

Graduate Student Handbook

2017-2018

FROST
SCHOOL OF MUSIC
UNIVERSITY OF MIAMI
Graduate Studies

PURPOSE

This handbook serves as a guide to graduate studies in the Frost School of Music at the University of Miami. It does not replace or diminish the use of the Academic Bulletin or any other official policy statement of the University or the Graduate School.

Graduate students should review and consult the Academic Bulletin throughout the course of their academic study: <http://bulletin.miami.edu/>

Additionally, graduate students should review and consult the website for the Graduate School: http://www.miami.edu/gs/index.php/graduate_school

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Graduate Studies

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Please note: if this link does not connect directly to the My.Frost Portal, please cut and past the URL into your browser's address bar. You will then need to enter your security credentials.

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FROST SCHOOL OF MUSIC ADMINISTRATION

Maurice Gusman Concert Hall 2017-2018 Academic Year

Dean	Shelton Berg
Associate Dean of Administration	Raul Murciano
Associate Dean of Graduate Studies	Shannon de l'Etoile
Associate Dean of Undergraduate Studies	Steven Moore
Associate Dean for Strategic Initiatives	Rey Sanchez
Assistant Dean of Development	Holly Freyre
Director of Recruitment and Admissions	Karen Kerr
Director of Business Operations	Barbara Ham
Director of Marketing and Communication	Patricia San Pedro
Manager of Concert Halls and Director of Technology	William Dillon
Director of Recording Services	Dana Salminen

DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

The Frost School of Music is comprised of eight, degree-granting academic departments. Each department is identified by a three-letter abbreviation and overseen by a designated Department Chair. Each department further includes various academic programs that are run by designated Program Directors. The list below identifies all Frost School of Music Departments, as well as Department Chairs and Program Directors.

Department of Musicology (MCY)**Chair**

David Ake

Program Director

David Ake

Department of Music Education and Music Therapy (MED)**Chair**

Don Coffman

Program Directors

Stephen Zdzinski, Music Education

Teresa Lesiuk, Music Therapy

Department of Instrumental Performance (MIP)**Chair**

Rob Carnochan

Program Directors

Thomas Sleeper, Instrumental Ensembles and Conducting

Robert Carnochan, Director of Wind Ensemble Activities

Jay Rees, Athletic Bands

Richard Todd, Brass

Svetoslav Stoyanov, Percussion

Ross Harbaugh, Strings

Margaret Donaghue, Woodwinds

DEPARTMENT CHAIRS AND PROGRAM DIRECTORS (CONTINUED)

Department of Keyboard Performance (MKP)

Chair

Santiago Rodriguez

Program Directors

Santiago Rodriguez, Piano Performance

Naoko Takao, Keyboard Performance and Pedagogy

Department of Music Media and Industry (MMI)

Chair

Serona Elton

Program Directors

Gary Wood, Arts Presenting and Live Entertainment Management

Rey Sanchez, Bruce Hornsby Creative American Music Program

Chris Boardman, Media Writing and Production

Serona Elton, Music Business and Entertainment Industries

Will Pirkle, Music Engineering Technology

Department of Studio Music and Jazz (MSJ)

Chair

John Daversa

Program Directors

Charles Bergeron, Jazz Pedagogy

Gary Lindsay, Studio Jazz Writing; Jazz Composition

Gary Keller, Studio Music and Jazz - Instrumental

Kate Reid, Studio Music and Jazz - Vocal

Department of Theory and Composition (MTC)

Chair

Charles Mason

Program Directors

Charles Mason, Theory and Composition; Digital Arts and Sound Design

**DEPARTMENT CHAIRS AND PROGRAM DIRECTORS
(CONTINUED)**

Department of Vocal Performance (MVP)

Chair

Esther Jane Hardenbergh

Program Directors

Karen Kennedy, Choral Activities

Esther Jane Hardenbergh, Vocal Pedagogy and Performance

Division of Dance

Coordinator: Carol Kaminsky

MEMBERS OF THE GRADUATE FACULTY

PLEASE NOTE: Faculty members marked with an asterisk (*) are eligible to chair doctoral committees.

Department of Musicology (MCY)

David Ake*
 Melvin Butler*
 Marysol Quevedo*
 Nancy Zovac

Department of Music Education and Music Therapy (MED)

Carlos Abril*
 Donald Coffman*
 Shannon de l'Etoile*
 Teresa Lesiuk*
 Corin Overland*
 Brian T. Powell*
 Kimberly Sena-Moore*
 Stephen Zdzinski*

Department of Instrumental Performance (MIP)

Gabriel Beavers*	Rafael Padron
Robert Carnochan*	Brian T. Powell*
Charles Castleman*	Jay Rees*
Tim Conner	Thomas Sleeper*
Margaret Donaghue*	Svetoslav Stoyanov*
Scott Flavin	Aaron Tindall*
Ross Harbaugh*	Richard Todd*
Trudy Kane*	Dale Underwood
Jodi Levitz*	Robert Weiner
Craig Morris*	
John Olah*	

Department of Keyboard Performance (MKP)

Kevin Kenner*
 Santiago Rodriguez*
 Naoko Takao*
 Tian Ying*

PLEASE NOTE: Faculty members marked with an asterisk (*) are eligible to chair doctoral committees.

MEMBERS OF THE GRADUATE FACULTY (CONTINUED)

PLEASE NOTE: Faculty members marked with an asterisk (*) are eligible to chair doctoral committees.

Department of Music Media and Industry (MMI)

Christopher Bennett*
Christopher Boardman
Serona Elton*
William C. Pirkle
Carlos Rivera*
Brian Russell*
Reynaldo Sanchez*
Gary Wood

Department of Studio Music and Jazz (MSJ)

Martin Bejerano*	Gary Lindsay*
Shelton Berg*	Dante Luciani
Charles Bergeron	Brian Lynch*
John Daversa*	Kate Reid*
Gary Keller	Brian Russell*
	Steve Rucker

Department of Theory and Composition (MTC)

Juan Chattah*
Shawn Crouch*
Dorothy Hindman*
Juraj Kojs*
Charles Mason*
Lansing McLoskey*

Department of Vocal Performance (MVP)

Jeffrey Buchman*
Coreen Duffy*
Karen Kennedy*
Esther Jane Hardenbergh*
Alan Johnson*
Judy Marchman*
Corin Overland*
Frank Ragsdale*
Robynne Redmon*

PLEASE NOTE: Faculty members marked with an asterisk (*) are eligible to chair doctoral committees.

ENTRANCE EXAMINATIONS FOR NEW STUDENTS

Entrance Exams in Musicology and Music Theory

The Frost School of Music requires certain incoming graduate students to take entrance exams in Musicology and Music Theory prior to enrolling in courses. Graduate students are expected to be well-prepared for these exams. Any student who does not pass an entrance exam must fulfill a remediation requirement (explained below). Students who do not fulfill the remediation requirement are subject to the following consequences:

- For Masters degree students who do not fulfill the remediation requirement, the final project (i.e., defense of research, final recital, cumulative exam, etc.) will be cancelled and graduation will be delayed, possibly by an entire semester. Students will be financially responsible for this extension of the degree program (i.e., students may need to enroll in and pay for additional credits).
- Doctoral degree students who do not fulfill the remediation requirement will not be able to apply for Doctoral Committee Approval, as needed for Doctoral Candidacy. Consequently, such students will not be able to move forward with proposing and completing the doctoral essay, and thus graduation is likely to be delayed. Students will be financially responsible for any resulting extension of the degree program (i.e., students may need to enroll in and pay for additional credits).

Who Should Take These Exams?

If you are pursuing one of the following degrees, you are required to take these exams:

Masters Degree Programs:

Master of Music in Musicology
Master of Music in Music Education (including Certification students)
Master of Music in Music Therapy (including Equivalency students)
Master of Music in Instrumental Conducting
Master of Music in Instrumental Performance
Master of Music in Keyboard Performance
Master of Music in Keyboard Performance and Pedagogy
Master of Music in Collaborative Piano
Master of Music in Composition
Master of Music in Digital Arts and Sound Design
Master of Music in Media Writing and Production
Master of Music in Choral Conducting
Master of Music in Vocal Performance

Doctoral Degree Programs:

Doctor of Musical Arts in Instrumental Conducting
Doctor of Musical Arts in Instrumental Performance
Doctor of Musical Arts in Keyboard Performance
Doctor of Musical Arts in Keyboard Performance and Pedagogy
Doctor of Musical Arts in Collaborative Piano
Doctor of Musical Arts in Studio Music and Jazz Instrumental Performance
Doctor of Musical Arts in Studio Music and Jazz Vocal Performance
Doctor of Musical Arts in Jazz Composition
Doctor of Musical Arts in Composition
Doctor of Musical Arts in Choral Conducting
Doctor of Musical Arts in Vocal Performance
Doctor of Musical Arts in Vocal Pedagogy and Performance

If you are pursuing one of the degree programs listed below, you are NOT required to take these entrance exams, however, you may be required to take and pass entrance exams in your major area. Be sure to check with your advisor or program director regarding any major-specific entrance exam requirements.

Artist Diploma students
Master of Music in Studio Music and Jazz Instrumental Performance
Master of Music in Studio Music and Jazz Vocal Performance
Master of Music in Jazz Pedagogy
Master of Music in Studio Jazz Writing
Doctor of Philosophy in Music Education (with or without Music Therapy emphasis).
However, should PhD students wish to take courses in music theory, they will take the music theory entrance exam, Parts I and II, to help determine which courses are most appropriate for their ability level and career aspirations. Students can take this exam at any point during their doctoral career.

If you are pursuing one of the degree programs listed below, you are not required to take or pass entrance exams of any kind:

Master of Arts in Arts Presenting and Live Entertainment Management (with or without Juris Doctor)
Master of Music in Music Business and Entertainment Industries (with or without Juris Doctor)
Master of Science in Music Engineering Technology

What if I Already Took the Exams for a Previous Graduate Degree here at the Frost School?

If you already took one or both of these exams and you either passed or fulfilled remediation requirements, then you do not need to re-take the exam.

When are the Entrance Exams Given?

The Musicology Entrance Exam will be given on Thursday August 17, 2017 from 10:15am-12:15pm in rooms 101 and 102 of the Volpe Building. Please arrive on time and bring your own pen or pencil, as well as a picture ID (i.e., driver's license, passport, Canecard, etc.).

The Music Theory Entrance Exam will be given on Wednesday August 16, 2017 from 9:30am-12:00pm in rooms 101 and 102 of the Volpe Building. Please arrive on time and bring your own pen or pencil, as well as a picture ID (i.e., driver's license, passport, Canecard, etc.).

You do not need to register in advance for either exam. If you are pursuing a degree program that requires these exams, you are expected to take these exams on the dates given here.

What is the Exam Content, and How Should I Prepare?**The Musicology Entrance Exam:**

This exam covers undergraduate knowledge of music history and literature and serves to ensure that students have sufficient background in these areas to succeed in their graduate coursework. The content of the exam covers concert music from antiquity to the 21st century, and also makes significant reference to jazz. This exam consists of 100 multiple-choice questions and is organized into two parts. In the first part, students will answer questions about listening examples that represent different styles and periods. In the second part, students will respond to questions about musical terms, styles, genres, composers, and periods.

Please access our website to see some sample questions for the Musicology Entrance Exam:

<https://umshare.miami.edu/web/wda/frost/graduatestudies/MCY%20Sample%20Entrance%20Exam.pdf>

How to Prepare for the Musicology Entrance Exam:

Students may find the following resources helpful in order to adequately prepare for the Musicology Entrance Exam:

Bonds, Mark Evan. *A History of Music in Western Culture*, 3rd ed. Upper Saddle River: Prentice Hall: 2010.

This book includes companion score anthologies and CDs. More information appears on the publisher's website: www.pearsonhighered.com

Burkholder, J. Peter, Donald Jay Grout, and Claude V. Palisca. *A History of Western Music*, 8th ed. New York: W.W. Norton, 2009.

This book includes companion score anthologies and listening materials). Online study resources are also available, as well as a paper study guide that students have found valuable. More information appears on the publisher's website: www.wwnorton.com

Hanning, Barbara Russano. *Concise History of Western Music*, 4th ed. New York: W. W. Norton, 2009.

This book also includes companion score anthologies and listening materials. Online study resources are also available, as well as a paper study guide that students have found valuable. More information appears on the publisher's website: www.wwnorton.com

The Music Theory Entrance Exam:

The Music Theory Entrance Exam covers undergraduate knowledge of music theory and analysis and serves as a diagnostic tool to determine whether or not students have sufficient background in these areas to succeed in their graduate coursework. The format of the exam consists of three parts: Common Practice, Post Tonal Music, and Aural Skills

Part One: Common Practice

This portion of the Graduate Entrance Exam draws on the Common Practice repertoire to assess the student's analytical skills. The scope of this portion includes:

- Labeling using Roman Numeral Analysis of passages that may include chromatic (i.e., non-diatonic) sonorities
- Identification of musical features, constructs and processes, including cadences, modulation, melodic and harmonic sequences, and non-chord tones.
- Formal analysis of pieces which may include Sonata, Rondo, and Ternary forms.

References:

The Complete Musician by Steven G. Laitz

Tonal Harmony by Stefan Kostka, Dorothy Payne and Byron Almen

<http://musictheoryexamples.com>

Please access our website to see some sample questions for Part One of the Music Theory Entrance Exam:

<https://umshare.miami.edu/web/wda/frost/graduatestudies/MTC%20Common%20Practice%20Sample.pdf>

Part Two: Post Tonal Music

Specifically the student will need to know:

1. Twelve-tone Analysis: Specifically students will need to know how to create a 12-tone array (which some call “12-tone matrix”) such that they can provide answers to questions such as: “What is the third tone of 17 of the following row?” They will also need to know terms such as **trichord, tetrachord, hexachord, transposition, retrograde, inversion, and retrograde inversion**. Note: we treat the first tone of a 12-tone row as zero (this is in contrast to other systems that choose to treat the pitch C as being zero).
2. Set theory. Students will be given a collection of pitches and asked to put the set in “**normal form**” and provide information regarding its **interval vector**. Students will not be required to label the set type (Forte Analysis).
3. Pitch Collections and Scales: Students will be expected to know **modes, symmetrical scales, and other pitch collections commonly used in music of the 20th and 21st centuries**. A sample question might be, which of the following tones does not exist in F# Phrygian mode?
4. Harmonic materials: Students will be expected to know 20th century harmonic constructions including **quartal harmony, secundal harmony, extended tertian harmony, and clusters**. They will also need to know the definitions of (and possibly identify on an excerpt) the use of **bitonality, polytonality, pantonality, and planing**.
5. Students are expected to know the **harmonic series** and be able to give the first 7 overtones to a fundamental. This is of particular importance to understanding basic issues of partwriting orchestration techniques, and spectral analysis.
6. Rhythm: Students will be expected to answer questions regarding rhythm practices of the 20th century including **metric modulation, mixed meters, irregular meters, and added note rhythms**. A sample question might be: if quarter-note equals 60, and then the performer is instructed to make the half-note equal the quarter note, what is the new tempo for the quarter note?

References:

Materials and Techniques of Twentieth-Century Music by Kostka

Introduction to Post-Tonal Theory by Joseph Straus

Understanding Post-Tonal Music by Miguel Roig-Francolí

Part Three: Aural Skills

This portion of the exam assesses the aural recognition of:

- Harmonic structures (including non-diatonic sonorities such as Secondary Dominants, Neapolitan, Augmented Sixths, Mode Mixture, and Common Tone Diminished),
- Harmonic progressions (including sequences and/or embedding the non-diatonic sonorities mentioned before)

- Pitch collections (including church modes, pentatonic, and symmetrical scales)

The format of the exam is multiple-choice, which minimizes the potential for differing labeling systems. Aural samples will be played twice. Aural samples are of two kinds:

- 1) Abstract structures (e.g., whole-tone scale performed ascending and descending at the piano),
- 2) Short excerpts from the Common Practice repertoire featuring a variety of textures and ensembles (e.g., few measures drawn from a Beethoven's Symphony, or few measures drawn from one of Bartok's String Quartets). No popular music or jazz is included, yet this should not preclude you from including these (and other) repertoires in your preparation for the exam.

The exam does not include:

- Transcription exercises (melodic, rhythm, or SATB).
- Error detection and correction exercises
- Recognition of formal structures (Sentences, Periods, Sonata, Rondo, Binary, Ternary, etc.)
- Recognition of timbre or instrumentation
- Recognition of textures (Homophonic, Polyphonic, etc.)

Please note that, although not included in the exam, the types of exercises and skills mentioned above are extremely valuable to develop aural skills.

Please access our website to see some sample questions for the Aural Skills portion of the Music Theory Entrance Exam:

<https://umshare.miami.edu/web/wda/frost/graduatestudies/Sample%20Aural%20Portion.pdf>

Preparing for the Aural Skills Test:

Establish a consistent plan of practice using the resources listed below. Since most software and online resources use abstract examples (i.e., not real music), expand your practice resorting to aural examples presented in mainstream theory textbooks (including those that touch upon 20th-century techniques); several suggestions are included below.

Software and (Free) Online Resources:

[Auralia](#)

The most comprehensive Aural Skills software. (Available at the Mill, Coral Gables Campus.)

[Ear Training Online](#)

Listing and description of many available software programs

EarBeater

Customizable ear training exercises

Teoria

Interactive chord-building and ear-training exercises

The Musical Mind

Ear training exercises, including solfège, dictation, and chord identification

Theory / Aural Skills Textbooks:

The Complete Musician (Steven G. Laitz)

Harmonic Practice in Tonal Music (Robert Gauldin)

The Musician's Guide to Theory and Analysis (Jane Piper Clendinning, Elizabeth West Marvin)

The Musician's Guide to Aural Skills: Ear Training and Composition (Joel Phillips, Jane Piper Clendinning, Elizabeth West Marvin)

Aural Skills in Context (Evan Jones, Matthew Shaftel, Juan Chattah)

Harmony in Context (Miguel Roig-Francoli)

Understanding Post-Tonal Music (Miguel Roig-Francoli)

Materials and Techniques of Post Tonal Music (Stefan Kostka)

What Happens if I Don't Pass an Entrance Exam?

Any student who does not pass an entrance exam must fulfill a remediation requirement (explained below). Students who do not fulfill the remediation requirement are subject to the following consequences:

- For Masters degree students who do not fulfill the remediation requirement, the final project (i.e., defense of research, final recital, cumulative exam, etc.) will be cancelled and graduation will be delayed, possibly by an entire semester. Students will be financially responsible for this extension of the degree program (i.e., students may need to enroll in and pay for additional credits).
- Doctoral degree students who do not fulfill the remediation requirement will not be able to apply for Doctoral Committee Approval, as needed for Doctoral Candidacy. Consequently, such students will not be able to move forward with

proposing and completing the doctoral essay, and thus graduation is likely to be delayed. Students will be financially responsible for any resulting extension of the degree program (i.e., students may need to enroll in and pay for additional credits).

For these reasons, students are advised to fulfill the entrance exam remediation requirement as early as possible in their academic career.

Remediation Option 1: Students can prepare independently and retake/pass the exam at a later date. Please note the following details in regard to exam re-takes:

- Entrance exams will be given one time in August and one time in December of each academic year.
- Students are allowed unlimited re-takes of the entrance exams.
- Students who fail an exam (or part of an exam) can re-take just the portion that they failed.
- Re-take exams may include the same questions as the original exam, or they may include different questions; however, the topics and difficulty level will remain the same.
- Some suggested means of independent preparation include studying, working with a tutor, or taking an online course, or auditing an undergraduate course here in the Frost School.
- If a student chooses to audit an undergraduate course in order to prepare for the exam, the student will be charged 1 credit of tuition. Additionally, course audit requires instructor permission. An audited course does not appear on a student's transcript.
- Taking an online course or auditing a course does not replace successful exam completion and does not fulfill the remediation requirement; these are simply ways that a student may prepare independently for an exam re-take.
- This option does not lengthen time toward degree but some costs may be incurred.

Remediation Option 2: Students can enroll in and pass designated undergraduate courses. Please note the following details in regard to this option:

- Musicology and Music Theory faculty will identify the designated courses per each student's particular deficiency.
- A passing grade is C or higher.
- Posting of a passing grade on a student's official transcript for designated undergraduate courses in musicology and/or music theory will fulfill the entrance exam remediation requirement.
- These designated undergraduate courses do NOT meet graduate degree requirements (i.e., these courses and credit hours cannot be counted toward the credit hours required for a graduate degree).
- These designated undergraduate courses do NOT count as electives for a graduate degree.
- These designated undergraduate courses DO count toward credit load during the semester in which they are taken.
- These designated undergraduate courses are likely to lengthen time to degree and may be an added expense for the student.

Entrance Examinations (continued):

Specialized entrance exams and orientations are also required for many of our degree programs, as listed below. Please contact the Program Director for each degree program for more details.

Jazz Improvisation, Ear Training, Keyboard and Arranging Entrance Exam

If you are pursuing one of the following majors, you are required to take this exam:

- Jazz Performance (instrumental or vocal)
- Jazz Pedagogy
- Studio Jazz Writing

Arranging students should bring samples of their work to the exam.

Arranging Entrance Exam and Orientation

If you are pursuing the Master of Music Degree in Media Writing and Production, you are required to take this exam.

Arts Presenting and Live Entertainment Management Orientation

If you are pursuing the Master of Arts Degree in Arts Presenting and Live Entertainment Management, you are required to attend this orientation.

Music Business and Entertainment Industries Orientation

If you are pursuing the Master of Music Degree in Music Business and Entertainment Industries, you are required to attend this orientation.

Music Engineering Technology Orientation

If you are pursuing the Master of Science Degree in Music Engineering Technology, you are required to attend this orientation.

Music Therapy Orientation

If you are pursuing the Master of Music Degree in Music Therapy, you are required to attend this orientation.

THE IMPORTANCE OF EMAIL

The Office of Graduate Studies will communicate with you on a regular basis via email, using your University of Miami email account. We will send important and timely information to you regarding advising, enrollment, grades, graduation status, financial awards, etc. Thus, it is critical for you to access your email on a regular basis (i.e., daily). Please either:

- Designate your UM email account as your primary email account and check it on a regular basis (i.e., daily)
- Make arrangements to forward your UM emails to your personal email account (i.e., gmail, hotmail, yahoo, etc.) and check this email account on a regular basis (i.e., daily)

Please note: if you miss an important deadline because you neglected to check your email, you will not be granted an exception or an extension.

TUITION, FEES, AND HEALTH INSURANCE

Upon enrollment, students are charged for tuition, fees, and health insurance.

For information on tuition and fees, please visit Student Account Services:

http://www.miami.edu/finance/index.php/student_account_services/

All graduate students are required to either purchase or show proof of health insurance. For information on health insurance, please visit Student Health Service:

http://www.miami.edu/sa/index.php/student_health_center/insurance_information/

Students should pay careful attention to health insurance and other fees:

- Some fees are optional, but you must contact student accounts immediately after enrolling if you wish to waive these fees. If you delay, you will be required to pay all fees.
- Graduate teaching assistantships and graduate scholarships do not cover fees.
- If you are a doctoral student with a graduate teaching assistantship, you will be offered a subsidy that covers 80% of your health insurance expense. The University of Miami Graduate School will send an email to you with information about this subsidy. Be sure to check your UM email on a daily basis so you do not miss these important details.
- If you are a masters student or artist diploma student with a graduate teaching assistantship, you will NOT receive a health insurance subsidy. You will be responsible for paying the entire health insurance expense.
- A monthly payment plan is available for tuition, fees, and health insurance:
 - You can sign up for this payment plan any time between July 10, 2017 and August 31, 2017.
 - If you miss the August 31, 2017 deadline, you will not be able to sign up for the monthly payment plan. You will then have to pay for all of your expenses at the start of the fall 2017 semester.
 - You must be enrolled in at least one class in order to sign up for the monthly payment plan. If you need assistance with early enrollment (i.e., if you need to enroll prior to Orientation Week), please contact the Graduate Studies office at 305.284.6913 or msantana@miami.edu
 - To sign up for the monthly payment plan, contact Student Account Services: http://www.miami.edu/finance/index.php/student_account_services/
- If you arrive in Miami and find that you need medical care before the fall 2017 semester begins, please contact the Graduate Studies office at 305.284.6913 or

msantana@miami.edu. We will help you initiate early enrollment so that you can access health insurance benefits right away.

Please plan accordingly for these expenses. Failure to pay your tuition, fees, or health insurance will block your enrollment for the subsequent semesters.

ADVISING AND REGISTRATION PROCEDURES

Each graduate student is assigned a faculty advisor who is listed in the individual's Student Center on Canelink. If an advisor is not listed, or the name of the advisor is incorrect, contact the Office of Graduate Studies at 305.284.6913 or msantana@miami.edu.

Students must be enrolled in at least one course by August 21, 2017. Any student who is not enrolled by this date will be charged a late registration fee by the University.

Advising Procedures for Graduate Students

1. Make an advising appointment with your advisor.
2. Following the requirements for your degree as listed in the Academic Bulletin <http://bulletin.miami.edu/>, create a tentative schedule using the "Search for Classes" function on CaneLink. Bring this schedule with you to your advising appointment.
3. Meet with your advisor to discuss and finalize your schedule of classes. Your advisor will then clear you for enrollment and you can enroll on-line in CaneLink.
4. **Drop/Add Policy:** After enrolling in courses, you may need to make some changes to your schedule:
 - If you are dropping and/or adding classes beyond University deadlines, you will need to use a paper drop/add form.
 - Drop/add deadlines for each semester are listed on the Academic Calendar: <http://www.miami.edu/index.php/registrar/calendar/>.
 - Drop/add forms are available in the Music Administration Center or at the Office of the Registrar: http://www.miami.edu/index.php/registrar/about_us/.
 - Drop/add forms must be signed by your advisor and the Associate Dean of Graduate Studies, and then submitted to the Registrar.
5. When dropping courses, please be aware of the University policy for tuition refunds: http://www.miami.edu/finance/index.php/student_account_services/tuition_and_fees/refund_schedule_and_policy/

FULL-TIME ENROLLMENT, CREDIT OVERLOAD, AND TUITION SCHOLARSHIPS

Graduate students must be enrolled full-time in order to receive financial assistance and to complete their degree requirements in a timely manner.

If you are pursuing a masters degree or artist diploma, full-time enrollment in the Frost School equates to:

- 9 or 10 credit hours (units) per semester
- OR
- Enrollment in at least 1 credit of an 800 level course

If you are pursuing a doctoral degree, full-time enrollment in the Frost School equates to:

- 10 credit hours (units) per semester.
- OR
- Enrollment in at least 1 credit of an 800 level course

For additional information on full-time status, please consult the Student Handbook on the Graduate School website: http://www.miami.edu/gs/index.php/graduate_school

Any student who wishes to take more than 10 credits in a given semester must submit a Credit Overload Request, found here:

<https://umshare.miami.edu/web/wda/frost/graduatestudies/FSoM%20GR%20Student%20Credit%20Overload%20Request%20June%2016.pdf>

Tuition scholarships awarded by the Frost School of Music will cover the number of credit hours required for the degree. Students who wish to take additional credit hours must pay for this expense.

Partial tuition scholarships typically cover a percentage of credit hours required for the degree (i.e., 40 or 50%). These awards cover the specified percentage of credit hours, not to exceed the total number of credit hours required for the degree.

Please note: additional enrollment requirements may exist for students receiving financial aid from outside the Frost School. More information is available from the Office of Financial Assistance: <http://grad-prof.miami.edu/index.html>

GRADUATE LEVEL COURSES

Graduate level courses are numbered at the 600 level and above (i.e., 600, 700, and 800 levels). When enrolling, students should be very careful to only enroll in courses numbered at the 600, 700, and 800 levels.

600 Level Courses. Graduate students should be aware that many 600-level courses are “shared” with 500-level undergraduate courses. For example, if a student enrolls in the course MIP 680 Orchestral Audition Preparation, that course will be linked with the undergraduate course MIP 580 Orchestral Audition Preparation. Consequently, both undergraduate and graduate students will be taking this course simultaneously, with the same instructor. Please make sure to select the correct course number. If you enroll in the undergraduate course, it will not fulfill your degree requirements. Additionally, enrolling in the undergraduate course may make it difficult for you to receive financial aid as a graduate student.

Ensembles. Many of our performing ensembles have two separate course numbers for undergraduate versus graduate students. For example, undergraduate students enroll in MIP 180 Symphony Orchestra, while graduate students enroll in MIP 780 Symphony Orchestra. Please make sure to select the correct course number. If you enroll in the undergraduate course, it will not fulfill your degree requirements. Additionally, enrolling in the undergraduate course may make it difficult for you to receive financial aid as a graduate student.

PLEASE NOTE: courses taken below the 600 level (i.e., 400, 500, etc.) will not fulfill graduate degree requirements.

GRADUATE STUDENT ENSEMBLE PARTICIPATION

General Information

- Graduate music students who are enrolled in 7 or more credits in a semester and whose curriculum requires ensemble credit will enroll and participate in at least one assigned ensemble per semester.
- Graduate music students who are enrolled in 6 credits or fewer in a semester should participate in an ensemble if possible, but may be excused that semester, provided they have met the minimum number of ensemble credits required for graduation in their degree plan.
- Students will be assigned to a specific ensemble; however, they will be invited to state a preference prior to enrollment.
- Students must obtain permission to enroll for all ensembles. Exceptions can be made following approval from the Associate Dean for Graduate Studies.

- Student placement in ensembles is based on auditions. Times and places for ensemble auditions are listed in the Orientation Schedule that is available at the beginning of the fall

PLEASE NOTE: Certain degree programs may have additional ensemble requirements which can be found in the Academic Bulletin: <http://bulletin.miami.edu/>

ENROLLMENT IN APPLIED LESSONS

Applied lessons (e.g., in voice or on an instrument), should be taken at the graduate level.

Course identifiers for applied lessons have three components:

1. Department abbreviation (first 3 letters of the course)
2. Instrument or voice (next 2 letters of the course)
3. Degree (a single-digit number)
 - For all **Artist Diploma** students, the number for applied lessons is **5**.
 - For all **Masters Degree** students, the number for applied lessons is **6**.
 - For all **Doctoral** students, the number for applied lessons is **7**.

As examples:

An **Artist Diploma** student majoring in vocal performance will enroll in applied lessons as follows: **MVP VO5**

A **Masters Degree** student majoring in bassoon performance will enroll in applied lessons as follows: **MIP BA6**

A **DMA student** majoring in jazz guitar will enroll in applied lessons as follows: **MSJ JG7**

The section for the lesson corresponds to the instructor's name (as listed in Canelink). If you do not see your instructor listed in Canelink, please contact the Department Chair for that instructor, who can then request that a section be opened for you.

When enrolling in applied lessons, Canelink will automatically default your enrollment to 1 credit. If you need to take lessons for 2 or 4 credits, you must specifically designate these credit amounts when you enroll. Please pay attention to this detail, so that you earn the appropriate number of credits required for your degree.

PLEASE NOTE: undergraduate lessons are designated by the numbers 1 and 3. Any lessons taken at the undergraduate level will not fulfill graduate degree requirements.

ENROLLMENT IN SPECIAL PROJECTS

Special Projects can be established in any Department or Program and are designated by the course numbers MXX 493, MXX 593, MXX 693, or MXX 793. The course numbers MXX 493 and MXX 593 are open only to undergraduate students, while MXX 693 and MXX 793 should be used for graduate students.

Special Projects are designed to be advanced individual study, meaning one student engages in directed, individualized study in consultation with one faculty member and meets with that faculty member throughout the semester as agreed upon. The content and activities of the course must be distinctly different from any other course offerings that are available in the Frost School. This course should give the student a unique opportunity to pursue a specialized area of study from a faculty member who is recognized as an expert in that area. The student is expected to complete a culminating project within the semester of study. Special Projects are not intended to substitute for a required course in a degree program. However, exceptions can be made in special circumstances and with approval from the relevant Department Chair(s) and Associate Dean.

Special Projects can be taken for 1, 2, or 3 credit hours. The work load and contact time with faculty should correspond with the identified credit hours. Faculty members do not receive teaching load credit for Special Projects, and classrooms are not reserved for Special Projects. When a student has completed a Special Projects course, the name or content of the course does NOT appear on the student's transcript.

To establish a Special Projects course, faculty must complete the following process:

1. Complete the Application for Special Projects found here:
<https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>
2. Sign the Application
3. Obtain approval and signature from faculty member's respective Department Chair
4. Obtain approval and signature from Chair of the Department in which the course is offered (if different than #3)
5. Obtain approval and signature from student's advisor
6. Obtain approval and signature from Associate Dean of Undergraduate or Graduate Studies, as appropriate
7. Obtain approval and signature from Associate Dean of Administration

This approval process CAN be completed in the semester prior to the intended semester of study (i.e., in the fall semester for a subsequent spring semester course).

Please note: the approval process for a Special Projects course MUST be completed by the University's deadline for adding courses during the semester in which the course is being taught. This deadline is typically the tenth day of the semester. **No approvals will be given beyond this University deadline.**

ENROLLMENT IN SPECIAL TOPICS

Special Topics courses can be approved for any Department or Program and are designated by the course numbers MXX 494, MXX 594, MXX 694, or MXX 794. Courses numbered as MXX 494 are open only to undergraduate students while courses numbered as MXX 794 are open only to graduate students. If both undergraduate and graduate students will be taking the course, then undergraduate students should enroll in MXX 594 and graduate students should enroll in MXX 694 (for the same course).

Special Topics courses pertain to a one-time offering of advanced group study on a specified topic. The course meets in a group format, meaning a class of students (e.g., more than one student) receives instruction from a faculty member on a regular basis for the duration of a semester. The content and activities of the course must be distinctly different from any other course offerings that are currently available in the Frost School. This course should give students the opportunity to pursue a specialized area of study from a faculty member who is recognized as an expert in that area. The Special Topics option also allows visiting instructors to offer specialized courses during their time here. Special Topics are not intended to substitute for a required course in a degree program. However, exceptions can be made in special circumstances and with approval from the relevant Department Chair(s) and Associate Dean.

Special Topics can be taken for 1, 2, or 3 credit hours. All students enrolled in the course should take the same number of credit hours. The work load and contact time with faculty should correspond with the identified credit hours. Faculty members will receive teaching load credit for Special Topics, and classrooms must be reserved in advance for these courses. When a student has completed a Special Topics course, the title of the course will appear on the student's transcript.

To establish a Special Topics course, the faculty member must complete the following approval process:

1. One semester in advance, the faculty member intending to teach the Special Topics course should approach his/her Department Chair to discuss the course. The faculty member should be prepared with a course title, as well as a course description or outline of a syllabus.
2. The Department Chair will then make a tentative room reservation at the class schedule meeting in the semester prior to the course offering.
3. The faculty member should then complete the Application for Special Topics <https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>
4. Sign the Application.
5. Obtain approval and signature from faculty member's respective Department Chair.
6. Obtain approval and signature from Chair of the Department in which the course is offered (if different than #2).

Continued

ENROLLMENT IN SPECIAL TOPICS

(Continued)

7. Submit the application and syllabus to the Frost School of Music Undergraduate or Graduate Committee for review and approval. Upon approval, the Associate Dean of either Undergraduate or Graduate Studies will sign the application.
8. Obtain approval and signature from Associate Dean of Administration.

Please note: This approval process must be completed in the semester prior to the intended semester of study (i.e., in the fall semester for a subsequent spring semester course). Part of the approval criteria for a Special Topics course includes a determination of the minimum number of students enrolled and verification that minimum enrollment has been met by the second week of classes. A particular Special Topics course can be taught a maximum of two times. If the same course is to be offered subsequent to the second time, it should first be approved through the University's standard course addition process and added to the 4-year course rotation.

CHANGE OF MAJOR/STATUS/DEGREE

Students wishing to change their major or degree program within the Frost School of Music may do so with approval of the Program Directors for the previous and new major or degree. To access the Application for Change of Major/Degree, go to the Graduate Student Resources website for the Frost School:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

After completing this form, obtain all necessary signatures and submit it to the Frost School Office of Graduate Studies.

COURSE SUBSTITUTIONS

Students wishing to substitute a chosen course for a required course in a degree program may do so with approval of the advisor and the Associate Dean for Graduate Studies. To access the Course Substitution Request Form, go to the Graduate Student Resources website for the Frost School:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

After completing this form, obtain all necessary signatures and submit it to the Frost School Office of Graduate Studies.

COURSE WAIVERS

Students who have already completed a required course (or course content) in a previous degree program may want to pursue a course waiver.

PLEASE NOTE: Any waived course must be replaced by a course (or courses) within that same department equaling the waived course credit hours. Replacement courses ensure that an adequate number of credit hours are completed toward the degree.

As an example, a student may have already completed a music bibliography course as part of a masters degree. The student could then waive the course MCY 628 Music Bibliography (3 credits) if required for his/her current doctoral degree. The student would then need to complete 3 other credits of graduate level coursework within the MCY Department offerings.

Course waivers require approval of the advisor and the Associate Dean for Graduate Studies. To access the Course Waiver Request Form, go to the Graduate Student Resources website for the Frost School:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

After completing this form, obtain all necessary signatures and submit it to the Frost School Office of Graduate Studies.

LEAVE OF ABSENCE

Students who need to temporarily leave the University before completing their degree program may submit a Petition for Leave of Absence found on the Graduate School website:

http://www.miami.edu/gs/index.php/graduate_school/forms/

This form should be signed by the student's advisor or Department Chair, as well as the Associate Dean of Graduate Studies in the Frost School of Music. The form can then be submitted to the Graduate School.

READMISSION

Students who have left the University for one or more semesters must submit an Application for Readmission to the Graduate School found on the Graduate School website:

http://www.miami.edu/gs/index.php/graduate_school/forms/

A readmission fee of \$65 must be submitted to the Frost School Office of Graduate Studies with the application form.

GRADES AND CREDITS

Grade-Point Average

Graduate students must maintain a cumulative grade-point average of B (3.0) in order to remain in good academic standing, to retain eligibility for financial aid, and to be eligible for degree conferral. A grade of D will not be counted toward a graduate degree, but any grade of D will figure into the cumulative grade-point average. For all graduate degree programs in the Frost School, a grade of C- is considered the lowest passing grade. Please be sure to check your degree requirements in the Academic Bulletin: <http://bulletin.miami.edu/>

Grade Interpretation (from the Academic Bulletin)

A	Excellent attainment.
B	Good attainment.
C	Fair attainment. Passing, but below that expected of graduate students (C- is the lowest passing grade). Some programs may require higher standards.
D	Poor attainment. Student earns credit but grade may not fulfill requirement for a major.
F	Failure.
W	Course dropped on or before the last day for withdrawing from classes as published in the University calendar. Credit can be earned only by successful repetition of the course.
I	Incomplete work in passing status, with the instructor's permission to complete the course. The "I" must be removed within one (1) calendar year after it is given, unless the Associate Dean of Graduate Studies approves an extension. If the "I" is not so removed, credit can be earned only by successful repetition of the course.
IP	Denotes "in progress" for research and creative activity courses: 710, 711, 713, 730, 731, 735, and 750: recital paper, project, thesis, and dissertation credits. (Grade will be changed to S after the semester of graduation).
S	Used for acceptable (U-unacceptable) theses, dissertation, practicum, and internship credit. This grade may be used for regular courses under special circumstances with the prior approval of the instructor, department chairman and the Dean of the Graduate School.
NG	Meaning "No Grade." Assigned by Enrollment Services indicating that the instructor has not yet reported the student's grade.

Quality points are awarded as follows:

A+	4.00
A	4.00
B+	3.70
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	0.00
D	0.00
E	0.00

The grade point average is determined by dividing the total of quality points earned by the total of credits attempted. The symbols "S," "W," and "I" are not counted as credit attempted.

REPEAT RULE

A student may repeat a course in which a failing grade was earned, but the repetition of the course will not remove the previous grade from the student's record. A course may be repeated only once unless written authorization is provided by the Dean of the Graduate School. All grades are included in the computation of the quality point average.

If a student repeats a course for which s/he previously earned an unsatisfactory grade and the repeat grade is C- or higher, the number of credit hours required for graduation will be increased by the number of credits repeated. Registrations which involve repeating a course in which a grade of "A" or "B" has already been earned may not earn quality points or credit hours, nor count as credits attempted.

TRANSFER OF GRADUATE CREDIT

Students pursuing a masters degree may petition to transfer up to 6 graduate credit hours from another accredited institution after a like number of credits have been earned at the University of Miami. Transferred credits must have been acquired within the previous six years before the petition is filed, and must be beyond any credits applied to a previous degree.

Doctoral students may petition to transfer up to 9 graduate credit hours after a like number of credits have been earned at the University of Miami. Transferred credits must have been taken within the previous eight years, and must be beyond any credits used toward a prior completed degree program. Academic credit only, not performance credit, may be transferred for the doctoral degree.

A Petition for Transfer of Graduate Credit form may be obtained on the Graduate School website: http://www.miami.edu/gs/index.php/graduate_school/forms/

The petition must be signed by the student's Department Chair and submitted with official academic transcripts. Please note that official transcripts are typically provided within an envelope sealed by the academic institution in which the courses were completed. If the envelope is opened, the transcripts are no longer considered official, and cannot be accepted.

Please submit the completed form and unopened, official transcripts to the Frost School Office of Graduate Studies.

LEVELS OF GRADUATE STUDY

Satisfactory progress through stages of achievement, not an accumulation of courses, is the mark of a successful graduate career. All courses taken by a graduate student in the major area or area of concentration shall be at the graduate level. With permission of the advisor, the Associate Dean of Graduate Studies, and the University of Miami Graduate School, a student may take elective credits (not required courses) at any level, provided the following limits are observed:

- Students pursuing the Masters Degree may apply to take a maximum of 3 credits at the undergraduate level.
- Students pursuing the Doctoral Degree may apply to take a maximum of 6 credits at the undergraduate level.

Approval for undergraduate credits as part of the graduate degree program can be made only after a minimum of 12 graduate credits has been completed. Awarding of credits may not be made retroactively, nor are undergraduate credits accepted from another institution.

To apply for undergraduate credit, students must submit the Undergraduate Credit for Graduate Degree Request form, as found here:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

TIME TO COMPLETION

Students pursuing a masters degree must complete all degree requirements within 6 years from the time of admission. Students pursuing a doctoral degree must complete all degree requirements within 8 years from the time of admission. Students who do not complete their degree requirements within these time-frames may be asked to re-apply, and may be expected to meet additional degree requirements.

Graduate Degrees and Concentration Codes

At the graduate level, the Frost School of Music offers the Artist Diploma (AD), the Masters Degree (MM, MS, or MA), and the Doctorate (DMA or PhD). Students should become familiar with the title and four-letter concentration code for their chosen degree program.

Artist Diploma (AD):

MCDI	Artist Diploma in Instrumental Conducting
MIPF	Artist Diploma in Instrumental Performance
MKPF	Artist Diploma in Keyboard Performance
MVPF	Artist Diploma in Vocal Performance

Master of Music (MM):

JPED	Master of Music in Jazz Pedagogy
KPED	Master of Music in Keyboard Performance and Pedagogy
MBEI	Master of Music in Music Business and Entertainment Industries
MCDC	Master of Music in Choral Conducting
MCDI	Master of Music in Instrumental Conducting
MEDU	Master of Music in Music Education
MEDUC	Master of Music in Music Education with Teacher Certification
MIPF	Master of Music in Instrumental Performance
MIPW	Master of Music in Instrumental Performance – Multiple Woodwinds
MKPF	Master of Music in Keyboard Performance
MSJI	Master of Music in Studio Music and Jazz Instrumental Performance
MSJV	Master of Music in Studio Music and Jazz Vocal Performance
MTCD	Master of Music in Digital Arts and Sound Design
MTCP	Master of Music in Composition
MTYE	Master of Music in Music Therapy with Undergraduate Equivalency
MTYP	Master of Music in Music Therapy
MUSY	Master of Music in Musicology
MVPF	Master of Music in Vocal Performance
MWPD	Master of Music in Media Writing and Production
SJWR	Master of Music in Studio Jazz Writing

Master of Arts (MA):

MPRS	Master of Arts in Arts Presenting and Live Entertainment Management
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Graduate Degrees and Concentration Codes (continued)

Master of Science (MS):

MUEE Master of Science in Music Engineering Technology

Doctor of Musical Arts (DMA):

KPED Doctor of Musical Arts in Keyboard Performance and Pedagogy
MCDC Doctor of Musical Arts in Choral Conducting
MCDI Doctor of Musical Arts in Instrumental Conducting
MIPF Doctor of Musical Arts in Instrumental Performance
MIPW Doctor of Musical Arts in Instrumental Performance – Multiple Woodwinds
MKPF Doctor of Musical Arts in Keyboard Performance
MSJC Doctor of Musical Arts in Jazz Composition
MSJI Doctor of Musical Arts in Studio Music and Jazz - Instrumental Performance
MSJV Doctor of Musical Arts in Studio Music and Jazz - Vocal Performance
MTCP Doctor of Musical Arts in Composition
MVPF Doctor of Musical Arts in Vocal Performance
VPED Doctor of Musical Arts in Vocal Pedagogy and Performance

Doctor of Philosophy (PhD):

MEDU PhD in Music Education
MEDU PhD in Music Education with Music Therapy Emphasis

GENERAL PROCEDURAL GUIDELINES for the ARTIST DIPLOMA in Instrumental Conducting (MCDI) Instrumental Performance (MIPF, MIPW) Keyboard Performance (MKPF) Vocal Performance (MVPF)

Recitals and Recital Committees for the Artist Diploma

**BOOK RECITALS
EARLY**

Recitals constitute a significant component of the Artist Diploma curriculum, thus students should plan ahead for these events. Applications for recital dates are obtained from the Concert Hall Manager in Gusman Hall and require written approval of the performance instructor, the Concert Hall Manager, and the Associate Dean of Graduate Studies. Students should schedule recitals several months in advance, and need to be prepared for the associated expenses. For details on recital expenses, please see:

http://www.miami.edu/frost/index.php/frost/facilities/recording_services/

Recitals must be performed between the first and last day of classes, excluding fall recess, Thanksgiving break, and spring recess. Students should obtain advisor approval for the appropriate recital venue (i.e., Clarke Recital Hall, Gusman Concert Hall, or other). Students must be enrolled in the appropriate recital course (i.e., MXX 814) during the semester in which the recital is given. All recitals performed at a Frost School venue must be recorded by the Frost School of Music Recording Services or a professional licensed and insured company. Master recordings remain the property of the University and are kept in the Recording Services Archives. Copies of these recordings can be made with student approval.

Some recitals can be given at venues outside the Frost School. All recitals, regardless of venue, must be scheduled through the Frost School Concert Hall Office in Gusman Hall. Additionally, satisfactory recordings of all recitals must be submitted to the Frost School, and recital programs must be created in ASCAP format. For more details on recital requirements, please see the Recital Handbook:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

Additional information on conducting recitals, programs, and how to request a concert hall date are provided in later sections of this handbook.

Students must establish a recital committee before a recital date can be approved. Recital committees must include three, full-time faculty members. Two members must be from the student's major department, and one of these members must be a member of the Graduate Faculty. The third member must be chosen from a different department in the Frost School.

Students should invite faculty members to be on their recital committees and obtain their agreement to serve. Please do not simply list names of faculty members on the recital application without their knowledge. When the recital application is being processed, the Office of Graduate Studies will send a one-time, email notice to the recital committee of the recital date and location.

If a faculty member agrees to serve on a recital committee, students should not assume that the same faculty member will serve on all subsequent recital committees. Students should obtain faculty agreement for each recital that is given.

As the date of a recital approaches, students should send email reminders to recital committee members regarding the date and location of the recital. Additionally, to meet degree requirements, all recitals must be evaluated by all members of the recital committee. Students should send email reminders to their recital committee members regarding submission of the recital evaluation. The Graduate Recital Evaluation form can be completed electronically or in hard copy and is available here:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

On occasion, faculty members are unable to attend student recitals. In these situations, students should confirm with the faculty member that a video or audio recording will be adequate for evaluation of the recital, and make necessary arrangements.

PLEASE NOTE: Recital evaluations from all committee members are required for degree conferral. Students should remind faculty to submit recital evaluations in a timely manner, so as not to delay graduation.

Application for Graduation for Artist Diploma Students

Step 1. Check Your Academic Record

- Students must ensure that a complete transcript showing previous degree conferral is on file in the Graduate Studies office of the Frost School of Music.
- Students must carefully review their current University of Miami transcripts to assure that they:
 - 1) Have no grades of “I” (or “incomplete”)
 - 2) Have no grades of “NG” (or “no grade”)
 - 3) Are on track to complete the required number of credit hours to graduate in the chosen degree program by the graduation date.
 - 4) Are on track to complete all requirements for the chosen degree program by the graduation date.

Step 2. Submit the Application

- Students should submit an Application for Graduation via CaneLink during the first two months of the semester of intended graduation.
- Students who do not graduate during the semester in which they apply must submit a new Application for Graduation at the very start of the new semester in which they intend to graduate. Failure to re-apply will delay graduation. Applications may be submitted in any semester, including summers.

**GENERAL PROCEDURAL GUIDELINES for the
MASTER of MUSIC DEGREE in
Choral Conducting (MCDC)
Instrumental Conducting (MCDI)
Instrumental Performance (MIPF, MIPW)
Piano Performance (MKPF)
Jazz Performance – Instrumental or Vocal (MSJI, MSJV)
Vocal Performance (MVPF)**

Recitals and Recital Committees for the Master of Music

**BOOK RECITALS
EARLY**

Recitals constitute a significant component of the Master of Music curricula in performance and conducting, thus students should plan ahead for these events. Applications for recital dates are obtained from the Concert Hall Manager in Gusman Hall and require written approval of the performance instructor, the Concert Hall Manager, and the Associate Dean of Graduate Studies. Students should schedule recitals several months in advance, and need to be prepared for the associated expenses. For details on recital expenses, please see:

http://www.miami.edu/frost/index.php/frost/facilities/recording_services/

Recitals must be performed between the first and last day of classes, excluding fall recess, Thanksgiving break, and spring recess. Students should obtain advisor approval for the appropriate recital venue (i.e., Clarke Recital Hall, Gusman Concert Hall, or other). Students must be enrolled in the appropriate recital course during the semester in which the recital is given. All recitals performed at a Frost School venue must be recorded by the Frost School of Music Recording Services or a professional licensed and insured company. Master recordings remain the property of the University and are kept in the Recording Services Archives. Copies of these recordings can be made with student approval.

Some recitals can be given at venues outside the Frost School. All recitals, regardless of venue, must be scheduled through the Frost School Concert Hall Office in Gusman Hall. Additionally, satisfactory recordings of all recitals must be submitted to the Frost School, and recital programs must be created in ASCAP format. For more details on recital requirements, please see the Recital Handbook:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

Additional information on conducting recitals, programs, and how to request a concert hall date are provided in later sections of this handbook.

Students must establish a recital committee before a recital date can be approved. Recital committees must include three, full-time faculty members. Two members must be from the student's major department, and one of these members must be a member of the Graduate Faculty. The third member must be chosen from a different department in the Frost School. For students who are also required to write a Recital Paper per specific degree requirements, the recital committee members will also oversee the research and writing of the Recital Paper.

Students should invite faculty members to be on their recital committees and obtain their agreement to serve. Please do not simply list names of faculty members on the recital application without their knowledge. When the recital application is being processed, the Office of Graduate Studies will send a one-time, email notice to the recital committee of the recital date and location.

If a faculty member agrees to serve on a recital committee, students should not assume that the same faculty member will serve on any subsequent recital committees (as applicable). Students should obtain faculty agreement for each recital that is given.

As the date of a recital approaches, students should send email reminders to recital committee members regarding the date and location of the recital. Additionally, to meet degree requirements, all recitals must be evaluated by all members of the student's recital committee. Students should send email reminders to their recital committee members regarding submission of the recital evaluation. The Graduate Recital Evaluation form can be completed electronically or in hard copy and is available here:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

On occasion, faculty members are unable to attend student recitals. In these situations, students should confirm with the faculty member that a video or audio recording will be adequate for evaluation of the recital, and make necessary arrangements.

PLEASE NOTE: Recital evaluations from all committee members are required for degree conferral. Students should remind faculty to submit recital evaluations in a timely manner, so as not to delay graduation.

Performance Recital Guidelines

Master's Recital (1 Credit). The student publicly performs a 60-minute recital that consists mainly of solo pieces but may include chamber music in which the student's instrument plays a prominent role. Selection of repertoire is made in consultation with the major professor who assists in preparation of the performances. Students are required to write program notes. This recital is required in all Master of Music performance degree programs and may be repeated as an elective, with advisor approval (as Masters Second Recital).

For the Master of Music degree in jazz performance, a Preliminary Masters Recital (MSJ 712) may be held prior to the Masters Recital, with advisor approval. This credit counts toward electives within the degree requirements.

Master's Advanced Recital (2 Credits). The student prepares and presents a full-length recital in which all music performed features the student as soloist. The student prepares extended program notes on the repertoire performed that are defended as a culminating project of the degree. The repertoire will be selected in close consultation with the major professor who will assist in the preparation process, including scheduling, venue arrangements, program notes, audience development, etc. This recital is offered as an elective option for students in certain Master of Music performance degree programs.

Conducting Recital Guidelines

Master's Recital (1 Credit). The student should prepare a DVD compilation of conducting single or multiple works during live performances of major ensembles drawn from throughout the student's Masters degree experience. These performances are made in consultation with the major professor who assists in their preparation. Students are required to write program notes. This recital is required in all Master of Music conducting degree programs.

Master's Advanced Recital (2 Credits). The student prepares and presents a full-length conducting recital. The student prepares extended program notes that are defended as a culminating project of the degree. The ensemble(s) and repertoire will be selected in close consultation with the major professor who will assist in the preparation process, including scheduling, venue arrangements, program notes, audience development, and so forth. This recital is offered as an option for students in certain Master of Music conducting degree programs.

Final Projects

All students who are pursuing a masters degree in performance or conducting must complete a final project, as follows:

Degree Program	Final Project
MM in Conducting (choral)	Required: Recital Paper
MM in Conducting (instrumental)	Choose from: Recital Paper - OR - Extended Program Notes
MM in Instrumental Performance	Required: Comprehensive Masters Jury
MM in Jazz Performance (instrumental or vocal)	Required: Comprehensive Masters Jury
MM in Keyboard Performance	Required: Oral Comprehensive Exam
MM in Vocal Performance	Required: MVP 805 Masters Project

Students should consult the Academic Bulletin to confirm which final project is required in their particular degree program: <http://bulletin.miami.edu/>. Basic details on each project are provided here, yet students should communicate regularly with their advisors regarding final project requirements.

Recital Paper Requirements

Through this culminating experience, students conduct research about works on the recital program which helps them gain insight into the music and its presentation. Additionally, the recital paper documents a student's ability to analyze music structurally, stylistically, and as it relates to performance, as well as the ability to clearly communicate these ideas.

The final copy of the recital paper is the official record of the research work done by the student and is archived in the Weeks Music Library in the Frost School of Music. The quality of the recital paper reflects on the student, the major professor, the department, and the Frost School of Music. Adherence to standards of quality is a shared responsibility.

The recital paper committee is the same as the recital committee. This committee must include three, full-time faculty members. Two members must be from the student's major department, and one of these members must be a member of the Graduate Faculty. The third member must be chosen from a different department in the Frost School. Students should invite faculty members to be on their recital paper committees and obtain their agreement to serve.

When writing the recital paper, students must ensure that it does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed. Students who are required to or who choose to write a recital paper should enroll in MED 701 Recital Paper Preparation in the semester prior to the one in which they plan to give their recital. As an exception, students in jazz performance degree programs should enroll in MED 701 during the semester in which they plan to give their recital.

Defending the Recital Paper

Students must give an oral defense of the recital paper. Defenses can be scheduled by those students who have successfully completed MED 701 Recital Paper Preparation with a grade of "C-" or better. Students who received a grade below C- in MED 701 Recital Paper Preparation cannot schedule a defense unless they have retaken the course, or are currently retaking the course and have the written permission of the instructor.

Defense Procedures for the Recital Paper: *Scheduling*

- The defense of the recital paper may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.

- Students must be enrolled in the corresponding Masters Recital Paper course (i.e., MXX 811) when defending the recital paper.
- The student must work with the committee chair to arrange the time, date, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.
- The student or committee chair should then notify the Graduate Studies office of the date, time, location, and committee membership for the defense. The Graduate Studies office will notify all committee members of the defense. Students should also send email reminders to their committee members prior to the defense.

Defense Procedures for the Recital Paper: *Submitting the Document*

- Students must submit a copy of the recital paper to each committee member two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project.
- Students must also submit an electronic copy of the recital paper (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- PLEASE NOTE: if the recital paper is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Defense Procedures for the Recital Paper: *Documenting the Defense*

- Prior to the defense, the student should download and prepare 3 copies of the Certificate of Defense Approval for Master's Project from the Frost School Graduate Student Resources website:
<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
- Two signed Certificates should be submitted to the Frost School Office of Graduate Studies (one for Frost records and the other will be submitted to the Graduate School at the time of graduation), and the student should retain the third signed Certificate for personal records.
- The student should also prepare signature pages on white, 20% cotton bond paper (or better) and bring these pages to the defense. The signature page should follow the format learned in the course MED 701 Recital Paper Preparation. The signature page should include a space for the signature of the Associate Dean of Graduate Studies in Music on the bottom, right-hand side. One signed signature page should be included with the final version of the paper, and the student should retain the other signed copy.

- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources: <https://my.frost.miami.edu/faculty/assessment-resources/index.html>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.
- If the student successfully defends the recital paper, the Certificate of Approval and SACS rubric should be signed in blue ink.
- If the recital paper does not require revisions, the committee members can also sign the signature pages at the defense. If the recital paper requires revisions, the student must obtain committee member signatures later, after required revisions have been approved.

Defense Procedures for the Recital Paper: *Submitting the Final Document*

- After making any revisions requested by the committee, the student should submit the final version of the recital paper, including the fully-executed signature page, to the Office of Graduate Studies in the Frost School. The student is responsible for obtaining these signatures and for submitting the fully-executed signature page with the final version of the document.
- All pages must be printed on white, 20% cotton bond paper (or better), bound in a true plastic spiral with a clear plastic cover on top and a black plastic cover on the back. The fully-executed signature page should be bound with the document.
- If not previously submitted, the signed Certificate of Approval should be submitted along with the final version of the Recital Paper. The Certificate should *not be bound* with the paper.
- The final version of the recital paper must be submitted by 5:00pm on the last day of final exams for the semester in which the student is scheduled to graduate.

Classical Recital Paper Policy

The oral defense of the recital paper takes place in the semester preceding the one in which the recital is scheduled; otherwise, the recital will be cancelled and can only be rescheduled in a subsequent fall or spring semester. This policy was established for the following reasons: (a) to promote the completion of the paper as a preparation for the recital, (b) to ensure that a student gains an understanding of the historical, analytical, and pedagogical aspects of the recital music, and (c) to leave the final preparation of the recital unencumbered by pressure to complete the paper.

To accommodate this policy, the student, with the guidance of his/her major professor, must determine the program content at the beginning of the semester before the recital. The

student's committee must also be in place in time for the reading and defense of the paper. This policy is believed to be in the best interest of the student and faculty committee.

Appeal of the Policy for Recital Paper Deadline

For students who do not meet the classical recital paper defense deadline (by the end of the semester before the recital), the recital will be cancelled. **Any appeal to reinstate the recital must be submitted in writing, before the beginning of the semester in which the recital was to take place, to the Associate Dean for Graduate Studies in the Frost School.** An appeal should describe any extenuating circumstances that provide the basis for the appeal and should be signed by the student and the teacher. The Associate Dean may either: (a) deny the appeal, or (b) allow the recital to proceed as scheduled and require the paper defense to be held two weeks before the recital.

Preparation of Recital Papers

Guidelines for the preparation of recital papers are provided to all students in the course MED 701 Recital Paper Preparation. Students interested in obtaining information about recital paper preparation prior to taking the course will find the following documents useful:

Boyle, J. D., Fiese, R. K., & Zvac, N. (2001). *A Handbook for Preparing Graduate Papers in Music*. Houston: Halcyon Press.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Revised by John Grossman and Alice Bennett. Chicago: The University of Chicago Press, 1996.

Extended Program Notes Requirements

Extended Program Notes are required of students in instrumental performance or conducting who choose to complete the Masters Advanced Recital. The purpose of the Extended Program Notes is for the student to demonstrate the ability to identify, gather, document, and present written material that enhances the audience's understanding of music performed in recital. The content of the program notes should be appropriate for an educated consumer who is truly interested in the music that will be performed. As such, the program notes should enhance the listener's interest through insightful information that illuminates the composer, the context in which the piece was written, the relationship of the piece with other works, instrument performance practice, listening guide points, and other factors that can aide the astute music listener. The length of the program notes should be that of a substantial term paper. The actual notes included in the recital program should be extracted from the Extended Program Notes document.

Students should work closely with an advisor in the preparation of the Extended Program Notes. The implication is that the recital music must be selected far in advance of the recital so that the student has adequate time to gather, synthesize, and write the program notes. The

student should also be in regular contact with all members of the recital committee to assure agreement among all parties as to what is appropriate for inclusion, the quality of the materials, and the quality of the written presentation.

The Program Notes committee is the same as the recital committee. This committee must include three, full-time faculty members. Two members must be from the student's major department, and one of these members must be a member of the Graduate Faculty. The third member must be chosen from a different department in the Frost School. Students should invite faculty members to be on their extended program notes committees and obtain their agreement to serve.

The format of the document must follow Turabian and comply with the Boyle, Fiese, and Zavaac *Handbook*. Students pursuing a Master of Music degree in performance must demonstrate that they are truly educated in music and can present themselves well in written and aural forms.

When writing the program notes, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.

Students pursuing a Master of Music degree in instrumental performance have the option to perform two recitals and write extended program notes. These students should enroll in MIP 812 Masters Recital for the first recital. Students should then enroll in MIP 701 Program Notes Preparation, and finally, students should enroll in MIP 813 Advanced Masters Recital for the second recital.

Defending Extended Program Notes

Students must give an oral defense of the Extended Program Notes, following the procedures outlined below.

Defense Procedures for Extended Program Notes: *Scheduling*

- The defense of the extended program notes may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- Students must be enrolled in MIP 815 when defending the extended program notes.
- The student must work with the committee chair to arrange the time, date, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.

- The student or committee chair should then notify the Graduate Studies Office of the date, time, location, and committee membership for the defense. The Graduate Studies Office will notify all committee members of the defense. Students should also send email reminders to their committee members prior to the defense.

Defense Procedures for Extended Program Notes: *Submitting the Document*

- Students must submit a copy of the extended program notes to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project.
- Students must also submit an electronic copy of the extended program notes (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the program notes paper is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Defense Procedures for Extended Program Notes: *Documenting the Defense*

- Prior to the defense, the student should download and prepare 3 copies of the Certificate of Defense Approval for Master's Project from the Frost School Graduate Student Resources website:
<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
- Two signed Certificates should be submitted to the Frost School Office of Graduate Studies (one for Frost records and the other will be submitted to the Graduate School at the time of graduation), and the student should retain the third signed Certificate for personal records.
- The student should also prepare signature pages on white, 20% cotton bond paper (or better) and bring these pages to the defense. The signature page should follow the format learned in the course MIP 701 Program Notes Preparation. The signature page should include a space for the signature of the Associate Dean of Graduate Studies in Music on the bottom, right-hand side. One signed signature page should be included with the final version of the paper, and the student should retain the other signed copy.
- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources:
<https://my.frost.miami.edu/faculty/assessment-resources/index.html>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.
- If the student successfully defends the program notes paper, the Certificate of Approval and SACS rubric should be signed in blue ink.

- If the program notes paper does not require revisions, the committee members can also sign the signature pages at the defense. If the program notes paper requires revisions, the student must obtain committee member signatures later, after required revisions have been approved.

Defense Procedures for Extended Program Notes: *Submitting the Final Document*

- After making any revisions requested by the committee, the student should submit the final version of the program notes paper, including the fully-executed signature page, to the Office of Graduate Studies in the Frost School. The student is responsible for obtaining these signatures and for submitting the fully-executed signature page with the final version of the document.
- All pages must be printed on white, 20% cotton bond paper (or better), bound in a true plastic spiral with a clear plastic cover on top and a black plastic cover on the back. The fully-executed signature page should be bound with the document.
- If not previously submitted, the signed Certificate of Approval should be submitted along with the final version of the program notes paper. The Certificate should *not be bound* with the paper.
- The final version of the program notes paper must be submitted by 5:00pm on the last day of final exams for the semester in which the student is scheduled to graduate.

Comprehensive Masters Jury: Instrumental Performance

Students pursuing the Master of Music degree in instrumental performance must give a Comprehensive Masters Jury. In this 30-minute performance-based exam, the student performs and discusses a wide array of music written for their instrument. The music for this jury may include solos, excerpts, etudes, exercises, scales, and any other material the studio professor deems relevant. The material will be chosen to test the student comprehensively on the depth of their knowledge about their instrument and their ability on it. For the discussion portion, the jury panel may ask the student to answer questions about the music played, regarding historical context, pedagogical considerations, or performance/practice strategies.

The student's studio teacher will select the material to be covered in the jury and it will be tailored to the student's needs and career focus. The faculty from the student's program will assess this jury which is held at the end of the final semester of study during regular jury times. The outcome of the jury is documented using the Masters Comprehensive Review Form, found here: <https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>.

Comprehensive Masters Jury: Jazz Performance, Instrumental or Vocal

In the final semester of the Master of Music degree in Studio Music and Jazz, Vocal and Instrumental Performance, the student will be required to perform a Comprehensive Jury.

This jury will be no longer than 30 minutes, during which the student will perform and discuss a wide array of music written for the specified instrument/voice. The requirements may include improvisation, knowledge of standard pieces and harmonic progressions, jazz repertoire particular to the instrument/voice, assigned exercises, scales, and any other material the studio professor deems relevant. The material will be chosen to test the student comprehensively on depth of knowledge and ability on their instrument/voice.

For the discussion portion, the jury panel may ask the student to answer questions about the music played, regarding historical context, pedagogical considerations, or performance/practice strategies, and to defend recital program notes. The student's studio teacher will select the material to be covered in the jury and it will be tailored to that student's need and career focus. The studio teacher and two members of the MSJ faculty will assess this jury, to be held at the conclusion of the final semester of study during regular jury times. The outcome of the jury is documented using the Masters Comprehensive Review Form, found here: <https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>.

Oral Comprehensive Exam: Keyboard Performance

Students pursuing the Master of Music degree in Keyboard Performance must take an oral comprehensive exam which is scheduled after the Masters Recital. The exam shall be approximately 20 minutes in length before a committee consisting of three regular, full-time members of the MKP Department, including the principal teacher/advisor. During the exam, the committee will ask questions to test the depth and breadth of the student's knowledge and understanding relevant to professional-level preparation and performance of works presented in the Masters Recital. This exam may also include questions NOT directly related to the Masters Recital program, thus encompassing relevant aspects from the historical, stylistic, pedagogical, and performance points of view. The outcome of the exam is documented using the Masters Comprehensive Review Form, found here: <https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>.

Masters Project: Vocal Performance

In the final semester of the Master of Music degree in Vocal Performance, the student will build and present to the full-time faculty a professional portfolio appropriate for agent and professional auditions, and publicity materials for performing organizations. The portfolio will include a professional headshot, resume, and packet of four recorded arias (audio and DVD) appropriate for auditions and employment as a singing professional. These arias are separate from the recital repertoire. The specific, recorded arias will be chosen in consultation with the studio voice teacher and the assigned vocal coach. With the studio instructor's approval, the portfolio will be presented to the faculty at a 30-minute, scheduled oral defense during the last semester of study. The outcome of the defense is documented using the Masters Comprehensive Review Form, found here: <https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>.

Application for Graduation for Masters Degree Students

Step 1. Check Your Academic Record

- Students must ensure that a complete transcript showing previous degree conferral is on file in the Graduate Studies office of the Frost School of Music.
- Students must carefully review their current University of Miami transcripts to assure that they:
 - Have no grades of “I” (or “incomplete”)
 - Have no grades of “NG” (or “no grade”)
- Are on track to complete the required number of credit hours to graduate in the chosen degree program by the graduation date.
- Are on track to complete all requirements for the chosen degree program by the graduation date.

Step 2. Submit the Application

- Students should submit the Application for Graduation during the first two months of the semester of intended graduation. The application can be found on CaneLink.
- Students who do not graduate during the semester in which they apply must submit a new Application for Graduation at the very start of the new semester in which they intend to graduate. Failure to re-apply will delay graduation. Applications may be submitted in any semester, including summers.

GENERAL PROCEDURAL GUIDELINES for the MASTER of MUSIC DEGREE in Musicology (MUSY) Music Education (MEDU) Music Therapy (MTYP)

Final Project for the Master of Music Degree

Masters degree programs in Musicology, Music Education, and Music Therapy require completion of a substantial final project, such as a thesis, masters project, or clinical project. The guidelines provided here are general in nature. Please check with your advisor to obtain information on the specific requirements for this project as well as correct formatting and submission procedures.

Committee for the Master of Music Degree Final Project

When the student has decided on a topic for the final project, the student should establish a graduate committee to oversee the project. The committee must include three, full-time faculty members. Two members must be from the student's major department and one of these members must be a member of the Graduate Faculty. The third committee member must be from outside the student's department. As appropriate, the outside committee member may be selected from a different school in the University (i.e., from outside the Frost School). All committee members should be selected for their ability to make a unique contribution to the student's final project.

Proposal Defense Procedures for the Final Project: *Purpose*

Before initiating significant work on the final project, the student must write a proposal for the project and successfully defend it before the committee. The student's advisor will provide guidelines for the content and formatting of the written proposal.

When writing the proposal, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with committee members as needed.

Proposal Defense Procedures for the Final Project: *Scheduling*

- The defense should be scheduled at least three weeks in advance of the defense date.
- The student should consult with the committee chair to establish the date, time, and location for the defense. Proposal defenses may be held in faculty offices, contingent upon space and absence of distractions. If needed, contact the Frost School scheduler for room availability.

- Proposal defenses may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- Once the proposal defense is scheduled, the student or committee chair should notify the Office of Graduate Studies in the Frost School of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the proposal defense. Students should also send email reminders to their committee members prior to the proposal defense.

Proposal Defense Procedures for the Final Project: *Submitting the Proposal*

- Students must submit a copy of the proposal to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the project.
- Students must also submit an electronic copy of the written proposal (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written proposal is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Proposal Defense Procedures for the Final Project: *Conducting the Proposal Defense*

- Students must be enrolled in at least one credit of the corresponding course (i.e., masters thesis or masters project) during the semester in which the proposal defense takes place.
- During the proposal defense, the student should provide a brief yet detailed overview of the intended project.
- Committee members then discuss the merits of the project, ask questions, and provide suggestions. The committee's intent is to ensure that the student has a positive and challenging experience in scholarly activity. Additionally, the committee must determine whether or not the project makes a meaningful, relevant contribution to the student's discipline, and that the proposed work meets standards for graduate study.
- If the student successfully defends the final project proposal, the student may move forward with the final project.

Participation in Research by Human Subjects

If the student's project involves collection of data from live human beings, the project must also be approved by the University of Miami Institutional Review Board (IRB). For example, if the student wants to survey a group of people about some aspect of music, this project

involves human subjects. If the student wants to interview other students about music learning, this project involves human subjects. If the student wants to administer a test regarding responses to music, this project involves human subjects.

For these kinds of projects, the student must obtain CITI Certification by completing an on-line training module regarding the protection of human subjects in research:

www.citiprogram.org. The student must then establish an eProst account through the Human Subjects Research Office with the University: www.hsro.med.miami.edu. The student can then complete and submit an IRB application that consists of a detailed explanation of the intended research.

The IRB application must be approved before the student can initiate the research. Please note that for complex projects, IRB approval can sometimes take several weeks. Consequently, students should carefully consider the need for and relevance of human subject involvement in their research when selecting a topic. The IRB process is time-intensive and can extend the amount of time required to complete the final project and to obtain the degree. If the student's project requires IRB approval, at least one member of the graduate committee should also have CITI Certification and be familiar with IRB procedures. Ideally, this committee member should be the chair.

Certain research projects may involve human subjects yet not require IRB oversight. For example, if a student's project involves interviewing one expert in a particular discipline, IRB approval may not be needed. In these cases, students should submit this brief survey: https://umiami.qualtrics.com/jfe/form/SV_4Iz2NPEhX1kdNIx. If the student is ever in doubt about IRB involvement, the student should contact the Human Subject Research Office directly www.hsro.med.miami.edu.

Final Defense Procedures for the Final Project: *Scheduling*

- When the student has completed the final project, the student must then pass a final oral defense of the project with the designated committee.
- Like the proposal defense, the final defense should be scheduled at least three weeks in advance of the defense date.
- Students must be enrolled in at least one credit of the corresponding course (i.e., masters thesis or masters project) during the semester in which the final defense takes place.
- The student should consult with the committee chair to establish the date, time, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.

- Final defenses can only take place during the fall and spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- The student or committee chair should notify the Office of Graduate Studies in the Frost School of the date, time, location, and committee membership for the final defense. The Graduate Studies Office will notify all committee members of the defense. Students should also send email reminders to their committee members prior to the defense.
- **Masters Thesis:** Students who complete a masters thesis will submit it via the Electronic Theses and Dissertations system of the Graduate School and should consult this website for additional information on scheduling final defenses:
<http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>
 - *Failure to defend and submit final copies of the thesis by the deadline will result in a one-semester delay in graduation and require enrollment in additional credits.*
- **Masters Project or Clinical Project:** Students who are defending a masters project or clinical project (as opposed to a thesis) can schedule the defense any time classes are in session. These students do not need to follow Graduate School guidelines for defense dates.

Final Defense Procedures for the Final Project: *Preparing and Submitting the Document*

- When writing the final project document or thesis, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.
- Students should prepare the final project document (i.e., thesis, masters project paper, or clinical project paper) using stylistic guidelines provided by the advisor (i.e., APA or Turabian). All students should also carefully follow the templates and guidelines provided by the Graduate School, regarding: **title page, signature page, abstract, table of contents, and general formatting:**
<http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>
 - The only exception pertains to the signature page. All signature pages should be prepared on white, 20% cotton bond paper (or better). For students preparing masters project or clinical project papers, the signature page should include a space for the signature of the Associate Dean of Graduate Studies in the Frost School of Music on the bottom, right-hand side (i.e., in place of the Graduate School Dean's signature).

- Students must submit a copy of the written final project to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project.
- Students must also submit an electronic copy (PDF) of the final project to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written final project is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Final Defense Procedures for the Final Project: *Conducting and Documenting the Defense*

- For masters degree students, final defenses can be made public with the permission of the committee.
- Prior to the defense, students must prepare Certificate of Defense Approval documents and bring these documents to the defense. Please carefully follow these instructions to ensure that the correct document is selected.
- **Master's Thesis:** Students completing a master's thesis should download and prepare 3 copies of the Certificate of Defense Approval for the Master's Thesis found on the Graduate School website: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>
 - All three signed Certificates should be submitted to the Frost School Office of Graduate Studies. The Frost School will retain one copy, and release the other two copies to the student when the student has received permission to upload the final version of the document into the Electronic Theses and Dissertations database.
 - The student will receive an email from the Graduate School Dissertation Editor giving permission to upload the final document. The student should forward this email to the Frost School Graduate Studies office. When this email is received, the Frost School will release two signed Certificates to the student (e.g., the student should come to the Frost School Graduate Studies office and pick up the Certificates).
 - **Please note:** if this email is not received by the Frost School, the student cannot be cleared for graduation.
 - The student will submit one signed Certificate with the final document and retain the final signed Certificate for personal records.

- **Master's Project:** Students completing a master's project or clinical project should download and prepare 3 copies of the Certificate of Defense Approval for Master's Project from the Frost School Graduate Student Resources website:
<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
 - Two signed Certificates should be submitted to the Frost School Office of Graduate Studies (one for Frost records and the other will be submitted to the Graduate School at the time of graduation), and the student should retain the third signed Certificate for personal records.
- All students (regardless of thesis or project) should also bring the prepared signature pages to the defense. One signed signature page should be included with the final version of the paper, and the student should retain the other signed copy.
- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources:
<https://my.frost.miami.edu/faculty/assessment-resources/index.html>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.
- At the start of the defense, the committee chair should make appropriate introductions.
- The student should then provide a brief yet detailed overview of the entire final project.
- If the defense is public, any audience member is welcome to ask questions or make comments at this time.
- After public questions have been addressed, the audience is excused and only the student and the committee are involved in the final portion of the defense.
- Committee members then pose questions and offer comments on the student's work. While the bulk of the discussion focuses on the project, the committee may ask other questions that are relevant to the student's discipline.
- Following this phase of questioning, the committee excuses the defending student from the room. The committee then discusses the student's work and makes a decision regarding pass or fail. The committee also may recommend revisions to the final project.
- If the student successfully defends the final project, the Certificates of Approval and SACS rubric should be signed in blue ink.
- If the final project does not require revisions, the committee members can also sign the signature pages at the defense. If the final project requires revisions, the student must

obtain committee member signatures later, after revisions have been approved.

- The committee chair should facilitate the entire defense experience and ensure that the defense starts and ends on time, and that all procedures are followed. Overall, the committee's intent is to ensure that the student has completed a project that makes a meaningful, relevant contribution to the student's discipline and that the work meets standards for graduate study.
- For projects that require IRB oversight, students must submit a Final Report to the IRB at the completion of their research. Instructions for this report are available on the Human Subjects Research Office website: www.hsro.med.miami.edu.

Final Defense Procedures for the Final Project: *Submitting the Final Document*

- **Masters Thesis:** After making any revisions requested by the committee, students who complete a **masters thesis** must submit it to the Electronic Theses and Dissertations database through the University of Miami Graduate School. Students should consult the Graduate School website for specific instructions on how to prepare and submit the final document: <http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>
 - Students should take the initiative to be well-informed about these submission instructions in advance; do not wait until the last minute.
 - *Failure to plan ahead may delay graduation until the following semester and require enrollment in additional credits.*
- **Masters Project or Clinical Project:** Students who complete a **masters project or clinical project** do not submit that document to the University of Miami Graduate School.
 - After making any revisions requested by the committee, the student should submit the final version of the master's final project or clinical project paper, including the fully-executed signature page, to the Frost School Office of Graduate Studies. The student is responsible for obtaining all signatures and for submitting the fully-executed signature page with the final version of the document.
 - All pages must be printed on white, 20% cotton bond paper (or better), bound in a true plastic spiral with a clear plastic cover on top and a black plastic cover on the back. The fully-executed signature page should be bound with the document.
 - If not previously submitted, two signed copies of the Certificate of Approval should be submitted along with the final version of the master's project. The Certificate should *not be bound* with the paper.

- The final version of the master's final project or clinical project paper must be submitted by 5:00pm on the last day of final exams for the semester in which the student is scheduled to graduate.

Comprehensive Examinations for Masters Degree Students

The Master of Music degree in music therapy requires students to take a written Comprehensive Examination in addition to completing the final project. This three-hour exam is given in the final semester of study (i.e., during the semester of graduation) and prior to the defense of the final project. The comprehensive exam represents a significant milestone in the academic experience and due to its rigorous nature, students should be well-prepared. Students should contact their advisors early in the degree program to obtain specific details regarding exam requirements. The exam is typically written and evaluated by a committee of two to three faculty members in music therapy, and if needed, music education.

Per Graduate School policy, students who fail the comprehensive exam may be given one opportunity to retake the exam, with the committee's approval. The re-take of the comprehensive exam may not be taken during the same semester as the original exam, or during a summer session. Additionally, the re-take must be completed within one calendar year of the original exam. Students who do not pass the exam re-take will be dismissed from the degree program. The outcome of the exam is documented using the Masters Comprehensive Review Form, found here:

<https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>.

Application for Graduation for Masters Degree Students:

Step 1. Check Your Academic Record

- Students must ensure that a complete transcript showing previous degree conferral is on file in the Graduate Studies office of the Frost School of Music.
- Students must carefully review their current University of Miami transcripts to assure that they:
 - 1) Have no grades of "I" (or "incomplete")
 - 2) Have no grades of "NG" (or "no grade")
 - 3) Are on track to complete the required number of credit hours to graduate in the chosen degree program by the graduation date
 - 4) Are on track to complete all requirements for the chosen degree program by the graduation date.

Step 2. Submit the Application

- Students should submit the Application for Graduation during the first two months of the semester of intended graduation. The application can be found on CaneLink.
- Students who do not graduate during the semester in which they apply must submit a new Application for Graduation at the very start of the new semester in which they intend to graduate. Failure to re-apply will delay graduation. Applications may be submitted in any semester, including summers.

GENERAL PROCEDURAL GUIDELINES for the
MASTER of MUSIC DEGREE in
Music Business and Entertainment Industries (MBEI)
MASTER of ARTS DEGREE in
Arts Presenting and Live Entertainment Management (MPRS)
MASTER of SCIENCE DEGREE in
Music Engineering Technology (MUEE)
MASTER of MUSIC DEGREE in
Media Writing and Production

Music Business and Entertainment Industries (MBEI)

Cumulative Exam. Students are required to successfully pass a cumulative exam as part of the MBEI and JD/MM Master's degree program. The exam should be taken at the end of the semester when the student is expected to complete all required coursework, with the exception of the internship course. For example, if all of the coursework except for the internship is complete at the end of the fall semester, the student should take the exam at the end of the fall semester, rather than waiting to complete the internship in the spring and take the exam in the spring.

The exam is prepared and evaluated by a committee of 2 to 3 faculty members within the Department of Music Media and Industry. Exam questions cover material from all of the required MMI courses, and are primarily multiple choice, with one or several essay items, although this format is subject to change. Students are permitted to use their notes and textbooks while taking the exam. The exam is typically administered via Blackboard, which enables students to take the exam remotely. While subject to change, it is likely that this practice will continue. Specific details regarding the number and type of questions, and exam location (in person or via Blackboard) are communicated to students via email in the weeks leading up to the exam date.

Per Graduate School policy, students who fail the cumulative exam may be given one opportunity to retake the exam, with the committee's approval. The re-take of the comprehensive exam may not be taken during the same semester as the original exam, or during a summer session. Additionally, the re-take must be completed within one calendar year of the original exam. Students who do not pass the exam re-take will be dismissed from the degree program. The outcome of the exam is documented using the Masters Comprehensive Review Form, found here:

<https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>.

Internship. Some students in the MBEI or JD/MM degree programs will complete MMI 802 Internship in Music Industry. Specific requirements can be found in the syllabus for this course. All internships that MBEI students perform are supervised, in part, by the Toppel Career Center: <http://hireacane.miami.edu/>. Students must complete the internship orientation with the Toppel Center before beginning the internship. While the MBEI Program maintains a list of internship opportunities that we are made aware of, the list is small relative to the large number of internship openings which are available in the industry. Students are responsible for securing their own internships (i.e. identifying potential employers, contacting them to inquire how to apply, applying, interviewing, and securing the position).

Arts Presenting and Live Entertainment Management (MPRS)

Exit Exam. Upon completion of all necessary administrative and academic requirements, graduating students must successfully complete the program exit exam. This comprehensive live entertainment management exam is administered through Blackboard. The exam is prepared and evaluated by a committee of 2 to 3 faculty members within the Department of Music Media and Industry. Exam questions cover material from all of the required MMI courses.

Per Graduate School policy, students who fail the cumulative exam may be given one opportunity to retake the exam, with the committee's approval. The re-take of the comprehensive exam may not be taken during the same semester as the original exam, or during a summer session. Additionally, the re-take must be completed within one calendar year of the original exam. Students who do not pass the exam re-take will be dismissed from the degree program. The outcome of the exam is documented using the Masters Comprehensive Review Form, found here: <https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>.

Internship. Some students will complete a live entertainment industry internship as the capstone project for the Arts Presenting and Live Entertainment Management Master of Arts degree. An internship is an opportunity for the students to work within a live entertainment organization in a functional role and to put into practice the skills and knowledge they have mastered within their discipline. Students will learn first-hand how an organization functions and will contribute to the organizations operation. Experience in this working environment will provide students with insight into career opportunities and future personal development.

Identifying, applying and securing an internship position with an entertainment organization are the full responsibility of the student. During the course of study in the Arts Presenting and Live Entertainment Management program, students will become aware of the diversity of organizations and functional roles within the industry that may be of interest for an internship. It is advised that students give consideration to their internship possibilities immediately upon entering the program, as securing the most desirable internship position will require time and research. All internship positions must be approved by the program director.

The full-time internship position should be sequenced in the fourth semester, after the completion of all other classroom courses. Prior to beginning a full-time internship, students must register with the Toppel Career Center: <http://hireacane.miami.edu/> and follow the step-by-step administrative guidelines throughout the internship. Concurrently students will meet the internship academic requirements outlined in the MMI 804 course syllabus.

Music Engineering Technology (MUEE): Masters Research Project

Students pursuing the Master of Science Degree in MUEE must complete a substantial final project that is defended before a faculty committee. When writing the final project, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Consequently, please read the information provided in the Appendix to this handbook and consult with your committee members as needed. Defense procedures for both degree programs are located at the end of this section.

MUEE Masters Research Project Topic. Research topics should provide an opportunity to explore a specific area of interest to the audio engineering professional community. The topic must be approved by the student's advisor, and should provide a means to accomplish original research within the topic area and lend itself to a written report. Students must adhere to the following research project timetable and complete each phase of the project on time:

- at the end of the first semester of study, the student must declare in writing an area of interest
- at the end of the second semester, the student must provide in writing a project title and abstract and select the project committee
- at the end of the third semester, the student must show completion of the research project
- at the end of the fourth semester, the student must submit and defend the project paper.

MUEE Masters Research Project Committee. The project committee is typically comprised of three members, including two Music Engineering Technology faculty members, one of whom is a member of the Graduate Faculty. The third committee member may be selected from another department within the Frost School, or from a college or school outside the Frost School. The committee typically is chaired by a member of the Music Engineering Technology faculty.

Participation in Research by Human Subjects

If the student's project involves collection of data from live human beings, the project must also be approved by the University of Miami Institutional Review Board (IRB). For example, if the student wants to survey a group of people about some aspect of music, this project involves human subjects. If the student wants to interview other students about music learning, this project involves human subjects. If the student wants to administer a test regarding responses to music, this project involves human subjects.

For these kinds of projects, the student must obtain CITI Certification by completing an on-line training module regarding the protection of human subjects in research: www.citiprogram.org. The student must then establish an eProst account through the Human Subjects Research Office with the University: www.hsro.med.miami.edu. The student can then complete and submit an IRB application that consists of a detailed explanation of the intended research.

The IRB application must be approved before the student can initiate the research. Please note that for complex projects, IRB approval can sometimes take several weeks. Consequently, students should carefully consider the need for and relevance of human subject involvement in their research when selecting a topic. The IRB process is time-intensive and can extend the amount of time required to complete the final project and to obtain the degree. If the student's project requires IRB approval, at least one member of the graduate committee should also have CITI Certification and be familiar with IRB procedures. Ideally, this committee member should be the chair.

Certain research projects may involve human subjects yet not require IRB oversight. For example, if a student's project involves interviewing one expert in a particular discipline, IRB approval may not be needed. In these cases, students should submit this brief survey: https://umiami.qualtrics.com/jfe/form/SV_4Iz2NPEhX1kdNIx. If the student is ever in doubt about IRB involvement, the student should contact the Human Subject Research Office directly www.hsro.med.miami.edu.

Defense Procedures for the Masters Research Project: *Scheduling*

- The oral defense of the Masters Research Project may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- Students must be enrolled in at least one credit of the corresponding course during the semester in which the final defense takes place.
- The student must work with the committee chair to arrange the time, date, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.
- Once the final defense is scheduled, the student or committee chair should notify the Graduate Studies Office of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense. Students should also send email reminders to their committee members prior to the defense.

Defense Procedures for the Masters Research Project: *Submitting the Document*

- Students must submit the Masters Research Project to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project. Sound recordings (as applicable) should also be submitted two weeks in advance, using a format approved by the committee.
- Students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.
- Students must also submit an electronic copy of the Masters Research Project (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written final project is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Defense Procedures for the Masters Research Project: *Documenting the Defense*

- Prior to the defense, the student should download and prepare 3 copies of the Certificate of Defense Approval for Master's Project from the Frost School Graduate Student Resources website:
<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
- Two signed Certificates should be submitted to the Frost School Office of Graduate Studies (one for Frost records and the other will be submitted to the Graduate School at the time of graduation), and the student should retain the third signed Certificate for personal records.
- The student should also prepare signature pages on white, 20% cotton bond paper (or better) and bring these pages to the defense. The signature page should follow the template provided by the University of Miami Graduate School for Signature Pages: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>. The signature page should include a space for the signature of the Associate Dean of Graduate Studies in Music on the bottom, right-hand side (in place of the signature of the Dean of the Graduate School). One signed signature page should be included with the final version of the paper, and the student should retain the other signed copy.
- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources: <https://my.frost.miami.edu/faculty/assessment-resources/index.html>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.

- The paper should adhere to the IEEE guidelines for technical papers, as well as to the Graduate School's *Guidelines for Preparing Theses*.
- If the student successfully defends the research project, the Certificates of Approval and SACS rubric should be signed in blue ink.
- If the research project does not require revisions, the committee members can also sign the signature pages at the defense. If the research project requires revisions, the student must obtain committee member signatures later, after required revisions have been approved.

Defense Procedures for the Masters Research Project: *Submitting the Final Document*

- After making any revisions requested by the committee, the student should submit the final version of the Masters Research Project, including the fully-executed signature page, to the Office of Graduate Studies in the Frost School. The student is responsible for obtaining these signatures and for submitting the fully-executed signature page with the final version of the document.
- All pages must be printed on white, 20% cotton bond paper (or better), bound in a true plastic spiral with a clear plastic cover on top and a black plastic cover on the back. Sound recordings (as applicable) should be submitted with the paper document using a format approved by the committee. The fully-executed signature page should be bound with the document.
- If not previously submitted, the two, signed copies of the Certificate of Approval should be submitted along with the final version of the research project. The Certificate should *not be bound* with the paper.
- The final version of the Masters Research Project must be submitted by 5:00pm on the last day of final exams for the semester in which the student is scheduled to graduate.
- For projects that require IRB oversight, students must submit a Final Report to the IRB at the completion of their research. Instructions for this report are available on the Human Subjects Research Office website: www.hsro.med.miami.edu.

Media Writing and Production (MWP): Media Writing Project

MWP Media Writing Project Topic. The research topic should give the student the opportunity to demonstrate an understanding of music scoring and audio production techniques, including pre-production, in-the-studio, and post-production phases. In addition, it should serve as a vehicle for the realization of a major recording project, utilizing the technical resources of a major recording facility and professional MIDI setup. A research topic is selected in the second term of the program in an area of interest to the student and related to the student's professional goals. At the beginning of the third term, work is begun

on the project and a detailed outline of a sequence of tentative activities given to the chairperson of the committee and/or program director for review and approval. The project is completed in the fourth term prior to the oral defense date, in sufficient time to write the accompanying paper.

MWP Media Writing Project Committee. The project committee consists of the Media Writing and Production program director and two members from other Frost School Departments, preferably from MSJ or MMI. At least one member of the committee must be a member of the Graduate Faculty.

Defense Procedures for the Media Writing Project: *Scheduling*

- The oral defense of the Media Writing Project may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- Students must be enrolled in at least one credit of the corresponding course during the semester in which the final defense takes place.
- The student must work with the committee chair to arrange the time, date, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.
- Once the final defense is scheduled, the student or committee chair should notify the Graduate Studies Office of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense. Students should also send email reminders to their committee members prior to the defense.

Defense Procedures for the Media Writing Project: *Submitting the Document*

- Students must submit the Media Writing Project to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project. Sound recordings (as applicable) should also be submitted two weeks in advance, using a format approved by the committee.
- Students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.
- Students must also submit an electronic copy of the Media Writing Project (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written final project is not submitted to the committee and the Office of

Graduate Studies within this time frame, the defense will be cancelled.

Defense Procedures for the Media Writing Project: *Documenting the Defense*

- Prior to the defense, the student should download and prepare 3 copies of the Certificate of Defense Approval for Master's Project from the Frost School Graduate Student Resources website:
<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
- Two signed Certificates should be submitted to the Frost School Office of Graduate Studies (one for Frost records and the other will be submitted to the Graduate School at the time of graduation), and the student should retain the third signed Certificate for personal records.
- The student should also prepare signature pages on white, 20% cotton bond paper (or better) and bring these pages to the defense. The signature page should follow the template provided by the University of Miami Graduate School for Signature Pages: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>. The signature page should include a space for the signature of the Associate Dean of Graduate Studies in Music on the bottom, right-hand side (in place of the signature of the Dean of the Graduate School). One signed signature page should be included with the final version of the paper, and the student should retain the other signed copy.
- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources: <https://my.frost.miami.edu/faculty/assessment-resources/index.html>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.
- If the student successfully defends the Media Writing project, the Certificates of Approval and SACS rubric should be signed in blue ink.
- If the Media Writing project does not require revisions, the committee members can also sign the signature pages at the defense. If the Media Writing project requires revisions, the student must obtain committee member signatures later, after required revisions have been approved.

Defense Procedures for the Media Writing Project: *Submitting the Final Document*

- After making any revisions requested by the committee, the student should submit the final version of the Media Writing Project, including the fully-executed signature page, to the Office of Graduate Studies in the Frost School. The student is responsible for obtaining these signatures and for submitting the fully-executed signature page with the final version of the document.

- All pages must be printed on white, 20% cotton bond paper (or better), bound in a true plastic spiral with a clear plastic cover on top and a black plastic cover on the back. Sound recordings (as applicable) should be submitted with the paper document using a format approved by the committee. The fully-executed signature page should be bound with the document.
- If not previously submitted, the two, signed copies of the Certificate of Approval should be submitted along with the final version of the Media Writing project. The Certificate should *not be bound* with the paper.
- The final version of the Media Writing Project must be submitted by 5:00pm on the last day of final exams for the semester in which the student is scheduled to graduate.

Application for Graduation for Masters Degree Students:

Step 1. Check Your Academic Record

- Students must ensure that a complete transcript showing previous degree conferral is on file in the Graduate Studies office of the Frost School of Music.
- Students must carefully review their current University of Miami transcripts to assure that they:
 - 1) Have no grades of “I” (or “incomplete”)
 - 2) Have no grades of “NG” (or “no grade”)
 - 3) Are on track to complete the required number of credit hours to graduate in the chosen degree program by the graduation date
 - 4) Are on track to complete III requirements for the chosen degree program by the graduation date.

Step 2. Submit the Application

- Students should submit the Application for Graduation during the first two months of the semester of intended graduation. The application can be found on CaneLink.
- Students who do not graduate during the semester in which they apply must submit a new Application for Graduation at the very start of the new semester in which they intend to graduate. Failure to re-apply will delay graduation. Applications may be submitted in any semester, including summers.

GENERAL PROCEDURAL GUIDELINES for the MASTER of MUSIC DEGREE in Keyboard Performance and Pedagogy (KPED)

Keyboard Performance and Pedagogy (KPED): The KPED Project

KPED Project Topic. Project topics should provide an opportunity to explore a specific body of knowledge in the field of keyboard performance and pedagogy. The topic, which must be approved by the student's program director and the project committee, should provide a means to accomplish original research and to present that research in a format approved by the committee. A typical project consists of a workshop or lecture presentation appropriate for professional conference presentations, with supporting written document, or it may be entirely in a written format.

Students should adhere to the following timetable and complete each phase of the project on schedule or risk delays in degree completion. At the end of the second semester of study, the student should provide in writing the project title and abstract and select the project committee. The bulk of the work for the project is completed during the third semester of study, and the final project should be presented or submitted in the fourth semester. The oral defense should occur subsequent to the presentation and submission of all supportive materials to the faculty committee, allowing sufficient time for the committee to review all the materials prior to the defense.

KPED Project Committee. The committee is typically comprised of the student's major professor, the program director, and an additional member of the keyboard performance faculty. The committee is usually chaired by the Director of the Keyboard Performance and Pedagogy program.

Defense Procedures for the KPED Project: *Scheduling*

- The oral defense of the KPED Project may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- The student must be enrolled in MKP 813 during the semester in which the defense takes place.
- The student must work with the committee chair to arrange the time, date, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.

- The student or committee chair should then notify the Graduate Studies Office of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense, send reminders, and prepare necessary defense documents.

Defense Procedures for the KPED Project: *Submitting the Document*

- Students must submit the written KPED project to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project. This document must conform to the Graduate School's *Guidelines for Preparing Theses*.
- Students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.
- Students must also submit an electronic copy of the KPED project (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written final project is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Defense Procedures for the KPED Project: *Documenting the Defense*

- Prior to the defense, the student should download and prepare 3 copies of the Certificate of Defense Approval for Master's Project from the Frost School Graduate Student Resources website:
<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
- Two signed Certificates should be submitted to the Frost School Office of Graduate Studies (one for Frost records and the other will be submitted to the Graduate School at the time of graduation), and the student should retain the third signed Certificate for personal records.
- The student should also prepare signature pages on white, 20% cotton bond paper (or better) and bring these pages to the defense. The signature page should follow the template provided by the University of Miami Graduate School for Signature Pages: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>. The signature page should include a space for the signature of the Associate Dean of Graduate Studies in Music on the bottom, right-hand side (in place of the signature of the Dean of the Graduate School). One signed signature page should be included with the final version of the paper, and the student should retain the other signed copy.

- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources: <https://my.frost.miami.edu/faculty/assessment-resources/index.html>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.
- If the student successfully defends the KPED project, the Certificates of Approval and SACS rubric should be signed in blue ink.
- If the KPED project does not require revisions, the committee members can also sign the signature pages at the defense. If the KPED project requires revisions, the student must obtain committee member signatures later, after required revisions have been approved.

Defense Procedures for the KPED Project: *Submitting the Final Document*

- After making any revisions requested by the committee, the student should submit the final version of the KPED Project, including the fully-executed signature page, to the Office of Graduate Studies in the Frost School. The student is responsible for obtaining these signatures and for submitting the fully-executed signature page with the final version of the document.
- All pages must be printed on white, 20% cotton bond paper (or better), bound in a true plastic spiral with a clear plastic cover on top and a black plastic cover on the back. The fully-executed signature page should be bound with the document.
- If not previously submitted, the two signed copies of the Certificate of Approval should be submitted along with the final version of the KPED Project. The Certificates should *not be bound* with the paper.
- The final version of the KPED Project must be submitted by 5:00pm on the last day of final exams for the semester in which the student is scheduled to graduate.

Application for Graduation for Masters Degree Students:

Step 1. Check Your Academic Record

- Students must ensure that a complete transcript showing previous degree conferral is on file in the Graduate Studies office of the Frost School of Music.
- Students must carefully review their current University of Miami transcripts to assure that they:
 - 1) Have no grades of “I” (or “incomplete”)

- 2) Have no grades of “NG” (or “no grade”)
- 3) Are on track to complete the required number of credit hours to graduate in the chosen degree program by the graduation date
- 4) Are on track to complete all requirements for the chosen degree program by the graduation date.

Step 2. Submit the Application

- Students should submit the Application for Graduation during the first two months of the semester of intended graduation. The application can be found on CaneLink.
- Students who do not graduate during the semester in which they apply must submit a new Application for Graduation at the very start of the new semester in which they intend to graduate. Failure to re-apply will delay graduation. Applications may be submitted in any semester, including summers.

GENERAL PROCEDURAL GUIDELINES for the MASTER of MUSIC DEGREE in Jazz Pedagogy (JPED) Studio Jazz Writing (SJWR)

Jazz Pedagogy (JPED): MSJ 805 Masters Jazz Pedagogy Project

The culminating project for the Master of Music degree in Jazz Pedagogy consists of a portfolio that students create during their four semesters in the program. Many potential employers require video evidence of teaching in multiple environments, thus the teaching demonstrations of each student will be video-recorded. All videos, plus several documents required of the students, will be placed in the portfolio, to be assessed in the fourth semester. Many of the teaching demonstrations will take place as part of MSJ 724 Seminar in Jazz Pedagogy, which occurs simultaneously with MSJ 153 Jazz Band III.

Studio Jazz Writing (SJWR): Masters Jazz Writing Project

Studio Jazz Writing majors must complete a final project in three parts. Part one entails composing and/or arranging music with some emphasis on the jazz idiom that is a minimum of 30 minutes in length. The student is responsible for all aspects of the project including: rehearsing, recording, mixing, mastering and final production of a CD (with linear notes and cover). Part two of the project involves creation of a video with original audio composed/arranged that is recorded and mastered to a DVD with a minimum length of 10 minutes. Part three consists of a project paper that briefly describes the CD and DVD music and includes an analysis of the recording process from start to finish. By the time the project is complete, students must also have established a website that features their work.

When writing the final project, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.

Masters Jazz Writing Project Committee. The project committee is comprised of the Studio Jazz Writing program director as chair, and two other full-time music faculty, one of whom is chosen from outside the Studio Music and Jazz Department.

Defense Procedures for the Masters Jazz Writing Project: *Scheduling*

- The oral defense of the Masters Jazz Writing Project may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.

- The student must be enrolled in MSJ 813 during the semester in which the defense takes place.
- The student must work with the committee chair to arrange the time, date, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.
- The student or committee chair should then notify the Graduate Studies Office of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense. The student should also send frequent email reminders to all committee members.

Defense Procedures for the Masters Jazz Writing Project: *Submitting the Document*

- Students must submit the Masters Jazz Writing Project to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project.
- Students must also submit an electronic copy of the Masters Jazz Writing Project to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the Masters Jazz Writing Project is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Defense Procedures for the Masters Jazz Writing Project: *Documenting the Defense*

- Prior to the defense, the student should download and prepare 3 copies of the Certificate of Defense Approval for Master's Project from the Frost School Graduate Student Resources website:
<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
- Two signed Certificates should be submitted to the Frost School Office of Graduate Studies (one for Frost records and the other will be submitted to the Graduate School at the time of graduation), and the student should retain the third signed Certificate for personal records.
- The student should also prepare signature pages on white, 20% cotton bond paper (or better) and bring these pages to the defense. The signature page should follow the template provided by the University of Miami Graduate School for Signature Pages:
<http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>. The signature page should include a space for the signature of the Associate Dean of Graduate Studies in Music on the bottom, right-hand side (in

place of the signature of the Dean of the Graduate School). One signed signature page should be included with the final version of the paper, and the student should retain the other signed copy.

- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources: <https://my.frost.miami.edu/faculty/assessment-resources/index.html>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.
- If the student successfully defends the Masters Jazz Writing Project, the Certificates of Approval and SACS rubric should be signed in blue ink.
- If the Masters Jazz Writing Project does not require revisions, the committee members can also sign the signature pages at the defense. If the Masters Jazz Writing Project requires revisions, the student must obtain committee member signatures later, after required revisions have been approved.

Defense Procedures for the Masters Jazz Writing Project: *Submitting the Final Document*

- After making any revisions requested by the committee, the student should submit the final version of the Masters Jazz Writing Project, including the fully-executed signature page, to the Office of Graduate Studies in the Frost School. The student is responsible for obtaining these signatures and for submitting the fully-executed signature page with the final version of the document.
- All pages must be printed on white, 20% cotton bond paper (or better), bound in a true plastic spiral with a clear plastic cover on top and a black plastic cover on the back. The fully-executed signature page should be bound with the document.
- If not previously submitted, the two signed copies of the Certificate of Approval should be submitted along with the final version of the Masters Jazz Writing Project. The Certificates should *not be bound* with the paper.
- The final version of the Masters Jazz Writing Project must be submitted by 5:00pm on the last day of final exams for the semester in which the student is scheduled to graduate.

Application for Graduation for Masters Degree Students:

Step 1. Check Your Academic Record

- Students must ensure that a complete transcript showing previous degree conferral is on file in the Graduate Studies office of the Frost School of Music.
- Students must carefully review their current University of Miami transcripts to assure that they:
 - 1) Have no grades of “I” (or “incomplete”)
 - 2) Have no grades of “NG” (or “no grade”)
 - 3) Are on track to complete the required number of credit hours to graduate in the chosen degree program by the graduation date
 - 4) Are on track to complete all requirements for the chosen degree program by the graduation date.

Step 2. Submit the Application

- Students should submit the Application for Graduation during the first month of the semester of intended graduation. The application can be found on CaneLink.
- Students who do not graduate during the semester in which they apply must submit a new Application for Graduation at the very start of the new semester in which they intend to graduate. Failure to re-apply will delay graduation. Applications may be submitted in any semester, including summers.

GENERAL PROCEDURAL GUIDELINES for the MASTER of MUSIC DEGREE in Composition (MTCP) Digital Arts and Sound Design (MTCD)

Students pursuing the Master of Music Degree in Composition (MTCP) or Digital Arts and Sound Design (MTCD) must complete a substantial final project that is defended before a faculty committee. When writing the final project, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Consequently, please read the information provided in the Appendix to this handbook and consult with your committee members as needed. Defense procedures for both degree programs are found below.

Composition (MTCP): Final Project

MTC Final Project. The final project consists of a major original composition and a recital of the student's works. The final project composition does not have to be included on the recital. In lieu of the recital, students also have the option of writing a document about the composition project that provides a historical context and analysis of the composition. In those cases, the document follows thesis standards in Turabian style.

MTC Committee for the Final Project. The committee must include three, full-time faculty members, including two faculty members from the student's major department, one of whom must be a member of the Graduate Faculty. The third committee member must be from outside the student's department. As appropriate, the outside committee member may be selected from a different school in the University (i.e., from outside the Frost School). All committee members should be selected for their ability to make a unique contribution to the student's final project.

Digital Arts and Sound Design (MTCD): Final Project

MTCD Final Project. The final project consists of a major composition utilizing music technology that is presented in conjunction with a document that explains the composition. The document follows thesis standards in Turabian style.

MTCD Final Project Committee. The committee for the final project in Digital Arts and Sound Design will include three members. Two members will be from the Department of Theory and Composition, one of whom must be a member of the Graduate Faculty, and the third member may be from any division of the University, as appropriate to the student's topic.

Defense Procedures for the Final Project in Composition (MTCP) and Digital Arts and Sound Design (MTCD):

The final project must be defended before the student's committee. While the final project tends to be the focus of the defense, any aspect of the student's degree program may be included in the defense.

Defense Procedures for the Final Project in MTCP and MTCD: *Scheduling*

- The oral defense of the final project may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- The student must be enrolled in at least one credit hour of the appropriate final project course during the semester in which the defense takes place.
- The student must work with the committee chair to arrange the time, date, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.
- The student or committee chair should then notify the Graduate Studies Office of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense. Students should send email reminders to all committee members prior to the defense, as well.

Defense Procedures for the Final Project in MTCP and MTCD: *Submitting the Document*

- Students must submit the final project to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project. Sound recordings (as applicable) should also be submitted two weeks in advance, using a format approved by the committee.
- Students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.
- Students must also submit an electronic copy of the final project (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written final project is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Defense Procedures for the Final Project in MTCP and MTCD: *Documenting the Defense*

- Prior to the defense, the student should download and prepare 3 copies of the Certificate of Defense Approval for Master's Project from the Frost School Graduate Student Resources website:
<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
- Two signed Certificates should be submitted to the Frost School Office of Graduate Studies (one for Frost records and the other will be submitted to the Graduate School at the time of graduation), and the student should retain the third signed Certificate for personal records.
- The student should also prepare signature pages on white, 20% cotton bond paper (or better) and bring these pages to the defense. The signature page should follow the template provided by the University of Miami Graduate School for Signature Pages: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>. The signature page should include a space for the signature of the Associate Dean of Graduate Studies in Music on the bottom, right-hand side (in place of the signature of the Dean of the Graduate School). One signed signature page should be included with the final version of the paper, and the student should retain the other signed copy.
- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources: <https://my.frost.miami.edu/faculty/assessment-resources/index.html>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.
- If the student successfully defends the final project, the Certificate of Approval and SACS rubric should be signed in blue ink.
- If the final project does not require revisions, the committee members can also sign the signature pages at the defense. If the final project requires revisions, the student must obtain committee member signatures later, after required revisions have been approved.

Defense Procedures for the Final Project in MTCP and MTCD: *Submitting the Final Document*

- After making any revisions requested by the committee, the student should submit the final version of the final project, including the fully-executed signature page, to the Office of Graduate Studies in the Frost School. The student is responsible for obtaining these signatures and for submitting the fully-executed signature page with the final version of the document.

- All pages must be printed on white, 20% cotton bond paper (or better), bound in a true plastic spiral with a clear plastic cover on top and a black plastic cover on the back. Sound recordings (as applicable) should also be submitted two weeks in advance, using a format approved by the committee. The fully-executed signature page should be bound with the document.
- If not previously submitted, the two signed copies of the Certificate of Approval should be submitted along with the final version of the final project. The Certificates should *not be bound* with the paper.
- The final version of the final project must be submitted by 5:00pm on the last day of final exams for the semester in which the student is scheduled to graduate.

Application for Graduation for Masters Degree Students:

Step 1. Check Your Academic Record

- Students must ensure that a complete transcript showing previous degree conferral is on file in the Graduate Studies office of the Frost School of Music.
- Students must carefully review their current University of Miami transcripts to assure that they:
 - 1) Have no grades of “I” (or “incomplete”)
 - 2) Have no grades of “NG” (or “no grade”)
 - 3) Are on track to complete the required number of credit hours to graduate in the chosen degree program by the graduation date
 - 4) Are on track to complete all requirements for the chosen degree program by the graduation date.

Step 2. Submit the Application

- Students should submit the Application for Graduation during the first month of the semester of intended graduation. The application can be found on CaneLink.
- Students who do not graduate during the semester in which they apply must submit a new Application for Graduation at the very start of the new semester in which they intend to graduate. Failure to re-apply will delay graduation. Applications may be submitted in any semester, including summers.

**GENERAL PROCEDURAL GUIDELINES for the
DOCTOR OF MUSICAL ARTS DEGREE in
CONDUCTING:**

Choral Conducting (MCDC)

Instrumental Conducting (MCDI)

PERFORMANCE:

Instrumental Performance (MIPF, MIPW)

Piano Performance (MKPF)

Jazz Performance – Instrumental or Vocal (MSJI, MSJV)

Vocal Performance (MVPF)

COMPOSITION:

Jazz Composition (MSJC)

Composition (MTCP)

PEDAGOGY AND PERFORMANCE:

Keyboard Performance and Pedagogy (KPED)

Vocal Pedagogy and Performance (VPED)

Credit Requirements

For the DMA in conducting, performance, composition, or pedagogy and performance, a minimum of 42 credit hours of course work is required, at least 24 of which must be completed in residence. A minimum of 60 credit hours beyond the master's degree is required for the degree.

The Doctoral Cognate for the Doctor of Musical Arts

Within the 60 credit hours required for the Doctor of Musical Arts, students may select a formal area of study known as the cognate. A total of 12 credit hours are devoted to the cognate. If a cognate is not selected, the student should work with the advisor to select a meaningful collection of elective courses that complement the student's discipline.

The cognate allows the student to obtain specialized knowledge and skill in an additional area of music. For example, a student pursuing the DMA in instrumental performance may wish to obtain a cognate in musicology or music business. Completion of a cognate should give the student a heightened level of understanding in this topic area, and could give the student a competitive advantage when pursuing post-graduation opportunities. When completed, cognates are listed on the student's official transcript.

Doctoral Cognate Policies:

- Cognates are offered in a number of Departments within the Frost School. Students must apply to the cognate for acceptance; a process that may include an audition, interview, portfolio submission, or testing as determined by the Faculty-in-Charge for that cognate.
- Students must complete all requirements specified for a cognate to be recognized as having completed the cognate. Otherwise, the credits will be considered electives and the cognate will not be granted.
- In order to ensure completion of the cognate in a timely manner, students should decide on a cognate no later than the end of their second semester of full-time study.
- No credits required in the DMA program can apply to the cognate. Any overlap will require approved course substitutions within either the DMA program or the cognate as determined to be most appropriate by the Associate Dean of Graduate Studies.
- One course substitution is allowed within the 12 credits of the doctoral cognate. Any proposed substitutions must first be approved by the Faculty-in-Charge of the cognate, and subsequently by the Associate Dean of Graduate Studies in the Frost School, using the Course Substitution Request form found here: <https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>. Ideally, the substituted course should reside within the same Department as the required course.
- If a course that is required in a cognate has already been taken in a previous graduate degree, then a course waiver request must first be approved by the Faculty-in-Charge of the cognate, and subsequently the Associate Dean of Graduate Studies in the Frost School, using the Course Waiver Request form found here: <https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>. Ideally, the replacement course should reside within the same Department as the waived course.
- Procedures for completing a cognate:
 - Contact the Faculty-in-Charge for the desired cognate (see below for list).
 - Complete the application process for that cognate.
 - If the student is accepted into the cognate, the Faculty-in-Charge must then complete and sign a Doctoral Cognate Acceptance Form as found here: <https://my.frost.miami.edu/graduate/graduate-student-resources/index.html> and submit it to the Frost School Office of Graduate Studies.
 - Obtain a copy of the requirements for the identified cognate (available here: <https://my.frost.miami.edu/graduate/doctoral-cognates/index.html>).
 - Complete all required courses in the cognate with a grade of C- or higher. The cognate can then be listed on the student's official transcript at the time of

degree conferral.

All available cognates are listed below. Detailed information on each cognate can be found on the Graduate Student website:

<https://my.frost.miami.edu/graduate/doctoral-cognates/index.html>

Doctoral Cognate	Faculty-in-Charge
Arts Presenting	Gary Wood
Choral Conducting	Karen Kennedy
Collaborative Piano	Santiago Rodriguez
Conducting – Instrumental	Thom Sleeper (orchestral) Rob Carnochan (wind)
Instrumental Performance	Richard Todd (brass) Svet Stoyanov (percussion) Ross Harbaugh (strings) Margaret Donaghue (winds)
Jazz Performance	John Daversa
Keyboard Pedagogy	Naoko Takao
Music Business	Serona Elton
Music Education	Stephen Zdzinski
Music Technology	Will Pirkle
Musicology	David Ake
Theory	Charles Mason
Vocal Accompanying	Alan Johnson

Recitals for the Doctor of Musical Arts

Recitals constitute a critical aspect of most Doctor of Musical Arts degrees. Students should consult their degree requirements in the Academic Bulletin to determine whether a not recitals are necessary: <http://bulletin.miami.edu/> Through these performances, students demonstrate both performance skills and knowledge of musical styles within distinct historical periods. To ensure that credit is given for completed recitals, students should be sure to enroll for recital credits during the semester in which the recital is performed. The guidelines given here are general in nature. Students should consult with their advisors regarding recital requirements and are responsible for knowing and following the requirements for their particular degree program.

Qualifying Recital

Doctoral students must present an “in-studio” qualifying recital for faculty within their performing area during the first semester in residence. Keyboard Pedagogy and Performance majors may present a qualifying recital or mini-pedagogy workshop to fulfill this requirement.

Initial Doctoral Recital

The first doctoral recital or pedagogy workshop should be presented before the qualifying exams are taken. The recital program must be approved in advance by at least three faculty members (including the advisor) from the specific performance area.

Subsequent Recitals (or Workshops)

These events are planned and prepared in consultation with the student’s advisor. Two additional recitals are required for most performance programs, although this requirement varies for some programs. Students should consult with their advisors regarding recital requirements and are responsible for knowing and following the requirements for their particular degree program.

Booking Recitals and Recital Committees for the Doctor of Musical Arts

**BOOK
EARLY
RECITALS**

Applications for recital dates are obtained from the Concert Hall Manager in Gusman Hall and require written approval of the performance instructor, the Concert Hall Manager, and the Associate Dean of Graduate Studies. Students should schedule recitals several months in advance, and need to be prepared for the associated expenses. For details on recital expenses, please see: http://www.miami.edu/frost/index.php/frost/facilities/recording_services/

Recitals must be performed between the first and last day of classes, excluding fall recess, Thanksgiving break, and spring recess. Students should obtain advisor approval for the appropriate recital venue (i.e., Clarke Recital Hall, Gusman Concert Hall, or other). Students must be enrolled in the appropriate recital course during the semester in

which the recital is given. All recitals given in Frost School venues must be recorded by the Frost School of Music Recording Services or a professional licensed and insured company. Master recordings remain the property of the University and are kept in the Recording Services Archives. Copies of these recordings can be made with student approval.

Some recitals can be given at venues outside the Frost School. All recitals, regardless of venue, must be scheduled through the Frost School Concert Hall Office in Gusman Hall. Additionally, satisfactory recordings of all recitals must be submitted to the Frost School, and recital programs must be created in ASCAP format. For more details on recital requirements, please see the Recital Handbook:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

Additional information on conducting recitals, programs, and how to request a concert hall date are provided in later sections of this handbook.

Students must establish a recital committee before a recital date can be approved. Recital committees for doctoral students must include four members, including three members from the student's major area (one of whom is the committee chair), and one member from another department of the Frost School. The committee chair will be Regular Faculty and/or hold a doctoral degree (i.e., DMA or PhD), as well as Graduate Faculty status. The other two members from the student's major department will be Regular Faculty or members of the Graduate Faculty. At least one member of the committee must hold a doctoral degree (i.e., DMA or PhD). The fourth committee member can be selected from a different department within the Frost School. The recital committee may be the same or different from the doctoral committee.

Students should invite faculty members to be on their recital committees and obtain their agreement to serve. Please do not simply list names of faculty members on the recital application without their knowledge. When the recital application is being processed, the Office of Graduate Studies will send a one-time, email notice to the recital committee of the recital date and location.

If a faculty member agrees to serve on a recital committee, students should not assume that the same faculty member will serve on all subsequent recital committees. Students should obtain faculty agreement for each recital that is given.

As the date of a recital approaches, students should send email reminders to recital committee members regarding the date and location of the recital. Additionally, to meet degree requirements, all recitals must be evaluated by the student's recital committee. Students should send email reminders to their recital committee members regarding submission of the recital evaluation. The Graduate Recital Evaluation form can be completed electronically or in hard copy and is available here:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

On occasion, faculty members are unable to attend student recitals. In these situations, students should confirm with the faculty member that a video or audio recording will be adequate for evaluation of the recital, and make necessary arrangements.

PLEASE NOTE: Recital evaluations from all committee members are required for degree conferral. Students are strongly advised to remind faculty to submit recital evaluations in a timely manner, so as not to delay graduation.

Doctoral Qualifying Examinations for the Doctor of Musical Arts

All DMA students must take doctoral qualifying examinations. These substantive exams represent a significant milestone within the doctoral degree and help to determine a student's readiness for moving forward with the final project. To explain further, the doctoral qualifying exams are not an assessment of what a student has learned thus far in doctoral coursework, but rather an indicator of knowledge and skills acquired throughout a lifetime of musical training and experience. These exams determine whether or not a student has gained the depth and breadth of knowledge appropriate to the discipline, such that the individual shows potential to function independently as a pedagogue and scholar. Consequently, students should be well-prepared for these exams.

Please read below for exam policies, and specific exam instructions for each doctoral degree program.

Policies Relevant to All Doctoral Qualifying Examinations:

- All qualifying exam components must be successfully completed before a student can apply for doctoral committee approval, defend the dissertation proposal or doctoral essay proposal, and apply for Doctoral Candidacy.
- If a student fails a qualifying exam (or a portion of the exam), s/he can re-take the exam in a subsequent semester, with departmental approval. A student who fails a qualifying examination (or portion of the exam) for a second time will be dismissed from the degree program.
- Successful completion of doctoral qualifying examinations is documented by an appropriate faculty member within the student's major department (i.e., advisor or exam coordinator), using the Doctoral Qualifying Results form that is submitted to the Frost School Office of Graduate Studies as found here:
<https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>
- Doctoral proposal defenses may be scheduled in the same semester as qualifying exam completion.

All degree programs listed below require completion of discipline-specific qualifying examinations. Detailed information on each exam can be found here:

<https://my.frost.miami.edu/graduate/doctoral-qualifying-examinations/index.html>

Doctoral Qualifying Examinations by Degree Program:

- DMA in Instrumental Performance or Conducting
- DMA in Keyboard Performance
- DMA in Keyboard Performance and Pedagogy
- DMA in Jazz Performance (Instrumental or Vocal)
- DMA in Jazz Composition
- DMA in Composition (classical)
- DMA in Choral Conducting
- DMA in Vocal Performance
- DMA in Vocal Pedagogy and Performance

Next Steps: What Happens after Qualifying Examinations?

After successfully completing these exams, doctoral students should follow these steps, in this order:

1. Apply for Doctoral Committee approval from the Associate Dean of Graduate Studies in the Frost School. Students must have either passed or remediated all entrance exam requirements before applying for doctoral committee approval. The committee must be approved before students can proceed with the proposal defense for the final project. The Doctoral Committee Approval form is found here: <https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>.
2. Defend the proposal for the Doctoral Essay. Detailed instructions for proposal defense procedures are found later in this handbook.
3. Apply for Doctoral Candidacy. This form is found on the Graduate School website at: <http://grad.miami.edu/policies-and-forms/index.html>. Students should submit the completed form to the Office of Graduate Studies in the Frost School. The Associate Dean of Graduate Studies will review the application and forward it on to the Graduate School for final approval.

The Doctoral Essay

The Doctoral Essay is the culminating project of the DMA degree. Through the doctoral essay, students demonstrate the ability to create an intellectual and scholarly work that makes a meaningful contribution to the discipline.

Approval of the Doctoral Committee for the Doctoral Essay

After students have passed all qualifying examinations, they should next establish their doctoral committee to oversee the doctoral essay. The committee should consist of four

members, including three members from the student's major area (one of whom is the committee chair), and one member from another department of the Frost School. The committee chair will be Regular Faculty and/or hold a doctoral degree (i.e., DMA or PhD) as well as Graduate Faculty status. The other two members from the student's major department will be Regular Faculty or members of the Graduate Faculty. At least one member of the committee must hold a doctoral degree (i.e., DMA or PhD). The fourth committee member can be selected from a different department within the Frost School. Beyond these requirements, a committee may be expanded to a maximum of six members, based on the needs of the student.

To obtain approval of the doctoral committee, students should complete the Doctoral Committee Approval Form, found here:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>.

The form should be signed by the student's committee chair and then submitted to the Associate Dean of Graduate Studies in the Frost School. Requests for exceptions to these committee requirements can be submitted in writing for consideration by the Associate Dean of Graduate Studies in the Frost School.

Doctoral Essay Proposal

Before initiating significant work on the doctoral essay, the student must write a proposal and successfully defend it before the doctoral committee. The committee chair will provide guidelines for the content and formatting of the written proposal. To help DMA students prepare the proposal, the Frost School of Music offers extensive resources for student and faculty use under the Blackboard organization "DMA Essay Proposal Preparation." All DMA students and faculty automatically have unlimited access to these resources. Students should have regular contact with their advisor/committee chair while preparing the proposal and throughout all stages of the doctoral essay, to ensure they are working on a viable topic and utilizing the correct essay format.

When writing the proposal, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with committee members as needed.

Proposal Defense Procedures for the Doctoral Essay: *Scheduling*

- Students must be enrolled in the appropriate Doctoral Essay course during the semester in which the defense takes place.
- The proposal defense should be scheduled at least three weeks in advance of the defense date.
- The student should consult with the committee chair to establish the date, time, and location for the defense. If a member of the committee has a large office that is free of

distraction, the defense can be held there. Contact the Frost School scheduler for room availability, if needed.

- Proposal defenses may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- The proposal defense cannot take place in the same semester as the final defense.
- Once the proposal defense details are determined, the student or committee chair should notify the Office of Graduate Studies in the Frost School of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense. Students should also remind committee members of the upcoming defense date.

Proposal Defense Procedures for the Doctoral Essay: *Submitting the Proposal*

- Students must submit the written proposal to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the project.
- Students must also submit an electronic copy of the written proposal (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written proposal is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Proposal Defense Procedures for the Doctoral Essay: *Conducting and Documenting the Proposal Defense*

- Prior to the defense, the student should download and prepare 2 copies of the “Certificate of Defense Approval for Doctoral Proposal” from the Frost School Graduate Student Resources website:
<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
- One signed Certificate should be submitted to the Frost School Office of Graduate Studies, and the student should retain the other signed Certificate for personal records.
- During the defense, the student should provide a brief yet detailed overview of the intended research.
- Committee members then discuss the merits of the project, ask questions, and provide suggestions. The committee’s intent is to ensure that the student has a viable topic that will lead to a positive and challenging experience in scholarly activity.

Additionally, the committee must determine whether or not the project makes a meaningful, relevant contribution to the student's discipline, and that the proposed work meets standards for graduate study.

- If the student successfully defends the doctoral essay proposal, all committee members then sign the Certificates of Approval in blue ink.

Participation by Human Subjects

If the student's doctoral essay will involve collection of data from live human beings, the project must also be approved by the University of Miami Institutional Review Board (IRB). For example, if the student wants to survey a group of people about some aspect of music, this project involves human subjects. If the student wants to interview other students about music learning, this project involves human subjects. If the student wants to administer a test regarding responses to music, this project involves human subjects.

For these kinds of projects, the student must obtain CITI Certification by completing an on-line training module regarding the protection of human subjects in research: www.citiprogram.org. The student must then establish an eProst account through the Human Subjects Research Office with the University: www.hsro.med.miami.edu. The student can then complete and submit an IRB application that consists of a detailed explanation of the intended research.

The IRB application must be approved before the student can initiate the doctoral essay. Please note that for complex projects, IRB approval can sometimes take several weeks. Consequently, students should carefully consider the need for and relevance of human subject involvement in their research when selecting a topic. The IRB process is time-intensive and can extend the amount of time required to complete the doctoral essay and to obtain the degree. If the student's project requires IRB approval, at least one member of the doctoral committee should also have CITI Certification and be familiar with IRB procedures. Ideally, this committee member should be the chair.

Certain research projects may involve human subjects yet not require IRB oversight. For example, if a student's project involves interviewing one expert in a particular discipline, IRB approval may not be needed. In these cases, students should submit this brief survey: https://umiami.qualtrics.com/jfe/form/SV_4Iz2NPEhX1kdNIx. If the student is ever in doubt about IRB involvement, the student should contact the Human Subjects Research Office directly www.hsro.med.miami.edu.

Applying for Doctoral Candidacy in the Doctor of Musical Arts

Achieving candidacy indicates that students have completed a substantial amount of their academic requirements and are prepared to move forward with the final project. Students may apply for Doctoral Candidacy after they have:

1. Passed all required qualifying examinations.

2. Received approval of the doctoral committee from the Frost School Associate Dean of Graduate Studies.
3. Passed the oral defense of the doctoral essay proposal.

The Application for Admission to Candidacy can be found on the Graduate School website at: <http://grad.miami.edu/policies-and-forms/index.html>. On this application, students must identify the members of their Doctoral Committee as previously approved by the Associate Dean of Graduate Studies in the Frost School. Students should submit the completed application for candidacy to the Office of Graduate Studies in the Frost School of Music. The application will then be forwarded to the Graduate School for final approval. Once approved, documentation of Admission to Candidacy will be noted in the student's transcripts and visible in CaneLink.

Final Defense Procedures for the Doctoral Essay: *Purpose*

- When the student has completed the doctoral essay, the student must then defend it before the doctoral committee.
- The student's advisor will provide guidelines for the content and formatting of the written aspect of the doctoral essay.
- When writing the doctoral essay, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.
- Students will submit the final version of the doctoral essay to the Electronic Theses and Dissertations system of the Graduate School. Consequently, they should consult the Graduate School website for specific instructions on how to prepare and submit the final document, as found here: <http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>.
 - Please take the initiative to be well-informed on these submission instructions several weeks in advance; do not wait until the last minute.
 - *Failure to plan ahead may delay graduation until the following semester and require enrollment in additional credits.*

Final Defense Procedures for the Doctoral Essay: *Scheduling*

- Like the proposal defense, the final defense should be scheduled at least three weeks in advance of the defense date.
- The student should consult with the committee chair to establish the date, time, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a

larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.

- Final defenses may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- The student must be enrolled in at least one credit of the appropriate doctoral essay course during the semester in which the final defense takes place.
- The final defense cannot take place in the same semester as the proposal defense.
- PLEASE NOTE: Students submit doctoral essays to the Electronic Theses and Dissertations system of the Graduate School and thus need to schedule defenses according to Graduate School deadlines, as found here:
<http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>
 - *Failure to defend and submit final copies by the submission date will result in a one-semester delay in graduation and enrollment in additional credits.*
- When the details of the final defense have been determined, the student or committee chair should notify the Office of Graduate Studies in the Frost School of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense. Students should also remind committee members of the upcoming defense date.

Final Defense Procedures for the Doctoral Essay: *Submitting the Document*

- Students must submit the final doctoral essay in hard copy to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project.
- Students must also submit an electronic copy of the doctoral essay (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written final project is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Final Defense Procedures for the Doctoral Essay: *Conducting and Documenting the Defense*

- For doctoral students, final defenses can be made public with the permission of the committee.
- Prior to the defense, the student should download and prepare 3 copies of the

Certificate of Defense Approval for Doctoral Dissertation as found on the Graduate School website: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>

- All three signed Certificates should be submitted to the Frost School Office of Graduate Studies. The Frost School will retain one copy, and release the other two copies to the student when the student has received permission to upload the final version of the document into the Electronic Theses and Dissertations database.
 - The student will receive an email from the Graduate School Dissertation Editor giving permission to upload the final document. The student should forward this email to the Frost School Graduate Studies office. When this email is received, the Frost School will release two signed Certificates to the student (e.g., the student should come to the Frost School Graduate Studies office and pick up the Certificates).
 - **Please note:** if this email is not received by the Frost School, the student cannot be cleared for graduation.
 - The student will submit one signed Certificate with the final document and retain the final signed Certificate for personal records.
- The student should prepare signature pages and bring these pages to the defense. Signature pages should follow guidelines provided by the University of Miami Graduate School: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>
- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources: <https://my.frost.miami.edu/faculty/assessment-resources/index.html>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.
- At the start of the defense, the committee chair should make appropriate introductions.
- The student should then provide a brief yet detailed overview of the entire doctoral essay.
- If the defense is public, any audience member is welcome to ask questions or make comments at this time.
- After public questions have been addressed, the audience is excused and only the student and the committee are involved in the final portion of the defense.
- Committee members then pose questions and offer comments on the student's work.

While the bulk of the discussion focuses on the essay, the committee may ask other questions that are relevant to the student’s discipline.

- Following this phase of questioning, the committee excuses the defending student from the room. The committee then discusses the student’s work and makes a decision regarding pass or fail. The committee also may recommend revisions to the doctoral essay.
- If the student successfully defends the doctoral essay, the Certificates of Approval and SACS rubric should be signed in blue ink.
- The committee chair should facilitate the entire defense experience and ensure that the defense starts and ends on time, and that all procedures are followed. Overall, the committee’s intent is to ensure that the student has completed a project that makes a meaningful, relevant contribution to the student’s discipline and that the work meets standards for graduate study.
- After the student has made any revisions required by the committee, then the committee members sign the signature pages in blue ink. The student is responsible for obtaining these signatures and for submitting the fully-executed signature page with the final version of the document. All revisions must be completed before the student can submit the final version of the doctoral essay.

Submission of the Final Doctoral Essay

- When submitting the signature page and final document to the Graduate School, students must identify a category for their final project for placement within the on-line Scholarly Repository. It is important that students identify the appropriate category for their work in order for it to be successfully uploaded. The following categories (below, in bold) are available for these DMA degree programs:

<u>Degree Program</u>	<u>Category within Scholarly Repository</u>
DMA Composition	Composition
DMA Instrumental Conducting	Instrumental Performance
DMA Instrumental Performance	Instrumental Performance
DMA Keyboard Performance	Keyboard Performance
DMA Keyboard Performance and Pedagogy	Keyboard Performance
DMA Jazz Performance Instrumental	Studio Music and Jazz
DMA Jazz Performance Vocal	Studio Music and Jazz
DMA Jazz Composition	Studio Music and Jazz
DMA Choral Conducting	Vocal Performance

DMA Vocal Performance

Vocal Performance

DMA Vocal Pedagogy and Performance

Vocal Performance

- If you are not certain about which category is appropriate for your final project, please consult with the Associate Dean of Graduate Studies before submitting your document to the Electronic Theses and Dissertations system of the Graduate School.
- For projects that require IRB oversight, students must submit a Final Report to the IRB at the completion of their research. Instructions for this report are available on the Human Subjects Research Office website: www.hsro.med.miami.edu.

The Lecture Recital

In some DMA programs (i.e., MSJI and VPED), students are required to present a lecture recital as one of the recitals necessary for degree completion. In other DMA programs (i.e., MIPF, MKPF, and KPED), students may choose to present a lecture recital combined with a research paper that is submitted to the Electronic Theses and Dissertations system of the Graduate School (i.e., a modified version of the Doctoral Essay). This combined version of the lecture recital and research paper is presented *in addition to* the required recitals and may take the place of the Doctoral Essay as the culminating project for the DMA degree. The guidelines given here are general in nature and pertain to the combined version of the lecture recital and research paper. Please note that certain DMA degree programs do not require a lecture recital. Students should consult the Academic Bulletin and meet regularly with their advisors regarding their degree requirements <http://bulletin.miami.edu/>

The Lecture Recital

The lecture recital is a major presentation of approximately 75 minutes that is followed by a question and answer period. The content of the lecture recital must relate to musical performance, musical analysis, performance practice, pedagogy, comparative editions, interpretation, musical style, or other issues that directly relate to a central theme of music performance. Approximately 30 to 40% of the lecture recital will consist of performances by the student of excerpts from the works or of whole works being discussed. The format can vary, but the lecture script and performance excerpts must be integrated into a comprehensive whole and not separated into discrete sections. The lecture should not be a verbatim presentation of the script, but should clearly communicate the substance, form, and logic of the script in a manner appropriate to the audience.

Lecture Recital Committee

The student's doctoral committee oversees the Lecture Recital and is established after the student has passed qualifying exams and has obtained committee approval from the Associate

Dean of Graduate Studies in the Frost School using the Doctoral Committee Approval form as found here: <https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>.

The committee should consist of four members, including three members from the student's major area (one of whom is the committee chair), and one member from another department of the Frost School. The committee chair will be Regular Faculty and/or hold a doctoral degree (i.e., DMA or PhD), as well as Graduate Faculty status. The other two members from the student's major department will be Regular Faculty or members of the Graduate Faculty. At least one member of the committee must hold a doctoral degree (i.e., DMA or PhD). The fourth committee member can be selected from a different department within the Frost School. Beyond these requirements, a committee may be expanded to a maximum of six members, based on the needs of the student.

Lecture Recital Proposal

A written lecture recital proposal must be submitted, defended, and approved in the semester prior to the presentation of the lecture recital. The proposal should consist of a statement of purpose and extensive bibliography supporting the lecture recital. Committee members may request additional materials as part of the proposal. The proposal defense must follow these procedures:

Proposal Defense Procedures for the Lecture Recital: *Scheduling*

- The defense should be scheduled at least three weeks in advance of the defense date.
- The student should consult with the committee chair to establish the date, time, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. Contact the Frost School scheduler for room availability, if needed.
- Proposal defenses may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- The student must be enrolled in the appropriate lecture recital course during the semester in which the defense takes place.
- The proposal defense cannot take place in the same semester as the final defense.
- Once the details of the proposal defense are determined, the student or committee chair should notify the Office of Graduate Studies in the Frost School of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense. Students should also remind faculty of the upcoming defense date.

Proposal Defense Procedures for the Lecture Recital: *Submitting the Proposal*

- Students must submit the written proposal to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the project.
- Students must also submit an electronic copy of the written proposal (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written final project is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Proposal Defense Procedures for the Lecture Recital: *Conducting and Documenting the Proposal Defense*

- Prior to the defense, the student should download and prepare 2 copies of the “Certificate of Defense Approval for Doctoral Proposal” from the Frost School Graduate Student Resources website:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
- One signed Certificate should be submitted to the Frost School Office of Graduate Studies, and the student should retain the other signed Certificate for personal records.
- During the defense, the student should provide a brief yet detailed overview of the intended lecture recital .
- Committee members then discuss the merits of the project, ask questions, and provide suggestions. The committee’s intent is to ensure that the student has a viable topic that will lead to a positive and challenging experience in scholarly activity. Additionally, the committee must determine whether or not the project makes a meaningful, relevant contribution to the student’s discipline, and that the proposed work meets standards for graduate study.
- If the student successfully defends the lecture recital proposal, all committee members then sign the Certificates of Approval in blue ink.

Doctoral Candidacy

Achieving candidacy indicates that students have completed a substantial amount of their academic requirements and are prepared to move forward with the final project. Students may apply for Doctoral Candidacy after they have:

1. Passed all required qualifying examinations.
2. Received approval of the doctoral committee from the Frost School Associate

Dean of Graduate Studies.

3. Passed the oral defense of the lecture recital proposal.

The Application for Admission to Candidacy can be found on the Graduate School website at: <http://grad.miami.edu/policies-and-forms/index.html>. On this application, students must identify the members of their Doctoral Committee as previously approved by the Associate Dean of Graduate Studies in the Frost School. Students should submit the completed application for candidacy to the Office of Graduate Studies in the Frost School of Music. The application will then be forwarded to the Graduate School for final approval. Once approved, documentation of Admission to Candidacy will be noted in the student's transcripts and visible in CaneLink.

Lecture Recital Hearing

At least three weeks prior to the lecture recital date, the final script and materials to be used in the lecture recital must be presented to the full committee in a manner analogous to a recital hearing. Prior to the actual presentation of the lecture recital, the committee will approve the script, materials, and presentation.

Lecture Recital Materials and Procedures

Lecture Script and Media. The proposal, when approved and edited, must be expanded into a comprehensive description and written script of the lecture recital. The documentation must include a table of musical examples to be performed during the recital and full reference citations of all sources used in preparing the lecture recital. The documentation must also include an overview statement, the sequenced integrated presentation, and a compilation of other appropriate material such as interviews, historical photos, slides used etc. Visual aids, computer-generated imagery, graphs, notated examples, and Powerpoint slides may also be included in the documentation as appropriate.

Lecture Recital Performance Details. The student is responsible for reserving the performance space for the lecture recital following standard recital booking policies for the Frost School. Additionally, the student must arrange for a professional DVD recording of the lecture recital (both audio and video). The student must also arrange for any other performers who contribute to the lecture recital and coordinate adequate rehearsal time prior to the lecture recital presentation. The student must prepare a recital program that follows Frost School guidelines and that is available for the committee and any other audience members on the day of the lecture recital.

Lecture Recital Evaluation

Using the standard Frost School of Music recital evaluation forms, the student's committee will evaluate the lecture recital for the quality of presentation and organization, originality and

creativity, as well as scholarly content and musical performance. Articulate presentation of concepts, the appropriateness of the relationship of lecture to musical performance, the suitability of audio/visual aides, and the effectiveness of communication will contribute positively to the evaluation. Should the committee not approve the lecture recital, it can be repeated once in the following semester.

As the date of a recital approaches, students should send email reminders to doctoral committee members regarding the date and location of the lecture recital. Additionally, to meet degree requirements, all recitals must be evaluated by the student's recital committee. Students should send email reminders to their recital committee members regarding submission of the recital evaluation. The Graduate Recital Evaluation form can be completed electronically or in hard copy and is available here:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

PLEASE NOTE: Recital evaluations from all committee members are required for degree conferral. Students should remind faculty to submit recital evaluations in a timely manner, so as not to delay graduation.

Lecture Recital Research Paper

Concurrent with preparation for the lecture recital, the student must write a comprehensive research paper that is a modified version of the Doctoral Essay. This paper should provide a written summary and expansion of the material presented in the actual Lecture Recital. Students should have regular contact with their advisor regarding this paper, to receive input on content, as well as formatting, and stylistic guidelines. The Powerpoint© presentation from the Lecture Recital should be included as an appendix to the research paper.

When writing the paper, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Students should read the information provided in the Appendix to this handbook and consult with committee members, as needed.

Final Defense of the Lecture Recital Paper

If the student receives a favorable evaluation of the lecture recital presentation, the student must next defend the lecture recital research paper before the doctoral committee according to these procedures:

Final Defense Procedures for the Lecture Recital Paper: *Preparing the Paper*

- The student's advisor will provide guidelines for the content and formatting of the written aspect of the lecture recital paper.
- When writing the final project, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please

read the information provided in the Appendix to this handbook and consult with your committee members as needed.

- This paper will be submitted to the Electronic Theses and Dissertations system of the Graduate School and therefore students should consult the Graduate School website for specific instructions on how to prepare and submit the final document, as found here: <http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>.
 - Please take the initiative to be well-informed on these submission instructions in advance; do not wait until the last minute.
 - *Failure to plan ahead may delay graduation until the following semester and will result in enrollment in additional credits.*

Final Defense Procedures for the Lecture Recital Paper: *Scheduling*

- The final defense of the lecture recital paper must take place after the lecture recital presentation. These two events can be scheduled in the same semester.
- Like the proposal defense, the final defense should be scheduled at least three weeks in advance of the defense date.
- The student should consult with the committee chair to establish the date, time, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.
- Final defenses may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- The student must be enrolled in the appropriate lecture recital course during the semester in which the defense takes place.
- The final defense cannot take place in the same semester as the proposal defense.
- PLEASE NOTE: Students will submit the lecture recital paper to the Electronic Theses and Dissertations system of the Graduate School and therefore should consult the deadlines for scheduling final defenses as found here: <http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>.
 - *Failure to defend and submit final copies by the Graduate School deadline will result in a one-semester delay in graduation and require enrollment in additional credits.*

- When the details of the final defense have been determined, the student or committee chair should notify the Office of Graduate Studies in the Frost School of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense. Students should also remind faculty of the upcoming defense date.

Final Defense Procedures for the Lecture Recital Paper: *Submitting the Document*

- Students must submit the lecture recital paper to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project.
- When writing the lecture recital paper, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.
- Students must also submit an electronic copy (PDF) of the lecture recital paper to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the lecture recital paper is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Final Defense Procedures for the Lecture Recital Paper: *Conducting and Documenting the Defense*

- Final defenses for the lecture recital paper can be made public with the permission of the committee.
- Prior to the defense, the student should download and prepare 3 copies of the Certificate of Defense Approval for Doctoral Dissertation as found on the Graduate School website: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>
- All three signed Certificates should be submitted to the Frost School Office of Graduate Studies. The Frost School will retain one copy, and release the other two copies to the student when the student has received permission to upload the final version of the document into the Electronic Theses and Dissertations database.
 - The student will receive an email from the Graduate School Dissertation Editor giving permission to upload the final document. The student should forward this email to the Frost School Graduate Studies office. When this email is received, the Frost School will release two signed Certificates to the student (e.g., the student should come to the Frost School Graduate Studies office and

pick up the Certificates).

- **Please note:** if this email is not received by the Frost School, the student cannot be cleared for graduation.
- The student will submit one signed Certificate with the final document and retain the final signed Certificate for personal records.
- The student should prepare signature pages and bring these pages to the defense. Signature pages should follow guidelines provided by the University of Miami Graduate School for the Lecture Recital: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>
- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources: <http://www.miami.edu/frost/index.php/frost/>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.
- At the start of the defense, the committee chair should make appropriate introductions.
- The student should then provide a brief yet detailed overview of the lecture recital paper.
- If the defense is public, any audience member is welcome to ask questions or make comments at this time.
- After public questions have been addressed, the audience is excused and only the student and the committee are involved in the final portion of the defense.
- Committee members then pose questions and offer comments on the student's work. While the bulk of the discussion focuses on the lecture recital paper, the committee may ask other questions that are relevant to the student's discipline.
- Following this phase of questioning, the committee excuses the defending student from the room. The committee then discusses the student's work and makes a decision regarding pass or fail. The committee also may recommend revisions to the lecture recital paper.
- If the student successfully defends the lecture recital paper, the Certificates of Approval and SACS rubrics should be signed in blue ink.
- The committee chair should facilitate the entire defense experience and ensure that the defense starts and ends on time, and that all procedures are followed. Overall, the committee's intent is to ensure that the student has completed a project that makes a

meaningful, relevant contribution to the student's discipline and that the work meets standards for graduate study.

- After the student has made any revisions required by the committee, then the committee members sign the signature pages in blue ink. The student is responsible for obtaining these signatures and for submitting the fully-executed signature page with the final version of the document. All revisions must be completed before the student can submit the final version of the lecture recital paper.

Submission of the Lecture Recital Materials

After receiving a favorable evaluation of the lecture recital presentation and successfully defending the lecture recital paper, the student then must submit the final version of the paper (that has been revised per committee recommendations) and the DVD of the presentation to the Electronic Theses and Dissertations system of the Graduate School.

- Submission of these materials must be made according to Graduate School deadlines as found here: <http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>.
 - *Failure to comply with these deadlines will delay graduation for at least one semester and require enrollment in additional credits.*
- The Powerpoint© presentation from the Lecture Recital should be included as an appendix to the research paper.
- When submitting the signature page and final lecture recital materials, students must identify a category for their final project for placement within the Scholarly Repository. It is important that students identify the appropriate category for their work in order for it to be successfully uploaded. The following categories (below, in bold) are available for DMA degree programs that allow students to present a lecture recital and research paper in lieu of the Doctoral Essay:

<u>Degree Program</u>	<u>Category within Scholarly Repository</u>
DMA Instrumental Performance	Instrumental Performance
DMA Keyboard Performance	Keyboard Performance
DMA Keyboard Performance and Pedagogy	Keyboard Performance

If you are not certain about which category is appropriate for your final project, please consult with the Associate Dean of Graduate Studies before submitting your lecture recital materials to the Electronic Theses and Dissertations system of the Graduate School.

Creative Activity Credits for the Doctor of Musical Arts

As part of all DMA degrees, students must complete a minimum of 12 credit hours of course work at the 800 course level to reflect work done toward doctoral recitals and/or the doctoral essay. If the student has completed 12 credit hours but is not yet done with the doctoral essay, the student must then enroll in MXX 850 Research in Residence. Such credits do not count toward the 60 credit hours required for the degree.

Checklist for Doctor of Musical Arts Degree Requirements:

(Also known as: *what you need to do to graduate*. Please be sure to read preceding pages in the handbook for additional details.)

- _____ Book your recitals.
- _____ Remind faculty of recital dates and to submit recital evaluations. Remind them several times.
- _____ Take Doctoral Qualifying Examination. Remind your advisor to submit the results of your exam.
- _____ Apply for Doctoral Committee Approval.
- _____ Defend the proposal for the Doctoral Essay or Lecture Recital. Ensure the appropriate documents are signed and submitted to verify the defense.
- _____ Apply for Doctoral Candidacy.
- _____ Defend the final version of the Doctoral Essay or Lecture Recital. Ensure the appropriate documents are signed and submitted to verify the defense.
- _____ Forward email from the Dissertation Editor to the Frost School Graduate Studies office, verifying permission to upload the final document.
- _____ Submit Doctoral Essay or Lecture Recital materials per Graduate School guidelines and deadlines, using the appropriate submission category for the Scholarly Repository.

Application for Graduation for DMA Students:

Step 1. Check Your Academic Record

- Students must ensure that complete transcripts showing conferral of all previous degrees are on file in the Graduate Studies office of the Frost School of Music.
- Students must carefully review their current University of Miami transcripts to assure that they:
 - 1) Have no grades of “I” (or “incomplete”)
 - 2) Have no grades of “NG” (or “no grade”)
 - 3) Are on track to complete the required number of credit hours to graduate in the chosen degree program by the graduation date
 - 4) Are on track to complete all requirements for the chosen degree program by the graduation date.

Step 2. Submit the Application

- Students should submit the Application for Graduation during the first two months of the semester of intended graduation. The application can be found on CaneLink.
- Students who do not graduate during the semester in which they apply must submit a new Application for Graduation at the very start of the new semester in which they intend to graduate. Failure to re-apply will delay graduation. Applications may be submitted in any semester, including summers.

GENERAL PROCEDURAL GUIDELINES for the DOCTOR of PHILOSOPHY in Music Education (MEDU) Music Education with Music Therapy Emphasis (MEDU)

Credit Requirements

A minimum of 36 credit hours of course work are required for the PhD, of which 24 hours must be completed in residence. A minimum of 60 semester hours beyond the master's degree is required for the degree.

Doctoral Qualifying Examination for the PhD

All PhD students must complete a doctoral qualifying examination process. This rigorous experience represents a significant milestone within the doctoral degree and helps to determine a student's readiness for moving forward with the final project. To explain further, the doctoral qualifying process is not an assessment of what a student has learned thus far in doctoral coursework, but rather an indicator of knowledge and skills acquired throughout a lifetime of musical training and experience. These exams determine whether or not a student has gained the depth and breadth of knowledge appropriate to the discipline, such that the individual shows potential to function independently as a pedagogue and scholar. Consequently, students should be well-prepared for these exams.

Doctoral Qualifying Examination Policies:

- All qualifying exam components must be successfully completed before a student can apply for doctoral committee approval, defend the dissertation proposal, and apply for Doctoral Candidacy.
- If a student fails a qualifying exam (or a portion of the exam), s/he can re-take the exam in a subsequent semester, with departmental approval. A student who fails a qualifying examination (or portion of the exam) for a second time will be dismissed from the degree program.
- Successful completion of doctoral qualifying examinations is documented by an appropriate faculty member within the student's major department (i.e., advisor or exam coordinator), using the Doctoral Qualifying Results form that is submitted to the Frost School Office of Graduate Studies as found here:
<https://my.frost.miami.edu/faculty/graduate-faculty-resources/index.html>
- Doctoral proposal defenses may be scheduled in the same semester as qualifying exam completion.

- A detailed description of the doctoral qualifying examination process for the PhD, including expectations and timelines, is found on the Frost Graduate Student website: <https://my.frost.miami.edu/graduate/doctoral-qualifying-examinations/index.html>.

Next Steps: What Happens after Qualifying Examinations?

After successfully completing these exams, doctoral students should follow these steps, in this order:

1. Apply for Doctoral Committee approval from the Associate Dean of Graduate Studies in the Frost School. Students must have either passed or remediated all entrance exam requirements before applying for doctoral committee approval. The committee must be approved before students can proceed with the proposal defense for the final project. The Doctoral Committee Approval form is found here: <https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>.
2. Defend the proposal for the Doctoral Dissertation. Detailed instructions for proposal defense procedures are found later in this hand book.
3. Apply for Doctoral Candidacy. This form is found on the Graduate School website at: <http://grad.miami.edu/policies-and-forms/index.html>. Students should submit the completed form to the Office of Graduate Studies in the Frost School. The Associate Dean of Graduate Studies will review the application and forward it on to the Graduate School for final approval.

The Doctoral Dissertation

The culminating research document for the PhD is the doctoral dissertation. A PhD is traditionally considered a research-oriented academic degree, thus the dissertation should consist of independent, original research that demonstrates the candidate's mastery of both subject matter and scholarly method.

Approval of the Doctoral Committee for the Doctor of Philosophy

After students have passed the qualifying examination, they should next establish their doctoral committee to oversee the doctoral dissertation. The committee should consist of five members, including three members from the student's major department (one of whom is the committee chair), one other faculty member from another department within the Frost School, and one faculty member from outside the Frost School. The committee chair and two other members from the MED Department must be members of the Graduate Faculty. Requests for exceptions to these committee requirements can be submitted in writing for consideration by the Associate Dean of Graduate Studies in the Frost School. Beyond these requirements, a committee may be expanded to a maximum of six members, based on the needs of the student.

To obtain approval of the doctoral committee, students should complete the Doctoral Committee Approval Form, found here:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>. The form should be signed by the student's committee chair and then submitted to the Associate Dean of Graduate Studies in the Frost School.

Doctoral Dissertation Proposal

Before initiating significant work on the dissertation, the student must write a proposal and successfully defend it in front of the doctoral committee. The committee chair will provide guidelines for the content and formatting of the written proposal.

When writing the proposal, students must ensure that the document does not include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.

Proposal Defense Procedures for the Doctoral Dissertation: *Scheduling*

- The defense should be scheduled at least three weeks in advance of the defense date.
- The student should consult with the committee chair to establish the date, time, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. Contact the Frost School scheduler for room availability, if needed.
- Proposal defenses may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- The student must be enrolled in MED 830 Doctoral Dissertation during the semester in which the defense takes place.
- The proposal defense and the final defense cannot take place in the same semester.
- When the proposal defense details are determined, the student or committee chair should notify the Office of Graduate Studies in the Frost School of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense. Students should also send reminders to faculty of the upcoming defense date.

Proposal Defense Procedures for the Doctoral Dissertation: *Submitting the Proposal*

- Students must submit the written proposal to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the project.

- Students must also submit a copy of the written proposal (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written proposal is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Proposal Defense Procedures for the Doctoral Dissertation: *Conducting and Documenting the Proposal Defense*

- Prior to the defense, the student should download and prepare 2 copies of the “Certificate of Defense Approval for Doctoral Proposal” from the Frost School Graduate Student website:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>
- One signed Certificate should be submitted to the Frost School Office of Graduate Studies, and the student should retain the other signed Certificate for personal records.
- During the defense, the student should provide a brief yet detailed overview of the intended research.
- Committee members then discuss the merits of the project, ask questions, and provide suggestions. The committee’s intent is to ensure that the student has a viable topic that will lead to a positive and challenging experience in scholarly activity. Additionally, the committee must determine whether or not the project makes a meaningful, relevant contribution to the student’s discipline, and that the proposed work meets standards for graduate study.
- If the student successfully defends the dissertation proposal, all committee members then sign the Certificate of Approval in blue ink.

Participation of Human Subjects

If the student’s dissertation involves collection of data from live human beings, the project must also be approved by the University of Miami Institutional Review Board (IRB). For example, if the student wants to survey a group of people about some aspect of music, this project involves human subjects. If the student wants to interview other students about music learning, this project involves human subjects. If the student wants to administer a test regarding responses to music, this project involves human subjects.

For these kinds of projects, the student must obtain CITI Certification by completing an on-line training module regarding the protection of human subjects in research: www.citiprogram.org. The student must then establish an eProst account through the Human Subjects Research Office with the University: www.hsro.med.miami.edu. The student can then complete and submit an IRB application that consists of a detailed explanation of the intended research.

The IRB application must be approved before the student can initiate the doctoral essay. Please note that for complex projects, IRB approval can sometimes take several weeks. Consequently, students should carefully consider the need for and relevance of human subject involvement in their research when selecting a topic. The IRB process is time-intensive and can extend the amount of time required to complete the doctoral essay and to obtain the degree. If the student's project requires IRB approval, at least one member of the doctoral committee should also have CITI Certification and be familiar with IRB procedures. Ideally, this committee member should be the chair.

Certain research projects may involve human subjects yet not require IRB oversight. For example, if a student's project involves interviewing one expert in a particular discipline, IRB approval may not be needed. In these cases, students should submit this brief survey: https://umiami.qualtrics.com/jfe/form/SV_4Iz2NPEhX1kdNIx. If the student is ever in doubt about IRB involvement, the student should contact the Human Subjects Research Office directly www.hsro.med.miami.edu.

Applying for Doctoral Candidacy in the Doctor of Philosophy

Achieving candidacy indicates that students have completed a substantial amount of their academic requirements and are prepared to move forward with the final project. Students may apply for Doctoral Candidacy after they have:

1. Passed all required qualifying examinations.
2. Received approval of the doctoral committee from the Frost School Associate Dean of Graduate Studies.
3. Passed the oral defense of the doctoral dissertation proposal.

The Application for Admission to Candidacy can be found on the Graduate School website at: <http://grad.miami.edu/policies-and-forms/index.html>. On this application, students must identify the members of their Doctoral Committee as previously approved by the Associate Dean of Graduate Studies in the Frost School. Students should submit the completed application for candidacy to the Office of Graduate Studies in the Frost School of Music. The application will then be forwarded to the Graduate School for final approval. Once approved, documentation of Admission to Candidacy will be noted in the student's transcripts and visible in CaneLink.

Final Defense Procedures for the Doctoral Dissertation: *Purpose*

- When the student has completed the dissertation, the student must then defend it before the doctoral committee.
- The student's advisor will provide guidelines for the content and formatting of the written aspect of the dissertation.
- When writing the dissertation, students must ensure that the document does not

include the unauthorized use of materials that are protected by copyright law. Please read the information provided in the Appendix to this handbook and consult with your committee members as needed.

- Students will submit the final version of the dissertation to the Electronic Theses and Dissertations system of the Graduate School. Consequently, they should consult the Graduate School website for specific instructions on how to prepare and submit the final document, as found here: <http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>.
 - Please take the initiative to be well-informed on these submission instructions in advance; do not wait until the last minute.
 - *Failure to plan ahead may delay graduation until the following semester and require enrollment in additional credits.*

Final Defense Procedures for the Doctoral Dissertation: *Scheduling*

- Like the proposal defense, the final defense should be scheduled at least three weeks in advance of the defense date.
- The student should consult with the committee chair to establish the date, time, and location for the defense. If a member of the committee has a large office that is free of distraction, the defense can be held there. However, if the defense is made public, a larger space may be more appropriate. Contact the Frost School scheduler for room availability, if needed.
- Final defenses may be scheduled during fall or spring semesters and only when classes are in session, excluding fall recess, Thanksgiving break, and spring recess, as well as reading days or final exams.
- The student must be enrolled in at least one credit of MED 830 Doctoral Dissertation during the semester in which the final defense takes place.
- The final defense cannot take place in the same semester as the proposal defense.
- PLEASE NOTE: Students submit the doctoral dissertation to the Electronic Theses and Dissertations system of the Graduate School and thus need to schedule defenses according to Graduate School deadlines, as found here: <http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>.
 - *Failure to defend and submit final copies by the submission date will result in a one-semester delay in graduation and require enrollment in additional credits.*

- When the details of the final defense have been determined, the student or committee chair should notify the Office of Graduate Studies in the Frost School of the date, time, location, and committee membership. The Graduate Studies Office will notify all committee members of the defense. The student should also send frequent reminders to all committee members regarding the defense date.

Final Defense Procedures for the Doctoral Dissertation: *Submitting the Document*

- Students must submit the final doctoral dissertation to the committee two weeks in advance of the defense date, so that the committee members have adequate time to read and comment on the finished project.
- Students must also submit an electronic copy of the dissertation (PDF) to the Office of Graduate Studies gradstudies.music@miami.edu two weeks prior to the defense.
- If the written final project is not submitted to the committee and the Office of Graduate Studies within this time frame, the defense will be cancelled.

Final Defense Procedures for the Doctoral Dissertation: *Conducting and Documenting the Defense*

- For doctoral students, final defenses can be made public with the permission of the committee.
- Prior to the defense, the student should download and prepare 3 copies of the Certificate of Defense Approval for Doctoral Dissertation as found on the Graduate School website: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>
- All three signed Certificates should be submitted to the Frost School Office of Graduate Studies. The Frost School will retain one copy, and release the other two copies to the student when the student has received permission to upload the final version of the document into the Electronic Theses and Dissertations database.
 - The student will receive an email from the Graduate School Dissertation Editor giving permission to upload the final document. The student should forward this email to the Frost School Graduate Studies office. When this email is received, the Frost School will release two signed Certificates to the student (e.g., the student should come to the Frost School Graduate Studies office and pick up the Certificates).
 - **Please note:** if this email is not received by the Frost School, the student cannot be cleared for graduation.
 - The student will submit one signed Certificate with the final document and

retain the final signed Certificate for personal records.

- The student should prepare signature pages and bring these pages to the defense. Signature pages should follow guidelines provided by the University of Miami Graduate School for the Doctoral Dissertation: <http://grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>
- The committee chair should download and prepare the Graduate SACS rubric from the Frost School website, Faculty Resources, Assessment Resources: <https://my.frost.miami.edu/faculty/assessment-resources/index.html>; one for each committee member. Completed rubrics should be returned to the Frost School Office of Graduate Studies.
- At the start of the defense, the committee chair should make appropriate introductions.
- The student should then provide a brief yet detailed overview of the entire doctoral dissertation.
- If the defense is public, any audience member is welcome to ask questions or make comments at this time.
- After public questions have been addressed, the audience is excused and only the student and the committee are involved in the final portion of the defense.
- Committee members then pose questions and offer comments on the student's work. While the bulk of the discussion focuses on the essay, the committee may ask other questions that are relevant to the student's discipline.
- Following this phase of questioning, the committee excuses the defending student from the room. The committee then discusses the student's work and makes a decision regarding pass or fail. The committee also may recommend revisions to the dissertation.
- If the student has successfully defended the dissertation, the committee should sign the Certificates of Approval and SACS rubrics in blue ink.
- The committee chair should facilitate the entire defense experience and ensure that the defense starts and ends on time, and that all procedures are followed. Overall, the committee's intent is to ensure that the student has completed a project that makes a meaningful, relevant contribution to the student's discipline and that the work meets standards for graduate study.
- After the student has made any revisions required by the committee, then the committee members sign the signature pages in blue ink. The student is responsible for obtaining these signatures and for submitting the fully-executed signature page

with the final version of the document. All revisions must be completed before the student can submit the final version of the doctoral essay.

- When submitting the signature page and final document, students must select the following category for placement within the Scholarly Repository:
PhD Music Education.
- For projects that require IRB oversight, students must submit a Final Report to the IRB at the completion of the research. Instructions for this report are available on the Human Subjects Research Office website: www.hsro.med.miami.edu.

Creative Activity Credits for the Doctor of Philosophy

As part of the PhD, students must complete a minimum of 12 credit hours of MED 830 to reflect work done toward the dissertation. If the student has completed 12 credit hours of MED 830 but is not yet done with the dissertation, the student must then enroll in MED 850 Research in Residence. Such credits do not count toward the 60 credits required for the degree.

Checklist for Doctor of Philosophy Degree Requirements:

(Also known as: *what you need to do to graduate*. Please be sure to read preceding pages in the handbook for additional details.)

- _____ Take Doctoral Qualifying Examination. Remind your advisor to submit the results of your exam.
- _____ Apply for Doctoral Committee Approval.
- _____ Defend the proposal for the Doctoral Dissertation. Ensure the appropriate documents are signed and submitted to verify the defense.
- _____ Apply for Doctoral Candidacy.
- _____ Defend the final version of the Doctoral Dissertation. Ensure the appropriate documents are signed and submitted to verify the defense.
- _____ Forward email from the Dissertation Editor to the Frost School Graduate Studies office, verifying permission to upload the final document.
- _____ Submit the Doctoral Dissertation per Graduate School guidelines and deadlines, using the appropriate submission category for the Scholarly Repository.

Application for Graduation for PhD Students:

Step 1. Check Your Academic Record

- Students must ensure that complete transcripts showing conferral of all previous degrees are on file in the Graduate Studies office of the Frost School of Music.
- Students must carefully review their current University of Miami transcripts to assure that they:
 - 1) Have no grades of “I” (or “incomplete”)
 - 2) Have no grades of “NG” (or “no grade”)
 - 3) Are on track to complete the required number of credit hours to graduate in the chosen degree program by the graduation date
 - 4) Are on track to complete all requirements for the chosen degree program by the graduation date.

Step 2. Submit the Application

- Students should submit the Application for Graduation during the first two months of the semester of intended graduation. The application can be found on CaneLink.
- Students who do not graduate during the semester in which they apply must submit a new Application for Graduation at the very start of the new semester in which they intend to graduate. Failure to re-apply will delay graduation. Applications may be submitted in any semester, including summers.

FROST SCHOOL OF MUSIC POLICIES

POLICY REGARDING STUDENT IDENTIFICATION AND USE OF FROST SCHOOL OF MUSIC FACILITIES

Only students who are actively enrolled at the University of Miami Frost School of Music may use the facilities at the Frost School of Music. Students must bring their Cane Card to the receptionist's desk in Gusman Hall to obtain a sticker that confirms their active enrollment. Faculty, staff, and security officers are authorized to ask individuals to see their Cane Card with appropriate identification on the back. Under no circumstances will non-credit private teaching be permitted in any Frost School facilities.

Individuals who wish to use the facilities and who are not registered students in the Frost School of Music must obtain permission from the Associate Dean of Administration, Dr. Raul Murciano.

ROOM SCHEDULING POLICY

Graduate students who need to use any classrooms or rehearsal halls outside of regularly-scheduled class times must reserve these spaces by contacting Associate Dean of Administration, Dr. Raul Murciano.

FOSTER BUILDING POLICY

1. Hours of operation for fall and spring semesters are 8:00 a.m. to 12:00 midnight daily. Hours for summer and semester breaks are 8:00 a.m. to 7:00 p.m. The building is closed on days that the University is closed. Any changes in the hours of operation will be posted.
2. The Foster Building is not a public facility. Only students enrolled in the University of Miami and the Frost School of Music and authorized personnel are permitted to use this building. All others are forbidden from entering without authorization from the Dean of the Frost School of Music. In order to use the practice facilities, students must obtain a Cane Card sticker from the receptionist in Gusman Hall.
4. Damage or vandalism of property belonging to the University or others is prohibited and may require restitution as well as subject persons responsible to disciplinary and/or legal action.
5. All practice rooms are available on a first-come, first-serve basis. Any room left unattended for longer than 10 minutes may be claimed by another student. Leaving books and music in a room does not mean that the room is occupied. **The Frost School of Music is not responsible for items and materials left unattended in practice rooms.**

6. At **NO** time may percussionists store equipment in practice rooms. Equipment is to be stored in designated facilities (i.e., lockers, storage rooms, etc.). **DO NOT** leave your equipment set up when not in use.
7. No food or drink is permitted in practice rooms and rehearsal halls.
8. Pianos must not be moved in the practice rooms. Music stands on the pianos, benches or chairs should not be exchanged.
9. Informational signs about musical performances may be posted on the large bulletin boards located on the first floor. Material placed in other areas will be removed. Small bulletin boards located on doors are for faculty use only.

SMOKING POLICY

As of August 1, 2013 smoking is no longer allowed anywhere on the University of Miami Coral Gables campus. This policy means that inhaling, exhaling, burning, or carrying any lighted cigarette or electronic cigarette, cigar, pipe or other such device that contains tobacco or other smoke-producing products will be prohibited in all areas of the campus.

FOOD and BEVERAGE POLICY

The Frost School of Music prohibits food and beverages in classrooms and rehearsal halls.

KEYBOARD SERVICE

Students who require sonic or mechanical service for pianos must submit a Keyboard Service Form to the Piano Technician in Foster Building, Room 125A. Forms are available from all Department Managers.

RECORDING SERVICES POLICIES

Recital recording, sound reinforcement, and duplication of master recordings are ordered through the Office of the Concert Hall Manager, Room 110 Gusman Hall. All graduate recitals must be recorded as a requirement of graduation and students must pay fees for these services when the recital date is requested. The charges for these services vary according to the individual requirements of each event. A current copy of the Recording Services Rates may be obtained at any time through the Office of the Concert Hall Manager.

Copyright laws prohibit the personal recording and taping of live performances without the permission of the performer. The Frost School of Music is not responsible for supervising the performers' or composers' copyright.

Recording services are performed primarily by Music Engineering students, who receive supervision and specialized training from the Recording Services staff. Services are provided

for fees that are well below those of private facilities, thus benefiting both the clients and the engineers. As much as possible, we use Music Engineering and Audio Engineering students for the labor and experience. All monies received are directly applied towards the maintenance and upgrade of the audio equipment and towards the supplies used for these services, making Recording Services financially self-sustaining. Recording Services provides media visibility for the Frost School of Music and is a means for students to learn in a professional environment.

In order to provide the smoothest and most reliable service possible, the following policies have been established:

1. Services are available to both the University community and other organizations, but are limited to the Maurice Gusman Concert Hall and the Victor E. Clarke Recital Hall.
2. All recording services are scheduled on a first-come, first-serve basis and must be paid for in advance. All requests are arranged through the Office of the Concert Hall Manager in Gusman Hall, Room 110.
3. Services may be ordered well in advance, but payment must be received, confirming the order, at least two weeks prior to an event. If payment is received less than two weeks in advance, a late fee will be charged and the ability of Recording Services to cover that event is not guaranteed.
4. Turnaround times for duplication orders are generally very fast. Because of the cyclical nature of such orders, however, it is possible that more time may be needed. Copies, therefore, may not be available for as long as two weeks after an event, but are typically ready in a few days.
5. The occasional need for faster service is provided for through a process known as 100% Rush, provided that equipment is available. In such cases, a 100% surcharge will be added to the ordinary fee.
6. Recording Services' clients may request an engineer other than the one assigned to them, provided that the engineer has the necessary access privileges and has agreed to do the work. In the event that a performer prefers to hire an outside engineer, the performer is responsible for ensuring that the Office of the Concert Hall Manager receives proof of adequate insurance coverage from that engineer.
7. Master recordings remain the property of the University and are kept in the archives. Copies can be made of these recordings unless specific instructions of the performer forbid it.
8. Recording Services is not responsible for supervising the performers' or composers' copyrights. All requests for recording or copies require that the client sign a statement that (s)he accepts liability.

GRADUATE CONDUCTING RECITALS POLICIES

Conducting Recital Scheduling

- Ensemble directors schedule all performances during which an embedded conducting recital occurs.
- Graduate students schedule separate individual conducting recitals.

Conducting Recital Notification

- Graduate students must schedule the conducting recital by submitting a Request for Student Recital Date form to the Concert Hall Office in Gusman Hall, room 110.
- Once the registration/scheduling has been approved, the Request for Student Recital Date form will be sent to the Graduate Studies Office for final approval, entry into the Graduate Studies database, and notification of the student's graduate committee.
- No recitals will be approved without identification of the student's graduate committee members listed on the Request for a Student Recital Date form.

Conducting Recital Recording

- The recording of recitals may be ordered in the office of the Concert Hall Manager. If several conducting students are participating in the same concert, they may divide the costs among themselves. Each student, however, must order a CD copy of the recital.
- If a major ensemble participates in a conducting recital, the recording fees are paid by the student who is receiving recital credit. If any part of that ensemble's performance is not conducted by a student as part of a recital, however, a prorated portion of the recording fee will be waived.

RECITAL PROGRAM POLICY

By contractual agreements, all concert and recital programs held on the campus of the University of Miami Frost School of Music are sent to ASCAP, BMI, and SESAC. Therefore, a standard format program must be used for all performances. *Distribution of unauthorized programs is not permitted; all programs must be approved by the Associate Dean of Administration, Dr. Raul Murciano.*

Student Recitals

Please read the Recital Handbook available here:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>

A Recital Program Information Sheet, signed by the student's studio teacher, must be submitted to the Gusman Concert Hall Office, Room 110, for typesetting and reproduction at least 21 days prior to the performance. Failure to comply with the deadline will result in a late fee of \$25.00. This late fee will increase by \$5.00 for each day after the due date.

When a recital is required for a degree program, the first 70 copies (150 for graduate conducting recitals) of the recital program will be produced at no charge. Additional copies will be charged at a rate of \$.10 per copy and must be paid when the Recital Program Information Sheet is submitted. Programs for recitals not required for degree programs will be charged to the student at a rate of \$.10 per copy.

When the program has been typeset, the performer or designate will be contacted for proofreading. After changes have been typeset, additional changes may not be made.

Programs for performances held in Gusman Concert Hall and Victor E. Clarke Recital Hall will remain in the Concert Hall Office until the evening of the performance. Programs for performances held elsewhere will be available for pick-up the afternoon of the performance (Friday for weekend performances).

Typesetting, reproduction, and distribution of program notes and acknowledgements are the responsibility of the student.

POLICY FOR REQUESTING A CONCERT HALL DATE

Student Recitals. Required recitals for the fall and spring semesters may be scheduled beginning in the spring semester of the previous academic year. Please read the Recital Handbook available here:

<https://my.frost.miami.edu/graduate/graduate-student-resources/index.html>.

All requests for a student recital must be submitted to the Gusman Concert Hall Office, Room 110, in writing. Students must present a Request for Recital Date form, signed by the studio teacher. A non-refundable \$60.00 cash fee is required with the request. Student recitals canceled for any reason other than documented serious illness or death in the family may not be rescheduled in the same semester. The performer or designate is required to assist the Concert Hall Staff in setting up and tearing down the stage.

The Associate Dean of Graduate Studies must sign all graduate recital request forms. The student is responsible for obtaining all signatures on the request form and assuring the form's proper routing.

Receptions are not permitted inside either concert hall. All receptions are to be held outside the halls. It is the responsibility of the performer or designate to clean up immediately after the reception. Failure to do so may result in forfeiture of the \$60.00 deposit. The Gusman Concert Hall Office must be notified of reception plans at least two weeks prior to the performance. No alcoholic beverages are permitted at receptions. Use of the kitchen in

Clarke Recital Hall requires a \$50.00 deposit.

Other Uses of Concert Halls. Times are limited to weekdays from 9:00 a.m. to 5:00 p.m. Examples of appropriate uses include recording of an audition tape, duo piano rehearsal, etc. Any student requesting to use the hall(s) for rehearsals and/or recording must present a written request from the studio teacher with an explanation of the need. Use is limited to two (2) consecutive hours per day based on availability. Rental fees will apply for uses not described above. Rates may be obtained from the Concert Hall Office in Gusman, Room 110.

TECHNOLOGY CENTER LAB POLICY

1. Labs are available for student use during posted hours.
2. Only students enrolled in the University of Miami and Frost School of Music are permitted to use the technology center labs. In order to use the facilities, students must have a valid Cane Card and must check in with the lab attendant.
3. Students must use headphones at all times when working in the keyboard labs.
4. Viruses can cause problems in any computer environment. Check your storage devices for viruses before using them in the lab.
5. Students working on assignments for music classes will have priority over others; however, total time on a computer/keyboard is limited to one hour whenever other music students are waiting to use a machine.
6. Damage or vandalism of property belonging to the University or others is prohibited and will require restitution as well as disciplinary and/or legal action.
7. Students may not copy any software from the computers in the labs. The software is copyrighted material, and anyone caught stealing software from the lab will be prosecuted.
8. Students may not disconnect or re-configure **anything** in the lab at any time without written permission.
9. No food or drink is permitted in the Technology Center at any time. Smoking is prohibited in all University buildings.

LOCKER RENTAL POLICY

Graduate students may rent lockers by the semester or year by contacting Dan Williams in room 110 of Gusman Hall. Students must agree to the following rental conditions:

- I am enrolled at the University of Miami, Frost School of Music.
- I understand that lockers are issued solely for the storage of my instrument and directly related equipment.
- I understand that assigned lockers may not be changed without arranging with Administrative Staff.
- I understand assigned lockers that the University of Miami, Frost School of Music accepts **NO** responsibility for damage to, theft, or loss of the contents of locker. It is my responsibility to have my instrument and other personal equipment adequately insured against damage, loss, or theft.
- I understand that abuse of lockers may result in the loss of locker rental privileges.
- I understand that my locker rental will end at the term listed below and that the University may **dispose** of any contents left in the locker after that date. Furthermore, locked, unemptied and/or unclean lockers at the end of the rental period will result in an additional charge of \$50.00 applied to my student account.

Locker Rental Fees:

1. \$25.00 for fall and spring semesters, payable in the fall for the year.
2. \$15.00 for one semester (fall or spring).
3. \$15.00 for the entire summer (i.e., both summer sessions).

Locker Assignment:

- Lockers are rented on a first-come first-serve basis Gusman Hall, room 120D.
- Only full-time music majors who are currently enrolled in the Frost School of Music are permitted to rent lockers. Students requesting lockers must present proof of registration and a current and validated University of Miami ID (CANE) card.
- Lockers are assigned according to the size of the instrument.
- The student is responsible for the contents of the locker.
- Students must provide locks.

Removal of Locks:

- Lockers must be vacated on a date designated at the end of the spring semester or at

the end of the rental period.

- Failure to comply with the posted date for vacating lockers will result in locks being removed, contents discarded, and a \$50 fee applied.

POSTING POLICY

1. Individuals who wish to post notices of events related to Frost School of Music activities may do so by having them stamped by the Associate Dean of Administration, Dr. Raul Murciano, prior to posting.
2. Notices that advertise concerts, recitals, and lectures are encouraged. Posters advertising personal items and real estate are not permitted.
3. Posted notices without a required stamp are not permitted and will be taken down.

RESOURCES FOR GRADUATE STUDENTS

WRITING CENTER

Mission: To Provide Services for Students and other Writers in the University Community.

The Writing Center at the University of Miami strives to help all members of the university community learn more about writing and become better writers. Writers at all levels can benefit from sharing their writing with someone who is both knowledgeable and trustworthy, someone who is not grading them or evaluating their work. The professional and friendly staff of faculty and graduate students will work with you in one-to-one consultations on all stages of the writing process: from note-taking and pre-writing to revision strategies and proofreading techniques.

The Writing Center is a teaching environment. Staff members will work to teach you ways to improve your writing, but they will not proofread or edit your papers for you. (They will, however, teach you how to proofread and edit your own papers.) The focus is more on helping you improve as a writer, rather than “fixing” the paper you bring in.

The Writing Center provides help by appointment, but also offer walk-in appointments. Appointments run from 30 minutes to an hour.

Writers can make appointments with the Writing Center to work on papers for any University of Miami course, senior theses, master's theses and dissertations, personal statements, business letters and resumes, grant proposals, articles for publication and personal writing projects.

Writers can also make on-going standing appointments (weekly or bi-monthly) to work on longer projects or to work on individualized writing goals. Standing appointments can be particularly useful for writers struggling with clarity or second-language issues. These appointments can also allow a writer to work repeatedly with the same tutor, developing an effective working relationship.

To schedule an appointment, contact the Writing Center at (305) 284-2956 or visit their website: <http://www.as.miami.edu/writingcenter/>.

The Writing Center is located at on the first floor of Richter Library in the University of Miami Learning Commons, on the Coral Gables campus.

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) represents the entire graduate student body. Established in 1969 (one of the oldest graduate student governments in the United States), the organization acts as a liaison between students and the UM administration. In addition, GSA exists as a social and intellectual forum.

Every graduate student is a *de facto* member of the organization and each graduate department is normally represented on the GSA Council. One person is either elected or appointed by each department. In April, the Council members elect 4 executive officers: president, vice-president, secretary and treasurer for a one-year term.

Activities and interests of the GSA include the following:

- Operating the GSA office and computing facilities
- Lobbying for additional services and programs for graduate students
- Participating on various University committees
- Participating on a national level to benefit graduate students through NAGPS
- Providing student-run orientation for new graduate students
- Protecting the civil, social, and economic welfare of graduate students
- Providing the opportunity to meet other graduate students through sponsored events
- Recommending to the administration ideas concerning assistantships, focusing on workload and stipends
- Coordination and registering graduate student groups and organizations through GradCOSO
- Negotiating and offering a major medical and dental insurance plan to all graduate students enrolled at the University of Miami

Some of the organization's goals include increasing communication between different groups of graduate students, effectively representing the graduate student body as a unified voice on campus, being an advocate for all graduate students in matters relating to campus parking, housing, tuition, assistantships, fees, and insurance; and promoting cooperation between the law students, medical students marine science students, Undergraduate Student Government (SG), and graduate students groups..

This is *your* organization. We are here to help you. Please stop by our office on the third floor of the Student Services Building, 21T, 5606 Merrick Drive or give us a call at 305.284.6750. Our fax number is 305.284.2232. Use of some equipment requires appointments, so please call in advance.

The GSA office offers the following facilities:

- Apple Macintosh and IBM compatible personal computers
- A Software Library for use within the computer lab
- IBM electric typewriters

- Limited Duplicating Services
- Graduate Student Lounge
- Library of resource materials for graduate students.

GradNews

The Graduate Student Association's newsletter, *GradNews*, communicates events and ideas of particular interest to graduate students. It also contains a calendar of GSA events. Its purpose is to keep you informed about issues the GSA is involved in as well as items of general interest. Students are encouraged to submit articles, ideas, or information about events. Please submit any information to the GSA office.

Graduate Activity Fee Allocation Committee (GAFAC) <http://www.miami.edu/gafac/>

The Graduate Activity Fee Allocation Committee (GAFAC) is made up of your peers, consisting of one graduate student representative (and one alternate) from each of the schools and colleges at the University of Miami, with the exception of the Law, Medical, and Rosenstiel Schools. GAFAC oversees the distribution of the unallocated portion of the Graduate Activity Fee to individuals and groups of students throughout the school year.

Any graduate student at the University of Miami who has paid the Graduate Activity Fee for all enrolled semesters, current and previous, may apply for GAFAC funding (except for Law, Medical, and Rosenstiel School students). Part-time students (taking less than 9 credit hours per semester) or Doctoral students taking only dissertation credits who wish to apply for GAFAC funding must request to be charged the Graduate Activity Fee when enrolling since the Fee will not automatically appear. Students may apply for funding only once during the same academic year. All applications must be submitted BEFORE the event for which the money is being requested occurs.

GAFAC is funded by the Graduate Activity Fee. This is why only students who have paid the Graduate Activity Fee for all enrolled semesters may apply.

There are seven categories under which a student can request funding: (students may apply under only one category at a time.)

1. Conferences -- whether the applicant is presenting at a conference, organizing, or attending a conference
2. The purchase of reusable equipment.
3. Field research
4. Events
5. Performances -- whether the applicant is performing, having a work performed, attending or staging a performance
6. Exhibition -- whether the applicant is exhibiting work, curating or attending an exhibition
7. Publication (not including publication of a thesis or dissertation)

Each of the funding categories has a cap of \$300, except for the reusable equipment category, which has a cap of \$400. However, since GAFAC budget is limited, it is possible that funds may be depleted before the end of the academic year, therefore making it impossible to grant any more requests.

GAFAC is primarily interested in insuring that the funds it allocates to graduate students have the greatest possible effect on the graduate student community. Therefore, applicants will be required to respond to several questions in the application and during their presentation to the committee. These questions include, but are not limited to:

- How will you personally benefit from these funds?
- How will your fellow students within your school or department benefit?
- How will the University as a whole benefit?

The answers to these and other questions will allow GAFAC members to evaluate the merit of each request and make a decision. Because funds are limited, monies are allocated on a first come, first served basis.

Students must complete and submit a GAFAC application. It is preferred that you do this electronically through the link on this site. However, hard copies of the application are available in the Office of the Vice President for Student Affairs (Ashe Building, Room 244). After submitting the application, it will be reviewed to determine if all requirements have been met. Student(s) will then be invited to come before the GAFAC committee and present their request in person. The committee normally meets every other week during the academic year, except for the summer months.

You will be notified by email the result of your request within two weeks following your presentation. You may request to be notified in writing by mail, if you prefer, at the time of your presentation. Please supply a self-addressed, stamped envelope if you choose this method.

For further information contact the Office of the Vice President for Student Affairs, Ashe Building Room 244, telephone: 305 284-4922.

OFFICE OF ACADEMIC ENHANCEMENT

The Office of Academic Enhancement (OAE) promotes a diverse academic experience for University of Miami students. Focus is placed on retaining dynamic students from populations that have been historically underrepresented in higher education. The OAE addresses the unique needs of this group by providing programs and support designed to enhance student success: <http://www6.miami.edu/provost/oea/index.html>

Graduate students may be especially interested in the Prestigious Awards and Fellowships that can be accessed through the OAE, many of which provide financial support to graduate students: <http://www6.miami.edu/provost/oea/index.html>

HEALTH AND WELL-BEING

If you have any concerns about how you (or other students) are being treated, or find that you are facing circumstances which interfere with your academic progress, a number of valuable resources are available for you here on campus. Please do not hesitate to utilize these resources at any time.

As a first step, students are encouraged to contact their academic advisor, and subsequently, Department Chair. Additionally, any graduate student with a concern can contact the Associate Dean of Graduate Studies in the Frost School, Dr. Shannon de l'Etoile, sdel@miami.edu, 305.284.6913.

If for any reason you are not able or willing to contact the above individuals, please consider the following resources that are available to assist students:

- University of Miami Dean of Students Office
http://www.miami.edu/sa/index.php/dean_of_students/
- University of Miami Ombudsperson
<http://ombuds.studentaffairs.miami.edu/>
- University of Miami Counseling Center
<http://counseling.studentaffairs.miami.edu/>
- Student Health Service
<http://studenthealth.studentaffairs.miami.edu/index.html>
- University of Miami Police
<http://umpd.ref.miami.edu/>
- It's On Us (for concerns about sexual misconduct)
<http://itsonus.miami.edu/>

Students can also submit concerns anonymously through these on-line resources:

- 'Canes Care for 'Canes (to report concerns about other students)
<http://canescare.studentaffairs.miami.edu/>
- 'Cane Watch (to report any concerns about violation of ethics)
<https://secure.ethicspoint.com/domain/media/en/gui/32533/index.html>

INTERNATIONAL STUDENT and SCHOLAR SERVICES

The Office of International Student and Scholar Services (ISSS) serves as the central reference point for international students on campus. A professional staff of International Student Advisors provide a variety of support services and enrichment activities to meet the needs of the international student. Some of their services and activities include:

Immigration regulations advisement regarding maintaining valid student status while in the United States.

Processing of documents for travel, extension of stay, school transfer notification, change of academic program, etc.

Employment authorization information both on-and-off campus.

Enrollment certification letters, and completion of other forms needed by the embassy or other agency of the home government.

Liaison with sponsoring embassies and agencies for the benefit of both the student and the sponsoring organization.

Orientation sessions each semester to provide new and transfer international students with information on academic and cultural adjustment.

Practical training seminars (off-campus, degree-related employment), offered weekly.

Income tax seminar and workshop each spring semester to provide international students with tax information and assistance with tax forms.

The International Exchange, a newsletter designed to keep international students aware of the most recent news and events affecting them.

Short-term, small emergency loans and advisement on other financial concerns.

Medical insurance information and assistance with necessary procedures.

Cross-cultural awareness raising workshops offered to the UM community.

Academic and personal advisement on any other concerns that an international student may have.

Please visit the ISSS website at: <http://iss.miami.edu/index.html>

APPENDIX

Copyright Considerations for Final Projects

As you prepare your Final Project, it is incumbent upon you to ensure that your project does not include the unauthorized use of materials which are protected by copyright law. Please read the information included here and consult any of the following links as needed.

What is copyright?

Copyright is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works.

What does copyright protect?

Copyright, a form of intellectual property law, protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed. See Circular 1, *Copyright Basics*, section <http://www.copyright.gov/circs/circ01.pdf>

How is a copyright different from a patent or a trademark?

Copyright protects original works of authorship, while a patent protects inventions or discoveries. Ideas and discoveries are not protected by the copyright law, although the way in which they are expressed may be. A trademark protects words, phrases, symbols, or designs identifying the source of the goods or services of one party and distinguishing them from those of others.

How long does a copyright last?

The term of copyright for a particular work depends on several factors, including whether it has been published, and, if so, the date of first publication. As a general rule, for works created after January 1, 1978, copyright protection lasts for the life of the author plus an additional 70 years. For an anonymous work, a pseudonymous work, or a work made for hire, the copyright endures for a term of 95 years from the year of its first publication or a term of 120 years from the year of its creation, whichever expires first. For works first published prior to 1978, the term will vary depending on several factors. To determine the length of copyright protection for a particular work, consult [chapter 3](#) of the Copyright Act (title 17 of the *United States Code*). More information on the term of copyright can be found in [Circular 15a](#), *Duration of Copyright*, <http://www.copyright.gov/circs/circ01.pdf>, *Copyright Basics*, [Circular 22](#), *How to Investigate the Copyright Status of a Work*.

What is Public Domain?

After a work's copyright term has expired, the work enters the public domain. A work that is in the public domain may be used freely, without permission from the original author. **It is highly recommended that your thesis or dissertation utilize information from the public domain whenever possible to avoid any delays or changes because you could not receive**

permission.

Over the last century, the term of copyright has changed dramatically. Therefore, it may be difficult to determine if a work has entered the public domain. The only works that can be definitively ruled in the public domain are those that were published BEFORE 1923. All works published or created after 1923 will require some research to determine if the copyright is expired.

What is Fair Use?

One of the more important limitations is the doctrine of “fair use.” The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law. Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair.

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Copyright protects the particular way authors have expressed themselves. It does not extend to any ideas, systems, or factual information conveyed in a work. The safest course is to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission. When it is impracticable to obtain permission, you should consider avoiding the use of copyrighted material unless you are confident that the doctrine of fair use would apply to the situation. The Copyright Office can neither determine whether a

particular use may be considered fair nor advise on possible copyright violations. If there is any doubt, it is advisable to consult an attorney.

How to Obtain Permission?

Permission is not required for every use of a copyrighted work, and not all unauthorized uses are infringing. But copyright law gives owners of copyrighted works a bundle of exclusive rights, including the right to reproduce their works or authorize others to reproduce them, subject to certain limitations defined in sections 107 through 122 of the copyright law. To determine if a particular use requires permission from a copyright owner, you need to evaluate whether one of these limitations applies to the use. In many situations, securing permission is the most certain way to ensure an intended use is not an infringement of the copyright owner's rights. For more information, see the Circular titled "[How to Obtain Permission](#)."

Copyright Resources

Use the following list of resources to get educated about topics such as copyright protection, fair use, and obtaining permission.

- Copy right Basics: <http://www.copyright.gov/circs/circ01.pdf>
- How to Investigate the Copyright Status of a Work: <http://www.copyright.gov/circs/circ22.pdf>
- How to Obtain Permission: <http://www.copyright.gov/circs/m10.pdf>
- *Best Practices in the Fair Use of Copyrighted Materials in Music Scholarship*, written by an Ad Hoc committee of the American Musicological Society Council, available at http://www.ams-net.org/AMS_Fair_Use_Statement.pdf
- "Understanding Music Copyright – A Guide for Music Educators" by Serona Elton, for the Florida Music Director Journal (link found at <http://www.eltonentertainment.com/#!articles/c10p7>)
- *Copyright Essentials for Librarians and Educators*, by Kenneth C. Crews (available at booksellers including Amazon and Barnes and Noble). Note, chapter 15, *Music and Copyright* by Dwayne K. Buttler
- Music Library Association, *Copyright for Music Librarians* website, available at <http://copyright.musiclibraryassoc.org/>
- *The Teacher's Guide to Music, Media, and Copyright Law*, by James Frankel (available at booksellers including Amazon and Barnes and Noble).
- "Musical Arrangements and Copyright Law" by Serona Elton, for Southwestern Musician, the official publication of the TMEA) (link found at <http://www.eltonentertainment.com/#!articles/c10p7>)
- ProQuest's copyright guide, *Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities* by Dr. Kenneth D. Crews, available at http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf

- The University of Pittsburg website for Graduate Students, available at <http://www.pitt.edu/~graduate/etd/copyright.html>
- University of Michigan's *A Graduate Student's Guide to Copyright: Open Access, Fair Use, and Permissions*, available at <http://www.lib.umich.edu/files/services/copyright/Dissertations.pdf>
- Virginia Tech's *Copyright Information for Authors, Researchers, and Scholars*, available at <http://scholar.lib.vt.edu/copyright/cprtetd.html>
- NC State University's *Copyright and your Dissertation or Thesis*, available at: <https://grad.ncsu.edu/wp-content/uploads/2015/11/guide5.pdf>