Foreword

This handbook is intended to assist both graduate students and graduate faculty. Its contents are a codification of information, policies, and procedures of the University, the Graduate School, and the School of Music. Students are expected to become thoroughly familiar with this document as well as the graduate catalog under which they enter. Student’s failure to follow the stipulated regulations and requirements will result in complications for which neither the Graduate School nor the School of Music can assume responsibility.

With best wishes for success in your graduate program,

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http://www.depts.ttu.edu/music/
http://www.depts.ttu.edu/cvpa/
http://www.depts.ttu.edu/gradschool/
## Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission, Vision, and Core Values</td>
<td>5</td>
</tr>
<tr>
<td>Graduate Degree Programs</td>
<td>6</td>
</tr>
<tr>
<td>Purpose of Graduate Degrees</td>
<td>8</td>
</tr>
<tr>
<td>Financial Support</td>
<td>10</td>
</tr>
<tr>
<td>Admission Process</td>
<td>11</td>
</tr>
<tr>
<td>Categories of Admission</td>
<td>12</td>
</tr>
<tr>
<td>Department Advisors Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Deadlines</td>
<td>13</td>
</tr>
<tr>
<td>Placement / Preliminary Exams</td>
<td>14</td>
</tr>
<tr>
<td>Doctoral Qualifying Examinations</td>
<td>17</td>
</tr>
<tr>
<td>Degree Programs</td>
<td>17</td>
</tr>
<tr>
<td>Advisory Committee</td>
<td>19</td>
</tr>
<tr>
<td>Degree Plan</td>
<td>20</td>
</tr>
<tr>
<td>Admission to Candidacy</td>
<td>21</td>
</tr>
<tr>
<td>Non-Thesis Program</td>
<td>22</td>
</tr>
<tr>
<td>Thesis</td>
<td>25</td>
</tr>
<tr>
<td>Dissertation</td>
<td>25</td>
</tr>
<tr>
<td>Dissertation Defense – Final Examination</td>
<td>27</td>
</tr>
<tr>
<td>Recitals</td>
<td>28</td>
</tr>
<tr>
<td>Scheduling of Recitals</td>
<td>31</td>
</tr>
<tr>
<td>Recording Recitals</td>
<td>31</td>
</tr>
<tr>
<td>Intent to Graduate</td>
<td>28</td>
</tr>
<tr>
<td>Final Oral Examination</td>
<td>28</td>
</tr>
<tr>
<td>Research Paper</td>
<td>34</td>
</tr>
<tr>
<td>Miscellaneous Requirements / Information</td>
<td>34</td>
</tr>
<tr>
<td>Time Limit</td>
<td>35</td>
</tr>
<tr>
<td>Intervals between Examinations</td>
<td>35</td>
</tr>
<tr>
<td>Grade Requirement</td>
<td>36</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>36</td>
</tr>
<tr>
<td>Residency</td>
<td>36</td>
</tr>
<tr>
<td>Additional Graduate School Policies and Regulations</td>
<td>36</td>
</tr>
<tr>
<td>Other Links</td>
<td>40</td>
</tr>
<tr>
<td>Health and Safety for the Music Student</td>
<td>41</td>
</tr>
<tr>
<td>Forms</td>
<td>43</td>
</tr>
<tr>
<td>Required Step for the Master's Degree</td>
<td>43</td>
</tr>
<tr>
<td>Steps Required for the Doctoral Degree</td>
<td>43</td>
</tr>
<tr>
<td>Program for the Master’s Degree and Admission to Candidacy</td>
<td>43</td>
</tr>
<tr>
<td>Program for the Doctoral Degree</td>
<td>43</td>
</tr>
<tr>
<td>Master of Music in Performance Checklist &amp; Timeline</td>
<td>43</td>
</tr>
<tr>
<td>Master of Music in Music Theory, History, Education (Thesis Track), and Composition Checklist &amp; Timeline</td>
<td>43</td>
</tr>
</tbody>
</table>
Table of Contents Continued

<table>
<thead>
<tr>
<th>Topic</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Forms Continued)</td>
<td></td>
</tr>
<tr>
<td>Master of Music in Music Education (Non-Thesis Track) and Pedagogy (36 Hour Programs)</td>
<td>Checklist &amp; Timeline</td>
</tr>
<tr>
<td>Master of Music in Performance Choral Conducting</td>
<td>Checklist &amp; Timeline</td>
</tr>
<tr>
<td>Doctor of Musical Arts</td>
<td>Checklist &amp; Timeline</td>
</tr>
<tr>
<td>Ph.D. in Fine Arts</td>
<td>Checklist &amp; Timeline</td>
</tr>
<tr>
<td>Masterworks Pool for Doctoral Exams</td>
<td></td>
</tr>
<tr>
<td>Procedures for Scheduling Student Recitals</td>
<td></td>
</tr>
<tr>
<td>Student Recital Reservation</td>
<td></td>
</tr>
<tr>
<td>Steps for Applying to TTU SOM Graduate Program</td>
<td></td>
</tr>
</tbody>
</table>
Mission, Vision, and Core Values

Mission Statement
The Texas Tech University School of Music provides a professional environment that stimulates the highest standards of excellence in music education, research, performance, creativity, and service.

Vision Statement
The Texas Tech University School of Music aspires to be a leader in linking the elements of music education, research, performance, creativity, and technology.

The School of Music will:
• Be recognized as one of the premier comprehensive schools of music in the United States, attracting the finest students, faculty, and staff;
• Prepare students to be leaders in the profession with the highest standards of performance, teaching, research, artistic, and creative vision; who are innovative and confident, able to think critically, and successful in their chosen field;
• Emphasize synthesis and connection in all of our curricula; be engaged at the local, regional, state, national, and international levels to benefit the educational experiences of students, faculty, and staff;
• Provide cultural enrichment and an understanding of the arts locally, regionally, nationally, and internationally.

Core Values
• Commitment to excellence in teaching, research/creative activity, and service
• Highest standards in performance
• Creativity
• Excellence in the advancement of knowledge
• Effective communication
• Critical thinking
• Cultural literacy
• Technological literacy
• Respect for and responsiveness to the needs of students
• Shared governance and academic freedom.
Graduate Degree Programs

The School of Music offers six Master of Music degrees, a Doctor of Philosophy degree, and four Doctor of Musical Arts degrees.

Bachelor + Master’s Program in Music Education (BM+MMED)
This program allows exceptional students to enroll in 6 specified hours and dual count them toward both the Bachelor of Music Leading toward Teacher Certification degree and the Master of Music Education degree at Texas Tech University. These students enroll in the School of Music as well as the Graduate School while they are still undergraduates. [Click for information.]

Master of Music in Music
Fields of Specialization: Composition, Conducting (pending NASM Plan Approval), Music Theory, Musicology, Pedagogy, Performance
The Master of Music degree consists of a minimum of 30 hours of graduate work, including recitals for the performance student, thesis for the musicology or music theory student, and an original composition for the composition student. The Master of Music degree in string pedagogy or keyboard pedagogy may be attained with a 36-hour program without thesis or recitals. For the performance or the accompanying/chamber music student, two public performances are required. Both performances must be judged satisfactory by the student’s applied music faculty committee. The conducting student may present either two performances or one with a paper in support of the performance.

Master of Music Education
The Master of Music Education degree may be attained with a 30-hour program that includes a thesis or a 36-hour program without a thesis.

Summers Only - Master of Music Education
The Master of Music Education degree described above may be completed in residence during long terms, in summers only, or in summers plus long term coursework.

Doctor of Musical Arts
Fields of Specialization: Composition, Conducting, Performance, Piano Pedagogy
The Doctor of Musical Arts degree is a 45-hour program oriented toward professional practice in music emphasizing the creation or performance of musical works and the application and transmission of knowledge about musical works. A non-dissertation program, the degree culminates in four doctoral performance projects that are designed to suit the professional interests and aspirations of the student. Of singular importance is the inclusion of 9 credit hours of fine arts courses drawn from visual arts, theatre, aesthetics, and other related areas of study.
Doctor of Philosophy in Fine Arts
Field of Specialization: Music
The music field of specialization in the Ph.D. in Fine Arts consists of a minimum of 60 semester hours, which includes fine arts requirements and electives, an individualized music curriculum, and a dissertation. Concentrations are in composition, music history, theory, conducting, music education, administration, performance, and pedagogy. The residence requirement for the fine arts doctoral program is fulfilled by satisfactory completion of 18 semester hours of graduate coursework during one 12-month period.

Language Requirement
The musicology concentration in both the master’s and the doctoral program requires one foreign language. Other concentrations may or may not have this requirement, depending on the dissertation area. Except for the musicology concentration (one foreign language), no foreign language requirement exists for the Master of Music degrees or for the Master of Music Education degree. Vocal performance students must demonstrate singing proficiency in French, German, and Italian.

Doctor of Philosophy - Each department offering a doctoral program determines its language requirements, subject to the approval of the Graduate Council. Language requirements, if any, are described in the sections of this catalog devoted to instructional departments. To qualify for admission to candidacy in those programs that have a language requirement, applicants must demonstrate their competence in one of the following ways:

- Students may fulfill the reading knowledge requirement by passing with a C- or better the second course of the sophomore sequence of the required language. Those seeking to present a high level of competency will pass with a B- or better any literature course at the third-year level or beyond.

- Students may satisfy the standard competency level by enrolling in one of the special 6-hour programs for graduate students offered in French, German, and Spanish by the Department of Classical and Modern Languages and Literatures. The second half of such a program must be passed with a grade of B- or better.

- The third method of fulfilling the language proficiency requirement is by passing a standardized examination in French, German, Spanish, or Latin given in the Department of Classical and Modern Languages and Literatures or by passing one of the examinations in French, German, or Spanish, furnished by the Educational Testing Service and administered by the university’s Testing Center. Arrangements for these examinations should be made in the applicable unit. The Department of Classical and Modern Languages and Literatures will administer the examinations in any other foreign language in which instruction is offered by the department. Arrangements for testing for other foreign languages will be approved by the graduate dean.

Students majoring or minoring in foreign languages in the Department of Classical and Modern Languages and Literatures are subject to higher performance levels in satisfying the doctoral requirement. Students should consult the graduate advisor of the appropriate
language for guidelines. Some departments require a tool subject in lieu of or in addition to the language requirement. When this requirement exists, see the appropriate departmental section in this catalog for further information. If this provision is satisfied by formal courses, a grade of B or better is required either in a single course or in the last of a sequence of such courses passed not more than seven years prior to the student’s approval for doctoral work.

For more information, Click Here for the Fine Arts Doctoral Program website.

**Graduate Certificate Program**
Graduate Certificate in Early Music Performance Practice
The 15-credit Graduate Certificate in Early Music Performance Practice provides graduate music majors with the option of tailoring their coursework and medium ensemble participation to focus on the research and performance of medieval, Renaissance and Baroque music. This resume-enhancing certificate is especially recommended for musicology, theory, choral, or vocal/instrumental students who wish to obtain the in-demand skills required of specialists in the dynamic area of early music scholarship and performance.
CONTACT: Angela Mariani Smith, 806.742.2270 - Ext. 235, angelamariani.smith@ttu.edu
http://ttuearlymusic.org/grad_certificate.html

The Graduate Certificate in Piano Pedagogy
This graduate certificate is designed for the professional piano teacher. The 13- to 17-hour curriculum, with flexible scheduling, provides enrichment and skill development both musically and pedagogically. It can also assist participants in qualifying as Nationally Certified Teachers of Music through Music Teachers National Association.
CONTACT: Dr. Carla Davis Cash, 806.742.2270 - Ext. 253, carla.d.cash@ttu.edu

**Purpose of Graduate Degrees**

**Master of Music in Composition**
Students demonstrate advanced competencies in composition. Studies in this area comprise as much as two-thirds or at least one-third of the total curriculum. Students gain knowledge and skills in one or more fields of music outside the major such as history and literature, theory and analysis, musicology and ethnomusicology, performance, and pedagogy. Such supportive studies in music that broaden and deepen musical competence comprise at least one-third of the total curriculum.

**Master of Music in Conducting**
The Master of Music in Conducting develops skills in pedagogy, score study and preparation, musical literacy, listening and baton technique. Graduates will be prepared to meet many of the challenges of working with advanced ensembles.
Master of Music in Music Theory
Students in the Master of Music in Music Theory program will develop a broad base of knowledge in graduate-level music theory topics and will be prepared for professional work or doctoral studies in music theory.

Master of Music in Musicology
The Master’s degree in musicology creates candidates who are sophisticated, incisive, professional readers, writers, listeners, speakers, and thinkers about music as a part of human culture.

Master of Music in Pedagogy
Students in the Master of Music in Pedagogy program will be teachers whose own performing has reached a high level of attainment, and whose teaching incorporates comprehensive knowledge of techniques, methods, repertoire, and educational psychology. Graduates will be highly qualified as private teachers and as faculty members in higher education.

Master of Music in Performance
Students will be prepared to work independently to prepare performances at the highest possible level of achievement. Students will be able to apply skills in solo, small and large ensemble settings. After completing all degree requirements, students should find opportunities for specialized performance careers or advanced performance study at the doctoral level.

Master of Music Education
Masters in Music Education is designed to prepare music educators for leadership positions in K-12 music and/or for successful entrance into doctoral degree programs.

DMA in Composition
The doctoral degree program in composition stresses creative activity emphasizing the development of a personal aesthetic expressible in sound. Competencies also include a broad knowledge of historical and contemporary compositional practices, music theory, history and criticism, and creative approaches to relationships of these to the compositional process.

DMA in Conducting
The Doctor of Musical Arts in Conducting leads students to develop advanced skills as conductors and pedagogues in the choral, orchestral, or wind areas of music. Graduates will be highly qualified as conductors and as faculty members in higher education.

DMA in Performance
Students will be prepared to work independently to prepare performances at the highest possible level of achievement. Students will be able to apply skills in solo, small and large ensemble settings. After completing all degree requirements, students should find opportunities for specialized performance careers in the professional arena.
DMA in Piano Pedagogy
The Doctor of Musical Arts degree in Piano Pedagogy will produce teachers of piano whose own performing has reached a high level of attainment, and whose teaching incorporates comprehensive knowledge of techniques, methods, repertoire, and educational psychology. Graduates will be highly qualified as private teachers and as faculty members in higher education.

Fine Arts Doctoral Program
The Fine Arts Doctoral Program offers a unique multidisciplinary education in Art, Music, Theatre, and Philosophy, and thereby provides a comprehensive approach to doctoral study of the arts and of aesthetic principles.

Financial Support
All students receiving competitive scholarships, fellowships, or teaching assistantships are required to be enrolled for at least 9 semester hours each long semester. A scholarship of $1,000.00 or more, or a teaching assistantship reduces tuition fees to Texas resident levels. Scholarship benefits are applicable to students in summer sessions, even though the student may not receive financial benefit. Scholarships or teaching assistantships may be held for up to two years by master's level students and for up to three years by doctoral level students. Awards may be renewed with a new time limit if a student moves to doctoral level study after completing the master’s degree.

Graduate School Fellowships - The Graduate School of Texas Tech University sponsors annual competitions for several endowed fellowships. Successful applicants may combine these awards with teaching assistantships. Application and deadline information is available on the Graduate School web site.
www.depts.ttu.edu/gradschool/

Teaching Assistantships - Teaching Assistantships are available to qualified master’s and doctoral students. Full-time assistantships carry a stipend plus in-state tuition status, and health insurance paid in part by Texas Tech. Students applying for teaching assistantships are expected to apply for the Federal Work/Study Program. Master’s degree students may hold an assistantship for two years and doctoral students for three. Further information regarding teaching assistantships or fellowships may be obtained from the Associate Director for Graduate Studies.

Further information concerning general University scholarships and loans may be obtained from the Office of Student Financial Aid.
www.depts.ttu.edu/studentbusinessservices/
Admission Process

Admission to graduate study in music is a multi-phased process involving the Graduate School, the School of Music, and (for applicants to the Doctor of Philosophy in Fine Arts) the Graduate Committee of the College of Visual and Performing Arts. All three units practice a holistic philosophy of admission that takes into account a variety of information: formal application, GRE scores (where required), TOEFL scores (for international students), grade point average, transcripts of previous academic work, recommendations, vita of professional experience, life experience, audition, interview, perusal of scores, samples of written work, publications, etc. Admission decisions are not based on any single aspect of the total presentation, but rather an examination of all the material submitted.

Perhaps the most important consideration, since virtually all those who apply are professionals in the music field, is the evidence of professional activity and achievement. A careful evaluation is made by the appropriate instructional area of the School of Music to determine if the applicant possesses a sufficient level of expertise and musical skills.


All other required material; School of Music application, audition recordings, scores, vita, recommendations, written work, etc, is then sent directly to the Associate Director of the School of Music of Graduate Programs. That material, along with the Graduate School packet, is forwarded to the appropriate division of the School of Music for evaluation and recommendation. That division makes a recommendation for an admission action to the Associate Director of Graduate Studies. The recommendation may be for admission or for denial of admission.

Categories of Admission

The Graduate School grants two types of admission: 1) full admission to a graduate degree program (with or without conditions), and 2) admission as a special (temporary) graduate student, or GTMP. A student who is granted GTMP status has no assurance that work completed within this status will be applicable toward degree requirements should he or she subsequently gain regular admission to a degree program. No more than 12 semester hours earned prior to admission to a degree program may be counted toward degree requirements.

Except for applications to the Doctor of Philosophy in Fine Arts, the application is returned to the Graduate School with the recommendation for admission action from the School of Music. The Graduate School notifies the student via their Raiderlink Applications tab.

For applicants for the Doctor of Philosophy in Fine Arts the petition is placed before the Graduate Committee of the College of Visual and Performing Arts for review and recommendation. The College committee, which is constituted of two representatives from each unit, either supports the recommendation of the School of Music, adds conditions, or recommends denial of admission.
After the Graduate School, the School of Music, and, for PhD students, the College of Visual and Performing Arts Graduate Committee review the application, the Graduate Dean will notify the applicant of acceptance or denial via Raiderlink. Inasmuch as this process of evaluation can take some time, applicants are encouraged to apply as far as possible in advance of the desired matriculation date.

If the College committee denies an application, it is returned to the School of Music for review. The School of Music may request additional information from the student, recommend the student be admitted to a different program, such as a master’s level program, or a different doctoral program, or accept the denial of admission.

**Department Advisors**

Each department has an individual designated as “Graduate Advisor.” This person is a member of the Graduate Faculty and generally familiar with university organization and Graduate School policies and procedures. The Graduate Advisor is regarded as the point of contact within the department for information on all aspects of graduate education relating to that department.

The Graduate Advisor is the person through whom the Graduate School ordinarily communicates in student and Graduate Faculty matters. The Graduate Advisor coordinates admission activities, approves (with appropriate collaboration) student program forms for forwarding to the Graduate Dean, reports on results of comprehensive examinations, forwards nominations for Graduate Faculty, and generally supervises all of the graduate education activities of the unit.

In some departments and colleges, various aspects of the above activities are delegated to chairpersons of student committees, but even when this is the case, it is the role of the Graduate Advisor to monitor such activities to ensure timely and orderly process. Of course, it should be generally understood that the Graduate Advisor assists all graduate students in the unit, as needed, with advice and direction as they proceed into and through their programs.

**Requirements**

For all applicants seeking admission to the Graduate Study Program in Music, please see FORMS section and submit all documents to the Associate Director for the School of Music.

General requirements:

- Scores on the Graduate Record Examination. This examination is only required for students applying for the Doctor of Philosophy in Fine Arts degree.

- TOEFL (Test of English as a Foreign Language) scores are required of all international students except those with a degree from an accredited American university.
The following discipline-specific material is required.

- **Performance:** a repertoire list showing works performed and works studied. An audition in person is preferred, but a recorded (video and audio) audition is acceptable. The music to be presented varies with each performance division. GRE scores are not required. Recorded material is used for screening for personal audition invitations.

- **Piano Pedagogy:** the same requirements as for performance.

- **Theory:** a sample of written work in the field of music theory such as a research paper, a paper submitted for publication or for presentation at a conference. A personal interview is recommended.

- **Musicology:** a sample of written work in the field of music history such as a research paper, a paper submitted for publication or for presentation at a conference. A personal interview is recommended.

- **Music Composition:** a selection of recent scores showing composition in a variety of styles and genre, and recordings (if available). A personal interview is recommended.

- **Conducting:** a list of works showing both those studied and those performed, a video recording of a recent conducting experience, and a personal audition.

- **Music Education:** Certification to teach public schools is desirable. A 20-minute video recording of the candidate’s teaching, and a personal interview with the music education faculty.

**Deadlines**

While the School of Music welcomes new students at the beginning of any academic term, the following deadlines are necessary for completion of all necessary paper work and to give full consideration to all applicants:

For fall admission: March 1  
For spring admission: October 1  
For summer admission: April 15

**Placement / Preliminary Exams**

**All Graduate Programs** - Immediately before the student enrolls for the first semester of graduate study he or she is required to take the Preliminary Examinations in Music. The purpose of these diagnostic examinations is to determine the student’s level of preparation for graduate study. They are administered during the registration period prior to each semester and consist of examinations in music history and music theory. Students are
expected to take the Preliminary Exam prior to their initial enrollment. Based on the examinations, specific courses may be recommended or required as part of the student’s program of study. Students may not enroll in graduate courses in music history or music theory until after they have taken the Preliminary Exam.

**Doctoral Qualifying Examinations**

**Doctoral of Musical Arts Program** - Qualifying Examinations in Music Theory, Music History, and the major area are typically given on the first two Saturdays of November and March and the last two Saturdays of June. Check with the Associate Director of Graduate Studies for specific dates.

The student must pass the qualifying examination for the Doctor of Musical Arts degree before beginning the fourth doctoral performance project. The Qualifying Examination for Admission to Candidacy for the doctor’s degree is one of the major features of the doctoral program. The examination requires a synthesis and application of knowledge acquired during the course of study for the doctoral degree; consequently, satisfactory performance in course work does not necessarily guarantee successful performance on the Qualifying Examination. A student is eligible to stand for this examination after receiving approval of the “Program for the Doctoral Degree” from the Dean of the Graduate School and completing most of the course work prescribed by the approved program. All parts of the examination must be taken within a single semester (fall, spring, or first summer). Based on the results of the written examination the evaluating committee may request an oral examination. The student must be enrolled during the semester that the examination is taken.

**PhD Program** - The Qualifying Examination for the Ph.D. in Fine Arts with an emphasis in Music is divided into four parts, Music Theory, Music History, major area, and Fine Arts core, but is reported to the Graduate School as a single event. Qualifying Examinations are typically given on the first two Saturdays of November and March and the last two Saturdays of the first summer session. Check with the Associate Director of Graduate Studies for specific dates.

The Qualifying Examination for Admission to Candidacy for the doctor’s degree is one of the major features of the doctoral program and will be administered in music, the Fine Arts core, and the special area of study. The examination requires a synthesis and application of knowledge acquired during the course of study for the doctoral degree; consequently, satisfactory performance in course work does not necessarily guarantee successful performance on the Qualifying Examination. A student is eligible to stand for this examination after receiving approval of the “Program for the Doctoral Degree” from the Dean of the Graduate School and completing most of the course work prescribed by the approved program. No part of the examination may be taken in absentia without approval from the Graduate School. All music parts (MUHL, MUTH, and major area) must be taken within a single semester (fall, spring, or first summer).
Procedure When the Examination Is Satisfactory - If the Qualifying Examination is considered satisfactory and the requirements in languages (including English) and/or tool subjects have been met, the Associate Director of Graduate Studies and/or advisory committee will send to the Graduate Dean, for consideration by the Graduate Council, a formal letter stating the date of the examination, and a recommendation that the applicant be admitted to candidacy for the doctor’s degree. A copy of the request is to be given to the Director of Graduate Studies for the record. The letter should state the date of the examinations and whether or not the student passed both the major and the core portions. This letter of recommendation is will be forwarded as soon as possible after all the above requirements have been met.

Procedure When the Examination is Not Satisfactory - If any part of the Qualifying Examination is not satisfactory, the chairperson of the advisory committee will notify in writing the Associate Director of Graduate Studies and the Graduate Dean. An applicant who does not pass a part of the Qualifying Examination may be permitted to repeat it once after a lapse of at least four months. Failure to pass the Qualifying Examination the second time will result in dismissal from the program irrespective of performance in other aspects of doctoral study.

Preparation Guides for:
Music Theory -
The Graduate Theory Placement Exam
The Summer Graduate Theory Placement Exam for students matriculating during summer or off-campus
The Master’s Oral Exam
The Doctoral Qualifying Exam
Music History -
http://ttumusicology.wikispaces.com/Studying+for+Graduate+Music+History+Exams
http://ttumusicology.wikispaces.com/
http://ttumusicology.wikispaces.com/Core+Skills+in+Music+History
Exam Layout and Review Guide for DMA and PhD:
http://courses.ttu.edu/musictheory/Programs-Graduate/Doctoral%20Theory%20Qual%20prep.pdf

Theory Qualifying Exams

DMA and PhD Program - The analytical techniques required on the exam are covered in any standard music theory book, a list of which can be found at http://theory.music.indiana.edu/resources/ped_bib.pdf under the section “Music Theory Materials (Basic Undergraduate)”. Look over old notes and assignments, complete undone pages in old workbooks. Locate scores of pieces on the repertoire list. Select a substantial section of a piece or movement and analyze the music in terms of harmony, form, themes/motives, and style characteristics.
Preferably in conjunction with the above techniques, meet with other graduate students or faculty members to grow further and to help gauge your readiness.

For Masterworks Pool for Doctoral Exams / Repertoire List for Qualifying Examinations – See FORMS

**PhD Core Examination**

The core examination is designed to test the student’s general understanding of concepts and materials implicit in the program of core courses required for the degree. The goal is to demonstrate an ability to relate general issues and concerns common to all the arts. It is not expected that any student should have the depth of specialized knowledge in the core that he or she will have in the major area.

Students should plan to take the core exam during the semester following the conclusion of their core class work, or at the end of the last semester in which they are enrolled in core classes. In consultation with his or her area advisor, the student selects the committee. One committee member must be from Art, one from Music, one from Philosophy, and one from Theatre. Ideally, the committee members will be drawn from the group of instructors who have taught the student in the core classes; when this is not possible, other core course instructors can be asked to serve on the committee. The student should contact the prospective committee members and ask if they will be on the committee. The Chair of the College of Visual and Performing Arts Graduate Committee is automatically the chair of the committee. All members of the committee, including the chair, are voting members.

As the committee is being formed or once the committee is formed, the student sets a target date for the exam in consultation with the committee. After the question has been approved and certified as approved by the Chair, the arrangements can be finalized. In consultation with the student and other committee members, the author of the question confirms the day and time for the exam and reserves a suitable room.

In responding to the question, the committee expects the student to demonstrate the ability (a) to identify a single thesis or a set of central arguments in response to the question, (b) to provide and explain convincing evidence to support the thesis/arguments, and (c) to respond intelligently to challenges to the thesis/arguments.

Additional information and sample questions may be found in the Guidelines to the Fine Arts Doctoral Program and on the CVPA website: [www.fadp.vpa.ttu.edu/](http://www.fadp.vpa.ttu.edu/)

For more information, contact:

Theory – Dr. Peter Martens – peter.martens@ttu.edu
History – Dr. Christopher Smith – christopher.smith@ttu.edu
Degree Programs

Master’s Program - The School of Music offers the Master of Music degree in Performance with concentrations in Performance, Conducting, and Collaborative Piano. Master’s programs are also offered in Musicology, Music Theory, Composition, Pedagogy (strings or piano), and the Master of Music Education degree.

There is one foreign language required for the master’s degree with a major in Musicology. Vocal performance majors must demonstrate singing proficiency in French, German, and Italian.

Master of Music in Performance requires a minimum of 30 semester hours of course work and two recitals, or a recital and a paper with the consent of the committee chair, and may be earned in:

- Instrumental or vocal performance,
- Conducting (Instrumental, Choral, Orchestra), or
- Collaborative Piano.

Master of Music in Pedagogy (keyboard or string) requires a minimum of 36 hours of course work.

Master of Music in Musicology requires a minimum of 30 semester hours of course work including a thesis.

Master of Music in Music Theory with a theory emphasis requires a minimum of 30 hours of course work including a thesis.

Master of Music in Composition requires a minimum of 30 hours of course work including a major composition as the thesis project.

Master of Music Education thesis option requires a minimum of 30 hours of course work including a thesis. The non-thesis option requires a minimum of 36 hours of course work.

Specific program guides may be found in the FORMS section.

Doctoral Program - The program requires a minimum of 45 hours of coursework distributed as follows:

- Doctoral Performance Projects – 12 hours minimum
- Other Courses in Music – 15 hours minimum
- Electives – 9 hours minimum
- Required Electives – 9 hours minimum
Doctoral Performance Projects - Four projects  12 semester hours minimum
Each division has specific requirements for the projects in that division. In each division, one project is to be accompanied by a research document. If a student enrolls for a project in a given semester and does not complete it, a grade of CR (for work accomplished) will be given and the student will continue to enroll in that project number until the project is complete. To change to a letter grade, a grade of B or better is required. When the project is complete the instructor will file a change of grade form.

Doctoral qualifying examinations must be passed before the fourth doctoral performance project may be presented.

Other Courses in Music  15 semester hours minimum
These courses are chosen to support and enhance the student's major area of study. Such courses as applied music repertoire, applied music pedagogy, music ensemble, etc. are typically included in this category. Selected music history and music theory courses may be included.

Electives  9 semester hours minimum
MUSI 7301 Bibliography and Research is required. Other courses in this section of the degree plan are selected from music history, music literature, and music theory offerings. Courses from music education, music technology, and other areas may also be chosen. Recommendations may be made based on the evaluation of the Preliminary (diagnostic) Examination.

Required Electives  9 semester hours minimum
Courses to meet this requirement may be chosen from ART 5310, ART 5314, TH A 5310, TH A 5314, PHIL 5310, and PHIL 5314. The student is required to choose one course from the list above. The 5310 courses focus on Historical and Critical Perspectives and the 5314 courses focus on Arts in Contemporary Context. Two additional courses outside of the major area are to be chosen in consultation with the major professor and the Graduate Advisor.

PhD Program - The program requires a minimum of 60 hours of coursework distributed as follows.

- Fine Arts Core – 15 hours
- Music Courses – 33 hours minimum
- Dissertation – 12 hours minimum

Fine Arts Core  15 hours
Select any five of the following: Art 5310 and 5314, Theatre Arts 5310 and 5314, and Philosophy 5310 and 5314.

Music Courses  33 hours minimum
Within the major of music, specializations may be undertaken in composition, music theory, musicology, music education, conducting, administration, performance, and
pedagogy. The music curriculum is individualized to the specialization and to the needs and professional goals of each student. Each student’s degree plan is developed following the administration of the Preliminary (diagnostic) Examination and in consultation with the Doctoral Advisory Committee. The only required course is MUSI 7301 (Music Bibliography and Research) for all students. For students in Performance or Pedagogy, 8-16 hours of applied music study are required. For students in Conducting, 6-12 hours of conducting study are required.

Required course of all students in the program: MUSI 7301 Bibliography and Research

**Dissertation**

12 hours minimum

The dissertation requirement for the program may be satisfied by any one of three options: an internship, the solution of a professional problem, or traditional research. (Details about these options are located in the FADP Guidelines, Appendix I.) Students may choose to develop dissertations from an interdisciplinary approach. Regardless of the option chosen, the project will culminate in a formal dissertation to be submitted to the Dean of the Graduate School. The Doctoral Advisory Committee and the Graduate Studies Committee of the School of Music must approve the student’s project proposal. The two recitals required of the Conducting majors and the last two of the four recitals required of the Performance majors count as half the dissertation project, resulting in a more concise written document. The student must be enrolled in MUSI 8000 (dissertation) while preparing any part of the dissertation project.

**Advisory Committee**

**Master’s Program** - The course of study for a graduate student is supervised by the major professor in cooperation with the specific division of performance or study. Recitals are approved for degree certification by the respective divisions. The committee for Music Theory, Musicology, Music Education, Piano Pedagogy, or String Pedagogy is made up of faculty from that area of study. For the final oral examination in Performance, in addition to the major professor, who chairs the committee, there will be one member from the musicology graduate faculty and one from the music theory graduate faculty.

**DMA Program** – On the recommendation of the School of Music, the Graduate Dean will appoint a Doctoral Advisory Committee after the evaluation of the student’s preliminary examinations and the filing of the Program of Study. This committee will include three faculty members from the School of Music. Each nominee must hold membership on the Graduate Faculty, and the chairperson must possess a doctoral degree. Exceptions to that regulation may be made on a case-by-case basis. It will be the function of this committee to guide the student in all remaining aspects of the program and especially in the study leading to the doctoral performance projects, the qualifying examination, and the final paper.

**PhD Program** – Same as DMA, but with the addition of two members from outside the School of Music. The external members may be from a fine arts division, but that is not a requirement.
Degree Plan

Master’s Program - No later than the end of the first year of work toward the master’s degree, a student should consult with his or her advisor in order to determine the coursework for the degree plan. The student should then consult with the Associate Director of Graduate Studies, who will prepare and submit a “Program for the Master’s Degree and Admission to Candidacy”. After the Graduate Dean approves the program, the student should follow it in subsequent enrollments. Any changes to the program must be approved by the Associate Director of Graduate Studies and submitted to the Graduate Dean on the appropriate form (available from the Associate Director). Delay in submission of the program may result in delay of graduation. A sample Program form is in FORMS.

Doctoral Program - The student’s degree plan is to be worked out with the Advisory Committee chair and then submitted to the Associate Director of Graduate Studies (who will submit it to the Graduate School) by the end of the first year of graduate work. The form entitled “Program for the Doctor of Musical Arts Degree” provides for submission of proposed courses in the major and core areas, specification of tool and leveling requirements, the plan for meeting the resident year requirement, and the names of committee members.

Advisors and students need to be especially alert in monitoring the submission of the program for doctoral study to ensure that it is done early in the student’s program of work. Delaying submission of this document beyond the end of the first year may cause unexpected problems. No student may stand for the qualifying examination until the Graduate School has approved this program of study.

PhD Program - The student’s degree plan is prepared and approved by the Advisory Committee chair and then submitted to the Associate Director of Graduate Studies for submission to the Graduate School. This is to be done by the end of the first year of graduate work. The form entitled "Program for the Doctoral Degree" provides for submission of proposed courses in the major and core areas, specification of tool requirements, plan for meeting the resident year requirement, and the names of committee members. (A sample form is provided in the appendix.)

Advisors and students need to be especially alert in monitoring the submission of the program for doctoral study to ensure that it is done early in the student’s program of work. Delaying submission of this document beyond the end of the first year may cause unexpected problems. No student may stand for the qualifying examination until the Graduate School has approved this program of study.

Substitutions may be made in the degree plan due to frequency of course offering, scheduling considerations, and the interest of the student.
Admission to Candidacy

Master’s Program - The minimum interval between submission of the “Program for the Master’s Degree and Admission to Candidacy” and graduation is four months. Admission to candidacy will be granted at such time as all of the following requirements have been met.

- All conditions relating to admission to the program have been satisfied.
- At least 9 semester hours of the graduate work required for the master's degree have been completed (exclusive of transfer and extension courses).
- All required leveling work has been completed with a grade of C or better.
- An average grade of B or higher has been maintained in all courses comprising the official program. (This does not include leveling work.)
- Proficiency in a foreign language or tool subject required for the particular degree has been acceptably demonstrated (voice majors and musicology majors only).
- Work to date is acceptable to the department concerned, as attested by its approval of the “Program for the Master’s Degree and Admission to Candidacy.”
- The entire program conforms with the general requirements of the Graduate School and to the requirements of the particular degree.

A copy of the program form is available from either the Graduate School website or the Associate Director of Graduate Studies (School of Music).

Doctoral Program - Authority for admitting an applicant to candidacy for a doctor's degree is vested in the Graduate Council. Upon receipt of a recommendation from the Advisory Committee, the Graduate Dean will submit it to the Graduate Council for action. The Council may approve the committee’s recommendation, or it may, after consultation with the committee, suggest additional requirements that the applicant must satisfy.

By written communication, the Graduate Dean will transmit the results of the Council’s action to the applicant, to the chairperson of the advisory committee, and to the Associate Director of Graduate Studies of the School of Music.

A student must be admitted to candidacy for the doctorate at least four months prior to the proposed graduation date. A student may not become a candidate for a degree and graduate in the same semester.

DMA and PhD Program - After successfully completing all the elements of the qualifying examination, the student may be admitted to candidacy for the degree. The achievement of candidacy indicates that the student has completed all the course work necessary for the degree, and has successfully completed the qualifying examination. Authority for admitting
an applicant to candidacy for a doctor’s degree is vested in the Graduate Council. Upon
receipt of a recommendation from the Advisory Committee and the Associate Director of
Graduate Studies, the Graduate Dean will submit it to the Graduate Council for action. The
Council may approve the committee’s recommendation, or it may, after consultation with
the committee, suggest additional requirements that the applicant must satisfy.

By written communication, the Graduate Dean will transmit the results of the Council’s
action to the applicant, to the chairperson of the advisory committee, and to the Associate
Director for Graduate Studies of the School of Music.

A student must be admitted to candidacy for the doctorate at least four months prior to the
proposed graduation date.

Non-Thesis Program

Master’s Programs in performance do not require a thesis, rather, recordings of the
performances required for the degree program. An ETD submission of each performance,
along with the official program for each performance, is to be submitted to the Graduate
School before graduation will be certified. For the non-thesis Master of Music Education
(36 hour program) and the Master of Music in Pedagogy (36 hour program) the report of
the final oral examination is required as certification of completion of all requirements.

Thesis

Master’s Thesis
The master’s thesis should represent independent work by the student, be conducted
under the supervision of an advisory committee, and be written clearly and concisely in
standard English (or another language when appropriate). As soon as the student’s area for
thesis research has been determined, the graduate dean will appoint an advisory
committee upon recommendation of the major department. The committee must consist of
at least two members of the graduate faculty, including one from the department granting
the degree. All members of the committee must sign the Thesis/Dissertation Approval
Form printed by the student from the thesis/dissertation web page. The student must earn
a grade of B or better on thesis work to qualify for graduation.

A manual entitled Texas Tech University Graduate School Formatting Guidelines (Revised
October, 2009) is available at the university website
www.depts.ttu.edu/gradschool/current/THDGuidelines.php. All manuscripts must
conform to published policies. The final copy of the thesis must be submitted electronically
in PDF file format as an Electronic Thesis/Dissertation (ETD) to the University Library’s
server. Deadlines and more information on this process are available through the Graduate
School website. The Graduate Council mandates that students must provide their
committee chairperson with a bound paper copy of the thesis unless a waiver form is
submitted by the student and signed by the chairperson. The waiver form is available on
the Graduate School website. Paper copies may be required by the academic unit in which
the student pursues the degree.
During the semester of graduation, the candidate will pay Student Business Services a Thesis/Dissertation Fee to cover the cost of electronically storing the official copy (ETD) of the thesis. This fee is paid only once. The Thesis/Dissertation Fee is posted to students’ accounts by the Graduate School after Intent to Graduate forms have been processed for the graduating semester. Payment due dates are listed under the current semester’s deadlines at www.depts.ttu.edu/gradschool/current/deadlines.php.

A thesis is required for programs in musicology, music theory, music composition, and the 30-hour music education curriculum. The thesis is expected to represent independent work by the student, conducted under the supervision of the committee, and to be written clearly and concisely in correct English (or whatever other language may be appropriate). All members of the committee must approve and sign the thesis.

The thesis committee of three members is constituted of the major professor and one other faculty member from the division of study plus one faculty member from another academic area within the School of Music. Practice is that all three may be from the academic area, but may have no more than one person from another area.

Available at the Texas Tech University Bookstore or on line from the Texas Tech University Library is a pamphlet entitled Instructions for Preparing and Submitting Theses and Dissertations. All manuscripts must conform to these published policies. The University requires an ETD submission of the thesis. For Graduate School’s formatting guidelines, Click Here or go to http://www.depts.ttu.edu/gradschool/docs/format/FormattingManual_r2011.pdf

For current instructions on submission of the theses, see the Graduate School website. http://www.depts.ttu.edu/gradschool/current/THDCompletionReq.php

**Guidelines for a Master’s Thesis Proposal in Music (other than composition)**

Master’s students are encouraged to consider and select thesis projects as soon as their program allows. Before a project can be declared officially, it must be proposed to and approved first by all members of the student’s advisory committee. After approval by the advisory committee, the proposal is to be submitted to the Graduate Studies Committee of the School of Music for approval. It must be available to the committee at least two weeks prior to a scheduled meeting. The student should prepare the proposal in close consultation with the major professor. In preparing the proposal, include the following:

- **Heading and Personal Data**
  A heading stating the student’s name, the degree sought, the major area, and the chair of the advisory committee should identify the project proposal. Include also your e-mail address, Lubbock address and telephone number and your permanent address and telephone number. List names of all members of the advisory committee and certify that all have approved this proposal.

- **Proposed Title**
The title should indicate the nature of the study, clearly and succinctly.

- **Justification**
  Explain the purpose of and need for this study.

- **Review of Related Research**
  Summarize previous research in the area. Indicate where your study fits in. Document your statements with definite citations.

- **Methodology and Materials**
  State briefly the methods and steps to be followed. Specify the sources and materials necessary.

- **Preliminary Outline**
  Give chapter titles and sub-headings. Then include a short statement regarding results or conclusions expected, if possible.

- **Bibliography**
  Provide a bibliography of all pertinent sources.

**Guidelines for a Master’s Thesis Proposal in Music Composition**

Composition majors are encouraged to consider and select thesis projects as soon as their program allows and as soon as their major professor is satisfied as to their readiness. The student should make out the thesis proposal in close consultation with the major professor. It must then be approved by all members of the student’s advisory committee. The student should prepare the proposal in close consultation with the major professor. In preparing the proposal, include the following:

- **Heading and Personal Data**
  A heading that states the student’s name and the degree being sought should identify the project. The personal data should include the student’s Lubbock address and telephone number and his or her home address and telephone number and the name of the advisory committee chair. List names of all members of the advisory committee and certify that all have approved this proposal.

- **Proposed Title of Original Composition**

- **Proposed Medium of Performance**

- **Detailed Statement**
  A detailed statement regarding aesthetic and/or methodological approaches to be used in realizing the composition, materials (show examples), instrumentation, special features, etc.

- **Plans for Performing the Completed Work**
Dissertation

Each student in a DMA program is expected to write a formal research oriented document under the direction of the Doctoral Advisory Committee for submission to the Graduate Dean. While the topic for the research document will most often be the same as that for the lecture recital, the student, with the advice of the committee chair, may choose another topic. The DMA document is to be a study of a repertoire, pedagogical, or other professional topic that is related to the primary area of study of the student. The goal of the document is to provide other members of the profession with a research-oriented resource.

All manuscripts must conform to published policies that can be found at http://www.depts.ttu.edu/gradschool/current/THDGuidelines.php. The final copy of the dissertation must be submitted electronically in PDF format as an ETD to the University Library’s server. Deadlines and more information on this process are available through the Graduate School website. The Graduate Council mandates that students must provide the committee chairperson with a bound paper copy of their dissertation unless a waiver form is submitted by the student and signed by the chairperson. The waiver form is available on the Graduate School website. Paper copies may be required by the academic unit in which the student pursues the degree. All copies of a dissertation, electronic or paper, must be accompanied by an abstract of no more than 350 words.

Each candidate for the doctorate in Fine Arts will write a formal dissertation under the direction of the Doctoral Advisory Committee for submission to the Graduate Dean. Students are encouraged to identify dissertation topics and begin their research as soon as possible after beginning their course work. The form of the dissertation project will vary from student to student, but generally will follow one of three options: internship study (see below), professional problem, or traditional research. Students are encouraged to develop dissertations within an interdisciplinary approach, in which case the advisory committee, perhaps with co-chairs, should reflect the breadth of the choice. In any case, the project will involve some mode of research and analysis, and will be written according to the guidelines listed on the Graduate School website.

The Doctoral Advisory Committee is constituted of five faculty members, all of whom must be members of the Graduate Faculty for the University. The chair, usually the student’s major professor, must hold a doctoral degree. Two other members of the committee are to be from the School of Music. The remaining two members may be from the fine arts areas, or may be from any area in the University.

For current instructions on submission of the dissertation, see the Graduate School website. http://www.depts.ttu.edu/gradschool/current/THDCompletionReq.php The dissertation work must earn a grade of B or better in order to qualify the student for graduation. For Performance majors, the dissertation requirement is met in part by the last two of the four required recitals. For Conducting Majors, the dissertation requirement is met in part by the two required recitals. Pedagogy majors write a full-scale dissertation;
their two recitals substitute for the major area exam and are not therefore part of the dissertation.

Below are guidelines for 1) the dissertation proposal for all areas except composition, 2) the dissertation proposal for a composition, and 3) an internship. All proposals for doctoral dissertation projects must be approved by the doctoral advisory committee (including the members from outside the School of Music) and the Graduate Studies Committee of the School of Music.

For more information on Theses and Dissertations from the Graduate School, [Click Here](#).

### Guidelines for a Ph.D. Dissertation Proposal in Music

#### Traditional Research and Professional Problem

Doctoral students are encouraged to consider and select a dissertation project as soon as their program allows. Before a project can be declared officially, it must be proposed to and approved first by all members of the student’s advisory committee and then by the Graduate Studies Committee of the School of Music. The student should prepare the proposal in close consultation with the major professor. In preparing the proposal, include the following:

- **Heading and Personal Data**
  A heading stating the student’s name, the degree sought, the major area, and the chair of the advisory committee should identify the project proposal. Include also your Lubbock address and telephone number and your permanent address and telephone number. List names of all members of the advisory committee and certify that all have approved this proposal.

- **Proposed Title**
  The title should indicate the nature of the study, clearly and succinctly.

- **Justification and Thesis Statement**
  Explain the purpose of and need for this study.

- **Review of Related Research**
  Summarize previous research in the area. Indicate where your study fits in. Document your statements with definite citations.

- **Methodology and Materials**
  State briefly the methods and steps to be followed. Specify the sources and materials necessary.

- **Preliminary Outline**
  Give chapter titles and sub-headings. Then include a short statement regarding results or conclusions expected, if possible.

- **Bibliography**
Provide a bibliography of all pertinent sources.

Guidelines for a PhD. Dissertation Proposal in Music Composition
Composition majors are encouraged to consider and select dissertation projects as soon as their program allows and as soon as their major professor is satisfied as to their readiness. The student should make out the dissertation proposal in close consultation with the major professor. It must then be approved by all members of the student’s advisory committee and also by the Graduate Studies Committee of the School of Music. In preparing the project proposal, the student should consider the following:

- Heading and Personal Data
  A heading that states the student’s name and the degree being sought should identify the project. The personal data should include the student’s Lubbock address and telephone number and his or her home address and telephone number and the name of the advisory committee chair. List names of all members of the advisory committee and certify that all have approved this proposal.

- Proposed Title of Original Composition

- Proposed Medium of Performance

- Detailed Statement
  A detailed statement regarding aesthetic and/or methodological approaches to be used in realizing the composition, materials (show examples), instrumentation, special features, etc.

- Plans for Performing the Completed Work

Internship Guidelines
A professional internship may be approved as a part of the dissertation requirement of the doctoral program in Fine Arts. The internship itself is extended as a research project that requires analysis, evaluation, and synthesis within a dissertation. Ordinarily, approval is given through the student’s doctoral advisory committee on behalf of the FADP and is based on review of the stated professional goals of the student and on the nature and location of the internship proposed. Specific regulations are given in the Fine Arts Doctoral Program Guidelines, found in the Appendix.

Dissertation Defense - Final Examination
A final public oral examination, usually over the general field of the dissertation, is required of every candidate for the doctorate. It may be scheduled at a suitable time after the dissertation (not necessarily the final version) has been read by the advisory committee. The examination may not be administered until at least three weeks have elapsed following the candidate’s submission to the Graduate School of the notification form giving the time, place, and other information pertaining to the examination. (This form is available from the Graduate School.) The examination is conducted by the advisory committee and the
Graduate Dean, or a professor designated to act in place of the Graduate Dean. All members of the committee participate fully in the examination and cast a vote. Professors other than members of the committee, including the Graduate Dean’s representative, may participate in the examination but have no vote in determining the outcome.

The chairperson of the advisory committee should convene the examination by introducing the candidate, giving his or her background, and indicating the general procedures to be followed. Although some variation in procedure from department to department and from committee to committee is likely, the following general procedures are appropriate. Initially, the candidate should be given a short period of time (from 20 to 30 minutes) for an overview of the research project for the benefit of those in attendance who have not read the dissertation. After this presentation, the candidate should be questioned by members of the committee in a way that will require a genuine defense of both the dissertation and its research procedures. All members of the committee should have read and thoroughly familiarized themselves with the dissertation before the examination, and copies of the document (not necessarily in final form) should be available for reference during the examination.

After committee members have examined the candidate, others in attendance should be permitted to raise questions or make comments. As indicated earlier, the examination is a public affair and the candidate should be able to defend his or her work before anyone who cares to question it. When ample opportunity has been given for questions from the audience, those not on the doctoral committee should be excused while the committee asks any final questions it chooses. When the committee is satisfied, the candidate should be dismissed from the room while the committee deliberates and comes to a decision concerning the adequacy of the candidate’s performance. When a decision is reached, the candidate should be informed, and the committee chairperson should forward a report of the outcome to the Graduate School for the record.

Recitals

Master’s Program –
Performance on an Instrument or voice: Two public performances are required.

Conducting: Two public performances, or one performance and a supporting paper are required.

For performance on an instrument or voice one solo recital and a second performance, the content of which will be determined and approved by the appropriate applied divisional faculty, are required. The divisional faculty may accept an opera or oratorio role, a concerto appearance, or some other major performance for all or part of a recital. The student’s applied music faculty committee must judge both performances satisfactory. A student whose recital is judged unsatisfactory will be permitted to present another recital program no earlier than four months from the date of the previous recital. The student is responsible for an ETD submission including official programs of each required performance to the Office of the Graduate Dean, along with a memo certifying the
completion of the final oral examination during the semester of graduation (not earlier). For additional information, see the Graduate School website. http://www.depts.ttu.edu/gradschool/

**Doctoral Program**
Recitals/Guidelines for the Performance, Pedagogy, and Conducting Specializations

- The faculty in Doctor of Musical Arts Program anticipates that the student will be able to begin on the first doctoral performance project upon entering the program. If that is not the case, no more than four (4) credits hours of MUAP 5001 may be credited to the student in Other Courses in Music.

- Special Requirements for the first recital for DMA students in Performance and Piano Pedagogy:
  - The first DMA solo recital, MUSI 8301, will be a qualifying recital. Normally, this recital will take place in the first or second semester after beginning the program. MUSI 8301 must be completed with a grade of B- or better, before the student may enroll in MUSI 8302 or MUSI 8303. MUSI 8304 may not be performed until after the student advances to candidacy.
  - A student who fails to achieve the required minimum grade on the qualifying recital may, with the permission of the student’s recital committee, be allowed to replay the recital in the following semester. A third performance will not be permitted.
  - MUSI 8301 must be completed by the third semester following acceptance into the DMA program. If the student fails to pass the qualifying recital, he or she will not be allowed to continue in the chosen program of study.

- A minimum of four public performances is required, their nature to be determined by the student’s advisory committee, and by the appropriate applied area faculty.

- All required degree recitals must be judged acceptable by the applied area faculty and the student's advisory committee together.

- The chairperson of the student’s advisory committee is responsible for reporting the results (in writing) of each recital to the Associate Director of Graduate Studies in music. This should be done as soon as possible after the recital.

- An ETD submission recording along with the programs of each of the doctoral performance projects is to be submitted to the Graduate School. Recordings are to be submitted in accordance to the Electronic Thesis and Dissertation process outlined by the Graduate School. In order to provide an acceptable recording, it is necessary to use the School of Music recording service. For additional information, see the Graduate School website. http://www.depts.ttu.edu/gradschool/
PhD Program -
The guidelines are as follows.

- The doctoral program in Performance will include a minimum of 8 hours (6 in conducting) of applied music study, and no more than 16 hours (12 in conducting) may be credited toward the degree.

- A minimum of four public performances (two in pedagogy or conducting) is required, their nature to be determined by the student's advisory committee and by the appropriate applied area faculty. For Performers, the first two recitals are considered part of the Qualifying Examination (see below). The final two recitals are considered part of the dissertation project. For Conductors and Pedagogy students, the two recitals are considered part of the dissertation project.

- All required degree recitals must be judged acceptable by the applied area faculty.

- The chairperson of the student's advisory committee is responsible for reporting the results (in writing) of each recital to the Associate Director of Graduate Studies in music. This should be done as soon as possible after the recital.

- The first two recitals for Performance students are considered part of the qualifying examination battery of tests. The faculty of the appropriate applied area must accept both recitals.

- The final two recitals for Performance students are considered part of the dissertation project. The faculty of the appropriate applied area must approve them both.

- An ETD submission along with the program of each of the two dissertation recitals or performances for the Performance or the Conducting specialization are to be submitted to the Graduate School along with the student's written dissertation and are considered a part of the total dissertation project. The contents of the performances may or may not relate to the written portion of the dissertation. In order to provide an acceptable recording, it is necessary to use School of Music Recording Service. Recordings made on nonprofessional equipment are not acceptable.

- The student must be enrolled in MUSI 8000 when preparing any portion of the dissertation, including the two dissertation recitals or performances that are submitted as a part of the project. The 12 hours of MUSI 8000 are to be considered as minimal; the student will be expected to enroll in MUSI 8000 as often as necessary for the completion of the dissertation.

- Once a student begins enrollment in MUSI 8000, he/she must be continuously enrolled until the dissertation project is complete. A grade of CR (credit for work accomplished) will be entered each semester until the entire dissertation project is completed.
• The student must be enrolled for a minimum of 3 credit hours of dissertation (MUSI 8000) the semester the dissertation is defended.

Scheduling of Recitals

**Master’s Program** - Graduate students may schedule fall semester recitals beginning on Monday of the second week of the fall semester.

**Doctoral Program** - Graduate students may schedule fall semester recitals during the first four weeks of the semester only.

**Both** - For spring semester recitals, graduate students may begin scheduling the first Monday of November. Scheduling for all School of Music events is done in the School of Music Business Office.

Recording Recitals

The School of Music Recording Service must record all performances presented to meet degree requirements. Forms for requesting recordings are available in the School of Music Business Center. Sample forms are included in FORMS.

Intent to Graduate

Within the first two weeks of the semester the student plans to graduate a “Statement of Intention to Graduate” form must be filed in the Graduate School. No candidate’s name will be placed on the “Tentative List of Graduates” for any graduation date unless this statement has been received at the Graduate School by the specified deadline. The forms are available from the Graduate School or through the Graduate School web site.

Deadline packets will be sent to students by the Graduate School according to the proposed date of graduation indicated on the “Program for the Master’s Degree and Admission to Candidacy” form. Information is also posted on the Graduate School website. [www.depts.ttu.edu/gradschool/](http://www.depts.ttu.edu/gradschool/)

Final Oral Examination

Process – Secure a form from the Administrative Assistant to the Music Graduate Studies program that members of the committee will sign indicating their willingness to serve.

**Master’s Program** - Within the term or semester of intended graduation every candidate for a master’s degree is required to pass a final comprehensive examination in music. The student should consult the chairperson of the advisory committee to arrange for the time and place of the examination. It should be scheduled in accordance with Graduate School deadlines for submission of final reports. Immediately after the examination the chairperson of the committee will report the results to the Associate Director of Graduate
Studies in the School of Music. **Students must be enrolled for at least 3 hours at the time the Final Examination is taken.**

The examination committees are constituted as follows.

- For students in performance (including conducting): the chair, a representative from the musicology faculty, and a representative of the music theory faculty.

- For non-thesis music education students: the chair, and two faculty committee members. Typically all committee members are music education faculty members, but may be, at the discretion of the chair, from musicology, music theory, or performance.

- For thesis students: the thesis committee (refer to the section above about the thesis) serves as the committee and the defense of the thesis as the final examination.

The final examination is a synthesis and application of knowledge acquired during the course of study leading to the master’s degree; consequently, satisfactory performance in coursework does not necessarily guarantee successful performance on the final examination. A student who fails the final examination may repeat it once after an interval of four months or more.

At the discretion of the School of Music, a student who passes the examination but does not graduate within 12 months may be required to repeat the examination.

**Guidelines for Final (Oral) Examination**

The examination will cover:

- General information about music history and music theory of all eras, and

- Specific information about the student’s major area and the thesis, if one was written, and the graduate recitals, if applicable.

In preparing for the examination, the student should:

- Interview the members of the examination committee for guidance on the content of the examination,

- Review all undergraduate music history and music theory courses, and

- Review notes from all graduate courses taken.

Questions asked during the examination may include:
• History, literature and pedagogy of the major area, notable teachers and performers, trends in performance, teaching and research in the major area and discussion of specific pedagogical issues.

• Identification of musical scores for genre, possible composer, approximate date of work, form, medium, harmonic analysis, terminology.

• Bibliography, including periodical literature in the major field.

DMA Program - A final public oral examination over the student’s general field of study is required of every candidate for the doctor of musical arts. It is scheduled at a suitable time after all the doctoral performance projects have been completed and the research paper is ready for final presentation. The examination may not be administered until at least three weeks have elapsed following the candidate’s submission to the Doctoral Advisory Committee of the final copy of the doctoral paper. The advisory committee conducts the examination. All members of the committee participate fully in the examination and cast a vote. Professors other than members of the committee may participate in the examination but have no vote in determining the outcome.

The chairperson of the advisory committee should convene the examination by introducing the candidate, giving his or her background, and indicating the general procedures to be followed. Although there will likely be some variation from department to department and from committee to committee, the following general procedures are appropriate. Initially, the candidate should be given a short period of time (from 15 to 20 minutes) for an overview of the research project for the benefit of those in attendance who have not read the paper. After this presentation, the candidate is to be questioned by members of the committee in a way that will require a genuine defense of both the research paper and the content of the doctoral performance projects, and demonstrate knowledge of the specific field of study. All members of the committee should have read and thoroughly familiarized themselves with the research paper and copies of the document (not necessarily in final form) should be available for reference during the examination.

After committee members have examined the candidate, others in attendance should be permitted to raise questions or make comments. As indicated earlier, the examination is a public affair and the candidate should be able to defend his or her work before anyone who cares to question it. When ample opportunity has been given for questions from the audience, those not on the doctoral committee should be excused while the committee asks any final questions it chooses. When the committee is satisfied, the candidate should be dismissed from the room while the committee deliberates and comes to a decision concerning the adequacy of the candidate’s performance. When a decision is reached, the candidate should be informed and the committee chairperson should forward a report of the outcome of the examination and a recommendation that the student be approved for graduation to the Graduate School.

If corrections are needed, they are to be made by the student and the final paper submitted to the Graduate School for inclusion in the ETD collection.
Research Paper

One of the doctoral performance projects is to be accompanied by a research paper. The topic of this paper is to be determined in consultation between the student and the advisory committee. Typically, the paper is 50-100 pages in length, prepared in scholarly fashion using a style guide (Chicago, APA, MLA, for example), and contains either footnotes or endnotes, and a complete bibliography. A written proposal including an overview, justification, review of literature, methodology, table of contents and bibliography is to be presented to the advisory committee and then to the Graduate Studies Committee for discussion, comment, and approval before the writing begins. The student is to submit drafts of the paper to the committee for revision, comment, and improvement. The final version of the paper is to be provided to the committee three weeks in advance of the Final Examination (see below). When the committee has accepted the paper, a title page is prepared by the Associate Director for the signatures of the committee members. The final paper is placed on ETD file in the Graduate School for reference by faculty and student. The contents of the paper are the possession of the student and may be copyrighted for future publication.

Miscellaneous Requirements/Information

Transferred and Extension Work

Master’s Program - There is no automatic transfer of credit toward a master’s degree, but, in general, work completed in residence at another accredited graduate school may, on the recommendation of the departments concerned, be accepted for as much as 6 semester hours toward a master’s degree. Work completed at another graduate school with a grade less than B will not be accepted.

A maximum of 6 semester hours of extension work completed through the Division of Continuing Education of Texas Tech may be credited on the course work for a master’s degree (or a maximum of 9 hours on a 36-hour program) if the student had been officially admitted to the Graduate School prior to enrolling for the extension work. Graduate credit is not granted for courses taken by extension at another university.

Not more than 9 semester hours (or 12 hours on a 36-hour program) of any combination of extension course and courses completed elsewhere may ordinarily be credited toward a master’s degree.

Graduate credit is not granted for courses taken by correspondence.

DMA and PhD Program - Work completed in the doctoral program of another recognized university will be considered by the Graduate Dean upon the recommendation of the Graduate Studies Committee of the School of Music, but no assurance can be given that such work will reduce the course requirement here. In no case can transferred credit reduce the minimum residence requirement.
Time Limit

**Master’s Program** - With the exception of certain specially approved programs, work credited toward a master’s degree must be completed within six years. Students whose graduate study is interrupted by military service will be granted an extension of time for the period of their military duty, not exceeding five years.

**DMA and PhD Program** - All work for the doctorate must be completed within four years after the applicant has been admitted to candidacy and eight years from the initial enrollment.

*Detailed information and current deadlines may be found on the Graduate School website: [www.depts.ttu.edu/gradschool/](http://www.depts.ttu.edu/gradschool/)*

Intervals between Examinations

**PhD Program** - At least three months must intervene between the Preliminary Examination and the Qualifying Examination. At least four months must intervene between the Qualifying Examination and the Final Examination.

Grade Requirement

**Master’s Program** - The minimum requirement for graduation is an average of B in the major subject and an overall average B on all courses comprising the official program for the degree.

**DMA and PhD Program** - The minimum requirement for graduation is a B average in the major subject, a B in the dissertation, and a B average in all courses outside the major (the core).

Foreign Language

**DMA Program** - While there is no specific foreign language requirement, competency is required if the student’s specialization or field of research requires it. Vocal performance majors may be required to enroll in foreign language study.

**PhD Program** - Competency in a foreign language is required if the student’s specialization or field of research calls for it. Musicology majors must pass a proficiency exam in at least one foreign language.

Residency

**DMA Program and PhD** - Regardless of the amount of graduate work that may have been completed elsewhere, every applicant for the doctorate is required to complete, in residence at Texas Tech, at least one year of graduate study (18 hours) beyond the master’s degree. The aim of this requirement is to ensure that every doctoral candidate devotes a
substantial period of time to the program without the distraction of other employment. The residence requirement is normally fulfilled in one of the following ways.

- 9 hours in the fall semester.
- 9 hours in the spring semester.
- 9 hours in summer sessions I and II
- 9 hours in the preceding spring or following fall semester.
- Other patterns of enrollment may be considered with approval by the Associate Director of Graduate Studies.

**Additional Graduate School Policies and Regulations**

**Enrollment**
Students who have been granted admission to the Graduate School are expected to register for coursework whether or not they contemplate degree work. Failure to register in the term for which admission is granted ordinarily requires the student to reapply for admission. Any student who fails to register during a one-year period, and who does not have an official leave of absence from study, is subject to review for readmission by the standards in effect at the time of reconsideration.
The details of registration are under the jurisdiction of the registrar’s office, which furnishes to each enrollee complete instructions for all steps in the procedure. Students should follow carefully such instructions and those found below.

**Departmental Approval of Courses**
The student should have a schedule of courses approved by an official representative of the major department at the time of registration. It is the student’s responsibility to see that the Registrar’s printout corresponds exactly to the courses listed on his or her schedule request card.

**Full-Time Study**
Except in unusual circumstances, all students who are seriously pursuing graduate degrees are expected to be enrolled full time. Normal full-time enrollment is 12 hours in a regular semester, 6 hours in a summer term. Under certain circumstances, enrollment anywhere from 9 to 16 hours in a regular semester and 3 to 6 hours in a summer term may be certified as full time.

Students must be enrolled full time (at least 9 hours in each long term, 3 to 6 hours in each summer term) to be eligible to hold fellowships, teaching assistantships, research assistantships, or other appointments designed for the support of graduate study.

If a student is devoting full time to research, using University facilities and faculty time, the schedule should reflect at least 9 hours enrollment (6 hours in each summer term), regardless of the number of research, independent study, thesis, or dissertation hours taken previously.
Continuous Enrollment
Students who have begun thesis or dissertation research must register in each regular semester and at least once each summer until the degree requirements have been completed, unless granted an official leave of absence from the program for medical or other exceptional reasons.

Registration for Thesis or Dissertation Courses
Registration for master’s thesis is required for at least 6 hours and for doctor’s dissertation at least 12 hours, although repeated registration for each of these courses is common. Normally a student should enroll for these courses under the committee chairperson; however, in those instances where other professors on the committee are making substantial contribution to the student’s research, it is permissible for the student to enroll under those professors.

Students may not enroll in thesis or dissertation courses before formal admission to a degree program by the Graduate Dean.

Enrollment for thesis or dissertation courses is permitted only during a regular registration period. Students away from the campus may, however, register for such courses by internet.

Registration When Using University Facilities
Students are required to register for appropriate courses in any term or semester in which they expect to receive assistance or use the facilities of the University, or when taking final degree examinations.

Registration in Session of Graduation
Even though there are only two commencement exercises each year, there are three official graduation dates: December, May, and August. Normally, every candidate for a graduate degree must be registered for at least 3 hours in the session of graduation. Failure to graduate at the expected time requires such additional registrations as may be necessary.

Changes in Schedule and Withdrawal
A graduate student who wishes to add or drop a course must initiate such action with the chair of his or her advisory committee. To withdraw from the Graduate School, the student must make the request at the Office of the Dean of Students. A student who quits a course without official withdrawal is likely to receive an F in that course.

After a schedule has been approved and the fees have been paid, each change will be subject to a charge unless it is made for the convenience of a department of the University.

Grades
The grades used in the Graduate School are the same as those used in undergraduate work (A, B, C, D, and F), but graduate credit is allowed only for courses completed with grades of
A, B, and C (although grades of D and F are used in computing grade-point averages). Upon departmental request and approval of the Graduate Dean, individually arranged courses, professional seminars, and certain other courses may (at departmental option) be graded P (pass) or F (fail). However, no more than one-fourth of a student's program coursework may be graded pass/fail.

No final grade assigned for a graduate-level course may be raised unless an error has been made. The substitution of another course for one completed with a low grade is not permitted.

Work completed at another graduate school with a grade less than B will not be accepted, nor will grades of Pass or Satisfactory be accepted. Grades on transferred work will not raise the grade average on courses completed at Texas Tech University.

**Symbols CR, NC, I, W, and WF**
The symbol CR (credit) or NC (no credit) normally is assigned for every enrollment for a master’s thesis or doctor’s dissertation until the completed document has been approved by the student's committee and accepted by the Dean of the Graduate School. At that time a grade of A or B will be entered for the final enrollment.

A professor may give CR when a student’s work in other research courses is not finished but is satisfactorily in progress at the end of a semester. This symbol must be replaced by a standard letter grade if credit is to be granted for the work. CR is not an appropriate grade for regularly organized courses.

The symbol I (incomplete) may be given by a professor when a student’s work in a course has not been completed at the end of a semester and when the failure to complete the work has been due to causes beyond the student's control. It is not used as a substitute for F. The instructor should file a form with the Graduate Office at the time the I is given, specifying the reasons for the grade and the work remaining to be done.

When a student officially withdraws from a course by the specified date early in the term, a grade of W will be assigned. A withdrawal after the specified date will result in a grade of W or WF, according to the assessment of the student’s work in the course up to the time of the official withdrawal.

**Proficiency in English**
A student found deficient in English may be required to complete satisfactorily certain specified courses in English usage (without graduate credit) before being considered for admission to candidacy for a graduate degree.

**Statement of Intention to Graduate**
A student planning to graduate must file with the Graduate Office a “Statement of Intention to Graduate” before the semester of intended graduation date. No candidate’s name will be placed on the “Tentative List of Graduates” for any graduation date unless this statement has been received at the Graduate School by the specified deadline.
A candidate who fails to graduate at the expected time is required to file a new "Statement of Intention to Graduate" for any subsequent graduation.

**Letter of Completion**
Students who have completed all requirements for degrees, but for whom final transcripts or diplomas are not yet available, may request from the Graduate School a letter certifying that they have met all requirements and that further enrollment is not necessary. Completion letters will be sent to employers upon the student’s request.

**Deadlines for Graduation**
All students who have indicated intent to graduate in a given semester will be sent a list of deadlines for graduation. Deadlines to be met include filing the “Statement of Intention to Graduate” and the official thesis or dissertation title form, paying the diploma fee, removing grades of “I” and “CR,” and so forth. Failure to meet scheduled deadlines will delay graduation.

**School of Music Procedures**
Graduate students wishing to pursue a complaint related to substantive academic issues must observe the following procedural chain of notification. The student discusses the complaint with the unit’s Graduate Advisor or degree program Coordinator (the student can proceed directly to Chair or Director if the Graduate Advisor / program Coordinator is a party named in the complaint). If the matter is not resolved at this stage, the student discusses the complaint with the Chair or Director, who issues a summary judgment. (If the Chair or Director is involved in the complaint, the student contacts an Associate Chair or Director of the unit.) Should the student be dissatisfied with the outcome, he/she notifies the Chair, Director, or Associate and requests a hearing by the GAC. The unit administrator then confers with the Dean of the CVPA or Associate Dean charged with graduate and faculty issues to ascertain whether the dispute meets criteria for a hearing by the GAC.

The Associate Dean charged with this responsibility ordinarily requests GAC service from (in order of preference) appropriate faculty members from the home unit identified in consultation with the Chair or Director, members of the CVPA Graduate Committee, CVPA Awards & Research Committee members, and/or other qualified faculty members in the CVPA. In consultation with the Chair or Director, the dean’s representative invites a graduate student to participate as a fully-functioning GAC member. The GAC issues the final decision in this process of complaint through departmental channels of communication. (For additional information, see the [CVPA Graduate Academic Committee (GAC)](https://example.com).) Students deviating from the departmental process shall receive written reprimand at the first infraction; the second may result in disciplinary action, up to and including suspension from the program. Students remaining dissatisfied have the option of filing a formal Appeal or Grievance using the procedures discussed in OP64.07, Graduate Student Appeals.
Credit and Time Requirements
Pursuant to the Texas Tech University Undergraduate/Graduate Catalog, the Texas Administrative Code, and in accordance with norms stated in the NASM Handbook, the credit and time expectations for School of Music courses are as follows:

For studio- or project-based courses at the graduate level, in-class contact hours typically include a combination of individual meetings and group activities that may vary by studio discipline and instructor. Total time expectations for in- and out-of-class student activity typically range from 45 to 60 hours per credit hour per semester.

For traditionally delivered three-credit-hour graduate lecture-/seminar-based courses during a regular semester, students should expect to be in class for 3 hours per week, and work outside of class a minimum of 6 hours per week. For three-credit-hour graduate studio-/project-based courses, students should expect to devote a total of between 9 and 12 hours to the course per week.

Other Helpful Links or Resources:
www.ttu.edu
http://www.financialaid.ttu.edu/home/
http://www.depts.ttu.edu/studentbusinessservices/
http://www.ttuhscc.edu/studenthealth/
http://www.depts.ttu.edu/gradschool/
http://www.depts.ttu.edu/gradschool/current/DeadlinesGraduation.php
http://www.ttu.edu/it4students raiderlink.php
http://www.ttu.edu/it4students/
Health and Safety for the Music Student
The primary factor in your health and safety is YOU. Be responsible, make good choices and be informed. The information below will outline musician-specific health and safety issues as you prepare for your career in music.

Hearing Health
Hearing health is essential to your lifelong success as a musician. Noise-induced hearing loss is largely preventable. You must avoid overexposure to loud sounds, especially for long periods of time. The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms. Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing. Risk of hearing loss is based on a combination of sound or loudness intensity and duration. Recommended maximum daily exposure times (NIOSH) to sounds at or above 85 dB are as follows:

- 85 dB (vacuum cleaner, MP3 player at 1/3 volume) – 8 hours
- 90 dB (blender, hair dryer) – 2 hours
- 94 dB (MP3 player at 1/2 volume) – 1 hour
- 100 dB (MP3 player at full volume, lawnmower) – 15 minutes
- 110 dB (rock concert, power tools) – 2 minutes
- 120 dB (jet planes at take-off) – without ear protection, sound damage is almost immediate

Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of hearing loss. Be mindful of those MP3 earbuds. See chart above. The use of earplugs and earmuffs helps to protect your hearing health. Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily basis. It is important to follow basic hearing health guidelines. It is also important to study this issue and learn more. NASM and PAMA provide advisories and other information on the web:
http://nasm.arts-accredit.org/index.jsp?page=NASM-PAMA_Hearing_Health

If you are concerned about your personal hearing health, talk with a medical professional.

Excerpted from: “Protecting Your Hearing Health: Student Information Sheet on Noise-Induced Hearing Loss” NASM/PAMA: November 2011

Performance Health
Musicians use their bodies in specific and highly trained ways, and injuries can occur that can have lasting impact on performance ability. Performers need to be aware of vocal and
musculoskeletal health issues that can affect them. Musicians at all levels of achievement can suffer from repetitive stress injuries, neuromuscular conditions or dystonias, and psychological issues including severe performance anxiety.

As health concerns can vary widely depending on performance area, your primary source of information regarding performance health and injury prevention will be your applied music instructor. The School of Music will also host many guest speakers and presenters to specifically address performance health, injury prevention, and treatment options.

If you are concerned about your health as a musician, or are experiencing discomfort in practice or performance, talk with a medical professional.

Performance health resources for all musicians, regardless of area of study:

School of Music Courses
Yoga for Musicians, MUSI 2000-001/7000-001, taught by Dr. Lisa Garner Santa Dimensions of Performance, MUAP 3101/5101, taught by Dr. William Westney

Materials in University Library (Select list—browse ML3820 area for more titles)
ML3820 .W27 2009
ML3820 .D38 2008
ML3820 .C75 2000

Websites
Andover Educators (body mapping): http://bodymap.org
Dalcroze Society of America: http://www.dalcrozeusa.org
The Feldenkrais Method: http://www.feldenkrais.com
Performing Arts Medical Association: http://www.artsmed.org

NOTE: Health and safety depend in large part on the personal decisions of informed individuals. Institutions have health and safety responsibilities, but fulfillment of these responsibilities can and will not ensure any specific individual’s health and safety. Too many factors beyond any institution’s control are involved. Individuals have a critically important role and each is personally responsible for avoiding risk and preventing injuries to themselves before, during, and after study at any institution. The information above does not alter or cancel any individual’s personal responsibility, or in any way shift personal responsibility for the results of any individual’s personal decisions or actions in any instance or over time to any institution.
Forms
### Required Steps for the MASTER'S DEGREE

<table>
<thead>
<tr>
<th>ACTION</th>
<th>INITIATED THROUGH</th>
<th>SUBMITTED TO</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Plan courses for degree</td>
<td>Graduate Advisor</td>
<td>Graduate Advisor</td>
<td>Prior to registration</td>
</tr>
<tr>
<td>2 Set up thesis advisory committee and title, if applicable</td>
<td>Graduate Advisor</td>
<td>Graduate Advisor</td>
<td>Prior to filing “Program for the Master’s Degree and Admission to Candidacy” form</td>
</tr>
<tr>
<td>3 File &quot;PROGRAM FOR THE MASTER’S DEGREE AND ADMISSION TO CANDIDACY&quot; form (Not to be confused with the &quot;Statement of Intention to Graduate&quot; form, see #6 below)</td>
<td>Graduate Advisor or Chair, Advisory Committee</td>
<td>Graduate School Enrollment Management</td>
<td>After first semester of master's coursework, no later than the posted deadline</td>
</tr>
<tr>
<td>4 File changes in degree program, as necessary</td>
<td>Graduate Advisor or Chair, Advisory Committee</td>
<td>Graduate School Enrollment Management</td>
<td>As needed</td>
</tr>
<tr>
<td>5 Enroll in semester of graduation (at least 3 hours of thesis, if defending thesis)</td>
<td>Graduate Advisor or Chair, Advisory Committee</td>
<td>Registrar</td>
<td>Semester of graduation</td>
</tr>
<tr>
<td>6 File &quot;STATEMENT OF INTENTION TO GRADUATE&quot; form, including official title of thesis, if applicable. (Not to be confused with the &quot;Program for Master's Degree and Admission to Candidacy&quot; form see #3 above)</td>
<td>Student</td>
<td>Graduate School Enrollment Management</td>
<td>Semester of graduation (One must be filed for each intended graduation semester)</td>
</tr>
<tr>
<td>7 Schedule final comprehensive examination and/or defense. Send email to the Thesis Coordinator indicating the time and date of the defense.</td>
<td>Student</td>
<td>Graduate School Thesis Coordinator</td>
<td>Semester of graduation (usually about 6 weeks before graduation)</td>
</tr>
<tr>
<td>8 After the exam, the advisor sends REPORT ON COMPREHENSIVE EXAM FORM to Enrollment Management.</td>
<td>Graduate Advisor (non-thesis option)</td>
<td>Graduate School Enrollment Management</td>
<td>By posted deadline</td>
</tr>
<tr>
<td>9 After defense, obtain committee signatures on the ORAL DEFENSE and THESIS-DISSertation APPROVAL FORM and submit to Graduate School</td>
<td>Student (thesis option)</td>
<td>Graduate School Thesis Coordinator</td>
<td>Prior to deadline during semester of graduation</td>
</tr>
<tr>
<td>10 Pay Thesis-Dissertation fee, if applicable</td>
<td>Student (thesis option)</td>
<td>Student Business Services</td>
<td>Prior to deadline during semester of graduation</td>
</tr>
<tr>
<td>11 After incorporating committee changes, submit .pdf file of thesis to the ETD site for official review</td>
<td>Student (thesis option)</td>
<td>Graduate School Thesis Coordinator</td>
<td>Semester of graduation (usually 5 weeks before graduation date)</td>
</tr>
<tr>
<td>12 Final grade for thesis hours (A or B) will be &quot;CR&quot; until final semester</td>
<td>Chair, Advisory Committee</td>
<td>Registrar</td>
<td>End of semester</td>
</tr>
<tr>
<td>13 Submit official .pdf of thesis to ETD web site (non students submit PDF programs to ETD site and turn CDs of performances in to the Graduate School)</td>
<td>Student</td>
<td>Graduate School Thesis Coordinator</td>
<td>Prior to deadline</td>
</tr>
</tbody>
</table>

Revised 2/22/12
### Steps Required for the DOCTORAL DEGREE

<table>
<thead>
<tr>
<th>ACTION</th>
<th>INITIATED THROUGH</th>
<th>SUBMITTED TO</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Plan courses for degree</td>
<td>Graduate Advisor</td>
<td>Graduate Advisor</td>
<td>Prior to registration</td>
</tr>
<tr>
<td>2 Take preliminary exam (option)</td>
<td>Graduate Advisor</td>
<td>Graduate School Enrollment Management</td>
<td>Early in doctoral study, usually first semester of coursework</td>
</tr>
<tr>
<td>3 Set up doctoral advisory committee and title</td>
<td>Graduate Advisor</td>
<td>Graduate School Enrollment Management</td>
<td>Prior to filing doctoral degree plan</td>
</tr>
<tr>
<td>4 File &quot;PROGRAM FOR THE DOCTORAL DEGREE&quot; form</td>
<td>Graduate Advisor or Chair, Advisory Committee</td>
<td>Graduate School Enrollment Management</td>
<td>Before the end of first year of doctoral coursework</td>
</tr>
<tr>
<td>5 File changes in degree program, if necessary</td>
<td>Graduate Advisor or Chair, Advisory Committee</td>
<td>Graduate School Enrollment Management</td>
<td>As needed</td>
</tr>
<tr>
<td>6 Take Qualifying Examination for major and minor subjects.</td>
<td>Graduate Advisor or Chair, Advisory Committee</td>
<td>See step #7</td>
<td>After approval of doctoral program and completion of coursework</td>
</tr>
<tr>
<td>7 Recommendation for admission to candidacy (request by memo)</td>
<td>Chair of Committee</td>
<td>Graduate School Enrollment Management</td>
<td>After passing qualifying exam and no later than 4 months before graduation</td>
</tr>
<tr>
<td>8 Enroll in semester of graduation if all requirements are met (at least 3 hours)</td>
<td>Graduate Advisor or Chair, Advisory Committee</td>
<td>Registrar</td>
<td>Semester of graduation</td>
</tr>
<tr>
<td>9 File &quot;STATEMENT OF INTENTION TO GRADUATE&quot; form with official title of dissertation listed</td>
<td>Student</td>
<td>Graduate School Enrollment Management</td>
<td>Semester of graduation (One must be filed for each intended graduation semester.)</td>
</tr>
<tr>
<td>10 Pay the Thesis-Dissertation fee through Student Business Services</td>
<td>Graduate School Dissertation Supervisor</td>
<td>Student Business Services</td>
<td>Semester of graduation (This is paid only once.)</td>
</tr>
<tr>
<td>11 Schedule final oral defense of dissertation and submit DEFENSE NOTIFICATION FORM at least 3 weeks before defense</td>
<td>Student, Committee Chair, and Advisory Committee</td>
<td>Graduate School Dissertation Supervisor</td>
<td>At least 3 weeks before defense</td>
</tr>
<tr>
<td>12 Stand for final oral defense of dissertation</td>
<td>Advisory Committee</td>
<td>Graduate School Doctoral Coordinator</td>
<td>Semester of graduation</td>
</tr>
<tr>
<td>13 Submit signed ORAL DEFENSE and THESIS-DISSERTATION APPROVAL FORM and, after incorporating committee changes, submit .pdf file of dissertation to ETD site for review</td>
<td>Student, Advisory Committee</td>
<td>Graduate School Dissertation Supervisor</td>
<td>Semester of graduation (usually 5 weeks before graduation date)</td>
</tr>
<tr>
<td>14 Final grade for dissertation hours (A or B)</td>
<td>Committee Chair or Advisory Committee</td>
<td>Registrar-Final Grade Roll</td>
<td>End of semester</td>
</tr>
<tr>
<td>15 Submit final .pdf of dissertation to ETD web site (DMA students submit PDF programs to ETD site and turn CDs in to the Graduate School)</td>
<td>Student</td>
<td>Graduate School Dissertation Supervisor</td>
<td>Prior to deadline</td>
</tr>
<tr>
<td>16 Complete Doctoral Survey</td>
<td>Student</td>
<td><a href="http://survey.norc.uchicag">http://survey.norc.uchicag</a> o.edu/docorate</td>
<td>Before graduation</td>
</tr>
</tbody>
</table>
PROGRAM FOR THE MASTER'S DEGREE AND ADMISSION TO CANDIDACY

After admission to a degree program, every applicant for the master's degree is required to complete and submit one copy of this form to the Graduate School for approval before the second semester of enrollment in the program.

<table>
<thead>
<tr>
<th>CIP Code</th>
<th>Date</th>
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Check one:  

- [ ] Non-Thesis  
- [ ] Thesis (Complete committee and thesis title sections below. Do not complete if graduating with a "Report" option)

Thesis Committee (at least two Graduate Faculty members; indicate Chairperson)

Thesis Title (if known at this time, otherwise list area of thesis research)

Coursework (prefix and number as it appears in catalog or on official transcript): See TTU Graduate Catalog for hours required for degree sought.

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* In order for transfer courses to be entered on the TTU transcript, courses must be given the TTU equivalent number. For example, MGMT 630 at TAMU may be equivalent to MGT 5371 at TTU. Please indicate when course was (or will be) taken and provide an official transcript to the Graduate School. No more than 6 hours may be transferred on a 36-hr., and 9 on a 45-hr program. Grades from transfer courses will not appear on TTU transcripts. Grades below B are not accepted on transfer work.

Signature of Graduate Advisor for the major department  
Signature of Graduate Advisor for the minor department (if declared)

Graduate Dean  
Date

Approved [ ]  
Conditional Approval [ ]  
Not Approved [ ]

Remarks or Conditions of Approval

Approval of this form by the Dean of the Graduate School merely indicates that the proposed program is acceptable; it carries no assurance of the applicant's attainment of a degree. Changes to this program may be made only with the approval of the department concerned and the Graduate School, using the form available in the Graduate School. Conditions for approval for admission to candidacy must be met before the proposed semester of graduation.

Revised 5/20/10.
PROGRAM FOR THE DOCTORAL DEGREE

One copy of this form must be submitted to the Graduate School for approval no later than the beginning of the second year of doctoral work.

CIP Code
Full legal name
Student's RID#
Current mailing address (include zip code)
Degree sought
Major
Minor (if declared)
Concentration
Expected Graduation Date
Previous Degree(s)
Institution(s)
Year(s) Awarded

Doctoral advisory committee chair
Other members (if known)
Dissertation Title (if known at this time, otherwise list area of dissertation research)

Indicate proposed enrollment pattern for residence year:

Coursework (prefix and number as it appears in catalog or on official transcript)

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<td>Tool or Language (if required)</td>
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<td>Transfer Course #</td>
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<td>TTU Equivalent #*</td>
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* In order for transfer courses to be entered on the TTU transcript, courses must be given the TTU equivalent number. For example, MGMT 630 at TAMU may be equivalent to MGT 5371 at TTU. Please indicate when course was (or will be) taken and provide an official transcript to the Graduate School. No more than 30 hours of an earned masters degree from another institution may be transferred. Grades from transfer courses will not appear on TTU transcripts. Grades below B are not accepted on transfer work.

Signature of Graduate Advisor for the major department
Signature of Graduate Advisor for the minor department (if declared)

Graduate Dean

Approved □ Conditional Approval □ Not Approved □

Remarks or Conditions of Approval

Approval of this form by the Dean of the Graduate School merely indicates that the proposed program is acceptable; it carries no assurance of the applicant's attainment of a degree. Changes to this program may be made only with the approval of the department concerned and the Graduate School, using the form available in the Graduate School. Conditions for approval for admission to candidacy must be met before the proposed semester of graduation.

Revised 5/20/10.
Master of Music in Performance
Checklist & Timeline

The following steps are required for continued enrollment and graduation. Missing any step will result in a registration hold or the withholding of your degree. Please contact the Associate Director for Graduate Studies or the Graduate School if you have any questions.

NOTE: Deadlines are posted at the following Graduate School website: http://www.depts.ttu.edu/gradschool/Deadlines.htm Please check this website regularly to ensure your timely graduation.

STEP 1: Take Music Theory and History Placement Exams the week prior to your first semester.

STEP 2: Before the end of the first year of study, schedule a meeting with the Associate Director for Graduate Studies to form a “Degree Plan” which is submitted to the Graduate School.

STEP 3: Schedule and arrange recording for two Master’s Recitals in the publicity office (Room 250). The second Recital must be performed no less than 6 weeks prior to graduation.

STEP 4: Submit a “Statement of Intention to Graduate” form to the Graduate School within the first two weeks of the semester of intended graduation.

STEP 5: Pay diploma fee and send a copy of the receipt to the Graduate School within the first two weeks of the semester of intended graduation.

STEP 6: Schedule and take the Final Oral Examination within the semester of intended graduation or earlier. You must be enrolled in at least 3 hours at the time the examination is taken.

STEP 7: Electronically submit two recordings and official programs to the Graduate School for each Master’s Recital. This should be done immediately following the completion of the Oral Examination.
Master of Music in
Music Theory, History, Education (Thesis Track), & Composition Checklist & Timeline

The following steps are required for continued enrollment and graduation. Missing any step will result in a registration hold or the withholding of your degree. Please contact the Associate Director for Graduate Studies or the Graduate School if you have any questions.

NOTE: Deadlines are posted at the following Graduate School website:
http://www.depts.ttu.edu/gradschool/Deadlines.htm Please check this website regularly to ensure your timely graduation.

STEP 1: Take Music Theory and History Placement Exams the week prior to your first semester.

STEP 2: Set up thesis advisory committee and begin considering and selecting thesis projects as soon as your advisor allows. Your thesis proposal must be submitted and approved by your committee. All proposals and drafts must be submitted to the committee at least two weeks prior to scheduled meetings and reviews.

STEP 3: Before the end of the first year of study, schedule a meeting with the Associate Director for Graduate Studies to form a “Degree Plan” which is submitted to the Graduate School.

STEP 4: Submit a “Statement of Intention to Graduate” form, including the official title of your thesis, to the Graduate School within the first two weeks of the semester of intended graduation.

STEP 5: Pick up the “Thesis Packet” from the Graduate School containing the title page within the first month of the semester of intended graduation.

STEP 6: Pay diploma and thesis fee and submit a receipt to the Graduate School within the first month of the semester of intended graduation.

STEP 7: Schedule an official Thesis Defense with your advisory committee and submit one copy of signed cover page to the Graduate School at least 6 weeks prior to graduation date. You must be enrolled in at least 3 hours at the time of your Thesis Defense.

STEP 8: Observe Graduate School guidelines for the submission of Electronic Thesis/Dissertation (ETD).
Master of Music in
Music Education (Non-thesis Track) &
Pedagogy (36 Hour Programs)
Checklist & Timeline

The following steps are required for continued enrollment and graduation. Missing any step will result in a registration hold or the withholding of your degree. Please contact the Associate Director for Graduate Studies or the Graduate School if you have any questions.

NOTE: Deadlines are posted at the following Graduate School website: http://www.depts.ttu.edu/gradschool/Deadlines.htm. Please check this website regularly to ensure your timely graduation.

STEP 1: Take Music Theory and History Placement Exams the week prior to your first semester.

STEP 2: Before the end of the first year of study, schedule a meeting with the Associate Director for Graduate Studies to form a “Degree Plan” which is submitted to the Graduate School.

STEP 3: Submit a “Statement of Intention to Graduate” form to the Graduate School within the first two weeks of the semester of intended graduation.

STEP 4: Pay diploma fee and send a copy of the receipt to the Graduate School within the first two weeks of the semester of intended graduation.

STEP 5: Schedule and take the Final Oral Examination within the semester of intended graduation or earlier. You must be enrolled in at least 3 hours at the time the examination is taken.
Master of Music in Performance
Choral Conducting
Checklist & Timeline

The following steps are **required** for continued enrollment and graduation. Missing any step will result in a registration hold or the withholding of your degree. Please contact the Associate Director for Graduate Studies or the Graduate School if you have any questions.

**NOTE:** Deadlines are posted at the following Graduate School website: [http://www.depts.ttu.edu/gradschool/Deadlines.htm](http://www.depts.ttu.edu/gradschool/Deadlines.htm) Please check this website regularly to ensure your timely graduation.

**STEP 1:** Take Music Theory and History Placement Exams **the week prior to your first semester.**

**STEP 2:** **Before the end of the first year of study,** schedule a meeting with the Associate Director for Graduate Studies to form a “Degree Plan” which is submitted to the Graduate School.

**STEP 3:** Begin work on Master’s in Choral Conducting final paper, written in conjunction with the Master’s Recital **as soon as your advisor allows.**

**STEP 4:** Schedule and arrange recording for one Master’s Recital in the publicity office (Room 250). The Recital must be performed **no less than 6 weeks prior to graduation.**

**STEP 5:** Submit a “Statement of Intention to Graduate” form to the Graduate School **within the first two weeks of the semester of intended graduation.**

**STEP 6:** Pay diploma fee and send a copy of the receipt to the Graduate School **within the first two weeks of the semester of intended graduation.**

**STEP 7:** Schedule and take the Final Oral Examination **within the semester of intended graduation or earlier.** You must be enrolled in at least 3 hours at the time the examination is taken.

**STEP 8:** Electronically submit two recordings and official programs to the Graduate School for your Master’s Recital. This should be done **immediately following the completion of the Oral Examination.**
Doctor of Musical Arts
Checklist & Timeline

The following steps are **required** for continued enrollment and graduation. Missing any step will result in a registration hold or the withholding of your degree. Please contact the Associate Director for Graduate Studies or the Graduate School if you have any questions.

NOTE: Deadlines are posted at the following Graduate School website: http://www.depts.ttu.edu/gradschool/Deadlines.htm Please check this website regularly to ensure your timely graduation.

STEP 1: Take Music Theory and History Placement Exams **the week prior to your first semester.**

STEP 2: Set up Doctoral Advisory Committee and begin considering and selecting doctoral projects **as soon as your advisor allows.** Your project proposal must be approved by your committee, then submitted to the Graduate Studies Committee for approval. All proposals and drafts must be submitted to the committee at least two weeks prior to scheduled meetings and reviews.

STEP 3: **Before the end of the first year of study,** schedule a meeting with the Associate Director for Graduate Studies to form a “Degree Plan” which is submitted to the Graduate School.

STEP 4: Sign up for and take Music Theory, Music History, and Area Qualifying Examinations **before beginning the fourth doctoral performance project.** Advisory committee chair will submit a recommendation for admission to candidacy once the exams are passed **at least one semester prior to graduation.** A student may not be admitted to candidacy and graduate within the same semester.

STEP 5: Submit a “Statement of Intention to Graduate” form, including the official title of your dissertation, to the Graduate School **within the first two weeks of the semester of intended graduation.**

STEP 6: Pay diploma fee and submit a receipt to the Graduate School **within the first month of the semester of intended graduation.**

STEP 7: Schedule the final oral defense with your advisory committee and submit one copy of the signed cover page and complete document with committee required changes to the Associate Director **at least 6 weeks prior to graduation date.** You must be enrolled in at least 3 hours at the time of your Dissertation Defense.

STEP 8: Your Advisory Committee Chair reports the results of your final oral defense to the Associate Director via memo **at least 5 weeks prior to graduation.**

STEP 9: **ETD of Document and recordings and programs.**
Ph.D. in Fine Arts
Checklist & Timeline

The following steps are **required** for continued enrollment and graduation. Missing any step will result in a registration hold or the withholding of your degree. Please contact the Associate Director for Graduate Studies or the Graduate School if you have any questions.

NOTE: Deadlines are posted at the following Graduate School website: [http://www.depts.ttu.edu/gradschool/Deadlines.htm](http://www.depts.ttu.edu/gradschool/Deadlines.htm) Please check this website regularly to ensure your timely graduation.

STEP 1: Take Music Theory and History Placement Exams *the week prior to your first semester.*

STEP 2: Set up a Dissertation Advisory Committee including three faculty from the School of Music and two faculty from another area of study and begin considering and selecting a dissertation topic *as soon as your advisor allows.* Your dissertation proposal must be approved by your committee, then submitted to the Graduate Studies Committee for approval. All proposals and drafts must be submitted to the committee at least two weeks prior to scheduled meetings and reviews.

STEP 3: *Before the end of the first year of study,* schedule a meeting with the Associate Director for Graduate Studies to form a “Degree Plan” which is submitted to the Graduate School.

STEP 4: Sign up for and take Music Theory, Music History, and Area Qualifying Examinations *at least one semester prior to intended graduation.* Advisory Committee Chair will submit a recommendation for admission to candidacy to the Graduate School once the exams are passed.

STEP 5: Submit a “Statement of Intention to Graduate” form, including the official title of your dissertation, to the Graduate School *within the first two weeks of the semester of intended graduation.*

STEP 6: Pick up the “Dissertation Packet” from the Graduate School containing the title page *within the first month of the semester of intended graduation.*

STEP 7: Pay diploma and binding fee and submit a receipt to the Graduate School *within the first month of the semester of intended graduation.*

STEP 8: Submit defense form from graduation packet to the Graduate School *at least 3 weeks before oral Dissertation Defense.*

STEP 9: Schedule an oral Dissertation Defense with your advisory committee and submit one copy of signed cover page and complete dissertation to the Associate Director *at least 6 weeks prior to graduation date.* You must be enrolled in at least 3 hours at the time of your Dissertation Defense.

### MASTERWORKS POOL FOR DOCTORAL EXAMS
**REPERTOIRE LIST FOR QUALIFYING EXAMINATIONS**

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<td>1</td>
<td>*Hildegard, <em>Ordo Virtutum</em></td>
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<td>2</td>
<td>*Perotin, <em>Viderunt Omnes</em></td>
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<td>3</td>
<td>*Machaut, <em>Messe de Nostre Dame</em></td>
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<td>4</td>
<td>*Josquin, <em>Missa L'homme armé</em></td>
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<td>*Palestrina, <em>Missa Pape Marcelli</em></td>
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<td>Monteverdi, <em>Orfeo</em></td>
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<td>7</td>
<td>Lully, <em>Armide</em></td>
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<td>10</td>
<td>Bach, Brandenburg Conc. No. 3</td>
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<td>11</td>
<td>Bach, Brandenburg Conc. No. 4</td>
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<td>12</td>
<td>Bach, &quot;Wachet Auf&quot; Cantata</td>
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<td>Bach, B-Minor Mass</td>
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<td>16</td>
<td>Handel, <em>Julius Caesar</em></td>
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<td>17</td>
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<td>Haydn: String Quartet in E-flat Major, Op. 33, No. 2</td>
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<td>Haydn, Symphony No. 101</td>
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<td>Mozart, (wind) Serenade No. 10 in Bb major, K. 361</td>
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<td>Mozart, Piano Sonata in A Major, K. 331</td>
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<td>Mozart, Symphony No. 40</td>
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<td>26</td>
<td>Mozart, Requiem</td>
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<td>27</td>
<td>Mozart, <em>Don Giovanni</em></td>
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<td>Mozart, <em>The Magic Flute</em></td>
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<td>Beethoven, <em>Pathétique</em> Sonata</td>
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<td>Beethoven, <em>Moonlight</em> Sonata</td>
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<td>Beethoven, &quot;Archduke&quot; Piano Trio, op. 97,</td>
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<td>Schubert, Unfinished Symphony</td>
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<td>Schumann, <em>DichterLiebe</em></td>
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<td>Schumann, Piano Concerto</td>
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<td>Chopin, Preludes</td>
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<td>Brahms, Requiem</td>
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<td>Brahms, Violin Concerto</td>
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<td>Brahms, Symphony No. 4</td>
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<td>Liszt, <em>Transcendental Etudes</em></td>
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<td>Tchaikovsky, <em>The Nutcracker</em></td>
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<td>Weber, <em>Der Freischutz</em></td>
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<td>51</td>
<td>Verdi, <em>La Traviata</em></td>
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<td>52</td>
<td>Wagner, <em>Tristan und Isolde</em></td>
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<td>53</td>
<td>Rimsky, <em>Scheherazade</em></td>
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<td>54</td>
<td>Mahler, Symphony No. 1</td>
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<td>55</td>
<td>Puccini, <em>La Boheme</em></td>
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<td>56</td>
<td>Ives, <em>Three Places in New England</em></td>
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<td>57</td>
<td>Ives, <em>The Unanswered Question</em></td>
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<tr>
<td>58</td>
<td>Debussy, <em>Three Nocturnes</em></td>
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<td>59</td>
<td>Debussy, <em>Prelude to the Afternoon of a Faun</em></td>
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<td>60</td>
<td>Debussy, <em>Estampes</em></td>
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<td>62</td>
<td>Joplin, <em>The Easy Winners</em></td>
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<td>63</td>
<td>Ellington, <em>Sophisticated Lady</em> or <em>Don’t Get Around Much Anymore</em></td>
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<td>64</td>
<td>Stravinsky, <em>The Rite of Spring</em></td>
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<td>65</td>
<td>Stravinsky, <em>Symphony of Psalms</em></td>
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<td>66</td>
<td>Stravinsky, Wind Octet</td>
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<td>67</td>
<td>Bartok, <em>Music for Strings, Percussion and Celeste</em></td>
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<td>68</td>
<td>Bartok, String Quartet #4</td>
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<td>69</td>
<td>Hindemith, <em>Symphonic Metamorphoses</em></td>
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<td>70</td>
<td>*Schoenberg, <em>Pierrot Lunaire</em></td>
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<td>*Schoenberg, Op. 11/1</td>
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<td>*Schoenberg, Op. 33a</td>
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<td>73</td>
<td>*Berg, <em>Wozzeck</em></td>
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<td>74</td>
<td>*Berg, Violin Concerto</td>
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<td>75</td>
<td>*Webern, <em>Five Movements for String Quartet</em></td>
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<td>76</td>
<td>*Varese, <em>Ionisation</em></td>
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<td>*Copland, <em>Appalachian Spring</em></td>
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<td>78</td>
<td><em>Shostakovich, Symphony #4</em></td>
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<td>79</td>
<td>*Cage, <em>Williams Mix</em></td>
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<td>80</td>
<td>*Reich, <em>Tehillim</em></td>
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*Those pieces marked with an asterisk (*) are part of the repertoire for the music history examination but are not part of the repertoire for the music theory exam.*
Procedures for scheduling student recitals

FALL SEMESTER SCHEDULING

- All degree recitals will no longer be charged a recital or recording fee. Recital and recording costs will be paid form Special Instruction Fees already collected.
- All degree recitals (graduate and undergraduate) will be scheduled by the end of the second week of class.
- Degree recitals will be scheduled with the following priority: grad students priority 1 in “Prime times” (8p.m. etc.); senior recitals priority 2 in prime times and other prominent times; junior recitals should not be in prime times.
- All non-degree recitals may be scheduled during the third and fourth weeks of class. Non-degree recitals are not to be scheduled in “prime times.”
- All non-degree recitalists will be charged an $85 recital / recording fee. This amount will be paid at the times of scheduling.
- When possible, non-degree recitalists are encouraged to schedule in locations other than Hemmle Recital Hall.
- Degree and non-degree recitals will NOT be scheduled in the current semester after the fourth week of class.
- Recitals may be rescheduled for medical reasons, emergencies, etc. as space / time is available.

Steps for scheduling a recital

1. Obtain a recital packet from Maria Mendoza in the business office.
2. Check the schedule book (in the business office) for available times for your recital.
3. Have the appropriate applied chair or faculty member sign your student recital confirmation form.
4. Return the student recital reservation form to the business office for scheduling.
5. Reserve practice time in the room where the recital will be held *2 hrs. Max* Not during prime time.
6. The program notes must be approved by the appropriate area faculty or individual applied faculty member and submitted to the Publicity Office at LEAST TWO WEEKS PRIOR to the recital for processing.

The Scheduling Office is generally open from 8:00 am until 5:00pm, Monday through Friday. The hours may vary slightly according to schedules.

Be sure to plan ahead in making arrangements for a dress rehearsal in Hemmle Recital Hall. If you move a piano out onto the stage for the rehearsal, please be sure to cover it when you finish and move it backstage. If you have any special set-up needs for the recital (curtain positions, etc.), indicate on the stage set-up form and return it to M250. The crew will take care of the request on the day of the recital, but not at the rehearsal. A key to Hemmle Recital Hall may be checked out in M250 on the day of rehearsal (Friday for the weekends). Please lock all doors of the recital hall when you finish rehearsing.

The recital hall crew works recitals held in Hemmle Recital Hall ONLY. A crew will not be provided to assist recitals held in M01 or any other on or off-campus venue.

Note: Mu Phi will not be handing out programs for student recitals. Programs will be put in your instructor’s faculty box.

Thank you and good luck. If you need further assistance from any of the Music Publicity/Scheduling staff, please don’t hesitate to ask.
Student Recital Reservation Form  
Spring/Summer/Fall 2013

Today's Date:

Non-degree Recital Payment:

Performer Name:

Performer Phone Number:

Performer e-mail address:

Instrument:

Requested Performance Date:  
Time:

Performance Location:

Check Type of Recital:
___Junior   ___ Senior   ___ MM___ DMA   ___ Ph.D.
___ non-degree

FACULTY MEMBER NAME:

The student's studio instructor will forward this completed Reservation Form as an attachment. Send the form to: tiffany.holmes@ttu.edu

Reservations will be processed in order of receipt.

Remember to also schedule a dress rehearsal (not in prime times and 2 hour maximum)

Remember to complete and turn in Program information AT LEAST TWO WEEKS PRIOR TO YOUR SCHEDULED RECITAL.

Recital Crew is provided for Hemmle Recital Hall. The Recital Hall Manager will contact you a week prior to your recital to obtain stage setup needs. Please respond in a timely manner to ensure that your recital runs smoothly on and off-stage. No crew is provided to assist recitals held in M01 or any other on-campus or off-campus venues.

Date of Posting: _____________
Steps for applying to the Texas Tech School of Music Graduate Program:

1. Apply to Graduate School at [http://www.depts.ttu.edu/gradschool/admissions/](http://www.depts.ttu.edu/gradschool/admissions/)

2. Check your application status online here [http://www.raiderlink.ttu.edu/](http://www.raiderlink.ttu.edu/)
   (Please note that it may take several weeks after applying to receive your eRaider log-on ID and password information. Contact Graduate Admissions if not received. All admission decisions can be found by logging on and clicking the applications tab of your Raiderlink web page.)

3. Review the School of Music Requirements for the following programs:
   - Master's Program / Doctoral Program -
     [http://www.depts.ttu.edu/music/Admissions/GradAdmissionRequirements.asp](http://www.depts.ttu.edu/music/Admissions/GradAdmissionRequirements.asp)

4. Apply to TTU’s School of Music at
   (Please be patient. May take several minutes to load.)

If you have any general questions about applying to the School of Music, please contact:

Dr. Michael Stoune  
Associate Director of Graduate Studies  
806-742-2270 ext. 255  
Michael.stoune@ttu.edu

or

Tedra McMillian  
Senior Business Assistant  
806-742-2270 ext. 229  
tedra.mcmillian@ttu.edu