

WAYNE STATE  
UNIVERSITY  
COLLEGE OF FINE, PERFORMING  
AND COMMUNICATION ARTS

DEPARTMENT OF MUSIC

**GRADUATE STUDENT HANDBOOK**

*General Information for Graduate Students and Advisors*

**I. Admission Requirements**

University Admission Requirements

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 Department of Music 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 Admission Requirements

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 Program Advisor is required and must be completed before the student can be accepted for graduate study. All prospective graduate students may also be asked to submit a writing sample to the Program Advisor and/or the department's 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 [Department of Music website](#).

## 3. Placement Examinations

Basic placement 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 University 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.

Study guides for both examinations are available on the [Department of Music website](#). It is recommended that standard textbooks in theory and history be used for purposes of review: for ear training, Kraft, A New Approach to Ear Training, 2<sup>nd</sup> ed. (Norton, 1999); for harmony and voice leading, Aldwell/Schachter, Harmony and Voice Leading, 3<sup>rd</sup> ed.

(Thomson, 2003); for analysis of form in tonal music, Caplin, *Classical Form* (Oxford, 1998); for history, Burkholder, Grout, and Palisca, *A History of Western Music*, 9th ed. (Norton, 2014). Barnes and Noble publishes a College Outline Series, which includes books for theory and history.

*Waiver of Placement Exam Requirement:* Applicants holding a bachelor's degree in music from WSU are not required to take the placement examinations, provided that the following conditions are met:

- a. the applicant's bachelor's degree was granted within four years of the date of his or her application to the graduate program; *and*
- b. to waive the placement examination requirement in music history, the applicant must have received an average grade of B or better in the following undergraduate courses:

MUH 1345	Music Cultures
MUH 3310	Music History & Literature 1
MUH 3320	Music History & Literature 2
MUH 3330	Music History & Literature 3

*and/or*

- c. to waive the placement examination requirement in music theory the applicant must have received an average grade of B or better in the following undergraduate courses:

MUT 1140	Theory 1
MUT 1160	Theory 2
MUT 2140	Theory 3
MUT 2160	Theory 4
MUT 1150	Ear Training 1
MUT 1170	Ear Training 2
MUT 2150	Ear Training 3
MUT 2170	Ear Training 4
MUT 5997	Analytical Techniques

For students who transferred to WSU as an undergraduate, the evaluation of courses and grades for the purpose of waiving the placement exam(s) will be done on a case-by-case basis.

#### 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 Program Advisor and the department's 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

### Program Advisors and Graduate Officer

All graduate students in the Department of Music are guided in their programs of study by a Program Advisor and the department's Graduate Officer. Program Advisors supervise students within specific concentrations and assist with course selections, tracking progress toward the degree, etc. See the [Department of Music website](#) for a list of Program Advisors and their concentrations. The department's Graduate Officer oversees the department's graduate programs, including Plans of Work and degree certifications.

### Academic Standards

The University requires that each student achieve a minimum Grade Point Average (GPA) 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 may also be dismissed if the GPA drops below 3.0 at any time.

*Incompletes:* A grade of Incomplete (I) is given to a student when he/she has not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions. A written contract specifying the work to be completed should be signed by the student and instructor. Responsibility for completing all course work rests with the student. Any unchanged mark of I will be changed to a grade of F or failure if the course is not completed within one calendar year. See the [Graduate Bulletin](#) for the complete policy on incompletes.

### Grade Appeals

The College policy for appealing a final grade can be found on the [CFPCA website](#). Disputes over coursework grades should first be addressed informally between the student and the course instructor. If the student and instructor cannot reach a mutually agreeable resolution, the student can formally appeal the final course grade. Per the College policy, final course grades may only be appealed on specific grounds. Note that the College policy on grade appeals does not apply to allegations of academic dishonesty, which should be addressed under the Student Code of Conduct (see the [Dean of Students Office website](#)).

### 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 WSU and may not be transferred from another institution. This course should be taken as early as possible in a student's graduate program: for students entering in the Fall, the course should be taken during the first semester; for students entering in the Winter, the course should be taken during the following fall semester.

### 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 WSU. Permission to retake a course must be obtained from the 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.

### Auditing Courses

Graduate students are not encouraged to audit courses. If, however, the Program Advisor 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 advisor, the 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 Department of Music will not allow a student to drop a graduate course after the 4<sup>th</sup> week of classes.

### 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 [Department of Music website](#) 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 Program Advisor, who will sign it and forward it to the Graduate Officer for review. The Graduate Officer makes a note in the student's record 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 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 Department of Music and of WSU;
- 3) make steady progress through the Plan of Work toward completion of the degree; and
- 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 reaudition or reinterview before being allowed to register for classes.

### 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.

### 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 Program Advisor will send the letter, with recommendations regarding the student's request, to the department's 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.

## **III. Terminal Requirements**

### Applying for Graduation

All students who intend to graduate must apply for graduation at the beginning of the semester in which they intend to finish their degree. The deadline to apply for graduation is approximately four weeks after the semester begins. More information about applying for graduation can be found on the WSU [Registrar's Office website](#).

### 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. 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 Program Advisor concerning guidelines for the final project. Final projects must be completed in the student's final semester of study in his or her graduate program, after all coursework has been completed or at the same time that all coursework is completed.

For students enrolled in the MA program and the MM program in Composition/Theory, the final project shall take the form of a thesis (for students in the MA program and the MM in Theory) or a composition (for students in the MM program in Composition). Students must work with an approved advisor on the thesis or composition.

For students enrolled in the MM programs in Conducting, Jazz Performance, Instrumental Performance, and Vocal Performance, the final project shall take the form of a recital. 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 (or the administrator's designee). 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.

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.

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

All students must also complete an Oral Examination (see below).

### Examining Committee

All final projects must be approved by the student's Examining Committee, whose members will also preside over the Final Oral Examination (see below). The Examining Committee, chosen by the student and the Program Advisor, must consist of at least three full-time graduate faculty members with whom the student has studied.

For performance majors, this committee should include the Program Advisor, the private instructor, and one additional faculty member. If the private instructor is not a full-time faculty member, a different faculty member must be chosen, so that there are three full-time faculty members present. In that case, the private instructor is encouraged to attend as well and may pose questions. A student who gives a recital must schedule the performance when the Examining Committee members can be present.

### Final Oral Examinations

Students in all concentrations **must** take an oral examination based on the final project (recital or thesis). A student who completes a thesis must provide a copy of the document to each committee member, allowing sufficient time for careful reading prior to the examination.

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 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 or she expects to graduate, so that there is a clear and accurate understanding of the procedure and the level of academic expectation. The format of the Final Oral Examination is as follows:

- Students in the MA and Composition/Theory program should prepare a 15-minute presentation, which will begin the oral examination, based on the content of their thesis or composition and should include such issues as historical context and

theoretical/analytical issues. Following the presentation, members of the Examining Committee may pose questions to the student.

- Students in performance programs should prepare a 15-minute presentation, which will begin the oral examination, focusing on the recital repertoire and should include such issues as programming and performance practice, as well as historical context and theoretical/analytical issues. Following the presentation, members of the Examining Committee may pose questions to the student.

### Final Steps for Thesis Completion

Students who write a thesis for their Final Project must take additional steps to complete the thesis and submit it to the Graduate School, including:

- formatting the manuscript in accordance with the Wayne State University Graduate School Formatting Manual;
- submitting a signed title page to the Graduate School's Ph.D. Office;
- submitting the thesis to the Graduate School for a format check; and
- completing a Publishing Agreement with ProQuest/UMI.

More information about these steps can be found on the WSU [Graduate School website](#).

### Deadlines

Students are responsible for all deadlines that pertain to the requirements. Deadlines for completing Final Projects in time for graduation can be determined by contacting the department's Graduate Officer. Deadlines for completing recitals can be obtained by contacting the Department of Music office: (313) 577-1795.

## **IV. University Deadlines and Requirements**

Students are responsible for meeting all deadlines and fulfilling all requirements determined by Wayne State University; the Graduate School; the College of Fine, Performing, and Communication Arts; and the Department of Music in addition to those pertaining to individual courses. For help in obtaining and understanding deadlines and requirements, students may contact their course instructors, Program Advisor, the department's Graduate Officer, or representatives of the CFPCA Dean's Office and/or the WSU Graduate School.