General Information for Graduate Students and Advisers

I. Admission Requirements

University

To attain graduate standing, a student must submit an application to the Graduate Admissions Office. Deadlines vary and may be determined by contacting that office. The student is advised to allow ample time for the application to be processed prior to the Music Department audition and/or interview.

A Grade Point Average of 3.0 (on a scale where 2.0 equals the grade of C) and the equivalent of a baccalaureate degree from an accredited institution are required for regular admission. In exceptional circumstances conditional admission may be granted for a student whose GPA is less than 3.0 or whose undergraduate degree was awarded by a non-accredited institution.

Department of Music

1. Undergraduate Degree Requirement and Prerequisites

Applicants must possess a baccalaureate degree in the same field in which he or she wishes to pursue graduate study, or its equivalent as indicated by a review of transcripts, private study, examinations, and audition. Prerequisites, including undergraduate courses, may be required of a student who is deficient in a certain area or who does not hold an undergraduate degree in the proposed area of graduate study.

Prerequisite courses should be completed before (or, in exceptional cases, concurrent with) the student’s matriculation as a graduate student. If the identified prerequisites exceed eight semester hours, the student will not be accepted for graduate study. Instead, the student will be advised to enroll in Post-Bachelor status and reapply when the prerequisites have been completed.

2. Audition or Interview

For each area of concentration, an audition and/or interview with the Area Coordinator or major program advisor is required and must be completed before the student can be accepted for graduate study. All prospective graduate students must also submit a writing sample to the Area Coordinator or major program advisor and the Graduate Officer.
A student must be academically reviewed and accepted by the Graduate School as a graduate student before the audition takes place. **Audition dates and request forms** are posted on the Music Department website (www.music.wayne.edu).

3. Diagnostic Examinations

Basic diagnostic examinations in theory and history must be taken before the student may register for graduate classes. A student who does not pass the examinations will be permitted to register for one semester and is required to complete any failed examinations before being permitted to register again. A hold will be placed on the records of any student who does not pass all examinations prior to the first term of matriculation. Tests are administered during final registration week of both Fall and Winter semesters. Dates and times can be obtained by calling the Music Office (577-1795).

The examinations in theory and history are approximately 1-1/2 hours each. The theory test, which must be passed before a student may take graduate-level theory courses, includes melodic and harmonic dictation, part writing, and analysis. A secure foundation in harmony/voice leading, counterpoint, and form is assumed. The history test, which must be passed before a student registers for graduate-level history courses, covers Western music from the Middle Ages to the present. Both examinations are based on the undergraduate core curriculum in history and theory required of all music students at Wayne State and generally reflect the content of curricula at other undergraduate institutions accredited by the National Association of Schools of Music (NASM). In the event an examination is failed, an alternate test will be provided when the test is retaken.

In certain cases, students may be counseled to take an undergraduate course to remediate deficiencies exposed by the exams. In these cases, satisfactory completion (the grade of B or better) may substitute for retaking the exam(s). Each examination may be taken only twice. A student who fails the second time will be dismissed from the graduate music program.


4. Transfer of Graduate Credits

It is possible to transfer up to six semester hours of graduate credit toward a degree, subject to the approval of the student’s adviser and the Department Graduate Officer. However, courses accepted for transfer credit from another institution cannot have provided credit toward a prior degree.

Under no circumstances will a research/bibliography course from another institution be accepted for transfer credit. All graduate students must take MUH 5300 (Music Research) at WSU.
II. Curricular Requirements

Academic Standards

The University requires that each student achieve a minimum Grade Point Average of 3.0 in order to be eligible for a graduate degree. Grades below B (including B-minus) are considered unsatisfactory and constitute valid cause for dropping a student from graduate study. However, the Department of Music permits a student to accumulate a maximum of six semester hours below B (in courses other than the area of concentration) as long as they are offset by higher grades so that a 3.0 GPA is maintained at all times. Hours of B-minus and below in excess of six will result in dismissal from the program. A student will also be dismissed if the GPA drops below 3.0 at any time.

The grade of I (Incomplete) automatically becomes F (Failure) at the end of one calendar year after it is given.

Petition to repeat a Class

Graduate courses for which a student receives the grade of B-minus or below are computed into the GPA but do not count toward the degree. A student may petition to retake a course in which the grade of B-minus or below is received, but no more than two courses may be retaken during the student’s study at Wayne State. Permission to retake a course must be obtained from the Department Graduate Officer. The original grade for the course will remain on the student’s transcript, but only the new grade will be used to compute the student’s GPA. A student will not receive financial aid for courses that are retaken.

Plan of Work

A Plan of Work must be filed as the student approaches completion of twelve hours of graduate study. The Plan of Work form must be downloaded from the Music Department website (http://music.wayne.edu/filesMusPlan_of_WorkR.pdf), saved to the local computer, and completed by the student. The Plan of Work certifies that the student has attained candidacy for the degree and specifies all courses to be completed for that degree. The student should draw up the Plan of Work with the adviser, who will sign it and forward it to the Department Graduate Officer for review. The Graduate Officer makes a note in STARS that the Plan of Work has been filed, and notifies Records Maintenance that the student is now “Candidate Master’s.” The Plan of Work form is kept in the student’s file in the Music Department.

If a student fails to file a Plan of Work before completing 12 credit hours, the Dean’s Office will place a hold on the records, and the student will not be able to register until the Plan of Work is filed.

Progress in the Program

A student is expected to follow the Plan of Work and to make appropriate and consistent progress towards achieving the Master’s degree. Students are expected to:

1) maintain a 3.0 GPA at all times;
2) meet the academic and artistic standards of the Music Department and of WSU;
3) make steady progress through the Plan of Work toward completion of the degree;
4) uphold academic honesty in all activities.

If a student fails to register for graduate coursework for 4 semesters in succession, that student may be dismissed from the program or may be required to reaudit or reinterview before being allowed to register for classes.

**Time Limit**

The University imposes a limit of six years from the date of first registration to the date of completion of the requirements for all Master’s degree programs. In exceptional circumstances, an extension may be granted but must be requested before the original time limit has been reached. A student must write a letter to the major program adviser detailing why an extension is warranted and the proposed termination of the extension. The adviser will send the letter, with recommendations regarding the student’s request, to the Department Graduate Officer, who will write a response and then forward the materials to the Dean’s Office. The College Associate Dean will then determine if an extension is warranted.

**Research Requirement**

All graduate degree programs in the Department of Music require MUH 5300, Music Research, which is a prerequisite for all history classes and all directed-study courses. This course must be completed at Wayne State and may not be transferred from another institution.

**Master of Arts Language Requirement**

Each student in the Master of Arts in Music Program must demonstrate proficiency in a foreign language. French or German is preferred, although another language may be substituted if it is needed specifically for the student’s thesis research. For information regarding the examination, the student should contact the specific language department office.

**Auditing Courses**

Graduate students are not encouraged to audit courses. If, however, the major program adviser agrees to allow a student to audit a course, the student must pay for the course credit and may not take any quizzes or examinations in the course. In general, a student may not change from audit status after registering for the course. An exception may be granted with the written approval of the instructor, the adviser, the departmental Graduate Officer, and the Dean. These recommendations must accompany the Drop/Add form indicating the desired status change.

**Drop/Add Policy**

See the Graduate Bulletin for University rules regarding Drop/Add. In addition, the Music Department will not allow a student to drop a graduate course after the 4th week of classes.
III. Terminal Requirements

Final Projects

All Master’s degree programs in the Department of Music require a final project that is completed according to the major concentration requirements shown below.

Plan A: Thesis or Composition: required for all MA students and students enrolled in the Theory/Composition concentration; optional for students enrolled in the Music Education concentration. All students following the Thesis/Composition plan must complete an oral examination.

Plan B: Essay: Only available as an option to students enrolled in the Music Education concentration; an oral examination is also required.

Plan C: Recital with program notes: required for all students enrolled in the conducting, instrumental performance, vocal performance, and jazz performance concentrations. Students must take a pre-recital jury to determine readiness for the recital. Adjudicators for the pre-recital jury will comprise the student’s private instructor, the area coordinator, and a departmental administrator.

Formal program notes must be approved by the program advisor and then submitted to the Department Graduate Officer at least two weeks before the scheduled recital. Guidelines for the graduate recital program notes can be found on the music website. A final, oral examination covering the student’s recital repertoire and the formal program notes must be satisfactorily completed after the graduate recital performance. Students enrolled in MUP 8290 (recital) must also be enrolled in the appropriate MUP 72XX or 73XX Applied Music course during the term in which the recital is presented.

Plan C: Oral presentation and written examination: Only available as an option to students enrolled in the Music Education concentration.

Students must consult the curriculum guides, posted on the Department of Music website, for their specific concentration requirements, including final project requirements. Students should also consult their major program adviser concerning guidelines for the essay, thesis, or oral presentation.

Procedures for the graduation recital are detailed in Recital Request Form available on the Department of Music website. The student is responsible for all information contained in that document.

Terminal Examinations

Students in all concentrations must take an oral examination based on the final project (recital, essay, or thesis)—see below for terminal examinations when a music education student chooses an oral presentation. A student who completes an essay or thesis must place a final draft of the document in the hands of each committee member, allowing sufficient time for careful reading prior to the examination. A student who gives a recital must schedule the performance when committee members can be present.

The oral examination should be scheduled to occur shortly before the time the student intends to submit the final project or shortly after the graduate recital performance. The Examining
Committee, chosen by the student and the major program advisor, must consist of at least three, full-time graduate faculty members with whom the student has completed coursework.

For performance majors, this committee should include the advisor, the private instructor, and one faculty member from either Music History or Theory. If the private instructor is not a full-time faculty member, another faculty member must be chosen, although the private instructor is encouraged to attend as well. The oral examination should take approximately 1-1/4 hours.

In preparation for the examination, the student should consult with each member of the Examining Committee at the beginning of the term in which he expects to graduate, so that there is a clear and accurate understanding of the procedure and the level of academic expectation.

A music education student who chooses an oral presentation as the final project must also choose an Examining Committee consisting of three members of Graduate Faculty (2 from the Music Education area and 1 from either Music History or Theory. At the beginning of the semester in which the student intends to graduate, he or she will be given questions to research, based on coursework taken as a graduate student. The written answers to these questions will be turned in to the advisor, who will share them with the Examining Committee. In addition, after the oral presentation the student will be questioned by the Committee on aspects of the presentation.

IV. University Deadlines And Requirements

Students who have completed course requirements, but who are working on essays or theses, must register for at least one credit of MED 7990 (Essay) or MED 8999, MUH 8999, or MUT 8999 (Thesis), during each term University facilities and/or faculty advisors are being utilized. For further details, see the current Graduate Bulletin.

The student is responsible for all deadlines that pertain to the requirements. Deadlines for completing a project in time for graduation can be determined by contacting the Department Graduate Officer (577-2612); deadlines for a recital can be obtained by contacting the Music Office (577-1795).

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