



# WAYNE STATE UNIVERSITY

College of Fine, Performing and Communication Arts  
Department of Music

## GRADUATE STUDENT HANDBOOK

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### Other Important Links:

- [College of Fine, Performing and Communication Arts](#)
- [Graduate School](#)
- [WSU Graduate Bulletin](#)
- [Wayne State University Homepage](#)

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## Welcome

### A. Wayne State University

Our Mission: We will create and advance knowledge, prepare a diverse student body to thrive, and positively impact local and global communities.

Our Vision: We will be a pre-eminent, public, urban research university known for academic and research excellence, success across a diverse student body, and meaningful engagement in its urban community.

### B. The Graduate School

The Wayne State University Graduate School provides leadership in advancing academic excellence in graduate and postdoctoral education and cultivates a supportive environment for research, scholarly activities and other creative endeavors that are integral to the success of a diverse body of master's and doctoral students, postdoctoral scholars, and graduate faculty across programs.

### C. The Department of Music

The Department of Music cultivates music as a contemporary and global art, grounded in a long historical tradition, by combining higher education with professional training and experience for its undergraduate and graduate/professional students.

The Department offers students of music opportunities to learn, grow, and develop their skills and disciplines in an urban cultural setting. With close proximity to Detroit's cultural center, students have access to the resources of such premiere institutions as the Detroit Institute of Arts, the Detroit Public Library, the Detroit Opera House, and Orchestra Hall. The long historical relationship between the Detroit Symphony Orchestra and the Department allows students to study and coach with exceptional guest artists and resident artist-faculty who are specialists in all musical styles and media.

Building on the strengths of its geographic and cultural setting, the Department maintains public access to its performances and degree programs, offers high-level professional and academic standards and unique creative and scholarly opportunities appropriate to a large research university, and cultivates a deep aesthetic understanding of music in our students and the larger urban arts community.

## Getting In—Admission Requirements

### A. University Admission Requirements

To attain graduate standing, an application must be submitted to the Wayne State University [Graduate Admissions Office](#). Deadlines vary and may be determined by contacting that office. The applicant 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.

### B. 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, experience, and audition/interview. 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 to graduate study. If the 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 and/or Interview

For each degree concentration, an audition and/or interview with the Program Advisor is required and must be completed before the student can be admitted 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 admitted 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

Placement examinations in theory and history *must* be taken shortly before the student's first semester. The dates and times for these exams will be sent to students before matriculation. A score of 70% or higher is considered passing for the examinations. Students who score below that threshold will be required to take an undergraduate music theory and/or music history course as a form of review. The required music theory and/or music history course will vary from student to student, with the selection reflecting the area in which the student would most benefit from additional study. Successful completion of the course(s) with a grade of B or higher is required before students may enroll in MUH 73xx or MUT 7xxx courses, respectively.

The examinations in theory and history are approximately ninety minutes each. The theory test includes melodic and harmonic dictation, harmonization of a melody in four-part SATB style, and analysis; a secure foundation in harmony/voice leading and form is assumed. The history test covers basic elements of classical, jazz, popular, and world music.

Students can only be required to take one music theory and one music history course. These courses must be taken at the earliest opportunity. The Graduate Director may recommend that the student enroll in additional undergraduate courses depending on their previous music experience. While such recommendations are not binding, students are strongly encouraged to heed this advice, as it is given with the intent of providing the student with the tools they need for academic and professional success.

Study guides for both placement 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. (W.W. Norton, 1999); for harmony and voice leading, Aldwell/Schachter, *Harmony and Voice Leading*, 3<sup>rd</sup> ed. (Thomson, 2003); for form/analysis, Green, *Form in Tonal Music*, 2<sup>nd</sup> ed. (Harcourt/Brace/Jovanovich, 1979) or Caplin, *Classical Form* (Oxford University Press, 1998); for history, Burkholder, Grout, and Palisca, *A History of Western Music* (W.W. Norton, 2014).

#### i. Waiver of Graduate Placement Examination 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 examination(s) will be done on a case-by-case basis. Please consult with the department's Graduate Officer.

#### 4. Transfer of Graduate Credits

Graduate students may 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 will not be accepted for transfer credit from another institution if they were used 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.

## **In the Program—Curricular Requirements**

### **A. 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.

### **B. Academic Standards**

#### **1. Minimum Grade Point Average**

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.*

#### **2. Research Requirement**

All graduate 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.* It should be taken as early as possible in a student's graduate program: for students entering in the

Fall semester, the course should be taken during the first semester; for students entering in the Winter semester, the course should be taken during the subsequent fall semester.

### 3. Grading Policies

#### i. Grading Authorities

Policies pertaining to grading are typically established by each instructor and published in his or her course syllabi. Those policies are governed, and may be superseded, by the policies established in the WSU Graduate Bulletin. Students are encouraged to consult the Graduate Bulletin for complete information about the policies listed below.

#### ii. Grading System

According to the WSU Graduate Bulletin, the graduate grading system is intended to reflect higher standards of critical and creative scholarship than those applied at the undergraduate level. To receive a graduate grade in courses open to both undergraduate and graduate students, the graduate student is expected to do work of superior quality and is required to do any additional work specified by the instructor.

At the graduate level, grades of A, A-, B+, B, B-, C+, C, and F are available for final course grades, where B-, C+, and C are considered “below graduate standards” and F is considered a failing grade.

#### iii. 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.



#### iv. Grade Appeals

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.

The College of Fine, Performing and Communication Arts' policy for appealing a final grade can be found on the CFPCA website. 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 allegations of academic dishonesty, which should be addressed under the Student Code of Conduct (see the [Dean of Students Office website](#)).

### C. Courses and Registration

#### 1. Auditing Courses

Graduate students are discouraged from auditing courses (attending without receiving a grade). 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.

#### 2. 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.

### 3. Adding and Dropping Courses

See the Graduate Bulletin for University rules regarding adding and dropping courses. In addition, the Department of Music will generally not allow a student to drop a graduate course after the fourth week of classes.

#### D. 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. Upon approval, the Plan of Work form is kept in the student’s file in the department. The Graduate Officer the student’s record to indicate the Plan of Work has been filed and notifies Records Maintenance that the student is advanced from “Applicant Master’s” to “Candidate Master’s.”

If a student fails to file a Plan of Work before completing twelve credit hours, the CFPCA 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.

#### E. Progress in the Graduate Program

##### 1. Maintaining Good Standing

All students are expected to follow their Plan of Work and to make appropriate and consistent progress towards achieving the Master’s degree. This includes the following:

- 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.

##### 2. Master of Arts Language Requirement

Each student in the Master of Arts in Music program are required 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. This requirement may be satisfied in two ways:

**i. Translation Examination**

Students may elect to take a translation examination, which involves the selection of an appropriate scholarly text, the translation of that text (with the aid of a dictionary), and a brief comprehension question (answered in English). For detailed information regarding the examination, the student should contact the Department of Classical and Modern Languages, Literatures, and Cultures, which administers the exams.

**ii. Coursework Substitute**

Students may elect to complete *two* introductory courses in a foreign language and earn a grade of B or better in both. If the courses are taken at the undergraduate level, the student will not earn credit toward his or her graduate degree.

**3. Time Limit**

If a student fails to register for graduate coursework for four 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.

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 Program Advisor 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 CFPCA Dean's Office for a final determination.

## **Finishing the Program—Terminal Requirements**

### **A. 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](#).

### **B. Final Projects**

All graduate degree programs in the Department of Music require a final project that is completed according to the degree/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.

#### **1. Timing of the Final Project**

Final projects must be completed in the student's final semester of study in his or her graduate program, concurrent with or after the completion of all coursework.

#### **2. Form of the Final Project**

##### **i. Master of Arts in Music and Master of Music in Composition/Theory**

For students enrolled in the MA program and the MM program with a concentration in Composition/Theory, the final project shall take the form of a "thesis." For students in the MA program and the MM in theory, the thesis is a research paper. For students in the MM program in composition, the thesis is a composition. In all cases, students must work with a member of the full-time faculty, approved in advance by the Program Advisor, on the thesis.

##### **a. Continuing Thesis Work**

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.

## ii. Master of Music in Conducting and Performance

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.

### a. Pre-Recital Jury

Students must take a pre-recital jury to determine readiness for the recital. Adjudicators for the pre-recital jury will comprise of the same membership as the Examining Committee (see below). Members of the committee other than the private instructor may approve the pre-recital jury indirectly by reviewing an audio or video recording.

### b. Concurrent Course Registration

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.

### c. Recital Planning Procedures

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 requested in that document and for submitting information for the recital program by the deadline specified by the department.

## 3. 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 students in the Master of Music programs in Conducting and Performance, the Examining 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.

#### 4. Final Oral Examinations

Students in all concentrations must take a Final 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 (at least two weeks) for careful reading prior to the examination.

##### i. Timing of the Final Oral Examination

The Final Oral Examination should take approximately ninety minutes. It should be scheduled to occur shortly before the time the student intends to submit the final draft of his or her Final Project or shortly after the graduate recital performance.

##### ii. Preparing for the Final Oral Examination

In preparation for the Final Oral Examination, the student should consult with each member of his or her 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 academic expectations.

##### iii. Format of the Final Oral Examination

###### a. Master of Arts in Music and Master of Music in Composition/Theory

Students in the MA and MM Composition/Theory programs should prepare a fifteen-minute presentation based on the content of their thesis, which begins the examination. This presentation 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.

###### b. Master of Music in Conducting and Performance

Students in the Master of Music program with concentrations in Conducting or Performance should prepare a fifteen-minute presentation focusing on their recital repertory, which will begin the examination. This presentation 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.

## 5. Final Steps for Thesis Completion

Students write a thesis in the form of a research paper for their Final Project must take additional steps to complete 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.

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## **Deadlines and Responsibilities**

Students are ultimately responsible for all deadlines that pertain to the course, program, and degree 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.

Students are also responsible for meeting all deadlines and fulfilling all requirements determined by the College of Fine, Performing, and Communication Arts; the Graduate School; and the University. For help in obtaining and understanding deadlines and requirements, students may contact their course instructors, Program Advisor, the department's Graduate Officer, the CFPCA Dean's Office, and/or the Graduate School.