THE UNIVERSITY OF MICHIGAN
SCHOOL OF MUSIC, THEATRE & DANCE

HANDBOOK FOR RACKHAM STUDENTS IN MUSIC, THEATRE & DANCE

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Introduction

Master of Arts (M.A.), Master of Fine Arts (M.F.A.), Doctor of Philosophy (Ph.D.), and Doctor of Musical Arts (A.Mus.D., though generally referred to herein as D.M.A.) degree programs are administered through the Horace H. Rackham School of Graduate Studies. These programs are under the immediate supervision of Steven Whiting, Associate Dean for Graduate Studies in the School of Music, Theatre & Dance. The term “Department Chair” on any Rackham form refers to Associate Dean Whiting.

All inquiries concerning these programs, including admissions, curricula, records, requirements, graduate student assistantships, and financial aid administered through the School, should be addressed to the Graduate Secretary, Christina Bell, 2277 Moore (Music) or to Jennifer Knapp, 2230 Walgreen (Theatre) or to Samantha Strayer, 3501 Dance Building (Dance).

Each Rackham student should be familiar with the requirements as stated in the Rackham Graduate School Academic Policies. This information is also available on-line on the Rackham website (http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/). Rackham students should also regularly check the bulletin board outside Room 2277 for announcements and other important information. Students in the M.F.A. program in Dance should consult the Graduate Student Handbook produced each year by the Department of Dance for information specific to that program.

Registration and Enrollment

Any student making use of University facilities, utilizing faculty time, or taking examinations must be enrolled. For instructions and information concerning registration, see the Time Schedule on-line at http://www.umich.edu/~regoff/timesched. The entry for “School or College” must be “Rackham,” not “Music.”

A late registration fee of $50 is assessed each student who registers after the registration period. The late registration fee is increased by $25 at the beginning of each subsequent month. A doctoral candidate taking the final oral examination may however register for 995 as late as the day of the examination with no late fee.

Any Rackham student electing performance or ensemble should do so under the subject Music Performance in order to receive graduate credit. A D.M.A. student in performance should elect instruction in his or her major performing medium under Music Performance 891 or, after achieving candidacy, Music Performance 995. A D.M.A. student in performance electing instruction on a secondary instrument should enroll in Music Performance 591; students in non-performance programs electing performance should also enroll in Music Performance 591. The Contemporary Directions Ensemble should be elected as Music Performance 882. All other ensembles, except the Early Music Ensemble and Javanese Gamelan, should be elected as Music Performance 881 rather than as Ensemble.

Courses numbered below 500 are intended primarily for undergraduates and do not normally generate graduate credit. Any course not approved for graduate credit will carry the notation “Not for Graduate Credit” on the transcript. Copies of the School Student Handbook and the Rackham Bulletin, which lists approved courses, are available in Room 2277. The Rackham Bulletin is also available on-line at [fill in]

Any graduate student wishing to take individual private lessons must complete an on-line “Individual Studio Assignment in Music Performance” form, no later than 5:00 P.M. on the final day of registration. The form is available at http://www.music.umich.edu/forms/studioassignment instruct.lasso. It must be completed each term.

A student must be enrolled in performance when presenting a degree recital. However, with the permission of the instructor, a degree recital may be presented during the first four weeks of a term (or two weeks of a half-term) by an unenrolled student if the student was enrolled during the previous term. The four weeks (two weeks) are counted from the first day of classes. This grace period applies from fall term to winter term, winter term to spring half-term, and summer half-term to fall term, but not from winter term to fall term. The grace period may not be extended by assigning a grade of Incomplete (I). A D.M.A. student need not be enrolled when presenting a dissertation recital off-campus.
Every master’s student and every doctoral precandidate is required each term to enroll for and to complete satisfactorily a full load of at least three courses relevant to his or her degree program. The courses must comprise a total of at least nine credit hours. Doctoral students may not count undergraduate, elementary, or reading foreign language courses among the three required courses, although master’s students may. Permission to elect a lesser load may be sought by submitting the form “Request for Permission To Enroll Part-Time.” The election of performance instruction only (Course 891) does not represent satisfactory progress toward a degree and will not be approved. Every doctoral candidate must enroll for course 995.

Change of Elections

Drops. A student may drop a course, or change status from Credit to Visit, or decrease the credit hours for a course within the range listed on the Registrar’s Office website, Student Registration Deadline, http://www.umich.edu/~regoff/calendar/fa04deadlines.html, through the third week of classes in a full term or the second week of classes in a half-term. Between the third and sixth weeks (second and fourth weeks of a half-term) approval of the advisor, the instructor, and the Associate Dean are required. After the sixth week (fourth week of a half-term) no change will be permitted, except that a drop may be granted for medical reasons, provided that (1) an incomplete is not acceptable to the instructor in the course, and (2) a written statement is submitted to the Associate Dean by a physician confirming that continued enrollment in the course is or was not feasible.

Unsatisfactory progress or flagging achievement in a course are not considered acceptable reasons for dropping the course after the sixth week (fourth week of a half-term). Similarly, being too busy is not an acceptable reason for dropping a course after the sixth week, unless compelling circumstances have arisen since the sixth week.

Adds. The approval of the student’s advisor, the instructor, and the Associate Dean for Graduate Studies are required to add a course, or to change status from Visit to Credit, or to increase the number of credit hours for a course after the third week of the term or half-term.

Withdrawals. To withdraw from all courses, a student should obtain a “Withdrawal Notice” from Christina Bell (Music), Jennifer Knapp (Theatre), or Samantha Strayer (Dance) and present the form, with his or her student identification card, at the Central Campus Student Services office (1210 LSA Bldg.), or the North Campus Student Services office (B430 Pierpont Commons). A student withdrawing before the end of the sixth week of classes (third week of classes in a half-term) may be eligible for a partial refund of tuition.

Disenrollment. Disenrollment refers to canceling an early registration before the first day of regular registration for that term. A student who wishes to disenroll should so notify the Registrar’s Office by letter, e-mail, or in person, providing University identification number (UMID), graduate program, and the term of disenrollment. The Registrar assesses a late fee for disenrollment after the first day of classes.

A student who withdraws or drops a course after the deadline for withdrawing or dropping will be liable for his or her tuition. This applies also to courses for which the student “early registered” during the preceding term (and failed to disenroll), even though he or she may never have attended class.

Residency Requirements

Master’s students. A master’s student must complete at least 24 credit hours of coursework in residence.

Doctoral students. The purpose of the residency requirement at the doctoral level is to ensure that each student has ample opportunity and encouragement to participate fully in the artistic and intellectual life of the School and the University. This involves not only attending classes and lessons but also attending performances, lectures, conferences, and symposia as well as engaging in regular, informal exchanges with other students and faculty. To satisfy the residency requirement the student must complete at least two terms of full-time enrollment on campus. During the two terms of residence the student must
participate as an active member of the School by being present in the School’s facilities (or attending the School’s classes or other activities in other University facilities) in a learning environment for at least three days per week. The student must also be approved by his or her department as having satisfied the purpose of the residency requirement. Enrollment in summer half-terms only will not satisfy the residency requirement. *Enrollment must be in the Rackham Graduate School; enrollment in the School of Music, Theatre & Dance may not be counted toward the residency requirement.*

Any person not a resident of Michigan for fee-assessment purposes at the time of initial enrollment may not become a resident except in accordance with the residency regulations of the University, which are posted on the website of the Office of the Registrar at [http://www.ro.umich.edu/resreg.html](http://www.ro.umich.edu/resreg.html). Inquiries or applications for reclassification should be directed to the Residency Classification Office, Office of the Registrar, 1210 LSA Building.

**Credit Hour and Fee Hour Requirements**

All Master of Arts programs require a minimum of 30 credit hours of graduate-level coursework toward the degree, with an average of B (5.0) or higher. Master of Arts programs also require 4–6 credit hours of cognate courses. A master’s student may transfer up to six hours of graduate credit from accredited institutions with the approval of the student’s advisor and the Associate Dean.

As of fall term 2010, fee hour requirements no longer apply to students in Ph.D. programs. *All other doctoral students who enter the Rackham School with a relevant master’s degree from the University of Michigan or elsewhere must accumulate a total of at least 50 fee hours beyond the master’s degree, including at least 18 fee hours prior to candidacy.* A student whose master’s degree is not posted to the doctoral degree must accumulate at least 68 fee hours, including at least 36 fee hours prior to candidacy. Fee hours may be considered equivalent to credit hours earned and paid for, up to a maximum of nine per term or five per half-term (eight and four, respectively, as a candidate). A deficiency in fee hours may be made up by payment at the student's current rate per hour without actual enrollment.

Up to fifteen hours of credit earned in NCFD (Not Candidate for Degree) status at the University of Michigan may be applied to a Rackham degree, with the permission of the Associate Dean, provided that

1. the courses were not used to meet the requirements of another degree;
2. the courses were approved for Rackham credit;
3. a grade of B or higher was received;
4. the courses were completed not more than one year prior to the effective term of admission to the degree program;
5. written approval of the student's major department is provided; and
6. the student has completed at least one term of full-time enrollment toward the degree with an average grade of B or higher.

No credit from other institutions may be transferred for doctoral degrees. It should be understood that the doctorate is awarded strictly on the basis of competence and not as a result of earning a specified number of credit hours.

**Full-Time Enrollment**

Full-time enrollment is defined as enrollment in at least three courses comprising a total of at least nine credit hours. Doctoral students may not count undergraduate, elementary, or reading foreign language courses among the three required courses, though master's students may. (If the language department in question regards a 400-level course as a graduate course, so shall the School for this purpose.)
All graduate students are expected to enroll full-time. Permission to enroll part-time may be sought by submitting the form "Request for Permission To Enroll Part-Time." Part-time enrollment may be permitted under special circumstances; for example, when all of the requirements for candidacy have been completed and candidacy is anticipated for the following term.

Questions concerning certification of student status should be directed to the Office of the Registrar, Central Campus Student Services, 1210 LSA Building (tel. 764-6280).

Continuous Enrollment (Ph.D. students only)

Effective with the fall term 2010, the Rackham School has adopted a policy of continuous enrollment for all students in Ph.D. programs. (The policy does not apply to students in D.M.A. programs.) Under this policy, Ph.D. students register for each fall and winter term, from matriculation to completion of degree requirements, unless they are on an approved leave of absence or have requested extramural study status. (For details about leaves of absence and extramural study status, see the Rackham website at http://www.rackham.umich.edu/policies/continuous_enrollment/. Students may also use the website to apply for a leave of absence or extramural study status up to six months in advance.) Students need not register for a spring/summer term unless they are taking a course, sitting for a barrier examination, or conducting a final oral defense.

Ph.D. students making satisfactory progress toward completion of degree requirements may expect the School to cover candidacy tuition for any term in which (1) they are without another source of tuition funding, and (2) they would not have registered under previous policies.

Students who do not register will be assumed to have withdrawn from their programs and will be discontinued (after receiving a series of registration reminders from Rackham). Once discontinued, a former Ph.D. student may apply to Rackham for reinstatement if he or she seeks to resume active study in the same Ph.D. program. Rackham forwards reinstatement applications to the relevant academic department within the School, and the faculty (or admissions committee) of that department decides whether or not to reinstate the student. Questions about readmission and reinstatement under the continuous enrollment policy can be directed to Donna Huprich at the Rackham School (dhuprich@umich.edu or 615-3680).

As a result of the policy, detached study status and dissertation research/writing status are no longer available for students in Ph.D. programs. So long as they are working on their degree requirements, Ph.D. students will have to register every fall and winter term, even when living away from Ann Arbor.

Readmission

Any Rackham master’s student or D.M.A. precandidate who has not been enrolled during the previous twelve months must apply for readmission. The “Application for Readmission” form is available on the Rackham website. Applications for readmission are evaluated on the basis of the criteria and expectations in effect at the time of readmission rather than those in effect at the time of original admission, if different. A student who is readmitted must satisfy the degree requirements in effect at the time of readmission rather than those in effect at the time of original admission, if different. In performance programs an audition will be required unless waived by the department. Ph.D. students who have not been enrolled for one or more terms (whether precandidates or candidates) must apply to Rackham for reinstatement (see under “Continuous Enrollment” above).

Language Requirements

Any person anticipating doctoral study at the University of Michigan should complete the relevant doctoral language requirement (see below) prior to initial doctoral enrollment, if at all possible. A student entering a doctoral program without having satisfied the language requirement may be expected to do so during the spring-summer term, here or elsewhere, and to demonstrate competence by examination.
Competence in a foreign language, if required, must be demonstrated during the first year of doctoral study. Competence in a second foreign language, if required, must be demonstrated during the second year of doctoral study. Any option acceptable in lieu of a foreign language is considered the second language requirement and must be completed during the second year of doctoral study, except as noted under "Progress Toward the Doctoral Degree."

There is no language requirement for the M.F.A. or for the M.A. in Composition. For the M.A. in Historical Musicology or Ethnomusicology, the requirement is one language at the basic level. The language may be French, German, Italian, Spanish, Russian, or a thesis-related language.

The doctoral language requirements for the various programs are as follows:

COMPOSITION: One or two languages (selected from French, German, Italian, Russian, Spanish), basic level, depending upon options elected.

COMPOSITION AND MUSIC THEORY (Joint Program): Two languages (French, German, Italian, Russian, Spanish), basic level; or one language plus an approved eight-hour program of study in a pertinent field beyond other requirements.

CONDUCTING: BAND CONDUCTING—demonstrated lyric diction proficiency in English, French, German, and Italian; CHORAL CONDUCTING—German, basic level, and demonstrated lyric diction proficiency in English, French, German, and Italian; ORCHESTRAL CONDUCTING—demonstrated lyric diction proficiency in English, French, German, and Italian.

HARPSICHORD: Two languages (French, German, Italian, Latin, Russian, Spanish), basic level.

MUSIC EDUCATION: [No foreign language requirement]

MUSICOHGY: Two languages (German, French, Italian, Spanish, Russian, or two thesis-related languages), basic level, for HISTORICAL MUSICOHGY and ETHNOMUSICOHGY.

MUSIC THEORY: One language (German), advanced level; or two languages (one of which must be German), basic level.

ORGAN: Two languages (French, German, Italian, Russian, Spanish), basic level; or one of these plus either a lecture-recital or two courses in Performing Arts Technology (see no. 4 below).

PIANO: One language (French, German, Italian, Russian, Spanish), basic level, for Piano Performance. For Collaborative Piano each student must demonstrate pronunciation proficiency in French, German, Italian, English, Spanish, Latin, and the International Phonetic Alphabet, as well as reading proficiency in French, German, Italian, and English; testing will be done by the Department. For Piano Pedagogy and Performance, one language (French, German, Italian, Russian, Spanish), basic level.

STRINGS: [No foreign language requirement]

THEATRE: One language, basic level.

VOICE: Two languages (French, German, Italian, Russian, Spanish, or any other language approved by the Voice Department), basic level, demonstrated through options 1, 2, or 3 below. (Diction proficiency in French, German, Italian, and English will be demonstrated by passing examinations given by the Voice Department.)

WIND & PERCUSSION INSTRUMENTS: [No foreign language requirement]

Subject to availability, the language requirement may be satisfied in any one of the following five ways. Certificates of proficiency or course work from other institutions or agencies are acceptable only as specified.

1. Completion of doctoral reading courses 111 and/or 112 at the University of Michigan in Ann Arbor. In languages in which courses 111 and 112 are available, a grade of B or better (not B-minus) in
course 112 completed on the Ann Arbor campus will satisfy the basic reading requirement. A student with sufficient background may omit course 111 and enroll immediately in course 112. A grade of B or better in Course 232, 230, or 236 will satisfy the advanced reading requirement in German. For advanced reading requirements in French, Italian, or Spanish, please see the Graduate Secretary in Room 2277 for a current listing. Please note that doctoral reading courses are not offered every academic term; consult the appropriate language department for scheduling information. These courses may also be offered through the Summer Language Institute. A letter from the department is required to verify that the coursework completed is equivalent to a letter grade of B or better.

2. Completion of other language courses. Except as noted, the completion of two terms of approved study at the University of Michigan in Ann Arbor with a grade of at least B (not B-minus) for each term will satisfy the language requirement at the basic level. There are no restrictions concerning course number or level, but the courses must be approved by the student's major department. This option is not available to students in Musicology, Music Theory, or Voice, though it is available to students in the joint program in Composition and Music Theory. Students in Musicology or Voice may satisfy the requirement at the basic level by completing four terms of approved post-secondary study (or six quarters) with a grade of at least B (not B-minus) for each term. These courses may include courses elected on other campuses, but must be approved by the student's department.

3. Passing the School Language Proficiency Examination. The School administers proficiency examinations in certain languages when qualified faculty are available and willing to participate. Information concerning the examinations to be offered will be available from the Graduate Secretary. Do not assume that a language examination will be offered in a particular term. Each examination will be compiled and administered by a volunteer faculty examiner, and graded with the assistance of one or two readers. An examination will be offered no more than once per term during the fall and winter terms. No examinations will be offered during the spring or summer half-terms. Any student wishing to take a language proficiency examination must sign up with the Graduate Secretary in Room 2277 at least two weeks prior. A student must be enrolled to take any examination.

To demonstrate proficiency at the basic level the student must complete the following:

A. Write out an English translation of two or more excerpts chosen from at least two books and totaling approximately 350 words. This must be done within 90 minutes.

B. Summarize in a few written sentences the major points of another excerpt of approximately 600 words. This must be done within 30 minutes. This requirement does not apply in German but does apply in all other languages.

The excerpts for translation at the basic level for music students will be chosen by the examiner. The excerpts for each theatre student will be chosen by the examiner from four books submitted by the student and approved by the examiner. The books submitted by theatre students must be on subjects related to theatre and must be submitted to the examiner at least one week prior to the examination. The excerpt to be summarized will be chosen by the examiner from a music (or theatre) encyclopedia or similar reference work.

To demonstrate proficiency at the advanced level the student must complete the following within two and one-half hours:

A. Write out an English translation of an excerpt published in the twentieth century and consisting of approximately 350 words.

B. Write out an English translation of an excerpt published between 1600 and 1900 and consisting of approximately 300 words. In German the excerpt will be printed in Gothic type (Fraktur).

The excerpts for translation at the advanced level for music students will be chosen by the examiner. The excerpts for each theatre student will be chosen by the examiner from four books submitted by the student and approved by the examiner. The books submitted by theatre students must be on subjects related to theatre and must be submitted to the examiner at least one week prior to the
examination. Three of the books must have been written in the twentieth century and the other one before 1900. For the German exam, the pre-1900 excerpt should be in Gothic type.

The use of a dictionary will be permitted in all language proficiency examinations. Students may be permitted to use word processing equipment and facilities subject to the approval of the examiner. *German for Musicians* by Josephine Barber (London: Faber Music, 1985) is a useful source in preparing for the examination in German, but only a dictionary is permitted in the examination.

Each examination will be evaluated by the examiner and reader(s) on a pass/fail basis according to the following criteria:

A. Every translation must be accurate as to the sense of the passage translated.

B. Every translation must be in prose of acceptable quality and must be clearly legible.

C. In the basic examination, the summaries should reflect accurately the major points of the passages summarized.

Preparation for the examination is the responsibility of the student. No course work in foreign language is required, nor is any consultation with faculty expected. Examinees will be informed of the results in writing by the Associate Dean within two weeks. No language proficiency examination may be taken more than two times. If a student fails an examination a second time, he or she must satisfy the language requirement by another means.

4. Completion of technology courses. In the programs in Organ and Piano Pedagogy and Performance, the language requirement may be met by completing two courses (of at least 2 credit hours each) in Performing Arts Technology (Division 691) at the University of Michigan with a grade of B (not B- minus) or better in each course. For doctoral students in Organ, this option is available only for the second of the two required languages. This option is not available in Conducting, Musicology, Ethnomusicology, Music Theory, the joint program in Composition and Theory, Collaborative Piano, or Voice. See your departmental supplementary information sheet for detailed information.

5. Placement examination. Except as noted, a student who demonstrates proficiency by placement into the fourth term of undergraduate study (usually course 232) will be considered to have satisfied the requirement at the basic level. This option is not available in Musicology, Music Theory, or Voice; and in other programs it requires the approval of the student’s department.

**Multiple Degrees**

A student simultaneously pursuing a master’s degree in the School of Music, Theatre & Dance and a doctoral degree in the Rackham Graduate School must enroll separately in each school so that separate transcripts are generated. All requirements for both degrees must be satisfied in full, as if each program were being pursued independently, except that up to ten hours may be double-counted. To request double-counting, submit the Rackham "Dual Degree Course Election Form." Approval of both departments involved and of the Associate Dean is required. Double-counting may have no effect on the required fee total.

**Grading**

The Rackham Graduate School has established the following descriptions and criteria for grading at the graduate level:

**Excellent:** Markedly above average for graduate students

A+ (9 honor points) 
The highest conceivable standard of work

A (8 honor points) 
Genuinely outstanding

A- (7 honor points) 
A very high standard in which strengths far exceed weaknesses
<table>
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<td>Good</td>
<td>Standard normally expected of graduate students</td>
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<tr>
<td>B+</td>
<td>(6 honor points) Above average</td>
</tr>
<tr>
<td>B</td>
<td>(5 honor points) Average</td>
</tr>
<tr>
<td>B-</td>
<td>(4 honor points) Revealing certain weaknesses</td>
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<tr>
<td>Fair</td>
<td>Below average for graduate students</td>
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<tr>
<td>C+</td>
<td>(3 honor points) Lacking essential qualities</td>
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<tr>
<td>C</td>
<td>(2 honor points) Marginally acceptable</td>
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<tr>
<td>C-</td>
<td>(1 honor point) Need for marked improvement to remain in program</td>
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<tr>
<td>Poor</td>
<td>Not acceptable at graduate level</td>
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<tr>
<td>D</td>
<td>(0 honor points)</td>
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<td>(0 honor points)</td>
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A cumulative grade-point average of B (5.0) or higher is required to remain in good standing or to receive a degree. A student whose cumulative grade-point average falls below B may be placed on academic probation for the following term (or half-term) of enrollment, or required to withdraw. A student whose cumulative grade-point average falls below B for two or more terms may be required to withdraw. No course in which a grade of D, E, I, W, VI, ED, Q, S, U, or Y is received may be counted to satisfy any requirement.

A grade of Incomplete (I) may be assigned to a student only if the unfinished part of the student's work is small, the work is unfinished for reasons acceptable to the instructor, and the student's standing in the course is a B grade or higher. The student and the instructor should discuss the Incomplete prior to its conferral. A grade of I can be changed to a letter grade only if the incomplete work is made up by the end of the second full term following the term for which the I is given, counting the spring-summer term, regardless of whether or not the Rackham student is enrolled. If the grade of I has stood for two full terms, credit can be earned only by re-electing the course, attending classes, and completing all course work and examinations. The grade-point average will be based on hours of work completed. The grade of I is permanently retained on the student's record. An incomplete that has been made up according to the above procedures will appear on the student's transcript as an I with the letter grade next to it. A grade of I may not be used to extend the grace period for presentation of a recital without enrolling.

Avoid incomplete grades. Even when made up, an incomplete remains on the transcript and becomes a significant negative factor when the student is under consideration for a fellowship. An incomplete that is not made up represents an even more serious blemish.

A student who submits work to make up an incomplete when the deadline is imminent should point out the approaching deadline to the faculty member and stress the urgency of reporting the grade prior to the deadline. A student who waits until the last minute to make up an incomplete may find that, for unanticipated reasons, he or she is simply unable to do so before the deadline. Sometimes illness intervenes. Sometimes the faculty member is unavailable, or has left the University. In some cases an incomplete ultimately means that the student must elect another course.

**Code of Academic Conduct**

Honesty, fairness, and trust are fundamental values upon which the University is founded. Each member of the School should realize that deception for the purpose of individual gain or convenience is an offense against the other members of the School and The University. Such dishonesty includes, but is not limited to, the following:

**Plagiarism:** Submitting the work of another person as one's own; stealing the ideas, data, or written work of others; copying the work of others without proper acknowledgment; or otherwise taking credit falsely.

**Cheating:** Using unauthorized notes, or study aids, or information from another student or from another student's paper on an examination, including cheating by electronic means on a computer-administered examination; altering graded work after it has been returned and submitting the work for re-grading;
allowing another person to do one's work and submitting the work as one's own; or submitting one's own work previously submitted for another course without fully revealing the circumstances to the instructor.

**Aiding and Abetting Dishonesty:** Providing material or information to another person with knowledge that these materials or information will be used improperly.

**Dishonesty in Reporting the Results of Research:** Misrepresenting data or information or reporting false or misleading data or information including, for example, fabrication of data, improper adjustment of results, selective reporting for purposes of deception, omission of conflicting data for purposes of deception, or presenting data not gathered in accordance with appropriate methods for collecting or analyzing data and failing to include a substantially accurate account of the method by which the data were gathered or analyzed.

**Falsification of Records and Official Documents:** Altering documents affecting academic records; providing false information with intent to undermine the orderly functioning of the School or the University; forging signatures or falsifying information on an official academic document, election form, drop/add form, late drop form, grade report, transcript, letter of permission, petition, or any document designed to meet or exempt a student from a regulation or procedure of the School or the University, including making alterations after a document is signed.

**Unauthorized or Malicious Interference or Tampering with Computer Property:** Stealing, destroying, or tampering with the computer software, files, or data of others for purposes of academic gain or convenience.

When a complainant believes that academic dishonesty may have taken place, he or she should present the evidence to the Associate Dean for Academic Affairs or the Associate Dean for Graduate Studies. The Associate Dean will arrange for a hearing by a Hearing Board to determine:

1. Whether the evidence is admissible. In the event that it is not, the case shall be dismissed. If the evidence is admissible, the Hearing Board must determine

2. Whether the evidence is sufficient. In the event that it is not, the case shall be dismissed. If the evidence is sufficient, the defendant is adjudged guilty of the infraction, and the Hearing Board must then take such action as is appropriate.

Copies of School of Music Code of Academic Conduct and the Manual of Procedures for Dealing with Infractions of the Code of Academic Conduct are available in the office of the Associate Dean.

**Non-Academic Conduct**

The non-academic conduct of students enrolled in the School is governed by the rules of the University of Michigan, which are published in University Policies Affecting Students. Copies of this publication are available at the Campus Information Center in the main-floor lobby of the Michigan Union, at the North Campus Information Center in the lobby of the North Campus Commons, at the Office of the Dean of Students, 3000 Michigan Union, and at the Office of the Vice President for Student Affairs, 6020 Fleming Administration Building.

**Alcohol and Other Drugs Policy**

The School Alcohol and Other Drugs Policy is distributed at orientation, and copies are available in the deans' offices. While the emphasis of this policy is on prevention and assistance with problems associated with alcohol and other drugs, the offer of help and the willingness to accept assistance do not preclude sanctions or excuse students, faculty, or staff members from their obligations to the School or their liability under relevant laws. Consideration of sanctions may be necessary when alcohol or other drug use is associated with problems such as poor work performance, poor attendance, destruction of property, injury to individuals, and unlawful possession, use, manufacture, or distribution of alcohol and other drugs on University property or as part of University activities.
Student Grievance Procedure

Any student of the University of Michigan having a complaint against a faculty member or a policy of the School should attempt to resolve the matter through informal discussion or other appeal to teaching or administrative personnel of the School. If a satisfactory resolution of the matter cannot be achieved informally, the student may write directly to the Dean of the School, setting forth as succinctly and clearly as possible the nature of the complaint together with specific suggestions for a satisfactory remedy of the matter. This procedure may be used in any matter relating to discrimination in violation of University or School policy. Upon receipt of such formal complaint, the Dean will refer it to appropriate School personnel with instructions that a written reply be prepared, copies of which will be sent to the Dean and to the appellant. The appellant may make further appeal to the Dean and the Executive Committee of the School, who may, at their discretion, appoint an ad hoc committee to investigate the matter. The disposition of the further appeal by the Dean and Executive Committee or by the ad hoc committee will be described in writing to the appellant.

Rackham students who have a disagreement or dispute with faculty or staff about equity or fairness of decisions or procedures that affect their academic standing or progress toward completion of degree requirements may avail themselves of the Rackham Academic Dispute Resolution process. Questions about the process should be directed to the Rackham Resolution Officer, Darlene Ray-Johnson rayj@umich.edu. Associate Dean Whiting is a member of the Rackham Resolution Board, which is convened as needed by the Resolution Officer and includes several Rackham students, who can serve as resolution counselors.

Detached Study

Detached Study is a registration status available to precandidates and candidates in D.M.A. programs, who are not enrolled for courses or directed research but who are working, either in Ann Arbor or elsewhere, toward completion of the degree as a primary activity. (Detached Study status is not available for students in Ph.D. programs; see under “Continuous Enrollment” above.) Only one period of detached study, for up to twelve months, can be approved at a time, for a combined total of three years (nine full terms). Detached study cannot be made retroactive. Students granted Detached Study status may request deferment of educational loan payments and may be eligible for certain loan programs. They are also assured of re-admission to the Graduate School at the end of the given period. For further information contact the Office of Academic Records and Dissertations at the Rackham School. Forms for the certification of Detached Study status are available from the Graduate Secretary.

Financial Awards

Information concerning financial awards is available from Christina Bell (Music), Jennifer Knapp (Theatre), or Samantha Strayer (Dance). Each student who is a U.S. citizen is strongly urged to apply through the Office of Financial Aid as well as through the School.

Awards administered through the School are made for only one year. It is necessary to reapply each year. The deadline is February 15.

Nominations for Barbour Scholarships (for Asian women) and Rackham Predoctoral Fellowships (for doctoral candidates) are made to the Rackham School by the Associate Dean in consultation with Faculty Council on Graduate Studies on the basis of recommendations from the departments. A student who wishes to be considered should bring the matter to the attention of his or her doctoral advisor or department chair. The deadlines are typically in November for Barbour Fellowships and December for Predoctoral Fellowships for the following year.

Awards for which the student must apply directly to the Rackham School include travel grants (to present papers, attend premieres of compositions, participate in competitions, etc.); non-traditional
fellowships (for new students whose educations have been interrupted for at least five years); and Roy
Johnson Trust Fund Scholarships (for blind graduate students). Check the Rackham website for a
complete list of fellowships and their deadlines.

A list of major scholarship programs is available for inspection in the office of the Graduate Secretary.
Each program has its own deadline and its own application procedures. Some deadlines are as early as
October. Current announcements concerning major scholarships and financial awards are occasionally
posted on the bulletin board outside Room 2277. The Rackham website also contains scholarship infor-
mation.

A limited number of scholarships for women whose education has been interrupted are available through
the Center for Education of Women, 330 E. Liberty St. The Alumni Council makes available each year a
limited number of scholarships, primarily for women. Applications may be submitted from approximately November 1 to December 14 in the Office of the Alumni Association in the Alumni Building.

The Graduate Secretary, Christina Bell, is a notary public and can notarize any necessary forms.

We regret very much that, because the requests for financial awards far exceed the funds available, the
School is unable to assist many well-qualified and deserving students.

Information for Graduate Student Assistants

Stipend payments. Graduate student assistants (GSAs) are paid monthly, not later than the last working
day of the month (September through December for the fall term; January through April for the winter
term). Automatic deposit to a bank, savings and loan institution, or credit union is usually the most
convenient method of payment for most students. Forms to request automatic deposit are available from
Christina Bell (Music), Jennifer Knapp (Theatre), or Samantha Strayer (Dance). Stipends not deposited
automatically are paid by check. Checks can be picked up at the Central Campus Cashier’s Office in the
Comerica Bank Building on North University St., or at the North Campus Cashier’s Office in the Pierpont
Commons.

Enrollment. Every GSA must be a graduate student in good standing and, except during the spring-
summer term, must be enrolled full-time, that is, for at least nine credit hours. (See below, Progress
Toward the Doctoral Degree.)

Insurance coverage. Any GSA, no matter what their appointment, is now eligible to participate in the
University’s Major Medical (GradCare), Blue Cross-Blue Shield, and Group Life Insurance plans. Every
newly appointed GSA automatically receives single-person coverage with GradCare and dental option I.
They may select other plans, and will have access, at their own cost, to vision and legal plans, as well as
the ability to purchase additional life insurance. Applications for the programs must be filed within thirty
(30) days of the effective date of the appointment. Applications for the Group Life Insurance program
must be filed within sixty (60) days of the effective date of the appointment. Application forms and
further information concerning these and other benefits are available from the Office of Staff Benefits
(763-1214).

GSI training. Every Graduate Student Instructor (GSI) is required to elect a training/orientation course
prior to or during his or her first term of appointment (which is why such training courses tend to be
offered only in the fall term). The GSI training requirement can be satisfied as follows.

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Course</th>
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<tbody>
<tr>
<td>Composition</td>
<td>Theory 590</td>
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<tr>
<td>Composition/Theory</td>
<td>Theory 590</td>
</tr>
<tr>
<td>Conducting</td>
<td>Conducting 595</td>
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<tr>
<td>Dance</td>
<td>Dance 571</td>
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<tr>
<td>Music Education</td>
<td>Music Education 595</td>
</tr>
<tr>
<td>Musicology</td>
<td>Musicology 509</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Theory 590</td>
</tr>
<tr>
<td>Organ</td>
<td>Organ Literature 587 or 595</td>
</tr>
</tbody>
</table>
Piano Performance                  Piano Literature and Pedagogy 595  
Collaborative Piano               Piano Literature and Pedagogy 587 or 588  
Piano Pedagogy and Perf.          Piano Literature and Pedagogy 581 or 585  
Strings                           Music Education 595  
Theatre                           Theatre 993  
Voice                             Voice Literature 519  
Winds and Percussion              Music Education 595  

Miscellaneous. A graduate student assistant may obtain a staff identification card from the Entree Plus Offices in room 100, Student Activities Building, or room 2101, North Campus Commons.

Office space is available for GSAs. Information concerning office space is available from the student's faculty supervisor.

Mailboxes are available for GSAs. These boxes are located near the Information Office in the lobby.

Transcripts

Official transcripts cannot be supplied to the student or to other units of the University by the office of the Associate Dean but must be obtained through the Office of the Registrar, 413 E. Huron St. (tel. 763-5174) or, on North Campus, B430 LL North Pierpont Commons. There will be a charge for each transcript. Academic reports are available on Wolverine Access.

Student Services

Assistance with problems concerning the Office of Financial Aid is available from Christina Bell (Music), Jennifer Knapp (Theatre), or Samantha Strayer (Dance).

The University’s Temporary Staffing Services (Human Resources), G250 Wolverine Tower, can provide information on available office, technical, part-time, and administrative positions to persons seeking employment.

The Housing Information Office, 1011 Student Activities Building (tel. 763-3164), provides information about university residences for students, as well as information about cooperatives and privately owned apartments, homes, and trailer parks.

The Career Center, 3200 Student Activities Building, provides information about careers and occupations, and about occupational supply and demand. Each student is urged to register and to create a credentials file in the Career Center.

Information concerning academic job openings in music is available at the Circulation Desk in the Music Library at the School. It is also circulated periodically by the Graduate Secretary.

The Office of Non-Academic Graduate Career Counseling, 3200 Student Activities Building, provides information on non-academic careers for holders of graduate degrees.

Curriculum Requirements

The official statement of the precandidacy requirements for each doctoral program is the listing on the “Checklist of Doctoral Precandidacy Requirements” form for that program. Each student should obtain a copy of this form and check off each requirement as it is met.

Each D.M.A. student is required to complete Musicology 503 and is expected to satisfy this requirement during his or her first year of residence. Currently this course is offered only in the fall term. A student who has completed an equivalent course at another institution may apply for a waiver of Musicology 503. This request should be directed to the faculty member currently teaching the course. Musicology 503 is
not considered waived until a written notice has been submitted to the Office of the Associate Dean by a member of the Musicology faculty stating that the student has completed an equivalent course.

In addition to Musicology 503, each student is required to complete satisfactorily at least one course in Musicology or Music Theory each term, in addition to other elections—a total of five courses (15 credit hours). One course numbered 600 or above, carrying at least 3 hours of credit, must be elected in Musicology.

Apart from this, any course in Musicology or Music Theory numbered 500 or above and elected for two or more hours credit may be counted toward the 15-hour requirement. Courses numbered below 500 may not be counted. An average of B (5.00) must be achieved in these courses, and no course may be counted in which a grade lower than B-minus is received. The requirement of a B (5.00) average applies to Musicology and Music Theory courses calculated separately as well as to the 15-hour requirement as a whole. At least two courses in Musicology must be completed prior to taking the general preliminary examination in that field, and at least two courses in Music Theory must be completed prior to taking the preliminary examination in that field.

Elections available during the summer are extremely limited. Normally no work relevant to doctoral degrees, except occasionally in Music Education, will be available during the summer. Faculty are not normally paid to supervise dissertations during the summer.

Required cognate courses must be elected while enrolled in the Rackham School rather than in the School, although courses elected through the School may be counted toward the 15-hour requirement.

**Pedagogy Requirement**

Prior to admission to candidacy, each doctoral student in the School must satisfy the pedagogy requirement. The purposes of the requirement are to expose doctoral students to a broad range of specifically pedagogical expertise within the School faculty, and to improve the preparation of doctoral graduates for teaching undergraduate students. In consultation with their advisors, doctoral students will elect either the departmental pedagogy course or a substitution from the following courses:

1. Music Education 595, Practicum in Teaching (2 hrs.). Includes an examination of theories of music teaching and learning, adult learning styles, developmental stages experienced by undergraduate students, and discussion of issues in the teaching of music in higher education.
2. Music Education 810, Seminar in Music Teacher Education (3 hrs.)
3. Musicology 509, Teaching of Introductory Courses in Music (2 hrs.)
4. Music Theory 590, Teaching of Music Theory (3 hrs.)
5. Voice Literature 519, Teaching of Voice (2 hrs.), voice students only
6. Piano Literature and Pedagogy 585, College and Adult Group Teaching (3 hrs.), piano students only, any program
7. Piano Literature and Pedagogy 595, Practicum in Teaching (1 hr.), piano students only, any program
8. Music Performance 781, Seminar in Performance Problems (2 hrs.), piano chamber music and accompanying students only
9. Organ Literature 587, Organ Pedagogy (2 hrs.)
10. Organ Literature 595, Practicum in Teaching (1 hr.)

The pedagogy requirement must be satisfied during the first two terms of enrollment. One of these courses elected at the master's level at The University of Michigan will satisfy the requirement. The seven-year time limit does not apply to courses that can satisfy the pedagogy requirement.
The pedagogy requirement for doctoral students is entirely independent of the training requirement for Graduate Student Instructors (GSIs). The differences are as follows:

1. The GSI training requirement applies to all GSIs, including master’s and specialist students with GSI appointments. The pedagogy requirement applies to all doctoral students, whether or not they hold GSI appointments.

2. The GSI training requirement can be waived by the GSI’s supervisor or by his or her department. The doctoral pedagogy requirement cannot be waived.

3. The doctoral pedagogy requirement can be satisfied only by the courses listed above. The GSI training requirement can be satisfied by any of the courses listed in the "Information for Graduate Student Assistants" section.

**Progress Toward the Doctoral Degree**

The lengthy and gradually increasing average time required to earn a doctoral degree is generally agreed to be one of the most serious problems facing graduate education in the United States. Excessive time devoted to doctoral study not only increases the costs to the institution and to the student but delays the time when he or she can embark on a career and begin earning a salary. For these reasons, it is very important to consider every step that can be taken, consistent with high academic standards, to reduce the time-to-degree for doctoral students.

Every doctoral precandidate is required to enroll for and complete satisfactorily each term at least three courses that are relevant to his or her degree program and that comprise a total of at least 9 credit hours. Doctoral students may not count undergraduate, elementary, or reading foreign language courses among the three required courses. Permission to elect a lesser load may be sought by submitting the form "Request for Permission To Enroll Part-Time." Any student electing a lesser load without permission is considered not to be making satisfactory progress toward his or her degree.

Christina Bell (Music), Jennifer Knapp (Theatre), or Samantha Strayer (Dance) will be pleased to meet with any student by appointment to review his or her records or progress.

**In Music:**

A doctoral student in music is expected to have satisfied all of the requirements for candidacy not later than the end of his or her fifth term after admission to doctoral study with a relevant master's degree (or, if longer, after five terms of enrollment in the Rackham School). In performance programs it is thus expected that students will achieve candidacy and receive the degree by the end of the sixth term. In other programs the dissertation may require additional enrollment.

The Faculty Council on Graduate Studies of the School has defined good standing in a doctoral program in music and satisfactory progress toward the doctoral degree as follows:

1. A student who has completed two terms of doctoral study must have satisfied the pedagogy requirement, completed the language requirement in at least one language,\(^1\) and completed Musicology 503 (or 501) plus one additional course in Musicology or Music Theory, with a cumulative average of at least 5.0 in the Musicology and Music Theory courses. A student who has not met these standards is not considered to be in good standing and is not considered to be making satisfactory progress toward the degree. He or she will not be eligible for financial aid or a GSA appointment until these requirements have been met. Work completed during the summer prior to the third term of study may be counted.

2. A student who has completed four terms of doctoral study must have satisfied the language requirement in two languages, if required (or prescribed alternative requirements in lieu of one or both languages);\(^2\) and must have completed two courses in Music Theory and at least three in Musicology by the end of term four with a cumulative average of at least 5.0. A student who has not
met these standards is not considered to be in good standing and is not considered to be making satisfactory progress toward the degree. He or she will not be eligible for financial aid or a GSA appointment until these requirements have been met. Work completed during the summer prior to the fifth term of study may be counted.

3. A student who has completed six terms of doctoral study (or Rackham enrollment) must have completed all of the requirements for candidacy and achieved candidacy effective no later than the beginning of the seventh term. The dissertation committee must have been appointed. A student who has not met these standards is not considered to be in good standing and is not considered to be making satisfactory progress toward the degree. He or she will not be eligible for any award or appointment through the School until these requirements have been met.

1A student seeking competence at the advanced level may have three terms in which to satisfy the requirement. Because the language requirement is substantially different in Collaborative Piano than in other programs, a student in that program may complete the requirement according to a schedule acceptable to the head of the program.

2A student in Composition electing an eight-hour sequence in lieu of a second language may have six terms in which to complete the sequence provided that he or she has completed the first language and at least two terms of study toward the sequence in lieu of a second language by the end of the fourth term of doctoral study. A student in Organ who is presenting a lecture-recital in lieu of a second language may, with the permission of the Organ Department, present the lecture-recital after achieving candidacy. A student in Collaborative Piano must have completed all of the language requirements by the end of his or her fourth term of doctoral study.

Every student is expected to elect and to complete at least one course in Musicology or Music Theory each term until the minimum requirement in each of those fields is satisfied. Often it will be necessary to elect more than one such course, particularly if the student enters with deficiencies. This may limit the number of desirable and relevant electives one may enroll in or may require that the electives be spread out over a number of terms. Note that if a student elects only one course in Musicology or Music Theory, and finds it necessary to drop that course for any reason without having satisfied all of the requirements in those fields, he or she will cease to be in good standing. Departments may establish additional or more stringent expectations and standards.

Please notify the Graduate Secretary of any relevant information that may not otherwise come to her attention (e.g., if you are pursuing language proficiency at the advanced level; if you are electing one of the alternatives to language proficiency available in Composition or Organ; or if you are in Collaborative Piano and have developed an approved extended schedule for completing your language requirements).

In Theatre:

A doctoral student in theatre is expected to have satisfied all of the requirements for candidacy not later than the end of his or her sixth term after admission to doctoral study with a relevant master's degree. In some cases it may be possible to achieve candidacy earlier and to receive the degree itself by the end of the sixth term. In other cases the dissertation may require additional enrollment.

The Faculty Council on Graduate Studies of the School has defined good standing in a doctoral program in theatre and satisfactory progress toward the doctoral degree as follows:

1. A student who has completed two terms of doctoral study must have satisfied the language requirement in at least one language, must have completed the four courses of the core curriculum, must have completed at least one cognate course, and must have completed the qualifying examination. Courses elected through the Extension Service and courses in which grades of D, E, I, W, VI, ED, Q, S, U, or Y were received are not counted among these courses. A student who has not met these standards is not considered to be in good standing and is not considered to be making satisfactory progress toward the degree. He or she will not be eligible for financial aid or a GSA appointment until these requirements have been met. Work completed during the summer prior to the third term of study may be counted.

2. A student who has completed four terms of doctoral study must have satisfied the language requirement in both languages and must have completed at least two cognate courses. A student who has
not met these standards is not considered to be in good standing and is not considered to be making satisfactory progress toward the degree. He or she will not be eligible for financial aid or a GSA appointment until these requirements have been met. Work completed during the summer prior to the fifth term of study may be counted.

3. A student who has completed six terms of doctoral study must have completed all of the requirements for candidacy and achieved candidacy effective with the beginning of the seventh term. In addition, the dissertation committee must have been appointed. A student who has not met these standards is not considered to be in good standing and is not considered to be making satisfactory progress toward the degree. He or she will not be eligible for any award or appointment through the School until these requirements have been met.

Every student is expected to elect and to complete each term a balanced program of courses leading to the degree. This may limit the number of desirable and relevant electives one may enroll in after the first year or may require that the electives be spread out over a number of terms. Note that if a student enrolls in the minimal number of elections and finds it necessary to drop a course for any reason, he or she may cease to be in good standing.

In Both Music and Theatre:

The regulations of the Rackham School specify that a student must complete all doctoral work within seven years from the date of first enrollment in the Rackham doctoral program. They also specify that good standing requires a cumulative grade-point average of at least 5.0 throughout the period of doctoral study. Each student should monitor his or her elections and transcript carefully. Note that an unofficial drop counts as a failing grade.

These guidelines are based on the expectation that the student enters with no deficiencies and has satisfied the language requirement or can satisfy it by examination. A student who enters with deficiencies or who cannot satisfy the language requirement by examination should plan to elect heavier loads. In order to utilize most effectively the time spent in residence at the University of Michigan, the student should try to satisfy the language requirement prior to initial enrollment or during the spring and summer half-terms. The requirement may be satisfied by studying privately or by studying at a less expensive institution and validating competence by examination if necessary. Note, however, that the first language must be completed prior to beginning the second year of doctoral study and the second language, if required, must be completed prior to beginning the third year of doctoral study.

"Terms of study" as used here refers to fall and winter terms of full-time study, which is defined as at least three courses relevant to the student's degree program that comprise a total of at least 9 credit hours, excluding undergraduate or elementary language courses. A doctoral student may enroll for part-time study only with written permission of the Associate Dean. A lack of funds is not sufficient reason to justify part-time enrollment. Students lacking funds should consider delaying further study until funds are available.

During his or her second term of precandidacy enrollment every doctoral student must develop, in consultation with the advisor, a "Proposed Program of Precandidacy Study" form listing, term by term, what courses he or she intends to take as a precandidate to satisfy the various requirements. The form must be filed in the office of the Associate Dean not later than the end of the second term. Students may be asked to revise these forms during the fourth term of precandidacy enrollment or as needed. Comparable courses may be substituted for courses listed in the proposed Program of Precandidacy Study when the anticipated courses are not offered, and the Program may be revised when necessary.

A student receiving financial aid or a GSA appointment through the School will not normally be supported for more than six terms at the doctoral level. However, a student who has achieved candidacy effective in the fifth or sixth terms may be eligible for certain awards intended to support students preparing dissertations, dissertation compositions, and dissertation recitals.

The expectations and standards outlined here are high, but with careful planning they can be met. Students should not hesitate to request an annual review by their department of their progress toward
completion of degree requirements. Every summer, the Graduate Office conducts a comprehensive audit of academic standing for all pre-candidates in Rackham programs and informs students of the results.

**Time Limits**

All work toward the master's degree must be completed within six years from the date of first enrollment in the Rackham School. Effective for students entering in the fall term 2007, the time limit for completion of all work will be *five years* from the initial enrollment.

All work toward any doctoral degree must be completed within five years of achieving candidacy and within seven years from the date of first enrollment in the Rackham doctoral program. Extensions may be granted under the following conditions: Students who entered their Rackham doctoral program before fall 2007 must petition the Rackham Office of Academic Records and Dissertations (OARD) for an extension of time to degree, providing a plan and timeline for completion. *All such petitions must be submitted to the Faculty Council on Graduate Studies first.* Only petitions that the FCGS has approved will be forwarded to Rackham. Effective for students entering in fall 2007 and later, departments may request (through FCGS) an unconditional one-year extension for students deemed to be making satisfactory progress toward the degree, providing a plan and timeline for completion. A department (again through FCGS) may request one additional one-year extension. A student who fails to complete doctoral work after two years of extension beyond the normal time limit may be returned to precandidacy status, which means he or she must complete candidacy requirements again.

A doctoral student must complete at least one year of full-time study in residence not more than six years prior to achieving candidacy. Any general preliminary examination completed more than six years prior to achieving candidacy must be repeated. At least two courses in Musicology must have been completed with a B average within six years prior to taking the general preliminary examination in Musicology. At least two courses in Music Theory must have been completed with a B average within six years prior to taking the general preliminary examination in Music Theory. If the coursework alternative to the preliminary examination in Musicology is elected, no course completed more than six years prior to achieving candidacy may be counted.

**Preliminary Examinations**

No preliminary examination may be taken unless the student is enrolled. A student not otherwise enrolled must register for Course 900 in his or her major field in order to take a preliminary examination. No preliminary examination, including the preliminary examination in the student’s field of specialization and the oral preliminary examination, may be taken more than two times.

*The residency, language, and pedagogy requirements must be satisfied before any preliminary examination may be taken.* The residency requirement must be completed by the term prior to the term in which the first preliminary examination is taken. If the language requirement is being satisfied by the election of course work, a student may take the first preliminary examination while enrolled in the final required language course, provided that he or she is making sufficient progress in the course to suggest that the requirement will be satisfied. A student may take the first preliminary examination while enrolled in an approved graduate pedagogy class.

The general preliminary examinations in Musicology and in Music Theory are administered during the fall and winter terms. No written preliminary examinations are administered during the summer half-term. The examination dates are available from Christina Bell (Music) or Jennifer Knapp (Theatre). A file of previous examinations is generally available for inspection in the Music Library.

The general preliminary examination in Musicology may be taken while the student is enrolled in his or her second course in Musicology, and the general preliminary examination in Music Theory may be taken while the student is enrolled in his or her second course in Music Theory, although taking the examination with such minimal course work at the University of Michigan is unwise unless the student is unusually well prepared as a result of extensive experience or graduate course work elsewhere.
The 15-hour requirement in Musicology and Music Theory must be satisfied before the second of the two general preliminary exams in Musicology and Music Theory is taken. The second examination may be taken while the student is enrolled in the final required course, provided that the student is making sufficient progress in the course to suggest that the requirement will be satisfied.

The administration of the general preliminary examinations in Musicology and Music Theory is governed by the following policies:

1. Any student wishing to take either of the examinations must submit the form "Certification of Eligibility to Take General Preliminary Examination" to the Graduate Secretary not later than two weeks prior to the date of the examination. The form must be approved before the student is eligible to take the examination.

2. Each examination will be passed or failed as a whole.

3. Examination results will be reported to the student by the Office of the Associate Dean as soon as they are available from the department.

4. In case of failure, the chair of the examination committee will be available to review the examination with the student and provide criticism and advice from the other committee members.

5. If a student fails the general preliminary examination in Musicology or Music Theory, he or she may take the examination a second time. If the examination is failed twice, it may not be taken again.

The preliminary examination in the major field is arranged through the student's department. Each student should consult with his or her doctoral advisor to arrange the examination. The student is responsible for ensuring that the examination is scheduled and completed in a timely manner.

Coursework Alternative to the Preliminary Examination in Musicology

Except as noted, a student may elect four graduate courses in musicology in lieu of taking the general preliminary examination in Musicology. Any Musicology course numbered 500 or above (except 501, 503, or 509) that is elected for two or more hours credit may be counted toward the coursework alternative, and at least one course should be at the 600-level. An average of at least 5.00 (B) must be achieved in these four courses, and no course may be counted in which a grade lower than B-minus is received. No course elected more than six years prior to achieving candidacy may be counted. The coursework alternative is not available to students in the doctoral program in Music Theory.

A student wishing to exercise the coursework alternative must first complete the form "Request for Permission to Elect Coursework Alternative to General Preliminary Examination in Music History." Only courses elected at the University of Michigan may be counted toward the coursework alternative. Courses elected at the master's level may be counted.

The Oral Preliminary Examination

The course work for the D.M.A. in performance, composition, or conducting culminates in a rigorous, challenging, and demanding oral preliminary examination. Courses should be so elected as to prepare the student for this examination as well as for the other preliminary examinations.

All requirements—including the residency, pedagogy, foreign language, cognate, general preliminary examinations in Music Theory and Musicology, the preliminary examination in performance, and any other requirements—must be completed satisfactorily before the oral preliminary examination is taken. The only exception is that in Organ Performance and in Liturgical, Church, and Synagogue Music a lecture-recital given in lieu of a foreign language may be presented after achieving candidacy with the approval of the Organ Department. If a requirement is being satisfied by the election of coursework, the student must be enrolled in the final required course at the time of the oral preliminary examination and must be making sufficient progress to suggest that the requirement will be satisfied. Any requirement
satisfied by extension course work must be actually completed at the time the oral preliminary examination is taken. (With necessary changes being made, the same policy applies to Ph.D. precandidates preparing for the major preliminary examination in Music Theory or the special field examination in Musicology: the residency, pedagogy, foreign language, and cognate requirements must be satisfied first, and the general preliminary examinations must be passed, before students sit for either the major preliminary or special field examination.)

The administration of the oral preliminary examination for the D.M.A. in performance, composition, or conducting is governed by the following policies:

1. Composition and appointment of the committee for the oral preliminary examination
   
   A. The examining committee shall consist of at least five regular members of the graduate faculty (i.e., persons holding unmodified appointments as professor or associate professor, or as assistant professor with a doctorate), including the department doctoral advisor and the student's major professor, either of whom may serve as chair. The committee must include at least three members from the student's department and at least one member from a department of the School other than the student's major department. An adjunct or visiting professor may be nominated to the committee as the sixth member by petition to the Rackham Graduate School and with the prior approval of the advisor.
   
   B. Following consultation between the student and prospective committee members, the student will submit to the Associate Dean a proposed date, time, and location for the examination and the proposed membership of the examining committee. This recommendation must be received at least two weeks prior to the proposed date of the examination. The Graduate Secretary will then send a memorandum of confirmation to the committee members. Substitutions of personnel may be made with the approval of the Associate Dean. It is desirable that the committee members be identified prior to the preliminary examination in performance and that they be invited to attend the examination.

2. Scheduling of the examination
   
   A. The Associate Dean will appoint the members of the examining committee and notify them of the time and place of the examination.
   
   B. The examination will be scheduled for a two-hour period when all committee members are able to be present.

3. Duties of the chair
   
   A. If the preliminary examination in performance has not taken place at the time the committee is appointed, the chair shall notify the members of the time and place of the examination and invite them to attend.
   
   B. The chair shall provide, at the time of the oral preliminary examination, (1) the written preliminary examinations of the student, (2) transcripts of the student's work, and (3) any other pertinent records.
   
   C. The chair shall preside and shall be responsible for the pace of the examination.
   
   D. The chair shall review these guidelines in camera before the examination begins and shall call attention to specific items as appropriate.
   
   E. Following the examination, the chair shall promptly report the results to the Office of the Associate Dean for Graduate Studies.

4. Duties of the student
   
   A. In consultation with the department doctoral advisor, the student shall contact the proposed members of the examining committee before their names are submitted to the Associate Dean to
confirm that they will be able to participate in the oral preliminary examination at the proposed time, date, and location. This must be done at least two weeks prior to the proposed date of the examination (see item 1.B.).

B. The student shall provide a copy of his or her repertoire list to each member of the examining committee at least two weeks prior to the examination. The list shall be comprehensive, including all of the significant works studied at any time.

C. At the time of the oral preliminary examination the student shall provide a list of the repertoire performed or expected to be performed at the preliminary examination in performance.

5. Content of the examination

A. The examination should be rigorous and demanding, and should represent the culminating synthesis of precandidate study. Questions may be based on the comprehensive repertoire list submitted by the student.

B. The questions may be historical, analytical, stylistic, biographical, bibliographical, or contextual in nature. They may deal with performance practices, ornamentation, traditions, the history of the instrument, or any other substantive matter. Factual questions as well as interpretative questions should be included.

6. Conduct of the examination

A. The examination may begin only when a properly constituted committee is present (see item 1.A.) and must adjourn at any time that such a committee is not present.

B. Questions posed by committee members should be substantive, concise, and to the point.

C. Committee members asking questions based on musical examples should bring multiple copies of the music to the examination.

D. The chair of the committee may rule on the appropriateness of questions and determine the length of time to be devoted to each question. He or she shall also determine the order to questioning.

E. It is appropriate to allow the student to begin the examination by discussing a topic of his or her choice for not more than fifteen minutes.

7. Determination of the results of the examination

A. The decision of the committee shall be by simple majority vote, except that if there is an affirmative majority and more than one negative vote the question shall be referred to the Faculty Council on Graduate Studies for resolution.

B. If the student fails the examination, the committee is asked to recommend to the Associate Dean whether or not he or she should be permitted to attempt the examination a second time. If the recommendation is to permit a second attempt, the committee is asked to recommend specific course work and/or a specific program of preparation to be required of the student prior to the second attempt. Permission to attempt the examination a second time also requires the approval of the student’s department. No preliminary examination may be attempted more than twice.

To repeat: no preliminary examination may be taken unless the student is enrolled. A student not otherwise enrolled must register for Course 990 in his or her major field in order to take a preliminary examination.
Candidacy

Candidacy status indicates that the student has satisfied all of the requirements for the degree except the dissertation. (The only exception is that in Organ Performance and in Liturgical, Church, and Synagogue Music, a lecture-recital given in lieu of a foreign language may be presented after achieving candidacy with the approval of the Organ Department.) When a doctoral student has accumulated the necessary fee hours, passed all of the required written and oral preliminary examinations, and met all of the other requirements, including the residency, language, and pedagogy requirements, the student should apply to the Associate Dean for admission to candidacy. The Associate Dean will recommend candidacy to the Dean of the Rackham Graduate School, who will normally approve the application. It is desirable to become a candidate as soon as possible, because the tuition is much lower than for precandidates. It is expected that students in D.M.A. programs will achieve candidacy by the beginning of their sixth term of study, and that students in Ph.D. programs will achieve candidacy by the beginning of their seventh term of study.

Candidacy will be granted only at the beginning of a term or half-term. A candidate normally enrolls only for Course 995, which must be elected for eight hours (four in a half-term); no part-time enrollment is possible. One additional course may be elected, if desired, for no additional fee. This additional course must be elected for credit and not for visit. A candidate who does not elect a "free" course during a term of 995 enrollment may "bank" that course entitlement and elect two free courses during a subsequent term of 995 enrollment. If other courses are elected the appropriate additional fee will be charged.

If a student enrolls in course 990 during early registration and subsequently achieves candidacy, his or her registration will automatically be changed to 995. A student who enrolls in Music Performance 891 during early registration and subsequently achieves candidacy, must change his or her registration to 995 through the drop/add process.

Special Instructions for International Candidates

Please note: The new INS regulations require all F1/J1 students to pursue a full course of study during the fall and winter terms. Dissertation candidates in Ph.D. programs must be registered every fall and winter term while they are completing research and writing (see under “Continuous Enrollment” above). If you are a candidate in a D.M.A. program and not currently enrolled, or if you have not been approved for Detached Study with full-time status, you must complete the Certification of Dissertation Research/Writing in the United States form. This certification allows you to maintain your immigration status with the INS for a period of up to twelve months (or three consecutive terms). After twelve months, you may petition the Rackham Graduate School for a time extension, so long as the combined total does not exceed three years (or nine full terms) during the course of study. If you enroll in classes for any term within the approved period, your certification will be cancelled for the duration of the approved period. The form is available from the Graduate Secretary in Room 2277; please see her for specific information.

The Dissertation Committee

The work of every doctoral candidate is supervised by a dissertation committee. The dissertation committee must be appointed prior to achieving candidacy. It should be organized early enough to monitor the dissertation, dissertation recitals, or dissertation composition from the earliest stages, including the dissertation proposal and any dissertation recitals presented prior to candidacy. The student should ensure that every committee member is kept informed of his or her progress at every stage.

In D.M.A. (i.e., performance, composition, and conducting) programs, the dissertation committee must consist of at least five members; in Ph.D. programs the dissertation committee must consist of at least four members. Each committee must include a chair (or two co-chairs) and an outside member. At least two members must be from the student's major department. In D.M.A. programs the committee must include at least one member from a department of the School other than the student's major department. All committee members must be regular members of the graduate faculty. A regular member of the graduate faculty is a person holding an unmodified appointment (i.e., not visiting, adjunct, etc.) at the University
of Michigan as a professor or an associate professor, or as an assistant professor with an earned doctorate from an accredited institution. (Information concerning rank and the possession of a doctorate is available in *The University of Michigan Directory*, a copy of which is available in Room 2277.) The outside member must be a regular member of the graduate faculty in a Rackham doctoral program outside the School. Such a person is assumed to be familiar with the standards for doctoral work. (Programs offering Rackham doctoral degrees are listed in the Rackham Bulletin *Program Information and Course Offerings*, a copy of which is available in Room 2277.) It is the function of the outside member to represent all other Rackham programs and to provide the intellectual stimulus of a faculty member in a field related to the student's program or dissertation topic.

Persons who are not regular members of the graduate faculty but who can contribute significantly to the dissertation may be nominated for service on specific doctoral committees using the form "Nomination for Special Assignment," which is available from Christina Bell (Music) or Jennifer Knapp (Theatre) and should accompany the "Nomination of Dissertation Committee" form. A person serving on this basis should be an additional member of the committee, not one of the required members, and may not serve as chair or sole outside member.

The membership of the committee should be discussed by the student with the program advisor. The prospective members should be contacted by the student to determine their willingness to serve. The names of the prospective members should be submitted to the Associate Dean using the "Nomination of Dissertation Committee" form. The Associate Dean will forward the recommendation to the Dean of the Rackham Graduate School, who will appoint the committee. The committee should be appointed at the time candidacy is sought, if it has not been appointed earlier. Check later with Christina Bell (Music) or Jennifer Knapp (Theatre) to ensure that the appointments have indeed been made by the Rackham School. The same procedure should be used should it become necessary to revise the committee membership.

**The Dissertation, Dissertation Composition, or Dissertation Recitals**

Each Ph.D. program requires a dissertation, a dissertation abstract of not more than 350 words, and a final oral examination on the dissertation. The D.M.A. in composition requires a dissertation composition, to be determined by the student and the dissertation chair, together with an abstract consisting of not more than 350 words of commentary, and a final oral examination on the dissertation composition. The D.M.A. in performance requires a series of dissertation recitals as prescribed by the dissertation committee, together with an abstract of not more than 350 words, copies of the recital programs, and a final oral examination. The D.M.A. in conducting requires a series of three full public concerts, together with an abstract of not more than 350 words, copies of the concert programs, and a final oral examination.

If a student fails a dissertation recital or concert, the committee is asked to recommend to the Associate Dean whether he or she should be permitted to attempt the recital a second time. If the recommendation is to permit a second attempt, the committee is asked to recommend a specific program of preparation to be required of the student along with an appropriate time frame. Permission to attempt a dissertation recital a second time also requires the approval of the student’s department. No recital may be attempted more than twice.

Each candidate should obtain a copy of the *Dissertation Handbook* at the Office of Academic Records and Dissertations, Room 0120, Rackham Building. The *Handbook* can also be downloaded from http://www.rackham.umich.edu/dissertation_information/dissertation_resources/. The *Handbook* provides complete information concerning the physical specifications of the dissertation or dissertation composition and the procedures for preparing and submitting the dissertation.

All students, including D.M.A. candidates, must schedule at least one pre-dissertation defense meeting with the Rackham Dissertation Office. The meeting is an interview of 30 to 40 minutes and must be scheduled on-line at the Rackham site. The pre-dissertation defense meeting can be completed by mail if the student is not in residence in Ann Arbor. A Ph.D. student or a D.M.A. student in composition should submit the dissertation and abstract to the Rackham Student Services Specialist. A D.M.A. student in performance or conducting should submit a copy of the abstract and copies of each dissertation recital program to the Rackham Student Services Specialist. *It is important to consult with Christina Bell*
(Music) or Jennifer Knapp (Theatre) for the dates of the pre-dissertation defense meeting and for the deadlines for submitting the dissertation.

A student who wishes to graduate in a given term should submit an unbound copy of the dissertation and a copy of the abstract (or a copy of each recital program and a copy of the abstract) to the Rackham Student Services Specialist in Room 0120, Rackham Building, not later than the deadline for the pre-dissertation defense meeting for that term. The diploma application may be completed at that time, and the Rackham Student Services Specialist will provide additional information concerning the final procedures for completing the dissertation and arranging the final oral examination. *It is important that these instructions be followed precisely and that the deadlines be strictly observed.* The candidate must then file two copies of the dissertation or abstract not later than 4:00 p.m. on the final dissertation deadline for that term. The deadline for the pre-dissertation defense meeting is ten working days before the deadline for the final submission of the dissertation.

Federal regulations and University policy require that all research using human subjects must be reviewed by an appropriately constituted faculty committee charged with this responsibility. For further information consult the Associate Dean for Graduate Studies.

**Special Instructions Concerning Dissertation Recitals**

*No dissertation recital may be presented until the dissertation committee has been appointed.*

*No dissertation recital may be presented until candidacy has been achieved, except by permission of the Faculty Council on Graduate Studies.* Such permission is sought by submitting the form “Request to Present a Dissertation Recital Prior to Achieving Candidacy” to the Associate Dean. Note that the dissertation committee must have been appointed before the precandidate performs the recital, and each member must sign the form. No exception will be granted if more than one member of the dissertation committee disapproves. The form should be submitted as early as possible but not later than three weeks prior to the last meeting of the Faculty Council on Graduate Studies preceding the proposed performance. (The schedule of meetings is available from the Graduate Secretary.) If the recital is performed off campus, all provisions for off-campus dissertation recitals must be observed (see below). *There is no guarantee that the Faculty Council will approve such a request.*

*No more than one recital presented prior to candidacy can be applied toward the dissertation requirement, and this one must be presented in the term immediately before that in which candidacy is achieved.* On the recommendation of the Conducting Department and with the approval of the student’s dissertation committee and the Associate Dean, however, a D.M.A. student in Conducting may count as dissertation recitals one conducting recital presented in the term immediately prior to achieving candidacy and one conducting recital presented in the second term prior to achieving candidacy. (The spring-summer term is not counted in making this determination.)

D.M.A. candidates in Voice Performance may, with the approval of the dissertation committee and the Associate Dean, count a substantial operatic role as a dissertation recital. Precandidates in Voice Performance making such a request must submit the form “Request to Present a Dissertation Recital Prior to Achieving Candidacy” accompanied by a memorandum from the Voice Department to the Faculty Council certifying the applicability of the role to the dissertation work. The operatic role must have been performed no earlier than two terms prior to achieving candidacy. In all cases, an acceptable audiotape (or CD) and videotape (or DVD) of the performance must be provided to the dissertation committee (see below). The student should also prepare a thorough character analysis of that role, in lieu of the normally expected program notes (see below).

**Off-campus recitals.** With the approval of the dissertation committee, one dissertation recital may be presented off-campus provided that an acceptable recording is furnished for the committee. With the approval of the dissertation committee and the Associate Dean, two dissertation recitals may be presented off-campus by D.M.A. students in Conducting provided that an acceptable audiotape (or CD) and videotape (or DVD) are furnished for the committee.

**Program notes.** Each student must prepare a full set of program notes for all repertoire performed on each dissertation recital, with the following exceptions: lecture-recitals, workshops, or degree programs requiring some other written document of the student. D.M.A. students in Voice Performance who count
an approved operatic role as a dissertation recital, must submit a thorough character analysis of that role. Such documents ought to be submitted to the scrutiny of the doctoral committee before the performance in question. Under no circumstances should they be submitted later than two weeks prior to the oral defense.

**Scheduling the recital.** Each dissertation recital should be scheduled by presenting the form "Authorization To Present Dissertation Recital," signed by the dissertation committee chair and the Graduate Secretary, to the staff member responsible for Recital Scheduling in the Student Services Office. The same form must then be submitted when requesting the printed recital programs. The program copy for each recital, initialed by the chair of the dissertation committee, should be delivered to the Recital Program Printing Office at least three weeks in advance of the recital date. That Office will deliver two copies of each printed program to the Graduate Secretary for inclusion in the candidate's file.

**Enrollment.** A student must be enrolled in performance when presenting any degree recital on campus, except that with the permission of the instructor a degree recital may be presented during the first four weeks of the winter term (or the first four weeks of the spring/summer term) without being enrolled if the student was enrolled during the previous term. The four-week grace period is counted from the first day of classes. The grace period is in effect from the fall term to the winter term, from the winter term to the spring/summer term, and from the spring/summer term to the fall term. There is no grace period from the winter term to the next fall term.

**Arrangements before the dissertation recital.** The candidate is expected to assume responsibility, in consultation with the chair, in deciding on dates, delivering programs, and notifying committee members of recital dates and pre-recital hearings. Committee members should be notified of all dates as early as possible so that they may plan to attend. The candidate should pick up the printed programs not later than the afternoon of the recital date and deliver them to the recital hall.

**Pre-recital hearings.** The chair of the dissertation committee will convene all meetings of the committee, including pre-recital hearings, in accordance with department policy. If a special room is needed, arrangements must be made through the on-line scheduling system on the School website. Pre-recital hearings should be scheduled sufficiently far in advance of the recital to allow the performer to benefit from the constructive criticism of the committee.

**Evaluation forms.** The candidate should also deliver to each committee member a copy of the "Evaluation of a Dissertation Recital for the D.M.A. in Performance" form prior to each dissertation recital. These forms are available from the Graduate Secretary. The committee chair will return the completed forms to the Graduate Secretary after the recital.

**Recordings.** Each doctoral candidate in performance must furnish a high-quality recording of each on-campus and off-campus dissertation recital. A list of suggested individuals and agencies that can provide this service locally is available from the School Sound and Video Services, Room 1260. The candidate must submit to the chair of his or her dissertation committee within 30 days of each dissertation recital, but not later than the final oral examination, an *unedited* professional-quality recording of the performance. For conducting recitals and for approved operatic roles, an unedited professional-quality VHS videotape (or DVD) must also be provided. The performer's name, the date and location of the performance, and the complete program must be included with the tape. Recordings of dissertation recitals will be retained by the chair of the dissertation committee until one year after the student has received the D.M.A. degree or until the student has been placed on inactive status. At that time the chair may dispose of the recordings.

**Abstract.** At the time of the pre-dissertation defense meeting, the candidate must present an abstract of no more than 350 words listing the music performed on the dissertation recitals and, if space permits, providing explanatory material concerning the focus of the recitals or the reasons for selecting specific works. Sample abstracts are available for inspection in the office of the Graduate Secretary. A copy of the abstract and a copy of each recital program must be provided for each member of the committee, and two copies of the abstract must be delivered to the Graduate Secretary.
The Final Oral Examination

The candidate should consult with the members of the committee to determine a mutually agreeable date and time for the final oral examination, arrange for a room through the on-line scheduling system, and notify Christina Bell (Music) or Jennifer Knapp (Theatre), who will send a memo of confirmation to the committee members. It is important to allow sufficient time to complete these arrangements. The final oral examination must be confirmed with Christina Bell (Music) or Jennifer Knapp (Theatre).

The final oral examination must be held under a full-term candidacy enrollment (995) for eight hours in the fall, winter or spring/summer terms. (If the examination is held during the spring or summer, the student must enroll for the entire spring-summer term.) Full-term candidacy carries a grace period of four weeks into the following term. During the grace period a student need not enroll to take the final oral examination. The grace period is fall to winter, winter to spring/summer, spring/summer to fall; there is no grace period from the winter to the next fall term. Before making use of any grace period, the dissertation chair must so inform Julia Thiel juliat@umich.edu in Rackham, with a copy to the Graduate Secretary.

Please Note: International students who have finished their doctoral degree requirements on a grace period deadline should complete the Certification of Dissertation Research/Writing in the United States form. This forms allows you to maintain your immigration status with the INS for a period of up to twelve months.

At the time of the pre-dissertation defense meeting, each candidate for the Ph.D. or the D.M.A. in composition will be given copies of an evaluation form. As soon as possible after the pre-dissertation defense meeting, the candidate should deliver to each member of the dissertation committee a copy of the evaluation form, a copy of the dissertation abstract, and a copy of the dissertation or dissertation composition. These forms may be mailed by the Rackham Student Services Specialist to the dissertation committee members at the request of the candidate, if the pre-dissertation defense meeting is completed by mail. The evaluation forms are to be returned to the Rackham Student Services Specialist by the committee members at least two days prior to the final oral examination. Two working days prior to the examination the Ph.D. candidate should check with the Rackham Student Services Specialist, Room 0120 Rackham, to ensure that all of the evaluation forms have been returned. At least one hour before the examination, the Ph.D. candidate must pick up from the Rackham Student Services Specialist the final oral examination packet and deliver it to the dissertation committee chair.

At the time of the pre-dissertation defense meeting, each candidate for the D.M.A. in performance or conducting will be given the final oral examination packet and copies of an evaluation form. At least two weeks prior to the final oral examination the candidate should deliver to each member of the dissertation committee copies of each dissertation recital program and a copy of the abstract. The evaluation forms and the final oral examination packet are to be given to the dissertation committee chair for handling. The chair will decide how the evaluations will be processed.

Following the examination the chair is responsible for returning the final oral examination packet to the Rackham Student Services Specialist by the specified deadline, but may delegate this responsibility to the candidate.

The administration of the final oral examination for the D.M.A. in performance or conducting is governed by the following policies:

1. Composition and appointment of the committee for the final oral examination

   The examining committee shall consist of the student’s dissertation committee (see "The Dissertation Committee," p. 23).

2. Scheduling of the examination

   A. The candidate or the chair of the dissertation committee should consult with the members of the committee to determine a mutually agreeable date and time for the final oral examination, should arrange for a room through the scheduling secretary in the admissions office, and should notify the Graduate Secretary, who will officially notify the committee members. It is
important to allow sufficient time to complete these arrangements. *The final oral examination must be confirmed with Christina Bell (Music) or Jennifer Knapp (Theatre).*

B. The examination will be scheduled for a two-hour period when all committee members are able to be present.

3. Duties of the chair

A. Well in advance of the examination, the chair shall review with the student his or her responsibilities under section 4.

B. Prior to the examination the chair shall confirm that an acceptable tape recording of each of the student’s on-campus and off-campus dissertation recitals has been submitted, and his or her signature on the examination report shall so certify.

C. Before the candidate is admitted to the room, the chair shall review these guidelines, call attention to specific items as appropriate, distribute the evaluation forms, and discuss with the committee the procedures for conducting the examination. The evaluation forms are collected at the conclusion of the examination.

D. The chair shall provide, at the time of the examination, transcripts of the student’s work and any other pertinent records.

E. The chair shall preside and shall be responsible for the pace of the examination and for the observance of sections 5 and 6.

F. The chair shall ensure that the examination report is completed and returned promptly to the Rackham School. This responsibility may be delegated to the student.

4. Duties of the student

A. The student shall bring one copy of the dissertation abstract and one copy of each dissertation recital program to the Rackham Student Services Specialist, Room 0120, Rackham Building, prior to the deadline for the Pre-Dissertation Defense Meeting. He or she should inform the Rackham Student Services Specialist of the date, time, and place of the final oral examination, when determined.

B. At the time of the Pre-Dissertation Defense Meeting, the D.M.A. student in performance or conducting shall pick up copies of the evaluation form and the final oral examination packet from the Rackham Student Services Specialist. At least two weeks prior to the final oral examination the candidate shall deliver to each member of the dissertation committee a copy of each dissertation recital program and a copy of the abstract. The evaluation forms and the final oral examination packet are given to the dissertation committee chair. Please consult with the committee chair on how the evaluation forms should be processed.

C. The student shall report the date, time, and place of the final oral examination, when determined, to the Graduate Secretary in Room 2277, so that she can send a memo of confirmation to the committee members.

D. Except for a lecture-recital or workshop, or unless the student submits the written document required in certain programs, he or she must prepare a full set of program notes for all of the repertoire performed on each dissertation recital. D.M.A. students in Voice Performance who, with approval by FCGS, count an operatic role as a dissertation recital must submit a thorough character analysis of that role. Copies of these notes are to be distributed to each member of the dissertation committee by the student at least one week prior to the final oral examination.

E. The student shall bring to the examination copies of all music performed in the dissertation recitals and be prepared to discuss each work.

5. Content of the examination
The primary function of the final oral examination is a formal defense of the dissertation recitals. Because the repertoire on which the student will be examined is limited to repertoire performed, and performed relatively recently, it is expected that the responses will be perceptive and substantive.

6. Conduct of the examination

A. The examination may begin only when a properly constituted dissertation committee is present (see “The Dissertation Committee”) and must adjourn at any time that such a committee is not present.

B. Questions shall deal with the performances and the choice of music for the recitals (or with the dissertation composition). The questions shall be based primarily on the following:
   (a) Background and historical milieu
   (b) Structure and content of each work
   (c) Aesthetic aspects and matters of interpretation

C. The chair of the committee shall determine the length of time to be devoted to each question and shall determine the order of questioning.

D. It is appropriate to allow the student to begin the examination by discussing some aspects of the dissertation recitals of his or her choice for not more than ten minutes. If this option is elected the topic must be communicated to the members of the committee at least one week in advance of the examination.

7. Additional instructions to the committee

A. The decision of the committee as to whether or not the student passes the examination shall be by simple majority vote, except that if there is an affirmative majority and more than one negative vote the question shall be referred to the Faculty Council on Graduate Studies for resolution.

B. If the student fails the examination the procedure described under section 2 may be followed for the scheduling of one subsequent examination.

C. Following the examination, but not later than the final dissertation deadline, the evaluation forms must be submitted to the Dissertation Office, along with the report on the examination and two corrected, final copies of the abstract (and two printed copies of each dissertation recital program, if not provided earlier).

A student who wishes to participate in the commencement exercises and to receive his or her degree must have completed the final oral examination not later than the final deadline announced by the Rackham School. A student who has not completed the final oral examination may not participate in the commencement exercises even though he or she expects to have done so by the final grace period deadline.

Application for the Degree/Diploma

To be recommended for a degree the student must complete an on-line graduation application through Wolverine Access under “student business” (Apply for Graduation). Please refer to the Rackham website for degree deadlines. For Ph.D. candidates, application for the degree/diploma presupposes that final revisions to the dissertation have been carried out. Effective with the fall term 2007, candidates must submit final revisions to Rackham OARD within a year of the date of the defense. Any candidate who fails to meet this deadline will be required to defend the revised dissertation again.

Master's Degree. The on-line diploma application must downloaded through the Office of the Registrar website. The on-line application will be available until the last day of classes for the common University Academic Calendar term in which the degree requirements are completed. If the student does not
complete the work in the term during which the application is filed, he or she must re-apply to receive
the degree during a subsequent term.

**Doctoral degree.** The on-line diploma application must downloaded through the Office of the Registrar
website. The on-line application will be available until the last day of classes for the common University
Academic Calendar term in which the degree requirements are completed. If the student does not
complete the work in the term during which the application is filed, he or she must re-apply to receive
the degree during a subsequent term.

**Checklist for Ph.D. in Music Education, Musicology,
or Music Theory, or D.M.A. in Composition**

A. **Precandidate**
   1. Obtain a copy of the "Checklist of Doctoral Precandidacy Requirements" form and check off
each requirement as completed;
   2. Satisfy language and pedagogy requirements;
   3. Satisfy residency requirement;
   4. Satisfy all course requirements, including cognates;
   5. Satisfy fee hour requirement;
   6. Have dissertation proposal approved, if required;
   7. Pass all written, oral, and major field preliminary examinations;
   8. Have dissertation committee appointed;
   9. Apply for candidacy.

B. **Candidate**
   11. Prepare dissertation abstract;
   12. Submit one unbound copy of dissertation and abstract for the Pre-Dissertation Defense Meeting
       prior to deadline (approximately eight weeks prior to commencement) and complete diploma
       application;
   13. Determine date and time of final oral examination and confirm these with Christina Bell
       (Music) or Jennifer Knapp (Theatre);
   14. Distribute dissertation and evaluation forms to committee members at least two weeks prior to
       final oral examination;
   15. Check with Rackham Student Services Specialist two working days prior to
       oral examination to
       ensure that evaluation forms have been returned;
   16. Pick up final oral examination packet on day of examination;
   17. Return final oral examination packet to Rackham Student Services Specialist if requested by
       chair;
   18. Register on-line for a post-defense meeting ([www.rackham.umich.edu/OARD/postdef](http://www.rackham.umich.edu/OARD/postdef)) at
       Rackham OARD prior to final dissertation deadline (approximately four weeks prior to
       commencement, but no later than one year after the date of the defense). Submit one unbound
       copy of dissertation (complete and final, with all revisions carried out) and two copies of the
       abstract. Include one extra copy of the title page and copies of any written permissions secured
       for use of copyrighted material in the dissertation.

**Checklist for D.M.A. in Performance or Conducting**

A. **Precandidate**
   1. Obtain a copy of the "Checklist of Doctoral Precandidacy Requirements" form and check off
each requirement as completed;
   2. Satisfy language and pedagogy requirements;
   3. Satisfy residence requirement;
   4. Satisfy all course requirements, including 15 hours in Musicology and music theory;
   5. Satisfy fee hour requirement;
   6. Satisfy work-experience requirement (Conducting only);
7. Pass all written, oral, and major field examinations;
8. Have dissertation committee appointed;
9. Apply for candidacy;

B. Candidate
10. Schedule each dissertation recital with Recital Scheduling Office and notify committee members;
11. Arrange to record each dissertation performance;
12. Prepare program notes for recitals, if required;
13. Deliver copy for each performance recital program to Recital Program Office at least three weeks prior to performance;
14. Arrange pre-performance hearings, if applicable, and notify committee members;
15. Deliver programs to recital hall on day of recital;
16. Deliver the recital evaluation forms to the committee chair;
17. Prepare abstract of dissertation performances;
18. Determine date and time of final oral examination and confirm these with the Graduate Secretary;
19. Submit one copy of abstract and one copy of each recital program to Rackham Student Services Specialist prior to deadline for the Pre-Dissertation Defense Meeting (approximately eight weeks prior to commencement) and complete diploma application;
20. Deliver copies of program notes, abstract, and each recital program to each committee member;
21. Deliver copies of the evaluation form to committee chair;
22. Submit one copy of abstract to Graduate Secretary;
23. Bring to final oral examination copies of all music performed in dissertation recitals;
24. Return final oral examination packet to Rackham Student Services Specialist if requested by chair;
25. Submit two copies of abstract and three copies of each performance program prior to final dissertation deadline (approximately four weeks prior to commencement).

Important Reminders

The following reminders are intended to help you to avoid the most frequent sources of difficulty for Rackham students:

1. Be certain that you are aware of all of the requirements for your degree, as stated in the "Checklist of Doctoral Precandidacy Requirements" for your program and in this Handbook.
2. If you need to drop a course, do so before the end of the sixth week of the term (fourth week of a half-term). You may not drop after that time.
3. Review the requirements listed under "Progress Toward the Doctoral Degree." Note in particular that:
   a. the pedagogy requirement must be completed not later than the second term of precandidacy;
   b. the first language (if required) must be completed not later than the second term of precandidacy;
   c. the second language (if required) must be completed not later than the fourth term of precandidacy.
4. Every doctoral student in music must complete at least one course in Musicology or Music Theory each term until the minimum requirement in each of those fields is satisfied.
5. File the form “Proposed Program of Precandidacy Study,” approved by your advisor, with the Office of the Associate Dean by the ends of the second and fourth terms of precandidacy study.
6. Be especially careful to observe the procedures and the deadlines concerning the oral preliminary examination, the pre-dissertation defense meeting, and the final oral examination, as well as the other requirements concerning the dissertation, dissertation recitals, or dissertation composition.
7. Be certain that Christina Bell (Music) or Jennifer Knapp (Theatre) is informed of the date, time, and location of each of your preliminary exams and your final oral exam.