they hold the defense and submit the ETD.

A graduate Student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No course hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except those for which grades of "S" or "U" are given or those conferred under the provision for repeating a course will be included in computation of the average.

II. Academic Policies

Registration

Drop Policies

1. The drop/add period always ends at 11:59 pm on the 4th day of classes, after which students are fee liable for any course on their schedule. If exceptions are to be made, students must contact the Graduate Music Office. All students must have at least one course on their schedule before the Monday of drop/add week, otherwise they will be charged a \$100 late registration fee.
2. **End of the Seventh Week of the Term:**
 - Last day to submit form requesting S/U grading or to change S/U option back to a regular grade.
 - Last day to reduce course load without the permission of academic dean. Dean's permission required to drop below 9 credit hours.
 - Last day to drop a course without receiving a grade.
 - Last day to withdraw from school without receiving a grade.
 - Last day to petition to reinstate class schedule cancelled for nonpayment of tuition.
 - Last day for doctoral students to take and pass their preliminary examination to add or convert dissertation hours for the current term.
3. Permission from the Director of Graduate Studies is needed to drop courses between weeks 8 and 12. Students must contact the Graduate Music Office.

Applied Lesson Permission Codes

Students must receive an applied lesson permission code every semester they are enrolled in one-to-one music lessons. All students should go to the Office of Student Success, HMU 203, to receive their permission codes.

One-to-One Permits

One-to-One Permits are required to register for the following courses: recitals, treatise/dissertation/thesis, internships, secondary lessons, supervised teaching/research, comprehensive exam, preliminary exam, treatise/dissertation/thesis defense. They should be completed during regular registration periods. To complete One-to-One registration:

1. Obtain a One-to-One permit from the Office of Student Success (HMU 203). Complete the form indicating correct class, major code, term, etc.
2. Obtain signature of private instructor.
3. Return the signed form to the Office of Student Success in HMU 203 and they will assign the section number and permission number.
4. Use the section number and permission number during Online Registration to add your One-to-One coursework.

Directed Individual Study (DIS)

Directed Individual Study (DIS) courses provide an individualized educational experience in which faculty members mentor students through scholarly pursuits, offer individualized feedback, and demonstrate the norms and practices of academic and professional environments. These one-on-one courses are designed to support independent learning and exploration of specialized topics or research areas not typically covered in standard coursework. DIS registration is reserved for unique learning experiences and should not substitute for a scheduled course.

Credit hours are variable between one and three. One DIS hour should represent one contact hour and two hours of independent student work per week for 15 weeks.

Credit Hours	Semester Contact Hours	Semester Independent Hours	Total Semester Instructional Hours
1	15	30	45
2	30	60	90
3	45	90	135

The assigned grade for all DIS courses will be “S” (satisfactory) or “U” (unsatisfactory). Although class hours with a grade of “S” will be credited toward a degree, the “S” and “U” grades are not used in determining grade averages for admission to candidacy or for conferral of a degree.

Students may enroll in a DIS with an approved Directed Individual Study form. The student and instructor must provide a description of the course outlining the subject matter and a brief description of the student’s requirements for satisfactory completion. The student may enroll

after the DIS is approved by the Director of Graduate Studies. Please submit all DIS approval forms to the Office of Student Success for processing.

Credit Conversion from DIS credits to Treatise/Dissertation

Doctoral students who have fulfilled all class requirements are allowed to register for DIS credits (with the DIS title, "Dissertation Research") during the semester they register for the Preliminary Exam (MUS 8964). These DIS credits may be converted to Treatise credits for performance majors (course # MUS 6979) or Dissertation credits for non-performance majors (course # MUS 6980) if the student passes their Preliminary Exam by the 7th week of the semester deadline.

In order to convert DIS credits to Treatise/Dissertation hours, simply notify the Graduate Music Office of your intent to convert these credits at musicgraduatestudies@fsu.edu after passing your Preliminary Exam. Please copy your Major Professor on this email.

Internships and Other Co-Curricular Professional Opportunities

The College of Music recommends that all students seek out external professional opportunities that are valuable and beneficial to a career path in music. These include being contracted to perform in orchestras; serving in churches, mosques, or synagogues; supervised teaching opportunities; or various other opportunities. For graduate music students, professional engagements typically supplement formal instruction by providing practical opportunities to perform, conduct or study relevant musical literature in diverse contexts. Such co-curricular experiences may be advisable and entirely appropriate, even during the first semester of study. In addition, many of these may qualify as Curricular Practical Training (CPT, see [page 75](#)).

Full-Time Student Course Load

9 hours is full-time for all graduate students.

The number of hours which a College of Music graduate student may carry without special permission is fifteen (15). A heavier load may be permitted by the Associate Dean for Academic Affairs/Director of Graduate Studies in Music. If the student requests a heavier course load and the request is approved by the Associate Dean, the number of hours the University will allow a student to enroll for is 18.

Included in the calculation of student load are hours of graduate credit other than formal course work, e.g., hours in thesis or dissertation, in directed individual study, in supervised research, and in supervised teaching.

Graduate Assistantships

Approximately 230 teaching, research, accompanying, and administrative assistantships are awarded by the College of Music typically in March and April to highly qualified Master's and Doctoral students. Teaching assistants are selected and assigned to particular courses on the basis of experience, professional qualifications, and musical expertise. There is no separate assistantship application process; rather, candidates are assessed during the formal admission/audition process. Assistantships in music education, musicology and music theory are occasionally available for the Summer semester.

The College of Music allows for maximum assistantship funding as follows: up to four (4) semesters for Master's students and up to six (6) semesters for Doctoral students. Students who complete a (funded) graduate degree in the College of Music, and elect to earn a second graduate degree here, may receive funding up to four (4) semesters for a second Master's degree and up to six (6) semesters for a Doctoral degree, with the exception of PhD Theory and PhD Musicology GAs who are eligible for a maximum of 8 semesters of funding. Individuals pursuing exceptions to this policy must submit the "Petition for Waiver of Assistantship Policy on Maximum Term of Appointment," available in the Graduate Music Office. Assistantship renewals are contingent upon satisfactory degree progress, satisfactory work in the duties assigned, continued recommendation by relevant faculty and/or Area Coordinators, and availability of funding. *Students who receive an assistantship after initial matriculation into the degree program may receive term-only assistantships; they may or may not be renewed.*

All graduate assistants at FSU work under a contract negotiated by United Faculty of Florida-Florida State University-Graduate Assistants United (UFF-FSU-GAU) and Florida State University. UFF-FSU-GAU is the labor union certified as the executive bargaining agent for graduate assistants at FSU. For more information please visit the UFF-FSU-GAU website: <http://www.uff-fsu-gau.org/>. No department or University representative may make a binding agreement to reappoint the graduate assistant for longer than the term of the contract. Research grants, advisor's promises, and departmental agreements are not binding.

Master's Graduate Assistants receive a tuition waiver for 9 credit hours per semester, while doctoral Graduate Assistants receive a tuition waiver for *up to* 12 credit hours per semester. Tuition waivers cover only graduate-level credits (5000 or 6000-level). No undergraduate-level (4000-level and below) credits are covered by the tuition waiver. All students pay per-credit-hour and one-time fees that are not covered by the tuition waiver. Information on the current semester's tuition and fees may be found by visiting the following website: <https://tuition.fsu.edu>. Please note that tuition and fees are subject to change for the following academic year.

The student's class schedule will be verified for at least 9 hours of graduate-level courses (5000 level or above). Schedules that do not meet this requirement will be rejected and the student will need to register for 9 graduate credits online immediately or the waiver will not be applied.

Once the registration is approved and submitted **no changes may be made to that schedule**. If changes are made or necessary corrections left undone, tuition will not be waived.

U.S. domestic students who are appointed as graduate assistants in the College of Music are eligible to apply for the possibility of becoming Florida residents after twelve months, once certain criteria are met. International students who are Graduate Assistants will receive the out-of-state waiver for the duration of the graduate assistantship.

SPEAK Test: International students, whose native language is not English, are required to take the SPEAK Test to be considered for a graduate assistantship from the College of Music. SPEAK (Speaking Proficiency English Assessment Kit) is a test for evaluating the English speaking ability of non-native speakers of English. At FSU, the SPEAK test is administered by the Center for Intensive English Studies to international students who have been appointed or will be appointed as teaching assistants in an academic department at Florida State University. If the SPEAK test is not completed, then a score of 26 on the speaking portion of the Internet-Based TOEFL must be obtained, (and verified by FSU Admissions). **There are no exceptions to this policy.**

It is the policy of the College of Music that all financial assistance awarded to graduate students has one major purpose: to provide academically deserving students with financial assistance so they may pursue their professional studies at Florida State University. Consequently, the College of Music and its faculty members strive to ensure that the graduate assistantship assignments are:

1. academically and professionally rewarding to the student
2. well within the capabilities of the student
3. directly related to the College of Music's teaching, research, and administrative operations.

University and College of Music guidelines for the hours of weekly service required for various graduate assistantship assignments are as follows. Assistantships may entail the equivalent of approximately 10, 12, or 20 hours of work on average, for 0.25, 0.30, and 0.50 assistantships, respectively. Actual contact hours vary among the types of assistantships. **For more information on the number of hours specific to your graduate assistantship duties please contact your Graduate Assistantship Supervisor.**

Graduate assistants are expected to observe the same duty days as faculty members. Exceptions to this schedule require prior approval from the Associate Dean for Academic Affairs/Director of Graduate Studies in Music.

Graduate assistants must enroll for a minimum of 9 hours of course work each semester. Other requirements for graduate assistants include:

1. Regular graduate status

2. Maintain a 3.0 (B) grade point average
3. Perform duties to the satisfaction of the supervising professor and the Associate Dean for Academic Affairs/Director of Graduate Studies in Music.
4. Uphold the expectations outlined in this document, the FSU Student Code of Conduct, and the FSU Academic Honor Policy.

Each graduate assistant is assigned a supervising professor by the area coordinator or Associate Dean for Academic Affairs/Director of Graduate Studies in Music. For purposes of consultation and evaluation, the professor will observe the assistant periodically in the performance of assigned duties. During Spring Semester each year, the supervising professor will formally evaluate the graduate assistant's work. The supervising professor and the graduate assistant will confer, and both the student and professor will sign a graduate assistantship evaluation form. This form is ultimately placed in the student's file in the Graduate Music Office. Evaluations must be completed by the deadline designated by the Graduate Music Office before the student can be considered for assistantship renewal; late evaluations may result in non-renewal of current assistantship holders.

Graduate assistants who have problems or grievances related to their assistantship duties should first discuss complaints with their immediate faculty supervisor, then the area coordinator of their program's area, and finally the Associate Dean for Academic Affairs/Director of Graduate Studies in Music. In cases where this does not resolve the problem, the assistant may file a formal complaint with The Graduate School.

Provisional Graduate Students

An academic program may recommend that a student be admitted to the University as a provisional graduate student. This requires that the program stipulate conditions that the student must meet during the initial semester/term of enrollment. The student will remain in this provisional category for only one semester/term, and must meet all of the stipulated conditions during the initial semester/term to continue in the program. Students entering the University under this category register in the same manner as regular degree-seeking students. International students cannot be admitted into the provisional category.

A provisional graduate student must be reviewed by the academic program and the University at the end of the initial semester/term to determine whether the stipulated conditions were met. If the conditions were not met, the student will not be able to continue in the program. While in provisional status a graduate student must register for graded graduate-level coursework (5000- level or above; excludes S/U courses) commensurate with the load requirements of the program, and must earn at least an average of 3.0 for all graduate-level coursework taken.

A hold blocking future enrollment will be placed on the record of a student who fails to meet the stipulated conditions during the initial provisional semester/term; such students will be ineligible to continue in the academic program. Students who met the minimum requirements

for admission to the University either initially or during the provisional semester, but failed to meet the program- specific conditions may subsequently seek admission to a different academic program as a degree or non-degree seeking student.

A provisional student who does not earn at least a 3.0 average during the initial provisional term is not eligible for probationary status in the subsequent semester. Otherwise, a provisional graduate student is subject to the retention and dismissal regulations appropriate to a regular graduate student. For information on non-degree classification, see the subsection on 'Non-Degree Students' in this chapter.

Transfer Credit

Doctoral

Official posting of transfer credit is not awarded toward the doctoral degree. Doctoral students must complete 40 hours of coursework at FSU; 30 additional hours from the master's degree are automatically counted for a total of 70 hours of coursework prior to the 24 hours of recital/treatise/dissertation.

Students who have previously completed graduate-level requirements through an accredited institution who wish to request to "waive" similar courses required at our institution must obtain approval from the appropriate area faculty. In other words, a student who successfully completed a graduate-level music theory course outside of FSU would consult the Music Theory Area Coordinator. Likewise, a student who successfully completed a graduate-level music history course outside of FSU would consult the Musicology Area Coordinator. Music Bibliography substitution requests must be directed to the Graduate Music Office for approval by the Associate Dean for Academic Affairs/Director of Graduate Studies in Music. Finally, degree area specific requests, such-as wind/percussion pedagogy course substitution inquiries, would be directed to the student's Major Professor, or Area Coordinator.

To clarify, prior course experience does not "waive" the mandatory minimum number of credits required for the doctoral degree. Doctoral students must always complete 40 hours of coursework at FSU plus 24 combined hours of Recital credit and Treatise. Please consult the Programs of Study guides on the College of Music website.

Master's

Up to six credits of graduate work not taken as part of a completed degree may be transferred from another accredited institution, but those credits must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master's degree. All transfer credit must be evaluated and recommended as graduate work, and must have been completed with grades of "B" or better. Applied, ensemble, and other experiential courses may not be considered for transfer credit.

A Transfer Credit Form must be completed, and submitted to the Graduate Music Office for consideration. This document requires the signatures of the Associate Dean for Academic Affairs/Director of Graduate Studies in Music, the Area Coordinator of the area relevant to the coursework, and the student's Major Professor. An official transcript from the institution from which the requested credits are to be transferred must accompany this form.

Auditing Courses

Seating privileges will be afforded to currently enrolled students and non-students on a space-available basis after registration. Admission to Florida State University is not required; no credit will be given and no permanent record will be maintained for audited courses. Standard tuition costs do apply. No more than eighteen hours may be taken on an audit basis in any one semester. Please note that audited classes do not count toward any degree program.

DIS – Directed Individual Study

The DIS is a flexible course/project/research idea that is developed between a student and a DIS directing professor.

- The student proposes an idea and contacts the professor they wish to work with.
- The student must obtain and complete a blue DIS form (located in the Music Registration Office: 203 HMU).
- On that form the student, alongside the directing professor, will indicate the number of credit hours; a 20 (max) character DIS title; a description of the course requirements; objectives and expectations; subject matter, etc.
- If approved, the DIS directing professor must then sign the bottom of the DIS form. When those steps are complete submit the form to 203 HMU for further processing.

Doctoral Annual Review

To remain in good academic standing, doctoral students are required to meet with their Major Professor, Supervisory Committee, and/or Area Coordinator, on a yearly-basis.

The intent of the annual review is to assure that each student has the opportunity for scholarly engagement and continues to make timely progression toward completion of the degree program.

This meeting will evaluate the student's overall degree progress, as well as address any appropriate, concurrent issues. The Graduate School states: "Each year the supervisory committee, the major professor, or the student's advisor, prior to the selection of a major professor, will assess the progress of the student in writing and make available copies of the annual review to the student, the department chair, and the academic dean."

A Special Interim Report review may be undertaken, too, as needed.

Dual Enrollment

For information on Dual Degree Programs, please refer to the Graduate Schools webpage here: <https://gradschool.fsu.edu/degrees-and-programs/degree-programs/dual-degree-programs>

Students wishing to pursue Dual Enrollment should first visit the Graduate Music Office. It is not permissible for a graduate student to request dual enrollment during their first semester of study. Students interested in applying for dual enrollment must complete at least one full semester of study prior to applying for a second degree. Upon completion of one full semester in the original program of matriculation the student's grades and cumulative GPA must reflect satisfactory performance: Cumulative average minimum of 3.0. No letter grades below "C-" will be counted toward any graduate-level degree program at FSU.

If you are pursuing two degrees at once, or have graduated with one degree and are pursuing a second degree for which coursework overlaps with the first, you will need to submit a **Dual Enrollment Request Form** to the Graduate Music Office. It is available at the link above. **Dual Enrollment Request Forms must be submitted for review/approval at the correct time to ensure proper advisement, prior to the graduate student completing 12 hours in the second degree program and before the student has reached the final semester and applied for graduation so there are no delays in graduation clearance.**

Students may also be required to submit additional materials relative to the application process. Please contact the Music Admissions Office for information on College of Music application requirements: (850) 644-6102.

Any student wishing to pursue two degrees from Florida State must obtain the requisite number of credit hours for both degrees.

Students wishing to complete two doctoral degrees must meet the requirements for *each degree separately*. They must have at least 24 hours of dissertation, and for performance degrees, treatise and recital credit combined, for each degree, as well as the dissertation defense, for each degree. Students must obtain permission from The Graduate School (Dual Enrollment Request Form) to pursue both degrees, unless the student graduates with the first doctorate and intends to begin the second doctorate after graduating from the first. (In this case, an application must be made through the College of Music Admissions Office.)

If the two degrees have overlapping course requirements, such-as Music Bibliography, for example, the student is not required to take that course over again. However, the student must earn the same number of credit hours by taking a graduate-level, College of Music course, approved by the Major Professor. Additional ensemble credits, lesson hours - virtually any graduate-level non-remedial class can count here, as long as the student obtains approval from the Major Professor. MUH 5219 is a remedial class that does not count toward a graduate degree.

Area faculty may require the dual degree applicant to complete any or all of the typical admissions application components such-as an audition (performance degrees), writing sample(s), interview, etc. Students wishing to pursue dual enrollment should consult the degree area faculty, directly, to find out what is expected of them.

University Policy on Master's Degrees

Thesis-Type Program: To qualify for a master's degree under this program, the student must complete a minimum of thirty (30) semester hours of credit including a minimum of six thesis credits. At least eighteen of these hours must be taken on a letter-grade basis (A, B, C).

Course-Type Program: To qualify for a master's degree under this program, the student must complete a minimum of thirty (30) semester hours of coursework. At least twenty-one of these hours must be taken on a letter-grade basis (A, B, C).

Master's Degrees (Credits and Independent Studies)

Thesis Programs

To qualify for a master's degree under this program, the student must complete a minimum of thirty (30) semester hours of credit including six (6) thesis credits. At least eighteen (18) of these hours must be taken on a letter-grade basis (A, B, C).

Non-Thesis Programs

To qualify for a master's degree under this program, the student must complete a minimum of thirty (30) semester hours of course work. At least twenty-one (21) of these hours must be taken on a letter-grade basis (A, B, C).

Specialized Studies in Music

Degree-seeking students in the College of Music may be eligible to complete Specialized Studies Programs in Music in the following areas:

Arts Administration (doctoral, only), College Teaching, Early Music, Jazz, Music Education and Leadership, Music of the Americas, Organ Performance, Piano Pedagogy, Sacred Music (Vocal emphasis), Special Education, and Theory Pedagogy.

Applications and a detailed listing of required courses for each Specialized Studies Program in Music can be found on our [website](#). Interested students should contact the Specialized Studies Programs coordinators for more information about each individual opportunity. Please note that Specialized Studies do not appear on the student's transcript.

Satisfactory Degree Progress

In addition to degree-related curricular assessments, faculty members also consider the overall professional development of each individual student. This is to assist students in gauging their continued progress towards two goals: timely degree completion and future long-term contributions to the discipline. It is conceivable for an individual to earn high grades and still have issues to address relative to degree completion and future success in the profession. If concerns are expressed, they will be summarized (in writing) for the student; suggestions for improvements will also be given to the student, as well as a timeline for addressing said concerns. Assessments pertaining to satisfactory degree progress impact the ability of students continuing study in a given degree, as well as meritorious financial aid awarded or continued.

For the purposes of financial aid, the FSU Office of Financial Aid assesses Satisfactory Academic Progress (SAP) annually at the end of each Spring term. This assessment is based on several factors, including the number of credit hours completed compared to a maximum for the specific degree. If students exceed the maximum, a hold is placed on their continued eligibility for federal aid.

This hold can be lifted if the student and program provides a justification using one of the SAP Appeal Forms, which are available through the [Office of Financial Aid](#). Additional information regarding the SAP process may be viewed [here](#).

Scholarly Engagement Enrollment Requirement: Doctoral Students

Please consult the current Florida State University Graduate Bulletin for an overview of the Scholarly Engagement requirement for all doctoral students in the university. To meet the Scholarly Engagement requirement, College of Music doctoral students must 1) complete 24 graduate (5000-level or above) credit hours within any consecutive 12-month period; **or** 2) 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 Associate Dean for Academic Affairs/Director of Graduate Studies in Music.

In sum, doctoral students in the College of Music must complete 24 Scholarly Engagement "points", with each credit hour counting as one point and points for other activities **determined by each area** and degree program. Please consult your major professor for information on Scholarly Engagement activities recommended in your degree program. The faculty are best-equipped to advise you on recommended activities.

Time Limits

Master's

The work for the master's degree must be completed within seven years from the time the student first registers for graduate credit. Coursework older than seven (7) years will not be counted in the student's "Program of Study" and may need to be repeated if required for the degree. **If the master's degree is not completed within seven years from the time the student first registers for graduate credit, and the program and/or Academic Dean does not choose to approve an Extension of Time (EOT), then the student may no longer be enrolled in that program or at Florida State University.**

If the Supervisory Committee is not requiring the student to re-take coursework older than seven years, an Extension of Time document must be completed, and submitted for *consideration*, to the Graduate Music Office. It requires a written statement by the student, as-well-as by the Major Professor, and must include the signatures of all Supervisory Committee Members. In addition, the Area Coordinator must sign this document. This form can be obtained from the Graduate Music Office, and is utilized only if the student is not required to re-take coursework older than seven years.

Doctoral

Doctoral students must complete their degree requirements within five calendar years from the time the Preliminary (comprehensive) Examination is passed; otherwise they may be required to re-take the Preliminary Examination. **If the student's major professor and/or Academic Dean does not choose to either approve an Extension of Time (EOT) or require the student to take the Preliminary Exam and/or coursework again for readmission to candidacy, then the student may no longer be enrolled in that program or at Florida State University.** When the student re-takes, and successfully completes, the Preliminary Exam, the time for completion of the degree (five calendar years) "re-sets" and a new Admission to Candidacy form must be completed in the College of Music Registrar's Office. The student should call 850-644-4689 with any questions about the Admission to Candidacy form, and how that process is handled.

If the Supervisory Committee is not requiring the student to re-take the Preliminary Exam, an Extension of Time document must be completed, and submitted for *consideration*, to the Graduate Music Office. It requires a written statement by the student, as-well-as by the Major Professor, and must include the signatures of all Supervisory Committee Members. In addition, the Area Coordinator must sign this document. This form can be obtained from the Graduate Music Office, and is utilized only if the student is not required to re-take the Preliminary Exam. For questions on where to locate this form, please contact The Graduate School at 850-644-3501.

Academic Exceptions

Dropping a Course

A student wishing to drop a course after the designated University drop period (the end of the seventh week) must complete a 'Petition to Drop' form which can be obtained [here](#), from the COM Registrar's Office, or the Graduate Office. This form must be completed and signed by both the student and the instructor of the class to be dropped. It is then submitted to the Associate Dean for Academic Affairs/Director of Graduate Studies in Music for consideration. If approved, the student will then complete a Drop/Add slip in the COM Registrar's Office, obtain the Associate Dean's signature, and take the form to the University Registrar for final processing. Refunds for dropped courses after the designated University time period are approved or denied by the Associate Dean. There are no appeals for denied drop requests. All registration adjustments must be handled through the COM Office of Student Success. Drops are not permitted after the term has ended.

If a student drops the only course they are registered for in a given semester, then a 'Petition to Drop' is not sufficient; they must complete a University Withdrawal form from Withdrawal Services and then be readmitted the following semester. See 'Withdrawal from the University' in the University Bulletin for details.

Incompletes

Grades of "I" are not assigned to any courses if a student withdraws from the University, and should be used only in those exceptional cases when a student, for reasons beyond his or her control, has failed to complete a well-defined portion of the course. Unless the instructor notifies the Office of the University Registrar of an extension, an "I" or an "NG" not removed by the end of the next term in which the student is enrolled will be recorded as "IE" or "GE". Both "IE" and "GE" compute as an "F" in grade point average calculations.

Grade Appeals

A graduate Student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No course hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except those for which grades of "S" or "U" are given or those conferred under the provision for repeating a course will be included in computation of the average.

Please visit the following website for more information: <http://fda.fsu.edu/Academic-Resources/Academic-Integrity-and-Grievances/Grade-Appeals-System>

The purpose of the grade appeal system is to afford an opportunity for a graduate student to appeal a grade the student feels was inequitably awarded, in that it involved a gross violation of the instructor's own specified grading standards (which the instructor has an obligation to announce at the beginning of the course). The student may appeal the grade as outlined in the University Bulletin.

Modified Credit Policy

The College of Music does not modify credit for courses. With the exception of courses that have variable credit, which can be selected at the time of registration, all courses must be taken for the number of credits they are assigned. Any requests to take courses for a lower number of credits than assigned will be denied.

Cancelling of Student Schedules for Non-Payment

The Florida State University Graduate General Bulletin states the following:

In accordance with Board of Governors Rule 6C-7.002 (6), F.A.C., students who do not pay tuition and fees or make arrangements for tuition and fee payment by the published deadline each semester will have their schedules canceled. Students will be notified using their FSU e-mail account concerning outstanding tuition delinquencies and given an opportunity to pay tuition and fees or make arrangements for tuition and fee payment with the Office of Student Financial Services prior to cancellation. Students whose schedules are canceled for non-payment of tuition and fees will have their academic progress discontinued for the term in question and will not be able to attend class or receive grades.

Students whose schedules are canceled for non-payment of tuition and fees may appeal to the University Registrar for reinstatement and continuation of academic progress for the term. A written appeal must be submitted to the University Registrar no later than the end of the 12th week of the Fall and Spring semesters (consult the *Registration Guide* for Summer term deadlines). The University reserves the right to deny reinstatement when a demonstrated pattern of tuition delinquencies over two or more semesters has occurred.

Dismissal from a Degree Program

A graduate student whose cumulative grade point average for courses taken at the Florida State University falls below 3.0 at the end of a term (not counting courses for which 'S' or 'U' grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full term of enrollment, the student will not be permitted to register for graduate study, including registering as a special student. However, at that time the major professor may petition the Director of Graduate Studies and the Dean of Graduate Studies for consideration of special circumstances which the professor thinks constitute justification for an exception to this regulation (known as Reinstatement), but under no circumstances will a student be allowed more than one additional term of probation. After one probationary period, however, a student whose average falls within the probationary range will receive automatic dismissal. Also see 'Diagnostic/Comprehensive Exams' for further reasons for dismissal.

A graduate Student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No course hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except those for which

grades of "S" or "U" are given or those conferred under the provision for repeating a course will be included in computation of the average.

Dismissal for a Reason Other than GPA

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar. Additional details on the steps involved in the process are available for faculty and administrators from the Office of Faculty Development and Advancement and for graduate students at the Graduate School.

Dismissed students will not be permitted to register for further graduate study, including registering as non-degree students, in the degree program or college from which they had enrollment terminated.

Graduate students who have been dismissed from one degree program may seek admission to another degree program but will not be readmitted or allowed to add the dismissed degree program back as a second major or degree. This includes seeking admission into a different degree program that shared a joint pathway with the dismissed degree program.

Program terminations (dismissal for a reason other than GPA) are generally identified by the faculty with support from the Department Chair (or unit head) in the department/unit or single-unit college level and may occur for a number of different reasons.

As specified by university policy, Graduate policy, or within the unit's Graduate Student handbook, reasons may include but are not limited to:

- Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline.
- Inability to function within a team environment to the extent that it negatively affects the learning, practice and/or research of fellow graduate students.
- Behavior that does not meet the professional standards of a discipline (typically clinical, social work or school settings, but also including Motion Picture Arts, internship work, etc.).
- Failure to meet artistic or creative performance standards.
- Failure to be approved for an Extension of Time (EOT).
- Failure to complete important degree milestone requirements within a reasonable period of time.
- Inability to pass the doctoral diagnostic exam, preliminary exam for admission to candidacy in, etc.
- Failure to complete the doctoral degree or make timely progress towards the research or writing of their treatise or dissertation.
- Failure to complete the master's degree or make timely progress towards the research or writing of their thesis, or the production of their thesis-equivalent creative project.

Readmission After Hiatus

Returning graduate degree-seeking students who (1) have been absent from the University for two or more consecutive terms (including summer); (2) have been dismissed from the University and have been absent for two or more consecutive terms (including summer); (3) have withdrawn from the University and have been absent for two or more consecutive terms (including summer); (4) have had their last term of enrollment at the University administratively cancelled and have been absent for two or more consecutive terms (including Summer); or (5) have earned a graduate degree from the University and wish to enroll in a second graduate program, must submit an application for readmission to the Office of Admissions. Academically dismissed students are not eligible for readmission unless they have been reinstated by their academic dean. Reinstatement to continue does not guarantee a favorable readmission decision or admission into a specific major. This application and all supporting documents must be submitted at least two (2) months prior to the beginning of the term for which readmission is desired.

The application for readmission can be found here:

<https://gradschool.fsu.edu/prospective-students/graduate-admissions/readmissions-non-degree-seeking-and-transient-students#readmissions>

Returning graduate degree-seeking students who have been absent for seven years or more must complete a new graduate application.

Students who have attempted college work (including correspondence work) at any college or university since their last enrollment at Florida State University must have official transcripts sent to the Office of Admissions. Transcripts are considered official when they are sent directly from a college or university to the Office of Admissions and contain an official seal and/or signature. Transcripts bearing the statement "Issued to Student," notarized transcripts, or transcripts submitted by the applicant are not considered official.

Returning graduate degree-seeking students who have been absent from the University for seven or more years or former provisional graduate students must submit a graduate application to the Office of Admissions according to the procedures prescribed for new admission.

The readmission application and all supporting documents should be submitted by the published deadline of the term for which readmission is desired. (Consult the "University Calendar" chapter of the *Graduate Bulletin* for specific deadlines.) Readmitted students are subject to curricular requirements and retention requirements in effect at the time of reentrance. In addition, students claiming Florida residency must reestablish their eligibility for this classification when applying for readmission.

The University reserves the right to refuse readmission to any student who has an unsatisfactory academic, conduct, or health record. The student will be notified by the Office of Admissions when the readmission application has been approved. Students may be required to re-audition prior to readmission acceptance. Please consult the Florida State University Graduate Bulletin for more information.

Reinstatement After Academic Dismissal

When a graduate student's cumulative grade point average falls below a 3.0, the student is placed on Academic Probation. Academic Probation means that the student has one semester, (the following term), to raise their cumulative GPA to the required 3.0. Failure to do so will result in the student being Academically Dismissed from the University. When a student has been Academically Dismissed, they must be reinstated by the Academic Dean. To be considered for reinstatement, the student must first submit a written appeal to the Major Professor. If the Major Professor feels that the student's petition warrants further review, and wishes to pursue the reinstatement request, the petition must be brought to the Academic Dean. The Academic Dean will then review the petition and make a decision.

Academically dismissed students are not eligible for readmission unless they have been reinstated by their academic dean. Reinstatement to continue does not guarantee a favorable readmission decision or admission into a specific major.

If the student has been approved for reinstatement they must complete the application for readmission, via the FSU Admissions portal. Additional application materials may be required, as deemed appropriate by the degree area (i.e. College of Music application, re-audition, new letters of recommendation, writing sample, etc.).

General Academic Appeals Process

(Approved by Faculty Senate and included in 2006/2007 *General Bulletin* and new *Faculty Handbook*):

Students who allege that academic regulations and procedures have been improperly applied in specific instances may have their grievances addressed through the general academic appeals process. In this process, the student brings a complaint first to the instructor, then to the department chair, and finally to the academic dean appropriate to the course involved, stopping at the level at which the complaint is resolved. If no resolution is reached, the student brings the complaint to the attention of the Dean of the Faculties for either resolution or referral to the Student Academic Relations Committee of the Faculty Senate. A graduate student whose complaint is unresolved must see the Dean of Graduate Studies prior to meeting with the Dean of the Faculties. The Student Academic Relations Committee has the authority to direct, through the Vice President for Academic Affairs, that corrective action be taken when justified.

Leave of Absence

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.

An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period.

To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the Graduate School website) and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application it should then be forwarded to the department head and subsequently to the college dean for consideration. If approved at all of these levels, the college dean should notify the Registrar and the Dean of the Graduate School of the decision. The college dean should also notify the student of the decision (approved or denied). The Registrar will place a notation on the student's record. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School.

Medical/Mental Health Withdrawal

Medical Course Drops are generally approved for unforeseeable illnesses or injuries which have interfered with the student's ability to complete specific course(s). Similarly, **Medical Withdrawals** (all courses removed) may be approved for acute, severe illnesses or injuries that incapacitate the student. Chronic conditions generally do not qualify unless the student has been stable for a sustained length of time complicated by a sudden, unexpected change in status. Students with chronic or recurring health problems should consult with their clinicians and carefully assess a realistic schedule based on their condition and their likelihood of relapses. Preventable medical conditions or failure to comply with medical advice may also not qualify.

Where to Begin: Request a meeting with the Associate Dean for Academic Affairs/Director of Graduate Studies in Music for information and the appropriate Medical or Mental Health Course Drop application.

Considerations for International Students

Curricular Practical Training for International Students

External professional opportunities for students are extremely valuable and beneficial to their future musical career paths. These include being contracted to perform in orchestras; serving in churches, mosques, or synagogues; or various other opportunities. For graduate music students, professional engagements typically supplement formal instruction by providing practical opportunities to perform, conduct or study relevant musical literature in diverse contexts. Such co-curricular experiences may be advisable and entirely appropriate, even during the first semester of study. In addition, many of these may qualify as Curricular Practical Training (CPT).

The College of Music works with CGE to ensure that our international students are complying with federal regulations so that all of this may be possible. **CPT will only be considered for F-1 students who have completed one full academic year at FSU.** To be considered for CPT, students must complete the CPT application with the Center for Global Engagement *and* register for the CPT course (via a one-to-one form) using the following course number: MUS 5941. The course title is “Music Performance Internship”, and it can be taken for a minimum of 0 and a maximum of 12 credit hours. This course offers advanced performance activities in an internship setting and may be repeated to a maximum of twenty-four hours.