Preface
This Handbook is for music graduate students pursuing either the Masters in Music Performance or the Masters in Music Education degree. If you have suggestions for items to include or find clarifications that are needed please suggest these modifications to the music graduate advisor.
This Handbook is arranged in the typical order of events during a student’s graduate degree process.

Authority and Purpose
The College of Graduate Studies Student Handbook takes precedence over this department handbook. COGS has produced a merged 2015-2016 Handbook to serve all graduate students at the University. The Handbook is now posted on the ‘References and Resources’ page in the Current Student section of the COGS Website:
http://www.utoledo.edu/graduate/currentstudents/references/
The previous Handbooks will remain on the website and are indicated as archive. The COGS section of the University Catalog and the Graduate Student Handbook are the documents that clarify the minimum university-level requirements and policies that apply to all graduate students at The University of Toledo.
It is the student’s responsibility to read and be aware of the academic requirements and standards as set forth by COGS and CoCA. It is the purpose of this handbook to guide students in their graduate endeavors and provide a resource for practices and departmental policies. Graduate students may also need to consult the music department student handbook. While it is written primarily for undergraduate students, it contains some policies and instructions that may apply to the scheduling of juries, recitals, etc.

Order of topics
This Handbook follows the usual order of topics and items typically encountered during the pursuit of a masters degree in music at UT. Not all items are needed or apply to every student.

Applications for Graduate Study
Applicants should first contact the Department of Music and/or the Music Graduate Advisor with questions and for assistance in the application process. Applicants can then be directed to information about our degree programs and admission procedures.
The formal application process is an on-line procedure provided by the College of Graduate Studies [COGS]. All required documents, including transcripts, letters of recommendation, and statement of purpose, are to be submitted to COGS. The Masters in Music Performance degree program is a part of the College of Communication and the Arts. The Masters in Music Education degree program is a part of the through the College of Education.
The Department of Music observes the UT Graduate College requirements for admission as a graduate student. All applicants must have achieved a minimum 2.7 GPA in their undergraduate degree program in music from an accredited institution. The department assessment of the applicant’s submitted application includes examination of the applicant’s transcript and letters of recommendation.

Applicants for the Masters degree in Music with an undergraduate GPA below 2.7 need to achieve a combined verbal and quantitative score of at least 800 on the GRE [if taken before August 2011] or 280 [if taken in August 2011 or later]. If they score below these standards, the Department Graduate Committee may recommend acceptance of the student provisionally and require the music education student to achieve a minimum 3.5 GPA in their College of Education core classes for regular student status. For the Masters in Music Performance degree, a student may receive provisional entrance upon the determination of the department’s Graduate Committee with stipulations on achievements expected in their first semester. An audition is required for performance applicants. An interview and/or audition may be requested of music education applicants.

Students with lower scores may still be considered for admission if their academic record and audition shows a strong musical aptitude and promise. GRE scores have to be sent directly from ETS to The University of Toledo. The ETS code for the university is 1845. Test scores for the GRE cannot be older than 5 years from the first day of the term that the student begins their program.

Students applying for the Masters in Performance degree must audition. When scheduling an audition, please consult the Department of Music home pages for information about dates and repertoire. If you need assistance call the music office at [419] 530-4560 or the Graduate Advisor. While we prefer performance majors to audition in person, we may also accept a high quality recording for your audition.

For the complete policy on Music Graduate Studies Admissions contact the Music Graduate Advisor.

**Graduate Teaching Assistantship Appointments**

Graduate Teaching Assistantships are available to qualified graduate students. To be eligible for a graduate assistantship, students must be admitted to the Graduate School and be in good academic standing. Tuition is waived, via a tuition waiver scholarship, for students during the period of their assistantship appointment. A stipend is also paid. TA’s should contact the graduate advisor for information about stipends and other general employment information. An interview with the department chair and the graduate advisor is required of TA applicants. Prepare a current resume that includes performance experience, an employment history, and a repertoire list to bring to the interview. If you receive a TA appointment, you must consult with the department chair for assignments and expectations. Much of this information is included in the Graduate Assistant Offer Letter.
TA employment obligations include a mandatory background check performed as part of the hiring process.

TA positions are based on the needs of the department and the budget available. Priority is given to returning TA students in good standing. There is required paperwork for employment to be submitted by the deadlines given in the letter of appointment. Note that while tuition is paid, fees and other expenses usually are the responsibility of students.

Graduate Teaching Assistants should also review our CoCA faculty handbook teaching and assessment resources found at: http://www.utoledo.edu/comm-arts/pdfs/CoCAFacultyHandbook.pdf

Congratulations, you are admitted to the UT Music Graduate Program! Now what?
Visit the College of Graduate Studies website and register for your required orientation sessions, especially if you have accepted a TA position.
You should contact via email the music graduate advisor for information on registration. Full-time graduate students register for 9 credit hours each semester. All graduate students are required to complete MUS 5900 Introduction to Graduate Studies in Music, which is offered fall semesters.
Here are degree outlines of our two music graduate degrees:

Masters in Music Education Coursework:
36 credit hours minimum [select electives with the approval of advisor]
   MUS 5900 [3 credit hours]
   MED 5360 Pedagogy of Aural Perception [3 credit hours]
Education Core Courses: 9 credit hours. Complete these courses in first semesters of study; see catalog and consult with the music education faculty for core courses that apply
   a. Cultural Foundations (TSOC)
   b. Research Foundations (RESM)
   c. Psychological Foundations (EDP)
Music Education Courses -- 6 credit hours: Psychology of Music MED 5370 and MED Curriculum Development 5340
Music Electives - 10 credit hours [chosen in consultation with the graduate adviser]
Ensembles -- 2 credit hours
NOTE: submit the required Plan-of-Study form during the first semester of classes.
Project or Thesis [three credit hours]:
   Project: MED 6920
   -OR-
   Thesis: MED 6960

Masters in Music Performance Coursework:
30 credit hours minimum [select electives with the approval of the advisor]
MUS 5900 Introduction to Graduate Studies in Music [3]
Applied Music – 10 credit hours [minimum] Students are required to give a graduate recital. Students must be registered for applied music lessons during the semester in which the recital is given.
MUS 6000 Masters Recital- 0 credit hours
Ensembles -- 2 credit hours [minimum]
Music Electives - 10 credit hours [chosen in consultation with the graduate adviser].
MUS 6990: Recital/Document [Independent Study] [2] A paper typically of 15-20 pages, which covers a theoretical analysis, and/or historical review of the music performed on the graduate recital and/or related topics.
Graduate Electives (3) Music or non-music courses [chosen in consultation with the graduate adviser].

NOTE: submit the required Plan-of-Study form during the first semester of classes.

Masters in Music Performance in Jazz Studies Coursework:
30 credit hours minimum [select electives with the approval of the advisor]
Required Course work [5 credit hours] =
Graduate Studies in Music MUS 5900 [3]
MUS 6000 Masters Recital [0 credit hours] Students must be registered for applied music during the semester in which the recital is given.
MUS 6990: Recital/Document [Independent Study] [2] A paper typically of 15-20 pages, which covers a theoretical analysis and/or historical review of the music performed on the graduate recital and/or related topics.
MUS 6800 Applied Music – 10 credit hours minimum
Jazz curriculum, 10 credit hours minimum, chosen with the approval of the advisor
MUS 6600, Jazz Composition and Arranging Seminar [2] [may be repeated once]
MUS 6700 Jazz Improvisation Seminar [2] [may be repeated once]
MUS 6560 Jazz Conducting and Pedagogy [2]
MUS 6450 Jazz History, Style and Analysis [3]
Special Topics Seminars [MUS 6980] [1-3]
Ensembles 4 credit hours minimum, chosen in consultation with the advisor
MUS 5020 Jazz Ensemble [1]
MUS 5050:137 Jazz Combo [1]
MUS 5150 Vocalstra [1]
Graduate Electives (1) Music or non-music courses [chosen in consultation with the graduate adviser].

NOTE: submit the required Plan-of-Study form during the first semester of classes.

Academic Standards for the College of Graduate Studies
A minimum cumulative GPA of 3.0 (four point grading system) in graduate coursework is required for graduation. Graduate students whose cumulative GPA falls below 3.0 during any
semester will be placed on academic probation. Depending on the program, a full-time student on academic probation will have one or at most two semesters (excluding summers) to meet the cumulative GPA standard. A student failing to meet the standard will be subject to dismissal. A part-time student on academic probation will be required to meet the GPA standard after 12 additional credit hours of graduate coursework. A grade of C is the minimum passing grade for graduate courses. Therefore, any graduate course in which a grade below “C” or grade of “U” was earned will not be permitted on the Plan of Study. Grades of below “C” will continue to be counted in calculating the cumulative grade point average.

**Entrance/placement Exam**

All newly admitted graduate students should schedule their entrance exam with the graduate advisor before the start of their first semester of study. A two-hour time is scheduled for this exam.

Here’s a description of the exam:

*The graduate music entrance exams consist of two sections: history and literature, and theory and composition. No outside sources are to be used; this exam is “paper and pencil” format. The history & literature section contains both short answer questions as well as an essay on style periods, composers, and terms. You should review from the texts you have used as an undergraduate. The theory portion asks you to complete questions on many topics, and students are instructed to complete the sections with which they are familiar. Of course, there is also a section on ear training, constructed so the student completes musical examples.*

**Masters in Performance student ‘notes’:**

- carefully note syllabus requirements for all enrollments
- applied music: generally follow guidelines in the music student handbook for jury and exams
- MMP students typically complete at least music theory course and one history and literature course. Pedagogy study is also a part of the degree program.
- MUS 6000 Masters recital: follow the recital guidelines in the music student handbook for jury procedures and scheduling. If you have questions, consult with your applied instructor.

MUS 6990: Recital/Document [Independent Study] (2 credits)

“A paper of 15-20 pages, which covers a theoretical analysis, and/or historical review of the music performed on the graduate recital and/or related topics.”

Masters in Performance student’s primary “keystone” effort is their recital, which is supported by this document. Their Recital Document is kept on file in the music department. Register for this recital document as a two credit hour independent study, MUS 6990, with the approval and signature of the graduate advisor. Consult with the advisor the semester before the graduate recital is planned for more guidelines and information.

**Masters in Music Education student ‘notes’:**
- carefully note syllabus requirements for all enrollments
- consult with music education faculty on whether a Project MED 6920 or Thesis MED 6960 is advisable.
- LAMP students: carefully consult with music education faculty for transcript evaluations and necessary music coursework beyond the Masters in Music Education degree.

**All Masters in Music Students:**
The required **Plan-of-Study** should be prepared after the 1st semester of study as a UT grad student. This lists the sequence of courses to be completed by semesters as a UT graduate student. This form, along with other important forms is found on the COGS website for current graduate students:

http://www.utoledo.edu/graduate/currentstudents/index.html

The plan-of-study is found at:

http://www.utoledo.edu/graduate/currentstudents/academicprogramforms/

Also note the source for many of the UT Graduate Student Policies and Procedures can be found at

http://www.utoledo.edu/graduate/currentstudents/references/

A link to the Graduate Student Handbook is found on this page.

**Steps of the Academic Grade Appeal Process for Graduate Students**
The following information is taken from the Student Resources page of our college:

http://www.utoledo.edu/comm-arts/pdfs/COCA%20Graduate%20Academic%20Grade%20Appeal.pdf

1. Students should begin the process by discussing the grade with the Instructor involved.
2. If no mutually agreeable resolution can be achieved, either party may present in writing his/her position to the Chair of the Department. The academic grade appeal must be initiated no later than during the semester immediately following receipt of the contested grade. This appeal must include a statement of the specific grounds for appeal and must be accompanied by a written explanation of decisions made at the previous level of review.
3. The Chair will render a decision within 10 working days of the grade appeal submission. Either party may appeal in writing within 10 working days to the Dean of the College if mutual resolution cannot be reached at this level. All materials collected in the investigation of the appeal to this point should be forwarded to the office of the Dean with the appeal, or should follow immediately thereafter.
4. If mutual resolution cannot be reached at the College Dean’s level within 20 working days, either party may present the grade dispute to the Dean of the Graduate School, following the procedure outlined in policy **#3364-77-02 Graduate Student Academic Grievance**.

This step completes the appeal process at the college level.

If a student wishes to pursue their appeal beyond our college, they may then consult

https://www.utoledo.edu/policies/academic/graduate/pdfs/3364_77_02.pdf
Academic Standing - Academic Dismissal Procedure

Besides the standards required by the College of Graduate Studies, the College of Communication and the Arts, Department of Music expects students to maintain a minimum of 3.0 in the classes of their major area. Graduate students should review the COGS policies on academic standing and academic probation in the COGS http://www.utoledo.edu/graduate/currentstudents/references/

Please note the other policies listed on these pages, including links to the COGS student Handbook. A decision to dismiss a student will be made by the Music Department and the College of Communication and the Arts in accordance with the procedures specified in the department and college guidelines and handbooks.

For Masters in Music Performance students, this policy pertains especially to their applied music grades. Students must have a GPA in their applied lessons of at least 3.0 for graduation. For Masters in Music in Music Education students this policy pertains to their graduate level 5000 and 6000 MED classes.

Notification of dismissal will be sent after final grades have been posted and the Low GPA Reports have been distributed by the College of Graduate Studies. Notification will be sent by the department of music graduate advisor directly to the student, with a copy to the College of Graduate Studies to ensure timely notification.

Written notification will be sent to students’ official utad e-mail address with a hardcopy sent through postal mail. Upon receipt of the dismissal notification, the College of Graduate Studies will follow up to the student with a letter from the Dean of the Graduate College and will notify the Registrar’s Office.

Graduate Student Leave of Absence

Students enrolled in graduate degree program, who do not expect to make progress towards degree requirements for a period of time due to personal, medical, call to active military duty, or other compelling reasons may request a leave of absence from a degree program.

http://www.utoledo.edu/policies/academic/graduate/pdfs/3364-77-04.pdf

Students on an approved leave may not make significant use of university resources and services and do not have the rights and privileges of registered students. Students called to active duty while enrolled in graduate school will follow regulations for military leave of absence per Ohio Revised Code 3345.53.

It is the responsibility of the student to resolve all issues pertaining to registration, financial support, federal financial aid, and outstanding balances owed to the university. Students should also consider the potential implications of a leave on such matters as immigration status, health insurance, and loan repayment.

Readmission
Students should continue to enroll in graduate coursework at UT until their degree is completed*. If a student misses two or more semesters [not counting summers], they will need to apply for readmission and prepare a new plan-of-study.

*The time limit to complete a Masters Degree program is six academic years.

Re-admission Process
The Re-admission Process is required for graduate students who:

- Have not registered for one calendar year or more and wish to complete the program to which they were previously admitted OR
- Wish to return from an approved Leave of Absence.

Graduate students must complete an Application for Graduate Re-admission and submit it to the respective academic department to initiate this process. Students need to work with their advisor or department chair to prepare the materials required to complete an application. All required re-admission materials must be completed and approved through the academic college channels before the application will be reviewed by the Graduate College. Admissibility and catalog eligibility will be determined during this process. Upon review and approval, the matriculation will be re-opened and notification sent to both the student and advisor by the Graduate College.

Academic Fresh Start
A student who meets all of the criteria described below may petition the Vice Provost for Graduate Affairs and Dean of the Graduate College to remove from his/her graduate cumulative grade point average all those grades earned under the student’s prior enrollment at The University of Toledo.

The petition must first be approved through the appropriate academic college channels prior to submission to the Graduate College.

- Degree seeking graduate student.
- Had previous enrollment at The University of Toledo.
- Not enrolled at The University of Toledo for at least two years prior to current enrollment.

End of Degree Information
Visit the COGS web pages for graduation information and requirements. Apply for graduation in the 1st month of the semester of your anticipated graduation.

Comprehensive Exams
These exams are usually given the last semester the graduate student is enrolled and taking coursework. The student may still have misc. items to complete and does not necessarily have to graduate the semester of these comprehensive exams. Instructors with whom the students have taken courses form the examination committee. These comprehensive exams also include material from the student’s graduate project or thesis.

The written exams are given first, with the orals following a week or so later.
The written questions are usually fairly broad questions, which give the student the chance to show their depth of understanding of a topic and subject area. All questions should pertain directly to the graduate classes the student has taken at UT. Each section of the test should take 30-60 minutes, with the average written test lasting 2 to 3 hours. Material not able to be completed in the written time allocation can be held over to the orals, if the rest of the written answers are judged satisfactory by the faculty exam committee.

The orals are about a week after the written exams are completed and last about an hour. The orals give the student the opportunity to clarify, correct, and expand upon their written responses.

Comprehensive Exams are pass/fail; the faculty exam committee may ask students to repeat portions of an exam or to submit additional materials in order to pass their exam.

Summary

For further explanations or for other related information contact the Music Graduate Advisor.

Compiled by Dr. David Jex   Draft 11/04/2015