

# Handbook for Rackham Students in Music, Theatre & Dance



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# Contents

<b>Introduction</b>	<b>4</b>
<b>Registration and Enrollment</b>	<b>4</b>
<b>Change of Elections</b>	<b>5</b>
<b>Residency Requirements</b>	<b>6</b>
<b>Credit Hour and Fee Hour Requirements</b>	<b>7</b>
<b>Full-Time Enrollment</b>	<b>7</b>
<b>Continuous Enrollment (Ph.D. students only)</b>	<b>8</b>
<b>Readmission</b>	<b>8</b>
<b>Language Requirements</b>	<b>9</b>
<b>Multiple Degrees</b>	<b>12</b>
<b>Grading</b>	<b>12</b>
<b>Code of Academic Conduct</b>	<b>13</b>
<b>Non-Academic Conduct</b>	<b>14</b>
<b>Student Grievance Procedure</b>	<b>15</b>
<b>Detached Study</b>	<b>15</b>
<b>Financial Awards</b>	<b>15</b>
<b>Information for Graduate Student Assistants</b>	<b>16</b>
<b>Transcripts</b>	<b>18</b>
<b>Student Services</b>	<b>18</b>
<b>Curriculum Requirements</b>	<b>19</b>
<b>Coursework Alternative to the Preliminary Examination in Musicology</b>	<b>20</b>
<b>Responsible Conduct in Research and Scholarship Requirement</b>	<b>20</b>
<b>Pedagogy Requirement</b>	<b>20</b>
<b>Progress Toward the Doctoral Degree</b>	<b>21</b>
<b>Time Limits</b>	<b>25</b>
<b>Preliminary Examinations</b>	<b>26</b>
<b>The Oral Preliminary Examination</b>	<b>27</b>
<b>Candidacy</b>	<b>30</b>

<b>Special Instructions for International Candidates</b>	<b>30</b>
<b>The Dissertation Committee</b>	<b>31</b>
<b>The Dissertation, Dissertation Composition, or Dissertation Recitals</b>	<b>32</b>
<b>Special Instructions Concerning Dissertation Recitals</b>	<b>33</b>
<b>The Final Oral Examination</b>	<b>35</b>
<b>Application for the Degree/Diploma</b>	<b>39</b>
<b>Checklist for Ph.D. in Music Education, Musicology, or Music Theory, or D.M.A. in Composition</b>	<b>40</b>
<b>Checklist for D.M.A. in Performance or Conducting</b>	<b>41</b>
<b>Important Reminders</b>	<b>42</b>

# 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 Jason Corey, Associate Dean for Graduate Studies in the School of Music, Theatre & Dance, room 2277 Moore, [coreyja@umich.edu](mailto:coreyja@umich.edu), 734-764-0590. The term "Department Chair" on any Rackham form refers to Associate Dean Corey.

All inquiries concerning these programs, including admissions, curricula, records, requirements, graduate student assistantships, and financial aid administered through the School, should be addressed to Lyn Weber-Lynch, Graduate Coordinator, room 2277 Moore, [melynee@umich.edu](mailto:melynee@umich.edu), 734-764-0590.

Each Rackham student should be familiar with the requirements as stated in the Rackham Graduate School Academic Policies. This information is also available electronically on the Rackham website (<http://www.rackham.umich.edu/current-students/policies/academic-policies>). Rackham students should also regularly check the bulletin board outside Room 2277 and watch for emails 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 (but see below under "[The Final Oral Examination](#)" for the one possible exception). For instructions and information concerning registration, see the Rackham website - <http://www.rackham.umich.edu/students/navigate-degree/registering-for-classes>

A late registration fee of \$50 is assessed each student who registers on or after the first day of classes in a given term. The late registration fee is increased by \$25 at the beginning of each subsequent month. A doctoral candidate taking the final oral examination, however, may 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. Any ensemble not already approved for Rackham credit (see immediately below) 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 NFC (Not for Credit) or NDC (No Degree Credit) on the transcript. Graduate students may petition the Office of Academic Records and Dissertations to receive graduate credit for a 400-level course not already approved for such

credit. Petitions forms can be accessed online and must be submitted prior to taking the course ([https://secure.rackham.umich.edu/OARD/petitions/index\\_student.php](https://secure.rackham.umich.edu/OARD/petitions/index_student.php)). A list of courses already approved for graduate credit can be found at:

[https://secure.rackham.umich.edu/academic\\_information/program\\_details/music\\_theatre\\_and\\_dance\\_school\\_of/](https://secure.rackham.umich.edu/academic_information/program_details/music_theatre_and_dance_school_of/).

Any graduate student wishing to take individual private lessons on a secondary instrument must complete an online "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://smt.d.umich.edu/current-students-2/policies-procedures/academic-procedures/#mfw-accordion-action-11> and must be completed each term.

A student must be registered and 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 a student who is not registered, provided that the student was enrolled during the previous term. The four weeks (or 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. For specific degree deadlines, including grace period deadlines, see <https://www.rackham.umich.edu/current-students/policies/doctoral/phd-students/doctoral-degree-deadlines>.

***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 students in MA programs may. Permission to elect a lesser load may be sought by submitting a request to the Associate Dean for Graduate Studies. 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 Deadlines*, <http://ro.umich.edu/calendar/>, 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 the Graduate Coordinator and present the form, with his or her student identification card, at the Central Campus Student Services office (2200 Student Activities Building) or the North Campus Student Services office (2202 LL 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. More information is found here: <http://www.rackham.umich.edu/policies/registration/term-withdrawal>.

**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>. ***Please note that new guidelines took effect in January 2014; if you are a U.S. military veteran or a member of***

*the U.S. Public Health Service, or if you attended middle school and high school in the state of Michigan, your residency status could change to in-state.*

## 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 (usually, though not always, taken outside Music). 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 Graduate 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 courses in foreign languages among the three required courses, although students in MA programs may. (If a given language department regards a 400-level course as a graduate course, so shall the School for the purpose of determining full-time enrollment.)

All graduate students are expected to enroll full-time. Permission to enroll part-time may be sought by submitting a request to the Associate Dean for Graduate Studies. 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, 734-764-6280, <http://ro.umich.edu/>.

## Continuous Enrollment (Ph.D. students only)

Effective with the fall term 2010, the Rackham Graduate 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 been granted extramural study status. (For details about leaves of absence and extramural study status, see the Rackham website at:

[http://www.rackham.umich.edu/current\\_students/doctoral\\_students/phd\\_students/understanding\\_registration/](http://www.rackham.umich.edu/current_students/doctoral_students/phd_students/understanding_registration/).

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 or summer half-term unless they are taking a course or sitting for a barrier examination. Students sitting for a final oral defense of dissertation (beyond the two-week grace period) or completing degree requirements must register for the full spring/summer term.

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 Graduate School ([dhuprich@umich.edu](mailto:dhuprich@umich.edu) or 734-615-3680)

As a result of the policy, detached study status and dissertation research/writing status are not 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: <https://secure.rackham.umich.edu/Admis/readmission/>. 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. in Dance, for the M.A. in Composition, or for the M.A. in Media Arts. 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: Reading proficiency in any spoken and written non-synthetic language other than English.

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]

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

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

ORGAN: A basic reading knowledge of one foreign language (French, German, Italian, Russian, Spanish).

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 four ways. ***Certificates of proficiency or coursework 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-level requirement. A student with sufficient background may omit course 111 and enroll immediately in course 112. For languages in which courses 111 and 112 have been superseded by course 113, a grade of B or better (not B-minus) in that course will satisfy the basic-level requirement. Students in Musicology who exercise this option *may* also be expected to pass the School's language proficiency examination in that language, if available (see option 3 below). A grade of B or better in Course 232 will satisfy the advanced-level requirement in German. *Please note that doctoral reading courses are not offered every academic term; consult the appropriate language department for scheduling information. There are no advanced-level reading courses. Students needing to meet a language requirement over the summer should investigate offerings at the U-M 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 Coordinator. **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-term. Any student wishing to take a language proficiency examination must sign up with the Graduate Coordinator in Room 2277 at least one week 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 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), available in the Music Library <https://mirlyn.lib.umich.edu/Record/000425940>, 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 coursework 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 approximately 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. 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 the M.M. 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" found here: <http://www.rackham.umich.edu/downloads/oard-dual-joint-6010-election-form.pdf>. Approval of both departments involved and of the Associate Dean is required. Double-counting shall 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+ (4.3 points)	The highest conceivable standard of work
A (4.0 points)	Genuinely outstanding
A- (3.7 points)	A very high standard in which strengths far exceed weaknesses

**Good:** Standard normally expected of graduate students

B+ (3.3 points)	Above average
B (3.0 points)	Average
B- (2.7 points)	Revealing certain weaknesses

**Fair:** Below average for graduate students

C+ (2.3 points)	Lacking essential qualities
C (2.0 points)	Marginally acceptable
C- (1.7 points)	Need for marked improvement to remain in program

**Poor:** Not acceptable at graduate level

D+ (1.3 points)
D (1.0 point)
D- (0.7 point)

The point system described above replaces the 9-point system used by Rackham in the past. Michigan Honor Points (abbreviated MHP on student transcripts) are calculated by multiplying the number of credit hours for which the course was elected by the number of points in the above scale. The grade-point average (GPA) is calculated by dividing the Michigan Honor Points earned in a given time period by the number of credit hours earned in the same time period.

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 coursework 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 to obtain an improper advantage 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 words, ideas, or work of another person as one's own, whether in writing or in oral presentations, and failing to give full and proper credit to the original source; copying or paraphrasing the work, ideas, images, or other creative content of others (or of one's own previous work) 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 it 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.

**Professional Misconduct:** Misrepresenting one's credentials or status (or failing to correct others' inaccurate representations of same when one has knowledge of them) for whatever purpose; unauthorized disclosure of confidential information; conflicts of interest that are not properly disclosed.

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 the *School 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* found here: <http://www.studentpolicies.dsa.umich.edu/>.

The *School Alcohol and Other Drugs Policy* is distributed at orientation, and is available here: <http://alcohol-drug-policy.umich.edu/>. 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](mailto:rayj@umich.edu). The Rackham Resolution Board 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. More information on Detached Study can be found here: <http://www.rackham.umich.edu/content/detached-study>. Detached Study Forms can only be submitted by the Graduate Coordinator.

## Financial Awards

Information concerning financial awards is available from the Graduate Coordinator. 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.

Nominations for Barbour Scholarships (for women from the countries encompassing the large region extending from Turkey in the west to Japan and the Philippines in the east) <http://www.rackham.umich.edu/funding/barbour> and Rackham Predoctoral Fellowships (for doctoral candidates) <http://www.rackham.umich.edu/funding/predoctoral-fellowship> are made to the Rackham Graduate 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 application deadlines to receive funding for the following year are typically in late November or early December.

Awards for which the student may apply directly to the Rackham Graduate School include:

- conference travel grants (to present papers, attend premieres of compositions, participate in competitions, etc.) <http://www.rackham.umich.edu/funding/conference-travel-grant>;
- research grants <http://www.rackham.umich.edu/funding/research-grant>;
- graduate student emergency funds (for assistance in dealing with personal emergencies) <http://www.rackham.umich.edu/funding/emergency-funds>;
- the King-Parks-Chavez Future Faculty Fellowship <http://www.rackham.umich.edu/funding/king-chavez-parks>;
- the Georges Lurcy Fellowship for Study in France <http://www.rackham.umich.edu/funding/lurcy>;
- the German Academic Exchange (DAAD) <http://www.rackham.umich.edu/funding/german-academic-exchange>;
- the Rackham International Research Award <http://www.rackham.umich.edu/funding/international-research>;
- and the Shapiro/Malik/ Forrest Awards <http://www.rackham.umich.edu/funding/shapiro-malik-forrest>.

*Students are especially encouraged to apply for Rackham travel grants (students in good standing are eligible for one grant per year) and for research grants (all precandidates in good standing are eligible for one such grant, and once candidacy is achieved, they become eligible for another, larger research grant).*

Further information on funding opportunities is available in the Graduate Office (Rm. 2277) or on the Rackham website at <http://www.rackham.umich.edu/funding>, where a complete list of fellowships and deadlines can be found.

A limited number of scholarships for women whose education has been interrupted are available through the Center for Education of Women website: <http://www.cew.umich.edu/funding/scholar> (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.

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. Direct deposit can be set up through Wolverine Access (<https://wolverineaccess.umich.edu/>) under Employee Self-Service, Payroll and Compensation.

**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 GradCare health insurance program 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 U-M Human Resources: <https://hr.umich.edu/benefits-wellness>.

**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.

Department/Program	Course
Composition	THEORY 590
Composition/Theory	THEORY 590
Conducting	CONDUCT 595
Dance	DANCE 571
Music Education	MUSED 595
Musicology	MUSICOL 509
Music Theory	THEORY 590
Organ	ORGANLIT 587 or 595
Piano Performance	PIANOLP 595
Collaborative Piano	PIANOLP 587 or 588
Piano Pedagogy and Perf.	PIANOLP 581 or 585
Strings	MUSED 595

Theatre	THREMUS 993
Voice	VOICELIT 519
Winds and Percussion	MUSED 595 or, for students in percussion, PERCUSS 519

The Center for Research on Learning and Teaching (CRLT) offers several resources for GSIs, including teaching workshops and orientations, individual consulting, and a GSI Training and Development Program. For more information, visit <http://www.crlt.umich.edu/gsis/gso> or call 764-0505.

**Miscellaneous.** A graduate student assistant may obtain an Mcard staff identification card from the ID issuing stations listed here: <http://www.finance.umich.edu/treasury/mcard/get-your-mcard/id-stations>.

Office space is available for GSAs in E.V. Moore Building rooms 2009, 2013, and 2015.

Mailboxes are available for GSAs. These boxes are located in the Student Commons on the first floor of the E.V. Moore Building.

## Transcripts

Official transcripts cannot be supplied to the student or to other units of the University by the office of the Associate Dean but rather must be obtained (for a fee) through the Office of the Registrar (<http://ro.umich.edu/knowledgebase.php?ansid=1248>). Academic reports are available on Wolverine Access (<https://wolverineaccess.umich.edu>).

## Student Services

Assistance with problems concerning the Office of Financial Aid is available from the Graduate Coordinator.

The University's Temporary Staffing Services (<http://www.hr.umich.edu/temps/>), G250 Wolverine Tower, can provide information on available office, technical, part-time, and administrative positions to persons seeking employment.

The Housing Information Office (<http://www.housing.umich.edu>), 1011 Student Activities Building (tel. 734-763-3164), provides information about university residences for students, as well as information about cooperatives and privately owned apartments, homes, and trailer parks.

The Career Center (<http://careercenter.umich.edu>), 3200 Student Activities Building, offers career counseling and other career-related services, including workshops, job fairs, and information on non-academic careers for graduate students.

The SMTD EXCEL Program (<https://smtd.umich.edu/departments/entrepreneurship-leadership/>) provides entrepreneurship training and career services for all U-M students engaged in the performing arts. For more information, stop by the EXCEL Lab in the Moore Building (1279 Moore) or email Jonathan Kuuskoski at [jkuusk@umich.edu](mailto:jkuusk@umich.edu).

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 Coordinator. The School subscribes to a career service offered by the New England Conservatory, Bridge: Worldwide Music Connection, which can be consulted online at any time. Please contact the Graduate Coordinator for the Bridge login Information.

Counseling and Psychological Services (CAPS; <http://caps.umich.edu> or 734-764-8312) offers a variety of confidential services aimed at helping students cope with personal difficulties of one kind or another. In addition, social worker Emily Hyssong ([emhyss@umich.edu](mailto:emhyss@umich.edu)), a CAPS representative, maintains office hours in the Moore Building on North Campus.

## Curriculum Requirements

***The official statement of the pre-candidacy requirements for each doctoral program is the listing on the Departmental Pre-Candidacy form for that program. Each student should obtain a copy of this form from the Office of Graduate Studies and check off each requirement as it is met.***

Each D.M.A. student is required to complete MUSICOL 503 (Bibliography) 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 the chair of the Musicology Department stating that the student has completed an equivalent course.

**IN ADDITION TO MUSICOL 503 (or 501), ALL PH.D. AND D.M.A. STUDENTS ARE REQUIRED TO COMPLETE SATISFACTORILY AT LEAST ONE GRADUATE-LEVEL COURSE IN MUSICOLOGY OR MUSIC THEORY EACH TERM TOTALING A MINIMUM OF 5 COURSES AND 15 CREDIT HOURS.**

**These 5 courses and 15 credit hours must include AT LEAST:**

- 1 course in MUSICOL 500-level or above (excluding MUSICOL 501, 503, 509)
- 1 course in MUSICOL 600-level or above
- 2 courses in THEORY 500-level or above (excluding THEORY 590)
- 1 additional course in MUSICOL or THEORY at the 500-level or above (excluding MUSICOL 501, 503, 509 and THEORY 590)

**\*\* (Any of the above MUSICOL courses may double count toward the Musicology Coursework alternative courses. [See below for more information.](#))**

Courses numbered below 500 may not be counted toward the 5-course, 15-credit minimum.

An average of B 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 average applies to Musicology and Music Theory courses calculated separately as well as to the 15-hour requirement as a whole.

***PLEASE NOTE: 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. (A student may take these exams while enrolled in his or her second course in that respective field, though doing so is not generally recommended.)***

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 Graduate School rather than in the School, although courses elected through the School may be counted toward the 15-hour requirement.

## Coursework Alternative to the Preliminary Examination in Musicology

In lieu of taking the general preliminary examination in Musicology, a student may elect two musicology courses of at least two credits at the 500-level or above ***in addition*** to the minimum requirement of two graduate-level musicology courses, one of which must be at the 600-level or above (see "[Curriculum Requirements](#)" above). MUSICOL 501, 503, or 509 may ***not*** be counted toward the coursework alternative. An average of at least B must be achieved in the four courses used to satisfy the minimum requirement and the coursework alternative, 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.

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.

## Responsible Conduct in Research and Scholarship Requirement

Effective for new students entering in fall term 2014, all PhD students in the School are required to complete training in the responsible conduct of research and scholarship before advancing to candidacy. This training is intended to educate students in the ethics of research and scholarship.

Ph.D. students in Musicology and Music Education shall satisfy this requirement through the successful completion of one or more courses already required in these respective programs (MUSICOL 501, 502; MUSED 500, 800, 807, 809).

Ph.D. students in Music Theory may satisfy this requirement through the successful completion of MUSICOL 503 or MUSICOL 501.

D.M.A. students and Ph.D. students in the joint program in Composition and Music Theory shall satisfy this requirement through the successful completion of MUSICOL 503. D.M.A. students who receive a waiver of this course must establish, to the satisfaction of the Associate Dean for Graduate Studies, prior training in the responsible conduct of research and scholarship roughly equivalent to what is required of students who elect MUSICOL 503. Under no circumstances shall Ph.D. students be allowed to waive this 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 among 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. MUSED 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. MUSED 810, Seminar in Music Teacher Education (3 hrs.)
3. MUSICOL 509, Teaching of Introductory Courses in Music (3 hrs.)
4. THEORY 590, Teaching of Music Theory (3 hrs.)
5. VOICELIT 519, Teaching of Voice (2 hrs.), *voice students only*
6. PIANOLP 585, College and Adult Group Teaching (3 hrs.), *piano students only, any program*
7. PIANOLP 595, Practicum in Teaching (1 hr.), *piano students only, any program*
8. MUSPERF 781, Seminar in Performance Problems (2 hrs.), *piano chamber music and collaborative piano students only*
9. PERCUSS 519, Percussion Pedagogy (2–3 hrs.), *percussion students only*
10. ORGANLIT 587, Organ Pedagogy (2 hrs.)
11. ORGANLIT 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 also 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 a request to the Associate Dean for Graduate Studies. Any student electing a lesser load without permission is considered not to be making satisfactory progress toward his or her degree.

The Graduate Coordinator 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 Graduate 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 typically requires additional enrollment.

The Faculty Council on Graduate Studies of the School of Music, Theatre & Dance 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,<sup>1</sup> and completed MUSICOL 503 (or 501) plus one additional graduate course in Musicology or Music Theory, with a cumulative average grade of at least B in the Musicology and Music Theory courses. 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);<sup>2</sup> and must have completed two courses in Music Theory and at least three in Musicology by the end of term four with a cumulative grade point average of at least B. Work completed during the summer prior to the fifth term of study may be counted.
3. A Ph.D. 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.
4. A Doctor of Musical Arts student in performance must achieve a grade not lower than B-minus in Course 891.
5. A cumulative GPA of B (3.0) or higher is required to remain in good standing or to receive a degree. A student whose cumulative GPA falls below B may be placed on academic probation for the following term (or half-term) of enrollment, or required to withdraw. During the probationary term, the student will not be awarded a graduate degree or certificate and cannot transfer credit to a Rackham master's program, be advanced to candidacy, or be allowed to change his or her program (i.e., dual degree, degree level, etc.). Upon the recommendation of the Associate Dean for Graduate Studies, and with the consent of the Rackham Graduate School, a student may be given an opportunity to correct the scholastic and/or academic deficiency. 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 (Drop), VI (Visit), ED (Unofficial Drop), S (Satisfactory), U (Unsatisfactory), or Y (work still in progress in a multi-term course) is received may be counted to satisfy any requirement.

A student who has not met all these standards is not considered to be in good standing and is not considered to be making satisfactory progress toward the degree. As such, the Associate Dean for Graduate Studies and Research may recommend that he or she be placed on academic probation.

A student on probation when last enrolled in the Graduate School who wishes to be reinstated or change fields or degree level, must petition the graduate program and the Graduate School to modify the conditions of academic standing or discipline. The petition should: provide reasons for the poor academic record; explain how conditions that produced this poor performance have changed; and present specific plans for improvement. A student in a Doctorate of Musical Arts program cannot be approved for detached study while on academic probation.

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<sup>1</sup> A 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.

<sup>2</sup> 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.

A student on academic probation who is not making satisfactory progress toward the degree, or who is failing to demonstrate an ability to succeed in his or her plan of studies, may be denied permission to register, required to withdraw, or dismissed from the program.

The School of Music Theatre & Dance will observe the Rackham Graduate School policy described in section 3.5 Deficiencies in Academic Progress, Academic Probation, and Dismissal found here: <https://rackham.umich.edu/policy/section3/>.

**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 Coordinator of any relevant information that may not otherwise come to his/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 of Music, Theatre & Dance 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 may be ineligible 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 may be ineligible 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 may be ineligible 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 Graduate 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 B throughout the period of doctoral study. *Each student should monitor his or her own 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 five years from the date of first enrollment in the Rackham Graduate School.

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, with the sole exception of the Music

Theory general preliminary examination. If a student fails a preliminary examination (other than the Music Theory general preliminary examination) two times, the student may be denied permission to register, required to withdraw, or dismissed from the program.

***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 coursework, 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 the Graduate Coordinator. A file of previous examinations is generally available for inspection in the Music Library or, in the case of the Music Theory general preliminary examination, online:

<http://smt.d.umich.edu/programs-degrees/degree-programs/graduate/music-theory/doctor-of-philosophy-in-music-theory/>.

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 coursework at the University of Michigan is unwise unless the student is unusually well prepared as a result of extensive experience or graduate coursework 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" online (<https://smt.d.umich.edu/auth/graduate-forms>) 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, he or she may take the examination a second time. If the examination is failed twice, it may not be taken again. There is no limit to the number of times a student can take the general preliminary examination in Music Theory, though students should be aware that the time limits for reaching candidacy remain in place and that failure to attain candidacy in a timely fashion may result in the loss of financial aid and/or a GSI appointment.

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. For information on fulfilling the "[Coursework Alternative to the Preliminary Examination in Musicology](#)" see above.

## The Oral Preliminary Examination

The coursework 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. 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 coursework 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 online (<https://smt.d.umich.edu/auth/graduate-forms>). ***This recommendation must be received at***

***least two weeks prior to the proposed date of the examination.*** The Graduate Coordinator 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. The examination will be scheduled for a two-hour period when all committee members are able to be present.

2. 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.

3. 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.

4. 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.

5. 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.
6. 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 coursework 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. The oral preliminary examination may not 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. 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 USCIS 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, available here: <http://www.rackham.umich.edu/downloads/oard-dissertation-research-writing-dma.pdf>. This certification allows you to maintain your immigration status with the USCIS 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 Coordinator in Room 2277; please see the Graduate Coordinator 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 is available in the University of Michigan Directory: <https://mcommunity.umich.edu/>.) 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 *Programs of Study*, [https://secure.rackham.umich.edu/academic\\_information/programs/](https://secure.rackham.umich.edu/academic_information/programs/).) 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 the Graduate Coordinator 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 online at <https://smt.d.umich.edu/auth/graduate-forms>. Each invited member will receive an email with a link to accept or decline. Once acceptances are received from a full committee, the student should submit the committee roster to the advisor using the button on the [Graduate Forms Dashboard](#). 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 the Graduate Coordinator to ensure that the appointments have indeed been made by the Rackham Graduate School. The same procedure should be used, if needed, to revise the committee membership. Students can verify committee membership themselves on Wolverine Access (<https://wolverineaccess.umich.edu>), either by reviewing their unofficial transcripts or via the "View My Committee Information" link under Student Business: Academic Records.

## 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, program notes, 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, program notes, 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, program notes, 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 the student 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 (OARD), Room 0120, Rackham Building. The *Handbook* can also be downloaded from <http://www.rackham.umich.edu/current-students/dissertation/the-dissertation>. The *Handbook* provides complete information concerning the physical specifications of the dissertation or dissertation composition and the procedures for preparing and submitting the dissertation. Please note that, beginning with academic year 2012–13, all dissertations are to be submitted *electronically* to Rackham during the post-defense meeting. Paper copies will no longer be accepted.

All doctoral candidates must schedule at least one pre-dissertation defense meeting with a representative of the Rackham Office of Academic Records and Dissertations (OARD). The meeting should take place at least ten working days before the final oral defense. D.M.A. candidates in Performance or Conducting should send an e-mail with the subject line "DMA pre-defense" and the following information to [oard.staff@umich.edu](mailto:oard.staff@umich.edu): the candidate's name, e-mail address, academic program, and UMID; the date, time, and location of the oral defense; and the names and e-mail addresses of all committee members. All other candidates (i.e., Ph.D. or D.M.A. in Composition) register online at the Rackham site for a group pre-defense meeting (<https://secure.rackham.umich.edu/OARD/predef/>). Allow 60 minutes for this meeting. Bring however much of the dissertation has been written for reference during the review of format guidelines. (As of the 2012–13 academic year, evaluation forms will no longer be distributed at the pre-defense meeting; rather, Rackham OARD will notify committee members when online dissertation evaluations are available.) Candidates unable to travel to campus for a pre-defense meeting should submit a PDF of the dissertation (in whole or in part) and abstract to Rackham OARD. This will allow OARD to verify that format guidelines are being followed. The e-mail should be sent with the subject line "Rackham Pre-Defense Remote Option," and should include the student's name, program, UMID, the date, time, and place of the oral defense, an e-mail address, a telephone number where the student can be reached during business hours, and the names and e-mail addresses of all dissertation committee members. Rackham OARD will inform the student of any formatting revisions needed, and will send a dissertation evaluation to each committee member. The evaluations are to be submitted online.

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 Coordinator.) 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 video recording 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 Coordinator, 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 Coordinator for inclusion in the candidate's file.

**Enrollment.** A student must be enrolled in performance when presenting a 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 online 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.** On the morning of the recital, each committee member will receive by email a link to an evaluation form. The committee member should complete the form within 2 weeks of the recital. Each evaluation will be emailed to the student, the committee chair(s), and the Graduate Coordinator.

**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 video recording 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 Coordinator. A copy of the abstract and a copy of each recital program must be provided for each member of the committee at least ten working days prior to the final oral defense, and two copies of the abstract must be delivered to the Graduate Coordinator.

# 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 and arrange for a room through the online [scheduling system](#). ***The final oral examination must be confirmed with the Graduate Coordinator.***

It is entirely appropriate for a student to prepare for a final oral defense by attending the oral defenses of other candidates in their own or related fields. Oral defenses are public events, posted on the Rackham website and in the lobby of the Rackham Graduate School.

The final oral examination must be held under a full-term candidacy enrollment (995) for eight hours in the fall, winter, or spring/summer term, unless the examination is taken during the Rackham grace period (see above under "[Registration and Enrollment](#)"). If the examination is held during the spring or summer half-term, the student must enroll for the entire spring-summer term. The defense must take place no later than the last day of examinations in the given term, unless Rackham's Office of Academic Records and Dissertations (OARD) has granted an extension to the dissertation committee chair. (Although extensions of the deadline for final oral defenses are possible, the deadlines for completion of all degree requirements, including revisions, are firm, unalterable.)

A student may, however, complete his or her doctoral degree requirements, including the final oral examination, during the designated Rackham grace period without being registered, provided that the student was enrolled during the previous term. The grace period is defined as the first four weeks of a term (or two weeks of a half-term), counting 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. Students and dissertation chairs should consult the Rackham OARD website (<https://www.rackham.umich.edu/current-students/policies/doctoral/phd-students/doctoral-degree-deadlines>) for the applicable deadlines for defenses and completion of all degree requirements, including grace-period deadlines. Note also that deadlines vary according to the intended final term of enrollment and to the degree conferral date (August, December, or May).

**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 form allows you to maintain your immigration status with the USCIS for a period of up to twelve months.

As soon as possible after the pre-dissertation defense meeting (but no later than 10 business days before the oral defense), the candidate should deliver to each member of the dissertation committee a copy of the dissertation abstract, and a copy of the dissertation or dissertation composition. (Students should consult with committee members to see whether paper or digital copies are preferred.) A committee member who does *not* receive a copy of the dissertation and abstract at least ten business days before the oral defense has the right to request a postponement of the defense. Rackham OARD will notify committee members as soon as online evaluation forms are available. Committee members are expected to submit the online dissertation evaluation at least three working days prior to the final oral defense (a reminder from the student to that effect should not be taken amiss). Candidates are encouraged to verify through Wolverine Access that all evaluations have been submitted. Rackham will authorize the final oral defense when all evaluations have been submitted, and committee members can view the evaluations

online. After confirming that all evaluations have been submitted, the student will receive his or her final defense packet from OARD and deliver it to the dissertation committee chair at the defense.

Following the examination the chair is responsible for returning the final oral examination packet to the Rackham OARD 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 above under "[The Dissertation Committee](#)").

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 and should arrange for a room through the SMTD scheduling system. ***The final oral examination date, time, and location must be confirmed with the Graduate Coordinator.***

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 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 recital 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 Graduate School. This responsibility may be delegated to the student. *Promptly* means within 48 hours after the oral defense or no later than 5:00 P.M. on the date of the final degree deadline, whichever comes sooner.

#### 4. Duties of the student

- A. The student shall verify membership of the dissertation committee on Wolverine Access and have the Graduate Office submit a revised dissertation committee form if adjustments are necessary. (Do this well in advance of the oral defense.)
- B. At least three weeks prior to the final oral examination, the student shall register for a Pre-Defense Meeting through the Rackham website: <http://www.rackham.umich.edu/current-students/dissertation/defense>. When registering, students will provide their name; program; U-M identification number; defense date, time, and location; and information about all committee members, including e-mail addresses.
- C. At least two weeks (ten working days) 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. It would be prudent to remind committee members that the completed online evaluation is due at Rackham three working days before the oral defense.
- D. The student shall report the date, time, and place of the final oral examination, when determined, to the Graduate Coordinator in Room 2277.
- E. 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 the approval of the FCGS, count an operatic role as a dissertation recital must submit a thorough character analysis of that role to their major professor. Copies of these program notes and/or analyses are to be distributed to each member of the dissertation committee by the student at least two weeks (10 working days) prior to the final oral examination.
- F. After confirming through Wolverine Access that all committee members have submitted their evaluations of the dissertation project, the student receives the defense packet electronically from OARD and delivers same to the committee chair at the oral defense.
- G. The student shall bring to the oral defense 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.*** (Instructions concerning substitutions at the oral defense are to be found in [Rackham's Dissertation Handbook, pp. 14–15.](#))

- 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. Within 48 hours of 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).

After the oral defense, Ph.D. students and D.M.A. students in Composition must submit all required content revisions and corrections to the committee chair(s) for approval, bearing in mind the final deadline announced by the Rackham Graduate School (on their website: <http://www.rackham.umich.edu/students/navigate-degree/doctoral-degree-deadlines>). Any degree candidate who cannot meet the final deadline will not be listed among the degree recipients for that particular term and may not participate in the commencement exercises.

## Application for the Degree/Diploma

To be recommended for a degree the student must complete an online graduation application through Wolverine Access under “Student Business” (Apply for Graduation). Please refer to the Rackham website for degree deadlines. It will also be helpful to complete the Rackham Doctoral Recipients exit survey, but this is optional (i.e., not a condition for graduation). After applying for graduation, D.M.A. candidates in Performance or Conducting are to register for a Post-Defense Meeting through Rackham’s website: <http://www.rackham.umich.edu/current-students/dissertation/defense>. The student will receive instructions from the OARD for submitting the final, correctly formatted PDF copy of the abstract, which will become

the official copy of record. An OARD staff member will perform a final format check of the abstract and alert the candidate to any necessary revisions. Students should verify that the chair has submitted the Final Oral Examination Report and the Certificate of Dissertation Committee Approval to Rackham OARD. Students are also encouraged to submit the final digital copy of the abstract to ProQuest/UMI, so that their abstracts are listed in Dissertation Abstracts International ([http://www.proquest.com/en-US/products/dissertations/submitted\\_authors.shtml](http://www.proquest.com/en-US/products/dissertations/submitted_authors.shtml)).

Ph.D. and D.M.A. Composition candidates must arrange for a post-defense meeting to take place *before* Rackham's doctoral deadline. (Exceeding the deadline entails a requirement to register and pay for an eight-hour candidacy enrollment during the full term that degree requirements are completed.) Students can register for the Post-Defense Meeting through Rackham's website: <http://www.rackham.umich.edu/current-students/dissertation/defense>. After submitting the dissertation, the student should verify that the committee chair has submitted the Final Oral Examination Report and the Certificate of Dissertation Committee Approval to Rackham OARD. Again, students are also encouraged to submit the final digital copy of the dissertation and abstract to ProQuest/UMI. There is no charge for electronic submission, and students may take the occasion to request registration of copyright in their name.

**Master's Degree.** The online diploma application must be completed through Wolverine Access (<https://wolverineaccess.umich.edu>) by the deadline posted on Rackham's website. 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 online diploma application must be completed through Wolverine Access (<https://wolverineaccess.umich.edu>) by the deadline posted on Rackham's website. 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 "Departmental Pre-Candidacy" 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

10. Prepare dissertation or dissertation composition as specified in the [Rackham Dissertation Handbook](#).
11. Prepare dissertation abstract.
12. Register online for a group Pre-Defense Meeting with a representative of Rackham's OARD at least ten working days prior to the final oral defense, or arrange for a "remote option." Bring along the dissertation (whole or in part) and abstract for reference during the review of format guidelines and for detailed questions.
13. Determine date and time of final oral examination and confirm these with the Graduate Coordinator. Verify (on your unofficial transcript) that your dissertation committee actually has been appointed by Rackham, and that the membership is accurate.
14. Distribute the dissertation or dissertation composition and the dissertation abstract to committee members at least two weeks prior to final oral examination. Accommodate committee members who prefer hard copy. Remind committee members that evaluations are to be completed and submitted online at least three working days before the final oral defense.
15. Verify through Wolverine Access (<https://wolverineaccess.umich.edu>) that evaluations of the dissertation have been submitted.
16. Pick up final oral examination packet at OARD on day of examination and give to your chair.
17. Return final oral examination packet to Rackham OARD if requested by your chair. Otherwise, verify that the chair has done so.
18. Register online for a post-defense meeting at Rackham OARD *before* the applicable final dissertation deadline. Submit a PDF copy of your dissertation (complete and final, with all revisions carried out) and abstract. Make any changes required by a final format check and re-submit before the deadline.
19. Apply for graduation through Wolverine Access (<https://wolverineaccess.umich.edu>). Have you applied for the diploma through the Office of the Registrar?

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

## A. Precandidate

1. Obtain a copy of the "Departmental Pre-Candidacy" 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 the 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 Coordinator. Verify (on your unofficial transcript) that your dissertation committee actually has been appointed by Rackham, and that the membership is accurate.
19. E-mail the Rackham OARD for the Pre-Defense Meeting no later than 10 working days before the final oral defense, and complete diploma application.
20. Prepare the dissertation document, which should include a title page, abstract, program notes, and each recital program formatted according to the [Rackham Dissertation Handbook](#).
21. Deliver copies of the dissertation document to each committee member 10 working days before the oral defense. Remind committee members that evaluations are to be completed and submitted online at least three working days before the final oral defense.
22. Verify through Wolverine Access (<https://wolverineaccess.umich.edu>) that evaluations of the dissertation have been submitted. Pick up final oral examination packet at OARD on day of examination and give to your chair.
23. Submit one copy of dissertation to Graduate Coordinator.
24. Bring to final oral examination copies of all music performed in dissertation recitals.
25. Return final oral examination packet to Rackham OARD if requested by chair. Otherwise, verify that the chair has done so.
26. Apply for graduation via Wolverine Access (<https://wolverineaccess.umich.edu>). Submit PDF copies of each performance program and of the abstract prior to the applicable final dissertation deadline.

# 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- 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 the Graduate Coordinator is informed of the date, time, and location of each of your preliminary exams and your final oral exam.