

**College-Conservatory of Music  
University of Cincinnati**

**GRADUATE STUDENT HANDBOOK**

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and Director of Graduate Studies  
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## PREFACE

This handbook has been prepared especially for graduate students of the University of Cincinnati College-Conservatory of Music (CCM). Its contents include guidelines, policies, rules, and regulations as established by the CCM faculty. Every effort has been made to ensure that the contents are in full compliance with the Rules and Policies of the University of Cincinnati Graduate School, as delineated in its Graduate Student Handbook (please see <http://www.grad.uc.edu>); to the extent to which that document and this might not be in agreement, that one will take precedence.

The UC Graduate School is headed by the Vice Provost and Dean of the Graduate School, who reports to the Provost and is responsible for coordinating, implementing, and administering all policies, rules, and regulations pertaining to graduate degree programs, including those of CCM. It is the role of the University of Cincinnati Graduate Faculty to determine educational policy of the Graduate Division, regulate admission of students, admit students to candidacy, and award degrees. While the Graduate Faculty has sole power in establishing requirements, the CCM faculty has the right to determine specific courses of study, precise manners of instruction, and individual methods for evaluating the results of examinations.

Within CCM, the Associate Dean for Academic Affairs and the Director of Graduate Studies, Terrell Finney, is the primary contact with the Graduate School; Dean Finney serves as the chair of the CCM Graduate Faculty and as an *ex officio* member of all CCM Graduate Committees. Individual CCM graduate program advisors (a.k.a. academic advisors) should be able to answer most questions, but graduate students should not hesitate to contact Dean Finney, for any clarifications of policies, rules, and regulations.

In addition to knowing the contents of this document, all CCM graduate students should maintain a copy of the CCM *Bulletin* under which they matriculated. Some information is duplicated in the two documents; some is not. Because of the wide variety of degree programs and special admissions requirements for each, these requirements and degree program content will be found in the *Bulletin*. Furthermore, information in the two documents is current at the time of publication, but changes in policy, regulations, and requirements may occur prior to a subsequent publication of either document. Information about the latest changes can be obtained from the CCM Associate Dean for Academic Affairs.

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# APPLICATION AND ADMISSION TO GRADUATE DEGREE PROGRAMS

## Application

### *Process*

Graduate degrees offered in CCM are those listed below and include programs in all areas of music, theatre, and arts administration. Specific majors within the various degrees are indicated on the graduate application form and in the respective subsequent sections of this Handbook.

Master of Arts (Arts Administration)

(A dual degree program combined with Master of Business Administration, MA/MBA, is also available; for details, see [http://ccm.uc.edu/theatre/arts\\_admin.html](http://ccm.uc.edu/theatre/arts_admin.html))

Master of Fine Arts

Master of Music

Artist Diploma

Doctor of Musical Arts

Doctor of Philosophy in Music

Admission to these degree programs is vested in the College-Conservatory and all correspondence regarding admission should be directed as follows:

Assistant Dean for Admissions  
College-Conservatory of Music  
University of Cincinnati  
PO Box 210003  
Cincinnati, OH 45221-0003  
[ccmadmis@uc.edu](mailto:ccmadmis@uc.edu)

This office will supply the appropriate admission materials on request (they are also available online) and the prospective applicant should study these materials to ensure that the specific directions for filing are understood and followed. Applications must be submitted online via <http://www.ccm.uc.edu/>. The CCM application for admission also serves as the application for an assistantship or scholarship.

For all degree programs in which professional competence in performance is to be demonstrated, a personal audition/interview is required (for some programs, other methods for the audition/interview, such as Skype, can be arranged). More specific information about the audition/interview requirements for the various degree programs is presented in the current *CCM Bulletin*. **NOTE:** Tape recordings are permitted for some programs under certain circumstances. Please check with the Admissions Office for more details.

Students are usually admitted for the beginning of the Autumn Semester and applications should be received before December 1 in order to receive maximum consideration for assistantships and scholarships. However, applications are processed through the summer for Autumn Semester admission and admission for other semesters will be considered in exceptional circumstances. In all cases, an application will not be processed until all admission materials are on file, and applications for scholarships and assistantships will not be considered until the applicant's admission has been approved.

### *Requirements*

Admission to any of the graduate programs requires the baccalaureate degree, or its equivalent, in an appropriate field; admission to some of the doctoral programs also requires a master's degree in a related field. For unconditional admission, the applicant must have a grade-point average of at least 3.0 (based on a 4.0 scale) from a fully accredited institution of higher learning and must be recommended for such status by the respective CCM major area faculty. Applicants showing unusual ability in performance, whose previous record falls short of this

standard, or whose study was at an institution not accredited by a regional agency or by a national body such as the National Association of Schools of Music or the National Association of Schools of Theatre may be admitted conditionally. Qualified students with deficiencies in their preparation are expected to remedy these before or during the early part of their graduate education.

As indicated in the previous section, all applicants are required to have an audition/interview, and special requirements for these are delineated for the various graduate programs in the *CCM Bulletin*. Applicants for some programs are required to take the general aptitude portion of the Graduate Record Examination (please visit [http://ccm.uc.edu/admissions/gre\\_requirements.html](http://ccm.uc.edu/admissions/gre_requirements.html)); Arts Administration applicants must take the GMAT if applying for the MA/MBA dual degree program. While the faculty of CCM has not established minimum scores for these standardized aptitude tests, such scores have been shown to be beneficial in evaluating an applicant's potential for success in graduate study when used in conjunction with previous achievement.

Students whose native language is other than English must demonstrate proficiency in English by submitting scores on an English proficiency exam, such as the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), before they can be considered for admission.

### ***Types of Admissions***

#### **Full Graduate Standing**

For admission to full graduate standing, the student must meet the minimum criteria for unconditional admission (see paragraph 1 under **Requirements** above). Such students are eligible to be considered for scholarships and assistantships.

#### **Provisional Admission**

Students may be admitted to the various CCM graduate programs under special circumstances with provisional status. The specific provision for unconditional admission and the length of time to satisfy the provision are clearly stated in the admissions letter. Types of provisional admission to CCM include the following:

1. Academic Probation;
2. Performance Probation;
3. Degree contingency;
4. GRE contingency.

Failure to meet the stated provisions in the specified time period will render the student subject to suspension from the degree program being pursued. Once the provision(s) has (have) been satisfied, the student will be admitted with full graduate standing.

#### **Unclassified Graduate Student**

Unclassified graduate students may be admitted for study, but not for graduate degree programs. They may take courses for graduate credit, but the number of credits taken under this classification that are later accepted for a degree program is left to the discretion of the CCM faculty, usually not more than 12 graduate credits. The only requirement for admission as an unclassified student, or special student, is evidence of a baccalaureate degree.

#### **International Student Admission and Minimum TOEFL, IELTS Requirements**

International students cannot be granted admission on any basis other than full graduate standing unless the CCM administration consults in advance with the Director of International Student Services. In instances where an international student holds a degree for which the U.S. equivalent is not known or if it is determined by CCM and/or the International Student Services Office that the applicant does not have the equivalent of a bachelor's degree,

CCM must submit a petition for admission without the bachelor's degree to the Graduate Council and provide any supporting documentation deemed pertinent. Before their admission to the University is completed, all international students must fulfill U.S. Immigration Service requirements and register with the International Student Services Office.

An English proficiency exam, such as TOEFL or IELTS is required of all applicants whose native language is other than English. Test scores must be on file before any visa paperwork can be forwarded, and a minimum score (see below) is required for unconditional admission. The proficiency exam requirement may be waived for an international student who has obtained a bachelor's degree from an English speaking college or university. For the acceptable minimum scores on TOEFL or IELTS for each program, see the current CCM Application Handbook (for 2014-15 application, see <http://ccm.uc.edu/content/dam/ccm/admissions/docs/5697-CCMhandbook2014-15.pdf>).

All international students are required to carry University of Cincinnati student health insurance. Semester fees will automatically be assessed to students at each registration period.

### **Admission Without a Baccalaureate Degree**

Under very special circumstances, students may be admitted to graduate study without a baccalaureate degree. Such students must file a petition with the CCM Associate Dean for Academic Affairs and Director of Graduate Studies, Terrell Finney. After thorough review by the CCM Graduate Admissions and Awards Committee, such admission may be recommended to the University Graduate Council whose decision on such admission will be final.

### ***Admissions and Scholarship Decisions***

All admission, scholarship, and assistantship decisions are ultimately made by the CCM Graduate Admissions and Awards Committee. Applicants must first be evaluated and recommended by the respective program faculty for whom the applicant auditioned and/or interviewed. Based on this recommendation, the previous academic record, standardized test scores, and the specific program limitations for the number of students who can be accommodated, the Committee renders a final decision regarding each applicant's admissibility. Notification of acceptance status is provided by the CCM Assistant Dean for Admissions.

The CCM Graduate Admissions and Awards Committee also makes the final determination on the awarding of University Graduate Scholarships and Graduate Assistantships; eligibility for these awards is limited to full-time students, and notification of these awards and appropriate contracts is distributed by the Associate Dean for Academic Affairs. To be considered for either type of award, applicants must be admitted unconditionally and receive a positive recommendation from the faculty in the major program of study. In addition, applicants requesting a graduate assistantship must receive a recommendation for a specific assignment. Applicants are therefore encouraged to arrange for auditions/interviews with appropriate faculty and administrators in areas where one wishes to be considered for a graduate assistantship. In special cases for some programs, auditions/interviews can be done by other methods, such as Skype.

### **University Graduate Scholarships**

The University of Cincinnati offers two forms of scholarship assistance to qualified graduate students: partial tuition scholarships (Graduate Incentive Awards: GIA), or University Graduate Assistantships (UGA). For those students receiving a University Graduate Assistantship (UGA), the award also includes a University Graduate Scholarship (UGS), which is a full-tuition (instructional fee) scholarship. UGA also pays a stipend that is dependent upon a full or partial assignment and varies with master's and doctoral level study. A personal interview in Cincinnati is required for most assistantship consideration. None of these awards (GIA, UGA, UGS) cover the cost of any other fees charged by the University or by the College. These include, but are not limited to, the UC Student Life Fee, the UC General Fee, the Information Technology and Instructional Equipment Fee (ITIE), the CCM Program Fee, and insurance expenses. Students must maintain a 3.0 GPA every semester as a full-time student in order to remain eligible for scholarship assistance. Summer awards are also available. Generally, the scholarship is not considered

taxable income; the stipend is taxable income. Students are advised to maintain copies of all award letters and contracts for income tax purposes.

### **Renewal Procedure**

Currently enrolled students not on aid who wish to be considered for a Graduate Incentive Award or University Graduate Assistantship, students wishing to renew a UGA or GIA award, and students wishing to change the category of their award, will have an opportunity to do so each Fall Semester. Students will be asked to complete an electronic scholarship renewal form, and these requests will be reviewed by the CCM Graduate Admissions and Awards Committee. Every effort will be made to notify students of their scholarship amounts by early in Spring Semester, but in no case later than April 15.

This renewal procedure should be followed only by students continuing in the same degree program. Those students who are completing one degree program and returning in a new one are considered new students, and award considerations are made accordingly.

### **Eligibility Limitations**

Given the extent of degree requirements, limitations on available funds and enrollment, and rules and regulations of the University, the following limitations have been imposed on the awarding of Graduate Assistantships and University Graduate Scholarships:

1. No more than two years aid of either type for MA and MM degree students pursuing the same major.
2. No more than three years aid of either type for MFA degree students pursuing the same major.
3. No more than two years aid of either type for artist diploma students pursuing the same major.
4. No more than three years aid of either type for doctoral degree students pursuing the same major.
5. No aid of either type for any graduate student who has accumulated 174 or more graduate credit hours at the University of Cincinnati. (The maximum is 144 graduate credit hours for doctoral students who earned a master's degree elsewhere.)

Students may submit a special request for aid beyond these limitations if they believe they have legitimate grounds to do so. (**NOTE:** No exceptions will be considered for the 174-hour limitation.) All special requests must be submitted in writing to the Associate Dean for Academic Affairs, citing all pertinent facts about the need for an exception. Final decisions will be made by the CCM Graduate Admissions and Awards Committee, and students will be notified of the decisions.

### ***Need-Based Financial Aid***

While assistantships and scholarships are awarded to qualified CCM students, other sources of aid should be investigated. Subsidized and unsubsidized Stafford Loans and Federal College Work-Study programs are awarded by the University of Cincinnati's Student Financial Aid Office and are based solely on financial need. Applications and information can be obtained from:

Student Financial Aid  
University of Cincinnati  
Cincinnati, OH 45221-0125

It is highly recommended that all CCM applicants apply for need-based financial aid as soon as possible.

## **Pre-Registration Procedures and Requirements**

### ***Supplementary Information Form***

The Supplementary Information Form must be completed prior to registration by the following individuals:

1. new students entering the University;
2. students not enrolled during the previous academic year;
3. students who transfer from one college to another;
4. students who have earned one graduate degree and are admitted to another graduate program.

When completing this form, the student must enter both the program name and its corresponding code on the line “Program Major.”

### ***Health Screening***

All new international students are required to have a health screening upon arrival. To make an appointment, go to Room 113 Scioto Hall or call 556-2564. There is no charge for this health screening which will include a TB test. If the TB test is positive, the student will be referred to TB control for a chest x-ray. There is a minimal fee for the chest x-ray. **Failure to complete your health screening will result in cancellation of your classes for subsequent semesters, which is a violation of your student status.**

### ***Diagnostic Examinations in Music***

All new students entering one of the graduate music programs are required to take a variety of diagnostic examinations prior to their initial registration. These examinations are distinct from any required for admission, and the results of these diagnostic examinations help to determine an appropriate program of study. More specific information about the various diagnostic examinations is given below.

#### **Performance**

All new students with a major or cognate in applied music, including returning students entering a new degree program, must play or sing a satisfactory entrance diagnostic board during the Orientation Week in September. This allows the faculty to evaluate each student’s status as the new degree program is begun. Two or three pieces of contrasting style representing the student’s current level of study should be prepared. Any student receiving an “Unsatisfactory” evaluation will be assessed “musical warning” and will have a maximum of two subsequent opportunities to achieve a “Satisfactory.” If this status is not achieved, the student will be subject to dismissal from the applied music area of study. (NOTE: This section does not apply to MM collaborative-piano majors.)

#### **Music History**

The diagnostic examination in music history is required of all new MM students and doctoral degree students in music who did not earn their MM degree from CCM. If a student completed an MM at CCM and is returning for an additional MM, DMA, or PhD degree after no more than seven (7) years have lapsed since completing the course work for MM, he or she is exempt from the exam. Also, this exam is not required of graduate students majoring in Jazz Studies. This examination is divided into two sections—Middle Ages through the mid-eighteenth century and mid-eighteenth century to the present—corresponding to the content of Graduate Music History Review (16-MUHS-6001, 6002); it consists entirely of multiple-choice questions. The recommended preparation is a thorough review of the most recent edition of Burkholder, Grout and Palisca’s *A History of Western Music* or a textbook/anthology set of similar depth and detail. If test results are unsatisfactory on either of the two parts, the student will be required to take the corresponding Graduate Music History Review course(s) for remedial purposes and without degree credit. The student will not be allowed to take special topics courses (MUHS-60XX) and advanced period courses (MUHS-80XX) until deficiencies in the respective periods have been resolved. For detailed information, see <http://ccm.uc.edu/content/dam/ccm/admissions/docs/GraduateMusHistDiagnosticExamInfoSemesters.pdf>.

## **Music Theory, Analysis, and Aural Skills**

The diagnostic examination in music theory is required of all new master's students, and of doctoral students who did not earn the Master of Music degree at CCM. The purpose of this examination is to place students into an appropriate section of Graduate Theory and Analysis, a course sequence required of master's students, or into a section of Graduate Theory Review, for either one or two semesters, for remedial purposes, without degree credit. The examination consists entirely of multiple-choice questions that cover various aspects of tonal theory: harmony, part writing, voice leading and analysis. As recommended preparation, students should review relevant topics in a current college-level harmony textbook such as *Harmony in Context*, Roig-Francolí (the text adopted by CCM); *Harmony and Voice Leading*, Aldwell, Schachter; *Harmonic Practice in Tonal Music*, Gauldin; *The Complete Musician*, Laitz; *Tonal Harmony*, Kostka, Payne. While there is no aural skills section on the diagnostic examination, students are strongly encouraged to develop their aural skills using *MacGAMUT* (scales, intervals, chords, melodic dictation), Blombach.

## **Piano Proficiency**

In most of the graduate programs, the Piano Proficiency Exam is required of new students, who do not have a previous music degree from CCM. The purpose of this exam is to place students into the appropriate section of the required piano courses or to place them out of the requirement. For those majors expecting proof of piano proficiency, an examination is administered by the student's area of study. For detailed information about each area, see [http://ccm.uc.edu/music/keyboard/grad\\_proficiency.html](http://ccm.uc.edu/music/keyboard/grad_proficiency.html) for detailed information.

## **Transfer Credits**

### **Master's Degree**

Students who have completed graduate courses at another institution can request an evaluation for the transfer of these credits into a CCM degree program. The evaluation of such credits is performed by the divisional faculty who have the instructional responsibility for the particular course(s) in question. Once the evaluation has been completed, a recommendation will be submitted in writing to the CCM Associate Dean for Academic Affairs and Director of Graduate Studies for final approval. No more than 12 semester hours can be transferred, and only courses with at least a grade of B will be considered. Furthermore, courses to be considered must have been completed within the time limitations for the master's degree, and special CCM requirements such as recitals, oral examinations, and final projects will not be considered.

### **Doctoral Degrees**

The process for transfer of credits into doctoral programs is the same as for master's degrees (see preceding section), and the restrictions for time limits and special CCM requirements also apply. Beyond these limitations, the CCM faculty has not established a maximum for transfer credits into doctoral programs. However, the University of Cincinnati requires that the last 45 hours exclusive of research credits for the doctoral degree must be completed at this institution. Given the time limitations, the residency requirement, and specific degree requirements, applicable transfer credits will be minimal. Regardless of the number of transfer credits accepted, students are still responsible to have the required knowledge for successful completion of the candidacy (a.k.a. comprehensive) examinations.

## **REGISTRATION**

### **Semester Registration**

The initial registration of a new graduate student takes place during the few days immediately preceding the beginning of classes for the matriculation semester and after any required diagnostic examinations have been taken.

To register, a student first obtains the necessary registration materials from the CCM College Office. The student then meets with the assigned academic advisor to discuss degree requirements and the results of any diagnostic examinations and to decide on the appropriate course load for the initial registration. Once the advisor has approved the course load, the student is ready to register. Registration is not complete until all fees have been paid.

In subsequent semesters, students are encouraged to participate in Early Registration. This is done generally during the middle of the preceding semester for which registration is being initiated (e.g., middle of the Autumn Semester for Winter Semester registration). To participate in Early Registration, the student first obtains appropriate registration materials from the CCM College Office. After meeting with the assigned academic advisor to plan the projected course load, the student can then register during the prescribed period via the web at <http://www.onestop.uc.edu> using their user name (a temporary PIN will be assigned when the student logs in. He/she will be prompted to change his/her PIN to another four-digit number that you will use for any future uses of web applications.).

Early registration culminates in a schedule/bill which is emailed to the student's Bearcat online account when it is ready to be viewed. The schedule/bill contains a list of the courses for which the student has been scheduled, the days and times that each one meets, and the buildings and rooms where the respective classes will be held. Any course not scheduled is also listed with an explanation of why it is not scheduled. The student's fee assessment is included in this schedule/bill.

Payment or confirmation is due by the specific due date on the Schedule/Bill. Those students who have a balance due must pay the net amount due on or before the payment due date. Failure to pay or confirm by the specific payment due date will result in a \$50 late fee initially and a monthly fee of \$50 will be assessed until the payment is completed. It can also result in a registration block. The University offers an extended payment plan in order to avoid penalties. Questions about payment can be directed to the One Stop Student Service Center (513) 556-1000. If re-registration (or registration) occurs on or after the first official class day of the semester, the appropriate late fee will be charged. The CCM College Office provides the necessary assistance and direction for students who need to participate in Final Registration.

## **Registration Change Procedure (Add/Drop)**

Once a student has completed registration, the official record can be changed either online or with a registration change form (Add/Drop) that can be obtained in the CCM College Office. Changes in the official record can be made only during the first two weeks of the semester, so it is imperative that students examine the official record carefully and make the necessary corrections during this two-week time period. After the second week of the semester, only withdrawals will be accepted, and withdrawals will not be processed after the thirteenth week. There is no charge to process an add/drop transaction, but each requires the instructor's signature and the authorized CCM College Office signature.

## **Audit Regulations**

The audit option is intended for cases in which course work is desired or advised but in which a grade for credit purposes is deemed unnecessary by the student in consultation with the academic advisor. Admissions and conditions for participation in audit courses are at the discretion of the instructor, who is not obligated to accept a student for audit.

Audit hours are not included in the determination of full-time status. Such hours may be charged to a UGS only if at least 12 graduate hours are taken for credit during that same semester and if the total hours carried is less than 19 credits. In general, there is a limit of one audit course per semester.

The auditor is expected to meet the requirements arranged with the faculty member teaching the course and is expected to withdraw officially if he/she wishes to cease attending. In every case, an auditor will be designated by a pre-printed grade of "T" on the class and grade lists. This grade may be overridden by a grade of "F" if the student has not met the faculty member's expectations of an auditor.

## **Pass/Fail**

With approval of both the advisor and the instructor, a graduate student may take elective courses on a Pass/Fail basis, but no instructor is obligated to accept a student on a Pass/Fail basis. Specific course requirements for graduate degrees cannot be taken on the Pass/Fail option.

## **Withdrawals**

A student may drop a course during the first two weeks of classes with no academic penalty. From the third through the thirteenth week, a student may drop with a grade of “W” or “F” to be assigned at the discretion of the instructor. After the thirteenth week, no withdrawal will be approved, except for reasons beyond the control of the student, such as sickness or accident, and such exceptions are at the discretion of the CCM Associate Dean for Academic Affairs.

A student may be withdrawn from a course by the instructor at any time during the semester when excessive absences have been incurred. A student withdrawn because of excessive absences is not eligible for academic credit, refund of fees, or reinstatement as an auditor in that course. Refunds are not issued to students who have been awarded a University Graduate Scholarship (UGS).

## **Independent Study**

CCM graduate students can elect to take “Independent Study” on a special topic with a selected faculty member. “Independent Study” projects are intended to go beyond the normal course offerings and should not be considered as a replacement for regularly scheduled classes.

Students interested in pursuing an “Independent Study” project first need to obtain the request form from the CCM College Office. The student then meets with an appropriate faculty member to supervise the project, and they jointly decide upon the content and projected credit hours. This information is then entered on the request form, and the necessary approval signatures are obtained. All of this should be accomplished during the applicable registration period and before the student actually registers for the “Independent Study” course. In all cases, the total process must be accomplished no later than the end of the second week in the semester of the project. When determining appropriate credit hours for the project, the general guideline is one credit hour for 30 hours of work. Thus, a three-hour project should entail a 90-hour commitment on the part of the student for completion of the project.

# **GRADUATE CREDITS AND GRADING PRACTICES**

## **Full-/Part-Time Course Load**

Full-time graduate students must be registered for at least 12 graduate credits each semester; courses taken for audit or for undergraduate credit do not apply to the 12-credit minimum.

Students taking fewer than 12 graduate credits are classified as part-time students. International students, under the terms of their visas, must be enrolled as full-time students unless they have been certified, through the International Students Services Office, for part-time enrollment; this is usually the result of their having completed all the coursework required for their degree.

Full-time students can register for no more than 18 credits without incurring extra charges above regular tuition. This figure includes credits for audited courses and undergraduate credits; it also includes credits for courses that were dropped after the fifteenth calendar day of the semester.

Part-time students may not register for applied music lessons unless permission is granted by the Head of the offering division and the Associate Dean for Academic Affairs. Permission will be granted only on a space-available basis and with the provision that the student participates in an appropriate ensemble as assigned.

## **Graduate Assistants and University Graduate Scholarship Recipients**

Students receiving a Graduate Assistantship or a University Graduate Scholarship must be registered as a full-time graduate student during each semester of the award; part-time students are not eligible for such awards. During the autumn and summer semesters, recipients of these awards are expected to register for at least 12 graduate credits.

## **Graduate Credit in Dual-Level Courses**

Courses with a number at the 5000, 6000, and 7000 level are generally available for undergraduate and graduate credit. Graduate students can register for such courses, but must check the appropriate box on the registration form to receive graduate credit for the course. Such courses may require graduate students to complete a certain amount of academic work in addition to that required of undergraduates in the same course. The extra work may consist of reading and reviewing additional books, presenting reports, or doing such supplementary work as the instructor deems advisable.

## **Grading Practices**

At the end of each semester, the Office of Student Records posts grade reports online. These grade reports are posted approximately five days after the examination week has ended and can be accessed at <http://www.onestop.uc.edu>. Grade reports are not mailed. If a student has delinquent financial obligations, the grade report may not be accessible to that student. The reports are held and may be obtained by students with note of clearance from the Student Accounts Office.

An explanation of the various possible grades for graduate students is shown on the next page.

<u>Grade</u>	<u>Description</u>	<u>Quality Points</u>
A		4.00
A-		3.67
B+		3.33
B		3.00
B-		2.67
C+		2.33
C		2.00
F	Failure	0.00

**NOTE: Graduation with an “F” on the transcript will be permitted only if:**

1. **The student meets published departmental of college standards for the degree program; and**
  - b. **A grade of “F” in a required course is superseded by a grade of “C” or better in the same course retaken by the student.**

U	Unsatisfactory	N/A
T	Audit	N/A

**NOTE: See audit regulations above.**

I	Incomplete	N/A
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**NOTE: The “I” grade is awarded only when the student fails to complete one or more course requirements, such as the final examination or a paper or project.**

IF	Failure	N/A
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**NOTE: Conversion of “I” Grades:**

1. **A grade of “I” will automatically be converted to an “IF” one calendar year after the initial grade was given.**
  - b. **Graduation will not be permitted if a student has an “IF” grade on the transcript. Course work must be completed or the grade will be changed to an “F.”**

UW	Unofficial Withdrawal	
W	Withdrawal (official)	N/A
IP	In Progress	N/A

**NOTE: The “IP” grade is limited to the following situation:**

1. **Thesis/dissertation, research, projects, and multi-semester seminars in which no basis of evaluation existed or was required by the time grades were due for that semester.**
2. **Other courses approved by the CCM faculty and the Associate Dean for Academic Affairs.**

NG (blank)	No Grade Reported (See Instructor)	N/A
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## Change of Grades

Once a grade has been entered on the official record it can only be changed by processing an official “Change of Grade” online. Only the instructor assigned to a course may award or change a grade, and the official form must be processed by the instructor, not by the student. With the exception of the grades of “I” or “IP,” no change of grade is appropriate unless an error has been made by the instructor in reporting the grade.

A previously reported grade may not be changed to a “W” because a “W” reflects an official withdrawal and will already have been recorded for the student.

Certain grades reported on the instructor’s grade list may be changed by the office of the Registrar in the following manner:

1. A “W” reported for graduate credit is converted to “NG” if there is no official withdrawal.
2. Any student for whom no grade has been reported (or reported on time) is assigned an “NG” grade.
3. “C-/D” grades reported for graduate credit enrollments are converted to “NG” grades; these are not a valid grade in the Graduate Division.
4. “U” grades reported for credit courses are converted to “F” grades; the “U” is valid only for noncredit courses.

## **MASTER’S DEGREE PROGRAMS**

### **Degrees and Majors**

The College-Conservatory of Music offers three different master’s degrees. These three degrees, along with the various majors available within each, are listed below.

#### Master of Arts (MA) in Arts Administration

(A dual degree program combined with Master of Business Administration, MA/MBA, is also available; for details, see [http://ccm.uc.edu/theatre/arts\\_admin.html](http://ccm.uc.edu/theatre/arts_admin.html))

#### Master of Fine Arts (MFA)

1. Directing
2. Theatre Design and Production
  1. Makeup
  2. Sound Design
  3. Stage Costume
  4. Stage Design
  5. Stage Lighting
  6. Stage Management
  7. Technical Production

#### Master of Music (MM)

1. Bassoon
2. Clarinet
3. Classical Guitar
4. Collaborative Piano
5. Composition
6. Conducting
  - 1) Choral
  - 2) Orchestral
  - 3) Wind
3. Double Bass
4. Euphonium
5. Flute
6. French Horn
7. Harp
8. Harpsichord
9. Jazz Studies
10. Music Education

11. Music History (also the Combined MM/PhD Program is available: for details, see the CCM *Bulletin*)
12. Music Theory
13. Oboe
14. Organ
15. Percussion
16. Piano
17. Saxophone
18. Trombone
19. Trumpet
20. Tuba
21. Viola
22. Violin
23. Violoncello
24. Voice
25. Woodwinds (Multiple Instruments)

The original acceptance letter for each student clearly states the degree and the major for which the faculty granted approval for admission. Any questions about the original acceptance notice should be directed to the CCM Assistant Dean for Admissions and Student Services. After initial acceptance, students cannot change majors or degrees without approval by the appropriate CCM faculty. To change majors, students need to audition/interview with the faculty in the new major and then process the Change of Major form if admission is granted. To change from one degree to another (e.g., MM to MA), students must file a new application for admission.

Some students may desire to obtain a double major or even a double degree. A double degree can be achieved only if the two degrees have a different designation (e.g., MA and MM). The double major is appropriate when both majors result in the same degree (e.g., MM with majors in choral conducting and music education). Students pursuing either of these options must meet the requirements for both majors or both degrees.

## **Degree Requirements**

### ***General Information***

Because of the variety and number of degree programs available, specific degree requirements for each major have not been included in this Handbook. Instead, the student is referred to the CCM *Bulletin* for the year of matriculation. The degree requirements stated in the *Bulletin* are applicable unless they have been modified by the CCM Academic Council between the publication of the *Bulletin* and the beginning of classes or unless the student has been out of school for more than one academic year. In either case, the student will be informed of any changes in the degree requirements.

### ***Specific Information for MM Students***

#### **Piano Proficiency**

Most of the graduate students in a music program are expected to demonstrate basic keyboard proficiency as part of their degree requirements. See [http://ccm.uc.edu/music/keyboard/grad\\_proficiency.html](http://ccm.uc.edu/music/keyboard/grad_proficiency.html) for detailed information about each program's expectation and requirement.

#### **Recital Attendance**

Philosophically, the music faculty of CCM support the concept that attending concerts is an essential ingredient of a professional musician's training. Therefore, it is expected that students will attend recitals at CCM as part of their overall study at this institution. Each faculty member who teaches applied music in the Performance Studies

Division has implemented a policy that reflects this attitude and has established guidelines for the number of recitals and the effect on the applied music grade. MM students in the Keyboard Studies Division should consult their studio teachers.

### **Ensemble Participation**

Ensemble participation is required for most music students, and requirements vary with the particular major. (Students should check the specific requirements listed for their respective degree program in the *CCM Bulletin*.) Ensembles carry one hour credit with the exception of CCM Concert Orchestra, Philharmonia Orchestra and Wind Orchestra, which offer 1 or 2 credits each semester. In case of an overload (excess of 18 hours), ensembles may be taken for zero credit. Students may audition for any of the ensembles in CCM and will be assigned to an ensemble by the faculty of the Division of Ensembles and Conducting and/or the respective applied music faculty. The assignment will be based upon the musical abilities of the student and the musical needs of the CCM ensembles.

### **Board Appearances**

Graduate students pursuing performance degrees or taking applied music at either the major or concentration level must make periodic appearances before the appropriate Applied Music Board. Board requirements differ among the various applied music areas, and it is the student's responsibility to obtain a copy of the current requirements. Specific requirements for each applied area may be secured from the appropriate Division Head (e.g., Performance Studies) or the appropriate department chair.

All board appearances, except entrance diagnostic boards, will be awarded one of the following grades: "Honors," "Satisfactory," or "Unsatisfactory." (Entrance diagnostics will carry grades of "Satisfactory" or "Unsatisfactory" only). Either of these first two grades indicates a successful board, and the requirement of that particular appearance will be deemed to have been met. If a grade of "Unsatisfactory" is received, the student must perform at the next regularly scheduled board. In the case of Diagnostic Boards, the student receiving a grade of "Unsatisfactory" will have up to two chances to attain "Satisfactory" status. If a grade of "Satisfactory" or better is not obtained (in other words, there have been two consecutive grades of "Unsatisfactory"), the student will be subject to dismissal from the particular program of applied study; such dismissal is at the discretion of the faculty of the particular area, and need not be automatic: e.g., the faculty could give the student another chance if it felt such action to be appropriate.

### **Recital Requirements – Performance Studies Division**

All Master of Music degree students with majors in applied study (except MM Voice) are required to give a minimum of two recitals, one of which must be a public recital. Students majoring in Violin, Viola, Violoncello or Double Bass are required to give two public recitals. Students who desire to substitute a Board recital for the second public recital must, with the approval of his/her applied music teacher, request the Board recital. MM Voice students have a requirement of one public recital.

In the Performance Studies Division (i.e., the Strings Department, the Voice Department, and the Winds/Brass/Percussion Department), degree-required recitals require a recital hearing a minimum of two weeks before the scheduled recital date. Information regarding recital hearings, adjudication, program approval, and grading can be found in Appendix A: Recital Procedure. Further information about Student Recital Regulations and Policies can be obtained from the Performance Management Office (CC 3820) where recitals are scheduled.

Master of Music students must satisfactorily complete degree-required recitals and boards within one calendar year after leaving full-time status. Any extension beyond these limits is by departmental permission only. Any degree recital given by a student after leaving full-time status must be under the supervision of a CCM faculty member. The student should enroll for applied lessons during the semester preceding the recital, or should work with the supervising faculty member on a private basis.

### **Recital Requirements – Keyboard Studies Division**

Under revision.

### **Recital Requirements – Ensembles and Conducting Division**

Consult the academic advisor of each program.

## **Academic (a.k.a. Program) Advisor and Course of Study**

Each student in CCM is assigned an academic advisor, and the listing of academic advisors for graduate students is electronically distributed at the beginning of each academic year. It is the function of the academic advisor to meet periodically with the student for planning appropriate courses to ensure that degree requirements are being met. As a minimum, students and advisors must meet once a semester during the registration or early registration periods. Specific degree requirements for each major are listed in the current *CCM Bulletin*; individual audit sheets can be obtained in the CCM College Office.

MM in music education requires a specialization area of study. In selecting the specialization field, the student must first be accepted by the faculty within the desired specialization field based on an interview/audition. Once acceptance has been determined, the student then meets with a specialization advisor to develop an appropriate course of study. This is then documented on the Specialization Approval form and is processed according to directions on the form, which can be obtained in the CCM College Office.

Music education requires a specialized area of study. In selecting the specialization field, the student must first be accepted by the faculty within the desired specialization field based on an interview/audition. Once acceptance has been determined, the student then meets with a specialization advisor to develop an appropriate course of study. This is then documented on the Specialization Approval form and is processed according to directions on the form, which can be obtained in the CCM College Office.

## **Minimum Academic Performance**

A minimum grade of “C” or “P” must be earned on all course work in order to obtain graduate credit. In order to obtain a master’s degree, a student must have a total grade-point average of at least 3.00 (“B”). In addition, at least two-thirds of the minimum graduate credits necessary for the degree must be at a level of “B” or higher.

At the conclusion of each semester, grade reports of all graduate students are reviewed by the Associate Dean for Academic Affairs who is empowered by the CCM Graduate Faculty to impose academic sanctions on those students who do not meet minimum requirements. Students are notified in writing of the academic sanction, and such sanctions can be removed only by the Associate Dean for Academic Affairs. A description and definition of the types of academic sanctions are given in Appendix B.

## **Residency Requirements**

### ***Master of Arts (MA) in Arts Administration***

Under normal circumstances, two years are required to complete this degree, as both coursework and internships are required for completion of the program. Typically, the student spends the first academic year on campus in full-time graduate study. This is followed by a summer internship and the students enroll on a full-time basis for internship and directed readings. The student usually spends the second academic year on campus in full-time graduate study. For the details of the dual degree program, MA/MBA, see [http://ccm.uc.edu/theatre/arts\\_admin.html](http://ccm.uc.edu/theatre/arts_admin.html).

### ***Master of Fine Arts (MFA)***

All MFA programs require a two-year residency as a full-time student during the regular academic year (Autumn and Spring). Depending on a student's background and the recommendation of the faculty, a portion or all of a third year may be necessary.

### ***Master of Music (MM)***

All MM programs require the equivalent of at least three semesters of full-time graduate study. Most students will devote two academic years for the completion of the MM degree.

### ***MM/PhD in Music History/Musicology***

For specific information, see the current *CCM Bulletin*.

## **Foreign Language Requirements**

There is no foreign language requirement for MA and MFA students and for most MM students. The only exceptions are given below and students should consult Appendix C of this Handbook for courses and/or examinations that will fulfill the requirement.

### **Music History**

Proficiency in French and German must be demonstrated, preferably by the end of the first year of enrollment.

### **Music Theory**

Proficiency in German must be demonstrated, preferably by the end of the first year of enrollment.

### **Collaborative Piano**

There is no foreign language requirement but a Language Proficiency Test is administered in the students' second year. Please consult the academic advisor for details.

### **Voice**

.All incoming MM voice students are expected to have completed at least one year of undergraduate language study of either Italian, German or French. In addition, they are expected to have completed at least one semester of each of the other two languages. If any of this has not been completed, it must be made up as remedial work before receiving the degree.

## **Candidacy and Time Limitations**

Students are not required to submit formal applications for master's degree candidacy. Instead, a student becomes a candidate for the master's degree upon matriculation in the master's program to which he/she has been admitted. However, to maintain status as a graduate student and to be eligible for a graduate degree, students must register for

at least one (1) graduate credit each academic year. For students who are on part-time status, this required registration should be in the Autumn Semester. Students who are using university facilities, including but not limited to the library, practice rooms, or student health insurance, must register for at least one (1) graduate credit each semester (Autumn and Spring).

It is important to remember that this annual registration is a requirement to maintain your status as a graduate student at the University of Cincinnati and the College-Conservatory of Music. This registration preserves the credits earned towards the degree as well as the specific degree requirements in effect at the time of matriculation. Students who interrupt their graduate studies by withdrawing from the University, either officially or by failing to register for an entire academic year, will be held responsible for the graduate program requirements in force and published at the time they re-enter that program. Such students will also have to petition the Graduate School for reinstatement and will be required to pay one credit tuition charges for all years not registered (maximum of three years).

A candidate for a master's degree must complete all requirements within five years from the date of first registration in that degree program (seven years if that first registration was before Summer Quarter, 2007). For more details, see p. 41 of <http://grad.uc.edu/content/dam/grad/docs/Publications/handbook.pdf>. This time limit is also applicable to any transfer credits. Under extenuating circumstances, students may petition the University Dean, through their academic advisor and the CCM Associate Dean for Academic Affairs, for extension of the time limit. Such petitions shall be submitted on the approved form.

## **Oral Examinations, Final Projects, and Theses**

As established by the Graduate School, each master's degree candidate shall be subjected to an individual evaluation process at the end of his/her program. This evaluation process is defined as satisfactory demonstration of mastery of subject matter in which the graduate student is seeking the master's degree. This demonstration shall be an individualized evaluation of each master's candidate that is monitored and documented by at least two faculty members.

The specific nature of the final evaluation for the various master's degree programs within CCM has been established by the CCM Graduate Faculty and the CCM Academic Council. Following is a description of the final evaluation for the various programs. The final evaluation must be judged as "passing" by two-thirds of the committee for the requirement to be fulfilled.

### ***Master of Arts (MA) in Arts Administration***

The final evaluation for this program is a capstone project, which consists of a group management consultation with a local professional arts organization. For the details of the dual degree program, MA/MBA, see [http://ccm.uc.edu/theatre/arts\\_admin.html](http://ccm.uc.edu/theatre/arts_admin.html).

### ***Master of Fine Arts (MFA)***

The final evaluation for all MFA programs is clearly stated in the CCM *Bulletin* as a part of the degree requirements for each program. Arrangements for such evaluations are made with the divisional office.

### ***Master of Music (MM)***

All MM candidates must also pass an oral examination in the major area with the content and administration determined by the faculty in that area. The administration and scheduling of the oral examination in the major area will be the responsibility of the respective division head, department chair, or academic advisor. Specific details about the oral examination for each division are provided below.

A. Composition, Musicology, and Theory

Composition

All examinations will be 30 minutes in length and are offered during the final year of the students degree program, typically during the last semester. They may take the examinations twice, then petition for a third attempt if they wish. Each exam committee will be assigned by the department head, and will consist of three members only from the students' major. The content will be directly pertinent to the students' majors and individual work, but history and analysis are assumed to be related to all three disciplines. Therefore, pertinent questions in history and analysis may be asked.

Theory

MM-theory oral examinations will be one hour in length. They are to be taken during the Spring Semester of a student's second year of coursework (i.e., during the fourth semester of coursework). Each examining committee will comprise three members of the theory faculty. The content of the exam will be directly related to the core theoretical knowledge and abilities that the MM coursework is designed to facilitate, as well as to relevant individual work. In addition to "theoretical" questions per se, it should be assumed that pertinent analytical and historical questions may be asked as well. A student who does not pass the first time may take the examination a second time. A third attempt may be granted if there are extenuating circumstances, and if a student petitions the theory faculty in writing for such a reexamination, explaining his or her reasoning.

Music History

The oral examinations will be 30 minutes in length. They are to be taken during the Spring Semester of a student's second year of coursework. Each examining committee will comprise three members of the musicology faculty. A successful examination must be documented by at least two faculty members. Should a student fail the exam, a re-examination may be taken in any semester except for the summer. Students may take the exam twice and petition for a third try. The oral examination will evaluate the student's ability to articulate and explain succinctly the broad concepts of music history. Though the emphasis will be upon the larger picture, students should be able to support their answers with convincing musical and historical detail.

B. Ensembles and Conducting

The oral examinations will be one hour in length and will be scheduled by the respective program chair. These oral examinations will be offered during the Spring Semester, except that make up exams may be requested for the Autumn Semester. The content for the oral examination will focus on repertoire, style, performance practice, and historical and theoretical aspects as related to the music literature of the discipline. The committee will be comprised of three faculty members.

C. Keyboard Studies

The oral examination will be 30 minutes in length and will be scheduled by the department chair. For all majors, the oral examination will focus on appropriate literature and stylistic issues. Although these oral examination will be primarily held during the Spring Semester, exceptions will be considered by the respective departments. The committee will include three faculty members as assigned by the scheduler.

D. Music Education

Each student must complete a credit-bearing project as a culminating scholarly "capstone" to the degree. After completion and approval of the project and at the conclusion of coursework, candidates will be examined by the music education faculty and a professor from the specialization area if outside the field of music education. The format and extent of the exam will be determined by the music education faculty.

E. Performance Studies

The oral examination will be 30 minutes in length and will be scheduled by the department chair. For all majors, the oral examination will focus on appropriate literature and stylistic issues. Although these oral examination will be primarily held during the Spring Semester, exceptions

will be considered by the respective departments. The committee will include three faculty members as assigned by the scheduler.

Some MM programs have additional final requirements. For example, music history majors have a thesis requirement (or one or two substantial research papers, in lieu of a thesis, for those students desiring to continue work at CCM toward a PhD degree in music with musicology emphasis: see the *CCM Bulletin* for details of this option), and music education has a required project. Music theory majors must submit an acceptable portfolio of at least three professional level research papers written during MM residence, and composition majors must submit a major composition for orchestra or another large medium. All MM candidates are, therefore, advised to review carefully the degree requirements cited in the *CCM Bulletin*. Those students having a thesis requirement should also review pp. 27-28 and Appendices E, and F in this Handbook, which give more specific information about the thesis proposal and the final document.

## **Graduation**

Students may graduate at the end of any semester, including Summer Semester (see <http://grad.uc.edu/student-life/graduation.html>). Just as one had to apply for admission, degree candidates must also submit an application for graduation. During the semester preceding the semester in which a student anticipates graduating, the student should notify the CCM College Office in order to determine whether all degree requirements have been met. At the beginning of the intended graduation semester, students must apply directly on the web at <http://www.grad.uc.edu>. This website includes a complete list of important deadlines and responsibilities that must be met by the student prior to graduation. To be certified for graduation, the following conditions must be met:

1. Submit the required forms and materials to the Graduate School by the prescribed deadlines.
2. Complete all deficiencies as assessed at admissions and at matriculation.
3. Complete all requirements for the degree.
4. Remove all “NG” and “I” grades as well as “F” grades in required courses.

All August and December graduates are invited to participate at the December Commencement; April graduates are invited to participate at the April Commencement. For those choosing to participate, the cap and gown may be rented or purchased at the University Bookstore.

## **ARTIST DIPLOMA PROGRAMS**

### **Degrees and Major Performance Areas**

CCM offers the Artist Diploma degree in a wide variety of musical performance areas. The specific degree designations, as well as the major instrument approved for some degrees are listed below. For more specific information about each area, please see the *CCM Bulletin*.

Artist Diploma in Brass  
(French Horn, Trombone, Trumpet, Tuba)

Artistic Diploma in Chamber Music

Artist Diploma in Harpsichord

Artist Diploma in Opera  
(Three tracks: Coaching, Directing, and Vocal)

Artist Diploma in Percussion

Artist Diploma in Piano

Artist Diploma in Strings  
(Violin, Viola, Violoncello, Double Bass, Harp)

Artist Diploma in Voice

Artist Diploma in Woodwinds  
(Bassoon, Clarinet, Flute, Oboe)

A special chamber music track is also available within the Artist Diploma program for piano and orchestral instruments. This program is open only to serious pre-existing chamber music ensembles in the final stages of preparing for an active performing career. Each individual in an ensemble must apply separately and meet the requirements for admission; however, the audition and acceptance into the program will be as a group, not as individuals. Progress through the curriculum is dependent on the group remaining together; such activities as Chamber Music Major Study (regular coachings), annual board examinations, and the four required recitals will all involve the ensemble playing together. For the audition, which under normal circumstances must be in Cincinnati, the group should prepare one hour or more of music of varying styles, showing best its musical, interpretive, and technical abilities.

Acceptance into any of the Artist Diploma programs is highly competitive, and enrollment is limited to a select few. Some students who initially applied to one of the Artist Diploma programs may be accepted into either a MM or a DMA program, and such is clearly stated in the acceptance letter. Graduate students wanting to change to the Artist Diploma program must arrange a special audition through the CCM Assistant Dean for Admissions and receive a positive recommendation from the auditioning faculty to change degree programs.

## **Degree Requirements**

Because of the large number of degree programs available, specific degree requirements have not been included in this Handbook. Instead, the student is referred to the official CCM *Bulletin* for the year of matriculation. The degree requirements stated in the *Bulletin* are applicable unless they have been modified between the publication of the *Bulletin* and the beginning of classes. In such cases, the student upon matriculation will be given a copy of the new degree requirements. Specific information about recital procedures can be found in Appendix A. Recitals are scheduled through the Performance Management Office (CC 3820), and that office will provide the most current policies and regulations.

## **Academic Advisor and Course of Study**

As is the case with other graduate students, Artist Diploma students are assigned an academic advisor who will assist the student in selecting appropriate elective courses for the degree. All Artist Diploma programs are tightly structured, so that the number of choices is minimal. Nevertheless, the student and advisor must meet at least once a semester to process the registration for the subsequent semester. Furthermore, the advisor will know which required courses are not offered annually, and such knowledge is critical to the complete course of study.

Where choices can be made in course selection, it is expected that the academic advisor, the major applied teacher, and the student will confer as a group on making appropriate selections. Such choices should be made on the basis of the student's background and projected career goals.

## **Minimum Academic Performance**

A minimum grade of "C" or "P" must be earned on all course work in order to obtain graduate credit. In order to obtain an Artist Diploma degree, a student must have a total grade-point average of at least 3.00 ("B"). In addition, at least two-thirds of the minimum graduate credits necessary for the degree must be at a level of "B" or higher.

At the conclusion of each semester, grade reports of all graduate students are reviewed by the Associate Dean for Academic Affairs who is empowered by the CCM Graduate Faculty to impose academic sanctions on those students who do not meet minimum requirements. Students are notified in writing of the academic sanction, and such sanction can be removed only by the Associate Dean for Academic Affairs. A description and definition of the types of academic sanctions are given in Appendix B.

## **Residency Requirements**

The Artist Diploma program is structured so that it can be completed in two years of full-time study. Thus, the required residency is two academic years of full-time study, and it is expected that the degree requirements will be completed within this time period. Under extenuating circumstances and with the approval of the advisor, the major applied teacher, and the Associate Dean for Academic Affairs, an extension not to exceed one year can be granted.

## **Candidacy and Time Limitations**

Students are not required to submit formal application for artist diploma degree candidacy. Instead, a student becomes a candidate for the artist diploma degree upon matriculation in the artist diploma program to which he/she has been admitted. However, to maintain status as a graduate student and to be eligible for a graduate degree, students must register for at least one (1) graduate credit each academic year. For students who are on part-time status, this required registration should occur in the Autumn Semester. Students who are using university facilities, including but not limited to the library, practice rooms, or student health insurance, must register for at least one (1) graduate credit each semester (Autumn and Spring).

It is important to remember that this annual registration is a requirement to maintain your status as a graduate student at the University of Cincinnati and the College-Conservatory of Music. This registration preserves the credits earned towards the degree as well as the specific degree requirements in effect at the time of matriculation. Students who interrupt their graduate studies by withdrawing from the University either officially or by failing to register for an entire academic year, will be held responsible for the graduate program requirements in force and published at the time they re-enter that program. Such students will also have to petition the Graduate School for reinstatement and will be required to pay one credit tuition charges for all years not registered (maximum of three years).

A candidate for an artist diploma degree must complete all requirements within five years from the date of first registration in that degree program (seven years if that first registration was before Summer Quarter, 2007). This time limit is also applicable to any transfer credits. Under extenuating circumstances, students may petition the University Dean, through their academic advisor and the CCM Associate Dean for Academic Affairs, for extension of the time limit. Such petition shall be submitted on the approved form.

## **Graduation**

Students may graduate at the end of any semester, including Summer (see <http://grad.uc.edu/student-life/graduation.html>). Just as one had to apply for admission, degree candidates must also submit an application for graduation. During the semester preceding the semester in which a student anticipates graduating, the student should notify the CCM College Office in order to determine whether all degree requirements have been met. At the beginning of the intended graduation semester, students must register directly on the web at <http://www.grad.uc.edu>. To be certified for graduation, the following conditions must be met:

1. Request the graduation packet by registering the intent to graduate on the Graduate School web page (<http://www.grad.uc.edu>).
2. Submit the required forms and materials to the Graduate School by the prescribed deadlines.
3. Complete all deficiencies as assessed at admissions and at matriculation.
4. Complete all requirements for the degree.
5. Remove all "NG" and "I" grades as well as "F" grades in required courses.

All August and December graduates are invited to participate at the December Commencement; April graduates are invited to participate at the April Commencement. For those choosing to participate, the cap and gown may be rented or purchased at the University Bookstore.

## DOCTORAL DEGREE PROGRAMS

### Degrees and Majors

CCM is authorized to offer two different doctoral degrees, both in music. These two degrees, along with the various majors available within each, are listed below.

#### Doctor of Musical Arts

1. Bassoon
2. Clarinet
3. Composition
4. Conducting
  - a. Choral
  - b. Orchestral
  - c. Wind
5. Double Bass
6. Euphonium
7. Flute
8. French Horn
9. Harp
10. Harpsichord
11. Oboe
12. Organ
13. Percussion
14. Piano
15. Saxophone
16. Trombone
17. Trumpet
18. Tuba
19. Viola
20. Violin
21. Violoncello
22. Voice

#### Doctor of Philosophy (PhD) in Music

- 1 Musicology emphasis (also the Combined MM/PhD Program is available: for details, see the *CCM Bulletin*)
- 2 Music Theory emphasis

The original acceptance letter for each student clearly states the degree and the major for which the faculty granted approval for admission, as well as any contingencies that must be met. Any questions about the original acceptance notice should be directed to the CCM Assistant Dean for Admissions and Student Services. After initial acceptance, students cannot change majors or degrees without approval by the appropriate CCM Faculty. To change majors, students need to audition/interview with the faculty in the new major and then process the Change of Major form if admission is granted. To change from one degree to another (e.g., DMA to PhD), students must file a new application for admission.

## **Degree Requirements**

### ***General Information***

Because of the variety and number of degree programs available, specific degree requirements for each major have not been included in this Handbook. Instead, the student is referred to the official CCM *Bulletin* for the year of matriculation. The degree requirements stated in the *Bulletin* are applicable unless they have been modified by the faculty and approved by the CCM Academic Council between the publication of the *Bulletin* and the beginning of classes. In such cases, the student upon matriculation will be notified of the new degree requirements.

### ***Piano Proficiency***

Most of the graduate students in a music program are expected to demonstrate basic keyboard proficiency as part of their degree requirements. See [http://ccm.uc.edu/music/keyboard/grad\\_proficiency.html](http://ccm.uc.edu/music/keyboard/grad_proficiency.html) for detailed information about each program's expectation and requirement.

### ***Recital Attendance***

Philosophically, the music faculty of CCM supports the concept that attending concerts is an essential ingredient of a professional musician's training. Therefore, it is expected that students will attend recitals at CCM as part of their overall study at this institution. Each faculty member who teaches applied music in the Performance Studies Division has implemented a policy that reflects this attitude and has established guidelines for the number of recitals required and the effect on the applied music grade. DMA students in the Keyboard Studies Division should consult their studio teachers.

### ***Ensemble Participation***

There are no ensemble requirements for doctoral students; ensemble requirements for doctoral students in any program are left to the discretion of the particular division in which the major resides. However, doctoral students are encouraged to participate and to receive credit for such participation. All ensembles carry one hour credit; in case of an overload (excess of 18 hours), ensembles may be taken for zero credit. Students may audition for any of the ensembles in CCM and will be assigned to an ensemble by the faculty of the Division of Ensembles and Conducting and/or the applied music faculty. The assignment will be based upon the musical abilities of the student and the musical needs of the CCM ensembles.

### ***Recital Requirements***

All DMA programs in the applied music performance areas have recital requirements which are specified in the current CCM *Bulletin*. The programs for these recitals must be approved by the respective divisional office of the student's major, and students should read Appendix A concerning Recital Procedures. The scheduling of recitals is done by the CCM Performance Management Office (CC 3820), and this office will provide the most current recital policies and regulations.

### ***Lecture Recital***

All DMA students, except for composition majors, are required to present a lecture recital of approximately one-hour duration. The lecture recital is intended to demonstrate the candidate's skill in research as applied to musical performance. It is not intended as research *per se*, nor is the presentation to be thought of as merely a performance

obligation. Both the nature and quality of the research, as well as the performance, are to be considered when a lecture recital is evaluated.

When choosing a topic for the lecture recital, it is expected that the preparation of the program should be a learning experience that will contribute to the student's development as a scholar/performer. Furthermore, the research must be more than a retracing of completed, accessible research.

The first step in the lecture recital process is the development of a proposal. Initially, the doctoral student should discuss potential topics with the major academic advisor or with any other CCM faculty member who has particular expertise or interest in the potential topic area. Once potential topics have been explored and some focus has evolved, the doctoral student must obtain approval from a CCM faculty member to serve as the advisor for the project. (The advisor for this project does not need to be the major academic advisor, although the same person can fulfill both functions.) The lecture-recital advisor will then work with the doctoral student in the development of a specific proposal for submission to the CCM Graduate Thesis and Research Committee. (Appendix E contains specific guidelines for submitting the proposal to this Committee.) The date and time for the lecture recital must be scheduled with the CCM Performance Management Office. Once the proposal has been approved by the CCM Graduate Thesis and Research Committee, the event may proceed as scheduled and an appropriate committee arranged by the division head who has jurisdiction for the respective degree major. The student will continue to work with the advisor in developing the lecture. At least two weeks prior to the date of the lecture-recital, three fully documented copies of the entire lecture-recital document must be submitted to the appropriate divisional office for the student's evaluating committee. It is understood that this advance copy of the lecture is for the evaluating committee's information at that time. The lecture-recital document should, however, make clear reference to all sources used, with proper citations, and must contain a bibliography.

The evaluating committee appointed for the lecture recital must include the project advisor, and the grade of the committee will be based on the entire program as presented in public. At least two-thirds of the committee must assign a grade of at least "B" for the lecture recital requirement to be considered fulfilled (the DMA students in the Keyboard Studies Division are evaluated on the pass/fail basis rather than the letter grades). If the lecture recital should be judged as unsatisfactory, the student will be afforded a second attempt to fulfill the requirement satisfactorily. An unsatisfactory result on the second attempt will render a student subject to suspension or dismissal.

### **Academic (a.k.a. Program) Advisor and Course of Study**

Each student in CCM is assigned an academic advisor, and the listing of academic advisors for graduate students is distributed electronically at the beginning of each academic year. It is the function of the academic advisor to meet periodically with the student for planning appropriate courses to ensure that degree requirements are being met. As a minimum, students and advisors must meet once a semester during the registration or early registration period. Furthermore, a written assessment of performance for each doctoral student is required at the end of a student's first year; an annual review or some other type of formal evaluation is required throughout a student's program.

All doctoral programs have a requirement for a cognate field; in some cases, these are called "secondary field" or "related area." Whatever the designation, this portion of the doctoral program is an opportunity for the student to individualize the doctoral program according to personal interest and career aspirations. Before selecting a cognate field, the student should discuss various options with the academic advisor. Subsequently, the student must meet with a selected faculty member in the cognate field to discuss expected requirements and to design a specific curriculum of courses and requirements for the chosen cognate field. This package is then entered on the Cognate Approval Form and becomes an official portion of the student's doctoral program, once the necessary approval signatures have been obtained. The selected faculty member in the cognate field will be included on the doctoral examining committee, and the student will be responsible for answering appropriate questions on the oral comprehensive examination, except for composition majors (see "Candidacy Examinations below).

## **Minimum Academic Performance**

The minimum academic performance for doctoral students is a 3.00 grade-point average. However, it is generally expected that doctoral students will achieve significantly higher than the minimum if they are to be successful on the candidacy (a.k.a. comprehensive) examinations and if they are to avoid any of the academic sanctions.

At the conclusion of each semester, grade reports of all graduate students are reviewed by the Associate Dean for Academic Affairs who is empowered by the CCM Graduate Faculty to impose academic sanctions on those students who do not meet minimum requirements. Students are notified in writing of the Associate Dean for Academic Affairs. A description and definition of the types of academic sanctions are given in Appendix B.

## **Residency Requirements**

A residency of at least one year of full-time study is required for doctoral degrees. A year of residence is defined as being enrolled as a full-time student, taking a minimum of 12 graduate credit hours during each semester within a span of four consecutive semesters, including the Summer Semester. The College-Conservatory of Music recommends, however, that a doctoral student plan to spend at least two full academic years in residence, and each doctoral program may have its own policies as far as they satisfy the minimum requirement stipulated at the beginning of this section (the student should consult his/her program advisor, department chair, or division head). When planning the residency, doctoral students should investigate carefully the course offerings for given semesters to ensure that the necessary courses for their respective degree program will be available.

## **Foreign Language Requirements**

Doctoral of Musical Arts (DMA):

Consult the academic advisor of each program.

Doctor of Philosophy (PhD) in Music:

Two languages, normally French and German (See Appendix C of this Handbook for courses and/or examinations that will fulfill the requirements).

Substitution for French or German can be permitted with the approval of the program faculty. Normally, language substitutions are approved only when the substitute language is critical to the thesis or dissertation research. Students who wish to make a substitution must submit a formal written request to the Associate Dean for Academic Affairs. This request must include a rationale for the language substitution and must be endorsed by the academic advisor. The student will be notified in writing the decision of the CCM Graduate Faculty.

## **Candidacy (a.k.a. Comprehensive) Examinations**

Once the doctoral student has completed the required coursework, he/she is eligible to proceed with the candidacy examinations. It is expected that the student will have fulfilled the foreign language and/or piano proficiency requirements, if required for his/her degree, and passed all remedial courses, and secured approval of the complete program of study prior to taking the candidacy examinations.

The candidacy examinations are in two parts, and both parts are typically, though not always, scheduled for the same semester (for PhD students with an emphasis in musicology, see the separate policy statement provided at the end of this section). The first part is a written examination in the major area and is administered by the faculty in the student's major area. All written examinations are given on the same day in the semester (for composition majors, the exams are scheduled by the department) and are subsequently graded by at least three readers from the major area faculty. For PhD students with an emphasis in music theory, there are two to three readers and the written examination is in two parts, which take place on two consecutive days. The first part is scheduled simultaneously

with all other doctoral students taking candidacy examinations. A majority of the readers must “pass” the examination for it to be considered successful, and the student typically has two opportunities to pass the written candidacy examination. For PhD students with an emphasis in music theory, a third attempt may be granted if there are extenuating circumstances, and if a student petitions the theory faculty in writing for such a reexamination, explaining his or her reasoning.

The length of the written examination is established by the major area faculty and varies according to majors. The minimum length is three hours, and this is the length of the written examination in all applied music performance areas. A six-hour examination is administered to PhD students in music theory, and DMA majors in composition, choral conducting, orchestral conducting, and wind conducting; PhD students with an emphasis in music theory also take a separate eight-hour exam as the second part of the written examination (see the preceding paragraph).

Upon successful completion of the written examination, the student is eligible to proceed with the second part of the candidacy examinations, which is a two-hour oral examination (DMA program in composition has different policies: for instance, the students can take the oral examination prior to the written examination. For more details, contact the department chair of composition). The committee structure for the oral examination is as follows:

**DMA** Most majors will have three faculty members from the major area and one from the cognate area (for composition majors, cognate questions are incorporated into the written examination and the cognate faculty member is not required to be present for the oral examination). Conducting majors will have two faculty members from the major area, one from musicology (whose questions will pertain to the major literature only), and one from the cognate area. For composition majors, the oral examination consists of the student’s one-hour presentation on his or her music at the composition symposium, followed by 20 minutes of discussion. In addition, there is a separate meeting for 20 minutes of questions from the composition faculty.

#### PhD in music theory

Four faculty members from the major areas and one from the cognate area.

The oral examination is graded on a pass/fail basis, and two-thirds of the committee must vote to pass the examination in order for the requirement to be fulfilled. (The two-thirds rule translates into three passes with a four-person committee and four passes with a five-person committee.) It is possible for a student to pass some portions of the oral examination and to fail others. In any case, the student is informed of the results immediately following the oral examination and subsequently in writing by the Associate Dean for Academic Affairs. For those doctoral students who do not pass all or portions of the oral examination, the student is normally entitled to one reexamination (the student should confirm with his or her program advisor). Normally, at least one semester must elapse before the oral reexamination will be administered. The committee may recommend a longer period of time, and the schedule for doctoral candidacy examinations may dictate a longer period of time. Because the doctoral student typically has only one opportunity for a reexamination, it is imperative that the student be confident about his/her preparation. As stipulated in Appendix B, failure on the reexamination will render the student subject to suspension or dismissal.

#### Candidacy Examination for PhD students with an emphasis in Musicology

##### Part I (written)

The student will prepare an essay of approximately 7,500 words (thirty typed pages) on the state of research in his/her field of specialization, taking into consideration any basic works from the early twentieth century or before, but focusing on post-World War II scholarship and the related musical repertory. S/he will also consider how these scholarly trends have interacted with those in three other areas of scholarship, to be determined by the student in consultation with his/her advisor. Normally at least one of the three areas will be at a chronological, methodological, or geographical distance from the area of specialization. In addition s/he will briefly discuss how the skills and knowledge brought by the cognate will enhance his/her research.

This essay will be prepared and submitted on a timetable of the student’s choice, in consultation with the advisor. The faculty members representing the areas covered will constitute the exam committee and will read and assess the essay. A majority of the committee must “pass” the essay for it to be considered successful, and the student has only two opportunities to pass the written portion of the comprehensive exam.

## Part II (oral)

The student, in consultation with his/her advisor, will submit a written dissertation proposal to the musicology faculty. In the two hour orals (normally done in the semester following the completion of the written part), the student will first present a defense of the proposal and then answer questions about the proposal or the essay from the musicology faculty. The student's cognate advisor will attend the orals and will participate in the committee's decision. The student has only two opportunities to pass the oral portion of the comprehensive exam.

## Pre-Candidacy, Candidacy, and Time Limitations

The CCM faculty believes that the doctoral program of study should be completed without undue delay, and it certainly is in the best interest of the student to do so. The doctoral degree will be granted for no less than the equivalent of three years of full-time graduate study. Normally, the period of time from first enrollment in the doctoral program to candidacy will not exceed five years. All requirements for the doctoral degree must be completed and the degree awarded within nine consecutive years of initial enrollment (see p. 41 of <http://grad.uc.edu/content/dam/grad/docs/Publications/handbook.pdf>). (This period includes a maximum of five years before achieving candidacy and a maximum of four years beyond candidacy.) A period of at least seven months must elapse between admission to candidacy and receipt of the degree.

The initial five-year period is officially known as pre-candidacy. If candidacy is not achieved within this time limitation, students may petition the CCM Associate Dean for Academic Affairs through their academic advisor for extension of the time limit. Such petitions must include a realistic time frame for achieving candidacy.

Candidacy is achieved upon the successful competition of the candidacy examinations. Once the oral examination has been successfully completed, the CCM Associate Dean for Academic Affairs will certify to the University Dean of the Graduate School that the student has been admitted to candidacy for the doctoral degree. As indicated above, candidacy for the doctorate automatically terminates after four consecutive calendar years. Where circumstances prohibit the completion of the remaining degree requirement in this time frame, candidates may petition the University Graduate Council through the advisor, the Associate Dean for Academic Affairs, and the University Dean, for extension of candidacy prior to its expiration or for reinstatement if candidacy has expired. Candidates seeking reinstatement may be required to retake and pass the candidacy examination as a condition for readmission to candidacy. Whether these examinations are required is dependent upon the elapsed candidacy time period and the occupation of the candidate during that period. Whatever CCM recommends, the University Graduate Council is the final authority for approval.

All doctoral students, whether in the pre-candidacy stage or the candidacy stage, must register for at least one (1) graduate credit each academic year in order to maintain status as a graduate student and to be eligible for a graduate degree. For students who are registering on a part-time basis, this required registration should occur in the Autumn Semester. Students who are using university facilities, including but not limited to the library, practice rooms, or student health insurance, must register for at least one (1) graduate credit each Semester (Autumn and Spring).

## Doctoral Projects

All doctoral candidates are required to submit an acceptable final project for the degree. All PhD candidates should submit a dissertation. For all DMA candidates (except composition majors), the doctoral project may be fulfilled by one of the following: 1) A scholarly document supervised by the faculty. The topic requires the approval of the Graduate Thesis and Research Committee; 2) Three courses (nine credit hours) of upper level music history (at the 8000 or 9000 level) that require extensive term papers; 3) A specialized project relevant to the major area of study. The project requires approval by the area faculty, the Division Head, and the CCM Associate Dean for Academic Affairs/Director of Graduate Studies (see <http://ccm.uc.edu/resources/students/DMAprojectguidelines.html> for the detailed guidelines for this third option of a "specialized project"). According to generally accepted standards, the DMA document (the first option) is intended to show the candidate's ability to perform satisfactory graduate-level research and to report the results in scholarly prose. The dissertation has the same expectations, but must also represent an original contribution to general knowledge in the candidate's field. The amount of effort expected of documents, and dissertations is also reflected in the credit hours required and applicable to the respective degrees.

The document should be thorough and scholarly, complete with footnotes and bibliography. It should include a methodical discussion of the facts and principles related to the topic, as well as of the conclusions reached. It may resemble a thesis in the more narrowly defined sense of persuasively arguing a central point through analysis of primary and secondary sources; or it may be of a more descriptive nature, such as (this list is exemplary, not exhaustive):

1. A performer's/conductor's guide to a piece or collection of pieces; this might include an analysis of compositional procedures, form, harmonic language, textures, instrumentation, performance practice, and/or other salient features.
2. A survey of repertoire by one composer, or a type or repertoire by different composers, which might include an analysis of compositional procedures, form, harmonic language, textures, instrumentation, and/or other salient features.
3. A discussion of a pedagogical aspect of the student's instrument.
4. An expansion of the lecture from the student's lecture recital. The document should be more detailed and discuss substantially more material than the lecture. The proposal of the document should clearly delineate how the document is differentiated from the lecture portion of the student's lecture recital.

### ***Procedure for Doctoral Specialized Projects***

See <http://ccm.uc.edu/resources/students/DMAprojectguidelines.html>.

### ***Procedure for Documents, MM Theses, and Dissertations***

#### **Selecting an Advisor**

The student will prepare a preliminary proposal and will present the proposal to a potential advisor on the CCM faculty. If the faculty member agrees to serve as advisor, s/he will work with the student to prepare a formal proposal. If the student is unable to secure an advisor, the Associate Dean for Academic Affairs will consult with the division head of the student's major and suggest and secure the agreement of an advisor.

#### **Selecting the Committee**

The committee shall consist of the advisor and two readers. The student and advisor should discuss potential readers, meeting with the Associate Dean for Academic Affairs if the need should arise. Committee members will normally be CCM faculty, but faculty from other university areas may serve as readers if the subject warrants it.

The student will then contact the potential readers (in the order of his/her preference), show them the proposal, and ask them if they are willing to serve as readers. In the event that the student and advisor are unable to form a committee, the Associate Dean for Academic Affairs will arrange a balanced committee with relevant expertise.

#### **Submission of the Proposal**

After the committee has been formed, the student will revise the proposal to incorporate any suggestions by the readers, and the advisor and readers will sign the proposal and the official Graduate School appointment form. Advisor and readers will be responsible for ensuring that the student has the proper background and preparation to undertake the proposed project.

The proposal will then be submitted to the CCM Graduate Thesis and Research Committee, which will ensure that proposals meet the standards expected of MM theses, DMA documents, and PhD dissertations. Proposals that do not meet those standards will be returned to the student for revision and resubmission.

### **Submission of Final Draft to the Committee**

1. The student must submit a separate copy of the document in final draft form to each member of the committee no later than the first Monday of the semester preceding the one in which he/she intends to graduate. This copy must be certified in writing by the advisor as being basically acceptable.
2. Each reader will review this draft and return it to the student in as timely a manner as possible but no later than the last Monday of classes in the semester preceding the one in which he/she intends to graduate.
3. The student is responsible for making any revisions requested; the advisor is responsible for reconciling any disagreements between the readers and shall communicate the resolutions to the readers.
4. Readers may request that their marked copies be returned to them and may use them to ensure compliance with directions for revisions. Students must submit all revisions to their readers no later than the beginning of the fourth week of the semester in which they intend to graduate, and the readers will submit their final comments to the student no later than the end of the sixth week of the semester.

NOTE: These guidelines refer only to work done during the regular academic year. Because many faculty members are not available during the Summer Semester, students who plan to graduate in August must make certain that their advisor and readers are available to approve the document/project/thesis/dissertation in its final form in accordance with these CCM guidelines and the deadlines established by the Graduate School.

### **Provision for Retirement or Leave of Absences of Committee Member**

In the event that any committee member(s) is(are) unable to see the thesis, document, project, or dissertation to its completion, the Associate Dean for Academic Affairs will consult with the division head of the committee member's discipline and the advisor (if the advisor is not the one retiring or on leave) to determine and secure the agreement of an appropriate replacement. Alternatively, the faculty member who is leaving the committee may secure an agreement from a colleague to assume his/her duties and shall notify the Associate Dean for Academic Affairs of the replacement.

### **Time Limitation**

The approval of the MM thesis/dissertation/document proposal by the CCM Graduate Thesis and Research Committee is valid only for the proposal submitted and for a period of three years. If the project is not completed in three years or if there are substantial changes, a proposal must be resubmitted for approval. (**NOTE:** This three-year time limitation should not be confused with the four-year limit for candidacy.)

### ***Defense of Dissertation***

All PhD candidates are required to have a final defense of the dissertation (see <http://grad.uc.edu/student-life/graduation.html>) This defense will not be scheduled until all committee members have agreed that the dissertation is satisfactory with respect to form and content. When agreement has been reached, the Associate Dean for Academic Affairs, the student's division head, department chair, or academic advisor will schedule the final defense of dissertation at a time convenient to all committee members and the candidate.

The candidate's final defense of dissertation will be open to the public and all members of the academic community. The candidate will answer pertinent questions posed by members of the committee following an oral presentation of the dissertation. After the committee has completed its questioning, other faculty members present will have an opportunity to submit questions or comments. At the conclusion of the defense, the committee will make a decision regarding the acceptability of the dissertation and its defense and report to the candidate. If the decision is favorable, the approval form will be signed by the committee members. At least three-fourths of the voting members of the dissertation committee must approve the dissertation; with a three-person committee, this requirement mandates unanimous acceptance.

## ***Publication***

All DMA documents and PhD dissertations produced by students at the University of Cincinnati must be made accessible to the public through publication by ProQuest Information and Learning (<http://www.umi.com>). A signed publication agreement from the student is required for graduation certification. These documents and dissertations must be submitted in electronic format. Complete information about submission procedures is available on the <http://www.etsd.uc.edu> website.

## **Graduation**

Students may graduate at the end of any semester, including Summer Semester (see <http://grad.uc.edu/student-life/graduation.html>). Just as one had to apply for admission, degree candidates must also submit an application for graduation. During the semester preceding the semester in which a student anticipates graduating, the student should notify the CCM College Office in order to determine whether all degree requirements have been met. At the beginning of the intended graduation semester, students must register directly on the web at <http://www.grad.uc.edu>. To be certified for graduation, the following conditions must be met:

1. Submit the required forms and materials to the Graduate School by the prescribed deadlines.
2. Complete all deficiencies as assessed at admissions and at matriculation.
3. Complete all requirements for the degree.
4. Remove all “NG” and “I” grades as well as “F” grades in required courses.

All August and December graduates are invited to participate at the December Commencement; April graduates are invited to participate at the April Commencement. For those choosing to participate, the cap and gown may be rented or purchased at the University Bookstore. For doctoral students, there is also a hooding ceremony (see <http://grad.uc.edu/student-life/graduation.html>).

## **SPECIAL RULES AND PROVISIONS**

### **Nondiscrimination Policy**

The College-Conservatory of Music reaffirms the University of Cincinnati policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, handicap, or age will not be practiced or tolerated in any of its activities. Complaints involving the abridgement of this policy should be addressed to the Associate Dean for Academic Affairs.

### **Right to Review Records**

Students, once enrolled, have the right to review their own educational records, except for those excluded by law, such as records maintained by a physician or psychiatrist, or parents’ financial statement. Educational records are maintained in such offices as Student Records, the CCM College Office, divisional offices, Student Financial Aid, Career Development and Placement, and Educational Advising.

In order to gain a review of such records, along with any appropriate explanation or interpretation, the student should first address the proper university, collegiate, or departmental office. Should the student encounter any difficulty in obtaining the kind of review requested, the questions should be referred to the Office of the Registrar. An individual may challenge the content or the right to review a student record by appealing to the Family Educational Rights and Privacy Act Committee. It is the policy of the University of Cincinnati that the kinds of student records referred to in this statement will be available for review by any qualified student at any reasonable

time. Copies of any portion of the record will be provided at cost, except transcripts of students' permanent academic records for which the University's transcript policy will apply.

It is the policy of this institution that all student records, other than "Directory Information," are to be treated with confidentiality so that the only access afforded University faculty or staff is on a "need-to-know" basis. The office responsible for the maintenance of any particular student record will be responsible for seeing to it that such confidentiality is maintained. The University considers the following information as Directory Information: the student's name, address, telephone number, college, class, major field of study, class, dates of attendance, registration status, and degrees and awards received.

## **Grievance Procedures**

Any CCM graduate student who believes that he/she has valid grounds for an appeal or a grievance should first obtain a copy of the published document, Graduate Student Grievance Procedures, from the Associate Dean for Academic Affairs or the Office of the University Dean. The student should then consult with the Chair of the CCM Appeals Committee for advice and counsel on filing an appeal or a grievance. The Chair of this Committee will also work with the student in preparing any appropriate and required documentation for the case in question.

## **Academic Dishonesty**

Academic dishonesty in any form is a serious offense and cannot be tolerated in an academic community. Dishonesty in any form, including cheating, plagiarism, deception of effort, or unauthorized assistance, may result in a failing grade in a course and/or suspension or dismissal from the Graduate Division.

## **Short-Term Leave of Absence**

Students within CCM occasionally receive opportunities for professional employment which necessitate their absence from school responsibilities for varying periods of time. A student, of course, always has the option to cancel the registration or to withdraw from school in order to accept professional employment. However, there are a few cases where employment is temporary and short-term, and the student wants to maintain status as a currently registered student. In these latter cases, the student must obtain permission to accept such employment and be granted a short-term leave of absence.

(Short-term is defined as an extended period of time within a semester and less than a full semester in duration.) The process to be followed involves those steps listed below.

1. The student shall submit a short-term leave of absence form to the Associate Dean for Academic Affairs. This request must delineate all courses taken during the leave. If the student will be gone for an extended amount of time, he or she must speak with the Associate Dean for Academic Affairs and in most cases submit a written request.
2. If the absence is short-term, after submitting the form, the student will pick up a packet (24-hour turn-around-time) from the office consisting of a letter and a copy of his/her form for each professor. The student should then have each letter signed by the professor and return to the office. **ALL PACKETS MUST BE RETURNED TO THE COLLEGE OFFICE BEFORE THE STUDENT LEAVES.**
3. Once the forms are completed and returned, the office will send a letter to the student approving the short-term leave with any conditions specified by the professors. Copies of this letter will also be sent to the student's division head.
4. If the recommendation is to approve the short-term leave of absence, the letter shall specify the conditions for each course and any scholarship and fellowship considerations for the student. After the student receives this letter with the conditions specified, the student has the option of (1) accepting the leave with its conditions or (2) declining the leave and remaining in school.

5. If the final decision is negative and the student decides to withdraw from school in order to accept the professional employment, that student forfeits all scholarships and all rights of registration within the degree program. If the student wishes to return to CCM at a later date, that student will be treated as a new student and must proceed through the normal admissions process.

## APPENDICES

### Appendix A: RECITAL PROCEDURE—PERFORMANCE STUDIES DIVISION

1. All degree-required recitals are to be scheduled in the Performance Management office (CC3820) according to the procedures established by that office.
2. Once a recital has been scheduled, the student is required to appear before the departmental faculty committee a minimum of two weeks before the scheduled recital date. The student must inform the department chair or appropriate representative at least one week before the desired hearing date. Hearings are scheduled weekly while classes are in session. Because of the difficulty of recitals scheduled early in a given semester conforming to this schedule, any recital scheduled in the first two weeks of a semester may be heard at the first hearing opportunity in that semester.

DMA lecture-recitals do not have to go through the hearing process. Lecture-recital topics and proposals must be approved by the CCM Graduate Thesis and Research Committee. The lecture-recital itself will be adjudicated by a committee of three faculty members. The lecture-recital passes if two committee members pass it.

3. At the hearing, the student is required to present a minimum of three copies of the program for the faculty. These programs must be submitted in the format as outlined in the Guidelines for Recital Program Format, available from the Office of Scheduling Services, CC 3820. **Timings of each piece are to be indicated, as well as the overall time of the program.** The faculty may choose to hear any repertoire from the program at their discretion – there is no minimum or maximum amount. By passing the hearing, the faculty are also approving the recital program for printing.
4. The department chair or appropriate representative will post the results of the hearings in an appropriate location the day following the hearings. The results must also be sent to the divisional office. The result of the hearing is entered into the student's board file. Once a hearing has passed, the recital proceeds as scheduled. If the hearing does not pass, it is up to the committee to inform the student when he/she may schedule a hearing again. The two-week minimum time period between the hearing and recital must be maintained, requiring rescheduling of the recital date if necessary.
5. By passing the recital hearing, the recital is considered to have passed once it is given. The recital is not adjudicated, but attended by the student's applied teacher. The teacher indicates that the recital has taken place by submitting a program of the recital with the faculty member's signature to the divisional office. The signed program is placed in the student's board file as documentation that the recital took place.
6. All recitals which are registered for as a course will be graded according to the current University of Cincinnati grading system, and will receive a grade of "P" (pass), "U" (unsatisfactory), or "IP" (in progress). The "IP" grade is given when a recital is registered for but not given in the semester in question. "IP" grades will eventually require a change of grade once the recital is given.

Registration for MM recital is optional, but is not required. Registration for AD and DMA recitals is required by the curricula of those degree programs.

7. Scheduled summer recitals should go through the hearing process before the end of spring semester.
8. Any exception to the hearing procedure requires approval of the division head. Exceptions so approved require an adjudicating committee of three CCM faculty members organized by the student and approved by the division head. Such recitals are deemed to have passed if two committee members submit signed programs from the recital to the divisional office. Any faculty adjudicator who does not pass such a recital must inform the division head in writing.

**NOTE:** Recital procedure for the Keyboard Studies Division is under revision.

## **Appendix B: ACADEMIC SANCTIONS FOR GRADUATE STUDENTS**

### 1. Special Probation

Special Probation results from the student's Grade Report showing notations of "I" or "NG" grades which precludes the calculation of a grade-point average. This sanction can only be removed by processing of a Change of Grade Form. If an "I" grade has not been removed by the conclusion of the next semester, it will be considered to be an "F" and the grade-point average will be calculated accordingly. (See policy for "I" grades in Section III.D.) If the resultant grade-point average is less than 3.00, further academic sanctions will be imposed.

### 2. Academic Probation

Graduate students are placed on academic probation when their grade-point average for any semester falls below 3.00. Students on academic probation are not eligible to be considered for University Graduate Scholarships or Graduate Assistantships.

### 3. Musical Probation

The respective faculty in the applied music areas can place students on musical probation under the following circumstances:

1. The applied music grade is less than a "B" for any semester.
2. When the student's performance does not meet the minimum standards following evaluation by a majority of the applied departmental faculty at a scheduled applied board examination.

### 3. Suspension and Dismissal

"Suspension" indicates that a student has been banned from pursuing a degree for a period of time, and the suspension letter indicated the student's eligibility to apply for readmission. However, CCM has no obligation to readmit a student who has been suspended. "Dismissal" is a permanent ban from the degree program. The specific conditions that render students subject to suspension or dismissal are given below.

1. Failure to achieve a 3.00 grade point average during the semester that the student has been on academic or musical probation.
2. Failure to achieve a 3.00 grade point average for any two semesters of graduate work.
3. A negative recommendation from the major applied music department.
4. Three unsuccessful attempts on MM written comprehensive examinations.
5. Three unsuccessful attempts on doctoral qualifying examinations.
6. Two unsuccessful attempts on other doctoral written and all oral examinations.
7. Plagiarism: "In situations where plagiarism occurs or is suspected, the specific case should be referred to the student's advisory committee for decision. If a committee has not yet been formed for the student involved, then the case should be referred to the Graduate Faculty for decision. Furthermore, acts of plagiarism found in graduate papers [including research proposals] and theses are of a most serious nature, and the fitness of the individual student involved to continue graduate study at this institution will be seriously questioned."

## Appendix C: FOREIGN LANGUAGE COURSES

The foreign language requirement for MM students in Music History and in Music Theory can be fulfilled in the following ways (for the foreign language requirement for other master's programs and doctoral programs, consult the program advisors, department chairs, or division heads).

### *Applicable Courses*

A. French – Students may satisfy the French Language Reading Proficiency requirement by:

1. Taking the first semester of the readings course (15-FREN-7098) and receiving at least a “B”;
2. Taking and passing the final exam for the first semester of the readings course (15-FREN-7098) (a.k.a. the “French Language Reading Proficiency Examination”); if this exam is taken without enrolling in the course, payment of a fee is required;
3. Receiving a waiver from the Department of Romance Languages and Literatures because he/she is a native speaker of French, is from a Francophone country, or has been a French major as an undergraduate.

B. German – Students may satisfy the German Language Reading Proficiency requirement by:

1. Successfully completing the two-semester German readings course (15-GRMN-6021 and 6022) and receiving at least a “B” in the second semester;
2. Taking only the second semester reading course (15-GRMN-6022) and receiving at least a “B.”

### C. Other Languages

If another language has been approved as a substitute for French or German, the department teaching the relevant courses in the specific foreign language will submit to the CCM Associate Dean for Academic Affairs the courses that must be taken in order to stipulate that an appropriate level of reading proficiency in that language has been achieved.

## Appendix D: DISSERTATION/DOCUMENT/LECTURE RECITAL PROPOSALS

### A. General Information

1. For the most current and complete information from the Graduate Thesis and Research Committee about proposals, go to: <http://ccm.uc.edu/content/dam/ccm/docs/ThesisCommitteeFAQs20132014.pdf>. The FAQs can be accessed through the Student Resources page of the CCM web site: <http://ccm.uc.edu/resources/students.html>  
  
For further information see “An Introduction to Writing Proposals” at: [http://cmap.ucfilespace.uc.edu:8085/servlet/SBReadResourceServlet?fid=1221250577216\\_805337641\\_119](http://cmap.ucfilespace.uc.edu:8085/servlet/SBReadResourceServlet?fid=1221250577216_805337641_119)
2. Approval for all thesis, document, dissertation, and lecture recital topics must be secured from the Graduate Thesis and Research Committee.
3. The MM thesis and DMA dissertation in composition are the *only* projects that will *not* require that the student submit a formal proposal or have it approved by the Graduate Thesis and Research Committee.
4. The student must form a committee comprising an advisor and two readers *before* submitting a proposal. For dissertations, theses and documents, the committee must be full-time faculty members. Emeritus faculty may advise lecture recitals and augment other committees.
5. The advisor’s *printed name and signature* as well as the *printed names and signatures* of the two readers must appear on the title page of a document, thesis or dissertation proposal to indicate the committee’s approval of the proposal. Lecture recital proposals require the printed name and signature of the advisor only.
6. If the student is unable to secure an advisor, the CCM Academic Affairs Office will assign one. The advisor must be assigned *before* the proposal is submitted.
7. All proposals must be printed, and an electronic copy that includes all elements of the proposal in a single .doc, .docx or .pdf file must be sent to the Chair of the Graduate Thesis & Research Committee by the submission deadline.
8. Six printed and one electronic copy of the proposal must be submitted to the Chair of the Graduate Thesis & Research Committee no later than one week before a meeting of the Thesis Committee. (Scheduled Committee meeting dates are posted on the CCM Graduate Bulletin Board.) For a lecture recital, the proposal must be submitted at least ten weeks prior to the date scheduled for its presentation.
9. Deadlines for proposals must be met for the proposal to be considered by the Graduate Thesis and Research Committee. The student is ultimately responsible for meeting the submission deadline.

### B. Form:

(See: <http://ccm.uc.edu/content/dam/ccm/docs/ThesisCommitteeFAQs20132014.pdf>)

1. The principal elements of a proposal for a thesis, document, dissertation or lecture recital, are: a text of no more than 2000 words (double-spaced, 12-point font), with musical examples where appropriate, a bibliography, an abstract and an outline. Great care should be taken in matters of writing style, grammar, spelling, punctuation and bibliographical formats. Within these parameters, proposals are expected to vary in ways appropriate to their subject.
2. The cover page must include:
  - a. the title of the research project (use 12-point font, Title Case, not ALL CAPS);
  - b. the degree and degree requirement (i.e. lecture recital, document, thesis or dissertation)
  - c. the author’s major, division and previously earned degrees (school and date);
  - d. the author’s name, residential address, email address and major;

- e. the printed name and signature of the advisor *and two readers*, except proposals for lecture recitals, which require only the signature of the advisor.
3. No proposal will be acted upon unless all of this information appears on the title page. For a sample title page, see subsequent pages in this document.
4. The body of the proposal must include:
  - a. A description of the topic the student proposes to research.
  - b. A statement about why the topic has been chosen, what the student hopes to achieve with this project and why it is important.
  - c. A description of how the topic will be covered. (A tentative outline is requested to show the direction and procedure for the research. For lecture recitals, an approximate time length for major sections of the presentation is required.)
  - d. Selected bibliography of pertinent sources already examined, and limited additional supporting sources.
5. Although the topic should already have been investigated to a significant degree before the proposal is submitted, it is understood that the researcher's inquiry will yield further information not available at the time of the proposal's submission. Therefore, the Graduate Thesis & Research Committee does not expect that the topic be investigated exactly as proposed, or that the appended bibliography be the final one. It is necessary, however, to know that the student is fluent with the sources in this research area, that the topic or problem is tractable and that there are enough bibliographical sources to accomplish the investigation.
6. In the case of Ph.D. dissertations, which must be the result of completely original research, the candidate must first check applicable research tools such as Doctoral Dissertations in Musicology (<http://www.music.indiana.edu/ddm>), RILM, or other online sources to determine whether the topic has been covered.
7. While DMA documents or MM theses are not expected to be entirely original, neither should they deal with material that has already received substantial attention. If a topic appears to have been taken, however, students may still get their proposals approved if they can show that they intend to use a different approach or deal with aspects of the topic not covered by other authors.
8. For a DMA lecture recital, the proposal process is essentially the same as described above. Lecture recitals should not to exceed sixty minutes; half the time should be allotted to the lecture and half to the recital, though these may be interspersed. Approximate timings and the organization of each portion of the lecture-recital program should be included in outline format in the proposal, along with titles and composers of the works to be performed.

## Appendix E: GUIDELINES FOR DISSERTATION, DOCUMENT, LECTURE RECITAL AND THESIS PROPOSALS

(see <http://ccm.uc.edu/content/dam/ccm/docs/ThesisCommitteeFAQs20132014.pdf>)

While MM theses and DMA documents do not need to demonstrate completely original research (they may rely primarily on secondary sources, for example), they must present the material from a fresh perspective and represent the author's own arguments. They may not simply summarize or recast already existing research. Proposals that involve the compiling of lists (e.g., repertoire lists for particular voice types) will be considered only if they contain a substantial prose section explaining the theoretical and/or pedagogical underpinnings, criteria for choice, etc.). The list alone, even with annotations, is not sufficient. PhD dissertations must present completely original research and part of the proposal must be devoted to establishing the topic's relationship to existing research and the nature of its contribution to the field.

### Writing the Proposal

An effective proposal should contain the following sections, organized under the headings (this order is recommended):

#### *Statement of Purpose*

This section should explain what you plan to achieve with your project, your reasons for choosing the topic and your arguments for its significance. Reasons can range from the specific: "there are performance problems associated with this piece that remain unresolved," to the general: "new research in this area bears on this topic." However, the reason by itself is not sufficient; the proposal must be defined in multiple ways: through pertinent background (not just generic biographical information), a presentation of the discourse on the topic (literature review of content and concepts) and a description of methodology (with illustrations of analytical techniques, investigative procedures and working concepts).

#### *Statement of the Working Thesis*

Within the statement of purpose, the author may set forth a working thesis to be developed further as a methodology. The thesis expresses the author's perspective on the material and is usually formulated as a problem to be addressed, a controversy to be resolved, or an assertion to be demonstrated. Questions that the author intends to pursue should arise from the working thesis. For example, a working thesis that hypothesized the development of early-music programs in American conservatories depended on a cultivation of both performance and scholarship, might propose the following list of questions to be investigated: Were the faculty involved associated with early music performing groups? What was the relative emphasis on scholarship versus performance? How closely were the programs integrated with existing programs? Has the chronological span of the music covered changed over the last fifty years? This section describes a *working* thesis, because it is possible that the focus may change as the research progresses. However, the proposal must demonstrate to the committee that the author has a direction in mind and a potential point to make.

#### *Background*

The background places the subject matter in a meaningful context that defines the topic. A background entails sketching out such things as historical events or periods, compositional or performance issues, theoretical or intellectual disputes or some combination. Depending on the topic, projects on the same work would require different backgrounds (e.g. *Beethoven's Fifth Symphony* and... *E.T.A. Hoffmann's Review or Its Sketches* or *Other Problems in Tonal Rhythm*). Generally, the exhaustive biography of a composer or the remote history of a musical practice (e.g. the history of the baroque trio sonata for a research project on the Bartók Piano Sonata) does not provide meaningful background. Only as much background as is necessary to make sense of the proposal should be included. This section will help the committee assess your understanding of the topic and establish its substance in light of the background.

#### *Literature Review*

In this section of the proposal, the author demonstrates fluency with the primary and secondary sources. This is an opportunity to further define one's topic in terms of other scholarly treatments. The literature under review will depend on the kind of project that is being proposed. A study of the reception history of Beethoven's Fifth Symphony would review different literature from a study of tonal rhythm theories of

Beethoven's Fifth Symphony.

***Statement of Methodology and Procedure***

This section will explain the steps the author intends to take in investigating the proposed topic. If a theoretical discussion is proposed, the author should indicate what analytical method/s will be used (e.g., Schenkerian, set theory), and what elements of the music will be considered. If data must be collected, the author should describe how the data would be gathered and organized. For this section, the author must have already completed a certain amount of research and/or analysis: some of the material from the bibliography must already have been perused; some of the music must have already been studied in depth.

***Outline***

The outline should indicate how the author intends to organize the discussion of the material and should be as specific as possible. As with the working thesis, the particulars of the outline may be modified as the research and writing progress, but the author must have an initial organizational structure that reflects the goals of the thesis in place for the proposal. Timings are an essential part of lecture recital outlines.

***Bibliography***

The bibliography should be compiled by means of a systematic search of print and online indexes and databases (e.g., RILM, the Music Index, IIMP, OhioLink, and WorldCat). It should include all publications on the specific topic of the thesis and enough literature on the general area to provide a context for all parts of the proposal. For example, a thesis on Haydn's part songs should include not only articles, books, and dissertations on the part songs themselves, but also on Haydn's biography and style, the genre of the part song, Haydn's vocal music in general, the audience for whom they may have been composed, etc. Your bibliography should demonstrate that there is sufficient source material to pursue the topic. Though length may vary according to the amount that has been written on the subject, in general, a bibliography of fewer than twenty-five to thirty items is not sufficient. Moreover, a bibliography should include not only books, but also dissertations and articles from journals, as well as electronic or archival sources when appropriate.

***Abstract***

In 175 words or less: what is the project about and why is it important?

For updated information go to: <http://ccm.uc.edu/content/dam/ccm/docs/ThesisCommitteeFAQs20132014.pdf>.

These FAQs can be found on the Student Resources page of the CCM web site:

<http://ccm.uc.edu/resources/students.html>

See also, An Introduction to Writing Proposals at:

[http://cmap.ucfilespace.uc.edu:8085/servlet/SBReadResourceServlet?fid=1221250577216\\_805337641\\_1119](http://cmap.ucfilespace.uc.edu:8085/servlet/SBReadResourceServlet?fid=1221250577216_805337641_1119)

[SAMPLE TITLE PAGE FOR ALL RESEARCH PROPOSALS]

Beethoven's String Quartet Op. 59, No. 1:  
Performance Practice In The Twentieth Century

A (document/lecture recital/thesis/dissertation) proposal submitted to  
The CCM Graduate Thesis and Research Committee

in partial fulfillment of the  
requirements for the degree of  
DOCTOR OF MUSICAL ARTS

in the Performance Studies Division  
of the College-Conservatory of Music  
Violin

November 24, 2000  
[First submitted: date (only for resubmissions)]

by

Pamela L. Ryan

B.A., University of Maryland, 1988  
M.A., City University of New York, 1991

home address  
e-mail address

(required signature) \_\_\_\_\_  
Faculty Advisor's name printed

(required signature, except for lecture recitals)  
Reader's name printed

(required signature, except for lecture recitals)  
Reader's name printed

[SAMPLE TITLE PAGE FOR D.M.A. LECTURE-RECITAL PROPOSAL]

Beethoven's String Quartet Op. 59, No. 1:  
Performance Practice In The Twentieth Century

A lecture-recital proposal submitted to  
The CCM Graduate Thesis and Research Committee

in partial fulfillment of the  
requirements for the degree of  
DOCTOR OF MUSICAL ARTS

in the Performance Studies Division  
of the College-Conservatory of Music  
Violin

November 24, 2000

[First submitted: date (only for resubmissions)]

by

Pamela L. Ryan

B.A., University of Maryland, 1988  
M.A., City University of New York, 1991

home address

e-mail address

(required signature)

Faculty Advisor's name printed

**Appendix F: SAMPLE TITLE PAGES**

**[SAMPLE TITLE PAGE FOR MASTER'S OR DOCTORAL THESIS IN COMPOSITION]**

CAPRICCIO FOR HARP, ORGAN, AND STRINGS

A thesis submitted to

The Graduate School  
of the University of Cincinnati

MASTER OF MUSIC

in the Division of Composition, Music History, and Theory  
of the College-Conservatory of Music

2000

by

Gavin Borchert

B.A., Michigan State University, 1997

**SAMPLE TITLE PAGE FOR D.M.A. DOCUMENT**

[SAMPLE TITLE PAGE FOR A D.M.A. DOCUMENT]

BEETHOVEN'S STRING QUARTET OP. 59, NO. 1:  
PERFORMANCE PRACTICE IN THE TWENTIETH CENTURY

A document submitted to

The Graduate School  
of the University of Cincinnati

in partial fulfillment of the  
requirements for the degree of

DOCTOR OF MUSICAL ARTS

in the Performance Studies Division  
of the College-Conservatory of Music

2000

by

Pamela L. Ryan

B.A., University of Maryland, 1988

M.A., City University of New York, 1991

[SAMPLE TITLE PAGE FOR PH.D. DISSERTATION]

CURRENT APPROACHES TO MUSICAL ECLECTICISM  
AS ILLUSTRATED BY THE OPERATIC WORKS OF  
DOMINICK ARGENTO

A dissertation submitted to

The Graduate School  
of the University of Cincinnati

in partial fulfillment of the  
requirements for the degree of

DOCTOR OF PHILOSOPHY

in the College-Conservatory of Music

2000

by

Virginia Cotta Montgomery Saya

B.M., Simpson College, 1985

M.M., University of Cincinnati, 1983

## **Appendix G: GUIDE TO SELECTED CCM AND UNIVERSITY OF CINCINNATI OFFICES**

	<u>Building and Room No.</u>	<u>Telephone No.</u>
Campus Police	Three Edwards Center	556-4900
Cashier's Office	230 University Pavilion	556-4252
CCM Library	6 <sup>th</sup> floor, Blegen	556-1970
Computer Facilities	(See following page for various numbers and locations.)	
Financial Aid	440 University Pavilion	556-6982
Graduate School	110 Van Wormer Hall	556-4335
Health Services	2 <sup>nd</sup> Floor, Scioto	556-2564
Information, Campus		556-2831
International Student Services	3134 Edwards One	556-4278
Ethnic Program Services	120 Pav – Zim South	556-6008
Office of Ombuds	120 Pav –STU GOVT	556-5956
Parking Services	Four Edwards Center	556-2283
Post Office	Bookstore	556-4949
Psychological Services Center	316 Dyer Hall	556-0648
Registrar	5 <sup>th</sup> Floor University Pavilion	556-9900
Registration	5 <sup>th</sup> Floor University Pavilion	556-6505
Residence Life (Housing)	4 <sup>th</sup> Floor Dabney Hall	556-6461
Student Accounts	500 University Pavilion	556-5055
Student Records	5 <sup>th</sup> Floor University Pavilion	556-9900
University Book Store		556-1700
University Libraries	Information	556-1515
University Operator		556-6000

## **Computer Facilities:**

### CCM Computer Labs:

3207 Mary Emery Hall  
Music Listening Center, 6<sup>th</sup> floor, Blegen

\*\*\*The lab in the listening center is open when the listening center is open. For hours of operation of the CCM Computer lab, see the schedule posted outside the computer lab or inquire in the College Office, 3235 Mary Emery Hall.

### University Computer Labs:

630 Steger Student Life Center  
031 McMicken Hall  
460/475 Langsam Library  
477 Langsam Library  
825 Old Chemistry  
616c Rieveschl  
2145 French Hall  
616c Rieveschl Hall  
727 Old Chemistry

\*\*\*For hours of operation for the above labs, visit the web site **labs.uc.edu**.

You must have a student ID to use the computers. There is no cost. If you need a copy of your work you must bring your own disks. Users will not be able to save their files to the hard drive. Each registered student is entitled 100 free copies for printing each semester.

## **Appendix H: DIRECTORY**

### **ADMINISTRATION AND STAFF**

Office of the Dean:

4255B MEH  
4255C MEH

556-3737

Peter Landgren, Dean and Thomas James Kelly Professor of Music  
Jane Whipple, Assistant to the Dean, 556-3737

Academic Affairs:

3235B MEH

556-9470

Terrell Finney, Associate Dean for Academic Affairs and Director of  
Graduate Studies

3235C MEH

Tondra Holt, Assistant to the Associate Dean, 556-9470

College Office:

3235 MEH

556-9471

Patricia Rencher, Coordinator, Academic Advisor, 556-9473

3235 MEH

Susmita Saha, Academic Advisor, 556-9500

3235 MEH

Trina Williams, Administrative Secretary II, 556-9475

Admissions and Student Services:

3245D MEH

556-5463

Paul Hillner, Assistant Dean for Admissions and Student Services

3245B MEH

Andrea Maisonpierre Fitzgerald, Director of Enrollment Services

3245C MEH

Kathryn Zajac, Admissions Officer, 556-9403

3245E MEH

Kandice Odister, Graduate Admissions, 556-9478

5218 MEH

CCM Tribunal

Business Affairs:

4255L MEH

556-9406

Diane White, Director of Business Affairs, 556-9406

4231B MEH

Cassandra Wittwer, Human Resources/Financial Administrator, 556-9458

Performance Management:

3820B CC

556-9460

Rayburn Dobson, Jr., Senior Director of Performance Operations, 556-9460

3820A CC

Yvonne Becknell, Administrative Secretary II, 556-9460

Facilities & Performance Services:

3820D CC

556-9429

John McDonagh, Facilities Director, 556-9429

Scheduling Services:

3820C CC

556-9437

Cristina Richie,, Manager, 556-9430

Box Office:

3885A CC

556-4183

Jeanne Rose, Box Office Manager, 556-9443

CCM Box Office/24-Hour Concert Line, 556-4183

External Relations, Development & Alumni Affairs:

556-2100

4255 MEH

Beth Dochinger, Senior Director of Development and External Relations  
556-4441

4255 MEH

Karen Tully, Director of Development & External Relations  
556-3142

4225 MEH

Judith Hoff, Development Secretary, 556-2596

4225 MEH

Graduate Assistant, 556-3740

Public Relations Office:

556-2683

3840A CC

Curtis Whitacre, Public Information Officer, 556-2683

3840A CC

Kiley Brodeur, Marketing and Promotions Coordinator, 556-2675

3840 CC

Graduate Assistant, 556-9487

Preparatory Department:

556-2595

3860A CC

Amy Dennison, Assistant Dean, 556 9466

3860 CC

Elizabeth Boland, Assistant Director, 556-9467

3732 CC

Jonnie Lynn Jacobs-Percer & Jeanne Harper, Coordinators, Prep Ballet Division,  
556-3214

Recording Services:

3845 CC

556-9437

Cris Davis, Director, 556-9437

Music Library:

600 BLE (Blegen)

600 BLE

600 BLE

600 BLE

556-1970

Mark Palkovic, Head Librarian, 556-1964

Paul Cauthen, Music Cataloger, 556-1965

Sharon Downing, Cataloging Assistant, 556-1963

David Sandor, Circulation Supervisor, 556-1510

Mail and Duplication:

3110 MEH

556-9413

Jody York

Piano Technician:

1470 CC

1470 CC

556-9565

Eric Wolfley, Director, Piano Services

Rebekah Wortman, Piano Technician, Piano Services

CCM Career Services:

3235F MEH

556-9481

Kristin Suess, Director, 556-9481

Streaming Media:

3200B MEH

3140B MEH

556-8336

Kent Meloy, Manager, 556-9494

Main Office, 556-8336

Summer Program (Spoleto):

119 DVAC

119 DVAC

556-9198

Sara Danner-Dukic, Program Manager, 556-5662

Joan McLean, Financial Administrator, 556-9198

Systems Development:

3115 MEH

3101A MEH

3207 MEH

556-6806

Jorin Edgerly, Computer Systems Coordinator

Clarence Brown, Equipment App Specialist

Computer Lab/Help Desk, 556-6806

## ACADEMIC DIVISIONS

### Composition, Musicology, and Theory:

4225E MEH  
4225F MEH  
5218 MEH

### 556-6046

Joel Hoffman, Division Head, 556-9529  
Darlene Miller, Administrative Secretary, 556-6046  
Graduate Student Assoc/ Music Research Forum, 556-9564

### Electronic Media

4200A MEH  
4200 MEH

### 556-9488

John Owens, Division Head, 556-9489  
Jennifer Vanlandingham, Administrative Coordinator, 556-9488

### Ensembles and Conducting:

113 DVAC  
2530 CC  
2550 CC  
1440 CC  
113 DVAC  
2560 CC  
2372 CC  
13 Laurence Hall  
1360 CC  
109 DVAC  
105 DVAC

### 556-2696

Earl Rivers, Head; Choral Studies Director  
Glenn D. Price, Wind Studies Director, 556-2696  
Mark Gibson, Orchestral Studies Director, 556-9521  
Scott Belck, Jazz Studies Director, 556-9447  
Rose Hensley, Administrative Secretary  
Wind Graduate Assistants, 556-2160  
Wind Library, 556-2555  
UC Bearcat Bands, 556-2263  
Orchestral Library, 556-9414  
Choral Library, 556-9416  
UC Men's and Women's Choruses, 556-9415

### Keyboard

5259 MEH/446 MEM  
5245 MEH  
442 MEM  
5221 MEH  
5229 MEH  
211 DVAC

### 556-4041

Michael Chertock, Division Head, 556-9531  
Deborah Reynolds, Administrative Secretary, 556-9528  
Awadagin Pratt, Piano Program Chair, 556-9560  
Michelle Conda, Secondary Piano and Piano Pedagogy Coordinator, 556-9525  
Michael Unger, Organ Program Coordinator, 556-4041  
Kenneth Griffiths, Collaborative Piano Program Coordinator, 556-9514

### Music Education:

5245 MEH  
5245 MEH

### 556-9528

Ann Porter, Division Head, 556-9527  
Deborah Reynolds, Administrative Secretary, 556-9528

### Performance Studies:

329 DVAC  
331 DVAC  
366 MEM  
245 MEM  
215 DVAC  
271 MEM  
280 MEM

### 556-3442

David Adams, Head, 556-3442  
Claudia Penn, Secretary, 556-3442  
Randy Gardner, Winds and Percussion Department Chair, 556-9553  
Kurt Sassmannshaus, String Department Chair, 556-9550  
Mary Stucky, Voice Department Chair, 556-9562  
Clare Callahan, Classical Guitar Program Coordinator, 556-9542  
Allen Otte, Percussion Program Coordinator, 556-9423

### Theatre Arts, Production and Arts Administration (TAPAA): 556-5803

4730 CC  
4740 CC  
4750 CC  
3812A CC  
4770 CC  
4764 CC  
323 DVAC  
3700 CC  
3723 CC

Thomas Carto, Division Head  
Patti Hall, Administrative Secretary  
Sandra Vanlandingham, Financial Administrator, 556-9439  
Jean Hamilton, Director of Arts Administration, 556-9522  
Richard Hess, Drama Department Chair, 556-9575  
Aubrey Berg, Musical Theatre Chair, 556-9451  
Robin Guarino, Opera Department Chair, 556-9540  
Michele Kay, Technical Design and Production Chair, 556-9440  
Jiang Qi, Dance Department Chair, 556-9454

## Appendix I: Useful Links

### *UC Link*

University of Cincinnati main site: [www.uc.edu](http://www.uc.edu)

University Libraries: <http://libraries.uc.edu/>

The Graduate School main site: [www.grad.uc.edu](http://www.grad.uc.edu)

The Graduate School Handbook:

<http://grad.uc.edu/content/dam/grad/docs/Publications/handbook.pdf>

Registrar: <http://www.uc.edu/registrar.html>

Graduate Student Health Insurance: <http://www.uc.edu/uhs/clinics.html>

International Services office:

<http://www.issso.uc.edu/index.cfm?fuseaction=newProspective.home>

Professional Development: <http://www.grad.uc.edu/pd>

Commencement: [www.uc.edu/commencement](http://www.uc.edu/commencement)

### *CCM Links*

CCM main site: <http://ccm.uc.edu/>

CCM Graduate Student Resources: <http://ccm.uc.edu/resources/students.html>

CCM Thesis Committee FAQs:

<http://ccm.uc.edu/content/dam/ccm/docs/ThesisCommitteeFAQs20132014.pdf>

CCM library: <http://libraries.uc.edu/libraries/ccm/>

CCM student resources: <http://ccm.uc.edu/resources/students.html>

CCM scheduling: <http://ccm.uc.edu/resources/students/scheduling.html>