

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

GRADUATE STUDENT HANDBOOK

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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, the Graduate School handbook 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 is the primary liaison to the Graduate School; the Associate Dean 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 (i.e., academic advisors) should be able to answer most questions, but graduate students are encouraged to meet regularly with qualified staff advisors in the College Office and to contact the Associate Dean for any clarifications of policies, rules, and regulations.

Each student is required to be familiar with the policies and procedures outlined herein. Changes in policy, regulations, and requirements may occur between years of publication of this handbook. Information about the latest changes can be obtained from CCM's Associate Dean for Academic Affairs.

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Transitioning into CCM Graduate Degree Programs

All information about the application and admission process and scholarship decisions is available from the Office of Enrollment Services (Mary Emery Hall, Rm 3245). Detailed information and the current Application Handbook can be found on the CCM website: <http://ccm.uc.edu/admissions.html>.

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 in classes. 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 provided below.

Performance

All new students with a major in applied music, including returning students entering a new degree program, must play or sing – depending on primary instrument – a satisfactory entrance diagnostic board during Orientation Week, immediately preceding the first week of fall classes. This allows the faculty to evaluate each student’s status as the new degree program is begun. Each student must be prepared to perform two or three pieces of contrasting style, representing the student’s current level of performance ability. Any student receiving an “Unsatisfactory” evaluation will be assessed “musical warning” and will have a maximum of two subsequent opportunities to achieve a “Satisfactory” evaluation. 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-seeking 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 the MM, he or she is exempt from the exam. 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 CCM’s Graduate Music History Review courses (MUHS-7001, 7002); 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; because these courses are considered remedial, credit does not apply toward fulfilling degree requirements. The student will not be allowed to take 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>.

[NOTE: this exam is not required of graduate students majoring in Jazz Studies.]

Music Theory, Analysis, and Aural Skills

The diagnostic examination in music theory is required of all new Master of Music (MM) and doctoral students who did not earn the MM degree at CCM. The purpose of this examination is to determine each student’s current level of theory knowledge and into which graduate-level courses they will be admitted. If a deficiency is determined, students will be required to complete Graduate Theory Review (GTR); GTR is intended to serve a remedial purpose, so these credits do not apply toward fulfilling degree requirements. This 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 serve as evidence that the requirement has been fulfilled. For those majors requiring proof of piano proficiency, an examination is administered by faculty in the student's area of study. For detailed information about each area, see http://ccm.uc.edu/music/keyboard/grad_proficiency.html.

Transfer Credits

According to the Graduate School's *Graduate Student Handbook*, "Normally, credits are not transferred if they were earned more than five years prior to the date of the student's application to the University of Cincinnati program that is considering the credit transfer without approval by the Director or Associate Dean of the Graduate School."

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 instructional responsibility for the particular course(s) in question. The student may be required to provide confirmation from the degree-granting institution that certain credits were *not* used to fulfill requirements for the previous degree. Once the evaluation has been completed, a recommendation will be submitted in writing to CCM's Associate Dean for Academic Affairs and Director of Graduate Studies for final approval. According to Graduate School policy, no more than 50% of the total number of credits required for a Master's degree can be satisfied by credits transferred from another institution; CCM has determined that only courses with at least a grade of B will be considered. [For details about transfer credit, see the "Graduate Credit and Grades" section of the Graduate School's *Graduate Student Handbook*.] Furthermore, courses to be considered must have been completed within the time limitations for the master's degree. 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 30 hours exclusive of research credits for the doctoral degree (e.g., document, project, etc.) must be completed at CCM. 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 for having the requisite knowledge for successful completion of the candidacy (i.e., comprehensive) examinations.

REGISTRATION

Semester Registration

The initial registration of a new graduate student takes place during fall semester Orientation Week, preceding 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 registration during the initial semester. 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 fall semester for spring 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 *Catalyst* (<https://catalyst.uc.edu/>) using their user name.

Once a student has completed registration using *Catalyst*, s/he may then access the “My Finances” tab in *Catalyst* to pay your bill. Your class schedule can also be found under the “My Academics” tab.

Notification of payment due dates is sent to students via their UC email address. 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 balance is paid in full. An outstanding balance 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 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 found in the Student Resources area of the CCM website. Changes in the official record can be made ***only during the first two weeks of the semester***, so it is imperative that students carefully monitor their class schedule in Catalyst and make necessary corrections during this two-week time period. After the second week of the semester, only withdrawals will be accepted; 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.

UC procedures for adding and dropping courses can be found at:
http://www.uc.edu/registrar/policies_and_procedures/add_drop_withdrawal.html

Add/Drop deadlines are included on Academic Calendar:
<http://www.uc.edu/registrar/calendars.html> (see especially links under the heading “Dates and Deadlines for Registration, Withdrawals, Fees and Refunds”)

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’s request to audit a class.

Audit hours are not included in the determination of full-time status. Such hours may be charged to a University Graduate Scholarship (UGS) only if at least 12 graduate hours are taken for credit during that same semester and if the total number of credits carried is less than 19 credits.

The auditor is expected to meet the requirements determined by the faculty member teaching the course and is expected to withdraw officially if s/he 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 for 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 courses that constitute graduate degree requirements cannot be taken on a Pass/Fail basis. According to Graduate School policy, two-thirds of the required coursework for a degree must result in a grade of "B" or higher. Any course taken as Pass/Fail does not fulfil this requirement.

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 withdraw from a course, but will earn either 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 extenuating circumstances beyond the control of the student, such as sickness or accident; such exceptions are at the discretion of CCM's 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 UGS.

Independent Study

CCM graduate students can elect to take an "Independent Study" course on a special topic with a selected faculty member; to pursue an independent study with an adjunct faculty member, special permission must be given by the Associate Dean for Academic Affairs. Independent Study projects are intended to represent topics beyond the normal course offerings and *should not be considered as a replacement for regularly scheduled classes*.

Students interested in pursuing an Independent Study first need to obtain the request form which can be found in the Student Resources area of the CCM website. The student then meets with an appropriate faculty member to confirm a willingness to supervise the project, and they jointly decide upon the content and determine an appropriate number of credit hours for the work involved. This information is then entered on the request form, and the student obtains the necessary approval signatures. 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

According to Graduate School policy, full-time graduate students must be registered for at least 10 graduate credits each semester. We strongly encourage CCM graduate students to enroll in a minimum of 12 graduate credits per semester. Audited courses do not count toward this minimum. Scholarship students are required to be enrolled in a minimum of 12 graduate credits per semester.

Students taking fewer than 10 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 formally certified for part-time enrollment through the International Students Services Office; this is usually only possible for a student who has completed all the coursework required for her/his 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; 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 fall and spring semesters, recipients of these awards are required to register for at least 12 graduate credits.

Grading Practices

At the end of each semester, the Office of Student Records posts grade reports that can be accessed online via Catalyst: <http://catalyst.uc.edu>. These grade reports should be available to students approximately five days after the examination week has ended. 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.

A list of possible grades for graduate students is available online at: http://www.uc.edu/registrar/faculty_resources/grading_scales.html.

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 School.
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 four different degrees that fall into the category of master's: Artist Diploma (AD), Master of Arts (MA), Master of Fine Arts (MFA), and Master of Music (MM). These degrees, along with the various majors available within each, are listed below.

Artist Diploma (AD)

1. Brass (Euphonium, French Horn, Trombone, Trumpet, Tuba)
2. Keyboard Performance (Harpsichord, Piano, and Organ)
3. Opera (Coaching, Directing, and Vocal)
4. Percussion
5. Strings (Violin, Viola, Violoncello, Double Bass, Harp)
6. Woodwinds (Bassoon, Clarinet, Flute, Oboe, Saxophone)

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.

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.

Master of Fine Arts (MFA)

Theatre Design and Production

- a. Makeup
- b. Sound Design
- c. Stage Costume
- d. Stage Design
- e. Stage Lighting
- f. Stage Management

Master of Music (MM)

1. Bassoon
2. Clarinet
3. Classical Guitar
4. Collaborative Piano
5. Composition
6. Conducting
 - a. Choral
 - b. Orchestral
 - c. Wind
7. Double Bass
8. Euphonium
9. Flute
10. French Horn
11. Harp
12. Harpsichord
13. Jazz Studies

14. Music Education
15. Music History (also the Combined MM/PhD Program is available)
16. Music Theory
17. Oboe
18. Organ
19. Percussion
20. Piano
21. Saxophone
22. Trombone
23. Trumpet
24. Tuba
25. Viola
26. Violin
27. Violoncello
28. Voice
29. Woodwinds (Multiple Instruments)

For information about acceptance into any CCM program, see the CCM Applications Handbook online at: <http://ccm.uc.edu/admissions.html>

Some students may wish to obtain a double degree, and CCM offers a double-performance MM degree. A *double degree* can be achieved only if the two degrees have a different designation (e.g., MA and MM). The *double performance MM* provides an opportunity for students to earn a degree by studying two performance instruments and completing required academic coursework (e.g., violin and viola). CCM allows students to complete more than one degree concurrently, double-counting coursework applicable to both degrees. If you are interested in learning more, please communicate with Patti Rencher, Senior Academic Advisor. Students pursuing any of these options must meet the requirements for both degrees, as appropriate.

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. This information is readily available from the CCM program website (<https://webapps2.uc.edu/ecurriculum/DegreePrograms/Home/College/16/grad>) for current degree program information or, for an archive of requirements from past years, the student must visit the CCM College Office. These degree requirements are applicable unless they have been modified by the faculty and approved by the CCM Academic Council prior to the beginning of classes during the semester of matriculation. In such cases, upon matriculation, the student will be notified of the new degree requirements.

For students pursuing performance-related degrees, specific information about recital procedures can be found online in the Scheduling Services area of the CCM website: <http://ccm.uc.edu/resources/students/scheduling.html>. Recitals are scheduled through the Performance Management Office (CC 3820).

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 for detailed information about each program's expectation and associated 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

each student is expected to attend and the effect on non-compliance on the applied music grade. MM and DMA 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 on the CCM program website (<https://webapps2.uc.edu/ecurriculum/DegreePrograms/Home/College/16/grad>) for current degree program information or, for an archive of requirements from past years, the student must visit the CCM College Office.) Ensembles carry one hour of credit with the exception of CCM Concert Orchestra, Philharmonia Orchestra, and Wind Orchestra, which can be taken for one or two credits each semester. In case of an overload (i.e., course enrollment exceeding 18 credits), ensembles may be taken for zero-credit. Students may audition for any CCM ensembles and will be assigned to an ensemble by the faculty of the Division of Ensembles and Conducting in consultation with 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 Keyboard Studies) or the appropriate department chair (e.g., Brass & Woodwinds, Classical Guitar, Collaborative Piano, Harpsichord, Percussion, Piano, Organ, Strings, & Voice).

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 have been fulfilled. 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 (i.e., the faculty could give the student another chance if it felt such action to be appropriate).

Recital Requirements – Performance Studies Division

Upon entering the program, all Master of Music degree students with majors in applied study (with the exception of Voice, Classical Guitar and Keyboard instruments) are required to perform a diagnostic board for the faculty. In addition, they are required to perform one complete public recital, to be approved and evaluated by the faculty, and a second public recital or a second board appearance (solo repertoire) (Double Bass requires a second board appearance.)

At the beginning of each year of the program, **Classical Guitar** majors are required to perform a diagnostic board for the faculty. In addition, students are required to perform two complete public recitals, one solo and one chamber, to be approved and evaluated by the faculty.

At the beginning of the first academic year, **Voice** majors are required to perform a diagnostic board for the faculty and one additional board, typically at the end of the first year of study, and one complete public recital, to be approved and graded by the faculty.

In the Performance Studies division (departments of Brass & Woodwinds, Classical Guitar, Percussion, Strings, & Voice), a minimum of one week prior to a degree-required recitals the student is required to have a recital hearing. 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 privately.

Board, Recital and Performance Requirements – Ensembles and Conducting Division

Jazz Studies students must perform a diagnostic board upon entering the program and two additional board appearances for members of the faculty, earning a passing grade for each. Students are also required to perform one complete public recital program with advisor-approved repertoire, evaluated by faculty.

Orchestral and Wind Conducting students are required to complete four performances to be evaluated by the faculty. Choral Conducting students are required to complete 3 performances that are evaluated by the faculty.

Boards and recitals, Keyboard Division

Organ and Harpsichord majors: Masters students play three boards during their study at CCM. The first one is a diagnostic board during orientation week of fall semester of their first year, which consists of 10-15 minutes of solo repertoire; memorization is not required. The other two boards are during their two years of study; the timing of these recitals will be determined in consultation with the applied instructor. A major ensemble performance can be substituted for one of the boards. For additional information, consult the head of the program.

Two solo recitals are required for the degree. These pass/fail recitals are adjudicated by two or three faculty members. If there are only two faculty adjudicators and there is a disagreement, after review of the performance, a third faculty member will provide the deciding vote.

Piano majors: Newly matriculated piano majors play a diagnostic board during orientation week of fall semester; this board is waived if the student is moving from one piano degree to another within CCM. Repertoire should be performed from memory, and should consist of two solo works (no concerti) from contrasting style periods. In the case of multi-movement works, a single movement is acceptable. The program is expected to be a minimum of fifteen minutes in length.

After that, students are responsible for two board examinations in their two years of study.

Two recitals are required--one solo recital and one chamber recital. These pass/fail recitals are adjudicated by two faculty members. If there is a disagreement, a third faculty member will listen to a recording of the recital and be the deciding vote.

Collaborative piano majors: The students play a board in the spring semester of their first year. This mandatory 20-minute board appearance consists of performances of two songs or instrumental movements that were performed on the student's first recital program, and three selections not coached by the faculty but prepared entirely by the student.

Three recitals are required, to be played during Spring – Fall – Spring semesters of the two-year program. At least one of the programs must include instrumental repertoire.

If you have questions about recital requirements for a program not listed above, please contact your staff academic advisor in the College Office or your faculty advisor. You can find a list of faculty advisors available on the CCM Student Resources page: <http://ccm.uc.edu/resources/students.html>.

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

Each CCM student is assigned a faculty academic advisor; the list of academic advisors for graduate students by major can be found on the Student Resources page of the CCM website (<http://ccm.uc.edu/resources/students.html>). Academic advisors meet periodically with the student to plan appropriate courses, ensuring that degree requirements are being met. At minimum, students and advisors must meet once a semester during the registration or early registration periods. Specific degree requirements for each major can be found on the CCM program website (<https://webapps2.uc.edu/ecurriculum/DegreePrograms/Home/College/16/grad>); individual degree audits can be reviewed using *Catalyst*. We strongly recommend that students meet with staff academic advisors in the College Office frequently to ensure that appropriate progress is being made toward degree completion.

The 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 accepted formally, 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 found in the Student Resources area of the CCM website.

Minimum Academic Performance

A minimum grade of “C” or “P” must be earned on all coursework to obtain graduate credit. In order to obtain a master’s degree, a student must attain a cumulative minimum grade-point average of at least 3.00 (“B”); 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 provided 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, followed by a summer internship (requiring official enrollment in the appropriate course). For internships during resident semesters, students are usually assigned to a local arts organization. For full-time summer internships, students work in local or national arts organizations, as appropriate to their specific areas of interest. For the details of the dual degree program, MA/MBA, see 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 (fall and spring). Depending on a student’s background and the recommendation of the faculty, a portion or all of a third year might 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 as a full-time student to the completion of the MM degree.

Candidacy and Time Limitations

A candidate for a master’s degree must complete all requirements within five years from the date of first registration in that degree program. For more details about candidacy and Time Limitations, see the “Time to Degree” section of the Graduate Handbook: <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 Dean of the Graduate School, with the support of their faculty advisor and CCM’s Associate Dean for Academic Affairs, for an extension of this time limit. Such petitions must be submitted on the approved form with all required supporting materials.

Students are not required to submit formal applications for master’s degree candidacy. A student becomes a candidate for the master’s degree upon matriculation into 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 graduate credit each academic year. For part-time students, this required registration should be in the

fall 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 graduate credit each semester (fall 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. It 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 (up to a maximum of three years).

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 degree 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 a minimum of two-thirds of the committee for the requirement to be fulfilled.

Master of Arts (MA) in Arts Administration

The capstone experiences for the MA in Arts Administration involve two part-time internships (2 credits each) during the resident semesters and one full-time internship during the summer in-between the two years on campus. For internships during resident semesters, students are usually assigned to a local arts organization. For full-time summer internships, students work in local or national arts organizations according to their fields of interest. For the details of the dual degree program, MA/MBA, see 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 degree requirements for each program found online (<https://webapps2.uc.edu/ecurriculum/DegreePrograms/Home/College/16/grad>). Arrangements for such evaluations are made through the divisional office.

Master of Music (MM)

All MM candidates must 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

Composition MM oral examinations will be 30 minutes in length and are offered during the final year of the student's degree program, typically during the last semester. They may take the examinations twice, then petition for a third attempt if unsuccessful during the initial two attempts. Each exam committee will consist of three members from the students' major area (assigned by the department chair). Exam content will be directly pertinent to the student's major and individual work, but history and theory are assumed to be related to all three disciplines housed in this division. Therefore, pertinent questions in history and theory may be asked of any student.

Theory

Theory MM oral examinations will be one hour in length. They are to be taken during the Spring Semester of a student's second year (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, pertinent analytical and historical questions may also be asked. A student who does not pass the first time can take the examination a second time. In extenuating circumstances, a third attempt may be granted if a student petitions the theory faculty in writing for such a reexamination, providing a compelling rationale.

Music History

Music History MM 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 (i.e., during the fourth semester of coursework). Each examining committee will comprise three members of the musicology faculty. A successful examination must be approved by a minimum of two faculty members. Should a student fail the exam, a re-examination can be taken in any semester except for the summer. Students may take the exam twice and petition for a third attempt, if there are extenuating circumstances and approved by the Music History faculty. The oral examination will evaluate the student's ability to articulate and explain succinctly the broad concepts of music history. Though emphasis will be upon the larger picture, students should be able to support their answers with convincingly specific musical and historical details.

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 fall 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 examinations will be primarily held during the spring semester, exceptions will be considered by the relevant department. The committee will include three faculty members as assigned by the division.

D. Music Education

Each student must complete a credit-bearing project as a culminating scholarly capstone project. After completion and approval of the project and at the conclusion of coursework, the candidate will schedule an examination with the music education faculty and a professor from the specialization area if outside the field of music education. The format, extent, and duration 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 examinations 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 division.

Some MM programs have additional culminating requirements. For example, music history majors have a thesis requirement; alternatively, in lieu of a thesis (with faculty approval), the student can complete one or two substantial research papers for those students who desire to continue work at CCM toward a PhD degree in music with a musicology emphasis. Music education master's students are required to complete a project. Music theory majors must submit an acceptable portfolio of at least three professional-level research papers written during MM residence. Composition majors must submit a major composition for orchestra or other large medium. All MM candidates are, therefore, advised to review carefully the degree requirements found on the CCM program website (<https://webapps2.uc.edu/ecurriculum/DegreePrograms/Home/College/16/grad>) Those students having a thesis

requirement should also review the “Procedure for Documents, MM Theses, and Dissertations” section and Appendices E and F in this handbook, which provide more detailed 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>). During the semester preceding the semester in which a student expects to graduate, 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 for graduation online 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, including a survey that must be completed prior to actually applying for graduation at: <http://www.uc.edu/commencement>. To be certified for graduation, the following conditions must be met:

1. Complete the graduation survey and the graduation application for the appropriate semester.
2. Complete all deficiencies as assessed at the time of admission and upon matriculation into the program.
3. Complete all requirements for the degree.
4. Remove all problematic grades (including but not limited to “NG,” “I,” “U,” and “F”) for required courses.

Graduates are invited to participate in the commencement and hooding ceremonies at the end of the graduation semester. For those choosing to participate, the cap and gown can be rented or purchased at the University Bookstore.

ARTIST DIPLOMA PROGRAMS

Diploma and Major Performance Areas

CCM offers the Artist Diploma degree in a wide variety of musical performance areas (listed previously under “Degrees and Majors”). For more specific information about each area, please visit the CCM program website (<https://webapps2.uc.edu/ecurriculum/DegreePrograms/Home/College/16/grad>).

Diploma Requirements

Because of the large number of diploma programs available, specific requirements for each have not been included in this handbook. The student is referred to the CCM program website for current requirements or to the College Office for an archive of past requirements, including the student’s year of matriculation.

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 diploma. 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; 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 to ensure appropriate selections. Such choices should be made on the basis of the student’s background and projected career goals.

Minimum Academic Performance

See the “Minimum Academic Performance” section for master’s degrees previously presented.

Recital Requirements

Recital Requirements – Performance Studies Division

All Performance Division Artist Diploma students (string, wind, brass, percussion instruments) are required two solo recitals, and two chamber recitals. (viola, double bass and tuba can substitute an orchestral excerpt board for one recital)

Recital Requirements – Keyboard Division

Organ majors: Students play one diagnostic board during orientation week of fall semester. This board includes 10-15 minutes of repertoire; memorization is not required.

A total of four recitals are required for this degree: three solo recitals and one chamber recital. These pass/fail recitals are adjudicated by two or three faculty members. If there are only two faculty adjudicators and there is a disagreement, a third faculty member will be the deciding vote.

Harpsichord majors: The requirements are the same as for organ majors.

Piano majors: Students play a diagnostic board during orientation week of fall semester. Repertoire should be performed from memory, and should consist of two solo works (no concerti) from contrasting style periods. In the case of multi-movement works, a single movement is acceptable. The program is expected to be a minimum of fifteen minutes in length. After that, students are responsible for two board examinations in their two years of study.

A total of four recitals are expected: two solo recitals and one chamber recital. A fourth recital is required, but with permission, a concerto recital can substitute for the fourth solo recital. These pass/fail recitals are adjudicated by

two faculty members. If there is a disagreement, a third faculty member will listen to a recording of the recital and be the deciding vote.

If you have questions about recital requirements for a program not listed above, please contact your staff academic advisor in the College Office or your faculty advisor. You can find a list of faculty advisors available on the CCM Student Resources page: <http://ccm.uc.edu/resources/students.html>.

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 at full-time status; students are expected to complete all degree requirements 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 – might be granted.

Candidacy and Time Limitations

See the “Candidacy and Time Limitations” section for master’s degrees previously presented.

Graduation

See the “Graduation” section for master’s degrees previously presented.

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 (Choral, Orchestral, or 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)
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 Enrollment Services. After initial acceptance, students cannot change majors or degrees without approval by the appropriate CCM Faculty. To change degree programs, students need to audition/interview with the faculty in the new major and then process the Change of Major form (found in the Student Resources area of the CCM website) 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. This information is readily available from the CCM program website (<https://webapps2.uc.edu/ecurriculum/DegreePrograms/Home/College/16/grad>) for current degree program information or, for an archive of requirements from past years, the student must visit the CCM College Office. These degree requirements are applicable unless they have been modified by the faculty and approved by the CCM Academic Council prior to the beginning of classes during the semester of matriculation. In such cases, upon matriculation, the student will be notified of the new degree requirements.

Piano Proficiency

See the “Piano Proficiency” section for master’s degrees previously presented.

Recital Attendance

See the “Recital Attendance” section for master’s degrees previously presented.

Ensemble Participation

Participation in ensembles constitutes a degree requirement only for Conducting graduate students. Ensemble requirements for doctoral students in any program are left to the discretion of the particular division in which the major resides.

For any doctoral student who wishes to perform in an ensemble, relevant information can be found in the “Ensemble Participation” section for master’s degrees previously presented.

Recital Requirements

All DMA programs in the applied music performance areas have recital requirements that are specified on the CCM program website (<https://webapps2.uc.edu/ecurriculum/DegreePrograms/Home/College/16/grad>) for current degree program information or, for an archive of requirements from past years, the student must visit the CCM College Office. The programs for these recitals must be approved by the divisional office housing the student’s major program. Performance Studies students should read Appendix A concerning Recital Procedures. The scheduling of recitals is done by the CCM Performance Management Office (CC 3820), where students can also find the most current recital policies and regulations.

Doctor of Musical Arts Program

Recital Requirements – Performance Studies Division

All Performance Division Doctor of Musical Arts students (string, wind, brass, percussion and voice) students are required to perform two complete solo recitals and one lecture recital (see *Lecture Recital* section of this handbook for details) graded by the departmental faculty.

Recital Requirements – Keyboard Division

All Keyboard Division recitals must be recorded. The student is responsible for making necessary arrangements.

Organ majors: Students play one diagnostic board during orientation week of fall semester. This board includes 10-15 minutes of repertoire; memorization is not required.

Two solo recitals and one lecture recital are required for the degree. These pass/fail recitals are adjudicated by two or three faculty members. If there are only two faculty adjudicators and there is a disagreement, a third faculty member will be the deciding vote.

Harpichord majors: The requirements are the same as for organ majors.

Piano majors: Students play a diagnostic board during orientation week of fall semester. Repertoire should be performed from memory, and should consist of two solo works (no concerti) from contrasting style periods. In the case of multi-movement works, a single movement is acceptable. The program is expected to be a minimum of fifteen minutes in length.

After that, students are responsible for three board examinations in their three years of study.

A total of four recitals are expected: Two solo recitals, one chamber recital, and one lecture recital. These pass/fail recitals are adjudicated by two faculty members. If there is a disagreement, a third faculty member will listen to a recording of the recital and be the deciding vote.

Performance Requirements – Ensembles and Conducting Division

Orchestral Conducting majors are required to have four performances and one lecture recital (see *Lecture Recital* section of this handbook) graded by departmental faculty.

Wind Conducting majors are required to have six performances and one lecture recital (see *Lecture Recital* section of this handbook) graded by the departmental faculty.

Choral Conducting majors are required to have two performances and one lecture recital (see *Lecture Recital* section of this handbook) that are graded by departmental faculty.

If you have questions about recital requirements for a program not listed above, please contact your staff academic advisor in the College Office or your faculty advisor. You can find a list of faculty advisors available on the CCM Student Resources page: <http://ccm.uc.edu/resources/students.html>.

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. 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, the preparation of the program should constitute a meaningful learning experience that will contribute to the student's development as a scholar/performer. Furthermore, the research must be more than a restatement of completed, accessible research; rather, the student is expected to present her own unique contributions based on a review of relevant literature.

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 topic area. Once potential topics have been explored and the student is beginning to focus on a final topic, the doctoral student must obtain the approval of a qualified 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 on the development of a detailed proposal for submission to the CCM Graduate Thesis and Research Committee. The Thesis Committee FAQ document contains specific guidelines for submitting a proposal to the committee; this document can be accessed from the Student Resources page of the CCM website:

<http://ccm.uc.edu/resources/students.html>. The date, time, and location 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 evaluation committee constituted by the division head who has jurisdiction over the respective degree program. The doctoral student will continue to work with the advisor to fully develop the lecture content. At least two weeks prior to the date of the lecture-recital, an electronic copy of the entire lecture-recital document must be submitted to the appropriate

divisional office for dissemination to all members of the student's evaluating committee. (The electronic copy should include all elements of the proposal in a single, continuous document, with page numbers in the upper right-hand corner; documents will only be accepted in the following formats: Microsoft Word [.doc or .docx] and Adobe Acrobat [.pdf].) The lecture-recital document should 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 lecture recital evaluation 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 and for the student to receive a passing grade ("P"). If the lecture recital is judged to be 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 CCM student is assigned an academic advisor, and the listing of academic advisors for graduate students can be found on the Student Resources page of the CCM website (<http://ccm.uc.edu/resources/students.html>). Academic advisors meet periodically with the student to plan appropriate courses, ensuring that degree requirements are being met. At 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 require the determination of a cognate field; in some cases, these are referred to as "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 selection of courses to fulfill the requirements for the chosen cognate field. This list of courses is entered on the Cognate Approval Form and, once the necessary approval signatures have been obtained, becomes an official component of the student's doctoral program. The selected faculty member in the cognate field will be included as a member of the doctoral examining committee, and the student will be responsible for answering questions related to the cognate during the oral comprehensive examination; composition majors are exempted from this requirement (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 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 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 provided 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 10 graduate credit hours – though a minimum of 12 graduate credits is strongly recommended – during each semester within a span of three consecutive semesters, which can include 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 long as they satisfy the minimum requirement stipulated above. Regarding this requirement, 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 offered during that time frame.

Candidacy (a.k.a. Comprehensive) Examinations

Once the doctoral student has completed the required coursework, she is eligible to proceed with the candidacy examinations. Prior to taking the candidacy examination, the student is required to fulfill the foreign language and/or piano proficiency requirements, if required for her degree, to have passed all remedial courses, and to have secured approval of the complete program of study. Ph.D. students with an emphasis in music theory should take their exams (and, therefore, should have completed all of these requirements) by the beginning of fall semester of their fourth year in the program.

The candidacy examinations are in two parts, and both parts are typically, though not always, scheduled during the same semester. The first part of the exam is written and the second part, from which Composition DMA students are exempted, is oral.

The length, content, and committee/faculty members for the written and oral examinations are established by the major area faculty and varies according to majors. See below for divisional/department details.

Exam Requirements by Program

Piano Performance

Written Exam:

Beginning 2018-19, the written exam will include two parts: (a) general score analysis (not limited solely to piano literature) and (b) questions relating specifically to piano literature, technique, and history. The examination will be graded by three faculty members on a pass/fail basis.

Oral Examinations

Three faculty members from the major areas attend the orals, as well as one from the cognate area.

One week in advance of the oral exam, students will provide four copies of three recital programs they have performed during their DMA studies (two solo, one chamber). They will select one substantial work from these programs to speak about during the exam. During the first 15 minutes of the exam, they will discuss the piece in as much detail as possible, including—but not limited to—its background, form, interesting performance issues, as well as other related information. The committee will then ask questions related to this presentation and is likely to venture into other topics. Students are expected to have working knowledge of all of their recital literature.

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.

If the student fails the piano part, s/he will need to return for a 1.5-hour retake, choosing a different recital piece than the one discussed previously. The exam will be proceed once again as described above.

If a student does not pass the cognate examination, another .5-hour examination will be administered.

It is possible for a student to pass some portions of the oral examination and to fail others. In either case, the student will be 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 a part or all of the oral examination, they are typically entitled to one reexamination (the student should confirm with his or her program advisor). The student will be required to wait at least one semester before the oral reexamination will be administered. The committee may recommend a longer period of time in order to allow appropriate time for preparation, 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.

PhD students with an emphasis in Music Theory

For information about graduate exams in Music Theory, see the “Description of Exams/Suggestions for Preparation” section of the *Handbook for the Graduate Programs in Music Theory*, especially the following subsections: MM Oral Exams, Cognate Oral Exams, and PhD Major Area Exams (written and oral).

PhD students with an emphasis in Musicology

Part I (written)

The student will prepare an essay of approximately 7,500 words (30 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. The student 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 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, the student will briefly discuss how the skills and knowledge brought by the cognate will enhance 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 two-thirds 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 her advisor, will submit a written dissertation proposal to the musicology faculty. In the two-hour oral portion of the exam (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 about the essay posed by the musicology faculty. The student’s cognate advisor will attend the oral and will have a voice in the committee’s decision. The student has only two opportunities to pass the oral portion of the candidacy exam.

If you have questions about exam requirements for a program not listed above, please contact your staff academic advisor in the College Office or your faculty advisor. You can find a list of faculty advisors available on the CCM Student Resources page: <http://ccm.uc.edu/resources/students.html>.

Other Programs

If your program is not listed above, seek information from the department chair or division head in which your program is housed.

Doctoral Written and Oral Exams: Scheduling Deadlines

Fall Semester

Week 2: deadline to sign up

Week 8: written exam on the weekday following fall Reading Days

Week 8-12: available for grading written exams and holding the oral exam

Week 12: is the deadline to have all turned in to Patti by Friday

Spring Semester

Prior to week 1: deadline to sign up for Jan exam first weekday following Jan. 1

Week 2: written exam on Wednesday first week of classes

Week 2-7: available for grading written exams and holding the oral exam

Week 8: deadline to sign up for Feb. exam is Feb 1 (or first weekday, if on a weekend)

Week 9: written exam on last Wednesday in February

Week 9-12: available for grading written exams and taking the oral exam

Week 12: is the deadline to have all turned in to Patti by Friday

Masters Oral Exam Deadlines

All exams must be completed *and grades turned in* by 5:00 p.m. on the Wednesday of Examination Week during a given semester. Students completing exams *or for whom all grades are not submitted* by this deadline will not be able to graduate that semester.

Pre-Candidacy, Candidacy, and Time Limitations

The doctoral degree will be granted for no less than the equivalent of three years of full-time graduate study. All requirements for the doctoral degree must be completed within nine consecutive academic years from the date of matriculation into the program, and students can be exited from the program if they have not completed their degree by this time. A doctoral student must be enrolled for at least 10 graduate credits in their program during each of two semesters (including summer semester) during a span of three consecutive semesters. (This is a Board of Trustees residency requirement.)

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 can be fulfilled by one of the following two options.

1. A scholarly document supervised by the faculty. The project topic requires the approval of the Graduate Thesis and Research Committee.
2. A specialized project relevant to the major area of study. The project requires approval by the area faculty, the Division Head, and CCM's 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").

A third option is available for students who matriculated into their doctoral programs prior to Fall 2017 or for Piano majors entering Fall 2017 or later. For these students *only* the doctoral project can be fulfilled by successfully completing three courses (nine credit hours) of 8xxx- or 9xxx-level music history, each of which requires completion of an extensive term paper.

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 PhD 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 for the completion documents, projects, and dissertations is reflected in the number of credit hours assigned to this requirement in the context of respective degrees.

The writing component for any of these culminating projects or documents must 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 the following:

1. A performer/conductor guide to a piece or collection of pieces
 - a. 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.
 - a. In this case, 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.

The list above is intended as exemplary, not exhaustive. There are many other possibilities.

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, assisting to 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.

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 assist to arrange a balanced committee with relevant expertise.

Submission of the Proposal

After the committee has been formed, the student will communicate the names of committee members to CCM College Office staff. 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. For DMA students, the proposal approval form must be signed by all committee members and the Associate Dean for Academic Affairs. For all culminating doctoral projects (DMA Projects, DMA Documents, Dissertations, etc.), the proposal must be fully approved prior to the initiation of work on the project.

Submission of Final Draft to the Committee

1. The student must submit an electronic copy of the document in final draft form to each member of the committee via email no later than the first Monday of the semester *preceding* the one in which s/he intends to graduate. No hardcopies of the document are required. (The electronic copy should include all elements of the proposal in a single, continuous document, with page numbers in the upper right-hand corner; documents will only be accepted in the following formats: Microsoft Word [.doc or .docx] and Adobe Acrobat [.pdf].) This final draft must be certified in writing as having received advisor approval. Committee members are strongly encouraged to provide comments electronically using Microsoft Word's "track changes" capability rather than printing hardcopies of the document. If hardcopies are presented to the student with handwritten comments, the *faculty member is responsible* for making a photocopy for her/his own records prior to submitting the hardcopy with handwritten comments to the student. This will allow her/him to ensure compliance with requested revisions. Maintaining a copy of the electronic document with comments included is a far more efficient way to accomplish this outcome.
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, in consultation with the advisor; the advisor is responsible for reconciling any disagreements between the readers and shall communicate such resolutions to the readers.

4. Students must submit all revisions to their readers no later than the beginning of the third 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. In order for the student to graduate during a given semester, final project approval must be communicated *no later than Friday of Week 12* to the Associate Dean for Academic Affairs and the CCM College Office staff.

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. The student must also communicate directly with CCM College Office staff about the deadline for final document submission.

Project Deadlines

DMA Project Deadlines

Friday of Week 3: deadline to submit the DMA Project Proposal Form if graduating in that semester

Friday of Week 12: deadline to submit the DMA Project Conclusion Form if graduating in that semester

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 seven years.

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 that provides a summary 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; if the committee consists of only three members, the decision must be unanimous.

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 can be found on the Graduate School website: <http://grad.uc.edu/student-life/etd.html>.

Graduation

Students may graduate at the end of any semester, including Summer Semester (see <http://grad.uc.edu/student-life/graduation.html>). All degree candidates are required to submit an application for graduation prior to the deadline stated in the UC Academic Calendar. During the semester preceding the semester in which a student anticipates graduating, the student should notify the CCM College Office of her/his intent to graduate in order to confirm that 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, in consultation with CCM College Office staff, the student must ensure that all of the following steps are completed:

1. submit the required forms and materials to the Graduate School by the prescribed deadlines;
2. complete all deficiencies as assessed at the time of admission and at matriculation;
3. complete all requirements for the degree; and
4. remove all “NG,” “U,” “I,” and “F” grades associated with required courses.

Graduates are invited to participate in the commencement ceremony that occurs at the conclusion of the semester during which they successfully all degree requirements. For those choosing to participate, commencement regalia (i.e., a cap and gown) can 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, who will forward the information to the Title IX office (<http://www.uc.edu/titleix.html>) for investigation. Students are encouraged to access the Title IX resources directly, should the need every arise.

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.

The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

Students can find more information using the following UC resources:

Accessibility Resources: <http://www.uc.edu/aess/disability.html>

Title IX: <http://www.uc.edu/titleix.html>

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 ensuring 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.

Detailed information about the Federal Educational Rights and Privacy Act (FERPA) of 1974 can be found online at: http://www.uc.edu/registrar/FERPA_and_records_privacy.html.

Grievance Procedures

Any CCM graduate student who believes that s/he has valid grounds for an appeal or a grievance should first obtain a copy of the published document, *Graduate Student Grievance Procedures* (<http://grad.uc.edu/student-life/policies/grievances.html#grievance>), 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. Current membership of all CCM standing committees (including the Appeals Committee) can always be found on the Faculty Resources page of the CCM website: <http://ccm.uc.edu/resources/faculty.html>.

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. Information available from the Office of Student Conduct and Community Standards (<http://www.uc.edu/conduct.html>) will provide essential resources for all UC students.

The full Student Code of Conduct (approved July 18, 2017) can be found at: http://www.uc.edu/conduct/Code_of_Conduct.html

Short-Term Leave of Absence

CCM students occasionally receive opportunities for professional employment that 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 in which employment is temporary and short-term, so 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 but less than a full semester in duration.

In order to be granted a formal leave of absence, the student must complete all of the following steps:

1. The student shall submit a short-term leave of absence form (found in the Student Resources area of the CCM website) to the Associate Dean for Academic Affairs. This request must delineate all courses taken during the leave.

2. After submitting the form, the student will pick up a packet (minimum 24-hour turn-around time) from the College 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 them all to the College Office. **All packets must be returned to the College Office prior to the student's departure from campus for the leave.**
3. Once the forms are completed and returned, the office will send an email to the student approving the short-term leave with any conditions specified by the professors.
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 (a) accepting the leave with its conditions or (b) 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 Operations 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 for 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 requirement is fulfilled if two of the three committee members assign a passing grade.

3. At the hearing, the student is required to provide 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 Performance Operations office (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 members 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 s/he 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.

If it is necessary to cancel a scheduled recital, the student may be responsible for a recital cancellation fee. The recital scheduling policy is provided on the Scheduling Services page of the CCM website: <http://ccm.uc.edu/resources/students/scheduling.html>. Related to the current topic, you will observe that "Repertoire not ready for performance" is explicitly identified as a reason that is "not acceptable" for consideration in waiving the associated cancellation fee.

5. Passing the recital hearing constitutes passing the recital, once it is given. The recital itself is not actually adjudicated, though it is attended by the student's applied teacher (at minimum). The teacher indicates that the recital has taken place by submitting a program of the recital bearing her/his signature to the divisional office. The signed program is placed in the student's board file as documentation of recital completion.
6. All recitals for which course registration is required will be graded according to the current University of Cincinnati grading system and will receive a grade of "P" (pass), "U" (unsatisfactory), or "I" (incomplete). The "I" grade is given when a student enrolls in a recital course but the recital is not given during the semester of registration. As with any "I" grade, the student will have *up to 350 days* to fulfill the recital requirement and, once the recital is given, will require the faculty advisor to submit a change of grade. The instructor of the course in which the "I" is assigned is under no obligation to provide the full 350 days; for more details see UC's grading policies and definitions: http://www.uc.edu/registrar/faculty_resources/grading_scales.html. Also, like any other course for which an "I" is assigned, if the recital is not fulfilled within the allotted one-year time period, the grade will automatically convert to an "F."

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. Students scheduling summer recitals must complete the hearing process prior to the end of spring semester.
8. Any exception to the hearing procedure requires approval of the division head. The approval of such exceptions requires 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.

Recital Deadlines

All recitals must be completed and grades turned in by the last day of classes during a given semester. Students completing recitals after the final day of classes *or for whom all grades are not submitted by the last day of classes* will not be able to graduate that semester.

Appendix B: ACADEMIC SANCTIONS FOR GRADUATE STUDENTS

1. 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.

2. Musical Probation

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

- a. The applied music grade is less than a “B” for any semester.
- b. 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; in such cases, the letter of suspension will specify 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.

- a. failure to achieve a 3.00 grade point average during the semester that the student has been on academic or musical probation;
- b. failure to achieve a 3.00 grade point average for any two semesters of graduate work;
- c. a negative recommendation from the major applied music department;
- d. two unsuccessful attempts on either written and all oral doctoral examinations; or
- e. plagiarism. In situations in which plagiarism is suspected, the specific case should be referred by the faculty advisor or committee chair to the Associate Dean for Academic Affairs, according to the policies of the Office of Student Conduct and Community Standards: http://www.uc.edu/conduct/Academic_Integrity.html. Acts of plagiarism discovered in graduate papers [including research proposals] and theses are of a most serious nature. As a result, if determined to be responsible for plagiarism in one of these documents, the fitness of the individual student involved to continue graduate study at this institution will be seriously questioned.

Appendix C: 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, you can peruse the Thesis Committee FAQ document, which can be accessed from the Student Resources page of the CCM website: <http://ccm.uc.edu/resources/students.html>.
2. Approval for all thesis, document, dissertation, and lecture recital topics must be secured from the Graduate Thesis and Research Committee.
 - a. The DMA dissertation in composition is 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.
3. The student must form a committee comprising an advisor and two readers *before* submitting a proposal. For dissertations, theses, and documents, each committee member must be a full-time faculty member. Emeritus faculty may advise lecture recitals and augment other committees. Adjunct and Educator faculty may also serve to augment the three core full-time faculty members.
4. 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.
5. If the student is unable to secure an advisor, the CCM Associate Dean for Academic Affairs, in consultation with the appropriate department chair and division head, will assign one. The advisor must be assigned *before* the proposal is submitted.
6. All proposals must be submitted in an electronic format that includes all elements of the proposal in a single document; acceptable formats include Microsoft Word (.doc or .docx) or Adobe Acrobat (.pdf). This file must be sent via email to the Chair of the Graduate Thesis & Research Committee prior to the submission deadline. (Scheduled deadlines are available in the FAQ referenced in item #1 above.) 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.
 - a. For a lecture recital, the proposal must be submitted at least ten weeks prior to the date scheduled for its presentation.

B. Proposal Requirements: Writing, Formatting, and Submitting:

For detailed guidance about writing, formatting, and submitting a proposal for a thesis, DMA document, dissertation, or lecture-recital, see the Graduate Thesis & Research Committee FAQ referenced in item A.1 above.

2. The title 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; and
 - 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 considered unless all of this information appears on the title page. For sample title pages, see the Graduate Thesis and Research Committee FAQ document, which can be accessed through the Student Resources page of the CCM web site: <http://ccm.uc.edu/resources/students.html>.
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); and
 - d. a 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 bibliography included be in its final state. It is necessary, however, to know that the student is fluent with the sources in this research area, that the topic or problem is manageable, and that there are enough bibliographical sources to allow successful completion of the proposed 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 (e.g., Doctoral Dissertations in Musicology [<http://www.ams-net.org/ddm/>], RILM, or other published or online sources) to determine whether the topic has already been sufficiently covered by previous researchers.
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 have their proposals approved if they can show that they intend to use a different approach or to deal with aspects of the topic not yet covered by previous investigators.
8. For a DMA lecture recital, the proposal process is essentially the same as described above. Lecture recitals should not 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 D: GUIDE TO SELECTED CCM AND UNIVERSITY OF CINCINNATI OFFICES

[This resource is provided in this document for your convenience;
however, the most up-to-date information can *always* be found online on UC's and CCM's websites.]

	<u>Building and Room No.</u>	<u>Telephone No.</u>
Campus Police	Three Edwards Center	556-4900
CCM Library	6 th 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	Lindner Center	556-2564
Information, Campus		556-2831
International Student Services	3134 Edwards One	556-4278
Ethnic Program Services	120 Pav – Zim South	556-6008
OneStop	230 University Pavilion	556-4252
Office of Ombuds	120 Pav –STU GOVT	556-5956
Parking Services	Four Edwards Center	556-2283
Psychological Services Center	316 Dyer Hall	556-0648
Registrar	5 th Floor University Pavilion	556-1000
Registration	5 th Floor University Pavilion	556-1000
Residence Life (Housing)	4 th Floor Dabney Hall	556-6461
Student Accounts	500 University Pavilion	556-5055
Student Records	5 th Floor University Pavilion	556-1000
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, 6th 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 <https://labs.uc.edu>.

You must have a student ID to use the computers. There is no cost for use of these computer labs for current students. If you need a copy of your work you must bring your own flash drive or email the document to yourself before logging off of the session. Users will not be able to save their files to the computer hard drive.

Appendix E: DIRECTORY

Current information for all faculty, staff, administrative personnel, along with divisional offices and other services, can be found on CCM's website: <http://ccm.uc.edu/about/directory.html>.

Appendix F: Useful Links

[This selected web resources below are provided for your convenience; however, the most current information can always be found online on UC's and CCM's websites.]

UC Link

University of Cincinnati main site: <http://uc.edu/>

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

The Graduate School main site: <http://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.isso.uc.edu/index.cfm?fuseaction=newProspective.home>

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

Commencement: www.uc.edu/commencement

CCM Links

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

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

CCM Thesis Committee FAQs:

available from the Student Resources page of the CCM website: <http://ccm.uc.edu/resources/students.html>

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

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