

# Handbook for Doctoral Students in Musicology

(updated May 2021)

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# Section 1: Introduction

## Overview

This handbook is designed for doctoral students pursuing the following degrees in the Department of Musicology at the University of Michigan School of Music, Theatre & Dance:

- Doctor of Philosophy in Musicology with Ethnomusicological Emphasis—administered jointly with the Rackham School of Graduate Studies
- Doctor of Philosophy in Musicology with Historical Emphasis—administered jointly with the Rackham School of Graduate Studies

Doctor of Philosophy (Ph.D.) 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.

It is each student's responsibility to follow the rules and regulations set by the Rackham Graduate School, by the School of Music, Theatre & Dance, and by the Department of Musicology. This Handbook outlines the degree requirements, program regulations, and resources available to doctoral students in the Department of Musicology. The handbook also covers many key requirements and policies set by Rackham. For a complete set of Rackham guidelines, see the online [Rackham Graduate School Academic Policies](#). The School of Music, Theatre & Dance publishes a [Handbook for Rackham Students in Music, Theatre & Dance](#) (the “Blue Book”), which outlines important information for Ph.D. students. Students should become familiar with all three of these publications.

## Nondiscrimination Policy

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

## Department of Musicology

The Department of Musicology provides a rich environment for graduate study in ethnomusicology and historical musicology. It also oversees three BM curricula (music history, ethnomusicology, and early music) and provides musicology courses for students at the School of Music, Theatre & Dance and across campus. Michigan's internationally renowned faculty encourage students to design robust yet flexible plans of study while cultivating individual interests and opening new fields of investigation. The wealth of intellectual and institutional resources include many vibrant interdisciplinary centers on campus and excellent performing ensembles that offer invaluable opportunities to perform and listen to the repertoires and musical traditions that are central to their scholarly work.

The musicology faculty at Michigan are diverse in their research practices and intellectual orientations, and embrace many methods of inquiry—from source studies, archival research, musical historiography, cultural history, and ethnography, to critical theoretical studies in music and gender, sexuality, and race. The faculty take advantage of the University of Michigan's strong programs in the humanities and social sciences to engage in cross-disciplinary collaborations that open the door for our students to broaden and deepen their study of music through interaction with scholars in other fields.

The musicology department trains its students to become tomorrow's leading scholars, teachers, researchers, and music professionals, contributing to the global understanding of culture, history, and society. The faculty and the institutional and creative resources available at U-M have launched the successful careers of generations of graduates in academic departments across the country. Financial support and teaching fellowships are available to graduate students for a total of 10 academic terms from SMTD, the Horace H. Rackham School of Graduate Studies, and other sources.

Musicology students work in a variety of facilities, including the Earl V. Moore Building, which recently received a \$29.5 million expansion and renovation. Students have access to cutting-edge audio and video recording studios and receive entrepreneurial and career planning support through the school's EXCEL program (Excellence in Entrepreneurship Career Empowerment & Leadership).

The University of Michigan is renowned for developing excellence. Combining the focus and rigor of a conservatory with the academic breadth and depth of a major public research university, an SMTD education is a transformative experience. Students receive a comprehensive program of instruction, performance, and pedagogy, along with academic opportunities made possible through the University's vast spectrum of top-rated programs. The School fosters

innovation, values diversity and inclusion, and graduates fully-engaged citizens who are eager to make a difference in their field and community.

## Musicology Faculty

|   |  |                         |
|---|--|-------------------------|
| James Borders<br>Glenn McGeoch Collegiate Professor | <a href="mailto:jborders@umich.edu">jborders@umich.edu</a> | 410 BMT<br>763-3278     |
| Christi-Anne Castro<br>Associate Professor          | <a href="mailto:ccastro@umich.edu">ccastro@umich.edu</a>   | 804 BMT<br>615-4216     |
| Mark Clague<br>Associate Professor                  | <a href="mailto:claguem@umich.edu">claguem@umich.edu</a>   | 2277 Moore<br>764-2516  |
| Gabriela Cruz<br>Associate Professor                | <a href="mailto:ggcruz@umich.edu">ggcruz@umich.edu</a>     | 604 BMT<br>936-2185     |
| Charles Hiroshi Garrett<br>Professor                | <a href="mailto:cgarr@umich.edu">cgarr@umich.edu</a>       | 800 BMT<br>764-0232     |
| Inderjit Kaur<br>Assistant Professor                | <a href="mailto:inkaur@umich.edu">inkaur@umich.edu</a>     | 230 Stearns<br>764-5437 |
| Joseph Sui Ching Lam<br>Professor                   | <a href="mailto:jsclam@umich.edu">jsclam@umich.edu</a>     | 402 BMT<br>647-9471     |
| Charles Lwanga<br>Assistant Professor               | <a href="mailto:cwla@umich.edu">cwla@umich.edu</a>         | 700 BMT                 |
| Stefano Mengozzi<br>Associate Professor             | <a href="mailto:smeng@umich.edu">smeng@umich.edu</a>       | 704 BMT<br>647-1890     |
| Mackenzie Pierce<br>Assistant Professor             | <a href="mailto:piercejm@umich.edu">piercejm@umich.edu</a> | 233 Stearns<br>764-6810 |
| Louise K. Stein<br>Professor                        | <a href="mailto:lkstein@umich.edu">lkstein@umich.edu</a>   | 3229 Moore<br>764-6511  |

## **Musicology Program Governance**

Doctor of Philosophy (Ph.D.) degree programs in Musicology 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.

### **Department Chair**

The Musicology Department Chair is appointed by the Dean of the School of Music, Theatre & Dance. The Chair communicates with the Dean and advocates on behalf of the departmental faculty, while organizing departmental meetings and course schedules. The Chair manages departmental finances and reports to the faculty on account balances at least once per term during a regular faculty meeting. All financial transactions require approval of the departmental faculty. Any matter of concern about the student experience can be brought to the Chair's attention.

### **Director of Graduate Studies**

The Director of Graduate Studies (DGS) serves as the general advisor for all graduate students on both departmental and Rackham requirements related to a graduate student's career including, but not limited to: required coursework, cognate coursework, completion of the language requirement, the special field examination, petitions to modify Rackham requirements, substitutions and/or waivers of PhD requirements, and departmental and Rackham benchmarks for satisfactory progress-to-degree. While there are many additional sources of advice and support available, the DGS provides guidance from the start and ensures that students always have a faculty member to turn to for assistance. At the end of each academic year the DGS formally approves next year's coursework by signing each student's list of proposed courses ("pink sheet"). (Also see Faculty Mentoring, p. 18)

### **Graduate Committee**

The Director of Graduate Studies chairs the Graduate Committee, which comprises department faculty. The Graduate Committee functions as an advisory panel on graduate student affairs and makes recommendations regarding individual matters and general graduate program policies governing the doctoral degree. Broader changes to the doctoral program are discussed, considered, and voted on by the full faculty. The Graduate Committee oversees all matters relating to the financial support of graduate students, including the allocation of funding

packages to continuing students and the appointments of graduate student instructors (GSIs). The Graduate Committee also handles admissions to the Ph.D. program, a process typically coordinated by a different faculty member serving as chair of admissions. Upon request, the Graduate Committee may serve as an appeals board for graduate student matters.

### **Associate Dean of Graduate Studies**

Dean Jason Corey ([coreyja@umich.edu](mailto:coreyja@umich.edu)) provides support and assistance to all Rackham graduate students in the School of Music, Theatre & Dance. Any matter of concern about the student experience can be brought to his attention. Please contact the Assistant to the Associate Dean of Graduate Studies, Melynee Weber-Lynch ([melynee@umich.edu](mailto:melynee@umich.edu), 734-764-0590, 2277 Moore Building) for an appointment.

General inquiries about the graduate student program—including course enrollment, deadlines, employment, examination signup (language, preliminary exams, dissertation final oral presentation), financial aid, forms, health insurance, payroll, records, and requirements—may be addressed to the Graduate Coordinator, Melynee Weber-Lynch.

### **Student Petitions**

Requests for exceptions or waivers to any Musicology program regulations must be submitted in writing to the Department for consideration. Students making these requests for any reason should start the process by contacting the Director of Graduate Studies; candidates should consult their dissertation advisor before filing a petition.

Petitions to modify Rackham PhD requirements are handled by the Rackham School of Graduate Studies and require a completed [Rackham Petition Form](#); candidates should consult their dissertation advisor before filing a petition.

### **Student Grievance Procedure**

The Director of Graduate Studies, the Chair, and the Associate Dean of Graduate Studies are available to provide guidance and assistance to graduate students about the program and the student experience. In the event of a grievance, graduate students have the right to petition the Director of Graduate Studies or the Chair.

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.

## **Conflict Resolution**

Any conflicts relating to a graduate student that cannot be adequately handled or addressed by the department may be referred to Rackham's Conflict Resolution Officer. The Resolution Officer handles a wide variety of student issues, and they are the first resource for review of a situation. They will review any preliminary inquiries and determine if and how they should proceed. Based on the nature of the issue, the Resolution Officer may meet with the student, or provide in writing a summary of the dispute. If the issue is serious enough (generally harassment or misconduct related), it could be referred to the Rackham Hearing Board for review. The student could then face a variety of consequences, suspension, expulsion, educational service project, corrective action, disciplinary probation, etc. This would be determined in consultation with the department, and of course depends on the severity of the situation or allegations.

## Section 2: Registration, Enrollment, and Academic Conduct

### Advice for New Students

Welcome to the University of Michigan!

1. Create an email address (<https://accounts.it.umich.edu/uniqname/terms/>). It is extremely important to have access to electronic mail through the University as soon as possible. The University uses e-mail to notify students of special events, deadlines, and all kinds of opportunities, and it's often the most efficient way for students to reach colleagues, staff, and faculty.
2. Familiarize yourself with [Wolverine Access](#). It is the vehicle through which you will update your personal information, register for classes, print out or view your class schedule, check on your grades, print out or view your unofficial transcript, view your financial information, and search for courses, among many other tasks. Go to <http://wolverineaccess.umich.edu>. Click on *Student Business*. Enter your uniqname and password. And explore.
3. Keep your home address and phone number up to date on Wolverine Access so that you can be reached. Some important written communications will be sent to your listed home address.
4. Attend graduate orientation sessions. Just prior to the fall term, the SMTD holds a school-wide orientation, and the Director of Graduate Studies holds an orientation for new students in the Department of Musicology. Additional orientation sessions are also held for graduate student instructors and for international students.
5. Orient yourself with a [campus map](#).

### Registration and Enrollment

Any student making use of University facilities, utilizing faculty time, or taking examinations must be enrolled (see “The Final Oral Examination”, p. 41, 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>. 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. Permission to elect a lesser

load under special circumstances may be sought by submitting a request to the Associate Dean for Graduate Studies.

Every doctoral candidate must enroll for Musicology 995.

A late registration fee of \$50 is assessed to 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 Musicology 995 as late as the day of the examination with no late fee.

Doctoral precandidates in Musicology must petition the Department to elect studio instruction (instrument or voice lessons, conducting, or composition) for graduate credit in Musicology each and every term in which such election is requested. Students electing performance or ensemble should do so under the subject Music Performance; those electing studio instruction should enroll in Music Performance 591. Any student wishing to take individual private lessons 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://www.music.umich.edu/current\\_students/student\\_resources/studioassignmentinstruct.php](http://www.music.umich.edu/current_students/student_resources/studioassignmentinstruct.php) and must be completed each term.

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. Petition 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/)

For specific degree deadlines, including grace period deadlines, see <https://www.rackham.umich.edu/current-students/policies/doctoral/phd-students/doctoral-degree-deadlines>.

## **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 Melynee Weber-Lynch, the Graduate Coordinator, 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

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.

## Transfer Credit

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.

## **Continuous Enrollment**

Effective with the fall term 2010, the Rackham Graduate School has adopted a policy of continuous enrollment for all students in Ph.D. 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 <https://rackham.umich.edu/navigating-your-degree/leave-of-absence/>. 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.

## 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 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. 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 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.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.

## **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 (<https://ro.umich.edu/records-registration/transcripts>). Academic reports are available on Wolverine Access (<https://wolverineaccess.umich.edu>).

## **Faculty Mentoring**

Students in the program have access to multiple sources of guidance and support, including the Director of Graduate Studies, faculty mentoring teams, and individual faculty members.

The Director of Graduate Studies (DGS) offers students guidance about course selections, aspects of the program, degree requirements, and longer-term professional plans. While there are many additional sources of advice and support available, the DGS provides guidance from the start and ensures that students always have a faculty member to turn to for assistance,

particularly during the challenging first year of graduate school. Incoming students will meet with the DGS for an orientation meeting prior to the start of classes in the student's first term of enrollment. All precandidates (first-year, second-year, and third-year graduate students) are required to meet with the DGS at least once each semester to discuss plans for the next term's coursework and review progress to degree. Toward the end of each academic year the DGS will formally approve next year's coursework by signing the list of proposed courses ("pink sheet"). In the process of gaining greater familiarity with the department during this part of the program, students will study with different faculty and identify additional mentors who can provide advice concerning a broad spectrum of intellectual and professional issues.

First-year and second-year precandidates will also meet a minimum of twice in the academic year with a faculty mentoring team, comprising three faculty members appointed by department faculty, who can provide diverse perspectives about graduate school, scholarly paths, and professional options. Mentoring teams are designed to facilitate student conversations with a wide range of faculty, rather than with a narrow group of specialists. The DGS may be assigned to an individual mentoring team but is not a required member of any mentoring team. The first-year mentoring teams will remain in place to support the students through the summer before their second year. Second-year students will continue to work with their faculty mentoring team, also appointed by the department faculty and possibly with some change in membership. All students are welcome and encouraged to meet individually with any member of their mentoring team and any other member of the faculty.

While some students may enter the program with a strong sense of which faculty member will eventually serve as dissertation chair, many understandably take time to decide which faculty mentor would be best suited for their project. Students should feel free to discuss how and when to select an advisor with the Director of Graduate Studies. By the end of the second year of graduate study, students should select a faculty advisor who will guide preparation for the special field exam during the third year and, typically, direct the dissertation. The selection of a dissertation advisor is a mutual decision between the student and a faculty member, subject to reconsideration by either party.

The dissertation advisor will provide guidance about coursework, cognates, and any other planning necessary to prepare for the special field exam and the dissertation. Third-year students are still required to meet once per semester with the DGS to discuss course plans and ensure they are on track to reach candidacy.

By the fourth year, once candidacy is achieved, all students are advised primarily by their dissertation advisor. In all years, the DGS continues to be an important resource. Other valuable resources include dissertation committee members and other faculty members.

The Rackham Graduate School publishes a helpful guide for students who seek to improve the quality of their working relationships with faculty: [How to Get the Mentoring You Want: A Guide for Graduate Students](#). Rackham also supplies [mentoring and advising resources](#) and holds [mentoring workshops for Ph.D. students and advisors](#).

## **Annual Review of Students**

In adherence with Rackham guidelines, all students (precandidates and candidates) are reviewed annually by the Department. The entire faculty conducts these reviews at a meeting towards the end of Winter semester. After the review of each student is completed, the Director of Graduate Studies will prepare a letter to report to the student the faculty's discussion of their progress, performance, and needs.

All students must submit a learning and teaching portfolio to the DGS around April 1.

First-year precandidates must submit a learning and teaching portfolio as well as two writing samples: one essay written before enrollment at the University of Michigan, such as the writing sample submitted with the application materials, and one seminar paper written for a Musicology course during the first-year. The seminar paper may be revised in response to the faculty comments you receive on the paper.

Second-year precandidates must submit a learning and teaching portfolio, include both writing samples from the first year review, and submit one additional seminar paper written for a Musicology course during the second year. The seminar paper may be revised in response to faculty comments received on the paper.

All portfolios should include:

- a list of courses taken (department, number, title, professor)
- a list of courses assisted as a GSI (department, number, title, supervising professor)
- a list of courses taught (e.g., Residential College)
- a summary of plans for coursework, cognates, languages, and special field examination (if known)

All portfolios should also include a summary of scholarly activities (academic, professional, research), a brief reflection on scholarly activities, a summary of teaching-related activities (experience, accomplishments), and a brief reflection on teaching activities. Reflections should include a self-assessment of the students' progress toward graduation, and may address discoveries, breakthroughs, challenges, areas for improvement, and future plans. Please include commentary on your scholarly and teaching goals moving forward into the next academic year. Portfolios are generally in the range of 4-6 paragraphs.

## Section 3: General Pre-Candidacy Requirements

### Responsible Conduct in Research and Scholarship Requirement

All Ph.D. students in the School are required to complete academic 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 shall satisfy this requirement through the successful completion of one or more courses already required in these respective programs (Musicology 501, 502).

### Pedagogy Requirement

Prior to admission to candidacy, each Ph.D. student in Musicology 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. Doctoral students in the Musicology program will satisfy this requirement by completing Musicology 509 (Musicology Pedagogy).

### Language Requirements

Those anticipating doctoral study at the University of Michigan should complete the relevant doctoral language requirement 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.

For the Ph.D. in Historical Musicology or Ethnomusicology, the requirement is two languages, basic level; or one thesis-related language, advanced level.

Students are expected to demonstrate basic competency in the first language during the first year of residence. Before reaching candidacy, students must demonstrate either basic competency in a second language or advanced proficiency in the first language.

Subject to availability, the language requirement may be satisfied in any one of the following five 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. Students in Musicology 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 examiners.

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.

### **Progress Toward the Doctoral Degree**

Every doctoral precandidate is required each term to enroll for and to complete satisfactorily a full load of 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; studio instruction may be counted upon petition to the department prior to the term of proposed enrollment. 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. Every doctoral candidate must enroll for and successfully complete course 995.

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

1. A student who has completed two terms of doctoral study must have satisfied the pedagogy requirement, completed the language requirement in at least one language, and completed Musicology 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; 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 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 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 of 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. He or she may be ineligible for any award or appointment through the School until these requirements have been met.

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 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/>.

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.

"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 the second term of precandidacy enrollment every doctoral student must develop, in consultation with the advisor, a "Pink sheet" form listing, term by term, what courses will be taken as a precandidate to satisfy the various requirements. This electronic form may be viewed at any time (but only the DGS may make edits). Students may be asked to revise the forms during the fourth term of precandidacy enrollment or as needed. Comparable courses may be substituted for courses listed in the proposed "Pink sheet" when the anticipated courses are not offered, and the Program may be revised when necessary.

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 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: 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 Music Theory must have been completed with a B average within six years prior to taking the general preliminary examination in Music Theory.

### **Music Theory General Preliminary Examination**

*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 examination in Music Theory is 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 Associate Dean's office. A file of previous examinations is available online:

<https://smt.d.umich.edu/wp-content/uploads/2017/04/TheoryPrelimExams.pdf>.

Students must successfully complete two 500-level Music Theory courses in preparation for the general preliminary examination in Music Theory. The examination 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 is unwise unless the student is unusually well prepared as a result of extensive experience or graduate coursework elsewhere.

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

1. Any student wishing to take the examination must submit the form "Certification of Eligibility to Take General Preliminary Examination" to the Graduate Coordinator 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. 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.

### **Graduate Course Numbering**

400-500 level: 400-500 courses, which enroll a mixture of advanced undergraduate and graduate students, cover a wide range of periods and topics. Graduate students must elect 400-500 courses at the 500-level.

500-level: These courses, which cover a wide range of periods and topics, are designed to carry graduate students beyond their undergraduate training but presume no advanced experience with the material they cover.

600-level: These small-enrollment seminars are designed for graduate students to explore advanced topics.

Musicology 990 and 995: Doctoral precandidates elect Musicology 990, an independent study course with their advisor, during the third year of study in preparation for the special field examination. Doctoral candidates enroll for Musicology 995 ("Dissertation Candidacy") with their advisor every semester after reaching candidacy.

## **Section 4. Doctor of Philosophy in Musicology Pre-Candidacy Requirements**

### **Overview**

Our Ph.D. programs in ethnomusicology and historical musicology enable each student to follow a course of study that meets their intellectual and professional goals. Each program provides specialized training, develops the ability to pursue original research, and culminates in a doctoral dissertation. The initial three years of coursework (pre-candidacy) can be seen as exploring and expanding intellectual horizons on the path toward satisfying candidacy requirements, completing the special field exam (in ethnomusicology or historical musicology), and advancing to the Ph.D. Ethnomusicology and historical musicology students will complete the same three required courses as well as eight elective courses in the department. Students will naturally gravitate to take courses in their respective disciplines, but all are strongly encouraged to complete coursework in both ethnomusicology and historical musicology.

### **Music Theory Placement Exam**

Entering students are given a two-part placement exam in music theory (one on harmony, one in tonal forms). If a student fails one or both parts of the music theory exam, they must retake the exam or complete one or both remedial courses (Theory 239 and Theory 334). The remedial courses also count as prerequisites for most advanced Theory courses. For instance, Theory 334 is the graduate equivalent to Theory 250 (which is listed as a prerequisite for many upper-level courses). Students may take advanced Theory courses alongside remedial courses but can only access advanced courses for which they have fulfilled the prerequisite.

### **Planning a Course of Study**

The Department's Director of Graduate Studies provides advice for planning a course of study and completing the program requirements. Students also may find it helpful to consult with the faculty mentoring team or additional department faculty in areas of interest. For an overview of the degree requirements and a sample course of study through the doctoral program, see the Term-by-Term Layout on p. 35.

## Full-time Enrollment

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 nine credit hours. Doctoral students may not count undergraduate, elementary, or reading foreign language courses or remedial music theory courses among the nine required credit hours. 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.

Every doctoral candidate must enroll for course 995.

Doctoral precandidates in Musicology must petition the Department to elect studio instruction (instrument or voice lessons, conducting, or composition) for graduate credit in Musicology each and every term in which such election is requested.

## Program of Study

Both historical musicology students and ethnomusicology students must complete **three required departmental courses** in their first year of study:

- Musicology 501, Musicology Research Methods: Historical Musicology
- Musicology 502, Musicology Research Methods: Ethnomusicology
- Musicology 509, Musicology Pedagogy

Musicology 509 satisfies the school's pedagogy requirement and qualifies students to be considered for a graduate-student instructorship. A student with demonstrated competence in teaching at the college level may petition the Department for a waiver of this course but then must take a different doctoral pedagogy course to satisfy the SMTD pedagogy requirement.

During the first three years of the program, ethnomusicology students and historical musicology students must complete **eight elective courses in Musicology** (500-level or above), including Musicology 990 (an independent study course with their advisor in preparation for the special field examination).

Students are expected to demonstrate basic proficiency in a foreign language during the first year of residence. Students are advised to complete at least one of the two required cognate courses during the first two years of study. Students should also begin fulfilling music theory requirements during their first year, especially if any remedial courses are necessary.

The department conducts an annual review of students toward the end of the Winter semester, for which all students must submit a learning and teaching portfolio. First-year and second-year precandidates must submit additional writing samples (See Annual Review of Students, p. 20).

To reach candidacy, students must satisfy all of the requirements for the degree (coursework, languages, cognates, residency, exams) except the dissertation: see the Candidacy Checklist (p. 34). It is expected that students in Musicology will achieve candidacy within three years (six terms) of entering the program. Financial aid at the doctoral level is conditional on the achievement of candidacy within six terms.

### **Residency Requirement**

At least one academic year of full-time residence is required. (See Residency Requirements, p. 13)

### **Cognates**

Students are required to complete two cognate courses, one of which is normally completed during the first two years of study. These courses must be elected outside the School of Music, Theatre & Dance in a field or fields related to the student's areas of interest. The choice of electives is based on a student's background and on the plan of research for the PhD. Recommended cognates include, but are not limited to, courses in anthropology, history, literary criticism, medieval and early modern studies, and sociology; and area studies, such as African studies, American culture, European studies, East Asian studies, Latin American studies, South Asian studies, and Southeast Asian studies. Students must petition the Department to consider graduate coursework in Theatre or Dance to satisfy the cognate requirement. Students may take additional cognates beyond the two required courses.

### **Foreign Languages**

Students must demonstrate proficiency in two foreign languages, basic level; or one thesis-related language, advanced level. Students are expected to demonstrate basic competency in the first language during the first year of residence. By the end of the second year in residence, students must demonstrate either basic competency in a second language or advanced proficiency in a thesis-related language. (See Language Requirements, p. 21)

### **Music Theory Coursework and Music Theory General Preliminary Examination**

In order to take upper-level Music Theory Courses, students must pass a two-part placement exam in music theory (see Music Theory Placement Exam, p. 28) or fulfill remedial coursework.

Students subsequently must successfully complete two 500-level Music Theory courses before sitting for the General Preliminary Examination in Music Theory. The Music Theory examination must be completed before students sit for the Special Field Examination. (See Music Theory General Preliminary Examination, p. 26)

## **Special Field Examination**

It is expected that students will complete the special field examination in ethnomusicology or historical musicology within six terms of entering the program. By the end of the second year of graduate study, students should select a faculty advisor who will guide preparation for the special field exam during the third year and, typically, direct the dissertation. In preparation for the examination, doctoral precandidates should elect Musicology 990 (an independent study course with their advisor) during the third year of study in preparation for the special field examination.

The residency, pedagogy, foreign language, and cognate requirements must be satisfied, and the Music Theory General Preliminary Examination must be passed, *before* students sit for the special field examination. No preliminary examination may be taken unless the student is enrolled.

Students wishing to be considered by the department for a one-term candidacy fellowship must pass the Special Field Exam and achieve candidacy in the term prior to the fellowship term. In such cases, the Rackham grace period (within the fellowship term) may not be used.

## **Special Field Examination in Ethnomusicology**

The Special Field Examination in Ethnomusicology includes two components—a preliminary examination, and an examination in the field of specialization—both of which are taken on separate days during the 6th term of study and followed by a discussion with the exam committee.

The **preliminary examination** is designed to test the student's knowledge of the discipline of ethnomusicology, including history, methodologies, ways of analyzing music, and important theories. The questions and associated bibliographies will be prepared by the student for approval by the committee (the advisor and two other department faculty). The preliminary examination must be completed before the examination in the field of specialization.

The candidate should first formulate questions and submit them to the committee for approval. After initial approval is granted, the candidate should compile bibliographies. After the bibliographies have also been approved, the candidate may set a date for the preliminary examination.

**Three essays**, with topics formulated by the student and approved by the committee, are written using a computer at the School of Music, Theatre & Dance during a six-hour, monitored exam. The student will bring prepared bibliographies to be included with the essays. A discussion involving musical analysis must be included in one of the three questions.

**The first essay** is a discussion of a genre coming from a second geographical area of interest, i.e. not the principal focus of the candidate. The purpose of this question is to demonstrate a certain breadth of knowledge concerning musics of the world.

**The second essay**, the theoretical essay, centers upon an ethnomusicological issue of current concern. The purpose of this question is to demonstrate the currency of the candidate's knowledge concerning the discipline of ethnomusicology.

**The third essay** is more broadly defined. It may be a comparison of two musical genres (but may not include a genre covered in other questions or in the examination in the field of specialization), it may be a question relating to musical pedagogy, or to musical technology, or possibly to some other related subject (approved by the faculty). Whatever topic is chosen, the student must include substantive musical analysis.

The **examination in the field of specialization** in ethnomusicology is based on a question prepared by the student and submitted to the committee.

One essay, with the topic formulated by the student and approved by the committee, is to be written using a computer at the School of Music, Theatre & Dance during a six-hour, monitored exam. The student will bring a prepared bibliography to be included with the essay.

This paper, as a model of ethnomusicological writing, may encompass the historical, anthropological, linguistic, sociological, and musicological methodologies that constitute the discipline. The topic may encompass the dissertation topic but should be more broadly conceived.

Besides logical conclusions, creative themes, and scholarly approaches, the faculty expects examples of fine writing.

After the preliminary exam and the exam in the field of specialization, the student will be called in for a discussion with the committee.

The essay will be rated 'high pass,' 'pass,' 'low pass,' or 'fail.'

## **Special Field Examination in Historical Musicology**

The special field examination in historical musicology comprises two parts, both of which should be scheduled in advance and in reasonably close proximity.

1. Two essays, the general sense and limits of which have been discussed in advance with the advisor and approved by the committee (the advisor and two other members of the musicology faculty). One essay will cover the entire period of research or area of concentration of the student. The second will be more closely focused on the dissertation topic. The time limit for the essay portion of the exam may last up to six hours, divided into two sections with an hour break in between.
2. An oral examination based on a repertoire list of 50 pieces (or up to 50 hours of music, depending on the candidate's area of specialization), comprising works in at least three genres. The student will propose the repertoire list and circulate it to the examination committee for its approval at least one month in advance of the exam. The repertoire list should be supported by bibliographical research, subject to the committee's inquiry at the exam. Questions may be asked about any portion of the exam. The oral exam may last up to two hours.

## **Admission to Candidacy**

When a doctoral student has passed all of the required examinations, met all of the other requirements—including the residency, language, and pedagogy requirements—and appointed the dissertation committee, 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.

For information on the Dissertation requirements, including the appointment of the dissertation committee, see Section 5: The Dissertation.

After achieving candidacy, a student normally enrolls only for Musicology 995, which must be elected for eight hours; 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.

## Candidacy Checklist for Doctoral Students in Musicology

| Requirement  | Date/Term Completed |
|--|---------------------|
| 1. FIRST LANGUAGE (language [basic or advanced] and how met)   | _____               |
| _____  | _____               |
| 2. SECOND LANGUAGE (language [basic, if needed] and how met)   | _____               |
| _____  | _____               |
| 3. TWO COGNATE COURSES (list two courses; may be completed during master's)  | _____               |
| _____  | _____               |
| 4. MUSICOLOGY 501  | _____               |
| 5. MUSICOLOGY 502  | _____               |
| 6. MUSICOLOGY 509  | _____               |
| 7. EIGHT ELECTIVE COURSES IN MUSICOLOGY (500-level or above)   | _____               |
| _____  | _____               |
| _____  | _____               |
| _____  | _____               |
| 8. RESIDENCY REQUIREMENT   | _____               |
| 9. GENERAL PRELIMINARY EXAMINATION IN MUSIC THEORY<br>(must complete two 500-level Music Theory courses prior to exam) | _____               |
| 10. SPECIAL FIELD EXAM IN ETHNOMUSICOLOGY OR HISTORICAL<br>MUSICOLOGY  | _____               |
| 11. DISSERTATION COMMITTEE APPOINTED   | _____               |

## Doctor of Philosophy in Musicology (ethnomusicology and historical musicology) Sample Term-by Term Layout

*This term layout and silent advisor is provided as a guideline only. The sequence of elections and credits may vary based on individual circumstances. For more specific information, see the Handbook for Rackham Students in Music, Theatre & Dance.*

### Program of Study for the First Three Years

- Students must complete three required courses (Musicology 501, 502, 509) and eight elective courses in Musicology (500-level or above), including Musicology 990.
- The requirements also include two approved cognate courses, one of which is normally completed during the first two years of study. The courses must be outside of SMTD in a field related to the student's field of specialization.
- Students are required to successfully complete two 500-level Music Theory courses and pass the Music Theory Preliminary Examination.

Note: Doctoral precandidates in Musicology must petition to elect studio instruction (instrument or voice lessons, conducting, or composition) for graduate credit in Musicology each and every term in which such election is requested.

### Foreign Language

- Students must demonstrate proficiency in two foreign languages, basic level; or one language, advanced level. Students are expected to demonstrate basic competency in the first language during the first year of residence.

### YEAR 1:

#### Fall Term 1 – Pre-Candidate (minimum 9 credit hours)

Musicology 501 – *Musicology Research Methods: Historical Musicology* (3 hrs)

Pedagogy Requirement – Musicology 509 – *Musicology Pedagogy* (3 hrs)

Musicology 500 or above (3 hrs)

Theory 500 level (3 hrs) or Language course (3-4 hours)

#### Winter Term 1 – Pre-Candidate (minimum 9 credit hours)

Musicology 502 – *Musicology Research Methods: Ethnomusicology* (3 hrs)

Musicology 500 or above (3 hrs)

Theory 500 level (3 hrs)

Language course (3-4 hrs) or Language exam

**\* Submit annual portfolio and writing samples (one prior to UM; one from UM seminar year one)**

### YEAR 2:

#### Fall Term 2 – Pre-Candidate (minimum 9 credit hours)

Musicology 500 or above (3 hrs)

Musicology 500 or above (3 hrs)

Cognate course, taken outside of SMTD (2-3 hrs)

Language course (3-4 hrs) or Language exam

**Winter Term 2 – Pre-candidate (minimum 9 credit hours)**

Musicology 500 or above (3 hrs)

Musicology 500 or above (3 hrs)

Cognate Course, taken outside of SMTD (2-3 hrs)

Language Course (3-4 hrs) or Language exam

**\* Theory Preliminary Examination**

**\* Submit annual portfolio and writing sample (from UM seminar year two)**

**\* Choose advisor for Special Field Examination**

**YEAR 3:**

**Fall Term 3 – Pre-candidate**

Musicology 990 – *Dissertation Pre-Candidacy* (3-6 hrs)

Musicology 500 or above (3 hrs)

Musicology 500 or above or Cognate (3 hrs)

**Winter Term 3 – Pre-candidate**

Musicology 990 – *Dissertation Pre-Candidacy* (3-6 hrs)

Musicology 500 or above or Cognate (3 hrs)

Musicology 500 or above or Cognate (3 hrs)

**\* Special Field Examination in Ethnomusicology or Historical Musicology**

**\* Nominate Dissertation Committee**

**Program of Study after the First Three Years**

**YEAR 4:**

**Fall Term 4 - Candidate**

Musicology 995 – *Dissertation Candidacy* (8 hrs)

Optional course (1–4 hrs)

**\* Dissertation Proposal and Dissertation Conference** (timing may vary in ethnomusicology and should be proactively discussed with the dissertation chair/co-chairs at the end of Winter Term 3)

**Winter Term 4 – Candidate**

Musicology 995 – *Dissertation Candidacy* (8 hrs)

Optional course (1–4 hrs)

**YEAR 5:**

**Fall Term 5 – Candidate**

Musicology 995 – *Dissertation Candidacy* (8 hrs)

Optional course (1–4 hrs)

**Winter Term 5 – Candidate**

Musicology 995 – *Dissertation Candidacy* (8 hrs)

Optional course (1–4 hrs)

**\*Dissertation Oral Presentation (3-12 months before defense)**

**\*Final Defense – Complete Final Oral Examination and Dissertation**

## Section 5: The Dissertation

### Dissertation Requirement in Musicology

The dissertation requirement comprises four parts: the dissertation proposal, the dissertation conference, the dissertation oral presentation, and the dissertation.

The **dissertation proposal** will consist of a carefully researched and written description of the proposed topic (approximately 20-25 pages) that will argue for its relevance, feasibility, and originality as a scholarly contribution to the field. The proposal should also describe the plan of research and indicate as precisely as possible the objectives of the project, the sources to be consulted, the current state of research, and the cultural, musical, methodological, historical, aesthetic, anthropological, critical, analytical, and social issues relevant to the topic. If the project involves fieldwork, the proposal should indicate how it will be carried out and what criteria will be applied in the evaluation of data. Candidates who wish to do overseas field work usually apply for grants through the Fulbright program, the Social Science Research Council, and/or the Institute for International Studies at the University of Michigan.

The **dissertation conference** is a meeting of the student with a committee of the faculty soon after candidacy has been achieved to explore the avenues of research outlined in the candidate's proposal and pertinent to the dissertation topic. Many students complete the dissertation proposal and schedule the dissertation conference during the fall semester of the fourth year; timing may vary for ethnomusicology students with fieldwork demands and should be proactively discussed with the dissertation chair/co-chairs at the end of the winter term of the third year.

While researching and writing the dissertation, each PhD candidate will present a lecture in a public forum before an audience of students and departmental faculty. This **dissertation oral presentation** will describe the topic, methodology, and results of his or her dissertation research to date. This lecture will customarily be presented at a point when the candidate can benefit most from the exchange: after enough research has taken place to define the chief issues of the topic but before a large portion has been written. The oral presentation is typically scheduled 3-12 months before the dissertation defense. A dissertation abstract of not more than 550 words should be included in the announcement of the presentation.

A comprehensive **final oral examination** on the candidate's dissertation will be conducted by the dissertation committee following the completion of the dissertation.

The dissertation must make a significant and original contribution to the field, and otherwise conform to the standards of the Horace H. Rackham School of Graduate Studies.

## 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 from the earliest stages, including the dissertation proposal. The student should ensure that every committee member is kept informed of his or her progress at every stage.

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. 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 Melynee Weber-Lynch, 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 dissertation 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 of Graduate Studies using the "Nomination of Dissertation Committee" form. The Associate Dean will forward the recommendation to the Dean of the Rackham Graduate School, who will appoint the committee. ***The committee should be appointed at the time candidacy is sought, if it has not been appointed earlier.*** Check later with Melynee Weber-Lynch 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**

Each Ph.D. program requires a dissertation, a dissertation abstract of not more than 350 words, and a final oral examination on the dissertation. 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 <https://rackham.umich.edu/wp-content/uploads/2020/09/dissertation-handbook.pdf>. 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 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. All doctoral candidates must 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. After the meeting, 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.

## 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 Melynee Weber-Lynch, 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. (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. (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.

After the oral defense, Ph.D. students 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**

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).

Ph.D. students 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. 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.

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.

### **Dissertation Checklist**

1. When you have completed all of the requirements, apply to the Associate Dean for Graduate Studies for admission to candidacy. It is expected that students in the Musicology program will achieve candidacy within six terms of entering the program.
2. Your dissertation committee should be appointed at the time candidacy is sought. Submit the "Nomination of Dissertation Committee" form to the Associate Dean for Graduate Studies. Persons who are not regular members of the graduate faculty but who can contribute significantly may be nominated for service on doctoral committees using the form "Nomination for Special Assignment."
3. You may verify dissertation committee membership through Wolverine Access (on your unofficial transcript).
4. Complete your **dissertation proposal** in consultation with your chair(s).
5. Arrange your **dissertation conference**, choosing a date in consultation with your chair(s) and committee.
6. Present your **dissertation oral presentation**, choosing a date in consultation with your chair(s) and committee.
7. Prepare your **dissertation** as specified in the Rackham [Dissertation Handbook](#).
8. Prepare your **dissertation abstract** of not more than 550 words.
9. [Register for a group pre-defense meeting](#) at the Rackham site with a representative of Rackham's OARD at least ten working days prior to the final oral defense, or arrange for a [Pre-Dissertation Defense Meeting: Remote Option](#). Bring along the dissertation (whole or in part) and abstract for reference during the review.

10. Determine the date and time of **final oral examination** in consultation with your chair(s) and committee. Confirm these arrangements with Melynee Weber-Lynch, the Graduate Coordinator. Verify through Wolverine Access (on your unofficial transcript) that your dissertation committee has been appointed.
11. Distribute the dissertation 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.
12. Verify through Wolverine Access that evaluations of the dissertation have been submitted at least three working days before the final oral defense.
13. Pick up final oral examination packet at OARD (Room 120, Rackham Building) on day of examination and give to your chair.
14. Following the examination, return final oral examination packet to Rackham OARD if requested by your chair. Otherwise, verify that the chair has done so.
15. Submit all required content revisions and corrections to your dissertation to your chair(s) for approval, bearing in mind the final dead-line announced by the Rackham Graduate School (on the website and in the *Dissertation Handbook*).
16. Register online for [a post-defense meeting](#) for Ph.D. candidates to take place *before* Rackham's doctoral deadline. Submit a PDF copy of your dissertation (complete and final, with all revisions carried out) and abstract to OARD. Make any changes required by a final format check and re-submit before the deadline.
17. Apply for graduation through Wolverine Access (under "student business").
18. Complete the Rackham Doctoral Recipients exit survey (optional).
19. You are encouraged to submit the final digital copy of the abstract to ProQuest/UMI.

## Section 6: Financial Support

### Overview

All students admitted to the Ph.D. program in Musicology are provided with five-year funding packages. Students are supported each term either through an appointment as a Graduate Student Instructor (GSI) or through a fellowship, as detailed below. It is typical for students to serve as GSIs for three to four years during the five-year funding period. All funding is conditional upon satisfactory progress toward the degree and satisfactory fulfillment of teaching obligations. Financial aid at the doctoral level is conditional on the achievement of candidacy within six terms.

Funding beyond the fifth year is not guaranteed; however, graduate students may qualify for additional support, including GSI assignments, university fellowships, and tuition-only fellowships. In addition, advanced students may qualify for selective University fellowships, including the [Rackham Predoctoral Fellowship](#) and the [U-M Institute for the Humanities fellowship](#). Rackham supplies detailed information on additional [fellowships and grants](#). Students are encouraged to apply for funding opportunities from external sources, many of which are listed below.

### Funding Awarded to Students Upon Admission

Regents Fellowships provide a full tuition waiver, GradCare medical insurance, and a stipend of \$22,433/year (\$11,216/semester).

Graduate Student Instructor (GSI) assignments provide a full tuition waiver, GradCare medical insurance, and a stipend of \$22,433/year (\$11,216/semester) in exchange for teaching and related duties. For more information on GSI assignments, see Section 6.

[Rackham Merit Fellowships](#) are competitive awards administered by Rackham that provide full fellowship support during Years 1, 4, and 5 in the program. RMF fellowships provide a full tuition waiver, GradCare medical insurance, a stipend of \$22,433/year (\$11,216/semester), and the opportunity for stipend support during one Spring/Summer term. RMF award recipients are supported through GSI appointments in Years 2 and 3 of the program.

## **Funding Awarded to Continuing Students**

Funding decisions and GSI assignments for the following academic year are typically made at the discretion of the Department near the end of the Winter term.

Graduate Student Instructor (GSI) assignments provide a full tuition waiver, GradCare medical insurance, and a stipend of \$22,433/year in exchange for teaching and related duties.

[Rackham Candidacy Fellowships](#) provide a candidacy tuition waiver, GradCare medical insurance (for either the fall or winter term), and a stipend of \$11,217/semester. Tenure for candidacy awards will be for either the Spring/Summer and Fall term or Winter and Spring/Summer term. Students wishing to be considered by the department for a one-term candidacy fellowship must pass the Special Field Exam and achieve candidacy in the term prior to the fellowship term. In such cases, the Rackham grace period (within the fellowship term) may not be used. For instance, third-year students must achieve candidacy during the Winter term to become eligible for a candidacy fellowship in the following Fall term.

[Rackham Dissertation Fellowships](#) provide a candidacy tuition waiver, GradCare medical insurance, and a stipend of \$11,217 per term for three consecutive terms (twelve months including Fall, Winter, and Spring/Summer).

[Rackham One-Term Dissertation Fellowships](#) provide candidacy tuition and registration fee and a stipend of \$11,217 \$10,200 for one term for students in the final stages of their dissertations. Recipients will be eligible for GradCare health and dental insurance coverage provided by the Graduate School during the term of their award.

## **Department Summer Funding**

The department offers limited summer assistance to support student research and language study over the summer. Students are invited to submit proposals by April 1, including a description of the research project, plans to carry out the project, and a budget that details how the funds will be used. Please include a statement indicating what other summer research funding you may have applied for or intend to apply for (such as a Rackham Graduate Student Research Grant or a grant from the International Institute). All students (pre-candidates and candidates) are invited to apply, but preference will be given to those who otherwise have no U-M summer support. Priority will be given to students who have not previously received a summer funding award. Those who receive summer funding are expected to submit a report of 1–2 pages at the start of the fall semester, in which they explain what research the funding made possible and summarize their findings.

## **Graduate Research Fellowships and Scholarships**

### **Rackham Graduate Student Research Grant**

The Rackham Graduate Student Research Grant supports Rackham graduate students who need assistance to carry out research that advances their progress toward their degree. All precandidates in good standing are eligible for one grant (up to \$1,500) and, once candidacy is achieved, they become eligible for a second grant (up to \$3,000). Students are especially encouraged to apply for these grants.

### **Rackham Predoctoral Fellowship**

The Rackham Predoctoral Fellowship supports outstanding doctoral students who have achieved candidacy, have completed their dissertation proposal and conference, and are actively working on dissertation research and writing. Fellowships include a stipend of \$32,670, candidacy tuition, and required fees for twelve months. GradCare health and dental insurance are provided during the fellowship period. The Department nominates students for consideration and typically evaluates student applications in November. Final nominations to the Rackham School are made by the Associate Dean for Graduate Studies in consultation with the Faculty Council on Graduate Studies.

### **Barbour Scholarship**

The Barbour Scholarship (for women who are citizens of Asian countries) supports outstanding students who are enrolled full-time in a master's or doctoral program at the University of Michigan. The scholarship includes a one-year stipend of \$32,670, tuition and required fees, and GradCare health and dental insurance. The Department nominates students for consideration. Final nominations to the Rackham School are made by the Associate Dean for Graduate Studies in consultation with the Faculty Council on Graduate Studies. A student who wishes to be considered should bring the matter to the attention of his or her doctoral advisor or department chair. The school deadline for applications is typically in late November or early December.

## Conference Travel Grants

### Rackham Conference Travel Grant

A student is eligible to receive one Rackham conference travel grant award (either domestic or international, but not both) during a fiscal year, which runs from July 1 to June 30, based on the start date of the conference.

### The International Institute Conference Travel Grant

The International Institute Conference Travel Grants provide supplemental travel support for graduate and professional school students who are presenting papers at conferences in the U.S.A. and its territories. Papers must be on international or area studies topics. Students may apply each year for one travel support grant of up to \$300.

### **The Louise Cuyler Award Travel Fund**

The Louise Cuyler Award Travel Fund, supported by the annual revenues from the Louise Cuyler Endowment and administered by the Department of Musicology, seeks to assist with some expenses graduate students incur when they deliver papers at academic conferences sponsored by scholarly societies. Endowment support is only available in support of reading a formal conference paper; it is not available to support service on panels, committees, workshops, and other such functions.

Top funding priority will be assigned to papers presented at either international or national conferences. The definition of “national” is interpreted broadly, and certainly includes the annual meetings of the American Musicological Society, the Society for Ethnomusicology, and the Society for American Music. Applications for travel funding to present papers at regional conferences (such as a chapter meeting of a national society) are also encouraged. Please address questions concerning other conferences to the department chair, who will bring them to the department for consideration prior to application.

Along with an application form, please submit to the department chair the abstract submitted to the conference; a copy of the letter or email accepting the paper; and a proposed budget, estimating as precisely as possible the costs of conference registration, travel, and lodging. The Award does not cover meals. The faculty will review application materials on a revolving basis throughout the academic year. Preference will be given to applicants who also document requests for matching funds from other University sources. Please apply for funds after acceptance of the

abstract but before the trip; please retain all receipts, which must be submitted within 3 weeks of travel (even in the summer).

### [Louise Cuyler Award Travel Fund Application Form](#)

## **Department Prizes, Awards, and Scholarships**

The **Louise E. Cuyler Prize in Musicology** was endowed in 1987 by the late emerita professor and founding member of the department to honor outstanding achievement by graduate students in musicology. In 2014, the Cuyler prize competition expanded from a single annual prize to two distinct prizes given each academic year.

The **Louise E. Cuyler Prize in Musicology for Best Paper or Presentation**, which includes a cash award, recognizes outstanding achievement by a graduate student as demonstrated by an article in a scholarly journal or a presentation at an AMS, SEM, SAM, or comparable meeting. Previous winners of the Cuyler Prize for Best Paper or Presentation are not eligible to apply. Applicants for this award may not apply for the Cuyler Prize for Best Dissertation Chapter in the same year. The deadline for submissions is February 1.

The **Louise E. Cuyler Prize in Musicology for Best Dissertation Chapter**, which includes a cash award, recognizes outstanding achievement by a graduate student as demonstrated by a dissertation chapter. Ph.D. candidates who are currently enrolled (during the Winter term when the prize is adjudicated) are eligible to apply. Former graduates of the program and previous winners of the Cuyler Prize for Best Dissertation Chapter are not eligible to apply. Applicants should submit a single chapter (a finished chapter or polished draft) from their dissertation. Applicants for this award may not apply for the Cuyler Prize for Best Paper or Presentation in the same year. The deadline for submissions is February 1.

The **Glenn McGeoch Memorial Scholarship in Musicology** was endowed in 1989 by his family, former colleagues, and students to provide scholarship assistance to graduate students in Musicology. In 2014, the McGeoch endowment expanded from a single annual scholarship to two distinct scholarships given each academic year. One scholarship is given annually to an outstanding graduate student instructor of SMTD music majors; the other scholarship is given annually to an outstanding graduate student instructor of non-majors. No applications are required. Previous recipients of a McGeoch scholarship are not eligible to receive the award a second time. The faculty will choose the scholarship recipients at the end of each school year.

**The Hans T. David Memorial Scholarship**, instituted in 2014, recognizes exceptional achievement by a precandidate graduate student in the Department of Musicology. The funds associated with the scholarship are used to help pay for the cost of a student's tuition rather than to supplement a student's funding package. No applications are required. The faculty will choose the scholarship winner at the end of each academic year.

## **University-wide Graduate Funding and Fellowships**

### **Rackham Graduate School Funding for Graduate Students**

The Rackham site describes many additional funding opportunities, including the King-Parks-Chavez Future Faculty Fellowship; the Georges Lurcy Fellowship for Study in France; the German Academic Exchange (DAAD); the Rackham International Research Award; and the Shapiro/Malik/Forrest Awards. The site contains information on funding opportunities for students at any stage of their graduate education. It also includes information about funding resources for child care, emergency financial support, and external sources for finding funding.

### **[International Institute Fellowships and Grants](#)**

This site outlines the Fulbright Program, the Foreign Language and Area Studies Fellowship (FLAS), Fulbright-Hays Doctoral Dissertation Research Abroad Fellowships, and the [International Institute Student Fellowships](#). More funding is available through the institute's [individual centers and programs](#).

### **[Institute for Research on Women and Gender](#)**

The IRWG provides funding for graduate students pursuing scholarship, research collaborations, or creative activities that focus on women, gender, or sexuality.

### **[Center for the Education of Women / Scholarships and Fellowships](#)**

CEW administers a number of fellowships (many for women whose education has been interrupted).

## **External Funding Sources and Fellowships**

Rackham's [External Sources for Finding Funding](#) is a valuable resource for any student who seeks to locate outside fellowships. Many scholarly societies offer fellowships and research funding opportunities; these include the [American Musicological Society](#), [Society for American Music](#), [Society for Asian Music](#), and [Society for Ethnomusicology](#).

## Section 7: Graduate Student Instructors

### Overview

Gaining teaching experience by serving as a Graduate Student Instructor (GSI) is an important step in the preparation of students for their professional careers. A variety of GSI positions are available through the Department: a typical assignment involves serving as a teaching assistant for a large-enrollment course and carrying out duties as assigned by your supervising professor.

Every GSI must be a graduate student in good standing and must be enrolled full-time (that is, for at least nine credit hours as a precandidate and for at least eight credit hours as a candidate).

Every Musicology Graduate Student Instructor (GSI) is required to complete Musicology 509, Teaching an Introduction to Music, prior to or during his or her first term of appointment. A student with demonstrated competence in teaching at the college level may petition the Department for a waiver of 509 but then must take a different doctoral pedagogy course to satisfy the SMTD pedagogy requirement.

GSI appointments are conditional upon satisfactory progress toward the degree and satisfactory fulfillment of teaching obligations. GSI positions are calculated as 50% effort, with an anticipated workload of 16.5-20 hours per week (averaged over the term). If your average begins to fall significantly below or to rise significantly above this general framework, please inform your supervising professor. GSI appointments provide a full tuition waiver, GradCare medical insurance, and a stipend of \$22,433/year (\$11,216/semester) in exchange for teaching and related duties. GSI assignments for subsequent academic years are typically made by the Department near the end of the Winter term or the start of the Spring/Summer term.

GSI's may receive a Verified Individualized Services and Accommodations (VISA) letter (issued by the Services for Student Disabilities Office) from an undergraduate student enrolled in their class or discussion section. Such documentation should be shared with the supervising professor of the course. Typical accommodations may require that a student be given additional time for an exam. Concerns about the implementation of accommodations should be shared with the instructor of record for the course or with the Department Chair.

Graduate student instructors 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.

Any GSI, no matter what their appointment, is eligible to participate in the University's Major Medical (GradCare), Blue Cross-Blue Shield, and Group Life Insurance plans. Every newly appointed GSI 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 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>.

Students with a GSI appointment in the winter semester who will be returning to the appointment in the fall semester, are eligible for continued GradCare coverage over spring and summer.

A graduate student instructor 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>.

Shared GSI office space is available in Burton Memorial Tower 500 and the Moore Building (room 2013 is the main shared workroom; rooms 2009, 2011, 2015, and 2017 are smaller meeting and/or piano rooms).

Shared mailboxes are available for GSIs in the Student Commons on the first floor of the E.V. Moore Building. A single shared mailbox for GSIs is also available on the sixth floor of BMT.

The Graduate Employees' Organization (GEO) is the labor union representing Graduate Student Instructors (GSIs) and Graduate Student Staff Assistants (GSSAs) at the University of Michigan. <https://www.geo3550.org/>

### **Residential College Teaching (GSI position)**

The [Residential College](#) offers selected Musicology graduate students the opportunity to design and teach an undergraduate course. Proposed courses should appeal to upper-level undergraduates and target an enrollment of 15-20 students (RC students, LSA students, and others, not all of whom may have strong music backgrounds). Proposed courses should be newly designed, rather than repackage courses already offered by the Department. Students must submit RC proposals to the Department by October 15 for courses to be taught during the following academic year. Proposals should be submitted electronically to the chair and should include a detailed syllabus that contains a concise description of the course as well as a bibliography.

The opportunity to teach at the RC has historically been awarded to a student who will reach candidacy by the time the course is offered; students who will be in their fourth year or beyond when the course is taught are encouraged to submit a proposal. Students who have taught an RC course in past years are ineligible to apply. Administratively and financially, teaching for the Residential College operates as a 50% GSI position.

### **RC Courses offered by Musicology Students (2004–2018)**

*Music and Sacred Spaces: From Gregorian Chant to the Grateful Dead  
Spirituality and the Musical Avant-Garde*  
*Sounds of New Orleans: Music and Place in an Urban Landscape*  
*Sounds of New York: Music and Place in an Urban Landscape*  
*Music and Social Movements*  
*"Intimate Voices" from Debussy to DBR: Hearing the Twentieth Century Through the String  
Quartet*  
*Space is the Place! Music in Science Fiction Film and Television*  
*Music, Dance and the Cultural Body*  
*Music, Markets and Morals: Nineteenth-Century American Musical Life*  
*Music and the World Wars*  
*Death and Desire: Opera in Performance 1589–1759*  
*From the New York Philharmonic to the YouTube Symphony: Classical Music in America*  
*The Troubadours and French Songs*  
*Film Music: History, Aesthetics, and Ideology*  
*The Musical Theater of Stephen Sondheim*  
*The Sponsorship and Performance of Music in Early Modern France, 1646-1764*  
*Film Music of the Hollywood Studio Era, 1926–1959*  
*Drummers, Dancers and Griots: the Popularization of West African Music*  
*Death, Heroism, and Female Characters in the 19th-Century Italian Opera*  
*The Worlds of Gilbert and Sullivan*  
*Music and Politics in the Age of Stalin*  
*The Great American Songbook*  
*Popular Music, Political Power, and Social Formation in South Africa*  
*I Hear America Dancing: Performing American Identities through Music and Dance*  
*Brazilian Popular Music: Race, Nation, Globalization*  
*Twentieth-Century Chinese Musical Lives: A Partial Survey of Chinese Instrumental Music*  
*Cultural Histories of Music in/on Film*  
*Music of the Holocaust*

## University Learning and Teaching Resources

GSI's are encouraged to take advantage of campus resources to improve their teaching. These include the many services offered by the [Center for Research on Learning and Teaching \(CRLT\)](#), which hosts workshops and seminars designed to help new and seasoned GSI's improve their pedagogy. In addition, CRLT hosts new GSI orientation training sessions in the Fall and Winter terms. CRLT also enables graduate students to acquire additional teaching credentials with a CRLT [Graduate Teaching Certificate](#), offers mid-semester teaching evaluations for GSI's, and sponsors [a program designed to prepare students for faculty careers](#).

[GSI Orientation Training Session](#)

[CRLT Resources](#)

[CRLT Programs for Graduate Students](#)

Other campus resources for learning and teaching include:

[Edward Ginsberg Center for Community Service and Learning](#)

[Language Resource Center](#)

[Services for Students with Disabilities](#)

[Sweetland Writing Center](#)

## Section 8: Student Positions and Organizations

### Graduate Student Representative

A Graduate Student Representative, elected by students in the department to serve in this position for an academic year, acts as a liaison between graduate students and faculty. The representative (who must have reached PhD candidacy) meets with students to identify general student questions and concerns, relays these issues at departmental faculty meetings, and circulates news from department faculty meetings with students.

### Student Lecture Assistants

Two graduate students are invited by the Department Chair in consultation with the graduate students and the faculty to serve for the period of one academic year as lecture assistants to the chair of the lecture series committee. They assist with tasks related to the planning, advertising, organizing, and running all lectures and related activities.

### Society for Music Research

The [Society for Music Research](#) (SMR) at the University of Michigan is an organization of graduate students in ethnomusicology, historical musicology, and music theory in the School of Music, Theatre & Dance, whose mission is to foster the sharing of knowledge and research of music through events and symposia, and to provide a central forum for its membership.

### Music of the United States of America (MUSA)

[Music of the United States of America](#) (MUSA) is a project of the American Musicological Society, supported by a grant from the National Endowment for the Humanities, published by A-R Editions, and hosted by the School of Music, Theatre & Dance. MUSA aims to represent the depth and diversity of our nation's heritage by publishing a forty-volume series of scholarly editions of music that addresses the wide variety of American musical styles. Since 1993, MUSA has published twenty-nine editions and twenty sets of associated performance parts, making its editions available internationally for both study and performance. MUSA employs a handful of skilled editorial assistants—most are musicology graduate students—to help bring MUSA critical editions to publication. Typically, editorial assistants work on tasks such as music and text editing, examining sources, proofreading, research, and typesetting. Students interested in learning more should contact Executive Editor Andrew Kuster at [akuster@umich.edu](mailto:akuster@umich.edu) (606 Burton Memorial Tower).

## **The Gershwin Initiative**

[The Gershwin Initiative](#) is a joint project of the Gershwin family estates, Schott Music Group, and the University of Michigan School of Music, Theatre & Dance. Its primary goal is to produce *The George and Ira Gershwin Critical Edition*, the first scholarly edition of the music and lyrics of George and Ira Gershwin. The initiative involves a broad array of tasks, including not only creating and critiquing critical scores, but also producing ancillary materials (piano study scores, orchestral parts, and more) and engraving all final proofs. The Initiative employs U-M graduate students year-round as editorial assistants, who work on a variety of research, editing, engraving, and proofing tasks. In addition, the Gershwin undergraduate research program provides graduate ethno/musicologists with an opportunity to engage in one-on-one student mentorship in research and writing. Students interested in learning more should contact Managing Editor Andrew Kohler at [gershwinedition@umich.edu](mailto:gershwinedition@umich.edu) (602 Burton Memorial Tower).

## Section 9: University Centers, Institutes, and Graduate Certificates

### University of Michigan Centers and Institutes

The wealth of intellectual and institutional resources at the University of Michigan encourages students to design robust yet flexible plans of study, while cultivating individual interests and opening new fields of investigation. The following list of interdisciplinary centers, institutes, and programs on campus offers a representative sampling of such opportunities:

[African Studies Center](#)  
[Center for Armenian Studies](#)  
[Center for European Studies](#)  
[Center for Japanese Studies](#)  
[Center for Latin American and Caribbean Studies](#)  
[Center for Middle Eastern and North African Studies](#)  
[Center for Russian, East European, and Eurasian Studies](#)  
[Center for South Asian Studies](#)  
[Center for Southeast Asian Studies](#)  
[Center for World Performance Studies](#)  
[Copernicus Program in Polish Studies](#)  
[Global Islamic Studies Center](#)  
[Institute for the Humanities](#)  
[Institute for Research on Women and Gender](#)  
[International Institute](#)  
[Latin American and Caribbean Studies](#)  
[Lieberthal-Rogel Center for Chinese Studies](#)  
[Medieval and Early Modern Studies](#)  
[Nam Center for Korean Studies](#)  
[Program in International and Comparative Studies](#)  
[Weiser Center for Emerging Democracies](#)  
[Weiser Center for Europe and Eurasia](#)

### Graduate Certificates

Graduate certificates enable students who are pursuing a doctoral or professional degree to supplement their disciplinary training with concentrated inquiry in a specific field. Current University of Michigan graduate students can pursue certificates in conjunction with a degree-seeking program. Because completing a Graduate Certificate may delay a student's progress toward the degree and may incur financial consequences, students who wish to pursue a

certificate must consult with the Director of Graduate Studies and their individual advisor. Rackham maintains a complete list of [programs that grant graduate certificates](#), which includes this representative list:

[African American and Diaspora Studies](#)

[Afro-Luso-Brazilian Studies](#)

[Arts Entrepreneurship and Leadership](#)

[Asian Studies: South Asian Studies](#)

[Asian Studies: Southeast Asian Studies](#)

[Diversity, Equity, and Inclusion Certificate \(Rackham\)](#)

[European and European Union Studies](#)

[Film, Television, and Media](#)

[German Studies](#)

[Judaic Studies](#)

[Latin American and Caribbean Studies](#)

[Latina/o Studies](#)

[Lesbian, Gay, Bisexual, Transgender and Queer Studies](#)

[Medieval and Early Modern Studies](#)

[Music Theory Pedagogy](#)

[Russian, East European and Eurasian Studies](#)

[U-M Graduate Teacher Certificate](#)

[Women's Studies](#)

[World Performance Studies](#)

## **Section 10: Professional Development**

### **University Resources**

While the academic job market remains challenging, University of Michigan graduates have succeeded at rates above the national average. Primary responsibility for finding a position after graduate school rests with students and their advisor(s), since experience suggests that those with closest involvement understand a student's strengths best. Staying in close communication with your advisor(s) throughout the job search is essential. Developing a strong relationship with one's dissertation committee is an equally important step for students seeking academic employment. Please consult with your advisor(s) as you prepare to enter the job market to strengthen your materials, to draw on the experiences and insights of faculty members, and to handle arrangements for recommendation letters in advance. You are encouraged to take advantage of the many professional development opportunities offered across the University.

#### **[Rackham Professional Development Resources](#)**

Rackham supports graduate students in developing strategies, plans, and networks to be successful in their professional development during their Michigan experience, and as they transition into their careers. Their programming includes events, workshops, and seminars designed to help students with skills and techniques related to professional development. Many Rackham functions are designed with a broad audience in mind, prompting students to tailor skills for their own disciplines.

#### **[Interdisciplinary Workshops](#)**

#### **[Preparing Future Faculty](#)**

#### **[The Sweetland Center for Writing](#)**

The Sweetland Center for Writing, a comprehensive writing center, exists to support student writing at all levels and in all forms and modes. The offers face-to-face writing help for graduate students, co-sponsor a series on writing with Rackham, host a dissertation writing institute in the spring term, and facilitate student-run interdisciplinary writing groups.

#### **[Writing Workshop](#)**

#### **[Sweetland-Rackham Workshops](#)**

#### **[Dissertation Writing Institute](#)**

#### **[Writing Groups](#)**

## [The Career Center](#)

The Career Center supports Ph.D. students as they navigate their career decision making. They have dedicated staff who work with graduate students in all aspects of their career development, internship, and job searches. They offer individual appointments, workshops and programs, and web resources.

## [The SMTD EXCEL Program](#)

The EXCEL program provides entrepreneurship training and career services for all U-M students engaged in the performing arts. Visit the EXCEL Lab in the Moore Building (1279 Moore) or email Jonathan Kuuskoski at [jkuusk@umich.edu](mailto:jkuusk@umich.edu).

Students may [order business cards for a fee](#) from U-M Printing Services.

## **Job Listings**

Information concerning academic job openings in music is available through the following sources:

[AMS-Announce electronic list](#)

[The Chronicle of Higher Education Job Listing](#)

[CMS Music Vacancy List](#)

[Higher Ed Jobs](#)

[Higher Education Recruitment Consortium](#)

[Inside Higher Ed Careers](#)

[Jobs.ac.uk](#) (UK jobs)

[SEMNotices-L electronic list](#)

[Academic Jobs Wiki](#)

The School also subscribes to an online career service, *Bridge: Worldwide Music Connection*, managed by the New England Conservatory. Please contact Melynee Weber-Lynch, the Graduate Coordinator, for more information on how to access *Bridge*.

## **Rackham Programs and Resources for Career Exploration**

Rackham hosts workshops, holds seminars, grants fellowships, and organizes immersive experiences for students who wish to explore career paths that expand beyond academia.

[Program in Public Scholarship](#)

[Versatile PhD Premium Membership](#)

[The Humanities PhD Project](#)

## Section 11: Health Care Benefits

Many but not all university-sponsored funding packages and fellowships include health care coverage. Note that familiarity with health coverage is the student's responsibility, and health care benefits are a personal, contractual arrangement between the individual and the [Benefits Office](#). You will be contacted by the Benefits Office when your eligibility for health care coverage is confirmed by the department. Please heed the instructions concerning deadlines and enrollment, which is handled through Wolverine Access. When health care coverage eligibility is nearing the end date, the Benefits Office will notify you of the pending termination and offer the possibility of personally extending coverage.

Any GSI, no matter what their appointment, is eligible to participate in the University's Major Medical (GradCare), Blue Cross-Blue Shield, and Group Life Insurance plans. Every newly appointed GSI 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 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>.

Health care benefits will be extended over the summer for students holding a GSI appointment in the winter term and who will hold another GSI appointment again in the subsequent fall term.

## Section 12: Student Services and Resources

### Accommodations for Graduate Students with Disabilities

The University of Michigan is committed to ensuring that graduate students receive appropriate and reasonable accommodations so that all students are supported in all aspects of their educational experience, including their employment related to their graduate education. Ph.D. students are fully eligible for disability services and accommodations. Rackham maintains a helpful [site describing campus policies, procedures, and resources for students with disabilities](#). If you are a graduate student who has been diagnosed with a disability, or who believes that you may have a disability requiring accommodation, please contact the [Office of Services for Students with Disabilities \(SSD\)](#), which will determine your eligibility for services and identify reasonable and appropriate accommodation. After visiting SSD, please contact your professors and the DGS to implement any accommodations.

### Diversity, Equity, and Inclusion

The School of Music, Theatre & Dance fully embraces the notion that academic and artistic excellence is inseparable from an abiding and pervasive institutional commitment to diversity, equity, and inclusion. The School is committed to furthering the University's mission of ensuring that each member of our community has an equal opportunity to thrive and to take full advantage of the resources afforded by the University of Michigan. The [Office of Diversity, Equity and Inclusion](#) serves as a resource to all students, faculty and staff in the School of Music, Theatre and Dance. Through projects, workshops, trainings, one-on-one meetings, performances, grants, and other programs, the office works to make every member of our school feel welcomed and supported. The office has an open door policy and encourages students to drop by, ask questions, share concerns, or just say hello. [Julio Cardona](#) (734-764-3757) is Assistant Dean for Student Affairs, Human Resources, and Diversity, Equity, and Inclusion, and [Rikki Morrow-Spitzer](#) (734-763-3642) is the school's Diversity, Equity and Inclusion Program Manager.

Related campus resources include:

[Diversity, Equity & Inclusion](#) (University Office)

[Multi-Ethnic Student Affairs](#)

[Office of Academic Multicultural Initiatives \(OAMI\)](#)

[Program on Intergroup Relations, Conflict and Community](#)

[Spectrum Center \(Office of Lesbian, Gay, Bisexual, and Transgender Affairs\)](#)

## **Resources for International Students**

### **International Center**

The [International Center](#) provides a variety of services to assist international students, scholars, faculty and staff at the University of Michigan. Among their notable events is a summer orientation program held before the fall term. In addition to providing a [list of resources](#), the International Center offers a helpful list of [frequently asked questions](#). Rackham also provides a list of [resources for new international students](#) to become familiar with the University and in Ann Arbor more generally.

### **English Language Institute (ELI)**

The [English Language Institute](#) (ELI) offers a variety of courses in English for Academic Purposes (EAP) for nonnative speakers of English enrolled at and visiting the University of Michigan. Approximately 80% of ELI's students are graduate students, with the remainder comprised of undergraduates and visiting scholars. The ELI also features a number of special instructional programs, including [courses and workshops for graduate student instructors \(GSIs\)](#) and a full-time summer intensive program: [English for Academic Purposes](#).

### **Employment for International Students**

In general, employment in the U.S. is restricted for international students. On-campus employment is limited to 20 hours per week while school is in session and available full time during school vacation and holidays. On-campus employment includes work done as a teaching or research assistant as well as jobs in the university library, laboratories, and administrative offices.

### **Additional University Resources**

Listed below are websites that may be of assistance. It is not meant to be all-inclusive.

[Academic Calendar](#)

[Benefits Office](#)

[Campus Information Centers \(CIC\)](#)

[Division of Public Safety and Security](#) (734-763-1131 or 911 for emergencies)

[Financial Aid](#)

[Information and Technology Services](#)

[Parking and Transportation Services](#)

[University Housing](#) (University residences and off-campus housing)

[Libraries & Archives](#)

[Online Directory](#)

[Rackham Academic Records and Dissertations \(OARD\)](#)

[Rackham Resources for Current Students](#)

[Student Legal Services](#)

[Wolverine Access](#)

## **Family, Health, and Wellness Resources**

[After Hours Transit](#)

[Child Care Subsidy Program](#)

[Counseling and Psychological Services](#) (734-764-8312)

In addition to services provided by the central CAPS location, social worker and CAPS counselor Emily Hyssong ([emhyss@umich.edu](mailto:emhyss@umich.edu), 734-764-7321) maintains office hours in the Moore Building on North Campus. For a full list of mental health resources on campus, see <http://smt.d.umich.edu/about/wellness/um-resources-mental-health/>.

[GradCare](#)

[Grad Students with Children Resources](#)

[Office of Services for Students with Disabilities](#)

[Night Ride](#) (low-cost, shared nighttime cab service, 734-528-5432)

[Psychiatric Emergency Services](#) (734-996-4747, 24-hours)

[Sexual Assault Prevention and Awareness Center \(SAPAC\)](#)

[Students with Children](#)

[University Health Services](#)

[Work/Life Resource Center](#)

[Work-Connections: Employee-Centered Illness and Injury Program](#)

### **Conflict and Dispute Resolution Resources**

[Office of Institutional Equity \(Discrimination and Discriminatory Harassment Resolution\)](#)

[Office of Student Conflict Resolution](#)

[Office of the Student Ombuds](#)

[Ombuds Office](#) (University) and [SMTD Faculty Ombuds](#)