



HUGH A. GLAUSER SCHOOL OF MUSIC

COLLEGE OF THE ARTS

GRADUATE HANDBOOK

FALL 2015

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Graduate Students can find information pertaining to the following on the School of Music (Current Student) website: <https://www.kent.edu/music>

Important Dates for College of the Arts Graduate Students
University Graduate Catalog
Recital Program Form
Prospectus: Ph.D. Music Education & Ph.D. Music Theory & Composition
Notification of Approved Dissertation Topic
Notification of Approved Thesis Topic
Notification of Approved Essay Topic
Final Oral Examination Request Forms

Graduate students can find information pertaining to the following on the College of the Arts website: <http://www.kent.edu/oaas/graduate-students>

Graduation Information
Theses & Dissertation Style Guide

Graduate students can find information on preparation and submission of electronic theses & dissertations (ETD) on the Kent State University Libraries website: <http://www.kent.edu/library/about/depts/technicalservices/etd/index.cfm>

Graduate students can begin the submission process of electronic theses & dissertations (ETD) via the following link: <https://etdadmin.ohiolink.edu/ap:LOGIN:2505746688175102>

MASTER'S PROGRAMS

General Academic Requirements

The university reserves the right to change course offerings and academic requirements; however, such changes should not be to the substantial disadvantage of a student during his or her enrollment. In this regard:

- Each student's academic requirements are based on the catalog in force during his/her first semester at Kent State University.
- Students may elect to complete their degrees under the most recent catalog but must comply with all of the new requirements relevant to their program under the new catalog.

Qualitative Requirements

Graduate students are required to maintain a 3.0 average in all work attempted at Kent State University. Failure to maintain a 3.0 average makes the student eligible for dismissal. In addition, in order to qualify for graduation, a 3.0 average must be maintained for all graduate coursework. Grades below "C" are not counted toward completion of requirements, but are counted in evaluating a student's grade-point average.

A graduate student who receives more than 8 credit hours of grades lower than B (3.000) is subject to dismissal. A graduate student who receives more than 4 credit hours of grades lower than C (2.000) is also subject to dismissal. A student who accumulates five incompletes at any point during the course of the student's program is also subject to dismissal.

If a grade of Incomplete is to be given in any course, the student or faculty member must obtain an "Incomplete Contract" form from the Graduate Secretary. This form must be filled out and signed by both the student and the faculty member and returned to the Graduate Secretary, who will make copies for the student and the faculty member. The original will be placed in the student's file. The faculty member will also submit the Incomplete grade online using FlashFAST.

Time Limits

Students, except for those in the online music education degree program, will normally complete work for a master's degree within six calendar years after their first graduate registration at Kent State University. Any credit transferred for meeting degree requirements should also have been earned within the six-year period. If an extension seems to be necessary and proper, students should write a letter to the Coordinator of Graduate Studies, requesting the extension and giving

(Master's Programs con't.)

the reasons for the request. The advisor should approve the request before it is sent to the Graduate Coordinator. (Students in a performance major must also re-audition.) The Graduate Coordinator will confer with the Graduate Studies Committee (GSC) before making a recommendation to the College of the Arts Associate Dean for Graduate Studies. Students are responsible for adhering to University deadlines. Appeals should be addressed to the Graduate Coordinator for discussion by the GSC.

Special attention should be paid to graduate application deadlines, and for the date of the Final Oral Examination in the Thesis Option, which are set by The College of the Arts. For those in the M.M. degree programs, the Final Oral Examination should be completed at least one week before the date of expected graduation.

Transfer Credit

Graduate credit earned either at Kent State University or another university before admission into a given graduate program may be transferred into that program. A maximum of 12 semester credit hours may be transferred into the master's degree or the doctoral degree. Credits should be transferred at the time the student is admitted to the program, but no later than the end of the second semester of enrollment in that program. Students who wish to have credits considered for transfer should petition the graduate program. The program can accept or reject such credits at its own discretion, regardless of the discipline or institution in which the credits were earned. The following conditions must be satisfied in order to transfer graduate credit: (1) the credit was earned at an accredited university (or international equivalent). (2) the credit was not used for a previously awarded degree. (3) the student earned, at minimum, a grade of B or satisfactory in each course for which credit is to be transferred. (4) the work fits into the student's program of study. (5) the credit is less than six years old for a master's degree and less than nine years old for a doctoral degree at the time the degree is conferred. (6) the student's petition for transfer credit is filed with the program and college. If the credit was earned at another university, an official transcript must be filed with the petition for transfer credit. (7) The student's advisor, department chair/school director and college dean approve.

Transfer credits from another university count in the student's total earned hours but do not count in the student's graduate grade point average (GPA). Credits transferred from Kent State University count in the student's total earned hours and in the student's graduate GPA. Normally, the number of credit hours transferred from a particular course cannot exceed the number of credit hours given for a Kent State course that covers equivalent material. Students who wish to transfer credits taken outside the university after matriculating into a Kent State University program must obtain approval from their program for those transfer credits in advance of taking the outside courses. Forms for this purpose are available in the Forms Library on the Research and Graduate Studies website.

(Master's Programs con't.)

Students who have completed a master's or doctoral degree at another institution may petition the Graduate Studies Committee (GSC) to waive a course required in their degree program which was successfully completed (grade of B or better) in their previous degree work. Students must complete the required number of credit hours for their degree program by substituting approved music courses at the graduate level to replace credits for any course which was waived.

Research Requirement

Candidates for the Master of Arts degree program in ethnomusicology must demonstrate a reading and understanding knowledge of one foreign language. Credit hours earned in meeting this requirement are not applied toward the credit-hour requirement in the degree program.

Theory Placement Examination

All entering graduate students, except those in the online music education degree program, must take a placement examination in music theory. This examination must be taken before the start of enrollment in a graduate degree program. Graduate theory coursework required as a result of this examination will be counted toward the degree requirements. Students may retake the examination once. The examination is given in August and January on the Saturday before the beginning of classes.

The schedule for the theory placement examination is posted on the Graduate Bulletin Board and on the School of Music graduate website.

Ensemble Requirement

All master's students, except those in the online music education degree program, must earn a minimum of ensemble credit hours for their specific degree. Additional credits may be taken at the discretion of the student in consultation with the advisor.

Degree Programs

The specific requirements for each degree are listed in the Graduate Catalog. Please refer to your specific Graduate Catalog for information pertaining to your program of study course requirements.

The Coordinator of Graduate Studies will assign a major advisor upon acceptance into a degree program. Students may petition the GSC for a change of advisor.

If circumstances warrant, a faculty advisor, upon the approval of the GSC, may recommend that a student seek another advisor.

(Master's Programs con't.)

Thesis, Essay, Recital and Final Oral Examination

All M.A. candidates must write a thesis which must be submitted in the mandatory electronic format. All M.M. candidates in Performance and Conducting must perform two recitals or one recital and write an essay depending on their specific degree requirements. Please refer to the Guidelines for the Master of Music Degree section of this handbook for further information. Final Oral Examinations are required in all options.

Guidelines for each option are available in this handbook (See Appendix). It is important that these guidelines be followed closely. If a recital is involved, a pre-hearing is required two to four weeks before the scheduled recital.

The final oral examination gives the student an opportunity to synthesize ideas as they relate to the major area of study. It will generally be based on the student's major area, coursework taken during the degree program, music history, music theory, and pedagogy. The purpose of the final oral examination is to determine the student's proficiency in communicating their knowledge of the major area of study.

Although normally registered every semester until graduation, graduate students (except for those defending a master's thesis) completing the final oral examination do not necessarily need to be registered during the semester when the oral exam is passed. Each student writing a thesis is required to register continuously for Thesis, including summer, until all degree requirements are met. The Final Oral Examination may be attempted two times.

GUIDELINES

MASTER OF ARTS DEGREE PROGRAM

Please refer to your specific Graduate Catalog for information pertaining to your program of study course requirements: <http://www.kent.edu/graduatestudies/graduate-catalog>

Thesis

1. Selection of Thesis Topic and Thesis Advisor

The candidate may discuss possible topics with faculty members, probably the major advisor first, who can give advice on the selection of a topic and the problems involved. Through these discussions, the choice of topic and thesis advisor is made. The candidate is urged to consider several topics before making the final decision, and to consider all the factors involved, including the availability of materials, sources, expenses, and the extent or limit of the topic. The thesis advisor need not necessarily be the assigned academic advisor.

2. Thesis Topic Proposal

Composition, Ethnomusicology, and Theory thesis proposals, written in narrative form and Humanities style, customarily contain:

- Opening and background (significance)
- Survey of the literature
- Proposed topic (and its purpose)
- Source materials
- Methodology
- Projected results of the research
- Proposed outline
- Preliminary bibliography
- Summary statement (3-5 lines)

The Thesis Committee consists of at least three members of the Graduate Faculty, including the thesis advisor, who is listed first. The candidate, with the approval of the thesis advisor, chooses the Thesis Committee members. Each member must agree to serve on the Committee. (Note: only one of the committee members may be A-1 graduate faculty status. All others must have at least A-2 graduate faculty status.)

(Master's Programs con't.)

The candidate should consult with all members of the Thesis Committee for advice and critique, but the primary responsibility for advising lies with the Thesis Advisor.

When the Topic Proposal is completed to the satisfaction of the Thesis Committee, each member of the Committee will sign a Topic Proposal Approval form. The Topic Proposal Approval form and the Thesis Proposal will be submitted to the Coordinator of Graduate Studies who will submit both to the Graduate Studies Committee. The Graduate Studies Committee must approve the topic proposal and committee membership at least one semester before the final examination. Any changes to the committee membership must be approved by the GSC prior to the final oral examination.

3. Style Guides

For a written thesis the following manuals in their most recent editions or those approved by the advisory committee will be used to determine correct procedures. Whenever style guides are in conflict, this is to be determined by the advisor in concordance with the COTA requirements.

"Style Guide and Instructions for Typing Theses and Dissertations." College of the Arts, Kent State University.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press. Irvine, Demar.

***Writing About Music*. Seattle: University of Washington Press.**

***Chicago Manual of Style*. Chicago: University of Chicago Press. Helm, Eugene, and Albert Luper.**

***Words and Music*. Valley Forge, Pennsylvania: European-American Music Corp.**

For musical compositions the following manuals will be used to determine correct procedures:

Read, Gardner. *Musical Notation: A Manual of Modern Practice*. Boston: Allyn and Bacon.

Stone, Kurt. *Musical Notation in the Twentieth Century: A Practical Guidebook*. New York: W. W. Norton.

Vinci, Albert. *Fundamentals of Traditional Musical Notation*. Kent, OH: Kent State University Press.

(Master's Programs con't.)

For quantitative (i.e., experimental and descriptive) and qualitative research studies, the following manual will be used to determine correct procedures:

Publication Manual of the American Psychological Association, American Psychological Association, 1200 Seventeenth Street, N.W. Washington, D.C., 20036.

4. Preparing for the Oral Examination

Students are required to register for Music 68199 Thesis I for six credits. Students who have completed the required six hours of Thesis I are expected to register continually for Music 68299, Thesis II each semester, including summer, until all degree requirements are met. No more than six hours of thesis credit may be counted toward completion of degree requirements. Grades of "IP", "S" and "U" are used.

When the thesis is in final form, students will determine a two-hour time block in which all Committee members are free to participate in the examination and complete a Final Oral Examination Request form, which is available on the School of Music website. All Committee members must be present for the entire examination. The candidate should distribute the thesis and accompanying materials, such as scores of analyzed works, to each member of the Thesis Committee seven days before the scheduled examination. The copies for the examination do not need to be on thesis paper.

All incompletes must be converted to letter grades and the language requirement satisfied before the Final Oral Examination is scheduled. An abstract of not more than 400 words must be included with each copy of the thesis.

5. The Final Oral Examination

The Final Oral Examination must take place before the deadline dates set by The College of the Arts. Failure to meet these deadlines may delay graduation to a later semester. The candidate is responsible for knowing deadlines well in advance of the date of the actual examination. Graduate students defending a master's thesis are required to register continuously for Thesis, including summer, until all degree requirements are met.

The Director of the School of Music and the Coordinator of Graduate Studies are ex-officio members of the Examination Committee, but need not be present for the examination to take place.

(Master's Programs con't.)

Shortly before the examination, the Moderator should obtain the student's official advising folder and the Report of Final Oral Examination form from the Graduate Secretary. The folder will contain grade sheets and other materials, and may be used by the Committee members for reference if desired. At the beginning of the examination, the Committee will meet briefly without the candidate in order to determine how the questioning will proceed and to discuss any procedural matters that may be raised.

The candidate will be asked to open the examination period by presenting a brief biography, an overview of the thesis, and a description of future aspirations. At the conclusion of the questioning, the candidate will be asked to leave the room at which time the Committee deliberates and votes. Two negative votes constitute failure. The examination may only be attempted two times.

The Moderator will forward the Report of Final Oral Examination form to the Coordinator of Graduate Studies immediately following the examination.

6. After the Examination

If there are corrections to be made to the thesis, Committee members will give them to the candidate's Thesis Advisor in writing. After the candidate has made the corrections, the candidate will present the corrected thesis to the advisor who will verify the fact that all corrections have been made. After securing the advisor's approval, the student will submit the thesis in the mandatory electronic format by following the guidelines for creating an electronic thesis. The student will follow the guidelines in securing the proper signatures.

Time limits should be strictly observed. Master's candidates completing a thesis must register for thesis every semester, including summer, until graduation has been achieved.

THESES MUST BE SUBMITTED IN ELECTRONIC FORMAT. GUIDELINES FOR CREATING ELECTRONIC THESES CAN BE FOUND ON THE COLLEGE OF THE ARTS AND THE KENT STATE UNIVERSITY LIBRARY WEBSITES.

REFER TO PAGE 3 OF THIS HANDBOOK FOR WEBSITE ADDRESSES.

GUIDELINES

MASTER OF MUSIC DEGREE PROGRAMS

Please refer to your specific Graduate Catalog for information pertaining to your program of study course requirements: <http://www.kent.edu/graduatestudies/graduate-catalog>

Within the first semester of study, students in the instrumental conducting program will consult with the major advisor to determine if the student will complete one essay and one recital, or two recitals (without essay).

Recital

1. Students will perform one or two recital(s) of representative graduate level works in the appropriate performing medium(s). The recital may be a lecture recital. With approval of the advisor, students may also perform a major solo work with the Orchestra, Wind Ensemble, Chorale, or Kent Chorus, or may take a major role in an opera as one of the recital requirements. Conducting students often accumulate the equivalent of a recital through a series of ensemble conducting performances, as assigned by the advisor.
2. Students will enroll in Music 68687 (Recital) for one credit hour for each recital.
3. Students planning graduate degree recitals must submit a Recital Request Form and reserve the Recital Hall or other approved performance venue as far in advance as possible, according to current school policy. The recital will be evaluated by a Recital Committee composed of the applied teacher and at least two other members of the Graduate Faculty. If appropriate, the Coordinator of Graduate Studies will appoint a moderator. Normally the applied teacher will act as moderator of the Recital Committee. In degrees other than Conducting, a pre-recital hearing, to be evaluated by the same Recital Committee, must be held two to four weeks before the scheduled recital. A Recital Approval Form, signed by all members of the Recital Committee, must be submitted to the Coordinator of Graduate Studies immediately following the pre-recital hearing. For conducting recital repertoire, the advisor must approve the literature and the student's preparation at least two weeks prior to the performance.

Documentation must be submitted to the Graduate Secretary to be placed in the file of the student performing a major solo work with the Orchestra, Wind Ensemble, Chorale,

(Master's Programs con't.)

or Kent Chorus, taking a major role in an opera, or conducting a series of ensemble performances, prior to the scheduling of the Final Oral Examination. This documentation must be approved by the recital committee prior to the event(s) with the appropriately signed Recital Approval Form submitted to the Coordinator of Graduate Studies in a timely fashion. Recital evaluations are also required in the same fashion as all MM Performance degree requirements.

4. The Moderator of the Recital Committee should obtain Recital Evaluation Forms from the Graduate Secretary shortly before the scheduled recital. Immediately following the recital, the Moderator will convene the Recital Committee for discussion and vote on the acceptability of the recital. Two or more negative votes constitute failure. A written report on the recital will be prepared by each member of the Committee and forwarded to the Coordinator of Graduate Studies within one week of the recital. The comments on the reports will be made available to the student and the applied teacher by the Graduate Secretary.

Essay

1. Instrumental conducting students will prepare a scholarly essay that is relevant to the candidate's major area.
2. Students will enroll in Music 68698 (Essay) for one hour.
3. Selection of Essay Topic and Essay Advisor: The candidate will discuss possible topics with faculty members, beginning with the major advisor, who will give advice concerning the selection of a topic and the processes involved. The candidate is urged to consider several topics before making the final decision, and to consider all the factors involved, including the availability of materials and sources, expenses, and the extent or limit of the topic. The essay advisor need not necessarily be the major advisor.
4. Students and their Essay Advisor will select at least two additional members of the Graduate Faculty, who will, along with the Essay Advisor, form the Essay Committee. Normally, the applied teacher will be a member of the Essay Committee. Students should prepare an Essay Topic Proposal form and an Essay Proposal, which should contain the following elements, except those not relevant to a particular topic.

The Essay Proposal in Instrumental Conducting (Band/Orchestra concentration) should include:

- I. Description
- II. Preliminary Outline
- III. Preliminary Bibliography

(Master's Programs con't.)

The Style Guide listed below must be used in the preparation of the proposal. When the proposal is approved and the Topic Proposal form is signed by each member of the Essay Committee, both will be submitted to the Coordinator of Graduate Studies for approval by the Graduate Studies Committee. The Proposal and Topic Proposal must be approved by the Graduate Studies Committee no later than the first GSC meeting of the semester in which the student graduates. Students should consult with all members of the Essay Committee for input, but the primary responsibility for advising lies with the Essay Advisor. For a written essay, the following manuals will be used to determine correct procedures. The Kent State University Style Guide takes precedence whenever style guides are in conflict.

The following manuals in their most recent editions or those approved by the advisory committee will be used to determine correct procedures:

"Style Guide and Instructions for Typing Theses and Dissertations."

College of the Arts, Kent State University.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press.

Final Oral Examination

1. Students are required to take a Final Oral Examination concurrent with or after the final semester of coursework. All incompletes must be converted to letter grades before the Final Oral Examination is scheduled. Students completing the final oral examination do not necessarily need to be registered during the semester when the oral exam is passed.
2. The Final Oral Examination gives students an opportunity to synthesize ideas as they relate to the major area of study. The purpose of the Final Oral Examination is to determine the student's proficiency in communicating their knowledge of the major area of study.

Students must pass a final oral examination covering literature performed in recital(s) and the student's area of performance and study in the degree including music history, music theory, and pedagogy.

(Master's Programs con't.)

3. Students and their advisor will select two additional members of the Graduate Faculty to be members, along with the advisor, of the Final Oral Examination Committee. All members must agree to serve on the Committee, and one of the members will act as Moderator. As soon as the date and time of the Examination have been scheduled, students will complete and submit a Final Oral Examination Request form, which is available on the School of Music website, to the Graduate Secretary. The examination should be scheduled for a period of at least two hours. Even though the examination may not last that long, each member of the Examination Committee should be free to remain for the entire period.

The Final Oral Examination for instrumental conducting students will be scheduled when all members of the Essay Committee agree that the essay is ready for distribution. The Essay Committee and the Recital Committee will together serve as the Examination Committee. A faculty member may serve on multiple committees. The Essay Advisor will serve as the Chairman of the Committee. The essay and accompanying materials will be distributed to the Committee by the student at least seven days before the scheduled examination. These copies do not need to be on thesis paper. All incompletes must be converted to letter grades before the Final Oral Examination is scheduled.

4. Shortly before the examination, the Moderator should obtain the student's official advising folder and the Report of Final Oral Examination form from the Graduate Secretary. The folder will contain grade sheets and other materials, and may be used by the Committee members for reference if desired. Committee members may wish to bring scores or tapes for examination purposes.

At the beginning of the examination, the Committee will meet briefly without the candidate in order to determine how the questioning will proceed and to discuss any procedural logistics that may be raised by any member of the Committee.

The candidate will be asked to open the examination period with a brief professional biography and a description of previous study and future aspirations.

After the questioning has taken place, the candidate will be asked to leave the room and the Committee will deliberate and vote. Two negative votes constitute failure.

The Committee members will sign the Report of Final Oral Examination form and the Moderator will forward it to the Coordinator of Graduate Studies immediately following the examination.

GUIDELINES

MUSIC EDUCATION (ONLINE)

Please refer to your specific Graduate Catalog for information pertaining to your program of study course requirements: <http://www.kent.edu/graduatestudies/graduate-catalog>

General Requirements

The purpose of the Master of Music in music education is to help choral, instrumental and general music teachers develop and refine their professional skills as teachers. This degree is an opportunity for enhancement and specialization. This program is not intended to provide licensure. Requirements for licensure differ from state to state. Students must take 10 of the 11 courses to graduate. All students begin with Foundations of Music Education, and continue through the course carousel taking one 7-week course, twice a semester. The sole elective option is to choose two advanced music methods courses of three offerings (instrumental, choral, general). A total of 31 credits are required for graduation. The transfer of credit hours into this program is not permitted.

Capstone Project

Once 27 credit hours have successfully been completed and a program GPA of 3.0 and above has been achieved, students will undertake their Capstone Project, which is a 12-week individual research investigation comparable to a master's thesis. (Faculty review of program standing is required prior to registration). Working under the supervision of a capstone advisor, students synthesize knowledge through the development of a curricular project applicable to the student's area of teaching. The final project is reviewed and evaluated by a graduate committee of music education faculty at Kent State University. The Capstone Project may be attempted two times. Failure to pass will result in dismissal from the program.

Final Oral Examination

Students in this program are not required to take a Final Oral Examination.

GUIDELINES FOR COMMITTEE MEMBERS OF FINAL ORAL EXAMINATIONS

The final oral examination gives the student an opportunity to synthesize ideas as they relate to the profession. It will generally be based on the student's major area, coursework taken during the degree program, and knowledge that a holder of a master's degree from Kent State University would be expected to have. The purpose of the final oral examination is to determine the breadth and depth of the student's knowledge, and the student's ability to communicate that knowledge. All students should be prepared to answer questions relating to their major area, music history, music theory, and pedagogy.

Although normally registered every semester until graduation, graduate students (except for those defending a master's thesis) completing the final oral examination do not necessarily need to be registered during the semester when the oral examination is passed. Each student writing a thesis is required to register continuously for Thesis, including summer, until all degree requirements are met. The examination may be attempted two times. The thesis, essay, or recital must be completed by the time of the examination.

A voting moderator will be appointed to all committees by the Coordinator of Graduate Studies. Committee membership is normally comprised as follows:

M.A. Degree – Three members of the thesis committee, one serving as the moderator.

M.M. Degree – The applied teacher and at least two other members of the graduate faculty, normally the members of the recital committee, one serving as the moderator. For those students completing the recital/essay option, the essay and recital committees will together serve as the examination committee.

Shortly before the examination, the Moderator should obtain the student's official advising folder and the Report of Final Oral Examination form from the Graduate Secretary. The folder will contain grade sheets and other materials, and may be used by the Committee members for reference if desired.

DOCTORAL PROGRAMS

General Academic Requirements

The university reserves the right to change course offerings and academic requirements; however, such changes should not be to the substantial disadvantage of a student during his or her enrollment. In this regard:

- Each student's academic requirements are based on the catalog in force during his/her first semester at Kent State University.
- Students may elect to complete their degrees under the most recent catalog but must comply with all of the new requirements relevant to their program under the new catalog.

Qualitative Requirement

Only work of high quality is approved for graduate credit. Graduate students are expected to maintain a 3.0 average in all work attempted at Kent State University. Failure to maintain a 3.0 average makes the student eligible for dismissal. In addition, in order to qualify for graduation, a 3.0 average must be maintained for all graduate coursework. Grades below "C" are not counted toward completion of requirements for any advanced degree, but are counted in evaluating a student's grade point average.

A graduate student who receives more than 8 credit hours of grades lower than B (3.000) is subject to dismissal. A graduate student who receives more than 4 credit hours of grades lower than C (2.000) is also subject to dismissal. The Coordinator of Graduate Studies may recommend dismissal to the graduate dean or the dean may recommend the action to the Coordinator of Graduate Studies.

If a grade of Incomplete is to be given in any course, the student or faculty member must obtain an "Incomplete Contract" form from the Graduate Secretary. This form must be filled out and signed by both the student and the faculty member and returned to the Graduate Secretary, who will make copies for the student and the faculty member. The original will be placed in the student's file. The faculty member will also submit the Incomplete grade online using FlashFAST.

When the School has determined that the number of "IP's" or Incompletes on a student's record indicates poor progress toward completion of a degree, it may recommend dismissal of the student to the graduate dean.

(Doctoral Programs con't.)

Time Limits

It is expected that the graduate student working toward a doctoral degree will normally pass the candidacy examination within four calendar years of the student's first graduate registration as a doctoral student at Kent State University.

The doctoral candidate is normally expected to pass the final examination within five calendar years after having passed the candidacy examination. If an extension of the normal time limit of nine years seems necessary and proper, the student should write a letter to the Coordinator of Graduate Studies explaining the reasons for the request. The Coordinator of Graduate Studies will confer with the Graduate Studies Committee before recommending an extension to the Associate Dean for Graduate Studies in the College of the Arts. The advisor should approve the extension.

Transfer Credit

Graduate credit earned either at Kent State University or another university before admission into a given graduate program may be transferred into that program. A maximum of 12 semester credit hours may be transferred into the master's degree or the doctoral degree. Credits should be transferred at the time the student is admitted to the program, but no later than the end of the second semester of enrollment in that program. Students who wish to have credits considered for transfer should petition the graduate program. The program can accept or reject such credits at its own discretion, regardless of the discipline or institution in which the credits were earned. The following conditions must be satisfied in order to transfer graduate credit: (1) the credit was earned at an accredited university (or international equivalent). (2) the credit was not used for a previously awarded degree. (3) the student earned, at minimum, a grade of B or satisfactory in each course for which credit is to be transferred. (4) the work fits into the student's program of study. (5) the credit is less than six years old for a master's degree and less than nine years old for a doctoral degree at the time the degree is conferred. (6) the student's petition for transfer credit is filed with the program and college. If the credit was earned at another university, an official transcript must be filed with the petition for transfer credit. (7) The student's advisor, department chair/school director and college dean approve.

Transfer credits from another university count in the student's total earned hours but do not count in the student's graduate grade point average (GPA). Credits transferred from Kent State University count in the student's total earned hours and in the student's graduate GPA. Normally, the number of credit hours transferred from a particular course cannot exceed the number of credit hours given for a Kent State course that covers equivalent material. Students who wish to transfer credits taken outside the university after matriculating into a Kent State University program must obtain approval from their program for

(Doctoral Programs con't.)

those transfer credits in advance of taking the outside courses. Forms for this purpose are available in the Forms Library on the Research and Graduate Studies website.

Students who have completed a master's or doctoral degree at another institution may petition the Graduate Studies Committee (GSC) to waive a course required in their degree program which was successfully completed (grade of B or better) in their previous degree work. Students must complete the required number of credit hours for their degree program by substituting approved music courses at the graduate level to replace credits for any course which was waived.

Advisory Committee

At the time of admission, the Coordinator of Graduate Studies will assign a major advisor to the doctoral student subject to the potential advisor's acceptance of the student.

Music Theory and Composition will consist of three graduate faculty members with F3 or F4 status in the area of Theory and Composition and does not require an outside member. Upon approval of the other members of the Advisory Committee and the Graduate Studies Committee, the student is permitted to add a fourth music faculty member who does not hold F3 or F4 status.

Music Education will consist of four members, two members must be from music education, one member must be music education or EHHS, and one member can be School of Music or EHHS.

Upon the approval of the GSC, the student is permitted to add a fifth member who does not hold an F3 or F4 status.

The advisor and the Graduate Studies Committee must approve the membership of the advisory committee. The composition of the advisory committee cannot be modified once the student has started the candidacy examination. Alterations may be made by memo, with the signature-approval of all or by a written request from the student, prior to the candidacy examination or immediately after taking and passing the candidacy examination.

A Prospectus of Courses to be completed within the student's degree program will be determined collectively by the student and his/her Advisory Committee. This document is official when signed by all the committee members. The Program of Study form should be completed within the first two semesters of full-time study. Alterations may be made by memo, with the signature-approval of all.

(Doctoral Programs con't.)

Residence

Students must complete at least 15 semester hours of study within one calendar year in residence. Music Education students must complete 9 hours within one calendar year and nine hours each thereafter until Qualifying Exams.

Research Requirements

Each doctoral program in the Hugh A. Glauser School of Music has a research tool requirement. The purpose of this requirement is to assure that doctoral level students have prerequisite skills for completing independent research activity. Specific requirements for each of the programs are described in the following paragraphs. Students may satisfy these requirements either through satisfactory performance in coursework or by examination. Credit hours earned in acquiring these competencies are not applicable toward the credit-hour requirement in the degree program. All research tool requirements must be passed before the student is permitted to attempt the candidacy examination.

In Music Education, the requirement is MUS 73283 Research in Music Education and related research methods courses in the College of Education.

In Theory-Composition, the requirement is either a reading-translating knowledge of one foreign language, or a demonstrated competence in an area of research specified by the doctoral advisory committee and approved by the Graduate Studies Committee. If the foreign language option is chosen, students may satisfy this requirement by either passing a translation exam administered by faculty in the School of Music or in the appropriate foreign language department, or by completing coursework that has been approved by the doctoral advisory committee and the Graduate Studies Committee.

Theory Placement Examination

All entering graduate students must take a placement examination in music theory. This examination must be taken before the start of enrollment in a graduate degree program. Graduate theory coursework required as a result of this examination will be counted toward the degree requirements. Students may retake the examination once. The examination is given in August and January.

The schedule for the entrance examination is posted on the Graduate Bulletin Board and on the School of Music graduate website.

Candidacy Examination

A candidate for the doctorate must pass a comprehensive examination. This examination can be taken when students have completed all required coursework and have received the consent of the Advisory

(Doctoral Programs con't.)

Committee to attempt the examination. Students who fail the candidacy examination two times will be dismissed from the doctoral program. Students must pass the candidacy examination before being permitted to register for dissertation. All incompletes must be converted to letter grades and language requirements satisfied before the candidacy examination is scheduled.

The candidacy examination gives students an opportunity to demonstrate comprehensive knowledge across their field of study. It will generally be based on coursework taken during the degree program, current professional literature, and trends with which students should be conversant. The purpose of the candidacy examination is to determine the level of students' use of scholarly sources, organizing ability, synthesis of knowledge acquired in the degree program, and the ability to communicate information in written and oral language.

The candidacy examination will contain a written section and an oral section. Questions for both the written and oral sections will be prepared by students' doctoral advisory committee and will cover major and minor as well as related areas of study. All members of the advisory committee should receive the entire completed written examination for review. The advisor is responsible for administering the examination and for submitting the Report of Candidacy Examination form to the Coordinator of Graduate Studies immediately after the written examination (if failed) or immediately after the oral examination (if the written examination was passed).

The written examination will have proctored and non-proctored sections. The proctored section of the examination will be 12-16 hours in length for all doctoral areas, and is usually spread over 3-5 days. At least one additional portion of the examination can involve a non-proctored project that will be completed in a specified length of time, normally one to three weeks for all areas. The failure of a section of the written part of the examination constitutes one failure of that part of the examination; the student is required to retake only the failed section. Failing that section a second time prohibits the student from being advanced to candidacy and from dissertation work. Each section will be evaluated separately and two negative votes constitute failure. The time period elapsing between attempts at a given part of section of the examination is left to the discretion of the committee.

Following satisfactory performance on all sections of the written candidacy examination, the oral section may be scheduled. The oral examination usually occurs within two weeks of passing the written examination and will be scheduled for a minimum of two hours. The oral portion of the examination may be attempted two times.

All Advisory Committee members must be present for the entire period of the examination. This examination is not open to the University community. Immediately before the examination, the

(Doctoral Programs con't.)

Committee will meet without the student to decide the order in which members will question the student and other procedural matters that may arise. The advisor will act as moderator.

The candidate will be asked to open the examination period with a brief professional biography and a description of previous study and future aspirations. When the questioning is completed, the student will leave the room and the Committee will discuss the student's performance and cast a formal ballot. Two negative votes constitute failure. The advisor will forward the Report of Candidacy Examination to the Coordinator of Graduate Studies.

If a student fails all or any part of the oral examination, the Chairman of the Advisory Committee will write a letter to the student stating the specific reasons for the failure. Copies of this letter should be sent to the Coordinator of Graduate Studies and to the other members of the Advisory Committee. A required retake of the oral examination will again be scheduled for a minimum of two hours and will again be comprehensive in nature. A student may not register for Dissertation until the candidacy examination is passed. Students who fail the candidacy examination two times will be dismissed from the doctoral program. (See General Procedures for Candidacy Examinations in Appendices).

Music Education may choose to utilize the above requirements differently than other areas, based on student and departmental needs. Please see the specifics in the Ph.D. Music Education section of this handbook.

Dissertation

Each doctoral candidate, upon admission to candidacy, must register for Music 88199 (Dissertation I), for at least 30 credit hours. It is expected that, upon completion of the initial 30 hours of Dissertation I, a doctoral candidate will continue registration for Music 88299 (Dissertation II), each semester, including summer, until all requirements for the degree have been met. Grades of "IP" "S" and "U" are used.

Students will choose an advisor (or two co-advisors if agreed upon by the faculty members) and a Dissertation Committee that will include at least three members of the School of Music Graduate Faculty (including the advisor) and one member of the Graduate Faculty from another school or department. For Music Education: the dissertation committee will consist of two from music education, a third from music education or EHHS, a fourth from EHHS or the School of Music, and a fifth outside member (moderator) to be selected from EHHS. All members must agree to serve on the committee and sign the Notification of Approved Dissertation Topic & Prospectus form. (Note: only one of the four members may be A-3 or F-3 graduate faculty status. All others must have F-4 graduate faculty status.) The advisor, and at least two of the remaining three, must be Graduate Faculty and approved to direct dissertations. If, for warranted reasons, the student desires to have a person on the committee who does not meet the above

(Doctoral Programs con't.)

qualifications, special permission must be obtained from the Associate Dean for Graduate Studies in the College of the Arts. Any changes to the committee membership must be approved by the GSC prior to the dissertation defense.

The dissertation should contribute significantly to knowledge in the field. It must demonstrate that the student has acquired the ability to conduct independent research in a discriminating and original manner. At least part of the dissertation should be publishable. The student should consult all members of the Dissertation Committee while the dissertation is in progress, but the primary responsibility lies with the advisor.

Each doctoral candidate will submit a Dissertation Topic Proposal, consisting of:

- A Notification of Approved Dissertation Topic form from the Graduate College
- A Dissertation Proposal
- An abstract of the Proposal

The proposal in Music Education normally constitutes the first three chapters of the dissertation. This is merely a template and that different research methodologies may point to a different structure. Contents of these chapters usually include, but are not limited to, the following:

- Chapter 1 – Introduction
 - Background of topic/problem to be investigated
 - Need for the study
 - Purpose
 - Research questions and/or hypotheses
 - Limitations and/or delimitations
 - Definition of terms
- Chapter 2 – Review of Literature
- Chapter 3 – Methodology
 - Population and sample/subjects
 - Design
 - Procedure
- References (To be completed in APA style unless otherwise approved by the committee)

Music Theory and Composition dissertation proposals outline two major projects: Part I, an original composition, and Part II, a theoretical paper. The proposal will contain the following components.

(Doctoral Programs con't.)

Part I: A brief description of the composition in terms of its possible instrumentation, duration, and compositional techniques utilized. The proposal will describe how the dissertation composition is a natural progression of the student's collective creative output and refer in detail to previously composed original music.

Part II: A music theory topic of original research including:

- Proposed topic and its purpose
- The background and significance of the research to be undertaken
- Survey of literature
- Proposed outline
- Projected results of the research
- Preliminary bibliography
- Brief summary statement

When the Topic Proposal is completed to the satisfaction of the dissertation committee, it will be submitted to the Coordinator of Graduate Studies for approval by the Graduate Studies Committee and the Graduate Dean. This must be accomplished at least one semester before graduation.

The Style Guides listed below, in their most recent editions, will normally be used in preparation of the Proposal and the Dissertation:

"Style Guide and Instructions for Typing Theses and Dissertations." College of the Arts, Kent State University.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses and Dissertations*. Chicago: University of Chicago Press.

Irvine, Demar. *Writing about Music*. Seattle: University of Washington Press.

Publication Manual of the American Psychological Association. American Psychological Association, Washington, D.C.

***Chicago Manual of Style*. Chicago: University of Chicago Press.**

Helm, Eugene, and Albert Luper. *Words and Music*. Valley Forge, Pennsylvania: European-American Music Corp.

For musical compositions the following manuals, in their most recent editions, will be used to determine correct procedures:

Read, Gardner. *Musical Notation: A Manual of Modern Practice*. Boston: Allyn and Bacon.

Stone, Kurt. *Music Notation in the 20th Century*. New York: W.W. Norton Co.

(Doctoral Programs con't.)

Vinci, Albert. *Fundamentals of Traditional Musical Notation*. Kent, Ohio: Kent State University Press.

After the dissertation, typed in legible form--but not necessarily the final copy--is accepted by the advisor, all members of the Dissertation Committee will read it, and any recommended revisions will be communicated to the student by the advisor.

At the time that the entire dissertation is first circulated to the Dissertation Committee, the advisor will notify the Coordinator of Graduate Studies and request the appointment of the Graduate Faculty Representative by the Associate Dean for Graduate Studies in the College of the Arts. This representative – a full voting member of the Dissertation Committee – will be given the opportunity to read the dissertation, and invited to a meeting of the Committee for the purpose of determining if the dissertation is ready for the defense. When the Committee believes that the dissertation is ready for the defense, the advisor will inform the Graduate Dean. If the Committee approves, the Final Examination will be scheduled, and the time and place, title of dissertation, and members of the Committee will be

communicated to the Associate Dean for Graduate Studies in the College of the Arts and posted on the Graduate Bulletin Board in the School of Music. The doctoral candidate will complete a Final Oral Examination Request form, which is available on the School of Music website. The defense should be scheduled to allow a minimum of two weeks for the entire Examining Committee to look over the dissertation. The examination is open to the University community.

The Examining Committee

1. The Dissertation Committee consists of the advisor(s) and the appropriate graduate faculty members according to the department requirements. (Refer to page 22). All members must have appropriate graduate faculty membership.
2. At the time of the defense of the dissertation, the Associate Dean for Graduate Studies in the College of the Arts will be notified and appoint a Graduate Faculty Representative and a Moderator from a department other than Music. The Graduate Faculty Representative and Moderator may be the same person. The Graduate Faculty Representative, who must have previously directed a dissertation to completion, is expected to be familiar with the general content area of the dissertation. The Graduate Faculty Representative is expected to question the candidate and to vote on the passing of the final examination. The person represents the faculty by noting whether or not the

(Doctoral Programs con't.)

nature of the questioning and responses meet highly respectable scholarly standards. If the Graduate Faculty Representative has any reservations, these should be presented immediately to the Associate Dean for Graduate Studies in the College of the Arts.

The Moderator must be a member of the Graduate Faculty who has been approved to direct dissertations. The Moderator has the responsibility for conducting the examination, but cannot vote. The Moderator should see to it that all participants act in a civilized, polite, and proper manner. The candidate, who should be familiar with the procedures of the oral defense, has the authority to suspend the examination if a situation arises that would not be conducive to a fair examination.

Final Oral Examination

Shortly before the examination, the advisor should obtain the student's official advising folder and the Report of Final Oral Examination form from the Graduate Secretary. The folder will contain grade sheets and other materials, and may be used by the Committee members for reference if desired. At the beginning of the examination, the Committee will meet without the candidate in order to determine how the questioning will proceed and to discuss any procedural logistics that may be raised.

The candidate will be asked to open the examination period with a brief professional biography, an overview of the dissertation, and a description of his/her future aspirations.

At the conclusion of the questioning, the candidate will be asked to leave the room, and the Committee will deliberate and vote. Two negative votes constitute failure.

The Committee members will sign the Report of Final Oral Examination form, and the advisor will forward it to the Coordinator of Graduate Studies.

Committee members will give any corrections to be made on the dissertation to the advisor in writing. The candidate will make and present the corrected dissertation to the advisor. The advisor will verify the fact that all corrections have been made by the candidate. After securing the advisor's approval, the candidate will submit the dissertation in the mandatory electronic format by following the guidelines for creating an electronic thesis. The candidate will follow the guidelines in securing the proper signatures.

Time limits should be strictly observed. Doctoral candidates completing the Ph.D. dissertation must register for dissertation every semester, including summer, until graduation has been achieved.

DISSERTATIONS MUST BE SUBMITTED IN ELECTRONIC FORMAT. GUIDELINES FOR CREATING ELECTRONIC THESES AND DISSERTATIONS CAN BE FOUND ON THE COLLEGE OF THE ARTS AND THE KENT STATE UNIVERSITY LIBRARY WEBSITE. REFER TO PAGE 3 OF THIS HANDBOOK FOR WEBSITE ADDRESSES.

GUIDELINES

DOCTORAL MUSIC EDUCATION

Please refer to your specific Graduate Catalog for information pertaining to your program of study course requirements: <http://www.kent.edu/graduatestudies/graduate-catalog>

Other Degree Requirements

- Theory Placement Exams in the School of Music
- Completed Coursework (45 hrs) and Doctoral Dissertation (30 hrs) – minimum requirements
- Residency Requirement of 9 hours (minimum) annually until Qualifying Exams
- Preliminary Examinations (on completion of 21 hours - 2/3/4 Members of Advisory Committee)
- Qualifying Examinations (upon completion of coursework - Advisory Committee)
- Juried Dissertation in Music Education [including Proposal Defense] (Dissertation Committee)

Research Tool Requirement

A doctoral candidate in Music Education will satisfy this requirement by taking 9 credit hours of Research Literacy coursework. All research tool requirements must be passed before the student is permitted to attempt the candidacy examination.

Qualifying (Candidacy) Examination

The advisory committee will serve, with the advisor as administrator of the exam and help with preparation of the student. All sections of the exam will be scheduled at once, with the student facilitating initial contact with the committee, then the advisor taking over once dates have been set.

The advisor will seek questions from the committee, compile and administer the proctored portion, and prepare the non-proctored portion for the student. After the 1-3 week non-proctored portion, the advisor will send the exam to the committee, who have a two week reading period. The committee will be asked to submit any negative votes by three days ahead of the scheduled oral exam. If a majority rules on postponing the oral portion, it will be rescheduled in consultation with the advisor.

(Doctoral programs con't.)

Dissertation

A doctoral candidate cannot enroll in Dissertation until after successfully passing the qualifying examination. Upon admission to candidacy, a doctoral candidate must register for Dissertation I for a total of 30 hours. A doctoral candidate is expected to continuously register for Dissertation I, and thereafter, Dissertation II, each semester, including summer, until all requirements for the degree have been met.

Once the student has passed the qualifying exam, they will select an advisor (who may be different from their academic advisor) and begin work on their proposal. They will also identify members of their dissertation committee, which will include two from music education, a third from MUED or EHHS, a fourth from EHHS or SOM, and a fifth outside member (moderator) to be selected from EHHS. This committee will serve as the proposal defense committee and will determine if the student has passed and is able to continue with the dissertation research and writing. The committee will have two weeks to read the proposal and the student will orally defend the document. Different research methodologies may point to a different structure of the proposal format.

Academic style will be based on the research methodology and in consultation with the advisor and may be APA, Chicago, or other styles based on the needs of the dissertation and the work. The Graduate Studies Committee (GSC) will then be notified of students who have passed their proposal defense and are writing their dissertation. There will continue to be a pre-defense at the completion of the dissertation, and a formal oral defense by the student according to past practice. Other protocols will follow general practice.

Once a date and time for the defense has been determined, the candidate will fill out and submit a [Final Oral Examination Request Form](#) to the graduate secretary in the Music Office.

Doctoral candidates must submit their dissertation in the mandatory electronic format.

GUIDELINES

DOCTORAL MUSICOLOGY/ETHNOMUSICOLOGY

Students in the the Ph.D. program in Musicology-Ethnomusicology will normally choose to emphasize either Western music history (Historical Musicology) or Ethnomusicology, although it is also possible to create a balance if desired.

Students are expected to establish an area of special expertise but within the context of a broad knowledge of both the field of ethnomusicology and the musics of all major world cultures. This breadth of knowledge includes both Western classical music as well as a basic understanding of music in popular culture. While a Ph.D. requires a generalist's knowledge, it also requires becoming an authority in a specialty.

Dissertation

A doctoral candidate cannot enroll in Dissertation until after successfully passing the qualifying examination. Upon admission to candidacy, a doctoral candidate must register for Dissertation I for a total of 30 hours. A doctoral candidate is expected to continuously register for Dissertation I, and thereafter, Dissertation II, each semester, including summer, until all requirements for the degree have been met.

Please refer to pages 23-27 of this handbook for further information regarding the dissertation committee, dissertation topic proposal including the Style Guides normally used in preparation of the proposal and the dissertation, the examining committee and the final oral examination (dissertation defense).

Once a date and time for the defense has been determined, the candidate will fill out and submit a [Final Oral Examination Request Form](#) to the graduate secretary in the Music Office.

Doctoral candidates must submit their dissertation in the mandatory electronic format.

GUIDELINES

DOCTORAL MUSIC THEORY-COMPOSITION

The degree of Doctor of Philosophy with a major in music theory-composition is designed to prepare composers, college and university teachers, and research scholars in the area of music theory. This degree program is based on the premise that original composition of high quality requires a strong background in theory, and that significant scholarship in theory requires experience in original composition.

Course Requirements:

Theory-Composition students must take a minimum of 22 credit hours in theory and composition. The required "core" courses include: History of Music Theory, Post-Tonal Theory, Schenkerian Analysis, Seminar in Music Since 1900, Pedagogy of Music Theory and four semesters of Composition. Theory-Composition students will also take 4-6 hours of Music History and 4-6 hours of other Music Electives. Please refer to your specific Graduate Catalog for information pertaining to your program of study

course requirements: <http://www.kent.edu/graduatestudies/graduate-catalog>

Research Tool Requirement:

In Theory-Composition, the requirement is either a reading-translating knowledge of one foreign language, or a demonstrated competence in an area of research specified by the doctoral advisory committee and approved by the Graduate Studies Committee. If the foreign language option is chosen, students may satisfy this requirement by either passing a translation exam administered by faculty in the School of Music or in the appropriate foreign language department, or by completing coursework that has been approved by the doctoral advisory committee and the Graduate Studies Committee.

Candidacy Examinations:

The theory and composition portions of the candidacy exams are comprehensive, drawing from all historical and stylistic periods. Exams generally include essay and terminology portions, and score analysis from written and aural excerpts. Exams generally include both a proctored and a non-proctored portion. Material is generally based on coursework taken during the degree program, current professional literature, and trends with which the student should be conversant.

(Doctoral Programs con't.)

Dissertation:

The Music Theory and Composition dissertation consists of two major projects: Part I, an original composition, and Part II, a theoretical paper. Students in this degree program often choose to have two co-advisors for the dissertation. Please refer to pages 22-26 for further information regarding the dissertation committee, dissertation topic proposal including the Style Guides normally used in preparation of the proposal and the dissertation, the examining committee and the final oral examination (dissertation defense).

Once a date and time for the defense has been determined, the candidate will fill out and submit a Final Oral Examination Request Form to the graduate secretary in the Music Office.

Doctoral candidates must submit their dissertation in the mandatory electronic format.

Other Expectations for Students Enrolled in this Degree Program:

- Gain experience teaching and/or tutoring music theory to undergraduate students
- Be active in performing contemporary music
- Attend performances of contemporary music
- Be fluent in score reading, keyboard, and aural skills
- Be familiar with terminology and common practices as found in published music by French, German, Italian, and other non-English-speaking composers
- Compose a minimum of two hours of original music in various genres during the period of doctoral study
- Arrange for at least four off-campus performances of original compositions during the period of doctoral study
- Be active in music theory and/or composition professional organizations (such as the Society for Music Theory, Music Theory Midwest, College Music Society, American Music Center, Society of Composers, and a performing rights organization such as ASCAP or BMI)
- Adhere to the guidelines for the composition portion of the doctoral dissertation as approved by Research and Graduate Studies
- Attempt to arrange for a timely performance of the composition portion of the doctoral dissertation
- Attempt to give a conference presentation on a theoretical topic or a conference performance of a composition during the period of doctoral study
- Be fluent with music notation software; either *Sibelius* or *Finale* is preferred

APPENDICES

GENERAL PROCEDURES FOR CANDIDACY EXAMINATIONS

This is the general procedure for candidacy examinations. There is room for flexibility depending on student circumstances.

1. The advisor and student will decide when the written exams will take place.
2. The advisor contacts the faculty committee seeking approval for the student to schedule the written exams.
3. Given complete unanimity/agreement that the student is prepared for candidacy examinations, the student contacts the faculty committee at least two weeks before the anticipated beginning of the exams with proposed dates.
4. Once the dates are set the advisor asks for written questions from each faculty committee member to be submitted to him/her by a certain date. The advisor may suggest topics and time limits for the questions.
5. The advisor compiles the examination and assigns days for each question or question area.
6. The questions are put into folders identified by subject and time period. The student picks up one folder at a time from the designated person (graduate secretary or advisor) at the beginning of the assigned time period, and returns the folders to the designated person at the conclusion of the assigned time period.
7. The proctored portion of the exam must be completed during Music Office hours and on campus – preferably in the Music Library, or in an assigned quiet room. The exams may be word processed or handwritten depending on the wishes of the professor. The student will not have access to the internet or library reference materials.
8. The take-home portion of the exam, based on a topic assigned by the major advisor, may be scheduled either before or after the proctored portion (based on the wishes of the committee and student).
9. Once the written candidacy examination is completed, the advisor sends copies of the entire exam to each faculty committee member with instructions concerning the results.
10. The oral candidacy is held only after the entire committee agrees that the written exam is passed.
11. Students who fail the candidacy examination two times will be dismissed from the doctoral program.

SPECIAL REGULATIONS FOR DISSERTATIONS
PH.D. IN MUSIC COMPOSITION AND THEORY
COMPOSITION SECTION

1. Both sections of the dissertation must be submitted electronically, in accordance with University guidelines.
2. The Composition section will be designated Part I. The Theory section will be designated Part II. The two sections should be paginated separately.
3. The PDF of the score for the composition may be formatted at any size from 8 ½ x 11 inches (letter) through 11 x 17 inches (tabloid), as appropriate to the score being submitted. Appropriate formatting must be approved by the Advisor(s) and the Dissertation Committee.
4. Margins must be at least one inch from the top, bottom, left, and right edges.
5. The score should normally begin with the title page (page 1, but not indicated on the page itself), followed by a page including such information as instrumentation and performance notes (page 2), followed by the first page of the score itself (page 3). If more than one page is required for information that is included with the score, pages may be added after page 2, but the first page of the score must be an odd-numbered page, even if this requires the inclusion of a blank page.
5. Page numbers should be approximately ½ inch from the top of each page. Page numbers may be placed in any of the following positions:
 - a. Center of each page
 - b. Upper right of each page
 - c. Alternating left and right, with the numbers for odd-numbered pages on the right and the numbers for even-numbered pages on the left
6. The inclusion of a copyright notice at the bottom of the first page of the score is highly recommended.
7. A single abstract covering both sections of the dissertation must be submitted.
8. In accordance with University guidelines, signature pages must be submitted in hard copy. Four copies of the signature page on approved paper must be provided by the candidate at the time of the defense.

Otherwise, all guidelines for dissertations from the College of the Arts and from the University must be followed.

Graduate Music Theory Placement Examination

All master's and doctoral students must take a placement examination in music theory prior to first enrollment. Based upon the examination results, students may be required to take certain courses as a part of their programs.

Schedules for the theory placement examination are posted on the School of Music Graduate Bulletin Board. In general, the graduate placement examination in music theory is offered on the Saturday morning before the start of Fall and Spring sessions.

Students who are not fully prepared for graduate-level work in music theory may be required to take the undergraduate practicum course (MUS 41111) in addition to one or two graduate courses. Graduate courses required as a result of the entrance examination will be counted toward the theory requirement within the degree program except where required as part of the major program.

In general, the placement exam is used to screen for level of competence regarding three courses: Practicum, Analytical Techniques I, and Analytical Techniques II. The ear-training portion of the exam has a duration of 30 minutes. The written portion has a duration of two and one half hours. No audio recordings are played during the exam.

The areas tested are:

- 1) Aural Skills. Intervals, triads, harmonic dictation, and melodic dictation.
- 2) Harmonic, Formal, and Style Analysis. Examples are taken from literature of the Renaissance, Baroque, Classical, Romantic, and Twentieth-Century periods. Tasks include roman numeral harmonic analysis, as well as, identification of cadence types, tonal relationships, and large-scale tonal forms. Students may be asked to identify compositional techniques. Students should be able to suggest a possible composer and approximate time period for each excerpt.
- 3) Instrumentation. Identify sounding pitches of a passage employing various clefs and transposing instruments. Identify which instruments are present, in their proper order, in an unmarked score.

Preparation: Students should review a wide range of musical works covering all periods, through the study of scores and recordings. We do not provide study guides; however, recommended study materials include:

A History of Musical Style, Richard Crocker
Music Theory Through Literature (2 vols.), John Baur
Music of the Twentieth Century, Bryan Simms
The Technique of Orchestration, Kent Kennan and Donald Grantham
Form in Tonal Music, Douglas Green
Form in Music, Wallace Berry

rev. Fall 2013

SCHOOL OF MUSIC MISSION STATEMENT

Approved by the Music Faculty on January 28, 2005

The mission of the Hugh A. Glauser School of Music at Kent State University is to advance the art of music by preparing students for productive musical careers, broadening intellectual perspectives, fostering artistic, humanitarian and ethical values, and promoting the goal of responsible citizenship through professional and avocational study. Music faculty and staff are engaged in teaching, performing and creating, research, service, and partnerships that address the needs of a complex and changing world. The eight-campus system provides for the needs of varying and contrasting communities through the study and performance of music, and through programs that form a supportive and inclusive network characterized by excellence and innovation in teaching. Through discovering, integrating, and applying knowledge in a comprehensive and diverse range of bachelors, masters, and doctoral degree programs, the Hugh A. Glauser School of Music provides a dynamic learning environment that fosters artists, scholars, and teachers who will assume leadership roles in a global society.

College of the Arts Mission Statement

The College of the Arts aspires to use its distinctive and innovative resources to engage our local and global communities to imagine, create, and transform through the arts.

Goals

1. Engage our local and global communities

- a. Tell our stories – PR
- b. Win over central administration
- c. Build personal relationships
- d. Communicate from Unit level to College level
- e. Reminder E-mail to all faculty/staff requesting events
- f. Directors inform Dean of most important events to invite Provost, et al.
- g. Regionally, nationally and internationally
- h. Communicating rationale of arts fee to all Kent campus, UG students

2. Create Distinctive College Units

- a. Recruitment and retention of innovative faculty and staff
- b. Support groups and mentoring

3. Collaborate and innovate across College Units

- a. Best practices in teaching
- b. Research
- c. Student learning
- d. Experiential learning
- e. Incentivize collaborative projects
 - i. Call for collaborative projects from the College
 - ii. "Catalyst Project" concept

4. Transform student opportunities through international and study away initiatives

- a. Develop programs
- b. Encourage student participation

5. Imagine the future

- a. Career preparation for students
 - i. Entrepreneurship in the Arts
 - ii. Workshops
 - iii. Career opportunities round table, job fair with alumni – fall under duties of R&R Coordinator and FDM Industry Liaison – if we can make it a course, even one credit, it can be funded through RCM – e.g., Artonomics – how about online, asynchronous - podcasts – 5 minute interviews – archive them, like give us your best 15 minutes – give them talking points with student interviewer (ST goal)
- b. Engage in regular conversation regarding curriculum to prepare students for the future

6. Sustain fiscal stability

- a. Engage in consultation on development of new revenue streams
- b. Create clear plans for debt reduction
- c. Sharing and collaborating on best practices for budgeting

CODE OF ETHICS

Institutional members of the Association shall recognize their responsibility to respect the legal rights and human dignity of all individuals.

Recruitment policies and procedures shall be established to demonstrate concern for the needs of students, the institution, and the national effort in the education and training of professional musicians.

It is ethical for an institution to utilize procedures and techniques for developing a student body with the highest possible qualifications. However, such procedures and techniques must be applied in a national framework of common practice to protect the interests of both students and institutions.

An institution's personnel shall not discredit other member institutions by disparaging the character, nature, quality, value, or scope of their courses of instruction or services; or by imputing to them dishonorable conduct, or by adversely reflecting on them in any other material respect.

The acceptance of financial aid or the signing of a declaration of intent to attend a given institution shall not be binding if signed before May 1 of the calendar year of matriculation. Students shall be notified of this policy when an institution makes an offer prior to May 1. Institutions allow students to choose without penalty among offers of admission and financial aid until May 1. Financial aid shall be awarded according to the criteria established by the member institution granting the award. The institution must have a procedure for developing a written understanding with students, advising them that their acceptance of financial aid represents a mutual commitment: the institution agrees to hold a place for the student and provide certain financial assistance; the student agrees to occupy that place for a certain period of time.

Institutional personnel shall not knowingly influence any students to leave another educational institution in which the student is enrolled, registered, or has submitted a tuition or matriculation deposit, especially by encouraging an individual to change schools with an offer of financial aid.

Institutions recognize that students are free to make inquiries about study at any institution at any time. However, if a student begins to make an application for transfer, the institution to which the student applies must inform the student of its institutional obligations.

Inquiries about an individual's interest in and conversation concerning a new, full-time academic appointment are in order at any time of the year. However, after May 1, an offer for an appointment to take effect in the next academic year will not be made unless the administrative head of the offering college, school, or institute, has previously determined that the date at which the appointment is to take effect is agreeable to the administrative head of the college, school, or institute that the individual will be leaving if the individual accepts the new appointment. As an issue of courtesy and good practice, when it is not clear that negotiations will be completed prior to May 1, the administrative head of the offering school advise the administrative head of the institution where the faculty member is currently employed that negotiations are underway.

The rights of all students must be protected to the fullest extent possible by the institution. Having informed a student of the curriculum, standards, and procedures for obtaining the degree, certificate, or diploma for which he is enrolling, institutions shall not impose, ex post facto, a revision of the curriculum, standards, or procedure for degree, certificate, or diploma, to the detriment of the student's normal academic progress.

Further, if it is determined that a student is not acceptable as a candidate for a degree, certificate, or diploma, the student shall be so informed promptly.

If the parties involved cannot resolve an alleged violation, an appeal, in the form of a detailed letter, shall be filed with the NASM Executive Director, who shall then institute the process outlined in the Procedures for Reviewing Complaints Directed Against Member Institutions of the National Association of Schools of Music.