

JAMES MADISON UNIVERSITY

SCHOOL OF MUSIC

**GRADUATE STUDIES
HANDBOOK**

Revised 10/3/2023

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FOREWORD

This handbook serves as a guide for graduate music faculty and students working on the graduate level in the School of Music at James Madison University. It underlines information included in other university publications, which may be beneficial to graduate students who have selected a Master of Music degree program or a Doctor of Musical Arts Program. The University Graduate Catalog and the Policies and Procedures Handbook for the Graduate School contain the official regulations of the Graduate School (please see <http://www.jmu.edu/grad>) and the University.

Students will generally follow the graduate catalog (please see <http://www.jmu.edu/catalog/>) from the year of their initial enrollment. The School of Music Graduate Studies Handbook should be consulted regularly for detailed music-unit requirements.

Each student will be assigned a faculty advisor, but the student is ultimately responsible for knowing the contents of the appropriate publications and for following all stated requirements and deadlines.

This document is provided as an advising resource only. Official curriculum requirements are listed in the JMU Graduate Catalog. In the case of discrepancies, the University Catalog is the official curriculum students must follow.

This document was reviewed by Dr. William Dabback on 10/3/2023.

THE GRADUATE MUSIC PROGRAM AT JAMES MADISON UNIVERSITY MISSION, GOALS, OBJECTIVES AND ASSESSMENT

The James Madison University School of Music is committed to the highest level of music training. It offers graduate degrees in Conducting, Music Education, Performance, and Composition. Graduate work involves post-baccalaureate focused study to achieve mastery of a specific field of music. The minimum requirement for all master's degree concentrations is 32 semester hours of graduate credit. The D.M.A. is 60-72 hours. For each degree concentration, the graduate program seeks to provide a course of study and environment for excellence.

To fulfill this mission, the James Madison University School of Music strives to:

1. Introduce students to the most advanced knowledge in their specific field.
2. Provide the means for enhanced professional accomplishment and supervised practical experience.
3. Foster the means and ability to carry out scholarly research and creative projects.
4. Prepare students for continuing development and further graduate study as well as employment contexts.

Master of Music Programs

Master of Music, Composition Concentration

The goals and objectives of the MM in Composition degree are to prepare students for dynamic careers as creative artists, scholars, and teachers, and to prepare them for further study at the doctoral level. Student composers are provided advanced training in the techniques and aesthetics of musical composition and aspects of various genres and styles, primarily through applied studies, performance opportunities, and the study of music literature through research and analysis. Knowledge and understanding of styles and repertoire will be assessed through the oral comprehensive examination near the end of the course of study. Students compose works for a variety of ensembles, instruments, voices, and, if desired, electronics, culminating in a recital of their works, which should comprise music written during the student's graduate level status at JMU. The final project for the MM in Composition degree is a substantial work, usually a piece for a large ensemble of 8-15 minutes duration. Works for smaller ensembles or even solo performer are also possible for the final project, provided they are deemed appropriate by the faculty. The performance of the final project on the recital is not required.

Master of Music, Conducting Concentration

The goals and objectives of the conducting major are to provide qualified students advanced study and skills in music literature and ensemble preparation that will enhance their skills and understanding of conducting techniques, knowledge of repertoire, music analysis, and musical interpretation. To help achieve these goals and objectives, students receive advanced level training in music research, complete the appropriate graduate courses in music literature and analysis, and participate in music ensembles. They gain additional competencies in applied studies with an apprenticeship offered with one of the major ensembles and their directors in the School of Music.

Master of Music, Music Education Concentration

The goals and objectives of the graduate Music Education degree are to provide advanced scholarly and practical study in a variety of contexts associated with the Music Education profession and its related fields, with the purpose of preparing students for careers and potential doctoral study. Music Education students examine the historical, philosophical, psychological, sociological, curricular, and pedagogical practices of the profession and engage in experiences to develop and implement scholarly skills vital for continued development as effective teachers, leaders, and scholars. In addition to courses in music literature and music theory, achievement of these goals and objectives is assessed through the successful completion of Music Education core classes as well as opportunities to explore professional interests through a variety of music education, music, and non-music elective classes. Students must develop and complete a culminating Capstone Project.

Master of Music, Performance Concentration

The goals and objectives of the Master of Music in performance are to prepare qualified students for professional performance careers, teaching in higher education or specialized public schools, private teaching careers, and for doctoral study. These are achieved by developing technical mastery and musical maturity essential to the art of making music. Extensive applied music study at the 600 level and both chamber and large ensemble requirements meet the goals of preparation for solo and ensemble careers. In addition, a full recital is required and students are required to study pedagogy and literature of their instrument.

Master of Music Objectives

Students graduating from the M.M. program (with concentrations in Composition, Conducting, Music Education, and Performance) will be able to:

Composition:

1. Compose with aspects of a personal creative style of composition.
2. Compose using the fundamental concepts of form, harmony, counterpoint and orchestration.
3. Differentiate and apply the techniques and aesthetics of musical creation to composition.
4. Create effective research as scholars and composers.
5. Synthesize the above objectives, culminating in a final composition recital and thesis document.

Conducting:

1. Conduct using appropriate physical conducting skills and rehearsal techniques in the performance of advanced repertoire in the student's area of specialization.
2. Articulate advanced insights into the artistic and formal structure of music through score study in the student's area of specialization.
3. Describe the musical and formal elements of the major literature in the student's area of specialization (vocal/choral or instrumental).
4. Create effective research as scholars and conductors.
5. Synthesize the above objectives, culminating in a final conducting recital and thesis document.

Music Education:

1. Articulate ideas with clarity of thought in scholarship and practice both verbally and in writing.
2. Articulate, critique, and synthesize the foundations and principles of music education.
3. Teach and research using advanced methodologies in the student's area of specialization.
4. Create effective research as scholars and practitioners.
5. Synthesize the above objectives, culminating in a final capstone project.

Music Performance:

1. Perform with expressive musicianship and technical mastery in the student's area of specialization (instrumental or voice).
2. Identify and describe the standard solo, chamber, and ensemble repertoire in the student's area of specialization.
3. Create effective research as scholars and performers.
4. Synthesize the above objectives, culminating in a final recital.

Assessment of Master of Music Students

Students will be assessed at five (5) different stages within the degree program, and must complete all requirements within a six-year period as follows:

Stage I. Pre-Entrance Requirements

(please see the handbook under Admission and the following website for more details:
<http://www.jmu.edu/music/admissions/graduate.html>)

The School of Music will use the following materials for admission decisions:

1. 3 letters of recommendation
2. Audition or Interview
3. Official Transcripts
4. For students for whom English is not their primary language, a demonstration of competency in the English language is required. Please visit <https://www.jmu.edu/grad/prospective/international/english-language-proficiency.shtml> for more information.

Stage II. Post-Admission

After admission into the Master's program, students will complete a written theory placement survey prior to enrolling in their first semester to help them choose a starting music theory course. The survey will explain what course options are available for students and allow them to determine self-placement in an appropriate course. An optional test is available for those who would like further placement guidance. Information about how to take this survey is available through the Canvas New Grad Student Orientation site.

During their first semester of study, students, in consultation with the Director of Graduate Studies, will design a Program of Study, which will be revised and approved by their primary advisor. The Program of Study outlines all of the courses planned for inclusion in the degree program and in which semester each course should be taken.

Stage III. Annual Assessment

All graduate students will meet with their primary advisor each fall to complete the annual assessment form. Advisors submit forms to the Director of Graduate Studies. This information serves as formative assessment for students and faculty to track progress through the degree program and will contribute to the School of Music annual assessment report to the university.

Stage IV. Graduate Recital, Lecture Recital, Project or Document

Performance majors will be expected to present a graduate recital. Conducting majors will present a lecture recital. Composition majors will present a composition recital and complete a project. The student's performance will be assessed by a jury of School of Music faculty. Students earning degree in Music Education will present the results of their research in a capstone project and will be evaluated by a committee from the School of Music. Please see "The Graduate Recital or Lecture Recital" and "Requirements for Final Degree Projects: Documents, Projects, Thesis" below for detailed information.

Stage V. Comprehensive Examination

The comprehensive exam is normally taken in the final semester of study. Students are evaluated by a committee formed by the Director of Graduate Studies. The committee usually consists of (at a minimum) the student's advisor or thesis advisor, a second faculty member from the student's area, and a music history professor or a music theory professor. The exams consist of questions based on courses the student has taken in the Master's program at James Madison University. Please see "Comprehensive Exam—Master's Students" below for complete details.

Doctor of Musical Arts in Performance/Conducting, Pedagogy, Literature

The Doctor of Musical Arts degree program is the most advanced course of study offered in the School of Music at James Madison University. The D.M.A. is considered the terminal degree in the areas of Performance and Conducting. Therefore, the JMU program is designed for musicians who have the potential to pursue the highest level of achievement in performance and teaching. Students will develop advanced performance or conducting skills. At the same time, they will greatly expand their knowledge of music literature and will be immersed in pedagogical methods specific to higher education. Students will be admitted to the program upon successful completion of a Master's degree in music. The degree requires completion of a minimum of 60 credit hours.

Doctor of Musical Arts Objectives

Students graduating from the D.M.A. program (with Concentrations in Performance, Pedagogy and Literature or Conducting, Pedagogy and Literature) will be able to:

Performance, Pedagogy and Literature:

1. Perform advanced repertoire in the student's area of specialization (instrumental or voice) demonstrating musical and technical mastery.
2. Develop and deliver effective instruction using traditional and innovative pedagogical approaches.
3. Analyze, research, and categorize the standard solo, chamber and ensemble repertoire in the student's area of specialization (instrumental or voice).
4. Communicate effectively about music through a) writing and b) speaking.

Conducting, Pedagogy and Literature:

1. Perform advanced repertoire in the student's area of specialization, (instrumental or vocal) demonstrating appropriate musical and physical conducting skills.
2. Prepare and effectively rehearse representative repertoire in the student's area of specialization (instrumental or vocal).
3. Develop and deliver effective instruction using traditional and innovative pedagogical approaches.
4. Formulate and articulate advanced insights into the artistic and formal structure of music through score study in the student's area of specialization.
5. Communicate effectively about music through a) writing and b) speaking.

Assessment of Doctor of Musical Arts Students

Students will be assessed at five (5) different stages within the degree program, and must complete all requirements within an eight-year period as follows:

Stage I. Pre-Entrance Requirements

A pre-entrance evaluation/audition will be required to assess the qualifications for admission to the Graduate School and School of Music. There are 2 parallel applications to complete in order to be considered for admission:

The Graduate Admissions Office requires the following:

1. Official transcripts of all undergraduate and graduate course work;
2. For students for whom English is not their primary language, a demonstration of competency of the English language is required. Please go to <https://www.jmu.edu/grad/prospective/international/english-language-proficiency.shtml> for more information.

The School of Music will use the following criteria in making an initial admission decision:

1. a written statement of future goals (professional and educational);
2. a curriculum vitae;
3. three current letters of recommendation from professors, employers, and other professionals qualified to judge the applicant's ability to complete doctoral studies;
4. an audio/video recording(s) or a live audition. If auditioning by recording:
 - a. Instrumental/Voice Performance: A high-quality recording of the applicant performing music from a variety of stylistic periods, demonstrating his/her skill level, will be required for all applicants. A repertoire list must be included that lists works studied and performed since high school. The list should be divided into two sections: 1) works publicly performed (date and venue), and 2) works studied.
 - b. Conducting: A high-quality recording of the applicant in rehearsal and performance, demonstrating conducting ability, rehearsal methodology, and communication skills, will be required for both choral and instrumental conducting applicants.

Stage II. Post-Admission

After admission into the DMA program, students will complete a written theory placement survey prior to enrolling in their first semester to help them choose a starting music theory course. The survey will explain what course options are available for students and allow them to determine self-placement in an appropriate course. An optional test is available for those who would like further placement guidance. Information about how to take this survey is available through the Canvas New Grad Student Orientation site.

If students had a research course during their previous graduate work, they may request a review to waive MUS 600, Research Methods. Prior to their first semester, students should make the

request to the Director of Graduate studies, including identification of the previous course (date and institution) as well as a scholarly paper they wrote during their graduate studies that provides evidence of acceptable scholarly writing; their abilities to locate, cite, and reference academic sources; and an ability to develop and craft a scholarly idea or argument.

During their first semester of study, students, in consultation with the Director of Graduate Studies, will design a Program of Study, which will be revised and approved by their primary advisor. The Program of Study outlines all of the courses planned for inclusion in the degree program and in which semester each course should be taken.

Credit by Examination: During the degree program, exceptionally qualified students may earn credit for selected courses. Please see the Graduate Catalog for information about Credit by Examination.

Stage III. Annual Evaluation

All graduate students will meet with their primary advisor each fall to complete the annual assessment form. Advisors submit forms to the Director of Graduate Studies. This information serves as formative assessment for students and faculty to track progress through the degree program and will contribute to the School of Music annual assessment report to the university.

In addition, each DMA student will successfully complete three recitals (or time equivalent for DMA conducting concentration) and one lecture recital. Recitals will be evaluated by a faculty committee comprising, at minimum, the major teacher, one additional faculty member from the student's performing area, and one faculty member from outside the performing area, selected by the student and approved by the major teacher.

Stage IV. Doctoral Candidacy: Comprehensive Examinations

After the completion of course work and three recitals, all D.M.A. students must pass written and oral comprehensive examinations, which will be administered to assess cumulative knowledge and proficiency as a result of D.M.A. curricular study. The comprehensive examination is in two parts:

1. Written Comprehensive Examination. The Director of Graduate Studies administers this exam at the end of coursework, which is typically the end of the third year of doctoral study. This exam includes content from students' core courses in musicology, theory, and pedagogy.
2. Area Comprehensive Examination. The student's area faculty schedule and administer this exam. Questions relate to the student's specific areas of study on topics such as literature and pedagogy.

Stage V. Completion of the Program of Study: D.M.A. Document (Document proposal process, proposal defense, document defense)

The capstone document (MUS 763) has certain processes and three assessments by a document committee consisting of the advisor and at least two additional graduate faculty members. Document advisors may or may not be a students' major teachers. Please see the Document section later in the handbook for details.

Non-major Opportunities

The School of Music of James Madison University also includes educational opportunities for the non-degree-seeking special student and certain advanced undergraduate students desiring reserve graduate credit. Graduate students majoring in other areas at JMU also may meet the pre-requisites for graduate level music courses.

Most courses numbered 500-599 are open to anyone holding an undergraduate degree or the necessary prerequisites. For the non-music major, courses on the 600 or 700-level require the permission of the instructor and the Director of Graduate Studies. MM students taking 700-level courses (such as MUS 750, Musicology Seminar) must receive an instructor override.

APPLICATION AND ADMISSION

Please see jmuarts.slideroom.com for admissions information for the School of Music. For the Graduate School parallel application, please see:

<https://www.jmu.edu/grad/prospective/how-to-apply.shtml>.

Requirements

1. Admission to any of the JMU graduate programs requires the baccalaureate degree or its equivalent in the field of music. DMA applicants must hold the Master of Music degree or its equivalent. For unconditional admission, the applicant must have a grade-point average of at least 3.0 (based on a 4.0 scale) from a fully accredited institution of higher learning and must be recommended for such status by the respective JMU major area faculty. Applicants showing unusual ability in their chosen concentration (performance, composition, teaching, conducting), whose previous record falls short of this standard, or whose study was at an institution not accredited by a regional agency or by a national body such as the National Association of Schools of Music may be admitted conditionally. Qualified students with deficiencies in their preparation are expected to remedy these before or during the early part of their graduate education. As indicated in the previous section, all applicants are required to have an audition/interview.
2. Students whose native language is other than English must demonstrate proficiency in English by submitting scores on the Test of English as a Foreign Language (TOEFL) of at least 570 paper-based or 88-89 internet-based. Other options for demonstrating language proficiency may be possible as found at <https://www.jmu.edu/grad/prospective/international/english-language-proficiency.shtml>
3. Students applying for admission to the composition concentration are required to submit a portfolio of original compositions. Acceptance of this portfolio is expected before admission to the degree program is granted. If the portfolio is deemed

inadequate, the faculty of the area may make a recommendation regarding conditional acceptance with remedial study required to remove the stated conditions.

4. If the applicant holds an undergraduate degree that is not in music, or the studies in such degree do not meet JMU School of Music standards, he/she will be required to meet specified equivalencies through completion of undergraduate level competencies in areas such as performance, music history, ear training, and music theory.
5. Students applying for admission to the vocal area will be expected to demonstrate competency in foreign languages.
6. It is the prerogative of the School of Music to make other conditions of admission before or after initial enrollment if successful completion of the degree indicates such a need.
7. Music education applicants should ideally have completed at least one year of teaching. Applicants must also submit a teaching video and complete an interview.

For information about what to include in an application, please see the School of Music website at www.jmu.edu/music.

Auditions

A personal audition for students concentrating in performance and conducting is expected before admission is granted. In rare circumstances, applicants who find it impossible to travel to James Madison University for this audition may send a high-quality video recording or arrange for another online alternative with permission of the performance area.

Categories of Admission for the School of Music

1. Unconditional—the applicant has met all entry criteria of the School of Music and TGS (The Graduate School).
2. Conditional—the applicant has met entry criteria of either TGS or the School of Music, but one of those entities has identified conditions that must be met before the conditional status can be lifted. Once the student has met the conditions stated in her/her admittance letter, he/she writes a request to her/his advisor, who forwards it to the Director of Graduate Studies and TGS. Unconditional status must be obtained before graduation.
3. Provisional—the applicant has not met all requirements of the graduate program to which they are applying. Example: the student has an undergraduate degree in a field other than music. Once the student has met the conditions stated in their admittance letter, they will write a letter of request to the advisor, who forwards it to the Director

of Graduate Studies and TGS. The primary focus of such students must be removal of the provisional conditions to achieve acceptance into a major. They may register for the appropriate courses as special students.

Approval of any graduate credits earned during the provisional period must be determined by the Dean of The Graduate School upon recommendation of the Director of Graduate Studies. Up to nine hours of graduate credit taken in provisional status may be requested for transfer to a degree program.

Diagnostic Survey

After admission into the Master's program, students will complete a written theory placement survey prior to enrolling in their first semester to help them choose a starting music theory course. The survey will explain what course options are available for students and allow them to determine self-placement in an appropriate course. An optional test is available for those who would like further placement guidance. Information about how to take this survey is available through the Canvas New Grad Student Orientation site.

During their first semester of study, students, in consultation with the Director of Graduate Studies, will design a Program of Study, which will be revised and approved by their primary advisor. The Program of Study outlines all of the courses planned for inclusion in the degree program and in which semester each course should be taken.

Registration

New graduate students typically register for classes **after** completion of the written theory placement survey. In subsequent semesters they will register early. Students register using the online system, MyMadison.

SPECIAL STATUS POLICIES

Continuous Enrollment

All year-round students must be enrolled for at least 1 graduate credit per each fall and spring semester. Students in the Music Education Summer MM Program must enroll in at least one graduate credit every three semesters, inclusive of summer, fall, and spring. Students may enroll in GRAD 597 and pay a fee if they must take a leave of absence. Students who enroll in GRAD 597 may not access faculty or institutional resources during their leave of absence. Please see the Graduate Catalog for further information.

Reapplication of Non-Matriculated Students

Students who are accepted but fail to enroll during a one-year period from the semester for which they were initially accepted must make an entirely new application to the Graduate School and pay all fees as stated in the application process. Students may defer admission for up to one year.

Change of Degree or Major

Any student wishing to change degree or major must submit a new application to the Graduate School and the School of Music. All fees and materials required of new applicants must be submitted. This does not pertain to students wishing to change or add a concentration within a Master of Music degree at James Madison University. Changes in concentration within the School of Music may be elected at any time upon approval by the appropriate faculty committees. Please understand that all requirements of the new concentration must be met and that a change in concentration may delay the completion of the degree.

CONTINUING EDUCATION AND EXTERNAL PROGRAMS

Students holding undergraduate degrees and wishing to take courses at James Madison University but not seeking a graduate degree from this institution may enroll through the office of Professional and Continuing Education (PCE) as a post-baccalaureate special student, a post-master's special student, or a transient graduate special student. More information can be found at <https://www.jmu.edu/pce/>.

Non-degree Seeking Students

Students who have graduated from accredited institutions may enroll as special students. These non-degree-seeking post baccalaureate students may register for courses but are not admitted to a Master's program through the Graduate School. They may enroll in either undergraduate or 500-level courses for which pre-requisites have been met. Special students who wish to enroll in 600-level courses must obtain advance approval from the instructors of the courses and from the Director of Graduate Studies.

Students enrolled as special students are advised that graduate-level work completed in this status carries full graduate credit but does not necessarily apply toward a degree at JMU (this credit may be transferred within the JMU system if the student is accepted into The Graduate School. See "Transfer Credit" in this handbook). Special student status does not imply preferential consideration when applying to the Graduate School.

Transient Special Students

Students who have completed a baccalaureate degree from an accredited institution and are currently working toward a graduate degree at an accredited institution other than JMU are considered transient special students. Such students may take courses for credit at James Madison University. To do so, they must obtain approval on appropriate forms from their home institutions, including verifying of good academic standing. This must be completed prior to registration each semester. Transient students must re-enroll each semester at JMU and may take up to 11 hours of graduate credit per semester. Generally, these courses should not be available at the home institution during that semester.

GENERAL INFORMATION AND REQUIREMENTS

Health

All graduate students are required to complete a health form, which is included with their acceptance letter. The University Health Center will place a hold on the student's records unless this form is completed.

Transfer Credit

Students who have completed graduate courses at another institution or through PCE as detailed in the prior handbook section can request an evaluation for the transfer of these credits into a JMU degree program. The evaluation of such credits is performed by the Director of Graduate Studies in conjunction with the student's major advisor, and if approved, submitted to the Graduate School. The Approval of Transfer Credit Form is available online at https://www.jmu.edu/grad/_files/ApprovalOfTransferCredit%20fillable.pdf. Consult the Graduate School website. A grade of "B" or better must be earned in courses requested for transfer credit.

A maximum of 9 graduate semester hours of credit may be transferred into a student's degree program, including hours taken as a special student at James Madison University at the approval of the major advisor, minor advisor (if applicable), Director of Graduate Studies, and Dean of the Graduate School. Approval will not be given for courses taken more than 6 years before the master's degree award date or eight years before the doctoral degree award date. The approved credits will be included in the student's program of study. Please see the Graduate Catalog for more information. After enrollment in a degree program, a student must secure approval from the Director of Graduate Studies and the Dean of TGS before enrolling in a course at another institution for application toward a degree at James Madison University. For the D.M.A., only credits taken in another doctoral program may be used as transfer credit in the D.M.A.

Advising and Course Registration

Upon admission, students will be assigned to a primary advisor who will help the student complete and approve the schedule for the first term of study and the initial Program of Study form started with the Director of Graduate Studies. This advisor will typically be the student's applied professor

for performance majors, the Coordinator of Music Education (MUED), or conducting or composition faculty depending on degree concentration. During the course of the student's enrollment at James Madison University, frequent consultations are expected between student and advisor. Any change from the initial program of study (please see the Program of Study form at the end of this handbook) must be done with the knowledge and consent of the advisor and Director of Graduate Studies. Although the student is ultimately responsible for his/her choice of studies, many potential problems may be avoided through regular advisement sessions with the assigned advisor and the Director of Graduate Studies.

Program of Study

During the first semester of registration as a full-time student, degree-seeking students at James Madison University must consult with the Director of Graduate Studies and complete a Program of Study form. This will outline all the courses planned for inclusion in the degree program, and will include the semesters when each course should to be taken. After consultation and approval by the Director of Graduate Studies, the form will be submitted to their advisor for review, revision, and approval. Both the advisor and the Director of Graduate Studies will maintain copies of the form. The student will be responsible for keeping an updated copy of this form to assure completion of all requirements in a timely manner.

Course Numbering; Course Level Requirement

Undergraduate degree courses will not count for Graduate Degree hours. Courses at James Madison University are numbered 100-499 for undergraduate classes. Courses numbered 500-700 are graduate courses. Only graduate students may be in courses on the 600-level. Some courses are double-numbered on the 400 and 500-level. Undergraduate and graduate students may take these courses. Special students (those not admitted to a degree program but having earned an undergraduate degree) may take 600-700 level courses with the written permission of the course instructor and the Director of Graduate Studies. Graduate Students should not enroll in courses below the 500 level except in special circumstances. *At least half of the minimum hours required for a master's degree must be at the 600-level.*

Grading System

Graduate students receive grades of:

A	=	Excellent	4.0
A-	=		3.7
B+	=	Very good	3.3
B	=	Good	3.0
B-	=		2.7
C	=	Poor	2.0
F	=	Failure	0.0
S	=	Satisfactory	N/A

U	=	Unsatisfactory	N/A
I	=	Incomplete	N/A
W	=	Withdrawal	
WP	=	Withdrawal while passing	
WF	=	Withdrawal while failing	
NC	=	No Credit (comprehensive, dissertation or thesis continuance)	

A grade of Incomplete may be given in extenuating circumstances, or for final projects which often require more than one semester for completion such as Composition Project (MUS 697), Capstone Project in Music Education (MUED 680 Prospectus, MUED 700 Capstone), or Doctor of Musical Arts Document (MUS 763). A grade of Incomplete must be removed by the deadline set in that year's academic calendar or the grade will automatically be changed to an "F" (or "U"), resulting in the student's dismissal from the Graduate School. There will not be any exceptions to this policy, including Incompletes given in MUS 697, MUED 680/700, or MUS 763. **A student should only receive an "S" in Doctor of Musical Arts Document (MUS 763) if they have completed the semester objectives; otherwise, they should receive an "I."**

Grade Requirement

A 3.0 minimum GPA is required of the graduate student at all times to remain in good standing. A student will be placed on academic warning upon receiving a grade of "C" in two graduate courses or if the GPA falls below 3.0. The Graduate School will dismiss the student if he/she receives three grades of "C" or a grade of "F" or "U" in graduate courses.

Appeals

For information about grade appeals, dismissal, or other grievances please consult the *Graduate School Catalog*.

Course Load

Full-time MM and DMA students carry 9 or more hours each semester. Students serving as graduate or teaching assistants must carry no less than 9 credit hours (doctoral graduate assistants may take up to 12). Please note that graduate and teaching assistants must pay for any graduate credits over 9 hours for MM students and over 12 for doctoral students, any courses taken in the summer, or any undergraduate credits. During the summer session a full-time student carries a maximum of 6 hours.

Students on assistantship who wish to enroll in less than the stated maximum hours may seek prior approval from the Dean of the Graduate School. Please see the Underload Request Form at https://www.jmu.edu/grad/_files/Underload%20Request%20Form.pdf on the TGS website. The under-load is permitted only once during a student's graduate career and can be for no less than 6 credit hours.

DMA students who have a graduate assistantship and who enroll for fewer than 12 credits in a semester must fill out the Doctoral Enrollment Verification Form.

Collaborative Piano Policy

Securing a pianist for lessons and area recitals is a two-stage process. First, at the beginning of each semester, instrumentalists and vocalists will receive an email from Dr. Dobner, explaining the process of electronically applying for a pianist from the Collaborative Piano Class (MUAP 357). The email will contain a link to the website from which the form can be submitted, and information about the date and time when the form will become accessible. Typically, there is not a sufficient number of pianists in the class to accommodate all requests for pianists. Those students who are unsuccessful in securing a pianist from the Collaborative Piano Class must make their own private arrangements.

Students and their pianists are encouraged to adhere to the following guidelines:

1. The vocalist/instrumentalist will provide their assigned pianist music according to the following:
 - a. At least 8 weeks in advance for recital literature.
 - b. At least one week in advance of first lesson or rehearsal for easier pieces*
 - c. At least three weeks in advance of first lesson/rehearsal for more difficult music*

* Level of difficulty will be determined by Dr. Dobner
2. Rehearsals and lessons will be on a regularly scheduled basis. Everyone must be notified 24-hours in advance if a lesson/rehearsal is to be changed or missed.
3. The pianist must be notified at least one week in advance of what repertoire is to be prepared for the lesson/rehearsal. Both parties are expected to have their music prepared.
4. No performance date should be set without the pianist's approval.
 - a. Scheduling of area recital or master class performances will be cleared with the pianist at least one week in advance.

GRADUATE ASSISTANTSHIPS

Graduate assistantships have been created to serve at least three purposes. They provide financial assistance for the graduate student and valuable assistance to the School. They also are designed to be a vital part of the selected student's education. In the School of Music, the assistant is a valued member of the faculty and staff, assuming major responsibilities in the complex operations of the school. Under the close supervision of master teacher-musicians, assistants develop expertise in academic areas including teaching strategies and operating and administering various aspects of the program and facilities. It is often a significant factor in later career attainments to have been a graduate assistant.

The School of Music offers three types of assistantships: Teaching, Graduate, and Doctoral. While Teaching and Graduate Assistantships are typically used for Master's students, Doctoral students may also hold them. Master's students may not hold Doctoral Assistantships. Graduate Assistantships are also available to School of Music graduate students elsewhere in the university and may be found through JMU JobLink. School of Music assistantships are confirmed through the Graduate School upon initial approval by the Director of Graduate Studies in the School of Music in consultation with the Director of the School of Music and the Graduate Studies Committee.

A graduate assistant is expected to work an average of 18-20 hours per week in the school, including often performing in and assisting with ensembles, instructional responsibilities, and other duties as needed by the School of Music. For this, the assistant receives a stipend, a tuition scholarship, and payment of the Graduate School fee. Assistants must pay all other applicable fees such as the applied music fee and health insurance fees.

Graduate Assistants receive a stipend and a tuition scholarship for 9 credits per semester. Doctoral Assistants receive a stipend and a tuition scholarship for 12 credits per semester. For credits in excess of this, the assistant must pay the applicable tuition and fees. Assistantships also cover the Graduate School fee for credits; however, the student is responsible for other fees (e.g. health, studio) the university may charge. Neither assistantships nor scholarships are available for summer study. Any student offered a teaching assistantship must have previously earned a minimum of eighteen (18) graduate credits. Syllabi and tests for courses taught by assistants are to be created by the full faculty member, and final grades are to be given by that supervisor. It is the responsibility of the faculty member to render adequate supervision of the teaching assistant.

The Director of Graduate Studies assigns each assistant one or more supervisors, with one primary supervisor who will establish and monitor his/her workload.

An assistant must meet the conditions listed below as a student and as an assistant to continue in good standing. An assistantship may be revoked for non-performance of duty or other unsatisfactory or unacceptable behavior. Continuation of an assistantship for subsequent years is not automatic.

Specific conditions of assistants:

1. The student must remain in good standing academically. Grades below “B” will endanger an assistantship.
2. The Graduate School, prior to the beginning of the first semester of study, must receive transcripts from undergraduate schools showing completion of the baccalaureate degree.
3. Removal of entrance conditions must proceed at a satisfactory rate.
4. In performing the duties of an assistantship, the student must be carefully supervised and thoroughly evaluated at the end of each term by all students and classes taught and by all supervisors under whom the assistant is working.

MASTER OF MUSIC DEGREE PROGRAM AND CONCENTRATIONS

Descriptions and Requirements

Master of Music degree concentrations require a minimum of 32 credits. Curricular requirements include courses in the major area, courses in music, approved electives, and a significant final project. The approved project shall be a recital for candidates pursuing the performance concentration; a lecture recital and associated paper for those in conducting; a composition project and recital for those in composition; and a capstone project document for candidates in music education.

All students entering a Master of Music degree program are required to complete a core curriculum, which will serve as a basis for designing their programs of study. This includes MUS 600, Research Methods (MUED 561 for music education students), at least one Graduate Seminar in Music History (MUS 750), and MUS 601 or MUS 702 (Graduate Analysis) depending on the results of the Music Theory diagnostic survey. Individual programs then require specific courses and credit hours in history and literature, theory, applied music, and ensembles. A comprehensive examination serves as the culminating assessment tool for these studies in addition to the public recital or a capstone document. MUS 600 must be taken no later than the first Fall semester of the student's program (with the exception of summer MM students).

At least one-third of the required credits in a program must be earned in the area of concentration. At least one-half of the required total of credits must be on the 600 level.

**PROGRAM REQUIREMENTS IN THE MASTER OF MUSIC DEGREE:
FOR ALL CONCENTRATIONS, PLEASE CONSULT THE GRADUATE CATALOG
FOR YOUR ENTRANCE YEAR.**

Other Requirements for the Master of Music Degree

Time Limit for the Degree

Master's degree students must complete all degree requirements within six (6) years. Requests may be granted for extensions. Requests must be received at least one month before the time limit.

See the graduate catalog for more information.

Applied Music

Applied study is offered for either major or minor credit with the approval of the instructor. Minor study carries 1 semester hour of credit, while major study earns 1-3 credits (1-4 for doctoral students) at the instructor's discretion. The amount of credit to be earned is to be arranged prior to registration. Summer study may be offered on a limited space available basis.

In fall or spring terms, students receive a 50-minute lesson per week. All lessons must be scheduled with the instructor before the end of the first week of classes.

A jury examination is required every term on a major instrument; none is required for minor study. A special jury for recital approval (see Recital Performance Policy) is required one month prior to the recital.

Performance majors in the Master's degree must complete at least 6 credits in the major performing instrument (600-level). Music education majors must take 3-4 credits of music making and learning (MUAP or other approved courses), and composition majors must take 2 credits of applied music and/or ensembles.

Performance majors will be expected to continue major applied study with an applied teacher in the School of Music each term enrolled at James Madison University, and must be studying at the time of application for recital permission. Music education and composition students may study any instrument subject to approval of the instructor and advisor. This study may be at whatever level of study the student has attained. Performance majors are given priority in registering for applied music. Minor applied study of composition, music education and conducting students will be confirmed after majors have been assured an applied lesson time.

Ensemble Participation

Ensemble participation is a valuable element in the student's musical development. Performance majors are expected to earn at least two ensemble credits in their major area. Other students have an option of ensemble participation or additional applied study at the recommendation of their advisors.

The ensembles listed below earn one graduate credit per semester. There are also various non-credit ensembles related to the requirements of the applied studios.

Performance Rights

By participating in performances under the auspices of the School of Music at James Madison University, you agree to permanently share rights of your performance with JMU through an Attribution-Non-Commercial-No derivative license while retaining rights to your performance. Furthermore, while maintaining rights to its recording, James Madison agrees to permanently share those rights with you through an Attribution-Non-Commercial-No derivative license. In short, what this means is that JMU can use its recording of your performance, and you can use JMU's recording of your performance as long as the recordings are not changed nor used for commercial purposes. "By participating in this ensemble/class, you waive your performance rights and assign them to James Madison University School of Music."

Instrumental Ensembles

Orchestras: Chamber Orchestra, Symphony Orchestra

Bands: Marching Band, Wind Symphony, Symphonic Band, Brass Band

Jazz Ensembles: Jazz Ensemble, Jazz Band

Chamber Ensembles

String Chamber Ensembles, Woodwind Chamber, Ensembles Brass, Chamber Ensembles, Guitar Ensemble, Percussion Ensemble, Bach Aria Group, Madison Baroque

Vocal Ensembles

JMU Chorale Madison Singers, University Choruses Opera Theatre, Treble Chamber Choir

Keyboard

Piano Accompanying and Ensemble

Recital Attendance

The School of Music sponsors over 200 events each year. These concerts, recitals, and masterclasses offer a valuable element in the education of musicians. Graduate students are encouraged to take advantage of these performances.

Graduate Juries

Juries at the graduate level are at the discretion of each individual area.

The Graduate Recital or Lecture Recital

Conducting majors are required to present a lecture recital (MUAP 696) and composition majors a composition recital (MUAP 697). Students concentrating in performance must present a graduate recital (MUAP 695). Other students studying applied music with a member of the James Madison University faculty may also apply for permission to present a graduate recital. Permission for any graduate level recital must be requested through the student's major teacher who will arrange a hearing with the coordinator of the performance area. The hearing should be approximately two weeks prior to the recital date and will follow the guidelines set forth from the corresponding performance area.

The hearing committee will consist of the major teacher and two additional faculty from the performing area. The committee chair should submit the results of this hearing, including copies of the evaluation sheets, to the Director of Graduate Studies.

The Master's recital normally includes 40-60 minutes of performance time (each area may have specific requirements within this range) and will display expertise in a variety of appropriate styles at an appropriate level of difficulty, as determined by the student's applied area. In addition to the requirements for the graduate recital, the lecture recital will include at least 15 minutes of lecture by the performer. Performance and lecture should total approximately 60 minutes. Memorization of music by performance majors is to be determined by the major area.

Program materials for recitals and lecture notes for a lecture recital will be presented for approval to the major teacher 4 weeks prior to the recital. The lecture notes will form the abstract accompanying a larger document to be presented to the document committee, which will be chaired and appointed by the major teacher. It is expected that the document will be approximately 20 pages in length, double spaced, typed and prepared as required for Master's theses with the exception of the wording of the cover page and signature sheet and the number of copies to be submitted. (Use the Scholarly Document Manual from the Graduate School, which is available online at https://www.jmu.edu/grad/current-students/thesis-dissertation/2020-21_Manual.pdf, and the Turabian style guide.) The final approved document will be provided to the University and School of Music libraries.

A jury of at least three faculty members of the major area must attend each graduate recital and lecture recital to evaluate the performance. The jury will be chaired by the major teacher and chosen by the coordinator of the area. The chairperson of the committee will arrange for the jury time and place and provide jury sheets. Signed copies of the completed jury sheets are to be sent to the student's major advisor (the applied professor) to be included in the student's permanent files. The advisor submits the final grade, representing an average of the grades of the jury and document committees. Two faculty members will be required to evaluate all composition recitals.

Non-degree Recitals

Additional recitals for credit may be given in the same manner as the required recital; however, full or partial recitals without credit may be given only with permission of the major area.

Recital scheduling and arrangements are made through the Office of Concert and Support Services. The Office of Concert and Support Services will help make arrangements for scheduling a hall for recital and rehearsals, for publicity, for recording, for stage crew, and for program printing. The student in consultation with the staff collaborative pianist, Dr. Gabriel Dobner, arranges securing an accompanist. The accompanist is not arranged by the Office of Concert and Support Services. It is the responsibility of the student to arrange for ushers.

Requirements for Final Degree Requirements: Documents, Projects, and Theses for the Master's Degree

Details on general thesis requirements are found in the *Graduate School Catalog*. The Academic Calendar, found on the Registrar's website (www.jmu.edu/registrar), also serves as a source for deadlines. Performance majors will be expected to present a graduate recital. Conducting majors will present a lecture recital. Composition majors will present a composition recital and complete a project. The student's performance will be assessed by a jury of School of Music faculty.

Students earning a degree in Music Education will present the results of their research in a capstone project and will be evaluated by a committee from the School of Music. This project occurs over two courses/semesters:

Capstone Prospectus (MUED 680)

These studies will be conducted under the guidance of a primary MUED advisor and committee. Students develop their initial ideas and complete the initial stages of their projects during MUED 680.

1. The semester prior to their Capstone Prospectus Course, students should contact the Coordinator of Music Education with the names of at least two graduate music faculty members with whom they could potentially work according to their interests and established relationships.
2. The coordinator will present students and their advisor requests to the Music Education Committee, which will discuss faculty loads and needs and make final advisor decisions.
3. Students and primary advisors will then discuss and form the full committee. Committee members must include at least three members of the graduate faculty, including the primary advisor as the chair and, typically, at least one other music education faculty member. The Committee Approval Form should be completed within two weeks of registering for MUED 680 (see <https://www.jmu.edu/grad/current-students/thesis-dissertation/information.shtml>). The committee must approve the initial formal outline of the study, guide the work, and approve the final paper.

Capstone (MUED 700)

Capstone study is conducted under the guidance of the same committee as the Capstone Prospectus.

The document must be prepared following the guidelines set forth by The Graduate School, which can be found at:

https://www.jmu.edu/grad/current-students/thesis-dissertation/2020-21_Manual.pdf.

When finally approved, the student will submit the final document to the Graduate School.

If the document is unfinished at the end of the term, a grade of “I” is reported. Students unable to satisfy their requirements during the following semester must receive approval for an extension from the Graduate School or an “F” automatically will be recorded.

If the capstone is not completed at the end of MUED 700, the student will be required to register for Thesis Continuance 699, 2 credits each term or another appropriate course to fulfill continuous enrollment requirements. (Thesis Continuance credits do not count toward the degree

requirements, although they may be counted as elective credits.) Faculty will post a grade of "S" (Satisfactory) or "U" (Unsatisfactory) for a thesis, dissertation or research project for each semester in which the student is enrolled.

Application for Graduation from the Degree

When graduate students have completed all conditions of admission they will apply for Graduation. Those expecting to graduate in Spring or Summer must apply by mid-October of the previous year. Those who expect to graduate in December must submit by mid-April of that year. Students may find more information on deadlines at jmu.edu/grad/grad-community/index.shtml.

All graduate students must be enrolled in at least 1 credit in the semester in which they intend to graduate. GRAD 597 cannot be used during the graduation semester. Students must apply for Graduation through the JMU online system, MyMadison (refer to the Graduate School website for deadlines). If approved, students are admitted to candidacy and may schedule the comprehensive examination. See the graduate catalog and the website of The Graduate School for more information as well as for the Application for a Graduate Degree.

Oral Comprehensive Examination—Master's Students

For complete details on comprehensive examinations, students are referred to the *Graduate School Catalog* and the academic calendar on the Registrar's website.

Students are responsible for applying to their advisor for the examination. The Director of the Graduate Program assigns a committee which consists of at least 3 members of the graduate faculty, one of which is appointed chair (usually the student's major advisor). Other faculty who are not members of the graduate faculty may be added to the committee after the 3 required graduate faculty members have been appointed. The advisor then will send notices to the Director of Graduate Studies and members of the committee regarding the examination schedule.

The instructor of each class the student has taken will be invited to submit a minimum of one written comprehensive question based on that class to the chairperson of the student's committee at least two weeks prior to the scheduled examination date. Students may request study guidance from faculty members; however, the faculty use their own discretion regarding the information they provide. They will not reveal questions to students prior to the examination.

Each committee member will complete the MM Comprehensive Exam Rubric and provide those sheets to the committee chair, who will then forward them along with the final results to the Director of Graduate Studies.

During the examination the candidate will be cautioned not to discuss or reveal the questions of their examination to others. Failure to follow these instructions is a violation of the JMU Honor Code. The candidate will be informed of the committee's evaluation immediately following the examination period, and written notification of the results will be sent to the Director of Graduate Studies, who will send successful results to the Graduate School.

Failure of Comprehensive Examination

In the event that a candidate fails all or a portion of a comprehensive examination, a student may request one re-examination to be administered within 6 months of the date of the original examination. Since only this one re-examination is allowed, it would be unwise for the candidate to request that the re-examination be conducted before the most thorough preparation can be made. The format of the second examination may be changed from oral to written or the reverse. The student's committee shall inform the student of the points of failure, whether a complete or partial re-examination will be required, and possible methods of preparation for the re-examination.

Comprehensive Continuance

If students do not take the comprehensive examination during a term when registered for classes, they will be required to register for MUS 698 or MUED 698, Comprehensive Continuance. Such registration must continue each term until the comprehensive examination is completed.

DOCTOR OF MUSICAL ARTS DEGREE PROGRAM

Description and Requirements

The D.M.A. degree program requires a minimum of 60 credits. Curricular requirements include courses in the major area, courses in music, approved electives, and a final D.M.A. Document. In addition, candidates must successfully complete three doctoral recitals and 1 lecture recital.

All students entering the D.M.A. degree program are required to complete a core curriculum, which will serve as a basis for designing their programs of study. This includes MUS 600, Research Methods; at least two Graduate Seminars in Music History (MUS 750); at least two music theory courses (MUS 601 and MUS 702, or two MUS 702 seminars depending on the results of the Music Theory diagnostic survey); MUPED 704; MUPED 705 or MUPED 706; an approved elective (chosen from MUS 750, MUS 702, MUPED 705, MUPED 706); applied lessons. Individual programs then require specific courses and credit hours in history and literature, pedagogy, and ensembles. Students complete a written comprehensive examination at the end of coursework (3rd year), an area comprehensive examination scheduled by the area, and complete an extensive D.M.A. Document process (detailed later in this handbook). MUS 600 must be taken no later than the first Fall semester of the student's program.

**REQUIREMENTS FOR THE D.M.A. IN PERFORMANCE, PEDAGOGY AND LITERATURE.
PLEASE CONSULT THE GRADUATE CATALOG FOR YOUR ENTRANCE YEAR.**

Time Limit for the Degree

All degree requirements must be completed within eight (8) years from the date of the first enrollment in classes applied toward the graduate degree, including transfer courses. If a student expects to exceed this limit, the student must petition for an extension to the Dean of the Graduate School who may grant such in the presence of extenuating circumstances. The Dean may require that the student drop the earliest courses from the program of study, to be replaced with additional courses if necessary, to meet degree requirements.

Residency Requirement for the D.M.A.

Students are required to be full-time students for at least two years.

Minimum Academic Requirement

A student who receives an “F” or a “U” in his/her graduate program or a total of three “C’s” will be dismissed from the program. A student will receive a warning from the graduate school if he/she receives a “C” in two courses or if the academic G.P.A. falls below a 3.0. Please see the graduate catalog for further information.

Foreign Language Requirement

In the D.M.A. in voice, Students will be required to show competency in three languages in addition to English: French, German, and Italian. Transcripts of previous college study must show a minimum of 4 semesters of two of the languages and two semesters of the third language, or in other words, credit through the intermediate level of the languages in two languages, and through the beginning level in the third language. In cases where languages have been learned through means other than traditional college classes, competency equivalents can be shown by taking the JMU Foreign Language Placement tests for French, German and Italian and placing at the 300 level for two of the languages and at the 231 level for the third. If neither option applies, the languages must be taken at JMU as a remedial requirement.

Ensembles

Ensemble participation is a valuable element in the student’s musical development. Please see specific areas requirements. The ensembles listed below earn one graduate credit per semester. There are also various non-credit ensembles related to the requirements of the applied studios.

Performance Rights

By participating in performances under the auspices of the School of Music at James Madison University, you agree to permanently share rights of your performance with JMU through an Attribution-Non-Commercial-No derivative license while retaining rights to your performance. Furthermore, while maintaining rights to its recording, James Madison agrees to permanently share those rights with you through an Attribution-Non-Commercial-No derivative license. In short, what this means is that JMU can use its recording of your performance, and

you can use JMU's recording of your performance as long as the recordings are not changed nor used for commercial purposes. "By participating in this ensemble/class, you waive your performance rights and assign them to James Madison University School of Music".

Instrumental Ensembles

Orchestras: Chamber Orchestra, Symphony Orchestra

Bands: Marching Band, Wind Symphony, Symphonic Band, Brass Band

Jazz Ensembles: Jazz Ensemble, Jazz Band

Chamber Ensembles

String Chamber Ensembles, Woodwind Chamber, Ensembles Brass, Chamber Ensembles, Guitar Ensemble, Percussion Ensemble, Bach Aria Group, Madison Baroque

Vocal Ensembles

JMU Chorale Madison Singers, University Choruses Opera Theatre, Treble Chamber Choir

Keyboard

Piano Accompanying and Ensemble

Please see degree plans for specific requirements.

Recital Attendance

The School of Music sponsors over 200 events each year. These concerts, recitals, and masterclasses offer a valuable element in the education of musicians. Graduate students are encouraged to take advantage of these performances.

Comprehensive Examinations

After the completion of course work and three recitals, all D.M.A. students must pass written and oral comprehensive examinations, which will be administered to assess cumulative knowledge and proficiency as a result of D.M.A. curricular study. One exam, normally administered in mid Spring of the third year by the Director of Graduate Studies, is written and will cover questions related to the D.M.A. core requirements (except applied lessons and electives) from questions gathered by the instructors of those classes. Another exam, designated the "area exam," is administered by the student's applied teacher and area and will cover aspects of the student's area, including literature and pedagogy of the instrument and is scheduled by the area/applied teacher, normally early in the Spring of the third year. This exam may be written or oral depending on the area's choice. It will be graded by a committee from the area, convened by the student's advisor.

For those doctoral students who do not pass all or portions of the core or area examination, the student is entitled to one re-examination, normally within two weeks; however, the student may be required to wait a longer period of time up to one year to ensure that the student has sufficient time to prepare. If a student fails any portion of the comprehensive exam a second time, he or she is subject to dismissal from the program, in accordance with regulations in the Graduate Catalog.

Categories of Passing the Comprehensive Examinations: The committee will give one of the following assessments of the student's examination results: Pass, High Pass. The chairs of exam committees should forward assessment forms and results to the Director of Graduate Studies.

Doctoral Solo Recitals (MUS 761)

Doctoral students must present three (3) recitals as part of the degree requirements. Permission for any doctoral recital must be requested through the student's major teacher. DMA recitals will be listed on the JMU website and open to the public. The recital committee will consist of a minimum of the major teacher, one additional faculty member from the student's performing area, and one faculty member from outside the performing area, selected by the student and approved by the major teacher. All recitals will be evaluated and graded by the members of the recital committee. For recitals in the Forbes Center, the resident recording engineer will provide a high-quality audio recording of the recital which will be maintained permanently in the Music Library.*

*Students may elect to hold their recitals off-campus at a venue approved by their area. In those cases, students will be responsible for contracting with and paying for a recording engineer to provide a high-quality audio recording to submit to the Music Library.

Lecture Recital (MUS 762)

The lecture recital should consist of twenty-five minutes of lecture and twenty-five minutes of performance. Typically, the student presents the lecture with brief illustrative excerpts first, followed by a complete performance of the work/s. The lecture recital is typically related to the topic of a student's DMA document project with the same personnel as the document committee; however, there may be instances where the lecture recital committee differs.

DMA Document (MUS 763)

Please see the information at the end of this handbook for procedures/information and a timeline. Students enroll in MUS 763 three times. These do not have to be in consecutive semesters. If a student does not complete the requisite work for a given semester of MUS 763, they should not enroll in subsequent semesters until that work is completed.

Time Limitation of the Document

The approval of the lecture-recital/document proposal is valid only for the proposal submitted and for a period of three years. If the project is not completed in three years or if there are substantial changes, a proposal must be resubmitted for approval.

Graduation

All graduate students must be enrolled in at least 1 credit in the semester in which they intend to graduate. GRAD 597 cannot be used during the graduation semester. Students must complete the Application for a Graduate Degree by the deadline set by the Graduate School. See the website of the Graduate School (jmu.edu/grad/grad-community/index.shtml) for more information as well as for the process to apply for a Graduate Degree.

General Program for a Sample D.M.A. Student
(9-12 credits per semester—with 12 being normal at least in the first two years)
***Please reference individual area advising sheets for more detailed information on requirements and courses.**

Notes:

1. The following plan is a suggested one except for courses noted below that must be taken in the first year and/or in sequence.
2. Musicology/ethnomusicology Seminars are offered every semester on a rotating basis.
3. MUS 600 is offered every Fall and *must* be taken in the first semester of study.
4. Ensembles may be taken for 0 credit if necessary (at the 600 level) and with the consent of the advisor.
5. Students will choose MUS 601 (offered in Fall) or MUS 702 (offered in Spring) informed by their diagnostic survey results. Students with less theory knowledge may also choose MUS 576, which is a remedial theory course; students who elect this will still need to take either MUS 601 and/or MUS 702. MUS 576 can count as an elective but not as a theory requirement. Students placed in MUS 702 should take that course twice under different topics. Students placed in MUS 601 will take that course followed by MUS 702.
5. MUPED 704 is offered in the Fall and is strongly recommended for the first semester of study. MUPED 705 and 706 are offered in the Spring and are recommended for the first year of study. Normally students take MUPED 704 their first year followed by either MUPED 705 or MUPED 706 the following semester.

First Year

Fall

MUS 600* Research Methods *3 credits*

MUPED 704 *3 credits*

MUAP applied lessons *2-3 credits*

MUS 601 (if necessary) or Area Requirements *2-3 credits*

*An equivalent course taken at the Masters level may satisfy this requirement. Please consult with the Director of Graduate Studies about this course.

Spring

MUS 702 (Music Theory Seminar) *3 credits*

MUPED 705 or 706 *3 credits*

MUAP Applied Lessons *2-3 credits*

Area Requirements *2-3 credits*

Recital I *1 credit*

Second Year

Fall

MUS 750 (Musicology/Ethnomusicology Seminar) *3 credits*

Area Requirements *3 credits*

Recital II *1 credit*

MUAP Applied Lessons *3-4 credits*

Ensemble/Elective *1-2 credits*

Spring

MUS 702 (unless MUS 601 has already been taken) *3 credits*

MUS 750 *3 credits*

MUAP Applied Lessons *2-3 credits*

Area Requirements *2-3 credits*

MUS 763 *1 credit*

Third Year**Fall**

MUAP Applied Lessons *4 credits*

Recital III *1 credit*

Area Requirements/Ensembles *3 credits*

MUS 763 *1 credit*

Electives *3 credits*

Spring

MUS 750, MUPED 705/706, or Elective *3 credits*

MUAP Applied Lessons *3 credits*

Area Requirements *3 credits*

MUS 762 *1 credit*

MUS 763 *1 credit*

WRITTEN COMPREHENSIVE EXAMS TAKEN SPRING OF THIRD YEAR

D.M.A. Curriculum

Please Consult the Program of Study form, completed with the Director of Graduate Studies during your first year, and the Graduate Catalog.

<https://www.jmu.edu/catalog/index.shtml>

MUS 763 DMA Document

Refer to the DMA Handbook Document-Lecture Recital-Exams supplement for further information.

Students take three semesters of MUS 763 to develop and complete their DMA Documents. These semesters do not need to be consecutive.

While individual timelines may vary, advisors and students should complete specific objectives in each semester of MUS 763 as outlined below.

Grading. Students who do not complete these objectives in a given semester should not receive a Satisfactory grade. They may receive an Incomplete and must complete that work prior to enrolling the next semester of MUS 763 and according to the timelines for resolution of incomplete grades set by the university. An Unsatisfactory grade will result in dismissal from the program.

Students and advisors should consult the Graduate Studies Handbook and DMA Document, Lecture Recital, and Examinations Handbook Supplement for more detailed information.

MUS 763 Semester	Objectives	Notes
Pre-Semester 1	1. Student should identify a primary document advisor and with them develop a feasible and appropriate topic idea.	
MUS 763 Semester 1	1. Committee Approval Form. Student and advisor identify and secure agreement from at least two other graduate faculty members to serve on the document committee. The student submits a completed Committee Approval Form to the Director of Graduate Studies (See Note 1 regarding supervision). 2. Proposal Development and Defense. Student prepares and defends a formal proposal per handbook guidelines with their committee members (See Note 2 regarding alternative projects). 3. Advisors Submission. The advisor submits a successful proposal defense rubric to the Director of Graduate Studies.	1. <i>Supervision.</i> Students have the option to enroll in document supervision with a separate research expert rather than their primary advisor for the first two semesters of MUS 763. 2. <i>Alternative Project.</i> Students who wish to complete an alternative project must submit a separate DMA Document Alternative Proposal Form to the Director of Graduate Studies for approval by the GSC prior to the formal defense with the document committee.
MUS 763 Semester 2	1. Document Draft. During the second semester of Document Supervision, the student will complete most research and produce a full draft of the document. The draft should be of	

	sufficient quality that the student can be ready for document defense after one more semester of work.	
MUS 763 Semester 3	<ol style="list-style-type: none"> 1. Revisions. If the student has worked with the separate research expert, the primary advisor will oversee revisions in this semester to develop an acceptable final draft. The student provides their committee members with the final draft of the document. Based on committee feedback, the student makes revisions. 2. Defense. If the committee agrees that the document is close to completion, the advisor schedules a defense date during this term (See Note 1 regarding TGS Submission). 3. Advisor Submission. The advisor submits the successful proposal defense rubric to the Director of Graduate Studies. 4. Student Submission. Students submit their completed and approved documents to the Graduate School (See Note 1 regarding TGS Submission). 	<ol style="list-style-type: none"> 1. <i>TGS Submission.</i> The Graduate School has deadlines for submission of documents that are earlier in the semester (typically mid-April and mid-November). Advisors should plan defenses at least 10 days in advance of the deadlines to allow time for any further revisions. This requires detailed advance planning to meet those deadlines.

Committee Information. Members of the DMA document committee serve important roles to help students develop and refine ideas and writing during their process; they should be chosen carefully according to the project.

Selecting an Advisor. Primary applied professors typically serve as DMA students' document advisors; however, a student may ask any School of Music graduate faculty member to advise their document.

Research Specialist Option. In addition, a student, in consultation with their document advisor, may elect to take the first two semesters of MUS 763 with a designated research specialist who will help develop initial ideas and drafts. The primary advisor consults during those semesters and steers the final semester.

Committee Considerations.

- Students and advisors need to communicate closely with members regarding timelines.
- Committee members should identify the length of lead time they need to read and evaluate work; students and advisors should plan their work accordingly and should not place members under pressure to meet unreasonable deadlines to provide feedback and revisions.
- Committee members shall not be expected or obligated to assess work or participate on defenses on breaks or over the summer. Students are responsible for timely submission of work; late work that members cannot review in time may result in a delay of up to a semester for completion.